

FIRE PREVENTION & BUILDING CODE ENFORCEMENT
WARREN COUNTY MUNICIPAL CENTER
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TO: PUBLIC SAFETY COMMITTEE
FIRE PREVENTION & BUILDING CODE ENFORCEMENT

FROM: KAREN PUTNEY, ADMINISTRATOR

DATE: April 11, 2011

RE: AGENDA

FIRE PREVENTION & BUILDING CODES PORTION

- I. REQUEST FOR NEW POSITION(S)—Table attached with results of survey of other county level code enforcement offices and **Town** of Queensbury. Discussion to follow.

COUNTY SURVEY AND TOWN OF QUEENSBURY

	Chenango Co.	Jefferson Co.	Osteo Co.	Warren Co.	Washington Co.	Wyoming Co.	Town of Queensbury
Total No. of Staff	4	9	7	5	2010-6, 2011-5	3.5	6
No. of Staff Routinely Doing Insp.	4	6 f/t & 2 p/t	3.5	3	2010-5, 2011-4	2	4
Does Other Staff Do Fire/Prop. Insp. YES/NO	no	yes	no	no	no	yes	yes
If Yes How Many		2 p/t				2010-3, 2011-2	2
No. of Fire Insp. 2010	174	568	639	21	171	1,000	1,214
No. of All Other Insp. 2010	2,571	2,559	1,222	3,788	not given	3,200	6,934
No. of Permits Issued 2010	(P) 591 (R) 243	853	(P) 814 (R) 1,107	(P) 574 (R) 400	459 no renewals indicated	(P) 580 (R) 900	593 no renewals indicated
No. of Towns, Cities, Vill. In Jurisdiction	24	28	28	11	20	24	1
No. of Towns, Cities, Vill. Not In Jurisdiction	4.5	15	6	2	6	1	n/a
Population of County	51,401	not given	62,746	66,021	62,000	46,000	
Population in Your Jurisdiction	not given	not given	38,962	26,226	42000	36,000	25,441

**WARREN COUNTY FIRE PREVENTION AND CODE
ENFORCEMENT STAFFING**

Jan. - July, 2007 - Director Lemery

6.5 FTES
1 Administrator
1 Secretary/Code Enforcement Officer
1 Account Clerk
3 Code Enforcement Officers
.5 Fire Safety Inspector

Aug., 2007 - May, 2009 - Office Reorganization Period - Director Putney

6 FTES (not at all times - reorganization took time plus change over in Code Enforcement Officers)
1 Administrator
1 Secretary/Code Enforcement Officer
4 Code Enforcement Officers (see above note)

May, 2009 to Present

5 FTES
1 Administrator
1 Secretary/Code Enforcement Officer
3 Code Enforcement Officers

April 11, 2011 Proposed Staffing

6.5 FTES
1 Administrator
1 Secretary/Code Enforcement Officer
4 Code Enforcement Officers
.5 Code Enforcement Officer, Plan Reviewer, Fire Safety Inspector

WARREN COUNTY FIRE INSPECTIONS

2007	69 Fire Inspections
2008	190 Fire Inspections
2009	52 Fire Inspections
2010	21 Fire Inspections
2011 to date	3 Fire Inspections

DEPARTMENT STATS

Premises Within County to be Inspected Calculated at Approximately 1,545 - 2,000

County Jurisdiction Area - Approximately 793 sq. miles (land)

2010 - 3 inspector miles traveled - total - 56,316 (Average - 18,772)

Fire Safety Inspection Fees - \$75.00 (estimated revenues w/ proposed staffing \$18,000 - \$20,000)

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: FIRE PREV. & BLDG. CODE ENF.

DATE: April 11, 2011

- (a) Title of Requested Position: Fire Prev. & Bldg. Code Enf. Officer
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 17, \$39,273
- (c) Effective Date for New Position:* approx. May 23, 2011
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): None
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: N/A
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No, the position is not mandated, but the work is.
- (h) Is there expected revenue from this position? If so, please explain: Yes, revenues will be generated by the inspections done by this employee. However, it is not expected to generate enough revenue to cover the salary of this position.