



# AGENDA REPORT

New Haven, Michigan

Meeting Type

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**MEETING DATE:** 13 August 2024

**DEPARTMENT:** Office of the Village President

**DATE SUBMITTED:** 6 August 2024

**PREPARED BY:** Brian Meissen

**ITEM TITLE:** Full Time Fire Inspector / Code Enforcement Officer

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## **EXECUTIVE SUMMARY:**

Currently, we utilize Fire Savvy for our commercial fire inspections and site plan reviews and have a Code Enforcement Officer contracted with a stipend of \$750 per month. While both providers have largely fulfilled our needs, I propose that we transition these functions in-house by hiring a Full-Time Employee (FTE) who would be allocated between the Fire Department and Code Enforcement duties. This shift would eliminate our reliance on third-party services for commercial fire inspections and leverage the existing synergy between these two functions by consolidating them into one role.

An in-house employee could also be certified in site plan review, further decreasing our dependence on Fire Savvy for Planning Commission site plan evaluations. Although Fire Savvy has generally met our needs, they are currently experiencing a high volume of work, leading to delays in their response times. This has affected the Planning Commission's ability to conduct meetings while awaiting Fire Savvy's feedback on site plans.

Additionally, while our current Code Enforcement Officer performs adequately under a \$750/month stipend, a dedicated full-time Code Enforcement Officer could provide more consistent service, allocating 10-15 hours per week to Code Enforcement. This arrangement would enhance follow-up and accountability, addressing the enforcement issues the Village frequently encounters.

## **RECOMMENDED ACTION:**

Approval to move forward with the creation of a Full Time position split between Fire Department and Code Enforcement.

## **ADMINISTRATIVE REVIEW:**

**EXHIBITS:**