



# AGENDA REPORT

## New Haven, Michigan Council Meeting

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**MEETING DATE:**03/11/2025

**DEPARTMENT:**FD

**DATE SUBMITTED:**02/20/2025

**PREPARED BY:** Chief Stier

**ITEM TITLE:** FT Position

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**EXECUTIVE SUMMARY:** This executive summary requests approval to establish a full-time Fire Inspector position, funded entirely through the general fund budget, effective 25/26FY. This strategic allocation of general funds will bolster fire prevention efforts, enhance community safety, and ensure consistent code enforcement within the Village of New Haven.

The establishment of a dedicated full-time Fire Inspector will provide the following critical benefits:

- **Proactive Fire Prevention:** A dedicated inspector will allow for more frequent and thorough inspections of commercial and residential properties, significantly reducing fire risks.
- **Enhanced Code Enforcement:** Consistent and timely code enforcement will ensure compliance with safety standards, minimizing hazards and protecting lives and property.
- **Improved Public Education:** The inspector will play a vital role in educating the community on fire safety practices, fostering a culture of prevention.
- **Streamlined Operations:** A full-time inspector will improve efficiency by centralizing inspection responsibilities.
- **Increased Revenue Potential:** Proactive code enforcement and fee collection can lead to increased revenue for the department.

Utilizing general funds for this position demonstrates a commitment to prioritizing public safety and investing in preventative measures. This investment will ultimately reduce the likelihood of costly fire incidents, protect our community, and enhance the overall effectiveness of the New Haven Fire Department.

**RECOMMENDED ACTION:** Approval of position


**ADMINISTRATIVE REVIEW:**

**EXHIBITS:** Job duties, cost analysis attached



# NEW HAVEN FIRE DEPARTMENT

57775 Main Street  
New Haven, Michigan 48048-0429  
Phone: (586) 749.9351  
Cell: (586) 255.2016

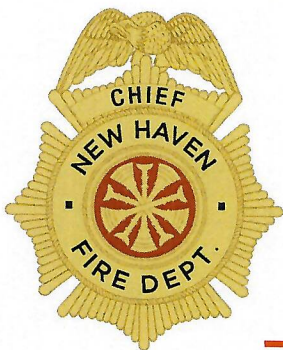
 Fire Chief Daniel Stier

## Fire Inspector Job Duties

- Conduct fire inspections and investigations to identify potential hazards and recommend corrective action.
- Review and evaluate plans and specifications for new construction and renovations to ensure fire safety compliance.
- Plan, implement, and coordinate fire prevention and protection activities.
- Attend and participate in all in-house Fire and EMS training courses.
- Maintain records, prepare reports, and maintain accurate and up-to-date fire protection records and databases.
- Develop and deliver Fire Safety Education and training programs for the public and local businesses.
- Perform all annual fire inspections, emergency safety complaints and Certificate of Occupancy throughout the Village.
- Provide refresher training on fire safety inspector protocols for existing employees.
- Build/expand Community Risk Reduction program to make residents safer. (Smoke detectors install and checks, fire safety plans, fire escape plans, help senior citizens become fire safe.)
- Conduct periodic Fire Risk Assessments on commercial properties.
- Assist in preplanning tactics and strategies for Fire Attack.
- Ensure that all flammable or hazardous materials are stored correctly.
- Maintain Fire Lane compliance throughout the Village, including schools.
- Have direct contact with the State of Michigan Fire Marshals office.
- Respond to emergency incidents.
- Give immediate attention to all commercial business issues.

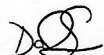






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- Attend commercial business meetings.
- In the event of an emergency such as a Fire, MCI, etc, the Fire Marshal will assume a role in the Incident Command System.
- Perform a Fire Safety Inspection on all rental properties within the Village.
- Maintain all current certifications applicable to the Fire Marshal position.
- Obtain and maintain future certifications including Plans Examiner, Fire Inspector II and Fire Investigator.
- Investigate ALL fires throughout the Village and work with Law enforcement during any fire/arson investigations.
- Can be called in or "dispatched" to any incident that requires an Inspector or Investigator.
- The Fire Marshal will work with the building department, Code enforcement and planning to ensure all Village ordinances are met.
- Attend local, county and state Fire Inspector meetings, conferences, classes, and workshops to further education.
- Perform station duties as needed
- General Maintenance of vehicles
- Maintain a state of readiness of all Department owned vehicles and equipment.
- Complete a weekend shift every 3 weeks
- Maintain all required certifications and licenses as required to perform duties

*The duties outlined in this memo are not exhaustive and are intended to provide a general overview. Personnel are expected to perform all assigned tasks and responsibilities as directed by the Fire Chief, which may include duties not specifically listed herein.*



<b>CLASSIFICATION TITLE:</b>	Fire Marshal	
<b>FTE:</b>		1
<b>SALARY PER HOUR:</b>		\$30.15
<b>DEPARTMENT:</b>	Fire Department	
<b>FLSA STATUS:</b>	Non-exempt overtime pursuant to state law	

<b>COST OF POSITION TO EMPLOYER:</b>		
Yearly Salary:	\$	62,712.00
SocSec_ER	\$	3,888.14
MedCar_ER	\$	909.32
MERS	\$	3,135.60
Blue Cross Family Plan 12MO	\$	16,524.00
Principal Life & AD&D 12MO	\$	400.00
W/C	\$	279.07
Uniform Allowance	\$	1,000.00
Vacation 80 Hours	\$	2,412.00
PTO 24 Hours	\$	723.60
Sick 96 Hours	\$	2,894.40
<b>TOTAL</b>	\$	94,878.14