



City of Willow Park Fire Marshal's Office

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Quarterly Report

The Fire Marshal's Office made the transition in April of 2023 to function independently of the Fire Department. In addition to aiding Parker County ESD 1 with the transition, the Department has been conducting annual fire inspections for commercial occupancies, Acceptance inspections for new occupancies, plan review and development meetings for all future developments, Fire Investigations, and, new to the department: code enforcement.

Since April of 2023 the department has conducted:

- 61 annual fire inspections;
- 16 certificate of occupancy inspections;
- 11 fire protection system inspections;
- 8 fire alarm inspections;
- 7 fire suppression final inspections;
- 6 hydrostatic inspections;
- 1 Special hazard inspection;
- 44 Plan reviews;
- 3 fire investigations.

With code enforcement being new to the Fire Marshal's office the need for a way to track code violation cases became apparent very quickly as the department began to take on various cases. The department began seeking out software to track the numerous cases coming into the office and found that software the city is currently utilizing to track development offered a code enforcement module. The department is currently working with MyGov to implement the code enforcement module. The code enforcement module will allow the department to better organize cases and trend specific problems. The department has been seeking out training in abatement, enforcement, public health nuisance laws, substandard structures, illegal dumping, environmental enforcement and illegal outdoor burning to better familiarize its employees with this new task.

Objectives for the department in the upcoming quarter:

- Implement the MyGov Module and have it functioning as intended;
- Work through current code and provide recommendations for updating current code;
- Continue prioritizing development with quick turnaround times on plan reviews and inspections;
- Remain on track for annual inspections;
- Participate in public education of fire prevention

