

**CITY COUNCIL MEETING**

**AGENDA ITEM VII**



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

*City Council Meeting April 2016*

**From:** Elizabeth Dragon – City Manager  
**Subject:** **Recommended position change from Part time Inspector to Full time Inspector/code enforcement officer**

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***Recommended Motion:***

Councilor moves:

“I move that the Franklin City Council approve the change in position from Part Inspector to full time Inspector/Code Enforcement officer”

Mayor calls for a second, discussion, and vote.

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**Discussion:** Code Enforcement has been a priority discussion of the City Council for the last several years. Code Enforcement issues that are not sufficiently addressed impact quality of life for Franklin residents and deter would be investors or new residents.

Jim Curran who held the part time inspector position for many years retired back in December. Chief LaChapelle and I took this time to discuss the overall needs of the code enforcement division and review whether or not this presented an opportunity for restructuring to enhance the department.

Chief LaChapelle and I both feel strongly that now is the time for changes in the department. With this proposed change we will be able to recruit an excellent candidate. Part time non benefited positions make it challenging to recruit the type of skilled individual needed for this position. There is certainly a volume of activity that supports two full time positions.

This proposed change would not only enhance our ability to enforce codes it also establishes a more comprehensive fire investigation unit which is an important improvement to the fire department.

**Fiscal impact:** The proposed date of hire is May 2, 2016. As proposed the change would cost \$9,159.46 for the remainder of the fiscal year which is currently available in this budget line. With the position being currently vacant there remains \$15,000 available for the remainder of FY16 which more than covers the needed amount. FY17 budget difference is \$59,900 using a family health & dental plan( which is most costly scenario).

**Attachments/Exhibits:**

1. Proposed Job Description
2. Memo from Fire Chief LaChapelle



**CITY OF FRANKLIN, NEW HAMPSHIRE**  
**Fire Department**  
*"The Three Rivers City"*

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*Kevin LaChapelle, Fire Chief*

*Robert F. Goodearl II, Deputy Chief*

March 1, 2016

Elizabeth Dragon, City Manager  
City of Franklin  
316 Central Street  
Franklin, NH 03235

Dear Manager Dragon,

I am writing in regard to the status of the Part-Time Inspector Position that is currently vacant here at the Fire Department. The past ten years of having this position to enforce the Property Maintenance Code has proven to be successful. After careful review of the duties performed by the Inspection Division, it is time to move forward with expanding this part-time position to a full-time position with benefits.

Through the past 19 1/2 years the full-time fire inspection position has grown beyond a one person position. Currently the Inspection Division is responsible for enforcing a myriad of codes that include; NFPA, ICC, State Health Code and Local Ordinances. This Division is also integrated into our Fire Department Operations to include fire and EMS response when needed, fire investigation and beyond. The demands of these duties listed require a wide range of certifications.

I am confident that expanding the Inspection Division to two full-time inspectors will enhance our ability to enforce codes, establish a more comprehensive fire investigation unit and most importantly, affords the ability to build a Division that supports a solid succession plan that will keep the Inspection Division in progressive forward motion.

Director Milner has consulted with the NH Retirement System on what level; Group I or Group II, this inspector would qualify for. As we understand, because this inspector would only participate in firefighter duties on an occasional basis, the position would only be qualified for Group I.

Based on our inquiry posting, I am confident that we will find a candidate that will be a good fit for our Department.

I would like to proceed forth with filling this position as soon as possible.

The cost of this position for the remainder of FY '16 is calculated out to \$9,159.46 considering if the date of hire is 5/2/2016.

I have attached a draft Job Description for your review:

I look forward to presenting this request to the Franklin City Council in the near future.

I also look forward to hearing your thoughts on how we shall proceed.

Yours in Safety,

A handwritten signature in blue ink, appearing to read "Kevin LaChapelle". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kevin LaChapelle  
Fire Chief  
Franklin Fire Department

# Franklin Fire Department Inspector/Code Enforcement Officer

## JOB SUMMARY

Performs technical duties in conducting inspections for the Code Enforcement/Inspection Division.

## SUPERVISION RECEIVED

Works under the general supervision of the Inspection Captain who outlines the division's policy and procedures. Once general direction has been established by the Inspection Captain, work is carried out independently on a day to day basis.

## SUPERVISION EXERCISED

None.

## EXAMPLES OF DUTIES

- Performs the duties necessary for the overall operation of the Code Enforcement Division.
- Investigates complaints of violations in the areas of Property Maintenance, Health and other State and City Regulations.
- Performs mandated inspections in required occupancies at proper intervals.
- Uses a systematic approach to inspect the City's housing and other occupancies for compliance in the Property Maintenance Code and other hazard recognition.
- Prepares reports of inspections and coordinates with Fire Department secretary, proper filing, storage and care of documentation and files.
- Works closely with City Prosecutors Office and prepares documentation for Court proceedings and testifies on behalf of the City.
- Performs as the City's Deputy Health Officer.
- Responds to emergency incidents when assistance is needed. Assist in fire investigations.
- Performs other duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to plan, implement and execute projects with limited supervision in the Code Enforcement/Inspection division.

Good understanding of fire/life safety, building construction and health laws, ordinances, rules and regulations of the State of New Hampshire and City of Franklin.

Ability to express oneself clearly and concisely, both orally and in writing to the public, subordinates as well as in circuit court.

Ability to maintain an organized work platform.

### **MINIMUM QUALIFICATIONS REQUIRED**

- High school diploma with experience in building construction, inspection field or enforcement experience.
- ICC Building Inspection Certification
- Valid New Hampshire Driver's License.
- NH Fire Inspection I & II
- Residency – required to live within 30 minutes travel time to the Fire Station within 1 year of employment.

### **WORKING CONDITIONS**

While performing the essential functions of this position the employee is frequently exposed to a broad range of building types, from new, unfinished construction sites, both residential and industrial to existing structures. The employee is occasionally required to lift and/or move up to 100 pounds, exposed to extreme hot or cold conditions, work near moving mechanical parts, work in high precarious places, hazardous materials, and risk of electrical shock, highly contagious and/or infectious diseases and exposure to violent and uncontrollable individuals.

Working time is 40 hours a week, usually during normal business hours, occasionally appointments and emergency incidents may dictate otherwise.

### **PROFESSIONAL STANDARDS**

Must maintain pristine professionalism to the standards of the City of Franklin and the Franklin Fire Department.

Maintain a clean and presentable uniform.