



Office of Education and Data Management
Fall 2018 Career Development Seminar
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Local Fire Marshal Office Operations and Requirements

Presented by
Lauri Volkert, Fire Inspector, Town of Windsor

Introductions

Lauri Volkert
Fire Inspector, Town of Windsor
Volkert@townofwindsorct.com
860-285-1971

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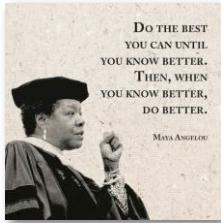
Why Are We Here?

Objectives:

- Recognize what you're responsible for
 - Know where to find it
- Know who to ask for help
- Understand how to communicate what you do and why it's important
- Develop a strategy to avoid common pitfalls
- Put some new tools in your toolbox

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DO THE BEST
YOU CAN UNTIL
YOU KNOW BETTER.
THEN, WHEN
YOU KNOW BETTER,
DO BETTER.
MAYA ANGELOU

This class isn't meant to call anyone out, to get anyone in trouble, to give you a panic attack, to spell out the only way to do things, or to give anyone legal advice.

It is meant to be a discussion, to act as a reminder, a heads-up, an idea/solution catalyst, and a toolbox expander kit.

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First Things First: What are we responsible for?

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Well it says here in the “says here book”

- Connecticut General Statutes Chapter 541
 - Gives us our authority to do what needs to be done
 - Includes rules about hiring and firing, certification and continuing education, responsibilities, and the limits of your liability
 - Tells us who to call when things are outside your level of responsibility
 - Fireworks and explosives
 - Tells us which codes are in play
 - Includes rules about buildings and required safety equipment that go above and beyond the Fire and Building Codes
 - Includes process for abatement and penalties for non-compliance
 - Tells us our responsibilities for investigations

Bottoline: This is our baseline document, read it cover to cover

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CGS Chapter 541, special topics

- Fireworks and Explosives
 - Read these through, there is a lot of information to wrap your head around
 - Yes, the forms in triplicate are still the right forms
 - Remember to send the green copy to FEIU
 - Keep an ear open: These statutes are in the process of being updated
 - Bottomline: If you suddenly are faced with a question or application, phone a friend!



Quick Tip: Keep track of all those phone numbers given out at training, on-scene at a fire, around a conference table, or at the bottom of an email in a way that make sense for you....and then use them!

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CGS Chapter 541, special topics

- § 29-306 and Directive 10, a.k.a. the 5 deadly sins
 - Do you have a copy of Directive 10?
 - How do you know the violations exist?
 - Did you have legal entry? Credible source? Do you need a warrant?
 - Do you have a local plan of attack? Who is on your team?
 - What about the Uniform Relocation Act?



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CGS Chapter 541, special topics

- Smoke alarms and carbon monoxide detectors
- Fire Sprinklers
- Cargo Tanks and Trucks
- Space heaters
- Nursing home safety plans
- Occupancy-type-specific abatement orders and processes
 - Manufacturing, Schools, etc.

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If you have questions, who has answers?

- Your boss
- The town attorney
- Your personal attorney
- The State Fire Marshal's Office
- The Connecticut State Police Fire and Explosion Investigation Unit
- Fellow fire marshals (professional organizations are your friends)
- Other code enforcement officials (building, health, etc)
- Local police
- Experienced and trustworthy contractors, design professionals, and other subject matter experts

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Speaking of "says here books"...

- What code are we in?
 - What's included in those codes?
- Is everyone on the same page?
 - Do you have an easy to understand list on your website?
 - How easy is it for the public to come and look things up?
- How do you keep your library organized?
 - Do you know where to find older versions of the code?
- How do you stay up to date?
 - Budgeting for new books
 - Subscription service

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Connecticut Fire Safety Code & Connecticut Fire Prevention Code

- What are our responsibilities?
 - Who is the AHJ anyways?
- Inspection Schedule
 - 1 year: A-1, A-2, E, H-1, I-1, all Rs
 - 2 year: A-3, H-2, I-2, I-3, I-4, B-Medical, B-College
 - 3 year: B, H-3, M, S-1, A-4, A-5
 - 4 year: F-1, F-2, S-2, U
- What about "licensed" facilities?



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When to call the State Fire Marshal's Office

- Modification vs. AHJ Authority
- Apparent Conflicts in the Codes and/or the statutes
- Items that don't fit in the cookie cutter of the prescriptive code
- When you can't find that one section, but you're pretty sure it's in there
- When it just isn't making sense

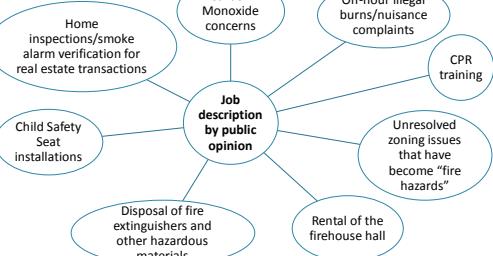
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Local ordinances, Town Charters, and Job Descriptions

- Have you read these documents?
 - When were they adopted/updated?
 - Do they still make sense?
 - Are they in conflict with the statutes?
 - Do they cover what they need to cover?
 - Do you know the process for amending them as needed?
- Do you know where your position is established?
 - How is it defined?
 - Do you have any duties that are above and beyond the statutory ones?
 - Do you have the authority to carry out said duties?

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Job description by public opinion



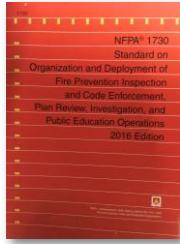
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How do we get it all done?

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Are you familiar with NFPA 1730?



- Organization
- Community Risk Assessment
- Existing Building Inspections
- Plan Review and construction inspections
- Fire Investigations
- Public Education

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Office Organization

- Create an Office Organizational Statement
 - Defines the existence of the Office
 - Verbalizes the mission of the office
 - Connect it back to the town's mission/vision statement
 - Outline the services the office provides
 - Describes the basic organizational structure
 - Expected number of team members and their expected functions
- Develop a management information system
- Define the budgetary system and records management system
- Define Personnel rules and provide guidance for training



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Community Risk Assessment

- Identify the needs and circumstances of the community and to establish the level of fire prevention activities necessary to meet those needs
- Identify and analyze community risks that impact the services of the fire prevention office
- Develop a community risk reduction plan to reduce, mitigate, or eliminate those risks

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Community Risk Assessment, cont.

- Analyze and data from the following profiles on a regular basis to identify risks facing the community
 - Demographics
 - Geographic overview
 - Building stock
 - Fire experience
 - Emergency responses
 - Hazards
 - Natural and manmade
 - Economic profile
- Develop a Community Risk Reduction plan
- Obtain approval of the plan
- Develop risk reductions programs
- Allocate resources for risk reduction programs



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Inspections in Existing Buildings

- Remember the CSFSC Requirements
- Inspection Schedule
 - 1 year: A-1, A-2, E, H-1, I-1, all Rs
 - 2 year: A-3, H-2, I-2, I-3, I-4, B-Medical, B-College
 - 3 year: B, H-3, M, S-1, A-4, A-5
 - 4 year: F-1, F-2, S-2, U
- When that can't be met, use your risk assessment to help determine the highest risk occupancies and focus on those first
- Don't forget to document!
 - Well-cited checklists and updated form letters are worth the effort



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Plan Review and Construction Inspections

- Minimum plan review elements in 1730
 - Initial fire protection and environmental impact (feasibility study)
 - Water supply and fire flow
 - Emergency vehicle access
 - Construction building plans related to fire protection features
 - Certificate of Occupancy Inspections
 - Hazardous Materials and Processes
 - Fire Protection system plans
 - Fire and Life Safety systems field acceptance inspections
 - Certificate of Occupancy Issued
- Again checklists are worth the effort
- Get involved early in the development process



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Investigations

- Develop Standard Operating Guidelines for how your office will handle fire investigations
 - Staffing levels and call out lists
 - Authority to investigate and legal entry
 - Evidence collection
 - Investigative procedure
 - Complex investigations and when to call for assistance
 - Reporting
 - Sensitive information
 - Youth information
 - Trade secrets



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Public Education

- Use your Community Risk Assessment to determine if your current education efforts are adequate or if they need to be tweaked, revised, or overhauled
- Determine who is responsible for what
- Make sure that each program is designed to be educationally and developmentally appropriate for each target audience
- Evaluate your programs and their outcomes on a regular basis to make sure you are being effective



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Good Stuff In The Back Of The Book

- Annex A
 - Explanatory Information
 - Sample forms
 - Helpful tables and examples
 - Occupancy Classification conversion table to go between codes
- Annex B
 - Community Risk Assessment Guide
 - Examples and expanded definitions
 - Worksheets
- Annex C
 - Sample Staffing Exercise
 - Tables and worksheets and consensus-determined calculation numbers

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Evaluations:

How do you measure up?
How to toot your own horn

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Why are we talking about this?

- You can't work with data you don't have
 - This is a long game we are playing
- Are you actually doing what you think you are doing?
 - Helps to see both big picture and easy to miss details
- Model Performance Measures

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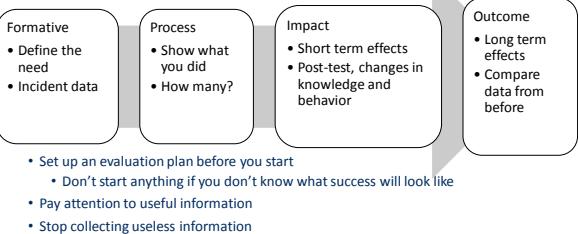


How to use the information you get

- Budget Season
 - Prove your programs' worth; return on investment
 - What numbers will the town council/manager/mayor/voting public be interested in?
- Grant Applications
 - Help secure grants, help track and report back on grants
 - Can you share information within your organization?
 - Can you find the information you're looking for in another way?
- Programmatic Planning
 - Are your programs hitting your greatest needs? Is there room for adjustment?
 - Can you use the info to tell a story that will get the public to start making safer choices?

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How do we get the numbers??



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Speaking of Budget Season

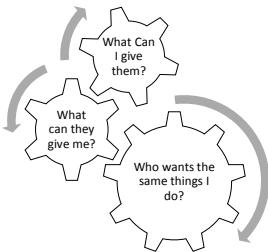
- Are you familiar with the budget process within your organization?
 - When is the best time to ask for new things?
 - What information is expected when you present a new "ask"?
- What is the process for approval of grant applications?
- Do you have a way to quantify what is being done and what still needs to be done?
- Do you have a way to quantify what adequate staffing would look like?
 - NFPA 1730 Annex C Sample Staffing Exercise
 - Use your program analysis to show a cost benefit to higher staffing levels
 - If you can't get everything done without more staff, make sure your bosses know that, let them make that call

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Partnerships

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- Who do you have to work with?
- Who do you want to work with?
- Who wants to work with me?

Be ready for unexpected partnerships

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Building Partnerships

- Listen to your partners and stakeholders
- Let go of things you are not mandated to do if some one can/wants to do them
- Recognize those who have helped you out
- Help others out when you can

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Paperwork Pitfalls

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Paperwork Lessons Learned

- Documentation will make you or break you when trouble arises
- To document or not to document, that is the question
- A well-cited checklist is worth the effort
- Records management is almost as important as the records themselves
- Consistency is key, make it a policy, then follow the policy
- Don't try and re-create missing records, now that you know better, do better

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Freedom of Information Act

- FOI-It's a thing
 - Check with your Town Clerk or FOI coordinator
 - Look to see if you have a local policy
 - Is your office compliant?
- Records retention and destruction must be systematic and consistent

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Monthly and Annual Reports

- There are requirements in Chapter 541 both to your local boss and the OSFM
- Are there any local requirements? Written or unwritten?
 - Are the reports your are submitting actually showing the information that people need?
- Who is reading your NFIRS reports?

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Inspection and Investigation Reports

- Where and how are they stored and organized?
- Are you FOI compliant?
 - Who gets what when?
- What counts as a report?
- Consistency is key
 - Checklists are worth the effort

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Keeping your Team a Well-Oiled Machine

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Teamwork makes the Dream work

- Ensure excellent communication
 - Is what you said being understood the way you meant it?
 - Are you understanding what they said, the way they meant it?
- Set clear expectations
 - Equip team members adequately to meet those expectations
- Create opportunities for the team to get to know one another and to build trust
- Keep tabs on the drama and intervene when appropriate

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Remember that we are all human

- Burn-out prevention
 - Recognize the need for work/life balance
 - Give employees opportunity to grow
 - Give employees permission to make mistakes
- Cancer and heart disease prevention
 - Know the hazards
 - Know what resources your organization can provide
 - PPE, screenings, etc.
 - Create a culture of safety, "All the cool kids have clean gear,"
- Mental Health
 - Know and keep an eye open for symptoms of depression, anxiety, addictions, and other mental health concerns
 - Be ready to intervene and know what resources your organization may have on hand
 - EAP, Counseling, Health Coaching, Wellness Programs, Insurance coverage for treatment

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Random Tools for the Toolbox

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- [Google Translate](#)
- [USFA and NFPA tool kits](#)
- [NFPA Education Messaging document](#)
- [Inspection Checklists](#)
- [Hootsuite and other social media tools](#)
- Outlook reminders
- [Acculine](#)
- [Sticky notes](#)
- Phone lists and town guides
- Cheat books and a box of goodies
- Microsoft [OneNote](#)
- [Infographic creator](#)
- Stack of take out menus in the investigation truck



NFPA.org Community Toll Kits

Public Education / Resources / Educational Programs / Community Initiatives / Keeping Your Community Safe and Sound

Keeping Your Community Safe and Sound

Smoke alarms can mean the difference between life and death in a fire. Working smoke alarms are the best way to protect your family from fire. This page provides resources to conduct a smoke alarm awareness campaign in your community.

For more information, contact the NFPA Community Initiatives team.

Smoke alarm awareness campaign resources

- [Smoke alarm awareness campaign toolkit](#)
- [Smoke alarm awareness campaign toolkit \(Spanish\)](#)
- [Smoke alarm awareness campaign toolkit for people with one or more hearing impairments](#)
- [Smoke alarm awareness campaign toolkit for deaf people](#)
- [Smoke alarm awareness campaign toolkit for Spanish speakers](#)
- [Smoke alarm awareness campaign toolkit for English speakers](#)
- [Smoke alarm awareness campaign toolkit for people with low vision](#)
- [Smoke alarm awareness campaign toolkit for people with no vision](#)
- [Smoke alarm awareness campaign toolkit for people with cognitive impairments](#)
- [Smoke alarm awareness campaign toolkit for people with developmental disabilities](#)
- [Smoke alarm awareness campaign toolkit for people with physical impairments](#)
- [Smoke alarm awareness campaign toolkit for people with multiple impairments](#)

Featured content

Smoke alarms safety tip sheet

Smoke alarms are the best way to protect your family from fire. This tip sheet provides information on how to choose the right smoke alarm, how to install it correctly, and how to maintain it to ensure it will work when you need it.

Smoke Alarms in U.S. Home Fires

Smoke alarms are the best way to protect your family from fire. This tip sheet provides information on how to choose the right smoke alarm, how to install it correctly, and how to maintain it to ensure it will work when you need it.





The screenshot shows the USFA.fema.gov website with a blue header and a dark blue footer. The main content area features a large image of a fire truck and the text 'U.S. Fire Administration' and 'Working for a fire-safe America'. Below this are sections for 'Training', 'Fire Prevention', 'Demolitions', 'Data', and 'Grants'. A search bar and a 'Contact Us' button are also present. The footer contains links to 'About Us', 'Newsroom', 'Contact Us', and 'Feedback'.

Outreach materials and educational programs
Help your fire department or local community partners reduce property loss through fire through fire safety and with these fire safety and prevention-related materials and educational programs.

Featured lesson: Fire Prevention Week social cards
Download these cards to use in your community.

Digital media library
Here you'll find a variety of resources including brochures, toolkits, posters, graphics, short videos, and more to help increase awareness about fire prevention.

Fire Prevention Week social cards
Download these cards to use in your community.

Fire Prevention Week graphics
Download these graphics to use in your community.

Fire Prevention Week brochures
Download these brochures to use in your community.

Fire Prevention Week toolkits
Download these toolkits to use in your community.

Fire Prevention Week posters
Download these posters to use in your community.

Fire Prevention Week short videos
Download these short videos to use in your community.

A screenshot of a web page titled 'Business Checklists'. The page features a header with the NFPA logo and the text 'Business Checklists'. Below the header is a search bar with the placeholder 'Search Business Checklists'. The main content area displays a checklist for a 'Business Establishment'. The checklist includes sections for 'Business Name' (Red Carpet Laundry), 'Address' (123 Main Street, Anytown, USA), 'Business Type' (Laundry Service), and 'Business Description' (A laundry service that provides dry cleaning, laundry, and stain removal services for residential and commercial clients). The checklist is organized into several sections with checkboxes, such as 'Business Hours', 'Equipment', 'Employees', and 'Business Policies'. A 'Print' button is located at the bottom of the checklist. The footer of the page includes the NFPA logo, the text 'NFPA.org', and a copyright notice: 'Copyright © 2010 National Fire Protection Association (NFPA). All rights reserved.'



Hootsuite

Why Use Social Media?

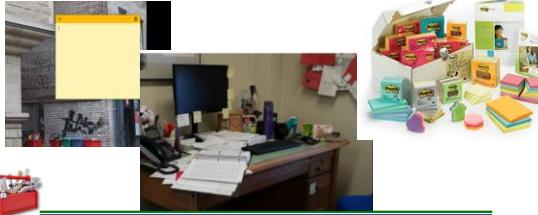
- You're boss wants you to
- You're citizens expect you to
- All the cool kids are doing it
- It can be a great tool to get public safety messaging out to your target audiences
- It can give your citizens a sense of connection to and ownership of public safety

Drawing Grids

Price: \$31.79 (optin)
FREE Shipping on orders over \$25—or get FREE Two Day Shipping with Amazon Prime
In Stock
Want it tomorrow? Order JMF Order within 1 day 14 hours
and receive it by 10:30 AM PT on Friday, Dec 21
Order now
View 2 Grid Sheets
1 x Protective Sheet, 1 x Grid Sheet
\$31.79
12 x Grid Sheets



Whether they be lined, mini, giant, or electronic, sticky notes can help keep your head above water



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OneNote

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Infographic Creator

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Let's Wrap This Up

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Use of OEDM Training Materials

Use of Office of Education and Data Management (OEDM) training materials must be approved in writing by the State of Connecticut, Department of Administrative Services' Office of Communications. In approving of such use, the State of Connecticut assumes no liability associated with such use, including, but not limited to, the user's dissemination of any inaccurate information or interpretation in connection with its use of these training materials. Use of the training materials is at the sole risk of the user, and the State's approval of the use does not constitute an endorsement of the user or its intended use.

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- Twitter, Instagram, and Tumblr
 - @WindsorFMO
- Volkert@townofwindsorct.com
- 275 Broad St, Windsor CT 06095
- 860-285-1971

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