

Lt. Seppala Building Inspections, Code Enforcement & Incident Investigation Position

- 1) Roger is currently assigned the roles of 3 people, and he will highlight the duties that he is currently performing.
- 2) Other than the above items due to the demand for those roles, we have narrowed down his responses to the following:
 - a. Significant Medical Emergencies
 - b. Car Accidents
 - c. Fires
 - d. When Short Staffed
- 3) Office hours
 - a. Monday through Thursday 1300 – 1600
 - b. Off on Friday
 - c. May have to cut hours on Thursday as he is on a 40-hour work week
- 4) All Inspections
 - a. Requested a minimum of 24 hours in advance
 - b. Same day inspections cannot be guaranteed
 - c. State standard in the absence of a town standard is that upon receipt of a completed application and payment the applicant will receive a permit if requirements are met within 30 days.
- 5) After the fact permits
 - a. Assessed at 2x the fee on the Town of Rindge Fee Schedule
- 6) Permit application assistance
 - a. Will be assessed a administrative fee
- 7) I as the Fire Chief and Max as the Town Administrator are actively evaluating options to increase the administrative support and expand public access to Building Department Services.
- 8) To this we have discussed the option of hiring an Office Assistant that is not a member of the Fire Department.

- a. Will assist with Clerical Duties
 - b. Filing of Permits and Inspections
 - c. Assist with Data Entry
 - d. Preparing Correspondence
 - e. Scheduling Inspections
 - f. Etc.
- 9) A part-time Office Assistant Position is fiscally more responsible than that of a full-time position.
- a. Making this a cost effective investment

In conclusion, in almost 6 months that I have been the Fire Chief in town Roger is the most dependable and reliable employee that I have. He has completed his Building Inspector certification and continues to work hard day in and day out. Roger is a student of the position and is striving to be increasingly efficient and effective every day, he is continuing to take classes in the Building and Code Fields to expand upon his education, knowledge and efficiency.