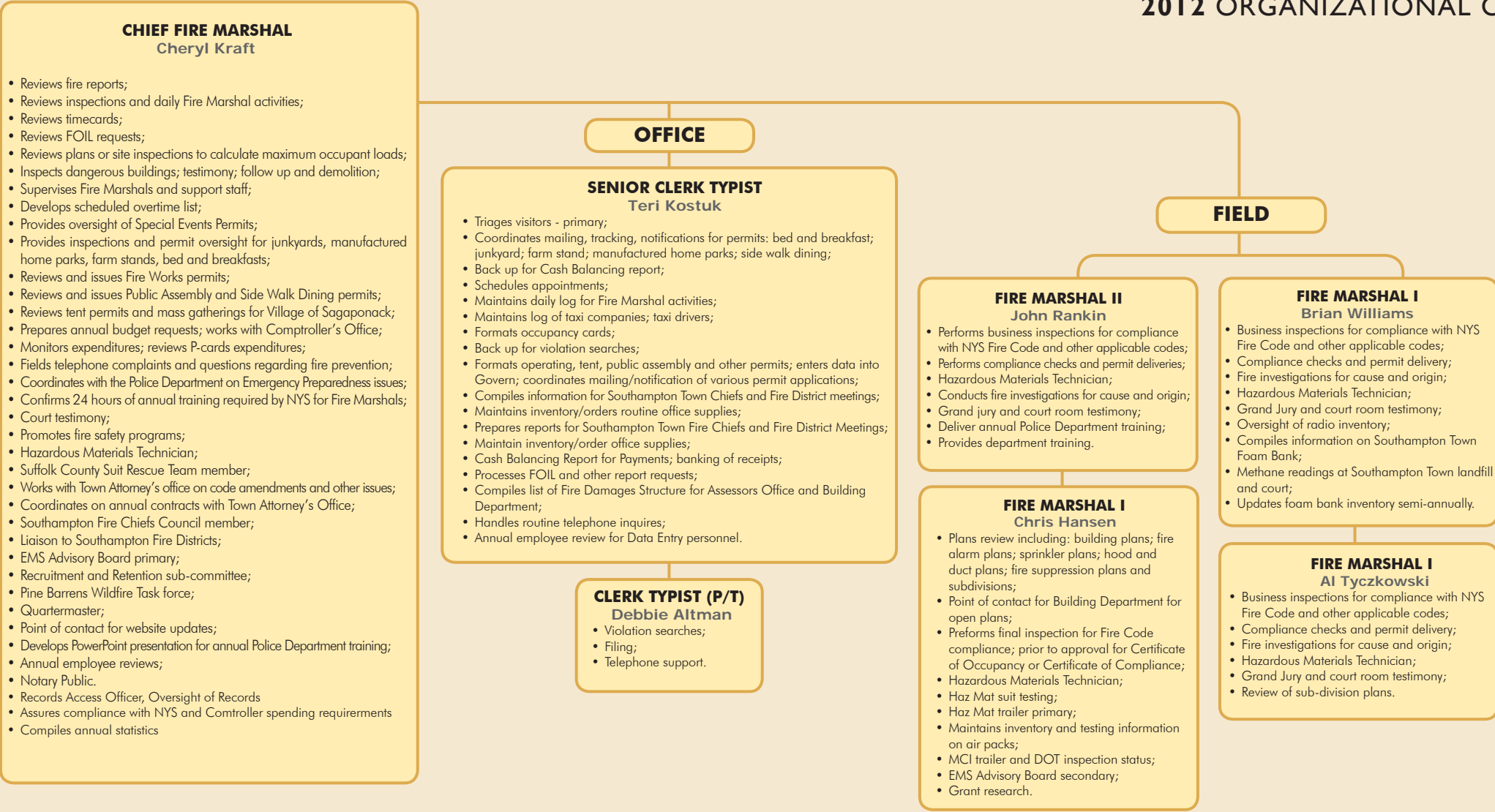


FIRE PREVENTION

2012 ORGANIZATIONAL CHART



Department Summary

Department: Fire Prevention

Budget Year: 2012
Division: Fire Marshal Summary
Tax District: Full Town

Cost Center #: 3410
Manager: Cheryl Kraft

NOTES:

Departmental Mission & Responsibilities:

In 2012, the Fire Prevention and Fire Marshal costing centers are combined into Fire Prevention (3410). The department will continue to work to save lives, protect public safety, and help businesses comply with fire codes. It will continue to coordinate with local fire departments and emergency medical providers to share information and promote recruitment and retention of emergency services workers in the community. The Chief Fire Marshal or designee shall continue to serve as Liaison for the Fire Advisory Board, EMS Advisory Committee, Southampton Town Chiefs Council and the Southampton Town Fire District Officers Association. The Chief Fire Marshal shall continue to administer the provisions of Chapter 164 of the Town Code.

In addition the department will continue to be responsible for the administration of a permit system consisting of operating permits, tent and canopy permits, as well as the responsibility to administer Special Event, Public Assembly and Outdoor Dining, Bed and Breakfast establishments, Farmstands, Junkyards, and Mobile Home Parks.

Workload:

The department performs inspections of businesses within the Town, as well as villages of Quogue and Sagaponack. It also performs plans review of site plans, subdivisions and commercial building plans, including tenant changes, fire alarms, commercial cooking equipment and fire extinguishment systems including residential sprinkler systems, in the Town and assists the Village of Quogue as requested. It handles fire investigations, hazardous materials response and fire related complaints in the Town, as well as the Villages of North Haven, Quogue, Sagaponack and Westhampton Beach. The department performs violation searches, usually for title and mortgage companies. An active refinance market has kept numbers static. The review of Special Events applications and permit approval were added to its duties in 2010. As a result, applicants have been required to submit an Incident Action Plan for each Special Event, which is used to provide additional information to emergency responders to help ensure the safety of attendees. The department continues to provide support for Emergency Preparedness, including Emergency Operations Center (EOC) staffing at the Town and County level. The department functions have continued to remain consistent despite economic conditions.

In late 2011 the Town began to actively work with Suffolk County on an IMA to provide certain services within the Airport Planned Development District located at Suffolk County Gabreski Airport. It is not anticipated that additional duties will have a significant impact on the department.

Goals & Objectives:

Consistent with its mission, the department will continue to work to save lives, protect public safety, and help businesses comply with fire codes, as well as coordinating with local fire departments and emergency medical.

Department Summary

Department: Fire Prevention

Budget Year: 2012
Division: Fire Marshal Summary
Tax District: Full Town

Cost Center #: 3410
Manager: Cheryl Kraft

Legal Authority:

The department was created by Local Ordinance 49 effective 1/1/68. Authority for operating permits is defined in Chapter 164 of the Town Code. Other permit processes and administration are defined within various chapters of the Town Code.

NOTES:

2012 FEE SCHEDULE FOR FIRE PREVENTION PERMITS

PERMIT TYPE: TC 164

FEE (in dollars)

Annual Operating Permits: All annual operating permits: there shall be a late fee of 10% but not less than \$25 for any permit that is not renewed within thirty days of its date of expiration. *(Permits for charitable and fraternal organizations are required, but the fees shall be waived.)*

	<u>2012</u>
Combustible dust/vapor producing operations	135
Storage of Compressed and liquefied gases	
<i>2,000 to 10,000 gallons [container water capacity]</i>	175
<i>In excess of 10,000 gallons (container water capacity)</i>	500
Storage of Retail Sale of Propane (exchange)	
<i>2,000 gallons or less</i>	300
<i>More than 2,000 gallons</i>	350
Compressed and liquefied gases	
<i>For each temporary installation</i>	35
<i>2,000 gallons or less</i>	250
<i>More than 10,000 gallons</i>	500
Explosive materials	500
Public Fireworks display/proximate audience display/pyrotechnic display and Special effects	500
Flammable /combustible liquids	
<i>1,000 gallons or less</i>	125
<i>In excess of 1,000 gallons</i>	500
Flammable finishing	150
Pyroxylin Plastics	125

NOTES:

Welding	50
Hazardous Materials storage	250
Facilities with H areas	350
Aviation facilities	250
Dry Cleaning	100
Fruit Crop Ripening facilities	100
Fumigation and fogging	100
Semi-conductor fabrication	500
Lumber and woodworking facilities	100
Organic coating processes	100
Industrial ovens	100
Motor fuel repair operations	100
High piled storage	100
Tire rebuilding	250
Aerosols	100
Combustible fibers	200
Corrosive material	150
Cryogenic fluids	200
Flammable gases	100

NOTES:

Flammable solids	200
Toxic materials	200
Organic peroxides	200
Oxidizers	
Class 1	100
Class 2	200
Class 3	300
Class 4	400
Unstable materials	
Class 1	100
Class 2	200
Class 3	300
Class 4	400
Water reactive materials	250
 <i>Single event/seasonal permits (Permits for charitable and fraternal organizations are required, but the fees shall be waived.)</i>	
Bon fires	55
Late fee - less than 48 hours' notice	25
Tents - Residential	
Less than 1,000 sq. ft.	45
1,000 sq. ft. - 5,000 sq. ft. for first tent	120
5,000 sq. ft. - 10,000 sq. ft.	200
10,000 sq. ft. or greater	250
For each additional tent	60
Late fee - less than 48 hours' notice	25
Tents/canopies - commercial	
first tent less than 1,000 sq. ft.	175
1,000 sq. ft. - 5,000 sq. ft. for first tent	200
5,000 sq. ft. - 10,000 sq. ft.	200

NOTES:

10,000 sq. ft. or greater	250
for each additional tent	125
Late fee - less than 48 hours' notice	50

Seasonal canopy permits - due May 31

There shall be a late fee of 10% but not less than \$25 for any seasonal canopy permit that is not renewed within thirty days of its date of expiration.

Permits for system installation: Pre-installation fee - if any fire-protection system is modified or commencement of any installation is started without the benefit of applicable fire-prevention permits, all fees associated with said modification or installation will be equal to double the otherwise applicable fee for all fire-prevention permits.

Plans review for commercial cooking vapor system

<i>New</i>	150
Acceptance test inspection (each)	30

Plans review for alteration to commercial cooking vapor system

<i>Alteration</i>	100
Acceptance test inspection (each)	30

Plans review for new fire extinguishing system (wet/dry)

<i>Wet System</i>	150
Acceptance test inspection (each)	30

Plans review for renovation of fire extinguishing system (wet/dry)

<i>Wet System</i>	100
Acceptance test inspection (each)	30

Installation of LPG system (one and two family exempt)

<i>Aboveground</i> includes exchange sites	125
<i>Underground</i>	250
Acceptance/compliance test	30

Plans review for Fire Sprinkler

- NFPA 13 Standard (up to 25 devices)	200
(\$5 each additional device)	
Alteration to fire sprinkler (up to 25 devices)	75

NOTES:

Two hour pressure test/acceptance test inspections for sprinklers systems	
	60
Plans review for Fire Sprinkler NFPA 13R or 13D	60
<i>Alteration to fire sprinkler</i>	30
<i>Acceptance/compliance test</i>	30
Smoke/fire detection system plans review	
<i>New</i>	75
<i>Alteration to system</i>	50
Acceptance Test (per visit)	30
Plans review for installation of aboveground flammable/combustible liquid tank (residential and heating system tanks are exempt)	
250	
Final inspection for compliance	30
All change order plans review	60
Plans review for installation of underground flammable/combustible liquid tank (residential and heating systems are exempt)	
250	
Final inspection for compliance	30
All change order plans review	60
Plans review for removal of underground flammable/combustible liquid tank (residential and heating systems are exempt)	
200	
Final inspection for compliance	30
All change order plans review	60
Plans review for installation of cistern	100
Final inspection for compliance	30
All change order plans review	60
Plans review for any "H" occupancy or area	400
Final inspection for compliance	50
All change order plans review	60
Public Assembly (<i>Permits for charitable and fraternal organizations are required, but the fees shall be waived.</i>)	

NOTES:

<i>Occupant load</i>	
Less than 50	0
50-250	150
251-500	300
500 - 1000	600
More than 1,000	750
Violation Search	25

PERMIT TYPE: TC 330

FEE (in dollars)

Annual Operating Permits: All annual operating permits: there shall be a late fee of 10% but not less than \$25 for any permit that is not renewed within thirty days of its date of expiration.

Bed & Breakfast Annual Fee	150
Farmstand Annual Fee	40
Late fee	5
Junkyard Annual Fee	405
Manufactured Home Annual Fee	400

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/12
Fire Marshal Summary												
Fire Prevention - 3410												
Chief Fire Marshal	ADMINISTRATIVE	105,080	0	2,779	107,859	9,406	8,186	13,482	3,527	34,967	142,826	23.5
Senior Administrative Assist*	ADMINSUPPORT	0	0	0	0	0	0	0	0	0	0	
Fire Marshal I	CSEA40HOUR-NEW / G / 5	56,865	4,549	0	61,414	10,366	4,698	7,677	1,922	24,871	86,285	14.7
Fire Marshal I	CSEA40HOUR-NEW / G / 5	56,865	3,412	0	60,276	19,006	4,611	7,535	1,922	33,278	93,555	12.2
Fire Marshal I	CSEA40HOUR-NEW / G / 5	56,865	4,549	0	61,414	21,166	4,698	7,677	1,922	35,671	97,085	18.0
Fire Marshal II	CSEA40HOUR-OLD / 13 / 5	69,818	6,982	1,865	78,665	21,166	6,018	9,833	2,353	39,637	118,302	23.4
Senior Clerk Typist	CSEA40HOURPROMO	50,765	5,077	0	55,842	21,166	4,272	6,980	165	32,773	88,614	25.8
Clerk Typist	PART-TIME	8,502	0	0	8,502	0	650	0	52	731	9,233	
Total Fire Prevention - 3410		404,759	24,569	4,644	433,971	102,275	33,133	53,184	11,862	201,929	635,901	

* Transferred to Town Police Department

NOTES:

Town of Southampton

2012 Adopted Budget

Fire Prevention - 3410

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	2012 Adopted / 2011 Difference	2012 Adopted / 2011 % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	281,416	284,660	282,467	280,637	282,573	630,012	516,907	516,907	528,703	248,066	88.39%	667,700	544,335	544,335	550,751
	Total Real Property Taxes	281,416	284,660	282,467	280,637	282,573	630,012	516,907	516,907	528,703	248,066	88.39%	667,700	544,335	544,335	550,751
Other Revenue:																
1523	Alarm Billing	0	1,865	0	0	6,745	0	0	0	0	0	0.00%	0	0	0	0
1561	Inspection Contracts	0	0	2,000	2,000	1,114	2,200	2,200	2,200	2,200	200	10.00%	2,200	2,200	2,200	2,200
2550	Public Safety Permits	125,000	179,625	160,000	160,000	176,250	160,000	180,000	180,000	180,000	20,000	12.50%	160,000	180,000	180,000	180,000
2770	Miscellaneous	0	3,810	0	0	2,292	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	0	0	0	3,902	3,902	0	0	0	0	(3,902)	(100.00%)	0	0	0	0
	Total Other Revenue	125,000	185,301	162,000	165,902	190,302	162,200	182,200	182,200	182,200	16,298	9.82%	162,200	182,200	182,200	182,200
	Total Revenue	406,416	469,961	444,467	446,539	472,875	792,212	699,107	699,107	710,903	264,364	59.20%	829,900	726,535	726,535	732,951
Salaries:																
6100	Salaries	229,054	230,912	234,816	234,816	187,966	442,738	387,555	387,555	396,257	(161,440)	(68.75%)	451,658	395,371	395,371	403,027
6101	Overtime	35,000	30,334	33,250	37,330	30,761	35,000	35,000	35,000	35,000	2,330	6.24%	40,000	40,000	40,000	40,000
6103	Accumulated Sick/Personal Days	1,656	1,752	1,960	2,066	2,066	4,644	4,644	4,644	4,644	(2,578)	(124.83%)	5,131	5,131	5,131	5,131
6105	Part Time Salaries	0	0	0	0	0	8,502	8,502	8,502	8,502	(8,502)	(100.00%)	8,502	8,502	8,502	8,502
6110	Longevity	17,487	17,560	17,927	17,311	14,940	23,699	23,699	23,699	24,569	(7,257)	(41.92%)	24,078	24,078	24,078	24,863
6127	Cash in Lieu of Health Benefits	0	0	0	0	0	2,500	0	0	0	0	0.00%	2,500	0	0	0
6144	Clothing Cleaning	0	0	0	1,200	1,200	0	1,200	1,200	1,200	0	0.00%	0	1,200	1,200	1,200
	Total Salaries	283,197	280,558	287,953	292,723	236,933	517,083	460,600	460,600	470,171	(177,448)	(60.62%)	531,868	474,281	474,281	482,722
Employee Benefits - Current:																
6810	Employee Retirement - Active	19,541	26,885	33,316	33,316	25,522	63,573	56,362	56,362	57,559	(24,243)	(72.77%)	75,888	63,118	63,118	64,258
6830	FICA Tax Expenditure	21,453	21,855	22,163	22,163	16,860	39,492	35,079	35,079	35,811	(13,648)	(61.58%)	40,473	35,976	35,976	36,621
6835	MTA Tax	0	0	0	0	0	1,758	1,562	1,562	1,595	(1,595)	(100.00%)	1,791	1,592	1,592	1,620
6840	Worker's Compensation	6,230	9,071	11,085	17,488	14,573	27,318	11,637	11,637	11,660	5,827	33.32%	28,053	11,871	11,871	11,892
6860	Medical Insurance - Active Employees	51,034	52,116	60,764	60,764	50,717	99,147	94,680	94,680	94,920	(34,156)	(56.21%)	107,079	99,850	99,850	95,990
6865	Dental & Optical	3,936	3,890	4,320	4,320	3,526	8,581	7,355	7,355	7,355	(3,035)	(70.25%)	9,268	7,796	7,796	7,796
6875	Disability	115	0	115	115	0	230	202	202	202	(86)	(75.00%)	230	202	202	202
	Total Employee Benefits - Current	102,309	113,816	131,763	138,166	111,197	240,099	206,877	206,877	209,101	(70,935)	(51.34%)	262,782	220,404	220,404	218,379
	Total Employee Costs	385,506	394,374	419,717	430,890	348,129	757,182	667,477	667,477	679,273	(248,383)	(57.64%)	794,650	694,685	694,685	701,101
Equipment:																
6200	Equipment	0	1,410	0	5,402	5,402	4,000	4,000	4,000	4,000	1,402	25.95%	2,000	2,000	2,000	2,000
	Total Equipment	0	1,410	0	5,402	5,402	4,000	4,000	4,000	4,000	1,402	25.95%	2,000	2,000	2,000	2,000
Contractual:																
6401	Contracts	0	85	0	0	0	1,380	1,380	1,380	1,380	(1,380)	(100.00%)	1,400	1,400	1,400	1,400
6403	Gasoline	15,000	11,881	10,000	14,304	10,543	14,000	12,000	12,000	12,000	2,304	16.11%	15,000	13,000	13,000	13,000
6406	Repair Equipment	0	0	0	0	0	150	150	150	150	(150)	(100.00%)	350	350	350	350

Town of Southampton
2012 Adopted Budget
Fire Prevention - 3410

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual						2012 Adopted / 2011 Amended Difference	2012 Adopted / 2011 Amended % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
							2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	2012 Adopted / 2011 Amended Difference	2012 Adopted / 2011 Amended % of Change					
6410	Postage	0	0	0	0	0	150	150	150	150	(150)	(100.00%)	200	200	200	200	
6411	Printing and Stationery	0	0	0	0	0	300	300	300	300	(300)	(100.00%)	500	500	500	500	
6412	Publications	950	852	950	950	20	1,000	1,000	1,000	1,000	(50)	(5.26%)	1,100	1,100	1,100	1,100	
6416	Travel, Dues and Related	460	555	600	200	150	600	600	600	600	(400)	(200.00%)	700	700	700	700	
6417	Photography	1,500	586	400	400	80	350	350	350	350	50	12.50%	350	350	350	350	
6418	Uniforms	1,000	0	6,600	3,100	0	800	800	800	800	2,300	74.19%	800	800	800	800	
6425	Office Supplies	0	0	0	0	0	1,200	1,000	1,000	1,000	(1,000)	(100.00%)	1,500	1,300	1,300	1,300	
6426	Supplies - Other	800	2,204	2,100	2,100	568	1,200	1,200	1,200	1,200	900	42.86%	1,300	1,300	1,300	1,300	
6443	Clothing	1,200	1,200	0	0	0	0	0	0	0	0	0.00%	0	0	0	0	
6450	Schools & Training	0	75	2,900	1,400	650	650	650	650	650	750	53.57%	700	700	700	700	
6466	Telephone - Wireless	0	0	0	2,300	1,415	4,200	4,200	4,200	4,200	(1,900)	(82.61%)	4,200	4,200	4,200	4,200	
6477	Copier Leases	0	0	0	0	0	3,850	3,850	3,850	3,850	(3,850)	(100.00%)	3,850	3,850	3,850	3,850	
6485	Uniform Cleaning	0	0	1,200	0	0	1,200	0	0	0	0	0.00%	1,300	100	100	100	
	Total Contractual	20,910	17,439	24,750	24,754	13,426	31,030	27,630	27,630	27,630	(2,876)	(11.62%)	33,250	29,850	29,850	29,850	
	Total Expenditures	406,416	413,223	444,467	461,046	366,957	792,212	699,107	699,107	710,903	(249,857)	(54.19%)	829,900	726,535	726,535	732,951	
	Net Surplus (Deficit)	0	56,738	0	(14,507)	105,918	0	0	0	0			0	0	0	0	
	Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	14,507	0	0	0	0	0			0	0	0	0	
	Net Surplus (Deficit)	0	56,738	0	0	105,918	0	0	0	0			0	0	0	0	

Town of Southampton
2012 Adopted Budget
Fire Marshal Department - 3010

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	2012 Adopted / 2011 Difference	2012 Adopted / 2011 % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	313,688	298,326	298,500	300,080	298,760	0	0	0	0	(300,080)	(100.00%)	0	0	0	0
	Total Real Property Taxes	313,688	298,326	298,500	300,080	298,760	0	0	0	0	(300,080)	(100.00%)	0	0	0	0
Other Revenue:																
2770	Miscellaneous	0	1,250	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	1,250	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	313,688	299,576	298,500	300,080	298,760	0	0	0	0	(300,080)	(100.00%)	0	0	0	0
Salaries:																
6100	Salaries	196,120	196,438	198,198	198,198	165,165	0	0	0	0	198,198	100.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	2,596	0	235	495	495	0	0	0	0	495	100.00%	0	0	0	0
6105	Part Time Salaries	8,502	8,185	8,502	8,322	6,660	0	0	0	0	8,322	100.00%	0	0	0	0
6110	Longevity	4,006	4,023	4,107	4,107	3,423	0	0	0	0	4,107	100.00%	0	0	0	0
6127	Cash in Lieu of Health Benefits	2,500	2,500	2,500	2,500	1,250	0	0	0	0	2,500	100.00%	0	0	0	0
	Total Salaries	213,724	211,147	213,543	213,623	176,993	0	0	0	0	213,623	100.00%	0	0	0	0
Employee Benefits - Current:																
6810	Employee Retirement - Active	14,747	20,044	24,557	24,557	19,798	0	0	0	0	24,557	100.00%	0	0	0	0
6830	FICA Tax Expenditure	16,350	16,138	16,336	16,336	13,223	0	0	0	0	16,336	100.00%	0	0	0	0
6840	Worker's Compensation	4,541	3,705	4,461	7,665	6,388	0	0	0	0	7,665	100.00%	0	0	0	0
6860	Medical Insurance - Active Employees	23,359	23,319	26,467	26,467	22,078	0	0	0	0	26,467	100.00%	0	0	0	0
6865	Dental & Optical	2,952	1,945	3,240	3,240	1,763	0	0	0	0	3,240	100.00%	0	0	0	0
6875	Disability	115	115	115	115	96	0	0	0	0	115	100.00%	0	0	0	0
	Total Employee Benefits - Current	62,064	65,267	75,177	78,381	63,346	0	0	0	0	78,381	100.00%	0	0	0	0
	Total Employee Costs	275,788	276,413	288,720	292,004	240,340	0	0	0	0	292,004	100.00%	0	0	0	0
Contractual:																
6401	Contracts	17,600	3,407	1,380	1,380	849	0	0	0	0	1,380	100.00%	0	0	0	0
6406	Repair Equipment	600	923	350	1,850	228	0	0	0	0	1,850	100.00%	0	0	0	0
6410	Postage	400	270	250	250	76	0	0	0	0	250	100.00%	0	0	0	0
6411	Printing and Stationery	3,000	1,109	700	700	179	0	0	0	0	700	100.00%	0	0	0	0
6415	Telephone	8,500	5,753	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6425	Office Supplies	3,000	404	1,500	1,500	601	0	0	0	0	1,500	100.00%	0	0	0	0
6426	Supplies - Other	1,000	307	1,000	1,000	111	0	0	0	0	1,000	100.00%	0	0	0	0
6445	Food	200	0	200	200	0	0	0	0	0	200	100.00%	0	0	0	0
6477	Copier Leases	3,600	3,631	4,400	4,400	2,790	0	0	0	0	4,400	100.00%	0	0	0	0
	Total Contractual	37,900	15,805	9,780	11,280	4,833	0	0	0	0	11,280	100.00%	0	0	0	0
	Total Expenditures	313,688	292,218	298,500	303,284	245,173	0	0	0	0	303,284	100.00%	0	0	0	0
	Net Surplus (Deficit)	0	7,357	0	(3,204)	53,587	0	0	0	0			0	0	0	0

Town of Southampton
 2012 Adopted Budget
 Fire Marshal Department - 3010

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual	2012		2012		2012 Adopted / 2011 Amended Difference	2012 Adopted / 2011 Amended % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
							Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget						
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	3,204	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	7,357	0	0	53,587	0	0	0	0			0	0	0	0