

# COMMUNITY FIRE SAFETY AND PREVENTION PROGRAM DESCRIPTIONS

**Office of the Fire Marshal**  
Division Chief, [Kevin Wilson](#) (970) 416-2862

The Fire Marshal is responsible for directing the activities of the Fire Prevention Bureau. Fire Prevention is the cornerstone for preventing injuries and death and minimizing property loss due to fire. Activities of the Office of the Fire Marshal include, but are not limited to planning, organizing and coordinating the tasks of prevention program areas in order to accomplish immediate objectives, as well as to reach long-range goals and mission. The following Fire Prevention Programs focus on fire safety inspections, fire code enforcement, public fire safety education and fire investigations.

**Secretary to the Fire Marshal**  
Administrative Secretary, [Tammy Hartness](#) (970) 416-2890

The Secretary to the Fire Marshal is responsible for administrative support for the Fire Prevention Bureau. Duties include plans check-in, routing of plans to appropriate plan reviewer, fee quotes, collection of fees, management of bureau accounts receivable database and invoicing of customers. Additional responsibilities include routing incoming fire prevention phone calls to bureau personnel, scheduling final inspections from the Construction Inspection Line (970-416-2009) assisting customers with general questions regarding fire prevention programs and activities.

**Fire Investigations**  
Assistant Fire Marshal, [Shawn Brann](#) (970) 416-2874

The Fire Investigations program oversees and coordinates all fire investigations and maintains confidential investigation files which includes actual fire investigations, the Open Burning program including site inspections of requested burns, act as a resource for the public, plans review, inspection services, and fire protection programs in regards to hazardous materials code and policy issues. Work under direction of Fire Marshal on special projects and general prevention support.

**Inspection Services**  
Assistant Fire Marshal, [Holger Durre](#) (970) 416-2863

All functions related to the management and support of PFA fire prevention inspections, complaint response, and dissemination of general fire prevention information to the public. Work closely with the Office of the Fire Marshal to develop fire codes at the local, state, and national level as well as Fire Prevention Policies at the local level. Specific activities include performing re-inspections referred by fire companies, code compliance, routine inspection of high risk occupancies, inspection training of fire companies and maintenance of inspection records. Respond to and investigate complaints from the public, which are related to fire safety inspections. Maintain inspection records and the respective databases.

## **Plans Review and Fire Protection Systems**

**Assistant Fire Marshal, [Ron Gonzales](#) (970) 416-2864**  
**Fire Protection Technician, [Joe Jaramillo](#) (970) 416-2868**  
**Fire Protection Technician, [Carie Dann](#) (970) 416-2869**  
**Fire Protection Technician, [Garnet England](#) (970) 416-2875**

Manage all functions related to new development and the construction of new buildings and facilities. Activities include review and approval of development proposal, construction permits, and construction inspections, design and installation of fire protection systems (including fire sprinklers, fire alarms, hood/duct systems) using as a guide adopted codes, ordinances and fire protection policies. Other activities include frequent interaction with City and County Planning Departments, Engineering, Building Inspection Staff, interact with Colorado State University and Poudre School District, codes, ordinances, and fire protection policies.

## **Youth Fire Awareness Program**

**Assistant Fire Marshal [Shawn Brann](#) (970) 416-2874**  
**Assistant Fire Marshal [Patrick Love](#) (970) 416-2867**

All activities related to the educational intervention of identified youth fire setters. Education intervention includes providing interviews, screening, education, and related fire prevention assignments; services are performed by the assistant fire marshal, the Youth Fire Awareness Program (YFAP) committee, and other YFAP team members. All classes, interviews, and contacts will be assigned by the assistant fire marshal in charge of YFAP. Activities include referral to mental health professionals when needed, and training of team members. This program is managed by the assistant fire marshal in charge Public Education along with the YFAP committee.