

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
57001-0001	57001 - FIRE MARSHAL/0001 - ADMIN	1	Deputy Fire Marshal

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
F-Supported	Supported	Position will relieve the Fire Marshal's workload, clears backlogs in permits, inspections, and investigations, and restores overall efficiency.

WHY is this position needed?

Approximately 4 years ago Fire Marshal's Office began picking up daily county deposits. With this additional duty the decision was made to change one Assistant Emergency Manager position to Deputy Fire Marshal and hire one additional Deputy Fire Marshal bringing the total to 5 Peace Officer/Fire certified personnel including the Fire Marshal. The bank run required two personnel for an average of 4 hours a day. Also during this period we were able to assign 3 inspection districts and one floating position. Inspectors assigned to a particular district were responsible for the inspections in their district. These inspections are both new and existing annual inspections. After 4 years the decision was made to turn the bank run over to a third party provider. In doing so one position was changed back to Assistant Emergency Manager and one position was dissolved. Currently the Fire Marshal/Emergency Management staff is at the same level as it was in 2012.

HOW will this position benefit your office and/or the County?

Under the current work load and staffing our office is constantly working to catch up. Returning to 5 personnel, as we have already seen when we were staffed at that level, will return Fire Inspections, Annual Inspections, Plan Review and Fire Investigations to manageable levels. Additionally the office is assisting the newly created ESD with administrative functions.

Is there statutory authority for this request?	Texas LGC 352 and 233	Will this generate revenue?	yes	If Yes, potential amount?	Dependant upon number of inspections performed/permits received.
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Job Duties of NEW Position

Fire Investigations, Fire Inspections, Plan Review, ESD Administrative Assistance, Damage Assessments.

NEW POSITION(S) REQUEST											
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount	
Deputy Fire Marshal	2	557	Full-Time	\$80,374.00	\$235,844.00	\$80,374.00	Deputy Fire Marshal	\$235,844.00	2	\$235,844.00	
Requested NEW Position(s) Subtotal:					\$235,844.00	CORRECTED New Position(s) Subtotal:					\$235,844.00
								SUPPORTED New Position(s) Subtotal:			\$235,844.00

TRAINING INCREASE REQUESTS									
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Supported Amount	FY 2027 Supported Quantity	FY 2027 Supported Total	
TEEX Austin	CE	\$1,500.00	2	\$3,000.00		\$1,500.00	2	\$3,000.00	
Training Requested Subtotal:						Supported Training Subtotal:			\$3,000.00

*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):					
Account Description	Details	Amount Requested	Budget Dept. Comments	Supported Amount	
	Dues for certifications held	\$600.00		\$600.00	
Psych Eval		\$600.00		\$600.00	
Uniforms - Recurring	1500x2	\$3,000.00		\$3,000.00	
Uniforms - 1-Time	1500x2	\$3,000.00		\$3,000.00	
M&O Requested Subtotal:		\$7,200.00		Supported M&O Subtotal:	\$7,200.00

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)												
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommend Amount		
MDC	New	2		\$4,181.00	\$8,362.00	\$8,928.00	Computer - MDC w/ Gobi Card	2	\$17,856.00	\$0.00		
		2		\$0.00	\$0.00	\$396.00	Gobi Card Service	2	\$792.00	\$0.00		
MDC Software	New	2		\$0.00	\$0.00	\$624.00	Software - MDC	2	\$1,248.00	\$0.00		
Cell Phone	New	2		\$0.00	\$0.00	\$130.00	Phone - Cell Phone Voice & Data	2	\$260.00	\$0.00		
		2		\$0.00	\$0.00	\$509.00	Phone Service - Voice & Data	2	\$1,018.00	\$0.00		
Furniture	New	2		\$4,975.00	\$9,950.00	\$4,975.00	Cubicle Package	2	\$9,950.00	\$0.00		
Office phone	New	2		\$0.00	\$0.00	\$597.00	Phone - Employee Desk Phone	2	\$1,194.00	\$0.00		
Bullet Proof Vest	New	2		\$1,000.00	\$2,000.00	\$2,333.00	SXTM LEVEL IIIA, STRUCTURED PANEL,BOTHELL PD CARRIER, DN6565	2	\$4,666.00	\$0.00		
Estimated Requested Equipment Subtotal:					\$20,312.00	Supported Equipment Subtotal:					\$36,984.00	\$0.00
Total Estimated Department Request:					\$266,356.00	Updated Total Department Request:					\$283,028.00	
SUPPORTED Total Department Request Utilizing FY 2027 Funds:										\$283,028.00		
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:										\$0.00		

FY 2027 Department Funding Request for a NEW Position

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57001-0001	57001 - FIRE MARSHAL/0001 - ADMIN	1	Deputy Fire Marshal

ANALYSIS

Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
J. Browning	3/13/2026		3/16/2026	J. Browning	

Questions TO Department	Response From Department
• Organizational Charts: Please provide your current chart and a proposed version reflecting all requested changes (new positions or add-deletes). o Funding: Will these positions require funding for training (arms training), maintenance/operational needs (supplies, maintenance, etc.) or equipment (fire arm, camera, etc.). If so, specify line items and amounts. o Vehicles: A vehicle was not requested. Do you already have vehicles and necessary equipment for these positions? o Workspace: Specify what type of furniture is required for these positions? Do you have existing office space, or a plan for accommodations?	See Attached. No, all equipment listed is still property of the Fire Marshal's Office. There is sufficient funding in arms training to support positions. We included increase in uniforms, bullet proof vest and training in proposal. We have two vehicles at fleet that are fully equipped from the prior two positions. Our budget request included furniture. We do not have office space in our current area.

Statistical Analysis

STATISTICS RELATED TO NEW POSITION REQUEST
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# of Permits							
Fiscal Year	# of permits (Statistic)	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	415	2	208				
FY 2019	432	2	216	4.1%			
FY 2020	483	2	242	11.8%			
FY 2021	508	2	254	5.2%			
FY 2022	565	2	283	11.2%			
FY 2023	1,048	3	349	23.7%			
FY 2024	1,123	3	374	7.2%			
FY 2025	877	3	292	-21.9%			
FY 2026 as of 2nd Quarter	460	2	230		1-Deputy Fire Marshal / 1-Deputy Fire Marshal - Recruit (Academy-Training) / 1-Deputy Fire Marshal Position change/reassignment to Asst Emergency Mgmt Coord within Emergency Mgmt Department		
FY 2026 Year-End Estimate	920	2	460	57.4%			
Fiscal Year	# of permits (Statistic)	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	920	2	4	230	-50.0%		

Fiscal Year	# of permits (Statistic)	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	
FY 2027 Estimate Recommended	920	2	4	230	-50.0%		

# of Investigations							
Fiscal Year	# of Investigations (Statistic)	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	124	2	62				
FY 2019	70	2	35	-43.5%			
FY 2020	123	2	62	75.7%			
FY 2021	106	2	53	-13.8%			
FY 2022	129	2	65	21.7%			
FY 2023	101	3	34	-47.8%			
FY 2024	60	3	20	-40.6%			
FY 2025	107	3	36	78.3%			
FY 2026 as of 2nd Quarter	78	2	39		1-Deputy Fire Marshal / 1-Deputy Fire Marshal - Recruit in Training / Minus 1-Deputy Fire Marshal Position change/reassignment to Asst Emergency Mgmt Coord to Emergency Mgmt Department		
FY 2026 Year-End Estimate	156	2	78	118.7%			
Fiscal Year	# of Investigations (Statistic)	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	156	2	4	39	-50.0%		

Fiscal Year	# of Investigations (Statistic)	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	
FY 2027 Estimate Recommended	156	2	4	39	-50.0%		

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57001-0001	57001 - FIRE MARSHAL/0001 - ADMIN				1	Deputy Fire Marshal		
# of Inspections								
Fiscal Year	# of Inspections (Statistic)	# of Employees	# Per Employee	% Change per Employee	Comments / Findings			
FY 2018	2,488	2	1,244					
FY 2019	1,647	2	824	-33.8%				
FY 2020	1,882	2	941	14.3%				
FY 2021	1,884	2	942	0.1%				
FY 2022	2,944	2	1,472	56.3%				
FY 2023	4,284	3	1,428	-3.0%				
FY 2024	2,912	3	971	-32.0%				
FY 2025	883	3	294	-69.7%				
FY 2026 as of 2nd Quarter	710	2	355		1-Deputy Fire Marshal / 1-Deputy Fire Marshal - Recruit in Training / Minus 1-Deputy Fire Marshal Position change/reassignment to Asst Emergency Mgmt Coord to Emergency Mgmt Department			
FY 2026 Year-End Estimate	1,420	2	710	141.2%				
Fiscal Year	# of Inspections (Statistic)	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings	
FY 2027 Estimate THIS Request	1,420	2	4	355	-50.0%			
Fiscal Year	# of Inspections (Statistic)	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings		
FY 2027 Estimate Recommended	1,420	2	4	355	-50.0%			

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
57001-0001	57001 - FIRE MARSHAL/0001 - ADMIN	2	Add/Delete Administrative Secretary

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
F-Supported	Supported	HR-supported change from Administrative Secretary to Office Coordinator.

WHY is this position Add/Delete request needed?

With the implementation of Energov the Fire Marshal's Office has become Review Coordinator and Cashier for Development Services, Engineering, Public Works and GIS. These additional duties have drastically added to the daily activities and responsibilities of the Administrative Secretary. Commercial Permits submitted through Energov cannot be routed until the Review Coordinator routes them to the appropriate department. The Fire Marshal's Office was selected for this role since we have statutory authority to permit commercial businesses. OSSF, Plats, Culverts and Addressing are sub permits or comments to the parent commercial permit. That Cashier duty is a product of the financial integration between Tyler Payments and Munis. As a requirement from the Auditor's office only one Cashier, which is the Fire Marshal's Office, will be taking in funds and performing reconciliations for the Fire Marshal, Development Services, Engineering and Public Works. This is best practice to ensure funds are properly accounted for. Payments from the Collin County ESD 1 to the various Fire and EMS agencies will also be processed by this position.

HOW will this position Add/Delete benefit your office and/or the County?

Position change from Administrative Secretary (534) to Office Coordinator (537) which more accurately reflects job duties and responsibilities.

Will this position be relocated to another department? Y/N	N	If yes, which department? (Department Name)	
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Job Duties of New Position (to be ADDED)	Job Duties of Current Position (to be DELETED)
In addition to the duties listed: Review Coordinator and Cashier. Review Coordinator digitally "touches" all commercial permits and routes them to the appropriate departments. If there are additions they come back to the review coordinator to be forwarded to the customer then the process starts over. As Cashier daily batches have increased from one daily batch to two: on for daily monies collected and another for monies that come in after hours. The cashier duties include Fire Marshal, Development Services, Engineering and Public Works. Assists customers with applications at kiosks provided by the County. Provides oversight of Tech I to ensure department functions are met. Administrative support to Collin County ESD 1.	Administrative support to both Fire Marshal and Emergency Management. Processes payroll. Produce reports. Issuing permits and Certificates of Compliance. Coordinating travel arrangements. Assists with annual budget. Prepare bank reports. Schedule meetings and inspections. Answer phones. Assist customers with payments and receipts. Coordinates with other departments. Orders supplies. Oversees Tier II reporting program and provides secretarial support to LEPC.

CURRENT POSITION(S) TO BE DELETED								
Current Employee Name	Current Employee Position Number	Current Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Current Salary	Estimated Amount with Current Benefits	Current Employee Title	Recommendation	FY 2027 Supported Amount (with next year benefits)
Brandi Bullard	20051	534	Full-Time	\$67,847.03	-\$103,113.00	Administrative Secretary	Supported	-\$103,113.00
Requested DELETED Position(s) Subtotal:					-\$103,113.00	SUPPORTED Delete Position(s) Subtotal: -\$103,113.00		

REQUESTED POSITION(S) TO BE ADDED						
Current Employee Name	Current Employee Position Number	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary	Estimated Amount with Current Benefits	Requested Employee Title
Brandi Bullard	20051	537	Full-Time	\$71,239.38	\$107,123.00	Office Coordinator
Requested ADD Position(s) Subtotal:					\$107,123.00	

CORRECTED POSITION(S) TO BE ADDED (match job duties above to compensation plan)								
Current Employee Name	Current Employee Position Number	CORRECTED Grade by HR	Part-Time (20 hrs.) Full-Time (40 hrs.)	CORRECTED Salary	Estimated Amount with Benefits	CORRECTED Position Title by HR (match compensation plan)	Recommendation	FY 2027 Supported Amount (with next year benefits)
Brandi Bullard	20051	537	Full-Time	\$78,024.08	\$115,147.00	Office Coordinator/537	Supported	\$115,147.00
					Requested ADD Position(s) Subtotal:	\$115,147.00		

Total Estimated Department Request:	\$4,010.00	Updated Total Department Request:	\$12,034.00
SUPPORTED Total Department Request Utilizing FY 2027 Funds:		\$12,034.00	
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:		\$0.00	

ANALYSIS					
Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
J. Browning	3/13/2026		3/16/2026	J. Browning	
Questions TO Department			Response From Department		
o When was Energov fully implemented by your department, and when did this position assume those duties?			Energov went live for all five departments November 2023.		
o Do you track Energov/ESD measures? If so, please provide data.			I don't routinely pull data but all touches are tracked through Energov. Permits, fees, time, payments etc.. The ESD is new and evolving. We know that we will be processing payments for all ESD related items.		