

County of Spotsylvania

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Service, Integrity, Pride

To: Mark Taylor, County Administrator
Fr: Jay Cullinan, Fire Chief
Date: June 13, 2017
Re: Appointment of the Fire Marshal/Fire Code Official

Since January of this year, following the retirement of Chief Willaford, Captain Jeffrey Strang has been serving as Spotsylvania's Acting Fire Marshal and Fire Code Official, because of Division Chief Sullivan's extended medical leave. Division Chief Sullivan has recently returned to full-duty and has resumed his normal duties. In order to fulfill the requirements of the Virginia Statewide Fire Prevention Code, under the section 105.1.2 Notification of Appointment, notification must be made to the State Fire Marshal's Office in the event of the appointment or release of the fire official. I recommend that Division Chief Phil Sullivan be appointed to assume the duties of Fire Marshal and Fire Code Official. Division Chief Sullivan has been employed with Spotsylvania County since 1989. In March 1993, he was re-assigned from Firefighter to Fire Inspector and has served in the Fire Marshal's Office since that time. He was promoted to Fire Inspection Supervisor in June 1995, Deputy Fire Marshal in March 2000, and Division Chief of Fire Prevention in July 2005. He has supervised day to day fire code enforcement activities, fire investigations, and plan review as the Chief Deputy Fire Marshal, since his last promotion.

Division Chief Sullivan serves on the County's development and planning team and has been the primary contact for the Lidl project amongst many others. He also works closely with the Building Department, assisting them with building inspections and is currently qualifying as a Technical Assistant. Division Chief Sullivan is certified as a Fire Inspector II, Fire Investigator II, and has attended the Department of Housing and Community Development's Core Academy and is certified by that agency as a Fire Prevention Inspector. He will be required to attend a short Advanced Code Official course, which per Section 105.2 of the Statewide Fire Prevention Code, "the permanent or acting fire official shall obtain certification from the DHCD in accordance with the Virginia Certification Standards (13VAC5-21) within one year after permanent or acting appointment.

It is my belief that due to the growth of FREM and Spotsylvania County, the Fire Prevention Division Chief is the most well suited position to hold the Fire Marshal and Fire Code Official titles in the future and to fulfill these identified responsibilities on a daily basis.

/JC