



Department of Fire Services  
Massachusetts Firefighting Academy

## MUNICIPAL HEARINGS OFFICER TRAINING

Course Date:  
May 4, 2016

Course Number:  
200-000-L03-2016-SP-A

Location:  
Department of Fire Services  
Room 125  
One State Road  
Stow, Massachusetts 01775

Time:  
9:30-11:30 a.m.

Registration Deadline:  
April 27, 2016

Highlights of the training include:

- Source of authority and rules for conducting municipal hearings
- Burden of proof, conduct of hearings, and admission of evidence
- Creating, documenting and preserving the record for appeal

As part of the Massachusetts Fire Safety Act of 2004, the Legislature enacted M.G.L. c. 148A which allowed for the issuance of citations for certain violations of the State Building and Fire Code by state and local code enforcement officers. In order to participate in the citation process, cities/towns must appoint a certified hearings officer. This training provides an opportunity for those communities who did not initially participate or who have a need to appoint a new or additional hearings officer. If you wish to participate in the citation process, you should urge your appointing authority to designate a hearings officer and send them to this training.

Citations written by local code enforcement officers, which are appealed, are heard before a municipal hearings officer. This municipal hearings officer is appointed by his or her municipality to conduct such hearings.

In order to serve as a municipal hearings officer, an individual must receive training provided jointly by the Office of the Attorney General and the Massachusetts Municipal Lawyers Association.

Former Assistant Attorney General Robert Ritchie and Attorney James Lampke, Executive Director, Massachusetts Municipal Lawyers Association are teaching this course.

**PLEASE NOTE:** Training is limited solely to those individuals designated by their appointing authority to serve in the capacity as Municipal Hearings Officer for hearing either building or fire appeals. Current members of a building/fire department **may not serve** as hearings officers for violations issued by their own department.

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### Registration

To reserve your spot for this important training, please call MaryElizabeth Lynch at (978) 567-3181 by Wednesday, April 27, 2016 at 5:00 p.m.