

**BOROUGH OF BANGOR
COUNTY OF NORTHAMPTON
COMMONWEALTH OF PENNSYLVANIA**

ORDINANCE NO. 1000

AN ORDINANCE OF THE BOROUGH OF BANGOR, NORTHAMPTON COUNTY, PENNSYLVANIA, REESTABLISHING THE BANGOR FIRE DEPARTMENT, ESTABLISHING RULES AND REGULATIONS FOR THE OPERATION OF SAID DEPARTMENT, ABOLISHING ALL PRIOR ORDINANCES OF THE BOROUGH OF BANGOR, AND REESTABLISHING THE THREE (3) FIRE COMPANIES WITHIN THE BOROUGH, AND SPECIFICALLY AMENDING ORDINANCE 951 IN ITS ENTIRETY.

WHEREAS, the Borough of Bangor, by Ordinances, has heretofore established the Bangor Fire Department, comprised of three (3) fire companies within the Borough; and

WHEREAS, the Borough Council is desirous of incorporating all prior Ordinances into one (1) consolidated Ordinance for consistency and clarity;

NOW THEREFORE, the Borough of Bangor hereby ordains and enacts the following:

Section 1 Establishment/Classification.

The Fire Department of the Borough of Bangor shall be composed of the fire companies constituting the said Department as of the time of enactment of this Ordinance, being Rescue, Liberty and Second Ward Fire Companies, together with any new or additional companies that may in the future be admitted to the said Department by the Borough Council, following petition by the said company or companies.

All members within the companies shall fall into one of the following categories:

Junior Firefighter: an individual between the ages of 14 and 18 who is participating in the Fire Department's Junior Firefighter program. A Worker's Compensation form is required to be on file with the Borough Office. Failure to have a Worker's Compensation form on file with the Borough Office prohibits the individual from participating in the Bangor Fire Department.

Probationary Firefighter: an individual who has joined a fire company but has not yet served one year with that company. A Worker's Compensation form is required to be on file with the Borough Office. Failure to have a Worker's Compensation form on file with the Borough Office prohibits the individual from participating in the Bangor Fire Department.

Active Firefighter: an individual over the age of 18 and fulfills their respective company's requirements on membership, attendance and training. Active Firefighters may also serve as Fire Police. A Worker's Compensation form is required to be on file with the Borough Office. Failure to have a Worker's Compensation form on file with the Borough Office prohibits the individual from participating in the Bangor Fire Department.

Firefighter Emeritus (Retired, Disabled or Honorary): an individual who, due to extenuating circumstances, is no longer able to perform the functions of an Active Firefighter. Each Fire Company has discretion on who will be authorized Firefighter Emeritus membership. The Fire Company or Fire Department as a whole is responsible for providing insurance to this category of member.

Fire Police: an individual over the age of 18 who is authorized to serve as Fire Police as per state law. A Worker's Compensation form is required to be on file with the Borough Office. Failure to have a Worker's Compensation form on file with the Borough Office prohibits the individual from participating in the Bangor Fire Department.

Social Member: an individual who is a member of a company but does not perform operational duties. Each Fire Company has discretion on who will be authorized Social Member membership. The Fire Company or Fire Department as a whole is responsible for providing insurance to this category of member.

Auxiliary Member: an individual who belongs to an established auxiliary of a particular fire company. Each company has discretion on whether to establish an auxiliary and construction of the by-laws thereof which will determine membership

authorization. The Fire Company or Fire Department as a whole is responsible for providing insurance to this category of member.

Section 2 Fire Companies.

No company shall be authorized to have fewer than fifteen (15) Active Firefighters.

Any company reporting fewer than fifteen (15) Active Firefighters for one year shall be immediately suspended by Borough Council; and upon such action being taken, the company suspended shall deliver up to the appropriate official of the Fire Department as Borough Council shall designate all apparatus and property owned by the Borough in the custody of such company.

Section 3 Fire Department.

The several companies of the Borough shall constitute, together with the Fire Chief and the Assistant Fire Chief, the Fire Department of the Borough.

Section 4 Eligibility and Election of Chief and Assistant Chief.

The several companies comprising the Fire Department of the Borough shall each, on every even-number year, at the time of their annual election of officers, and at such other times as Borough Council shall designate, nominate one (1) Fire Chief and one (1) Assistant Fire Chief of the Department who shall hold their respective offices for two-year terms. The individual with the most votes for Fire Chief shall be given a confirmation vote by Borough Council at their January meeting of the following year. The individual with the most votes for Assistant Fire Chief shall be given a confirmation vote by Borough Council at their January meeting of the following year. The term for both the Fire Chief and Assistant Fire Chief begins immediately upon confirmation by Borough Council and ends immediately upon confirmation of a successor by Borough Council.

While in office neither the individual serving as Fire Chief or Assistant Fire Chief may be an active member of any of the companies belonging to the Department. The company from which the Fire Chief and Assistant Fire Chief originate from must hold an open position for their eventual return.

No individual living beyond a three (3) mile radius of Bangor Borough's municipal limits shall be eligible for candidacy of the position of Fire Chief or Assistant Fire Chief.

Section 5 Removal from Office.

Borough Council shall at any and all times have the right and power to remove from office the Fire Chief and/or the Assistant Fire Chief of the Department for cause shown, including but not limited to failure on the part of the Fire Chief and/or the Assistant Fire Chief to abide by any portion of this ordinance; and should a vacancy happen in such offices of either of them by death, resignation, or otherwise, the Borough Council shall immediately order a vote taken by the several companies to nominate a successor to fill the outgoing official's unexpired term.

Section 6 Borough Council Powers.

In addition to the powers granted under the PA Borough Code, as well as other PA Statutes, Borough Council shall have the right and power at any and all times to suspend or expel any company from the Department for cause shown, including but not limited to failure on the part of the company to abide by any portion of this ordinance; and upon such action being taken, the company suspended or expelled shall deliver up to the officer of the Fire Department as Borough Council shall designate all apparatus and property owned by the Borough in the custody of such company.

Section 7 Powers of Chief and Assistant Chief.

The Fire Chief shall in times of emergencies have full control of the fire apparatus of the Borough. The Fire Chief shall have command of the several companies, and all orders given by the Fire Chief shall be obeyed by each and every member of the Fire Department, and at all times the Fire Chief shall have general supervision of all property in the Department and shall ensure the same are kept in good condition and inspected according to all local and state laws. The Fire Chief and Assistant Fire Chief shall fulfill the duties and responsibilities as outlined in the Fire

Chief and Assistant Fire Chief Job Description, respectively [APPENDIX A]. When urgency requires, the Fire Chief shall have power to order repairs made to the same at the expense of the Borough upon obtaining consent of the Borough Manager. In the absence of the Fire Chief, the Fire Chief duties shall be performed by the Assistant Fire Chief.

Section 8 Succession.

Upon the death, resignation or removal from the Borough of the Fire Chief, the Fire Chief's duties shall devolve upon and be performed by the Assistant Fire Chief until the successor to the office of Fire Chief shall have been duly confirmed.

Section 9 Election of Company Officers.

The several companies comprising the Fire Department of the Borough shall each, annually, at separate meetings to be held by them on the first Friday of December in each and every year, elect one (1) Captain, one (1) First Lieutenant and one (1) Second Lieutenant and such other line officers as each company shall deem appropriate, who shall, on their election being confirmed by the Borough Council, hold their respective offices until the first Council meeting in January in the year succeeding their election or until their successors have been duly elected as hereinbefore provided and confirmed by the Borough Council, and shall also elect or appoint such officers whose duties shall not conflict with the duties of the officers hereinbefore named, as they from time to time may desire.

Section 10 Captain.

It shall be the duty of the Captain of any company to take command of the company to which the Captain belongs at every emergency, to obey every and all orders of the Fire Chief or Assistant Fire Chief, to observe that all members of the Captain's company does their full duty, to grant leave of absence to a member of the company at a fire when the Captain may deem it proper, and to see that all apparatus left in charge of the Captain's company is kept in good condition and ready for use. All orders given by the Captain shall be obeyed by each and every member of the company of which the Captain belongs.

Section 11 First Lieutenant.

It shall be the duty of the First Lieutenant of the company to aid the Captain of the company in the discharge of the Captain's duties and in absence of the Captain to act as Captain and discharge the duties of said office.

Section 12 Second Lieutenant.

It shall be the duty of the Second Lieutenant of any company to aid the Captain of the company in the discharge of the Captain's duties and in the absence of the Captain and the First Lieutenant to act as Captain and discharge the duties of said office.

Section 13 Vacancies.

Any vacancy in the office of Captain, First Lieutenant, Second Lieutenant or other line officer of any company shall be filled for the unexpired term by election by the company members.

Section 14 Members.

It shall be the duty of each and every member of the Fire Department to report to a Bangor Fire Department station or to the emergency scene, as appropriate, on an alarm being given and to assist in taking the apparatus to the emergency and remain under the control of and obey the orders of the Captain and the Lieutenants of the company and the Fire Chief and Assistant Fire Chief of the Department until the services of the company shall, in the opinion of the Fire Chief, be no longer necessary. Upon completion of an emergency response, individuals are released at the discretion of their officers.

Section 15 Emergency Command.

In the absence of the Fire Chief and the Assistant Fire Chief at any emergency, the first arriving line officer reaching the emergency shall take command of the firefighting personnel and apparatus unless and until command is properly relinquished to a higher ranking officer.

Section 16 Relinquishment During Response.

During an emergency response, the Fire Chief and the Assistant Fire Chief may, at their discretion relinquish command to another officer, regardless of rank.

Section 17 Officers for Apparatus.

Each piece of apparatus shall have one (1) Chief Engineer, elected by the respective company, and as many Engineers as shall be deemed necessary, to be appointed in each case by the Captain of the Company to which such apparatus belongs or is assigned, subject to approval by the Fire Chief. It shall be the duty of the Chief Engineer and Engineers to operate the fire apparatus to which they shall be assigned and to keep the same in good condition as directed by the Captain and the Fire Chief or Assistant Fire Chief. The Chief Engineer and Engineers shall take office annually on the date of the first council meeting in January or as soon thereafter as may be convenient. The Chief Engineer and Engineers may be replaced or their number increased at any time at the direction of the Captain and with the approval of the Fire Chief or Assistant Fire Chief.

Section 18 Emergency Services Committee.

The Emergency Services Committee of Borough Council shall have general supervision over the Fire Department of the said Borough and of the fire apparatus and shall report to Council of the conditions thereof as the occasion requires. They and all other members of Council shall have the right at all times, except at fires, to inspect the apparatus.

Section 19 Response Area.

Bangor Fire Department is authorized to respond to any calls outside the Borough limits as dispatched by Northampton County 911.

Section 20 Bylaws.

The several companies formed under this Ordinance shall each have the right and power to make such bylaws consistent with this Ordinance and such regulations as Borough Council shall from time to time make as they shall deem proper, and to enforce obedience to the same by suspension or expulsion. Any company shall also have the right to suspend or expel any member for disobedience of orders, neglect of

duty or conduct unbecoming a firefighter. The Fire Chief, Assistant Fire Chief or ranking officer in charge at the emergency scene or any Fire Department activity shall have the right to suspend any member of any company for disobedience of orders, neglect of duty or conduct unbecoming a firefighter. Such Fire Chief, Assistant Fire Chief or ranking officer who so suspends any firefighter may also recommend to their respective Company Discipline Board the expulsion of such firefighter from the fire service of the Borough of Bangor; and, upon such expulsion, such firefighter shall be automatically expelled from his respective company.

Section 21 Fire Police.

The Fire Chief shall have the authority to appoint, and remove from appointment, one (1) Fire Police Captain. The Fire Police Captain, prior to assuming the duties of the position, must be confirmed by Borough Council and sworn in by the Mayor pursuant to state law regulating Fire Police.

The Fire Police Captain must maintain a roster of Fire Police Officers and ensure Fire Police Officers are trained in their duties and sworn-in by the Mayor pursuant to state law regulating Fire Police. The Fire Police Captain is also responsible for acquiring prior approval from the Bangor Borough government whenever Fire Police are to be used for non-emergency special duties. This includes, but is not limited to, parades, carnivals, and athletic events.

An individual applying to be a Fire Police Officer must be confirmed by the Fire Police Captain prior to being sworn-in by the Mayor. The Fire Police Officer, though serving under the Fire Police Captain of the Bangor Fire Department, must be a member of a Fire Company in the Borough and abide by applicable bylaws of the respective company.

When responding to an emergency or special duty, the Fire Police are to serve under the authority of the Police Chief. In the absence of the Police Chief, the Fire Police are to serve under the authority of the Fire Chief in coordination with the highest ranking Police Officer on scene.

Section 22 Response Procedure.

Whenever any building in the Borough shall be on fire and in danger of being destroyed by fire, or when any building within the limits of the said Borough shall be on fire and there shall be danger of the same being communicated to one or more other

buildings, or there is any other emergency situation to which Fire Department personnel respond, the Fire Chief or other highest officer of the Fire Department at such fire shall take such measures and give such orders as in the opinion of the said official are or may be necessary for the purpose of controlling the said fire and of extinguishing the same, and all members of the Fire Department of the said Borough present at said fire shall obey such orders.

Section 23 Junior Firefighter Program.

Each Fire Company operating in the Borough of Bangor may implement a Junior Firefighter Program. Such a program may be adapted to the needs of the individual company, however all pertinent federal, state and local laws must be followed.

Any Fire Company wishing to implement a Junior Firefighter program must first adopt a set of by-laws establishing and maintaining the parameters of the Junior Firefighter program for that company. Once adopted, a copy of those by-laws is to be submitted to the Borough Office.

Any Fire Company wishing to implement a Junior Firefighter program must appoint a member of the Fire Company to the position of Junior Firefighter Advisor. The Junior Firefighter Advisor appointee must pass a PA Child Abuse History Clearance before becoming the Junior Firefighter Advisor. The Junior Firefighter Advisor is responsible for assisting the Fire Company leadership in understanding and complying with appropriate laws and regulations pertaining to Junior Firefighters.

The Junior Firefighter Advisor is responsible for ensuring that a Work Permit is obtained from the school district for all incoming Junior Firefighters. If the incoming Junior Firefighter is under 16, a written statement from the incoming Junior Firefighter's parent or legal guardian granting permission and acknowledging the duties and hours associated with the Junior Firefighter program is also required. Both the Work Permit and the written statement, if applicable, must be in the possession of the Junior Firefighter Advisor before the incoming Junior Firefighter is permitted to join the Junior Firefighter program. In addition, the Junior Firefighter Advisor is responsible for ensuring that the Junior Firefighter completes and submits a Worker's Compensation form for Bangor Borough prior to being permitted to join the Junior Firefighter program.

Junior Firefighters under 16 are restricted by law to the following activities:

1. First-aid.
2. Clean-up service at the scene of a fire, but only outside of the structure and only after the fire has been declared under control by the fire official in charge.
3. Providing food services.
4. Engaging in training.

Junior Firefighters under 16 are specifically prohibited by law from the following:

1. Operating an aerial ladder, or platform, or a hydraulic jack.
2. Using rubber electrical gloves, insulated wire gloves, insulated wire cutters, life nets or acetylene cutting units.
3. Operating the pumps of any fire vehicle at the scene of a fire.
4. Driving a fire truck, ambulance or other official fire vehicle.
5. Entering a burning structure.
6. Operating high-pressure hose lines except during training.
7. Ascending ladders except during training.

16- and 17-year-old minors who have completed a fire training course (such as one given at a county fire school) may participate in firefighting activities if they are under the direct supervision of the fire chief or an experienced line officer. 16- and 17-year-old junior firefighters are still prohibited however, from any of the following activities by law:

1. Operating an aerial ladder, or platform, or a hydraulic jack.
2. Using rubber electrical gloves, insulated wire gloves, insulated wire cutters, life nets or acetylene cutting torches.
3. Operating the pumps of any fire vehicle at the scene of a fire.
4. Driving a fire truck, ambulance or any other official fire vehicle.
5. Entering a burning structure.

During the school year, Junior Firefighters under 16 are prohibited from engaging in Fire Company activities while school is in session as well as between 7 P.M. and 7 A.M. Junior firefighters under 16 may, however, attend firefighting classes as part of a

training program even after 7 P.M. during the school year. During school summer vacation, Junior Volunteer Firefighters under 16 are prohibited from engaging in fire company activities between 10 P.M. and 7 A.M.

Junior Volunteer Firefighters 16 years of age or older:

During the school year, 16- and 17-year-olds are prohibited from engaging in fire company activities while school is in session as well as between the hours of 12 midnight and 6 A.M. on a night preceding a school day. On Friday and Saturday nights, as well as during school term vacations, 16- and 17-year olds are prohibited from engaging in fire company activities between the hours of 1 A.M. and 6 A.M. on Friday and Saturday nights and during school term vacations. 16- and 17-year-old firefighters who answer a fire call before the 12 midnight or 1 A.M. deadline may continue to respond to that call past that deadline, but may not answer any new calls after the deadline. There are no hour restrictions on 16- and 17-year old Junior Firefighters during the summer vacation.

Individuals 17 or over who have graduated from high school are no longer considered minors under the Child Labor Law. Therefore, 17-year-old Junior Firefighters who are high school graduates are not subject to any of the above restrictions. This exemption also applies to those 17-year-olds who have been declared by the chief school administrator to have achieved their academic potential.

Junior Firefighters are authorized to participate in fund-raisers for their respective Fire Companies or for the Fire Department as a whole provided that such activities do not violate any of the other laws and regulations pertaining to Junior Firefighters.

Section 24 Interference/Penalties.

If any person or persons shall interfere with any member of the Fire Department at or in the immediate neighborhood of any fire or emergency situation or at or in the immediate neighborhood of any building on fire or emergency situation in said Borough, in the performance of his duty, such person shall be guilty of a summary offense violation and, on conviction thereof, shall be sentenced to pay a fine not exceeding One Thousand (\$1,000.00) Dollars and cost of prosecution and, in default of payment of such fine and costs, to imprisonment for not more than ninety (90) days.

Section 25 Purchase Orders / Expenses Submitted to Borough.

All Purchase Orders, bills, or other Fire Company related expenses submitted to the Borough of Bangor seeking payment must be signed by the Fire Chief or Assistant Fire Chief. Any expenses submitted without the signature of either the Fire Chief or Assistant Fire Chief shall be void.

Section 26 Reports/Records.

The following reports and paperwork are required to be on file with Borough Staff:

1. The By-Laws of the Fire Department, as well as the By-Laws of each Fire Company, must be submitted to the Borough Office. Should any By-Laws be altered in any way, a copy of the altered By-Laws must be submitted to the Borough Office.
2. Each Fire Company shall maintain a Membership Roster listing all Junior Firefighters, Probationary Firefighters, Active Firefighters, Firefighters Emeriti, and Fire Police Officers by category. The Membership Roster is to be updated and filed with the Borough Office no later than the close-of-business on the Thursday prior to the Borough Council Meeting at the end of the calendar year. Any individual not listed on the Membership Roster will not be considered a member of that Fire Company nor the Bangor Fire Department. Any individual listed on the Membership Roster but lacking a Worker's Compensation Form on file at the Borough Office will not be considered a member of that Fire Company nor the Bangor Fire Department.
3. The Bangor Fire Department Firemen's Relief Association shall submit an end-of-year account balance to the Borough Office no later than the close-of-business on the Thursday prior to the Borough Council Meeting at the end of the calendar year.
4. Each Fire Company shall submit an end-of-year account balance to the Borough Office no later than the close-of-business on the Thursday prior to the Borough Council Meeting at the end of the calendar year.
5. The Fire Chief of the Bangor Fire Department shall submit a Monthly Fire Department Call Sheet which lists the following: Date of Call, Time of Call, Type of Call, Address or Location of Call, Vehicles Responded, # of Firefighters Responded, any Comments or Summaries the Fire Chief deems appropriate. The

Monthly Fire Department Call Sheet is to be submitted no later than the close-of-business on the Thursday prior to the Borough Council Meeting.

6. Each individual joining the Bangor Borough Fire Department as a Junior Firefighter, Probationary Firefighter, Active Firefighter, or Fire Police must have a signed Worker's Compensation Form submitted within thirty days of joining a Fire Company. Any individual whose Worker's Compensation Form is not signed and filed with the Borough Office are prohibited from participating in the Bangor Fire Department.
7. Each Fire Company is to obtain and maintain their own appropriate licenses to include, but not limited to, liquor, catering, and small games of chance licenses. Each Fire Company is to provide to the Borough Office a copy of any and all licenses.
8. Each Fire Company is to have their own appropriate insurance policies to include, but not limited to, property, liability, excess liability and liquor liability policies. The policies must contain coverage, effective and expiration dates and list the Borough as an additional insured. Each Fire Company is to provide to the Borough Office a copy of any and all insurance policies and a certificate of insurance to the Borough on renewal of the policy each year.
9. A Reportable Incident Report, with an accompanying Accident Report issued by the police department, must be submitted to the Borough Staff within 48 hours of an incident involving physical harm or damage occurring to the following:
 - Emergency Responders or civilians.
 - Fire Fighting Apparatus (whether Borough or Company owned).
 - Privately owned / commercially owned property (including but not limited to property damage, vehicle damage and/or personal injury).
 - Borough owned property (including but not limited to property damage, vehicle damage and/or personal injury).

Section 27 Repealer.

Ordinance No. 951, enacted on the 14th day of April, 2014, is hereby repealed.

APPENDIX A

Job Description - Volunteer Fire Chief

Purpose of the Job:

Reporting to the Bangor Borough Council, the fire chief will administer, plan, direct and control all aspects of the fire department including administration, fire suppression and fire prevention of the department as authorized by Bangor Borough Fire Code. The fire chief will also administer applicable local, provincial and federal fire regulations. Administrative duties comprise planning, directing, and controlling all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment of personnel and equipment. The fire chief consults with the Bangor Borough Council on issues of policy and planning, but works independently in supervising technical operations.

Duties and Responsibilities:

- Plan direct and supervise through subordinate officers the activities of the fire department.
- Establish and implement Operational Guidelines based on best practices and OSHA regulations.
- Ensure training programs are developed and implemented in accordance with accepted standards to improve the understanding and skill of all staff in fire fighting procedures.
- Ensure adequate records are kept of all required maintenance and training. These records include, but are not limited to:
 - Monthly Call Log: To include (but not limited to) -- Date, Time, Location, Incident Type, Number of Personnel Responded, List of Vehicles Responded. To be presented at every monthly Borough Council Meeting.
 - Department-Wide Personnel Roster: A roster of all members of the Fire Department broken down by Company. This roster is to be updated no less than annually and indicate status of Worker's Comp forms being filled out.
 - Incident Reports: An Incident Report is to be filled out for EACH incident involving an injury to any individual or damage to any property as the result of actions taken by members of the Fire Department. The report must include the date, time, and summary of the incident in question.

Incident Reports are to be turned into the Borough Staff within 48 hours of an incident occurring.

- Prepare and submit an annual budget and long-range plan and make expenditures within approved limits.
- Liaise with and advise planning, engineering and other departments on development implications for fire fighting as part of the development approval process.
- Ensure that all local government policies and processes are adhered to.
- Maintain an effective working relationship with all local government departments.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
- Liaise with representatives of neighbouring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents.
- Participate in the local and regional emergency planning process.
- Participate in Fire Chiefs' Association and other fire fighting affiliated organizations as appropriate.

Organizational Relationship:

- The fire chief reports to the Bangor Borough Council.

Minimum Qualifications:

Education/Training:

- Secondary School graduation.
- Completed or participating in a training program based on *Essentials of Fire Fighting*.

Recommended Experience:

- A minimum of five (5) years with a fire department.
- Progressive responsibility level within the fire service.
- Previous experience as a fire department officer.

Occupational Certification:

- Valid Pennsylvania State driver's license.

Knowledge:

- Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, state codes, regulations, acts and standards.
- General Knowledge of NFPA guidelines and OSHA regulations.
- Knowledge and training in Incident Command System (ICS) minimum ICS 200.

- Knowledge of the community and fire protection area.

Skills & Abilities:

- Ability to be an effective leader.
- Ability to organize and delegate.
- Ability to effectively administer the operations of a volunteer fire department.
- Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
- Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
- Willingness and commitment to participate in training programs and workshops.

I have read and understand this job description.

Fire Chief Signature _____

Date _____

Borough Representative Signature _____

Date _____

Job Description - Volunteer Assistant Fire Chief

Purpose of the Job:

Reporting to the Fire Chief and Bangor Borough Council, the Assistant Fire Chief will assist in the administration, planning, directing and controlling of all aspects of the fire department including administration, fire suppression and fire prevention of the department as authorized by Bangor Borough Fire Code. The Assistant Fire Chief will also administer applicable local, state and federal fire regulations. Administrative duties comprise planning, directing, and controlling all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment of personnel and equipment.

Duties and Responsibilities:

The Assistant Fire Chief is to assist the Fire Chief with the following:

- Plan direct and supervise through subordinate officers the activities of the fire department.
- Establish and implement Operational Guidelines based on best practices and OSHA regulations.
- Ensure training programs are developed and implemented in accordance with accepted standards to improve the understanding and skill of all staff in fire fighting procedures.
- Ensure adequate records are kept of all required maintenance and training.

These records include, but are not limited to:

- Monthly Call Log: To include (but not limited to) -- Date, Time, Location, Incident Type, Number of Personnel Responded, List of Vehicles Responded. To be presented at every monthly Borough Council Meeting.
- Department-Wide Personnel Roster: A roster of all members of the Fire Department broken down by Company. This roster is to be updated no less than annually and indicate status of Worker's Compensation forms being filled out.
- Incident Reports: An Incident Report is to be filled out for EACH incident involving an injury to any individual or damage to any property as the result of actions taken by members of the Fire Department. The report must include the date, time, and summary of the incident in question. Incident Reports are to be turned into the Borough Staff within 48 hours of an incident occurring.

- Prepare and submit an annual budget and long-range plan and make expenditures within approved limits.
- Liaise with and advise planning, engineering and other departments on development implications for fire fighting as part of the development approval process.
- Ensure that all local government policies and processes are adhered to.
- Maintain an effective working relationship with all local government departments.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
- Liaise with representatives of neighbouring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents.
- Participate in the local and regional emergency planning process.
- Participate in Fire Chiefs' Association and other fire fighting affiliated organizations as appropriate.

Organizational Relationship:

- The Assistant Fire Chief reports to the Bangor Borough Council.

Minimum Qualifications:

Education/Training:

- Secondary School graduation.
- Completed or participating in a training program based on *Essentials of Fire Firefighting*.

Recommended Experience:

- A minimum of five (5) years with a fire department.
- Progressive responsibility level within the fire service.
- Previous experience as a fire department officer.

Occupational Certification:

- Valid Pennsylvania State driver's license.

Knowledge:

- Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, state codes, regulations, acts and standards.
- General Knowledge of NFPA guidelines and OSHA regulations.
- Knowledge and training in Incident Command System (ICS) minimum ICS 200.
- Knowledge of the community and fire protection area.

Skills & Abilities:

- Ability to be an effective leader.
- Ability to organize and delegate.
- Ability to effectively administer the operations of a volunteer fire department.
- Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
- Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
- Willingness and commitment to participate in training programs and workshops.

I have read and understand this job description.

Assistant Fire Chief Signature _____
 Date _____

Borough Representative Signature _____
 Date _____

ORDAINED AND ENACTED the 8th day of August, 2022.

BOROUGH OF BANGOR

By: James W. Kresge
James W. Kresge, President

ATTEST:

By: Tracy Palmer
Tracy Palmer, Secretary

APPROVED AND CERTIFIED this 8th day of August, 2022

By: Mary Ellen DeFranco
Mary Ellen DeFranco, Mayor

ATTEST:

By: Tracy Palmer
Tracy Palmer, Secretary