

Ordinance #2014-1141

AN ORDINANCE ESTABLISHING THE POSITION
OF FIRE SUPERINTENDENT

BE IT ORDAINED by the Mayor and Council of the Borough of Manville, in the County of Somerset and State of New Jersey, as follows:

SECTION 1. ESTABLISHMENT OF POSITION

The position of Fire Superintendent is hereby established, under the direction of the Borough Administrator. The Fire Superintendent shall have full supervision of the Borough of Manville Fire Department. The Fire Superintendent shall manage all fire department operations to ensure their timely, thorough, and cost-effective preparation conduct, and shall perform the following job tasks in the operation of the Borough's Fire Department.

SECTION 2. DUTIES

The duties of the Fire Superintendent shall include:

- 1) Writes memos and Standard Operating Guidelines (SOGs) with the assistance of the Borough Fire Chiefs to inform, instruct, or direct fire department activities.
- 2) Ensures all departmental, county, state, and federal rules and regulations are followed at fire scene.
- 3) Reviews department training programs to ensure compliance with applicable regulations, and may assist in training of fire personnel.
- 4) Responds to alarms as determined by need. May establish command of incident or assist in extinguishment, e.g., indicated in NJIMS system or upon request from incident commander.
- 5) Reviews and approves the final written form of Standard Operating Guidelines (SOGs) and departmental regulations with the assistance of the Borough Fire Chief.
- 6) Authorizes training courses for department staff.
- 7) Authority to relieve or recommend disciplinary actions of Borough firefighters to their respective companies for violations of departmental, county, state, or federal regulations.

8) Reviews all monthly reports (apparatus, drills, fuel, and equipment requests) to initiate appropriate follow-up.

9) Provides information on equipment that requires capital expenditures for budget consideration.

10) Ensures that all staff violations of Fire Department rules and regulations are documented.

11) Assists the Administrator in the development of the fire department budget with the assistance of the Borough Fire Chief.

12) Provides equipment replacement schedule for budget consideration.

13) Approves expenditures for both budgeted and non-budgeted items.

14) Approves specifications for new equipment with the assistance of the Borough Fire Chief.

15) Reviews bid returns from potential vendors for compliance with specifications, and makes recommendations to the Borough Administrator with the assistance of the Borough Fire Chief.

16) Ensures that discrepancies in background checks for prospective new firefighters are investigated.

17) Ensures that all required PEOS/NFPA standard tests are completed, i.e., Hose, Ladder, Pump, SCBA, and Fire Extinguishers testing are completed and any discrepancies noted are repaired and reports filed.

18) Ensures all inspections ISO/PEOSHA are assisted and complete to ensure compliance standards.

19) Ensures that all firefighter training records are kept up to date, and all firefighters complete all necessary annual training, including new firefighter recruits.

20) Consults with and advises the Administrator with respect to any matters pertaining to Fire Department policy, personnel, or the purchase of equipment and supplies or other matters generally relating to the efficient operation of the Fire Department.

21) Ensures that firefighters injuries are documented and reports are filed with the insurance company in a timely manner.

22) Develops recommendations for the protection of life and property in the Borough.

23) The Fire Superintendent shall maintain the following required State of New Jersey certifications for the position: NJIMS 1-400 (Incident Management Level 3), licensed DFS Fire Official certification, NJ Emergency Medical Technician and certified NJ Level 2 Fire Instructor, Live Burn Instructor, and Smokehouse Instructor (/Drill Ground Instructor).

24) The title of this position shall be established as "Fire Superintendent", which will avoid any conflicts with the positions of the present line officers established, at the present time in the Borough of Manville, where the title of "Fire Chief" will still be retained to follow normal protocols as per state guidelines on firematics incidents.

25) File a report or be present at the Manville Fire Board of Engineers monthly meeting.

26) Meet regularly with the Fire Chief, Deputy Chief, and Assistant Chief.

SECTION 3. APPOINTMENT

The Fire Superintendent shall be appointed by the Mayor and Council.

SECTION 4. INCONSISTENCY

Should any provision of this ordinance be inconsistent with the provisions of any prior ordinances, the inconsistent provisions of said prior ordinances are hereby repealed, but only to the extent of such inconsistencies.

SECTION 5. SEVERABILITY


In the event that any provision of this ordinance, or the application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction, such declaration of invalidity shall not affect any other provision or application of this ordinance which may be given effect, and, to realize this intent, the provisions and applications of this ordinance are declared to be severable.

SECTION 6. PURPOSE OF CAPTIONS

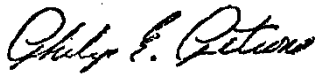
Captions contained in this ordinance have been inserted only for the purpose of facilitating reference to the various sections, and are not intended and shall not be utilized to construe the intent and meaning of the text of any section.

SECTION 7. EFFECTIVE DATE

This ordinance shall be effective immediately upon final adoption in accordance with law.

BOROUGH OF MANVILLE,

Angelo Corradino, Mayor

ATTEST:


Philip E. Petrone, Clerk

STATEMENT OF PURPOSE

The purpose of this ordinance is to establish the position of Fire Superintendent to have full supervision of the Borough's Fire Department.

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FIRST READING:

Introduced	Seconded	Council	Yes	No	Abstain	Absent
		ASHER		√		
		GREGOR	√			
	√	KOMOROSKI	√			
		ONDERKO		√		
√		SKIRKANISH	√			
		SZABO		√		
		MAYOR CORRADINO	√			

PASSED this 14th day of April, 2014.

Philip E. Petrone

Attest:

Philip E. Petrone, Borough Clerk

SECOND READING:

Introduced	Seconded	Council	Yes	No	Abstain	Absent
		ASHER	√			
		GREGOR	√			
	√	KOMOROSKI	√			
		ONDERKO		√		
√		SKIRKANISH	√			
		SZABO		√		
		MAYOR CORRADINO				

ADOPTED this 28th day of April, 2014.

Philip E. Petrone

Attest:

Philip E. Petrone, Borough Clerk