

CITY OF LOCK HAVEN
CLINTON COUNTY, PENNSYLVANIA
ORDINANCE NO. 2023-12

AMENDING CHAPTER 59 "FIRE DEPARTMENT" OF THE LOCK HAVEN CITY CODE
TO ACCOUNT FOR THE ESTABLISHMENT OF THE EAST SIDE FIRE AND RESCUE
COMPANY FROM THE FORMER HAND-IN-HAND AND HOPE HOSE COMPANIES.

Article I
Organization

§ 59-1 Fire Department organization.

The Lock Haven Fire Department shall consist of ~~three~~ **two** companies, each of which shall individually be organized by the election of a President, secretary, ~~foreman~~ **District Chief** and such other officers as each company may deem necessary. The City may entrust to such companies the fire apparatus and the property and appliances connected and used therewith under such rules and regulations as the City may from time to time make and approve.

§ 59-2 Fire Department Advisory Board.

Each of the ~~three~~ **two** City fire companies shall appoint two members of their organization to serve on the Fire Department Advisory Board. One member of each company shall be appointed for a term of two years, and the other member to a term of four years. After initial election or appointment, all terms of offices, except that position held by the Fire Chief, as hereinafter provided, shall be for four years, beginning on July 1 of even-numbered years. Advisory Board appointees shall have been members of their companies for at least six years at the time of appointment. The ~~seventh~~ **fifth** member of the Fire Department Advisory Board shall be the Fire Chief **and Administrator** and shall automatically become a member by virtue of ~~the his~~ appointment as Fire Chief.

**§ 59-3 Appointment of Fire Chief, ~~Deputy~~, and ~~Assistant~~ District Chiefs.
[Amended 2-24-2014 by Ord. No. 931]**

- A. Qualifications. ~~Any Fire Chief, deputy chief or assistant Fire Chief~~ **The Fire Chief and District Chiefs** appointed by the City shall have been a member of the Lock Haven Fire Department for a period of at least six years at the time of said appointment. ~~Any Chief He~~ shall have satisfactorily completed an acceptable training course in firefighting according to the standards established by the City.
- B. Selection and term of office. The term of office for ~~Fire Chief, Deputy District Chief, and Assistant Fire Chief~~ shall be ~~two~~ **six** years, beginning on July 1 of ~~2022 even-numbered~~ years. Upon completion of said ~~two-year~~ **six-year** term of office, the Fire **Company** ~~Department Advisory Board~~ shall recommend to the City Manager the appointment **or reappointment** of the ~~Deputy Chief as Fire Chief and the appointment of the Assistant Fire Chief as Deputy Chief.~~ The company from which the outgoing Fire Chief is a member shall recommend to the Fire Department Advisory Board one of its qualified members as Assistant **District** Fire Chief. ~~If that person so recommended is qualified and accepted by the Board, the Board shall recommend the nominee to the City Manager for appointment as~~

~~Assistant Fire Chief.~~ Should the person recommended to the **City Manager Board** not be qualified, the company from which the nominee is a member shall be notified of the same and shall recommend another member for consideration until the vacancy is filled. The Manager shall have the right to suspend or deprive of office those persons appointed at any time for proper cause.

The Fire Chief and Administrator will be appointed by the City Manager with the consent of City Council. The companies will elect, from their members, a qualified District Chief which will then be recommended to the City Manager for appointment by City Council. The City Manager shall have the right to suspend or deprive of office those people appointed at any time for proper cause.

§ 59-4 Employment of paid fire truck drivers.

[Amended 4-7-1995 by Ord. No. 921A; 5-21-1984 by Ord. No. 198B; 2-24-2014 by Ord. No. 931]

- A. Qualifications. Paid fire truck drivers shall be members of one of the ~~three~~ **two** City fire companies and shall have a background of experience and knowledge in firefighting and the operation of the emergency equipment related thereto. They shall be at least 21 years of age and shall submit to a physical examination once each year upon request by the City. The cost of such a physical examination will be paid by the City. Paid drivers shall also be required to attend training programs related to the driver's responsibilities when requested to do so by the City. Paid drivers shall meet the qualifications included in the position description, as prepared by the City of Lock Haven and amended from time to time.
- B. Term of and conditions of employment. Paid fire truck drivers shall be employees of the City of Lock Haven. They shall be subject to policies and regulations which are established by the City and may be suspended or deprived of employment by the City at any time for proper cause. They shall be under the control of and responsible to the City Manager, Director of Public Safety or the Fire Chief as described in the job description for the position.

§ 59-5 Auxiliary and relief drivers.

[Amended 2-24-2014 by Ord. No. 931]

Auxiliary and relief drivers shall be subject to the requirements of § **59-4A** of this chapter. They shall be under the control of and responsible to the City Manager, Director of Public Safety or the Fire Chief as described in the job description for the position.

§ 59-6 Vacancy in office of Fire Department Advisory Board.

Should a vacancy in office occur on the Fire Department Advisory Board, except that office held by the Fire Chief, from whatever cause, the company from which the office holder is a member shall immediately elect or appoint one of its members to complete the unexpired term. Such elected or appointed member shall be qualified according to provisions of § **59-2**.

~~**§ 59-7 Vacancy in office of Chief, Deputy Chief, or Assistant Chief.**~~

~~**[Amended 2-24-2014 by Ord. No. 931]**~~

~~In case of a vacancy in the offices of Fire Chief, Deputy Chief, or Assistant Fire Chief, from any cause, the Deputy Chief shall automatically be entitled to appointment as Fire Chief, pending confirmation by the City Manager. The company from which the outgoing Chief is a member shall immediately recommend one of its members to the Fire Department Advisory Board for appointment to the office of Assistant Fire Chief, and the Assistant Fire Chief shall automatically be recommended to the City Manager for the office of Deputy Chief. Upon completion of such unexpired term, the office holder shall then be appointed for a complete two-year term.~~

**§ 59-8 7 Fire truck driver vacancy.
[Amended 2-24-2014 by Ord. No. 931]**

- A. Should a vacancy occur in any position of part-time, auxiliary or relief driver in any company, the company in which the vacancy exists shall recommend one or more of its members to fill said vacancy. The Board shall then recommend to the City Manager that person most qualified to fill said vacancy. Should it not be possible for the company in which the vacancy exists to fill the same from its membership, the Advisory Board shall notify the other companies and solicit recommendations from their membership for the position.
- B. In case of a vacancy in the position of full time driver, the same procedure shall be followed, with the exception that at least two names shall be recommended by the Company with the vacancy, and the Advisory Board shall recommend at least two names to the City Manager, with those names ranked in order of qualifications from high to low.

**Article II
Duties and Responsibilities**

**§ 59-9 8 Duties of Fire Department Advisory Board.
[Amended 2-24-2014 by Ord. No. 931]**

The Fire Department Advisory Board shall serve as liaison between the City and the Fire Department in matters relating to the operation and control of the Fire Department and shall have authority to make recommendations to the City concerning the same. The Advisory Board shall also function as a problem solving, dispute settling panel concerned with Fire Department matters and shall have such other powers and duties as the City may deem necessary.

§ 59-10 9 General duties of Chief.

- A. The Fire Chief shall be governed in the performance of his duties by such rules and regulations as may be adopted from time to time by the City. **[Amended 2-24-2014 by Ord. No. 931]**
- B. ~~The Fire Chief shall have the power to recommend the suspension of any member or members of any company of the Fire Department for dereliction of duty, disobeying his orders or misconduct, and shall submit a report of his actions taken and the causes for the same to the Fire Department Advisory Board. The Fire Department Advisory Board shall review the charges and action taken and shall report their findings and recommendations to the City Manager for disposition.~~ **The Fire Chief shall have the power to suspend any**

member or members of any company of the Fire Department for dereliction of duty, disobeying the Fire Chief's orders or misconduct, and the Fire Chief shall submit a report of such actions taken and the causes for the same to the City Manager. The Fire Chief will also notify the company of the offender.

- C. The Fire Chief shall regularly visit the ~~three~~ **two** companies of the Fire Department and see that the apparatus, buildings and all property in possession of the three companies are in proper condition. ~~The Chief He~~ shall make a report of the same to the Fire Department Advisory Board and the City when ~~he deems~~ **deemed** necessary, with such recommendations as ~~the Chief he~~ may think proper.
- D. The Fire Chief shall attend all fires occurring in the City and shall have the entire command of the Department. He shall supervise and direct the operations of each fire company thereat in such manner as to preserve property from destruction by fire and to prevent an unnecessary use of water. He shall have entire control of the fire ground during the time of the fire.
- E. The Fire Chief shall have control of and be responsible for the dispatching of the equipment of any company to any fire outside the City limits according to any mutual aid agreement with such communities, or to any parade or special event. No permission shall be granted at any time to take all of the fire apparatus out of the City, but sufficient apparatus shall be retained at all times to safeguard properly all property within the City limits.
- F. The Fire Chief shall make monthly and annual reports to the City, setting forth the activities of the Fire Department.
- G. The Fire Chief shall keep an accurate record of all fires occurring within the City which shall set forth such information as shall be necessary to accurately describe each fire. Such book to be furnished by the City and to be known as the "record of fires."

§ 59-41 10 General duties of District Chiefs ~~Deputy and Assistant Chiefs.~~
[Amended 3-7-1977 by Ord. No. 16B; 2-24-2014 by Ord. No. 931]

- A. ~~The Deputy and Assistant Chiefs shall attend all fires occurring in the City and aid the Fire Chief in the discharge of his duties and act under his direction. In the absence of the Fire Chief, the Deputy Chief or Assistant Chief shall act as Fire Chief, with all of his powers and all of his orders shall be respected and obeyed by the Fire Department.~~ **The District Chiefs shall attend all fires occurring in the City and aid the Fire Chief in the discharge of duties and act under the Fire Chief's direction. In the absence of the Fire Chief, the District Chief shall act as Fire Chief, with all of the powers and all of the orders shall be respected and obeyed by the Fire Department.**
- B. ~~The Deputy Chief shall, under the direction of the Fire Chief and according to the standards established by him and the City, conduct periodic inspections for the prevention of fire and shall make a monthly report of the locations of said inspections together with an account of any corrective action taken.~~ **The District Chiefs shall, under the direction of the Fire Chief and according to the standards established by the Fire Chief and the City,**

conduct Public Education Programs, Voluntary Life Safety Inspections, and Pre-incident Plans aimed at preventing fire and reduction of community risk. The District Chiefs shall make a monthly report of the locations of said inspections together with an account of any corrective action taken.

**§ 59-12 11 General duties of drivers.
[Amended 2-24-2014 by Ord. No. 931]**

- A. Paid Fire Department drivers shall be responsible for the care and maintenance of the designated areas of the fire station in which they are employed, and all emergency and other equipment housed in the same.
- B. It shall be the duty of the driver to respond to any fire reported to him and to assume the responsibilities of command at the fire scene until such time as he is relieved of that responsibility by the Fire Chief, Deputy, or Assistant Fire Chief or other superior officer. He shall be responsible for the operation and care of the equipment he accompanies to the fire and the general cleaning and maintenance of the same upon return to the station.
- C. It shall be the responsibility of the driver of each company to enforce the rules and regulations of the company in the absence of the Fire Chief or Deputy or Assistant Fire Chiefs at the fire scene, while en route to and from the fire scene, and in the station house.

§ 59-13 12 Duties of ~~firemen~~ Firefighters at fires.

It shall be the duty of every ~~fireman~~ **firefighter**, immediately upon an alarm of fire, to accompany ~~his~~ the **firefighters** apparatus to or respond to the location of the **incident fire** and perform such duties as may be required of him by the superior officer.

Article III General Regulations

§ 59-14 13 Use of intoxicating liquor.

No spirituous or malt liquor shall be allowed in any engine or other house belonging to the Fire Department; or to be used by anyone in the Fire Department when on duty. Any member intoxicated about any engine house, or other house used by the Fire Department, at any fire, or alarm of fire shall be subject to expulsion.

§ 59-15 14 Use of apparatus.

The apparatus of the Fire Department, unless by special order of the Director of Public Safety or the Fire Chief, shall not be used for any other purpose than the extinguishment of fires or the training therefor.

§ 59-16 15 Raising funds by entertainment.

The Fire Department, or any constituent part thereof, shall not offer any entertainment or amusement to the public for the purpose of raising funds which, in the judgment of the City Manager, is detrimental to and reflects poorly upon the Department or the City.

§ 59-17 16 Inspection of companies.

Inspections of the entire Fire Department shall be made annually ~~during Fire Prevention Week~~ by the Fire Chief and the City officials.

§ 59-18 17 Power of Council to suspend or expel company, officer or member.

The City Council or City Manager shall have power to suspend or expel any company, officer or member of the Fire Department for bad behavior, insubordination, disturbance of the public peace or for any other cause which they may deem sufficient. When any company shall have been suspended or expelled, all fire apparatus and property of the City in their possession shall be delivered to the City Council or Manager, or to such officer as they may direct.