

ORDINANCE NO. 286

**AN ORDINANCE TO AMEND TITLE 7 CHAPTER
3 OF THE CODE OF ORDINANCES RELATING
TO THE FIRE DEPARTMENT; AND TO FIX THE
EFFECTIVE DATE OF THIS ORDINANCE.**

BE IT ORDAINED by the Board of Mayor and Aldermen as follows:

SECTION I. That the Code of Ordinances, Title 7, relating to Fire Protection and Fireworks, Chapter 3, relating to Fire Department, Sec. 7-301 relating to Establishment and Membership, Sec. 7-303 relating to Department Operations, Sec 7-304 relating to Establishment of Fire Board and Sec. 7-306 relating to Tenure of Chief shall be and hereby are amended to read as follows:

Sec 7-301. **ESTABLISHMENT AND MEMBERSHIP:** There is hereby established a municipal volunteer fire department to be equipped from appropriations by the Board of Mayor and Aldermen. The chief shall make definite assignments to individuals, and shall, subject to the approval of the Board of Mayor and Aldermen, formulate and enforce such rules and regulations as shall be necessary for the orderly and efficient operation of the fire department. Volunteer membership in the fire department shall be subject to appointment and review by the Board of Mayor and Aldermen. Volunteer members of the fire department must each be at least eighteen (18) years of age and must each be licensed drivers in the State of Tennessee. The mayor, with the consent of the board, may appoint current city employees to act as firemen whenever the need arises. Appointment of a fire chief shall be made by the mayor subject to approval by the Board of Mayor and Aldermen.

Sec 7-303. **DEPARTMENT OPERATIONS:** The chief shall make definite assignments to individuals, and shall, subject to the approval of the Board of Mayor and Aldermen, formulate and enforce such rules and regulations as shall be necessary for the orderly and efficient operation of the fire department.

1. The chief shall have the authority to suspend any member of the municipal volunteer fire department for violating the departmental rules and regulations or whenever he deems it necessary for the continuing efficient operation of the department.
2. Any suspended member, either volunteer or city employee, shall have the option of appealing his suspension to the Board of Mayor and Aldermen. The board shall, after affording the aggrieved member an opportunity to present his position, either orally or in writing, at a regular or special meeting, affirm the suspension, modify the suspension, or remove the suspended member.

Sec 7-304. **ESTABLISHMENT OF FIRE BOARD:** There is established the Mt. Carmel Fire Board to consist of five (5) members.

1. Not more than one of the five shall be a member of the Board of Mayor and Aldermen. The members shall serve without salary. One (3) shall initially serve for one (1) year, two (2) shall serve for two (2) years, and two (2) shall serve for three (3) years, and their successors for a term of three (3) years. The members shall be appointed by the Mayor subject to the consent of the Board of Mayor and Aldermen.

2. The members of fire board shall organize by electing officers and adopting by-laws and regulations which are subject to approval by the Board of Mayor and Aldermen. The fire board shall advise the fire chief and Board of Mayor and Aldermen concerning the affairs of the fire department.

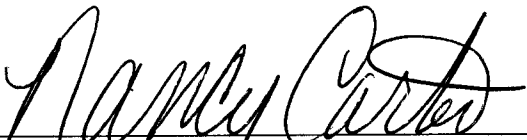
Sec 7-306. **TENURE OF CHIEF:** The fire chief shall serve an indefinite term, subject to the pleasure of the Board of Mayor and Aldermen. The mayor shall have the authority to suspend the fire chief for a period not to exceed thirty (30) days. In the event such suspension is required for the proper functioning of the administration of the department, the mayor shall announce, at the next regular meeting of the Board of Mayor and Aldermen, the fact of the suspension and make recommendations to the board regarding the chief's future status. The suspended fire chief shall be allowed to state his position regarding the suspension. The mayor's recommendations shall be stated if he so desires. The board, shall by majority vote of those present, act upon the mayor's recommendations.

SECTION II. That this ordinance shall take effect from and after the date of its passage and publication, as the law directs, the public welfare of the Town of Mount Carmel, Tennessee, requiring it.



Gary W. Lawson, Mayor

ATTEST:



Nancy Carter, Recorder

Passed First Reading

Oct 26, 2004

Passed Second Reading

Nov. 23, 2004

Published On

FIRE CHIEF

Town of Mount Carmel

DEFINITION

The fire chief is responsible for the protection of life and property of the citizens of the Town of Mount Carmel. The Town of Mount Carmel chief is in charge of the day-to-day operations of the Fire Department and is under the direct supervision of the Mayor and will work with the Safety Director to comply with all State and Federal regulation. The Town of Mount Carmel Fire Chief is expected to perform his or her duties according to state laws, city ordinances and the policies and procedures of the Fire Department. Many aspects of the work follow standardized guidelines; however, the employee is frequently required to use independent judgment in order to complete tasks. The Chief is responsible for work performed in planning, organizing, and directing all activities of the Fire Department.

EQUIPMENT JOB LOCATION

The Fire Chief shall support the members of the Fire Department by providing administrative, management and operational expertise as directed by the Safety Committee with approval of the Board of Mayor and Aldermen. The Chief may supervise the operation of and operate fire-fighting equipment to include: nozzles, hoses, self-contained breathing apparatus etc. The Chief must be qualified to wear self-contained breathing apparatus and fit tested annually. The Chief will operate a computer, fax machine, copier and other office equipment.

ESSENTIAL FUNCTIONS OF THE JOB

- Supervises officers and volunteer firefighters.
- Directs the operation of the Fire Department through subordinates.
- Reviews, completes, analyzes and enters fire reports.
- Completes and maintains all record keeping and updates all training, personnel records, equipment, vehicles and all other required records.
- Coordinates HAZMAT and right-to-know requirements.
- Directs the maintenance, annual testing and repair of fire fighting equipment.
- Assists with the preparation of department budget requests and tracks expenditures of the fire department.
- Understands and uses the Incident Command System of the department and sees that all subordinate officers also use the ICS.
- Reacts quickly and calmly in emergency situations and determines the proper course of action.
- Maintains an effective working relationship with the volunteer firefighters, the public and other departments within the Town of Mount Carmel and outside the Town.
- Deals with citizen complaints regarding the Fire Department or its procedures.
- Complete TFIRS reporting to State.
- Complies with ISO requirements for record keeping

QUALIFICATIONS

High School Diploma or Equivalent
State Tennessee Firefighter I
Possess a valid Tennessee Operator's License
Pass physical by a licensed doctor
Pass fit testing

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of personnel policies and procedures.
- Knowledge of the principles and aims of firefighting.
- Knowledge of all legal regulations regarding employee health and safety.
- Knowledge of fire prevention methods, and State and Town regulations as applied to fire fighting and prevention.
- Knowledge of geographic area of the Town.
- Knowledge of the capabilities and limitations of a variety of fire fighting equipment.
- Knowledge of the principles and practices of fire supervision
- Knowledge of the Town's provision for emergency situations.
- Ability to drive and operate the Town's firefighting vehicles and other equipment.
- Ability to react quickly and calmly in an emergency situation and to determine the proper course of action.
- Ability to initiate, plan, and carry out programs in fire administration.
- Ability to plan and direct the work of others.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability physically and mentally to climb to different heights and function in close quarters.

**MOUNT CARMEL FIRE DEPARTMENT
ADVISORY BOARD
07/2005**

(After Initial Appointment Three Year Terms)

- 1. FRED ARNOLD, SAFETY COMMITTEE CHAIRMAN (7/08)**
- 2. CARL WOLFE, ALDERMAN (7/07)**
- 3. CHRIS JONES, FIRE CHIEF**
- 4. PAUL HALE, CITIZEN (7/07)**
- 5. FIRE DEPARTMENT CAPTAIN (7/06)**