

ARTICLE 141
Fire Department

141.01 Committee on Fire Department.	141.03 Powers and Duties
141.02 Appointment and Qualifications for Fire Chief	141.04 Salary

CROSS REFERENCES

Power of governing body - see W. Va. Code 8-15-1
 Fire protection contracts - see W. Va. Code 8-15-3, 8-12-5(56)
 Volunteer fire companies - see W. Va. Code 8-15-4 et seq.
 Paid fire departments - see W. Va. Code 8-15-9 et seq.
 Civil service - see W. Va. Code 8-15-11 et seq.
 Pension and relief fund - see W. Va. Code Art. 8-22
 Authority of local fire departments - see W. Va. Code Art. 29-3A

141.01 COMMITTEE ON FIRE DEPARTMENT.

(a) The Committee on the Fire Department shall be composed of three members of Council who shall be appointed by the Mayor at the first regular meeting in July of each year, or as soon thereafter as practicable.

(b) The Fire Department Committee shall, under the direction of Council, purchase all needful and proper apparatus for preventing or extinguishing fire, and shall provide for the safekeeping of the same at convenient and central places; shall cause all necessary repairs to be made on such apparatus, and cause the same to be kept in good and serviceable condition. Such Committee shall also from time to time report to Council such suggestions and measures as may be deemed advisable or necessary for the maintenance of a proper Fire Department.

(1978 Code Secs. 9-2, 9-3)

141.02 APPOINTMENT AND QUALIFICATIONS FOR FIRE CHIEF

To adequately manage the fire department but not limited to answering fire and EMS calls; maintaining and servicing fire equipment; handle all necessary paperwork, records, and maintaining cleanliness of grounds and equipment and any other duties as directed.

Required Qualifications:

- (a) Firefighter I and II of the State of West Virginia Fire Service Extension fire training program required.
- (b) Emergency vehicle driving school required.
- (c) Auto extrication school required.
- (d) First aid required.
- (e) CPR class required.
- (f) Fire Officer I and II required.
- (g) Emergency Medical Technician required.

141.03 POWERS AND DUTIES**I. FIRES**

- (a) Attends all fire calls as is possible.
- (b) Primary responsibility is the city limits of Nutter Fort.
- (c) Oversees and give directions to firefighters and mutual aid departments in case of fire or emergency.

II. EQUIPMENT

- (a) Maintains vehicle maintenance.
- (b) Maintains proper maintenance records of same.
- (c) Runs hose test once a year.
- (d) Maintains air packs, nozzles, pumps, power plants, and all other equipment.
- (e) Provides weekly vehicle check lists.

III. MAINTENANCE

- (a) Provides and maintains maintenance on the following equipment:
 - 1. Hose washer and dryer
 - 2. Cascade system
 - 3. Alarm System
 - 4. Radio equipment
 - 5. Foam Systems
 - 6. First aid and EMS equipment
 - 7. All other fire and rescue related equipment

IV. BUILDING

- (a) Maintains and cleans building and truck bays.
- (b) Upkeep on general building maintenance.

V. GROUNDS

- (a) Mows grass and keeps surrounding area clean and neat at all times.
- (b) Maintain a clean environment at all times and provides snow removal around city building when feasible.

VI. TRAINING

- (a) Coordinates training programs for firefighters.
- (b) Plans and implements fire drills and proper fire training.
- (c) Maintains accurate records of all training provided.

VII. RECORDKEEPING

- (a) Maintains accurate recordkeeping on:
 - 1. Cascade System
 - 2. SCBA's
 - 3. Air Cylinders
 - 4. Trucks
 - 5. Annual Pump Test
 - 6. Hose Test
 - 7. Fire Hydrants
 - 8. Ladder Truck

- VIII. STATE FIRE MARSHALL'S OFFICE REPORTS
 - (a) Fires report on each alarm
 - (b) Files quarterly summary to Fire Marshall's office

- IX. STATE FARM INCIDENT REPORTS NFIRS
 - (a) Files report on each alarm

- X. BUILDING INSPECTIONS
 - (a) Provides periodic inspections:
 - 1. Schools
 - 2. Commercial Property
 - (b) Smoke detector ordinance

- XI. FIRE PREVENTION
 - (a) Coordinates program for schools
 - (b) Coordinates programs for churches, clubs, etc.
 - (c) Coordinates tours of fire department for schools including kindergarten.

- XII. LAWS PERTAINING TO THE FIRE DEPARTMENT
 - (a) Keeps abreast of all laws pertaining to the fire department.
 - (b) Attends conventions.
 - (c) Attends seminars.
 - (d) Attends State Fire Marshall's meetings.
 - (e) Attends County Fire Marshall's meetings.

- XIII. FIRE HYDRANTS
 - (a) Coordinate with water department on yearly testing of hydrants.
 - (b) Maintain grass and weeds around fire hydrants.
 - (c) Maintain painting as necessary.
 - (d) Maintain maintenance as necessary.

- XIV. BURNING PERMITS
 - (a) Issues permits.
 - (b) Inspects burning sites for safe conditions.

- XV. CITY COUNCIL MEETINGS
 - (a) Attends all council meetings to keep abreast of information for fire department and any related activities or problems that may arise between the city and fire department.

- XVI. CITY USE OF FIRE EQUIPMENT
 - (a) Provide/assign driver as needed.
 - (b) Provide aid as needed.

141.04 SALARY

The City Fire Chief shall be paid by the City at a salary determined by the Mayor and Council.