

**FAIRVIEW TOWNSHIP  
YORK COUNTY, PENNSYLVANIA**

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**ORDINANCE NO. 2024-01**

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**AN ORDINANCE OF FAIRVIEW TOWNSHIP BOARD OF  
SUPERVISORS, YORK COUNTY, PENNSYLVANIA AMENDING  
CHAPTER 23, "FIRE COMPANY" TO CREATE THE OFFICE OF  
TOWNSHIP FIRE CHIEF AND SET FORTH THE AUTHORITY OF  
THE FIRE CHIEF**

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**WHEREAS**, pursuant to Article XVIII of the Pennsylvania Second Class Township Code, as amended (53 P.S. Sections 66801-66806), the Township is authorized to provide for fire protection within the Township.

**WHEREAS**, pursuant to said provisions of the Second-Class Township Code, Fairview Township had adopted Chapter 23 of its Code of Ordinances to recognize the Fairview Township Fire Company, Inc., to operate to provide fire protection within Fairview Township.

**WHEREAS**, the Board of Supervisors of Fairview Township, York County, Pennsylvania, has determined that, as a result of continued development of residential and commercial uses, coupled with sustained population growth within Fairview Township, there is a need to create the office of Township Fire Chief to direct and oversee fire protection services within Fairview Township in order to protect the health, safety, and welfare of the Township's residents and businesses.

**NOW THEREFORE BE IT ENACTED AND ORDAINED**, and it is hereby enacted and ordained by the Board of Supervisors of Fairview Township, York County, Pennsylvania as follows:

**Section 1.** Chapter 23 of the Code of Ordinances of the Township of Fairview is hereby amended by the addition of a new section 23-6, to read as follows:

"Section 23-6 Office of Township Fire Chief

The office of Township Fire Chief is hereby created. The Board of Supervisors shall have the authority to appoint and hire a Township Fire Chief to manage and oversee fire protection operations and services within Fairview Township. The Fire Chief shall serve at the pleasure of the Board of Supervisors and shall report to the Township Manager.

The duties of the Township Fire Chief shall include the following duties:

General duties:

1. Develop and recommend Standard Operating Guidelines (SOGs), Standard Operating Procedures (SOPs), General & Special Orders, Personnel Orders, rules, regulations,

- procedures, and practices for fire operations within the Township; and enforces the same when adopted.
2. Deal with contentious issues in a timely manner that reflects and supports the Township's management philosophy and decisions.
  3. Communicate and collaborate with the Board of Supervisors, Township Manager and other Township staff, as well as the officers and members of the Fairview Township Volunteer Fire Company to develop innovative solutions that support and promote a high-performance organization to provide fire protection services within the Township.
  4. Support and encourage ongoing employee and volunteer professional development through internal and external education and training to improve member performance and service to the community.
  5. Develop a management team that supports the goals and objectives of an all-hazards full-service fire rescue division.
  6. Maintain proficient knowledge of and clear interpretations of all applicable laws, ordinances, and codes relating to fire protection services.
  7. Attend Township Board of Supervisor meetings at the request of the Township Manager and take necessary action regarding agenda items.

#### Staff Management and Development Duties:

1. Demonstrates a long-term perspective through coaching and development of employees to meet succession management goals.
2. Supervise personnel and take necessary and appropriate actions to ensure proper personnel administration throughout the fire protection organizations by coaching, mentoring, leading, and counseling to create an environment of minimal interpersonal conflict.
3. Supervise personnel, which includes, but is not limited to, making disciplinary recommendations and timesheets. Participate in investigating and implementing disciplinary actions approved and as set by policy.
4. Provide effective oversight and leadership, to plan, assign, and efficiently direct the work of subordinates, divisions, and programs in a manner conducive to full performance and high morale.
5. Direct allocation of manpower and equipment for maximum effectiveness.
6. Provide for and oversee a comprehensive program for division selection, hiring, onboarding, and training of new personnel (Volunteer and Part-time), and the promotion of those personnel.
7. Oversee recruitment and retention activities of the volunteer fire company in the Township.
8. Oversee development and administration of a comprehensive training program for all volunteer and full/part-time personnel.
9. Determine and ensure all personnel and volunteers are qualified to perform assigned duties and responsibilities.
10. Keep informed as to personnel, property, and operations by observation, reports and management input and acts on such information to improve operations.
11. Communicate effectively with divisional staff, other Township employees, other emergency service members, the general public, members of civic organizations, or other agencies.

#### Operational Management Duties:

1. Provide day-to-day managerial decisions on problems and issues that arise, ensures cost-effective and sustainable operations, and divisional operations with respect to Township-owned facilities, vehicles, equipment, apparatus, and personnel.
2. Participate in the preparation of specifications for new equipment, stations, and other facilities, and equipment.
3. Demonstrate extensive knowledge of the principles, practices, and techniques of modern fire suppression, prevention, and emergency medical response, and ability to apply this knowledge to varied fire control, prevention, EMS, and administrative problems.
4. Prepare reports and implement work programs.
5. Supervise both short-range and long-range implementation of plans.
6. Prepare recommendations and studies for administrative and Board of Supervisors consideration.
7. Oversee direction of the comprehensive program of fire prevention including inspection (Fire and Property Maintenance) of various types of structures within the community and conduct of fire and life safety education programs.
8. Respond to and is authorized to take command of emergency incidents and personally directs emergency activities through subordinate officers.
9. Direct related administrative activities including division and department budget preparation and execution, purchasing, personnel selection, reports, employee training, and correspondence in the administration of projects.
10. Direct all division planning activities (both short-range and long-range); prepare and implement comprehensive plans and planning policies.
11. Review plans, technical reports, budget estimates, and proposed ordinances and regulations under the purview of the Division of Fire Rescue Services.
12. Purchase and approve approved purchases of materials, supplies, and equipment.
13. Maintain and improve Fire and EMS incident response to fulfill safe community strategic objectives.
14. Study community hazards and risks, develop performance goals, and recommend response deployment plans (Box Cards) to ensure a safe and effective force for fire suppression, rescue services, and specialty response situations.
15. Study the effectiveness of Township fire resources, staffing, operational response systems, and automatic/mutual aid resources and provides reports as needed.
16. Develops, recommends, implements, monitors, and evaluates plans for providing consistent, competent, and professional emergency services to the Township.

#### Administrative Management Duties:

1. Preparation of the fire protection services budget, the procurement of materials, supplies, and equipment, and the maintenance of the necessary records.
2. Prepare and ensure the communication of special orders, instructions, notices, administrative memoranda, and other forms of communication to the division personnel.
3. Attend meetings/events/training, as needed, to keep abreast of the latest developments in firefighting methods and administration, coordinate mutual aid plans, coordinate and expand training programs, and exchange of ideas.
4. Attend, as needed, the regular evening Township Board meetings and study sessions; may attend evening or weekend community events.

5. Address citizen groups and businesses regarding the fire protection activities and to explain and promote public understanding of the same.
6. Accountable for all duties of this job, and other projects and responsibilities as may be added at the Township's discretion.
7. Embrace and utilize the principles and practices of community risk reduction.
8. Embrace and utilize of the concepts associated with accreditation as prescribed by the Center for Public Safety Excellence."

**Section 2.** Repealer.

All Ordinances or portions thereof that are inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

**Section 3.** Effective Date.

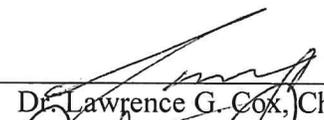
This Ordinance shall become effective immediately upon enactment.

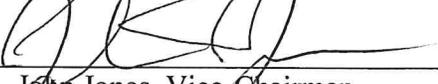
**ENACTED AND ORDAINED** at a duly advertised public meeting by the Board of Supervisors of Fairview Township, this 0 day of September, 2024.

**ATTEST:**

By:   
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Donald F. Martin, III  
Township Secretary

**BOARD OF SUPERVISORS OF  
FAIRVIEW TOWNSHIP**

By:   
\_\_\_\_\_  
Dr. Lawrence G. Cox, Chairman

By:   
\_\_\_\_\_  
John Jones, Vice-Chairman

By:   
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Christopher L. Allen

By: \_\_\_\_\_  
Mario D. Pirritano

By:   
\_\_\_\_\_  
Matthew Cox