

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A scheduled meeting of the Buckhannon Fire Civil Service Commission was held in City Council Chambers at 70 East Main Street, on October 6, 2021 at 3:30pm with the following in attendance:

Abigail Benjamin	Commissioner-President	Present
Robert Parker	Commissioner	Present
Lanora Wentz	Commissioner	Absent
Randy Sanders	City Recorder	Absent
Amberle Jenkins	Assistant City Recorder	Present
Tom O'Neill	City Attorney	Absent
Fire Chief	JB Kimble	Present

Meeting Notice Posted 09/09/2021

*City of Buckhannon Fire Civil Service Commission
Meeting Notice for Wednesday, October 6, 2021 at 3:30PM At City Hall in the Council Chambers*

- A. **Call to Order**
 - A.1 **Moment of Silence**
 - A.2 **Pledge to the Flag of the United States of America**
- B. **Strategic Issues for Discussion and/or Vote**
 - B.1 **Review Applications to begin the process for the Eligibility List for Probationary Firefighter**
 - B.2 **Review Letters of Intent for Position of the Rank of Captain & To Set Date/Time for Testing**
- C. **Correspondence and Information**
 - C.1 **Meeting Notice of the FCSC -Probationary Firefighter Candidates P.A.T. & Written Exam on Saturday, October 23, 2021**
- D. **Comments and Announcements**
- E. **Adjournment**

A. Call to Order: President-Abigail Benjamin called the meeting to order followed by a moment of silence and pledge to the US Flag.

B. Strategic Issues for Discussion and/or Vote:

B.1 Review Applications to begin the process for the Eligibility List for Probationary Firefighter:

**Notice
Fire Civil Service Commission
City of Buckhannon, West Virginia**

Notice is hereby given that the Fire Civil Service Commission of the City of Buckhannon will receive applications for competitive examination to create a "List of Eligibles" for the position of probationary firefighter in the Fire Department of the City of Buckhannon, subject to the following requirements:

- (1). Applicants must be at least eighteen (18) years of age and comply with §8-15-17 of the W. Va. Code.
- (2). Applicants must have a high school diploma or its equivalent.
- (3). Applicants must be West Virginia approved Firefighter 1, IFSAC or Pro Board Certified. A copy of the certification must be submitted with the application.
- (4). Applicants must comply with all other laws, rules and regulations as prescribed in writing by the Code of the State of West Virginia and by the Fire Civil Service Commission of Buckhannon, West Virginia. Copies of the current written rules and regulations of said Commission is available for inspection by any member of the public at the City Recorder's Office, 70 East Main Street, Buckhannon, West Virginia, during regular business hours.

All applications must be received by the Commission at City Hall; or alternatively be postmarked, addressed to the Fire Civil Service Commission, 70 East Main Street, Buckhannon, WV 26201, **no later than 4:30 p.m. or postmarked by 12:00 midnight on October 4, 2021.** Details may also be found on the City of Buckhannon website —www.buckhannonwv.org

Application forms may be obtained by contacting the City Recorder's Office, City Hall, 70 East Main Street, Buckhannon, WV 26201 or calling 304-472-1651 to have it emailed, faxed or mailed. Applicants must pass the physical agility test and a written competitive examination. Successful candidates that may be hired are subject to residency requirements. Applicants must also pass a criminal background check and drug test.

Randy Sanders, City Recorder
City of Buckhannon, WV

Two applications were received from the recent advertisement for applications.

- Dodrill, Anthony Ryan
- Landis, Devin Lee

Both candidate applications were accepted by the Fire Civil Service to be eligible to proceed to the next step. However, since only two applications were received, the Fire Civil Service Commission decided to re-advertise in hopes to receive more applications.

Fire Civil Service Commission members asked that the two candidates be notified that their applications were accepted and will proceed to the next steps of testing.

Applications will be accepted until November 1, 2021.

The Fire Civil Service Commission will meet on November 3, 2021 at 3:30 pm at City Hall to review applications.

B.2 Review Letters of Intent for Position of the Rank of Captain and to set Date and Time for Testing:

**NOTICE
FIRE CIVIL SERVICE COMMISSION
CITY OF BUCKHANNON, WEST VIRGINIA**

Notice is hereby given that the Fire Civil Service Commission of the City of Buckhannon will receive letters of intent until September 21, 2021 for competitive examination to create a "List of Eligibles" for the position of the Rank of Captain in the Fire Department of the City of Buckhannon, subject to the following requirements:

Buckhannon Fire Department
Rank of Captain
Job Description

- The Captain is responsible for administration, supervision and management of the Fire Department. The Captain is assigned to a 24 hour shift or an operational period or training evolution that is responsible for fire suppression, hazardous material response, rescue operations and emergency medical services.
- **Career Development**
- Minimum 10 years of service at the Buckhannon Fire Department
- All the following training must be West Virginia approved, Pro Board, IFSAC certified training
- Firefighter I, II, Fire Officer I, II, NFPA 1006 Rescue technician certification in Extrication and NFPA 1006 Confined Space operations level discipline, Truck and Engine Certified, NIMS 100, 200, 700, 800, ICS 300, 400
- **Duties Are But Not Limited To**
- Performs duties serving as a confidential staff advisor to the Fire Chief in researching, crafting, implementing and enforcing policies, directives and procedures
- Implements department goals and objectives through a comprehensive administration program and coordinates department operations, inspections, maintenance and training under the direction of the Fire Chief.
- Performs the role of officer in charge of all fire, rescue and medical operations for assigned shift, Assumes the role of incident commander and determines an overall plan to resolve incidents until command is transferred. Directs subordinate members to appropriate assignments to ensure the plan of action is followed in a safe and efficient manner.
- Assists in long range planning and implementation of department budgets. Assists the Fire Chief in the planning process for capital projects
- Assists in the development of minimum standards of training and technical competence for all Fire Department personnel. Ensures the readiness of personnel and equipment under their supervision. Ensures the utilization of NIMS at emergency scenes.
- Maintains discipline and insures that personnel follow department rules and regulations. Evaluates work performance of subordinates, prepares employee evaluations and effectively recommends and participates in hiring, suspensions and other disciplinary matters.
- Supervises the completion, maintenance and/or quality assurance of incident reports, accident and injury reports, training.
- Establishes and maintains the highest level of customer service by providing a positive working relationship with all stakeholders.
- Attends training courses, meetings and conferences as directed by the Fire Chief. May be required to confer with citizens on problems, concerns, and accidents. Assists in planning, and implementing

public fire safety education programs for civic, fraternal, educational, institutional or industrial organizations and agencies.

- Confers with the Fire Chief on a regular basis, discussing work processes, incidents, problems and plans and receives advice, counseling and instructions.
- **Knowledge, Skills and Abilities**
- Ability to work effectively with employees, other agencies and the public
- Ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort
- Ability to communicate effectively, verbally and in writing
- Ability to operate fire suppression and other emergency equipment
- Ability to perform strenuous or peak physical effort during emergencies, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to prepare, organize and maintain office data, reports and systems
- **Physical Demand**
- The ability to stand, walk, crawl, run, reach, hear, and talk, in adverse and dangerous situations
- Meet the medical standards established by NFPA 1582
- Capable of lifting, carrying, pushing and dragging 100 pounds

Wear a Self-Contained Breathing apparatus in adverse conditions

One letter of interest was received from Fire Lt. Franklin Baxa.

Fire Civil Service Commission,

I, Lt. Franklin "Linn" Baxa, want to submit this letter of intent to you for the competitive examination for the Rank of Captain.

Sincerely,



Lt. Franklin "Linn" Baxa

The Fire Civil Service Commission accepted the letter of interest. Lt. Franklin Baxa will be supplied with the reading list to use for the test. The Fire Civil Service Commission will wait to schedule the date to test Lt. Baxa when they meet on November 3, 2021. This will give Lt. Baxa time to study the reading materials for the test.

C. Correspondence and Information:

C.1 Meeting Notice of the FSC – Probationary Firefighter Candidates P.A.T. & Written Exam on Saturday, October 23, 2021.

Fire Civil Service Commission decided to reschedule this testing date until later. The date of testing will be determined when the Commission meets on November 3, 2021.

D. Comments and Announcements:

Chief Kimble informed the Fire Civil Service Commission that the wording in section 9.07 needs to be corrected regarding the chain of command.

This item will be added to the next agenda for action. Chief Kimble will supply the proper wording for the Fire Civil Service Commission to review.

There being no further business to be transacted, meeting adjourned at 3:41 p.m.

Abigail Benjamin

Robert Parker

Lanora Wentz

Amberle Jenkins

Commissioner

Commissioner

Commissioner

Clerk/Assistant City Recorder

