

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 Wednesday, August 10, 2022 at 10:30am with the following in attendance:

Abigail Benjamin	Commissioner	Present
Robert Parker	Commissioner	Absent
Lanora Wentz	Commissioner	Present
Amberle Jenkins	Assistant City Recorder	Present
Fire Chief	JB Kimble	Present
Firefighter	Tanner Smith	Present

*City of Buckhannon Fire Civil Service Commission
Meeting Notice for Wednesday, August 10, 2022 at 10:30AM 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 Elect President of the FCSC for one year for FY 2022-2023
 - B.2 Approval to Begin the Process for Promotional Testing for the Rank of Lieutenant
 - Announce Position of Lieutenant is Open
 - Set Due Date to Accept Letters of Intent for Rank of Lieutenant
 - Set Meeting Date/Time to Review Letters of Intent for Rank of Lieutenant
 - Set Meeting Date/Time for Written Promotional Testing Rank of Lieutenant
 - C. Comments and Announcements
 - D. Adjournment
- Posted 07/22/2022

A. Call to Order: Commission Member- Benjamin called the meeting to order led by a moment of silence and pledge to the flag.

B. Strategic Issues for Discussion and/or Vote:

B.1 Elect President of the Fire Civil Service Commission for fiscal year 2022/23:

Nomination to appoint Lanora Wentz was made.

Motion Benjamin/Wentz to appoint Lanora Wentz as President of the Fire Civil Service Commission for fiscal year 2022/23. Motion carried.

B.2 Approval to Begin the Process for Promotional Testing for the Rank of Lieutenant

President Wentz recognized Chief JB Kimble to explain the process.

Chief Kimble presented the following information that indicated the rank structure that is currently filled and vacant.

Buckhannon Fire Department
Rank Structure

Chief

City Appointed

Assistant-Chief

Closed

Captain	Captain	Captain	Captain
Career	Career	Career	Volunteer
Filled	Filled	Announced Filled	Filled

Lieutenant	Lieutenant	Lieutenant	Lieutenant	Lieutenant
Career	Career	Career	Volunteer	Volunteer
Filled Open	Closed open	Closed open	Filled	Filled

Firefighter 1st Class: Unlimited

Firefighter: Unlimited

Probationary Firefighter: Unlimited

Steps in the process are:

1. Announce position of Lieutenant is open.

Motion Benjamin/Wentz to announce that positions of Lieutenant are open in the City of Buckhannon Paid Fire Department. Motion carried.

2. Set Due Date to Accept Letters of Intent from Staff for the Rank of Lieutenant.

Notice to accept letters of intent for rank of Lieutenant will be posted on August 15, 2022 at the Fire Station and at City Hall. The letters of intent will be accepted until August 31, 2022.

**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 August 31, 2022 for competitive examination to create a “List of Eligibles” for the position of the Rank of Lieutenant in the Fire Department of the City of Buckhannon, subject to the following requirements:

Buckhannon Fire Department
Rank of Lieutenant
Job Description

- The Lieutenant will be responsible for administration, supervision and management of the Buckhannon Fire Department in the absence of the Fire Chief or Captain. The Lieutenant 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 of 5 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, NFPA 1006 certification in the following disciplines, Rope Operations level and Extrication Operations level, Driver Operator Engine, Truck, NIMS 100, 200, 700, 800, ICS 300
- **Duties Are But Not Limited To**
- Performs duties serving as a confidential staff advisor to the Fire Chief and Captains in researching, crafting, implementing and enforcing policies, directives and procedures.
- Implements department goals and objectives through a comprehensive administration program and coordinates under the direction of the Fire Chief and Captains.

- Performs the role of officer in charge of all fire, rescue and medical operations for assigned shift. Assumes the role of incident commander in the absence of the Fire Chief and Captains. Directs subordinate members to appropriate assignments to ensure the plan of action is followed in a safe and efficient manner.
- May assist the Fire Chief and Captains in long range planning and implementation of department budgets. May Assist the Fire Chief and Captains in the planning process of 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 may recommend and participates in hiring, suspensions and other disciplinary matters
- Supervises the completion, maintenance and/or quality assurance of incident reports, accident and injury reports and 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 or Captains. 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.
- Confer with the Fire Chief or Captains on a regular basis, discussing work processes, incidents, problems and plans and receives advise, 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 prolongs 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.
- The ability to wear a Self-Contained Breathing Apparatus in adverse conditions.

Posted 08/15/2022

3. Set Meeting Date and Time to Review Letter of Intent for Rank of Lieutenant.

The Commission will meet on September 8, 2022 at 10:30 am to review the letters of intent.

4. Set Meeting Date and Time for Written Promotional Testing for Rank of Lieutenant.

Chef Kimble explained that three candidates may be interested in advancing to Lieutenant. One that may take the exam will not be eligible to take the position if he/she passes until next April. Once candidates are approved to take the examination there is a recommended 90 day period of time to allow for study of materials.

The Commission Members will determine the date of testing at a later date.

C. Comments: None

D. Adjournment:

There being no further business to be transacted, meeting was adjourned at 10:40 am.

Abigail Benjamin

Robert Parker

Lanora Wentz

Amberle Jenkins

Commissioner

Commissioner

Commissioner

Clerk/Assistant City Recorder