

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 Thursday, September 8, 2022 at 10:30am with the following in attendance:

Lanora Wentz	Commissioner	Present
Robert Parker	Commissioner	Absent
Abigail Benjamin	Commissioner	Present-Virtual
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 Thursday, September 8, 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 Review Letters of Intent for Position of the Rank of Lieutenant & To Set Date/Time for Testing
 - B.2 Approval to Begin the Process for Advertising Firefighter Candidates to Replenish the Eligibility List

A. Call to Order: The meeting was called to order by President Wentz followed by a moment of silence and pledge to the flag.

B. Strategic Issues for Discussion and/or Vote:

B.1 Review Letters of Intent for Position of the Rank of Lieutenant and To Set the Date and Time of 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 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 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.
- The ability to wear a Self-Contained Breathing Apparatus in adverse conditions.

Posted 08/15/2022

Letters of intent were received from John, Brugnoli, Tanner Smith and Ethan Smith.

- I John Brugnoli, hereby request to test for the rank of Lieutenant with the Buckhannon Fire Department.
- Chief Kimble,

Pursuant to the testing opportunity notice for the rank of Lieutenant, I am submitting my letter of interest to sit for the test. Tanner Smith

- August 30; 2022

Ethan Smith

FF 1st/ EMT Buckhannon Fire Department

To whom it may concern,

I, Ethan Smith, am writing to express my interest and intent to participate in the upcoming promotional test for the position of lieutenant at the Buckhannon Fire Department. I appreciate the opportunity and look forward to the possibility to better serve my community and Department in such an amazing way.

Fire Chief Kimble submitted a recommendation to conduct the promotional test on Monday, December 12, 2022 at 6:00 pm. This will allow for enough time to receive the study books and give the required 60 days period to study.

Motion Benjamin/Wentz to accept the letters of intent to test for the position of Fire Lieutenant. Promotional testing will be conducted on December 12, 2022 at 6:00 pm in City Hall. Motion carried.

B.2 Approval to begin the process for advertising for firefighter candidates to replenish the eligibility list.

There are currently two candidates on the eligibility list to expire on 02/12/2025:

Dodrill, Anthony Ryan	84.84%
Landis, Devin Lee	74.23%

A list of at least three candidates is required to be on the eligibility list.

Motion Benjamin/Wentz to:

- **Advertise for the position beginning September 14, 2022 for a period of 30 days**
- **Meet to review the applications that have been submitted on October 21, 2022 at 2:30 pm**
- **Conduct the physical agility and written test at the Public Safety Complex on November 5, 2022 beginning at 10:00 am for the physical agility test and 1:00 pm for the written test.**

Motion carried.

C. Comments: None

D. Adjournment:

There being no further business to be transacted, meeting was adjourned at 10:50 am.

Lanora Wentz	Commissioner
Abigail Benjamin	Commissioner
Robert Parker	Commissioner
Amberle Jenkins	Clerk/Assistant City Recorder