

**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 April 8, 2025 at 12:30 pm with the following in attendance:

Lanora Wentz	Commissioner	Present
Abigail Benjamin	Commissioner	Present
Coty Martin	Commissioner	Present
Amberle Jenkins	Assistant City Recorder	Present
Fire Chief	JB Kimble	Present

Fire Civil Service Commission of the City of Buckhannon  
Meeting Agenda  
12:30 PM Tuesday April 8, 2025

1. Call to Order

2. Moment of Silent Reflection

3. Reciting of the Pledge of Allegiance

4. New Business Discussions

a. Approval to Begin the Process for Advertising Firefighter Candidates to Replenish the Eligibility List

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

➤ Announce Position of Lieutenant is Open

➤ Set Due Date to Accept Letter 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. Approval to Remove Firefighter 1, IFSAC or Pro Board Certification Requirements from the Application Process

d. Review/Updates Current FCSC Rules and Regulations

5. Comments and Announcements

6. Declaration of Adjournment

1. **Call to Order:** At 12:30 p.m. the meeting was called to order by President Wentz.

2. **Moment of Silent Reflection:** President Wentz invited those in attendance join in a moment of silent reflection.

3. **Pledge of Allegiance:** President Wentz invited those in attendance join in the Pledge of Allegiance.

4. **New Business Discussions:**

a. **Approval to begin the process to advertise for Firefighter candidates to replenish the eligibility list.**

Chief Kimble reported that the most recent hire for probationary firefighter resigned. He was not willing to relocate to live within 10 air miles of the fire station. The current eligibility list has two candidates. A minimum of three candidates are needed. The current candidates will have the option to re-test for a better score or keep the scores they currently have.

Chief Kimble explained that the department would like to begin the process to replenish the eligibility list but want to develop a PR campaign that would attract more quality candidates. This won't be ready until after May 1, 2025.

**Motion Martin/Benjamin to authorize advertising for probationary firefighters after May 1, 2025. Motion carried.**

b. **Approval to begin the process for promotional testing for rank of Lieutenant:**

Chief Kimble explained that Lt John Brugnoli resigned last year in order to relocate to South Carolina. Therefore, an opening exists for Fire Lieutenant.

Two, currently employed firefighters, qualify to test for the position of Lieutenant. Maria Potter and Shane Jenkins.

Once the Fire Civil Service Commission announce that the position of Lieutenant is open, candidates must submit a letter of intent within 14 days.

Candidates that submit a letter of intent to test for this position must have 60 days to review study materials prior to testing.

At this point, testing won't be ready until about July 2025.

Chief Kimble stated that one position is open and the highest scoring candidate would fill that position.

**Motion Martin/Benjamin to announce the position of Fire Lieutenant as open. The Fire Civil Service Commission will allow 14 days for potential candidates to submit letters of intent to test. The Fire Civil Service Commission will meet again to review letters of intent on April 22, 2025. Motion carried.**

**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 April 22, 2025 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 04/08/2025

**c. Approval to remove Firefighter 1, IFSAC or Pro Board Certification Requirements from the application process.**

Fire Chief Kimble explained that the Fire Department at one point did not have the ability to train probationary firefighters and Chief Kimble had asked that a requirement to apply should include that candidates have a Firefighter 1, IFSAC or Pro Board Certification. He now requests that that requirement be removed. The department now has a training facility and adequately trained staff that can train probationary firefighters within four weeks of hire. **This requirement policy was never formally added to the FCSC rules and regulations. (see minutes Aug 2021 page 279)**

He commented that probationary candidates would need to acquire this certification within one year of employment.

**Motion Benjamin/Martin to no longer require candidates applying for the firefighter position to have Firefighter 1, IFSAC or Pro Board Certification. Motion carried.**

**P.A.T. Test (not listed on agenda)**

Suggestion from Chief Kimble re: PAT Test for candidates that are on the Eligibility List more than 12 months:

Fire Chief Kimble also suggested that candidates that are on the eligibility list more than 12 months would be required to take another Physical Agility Test. If they are offered employment and have not taken the Physical Agility Test within the previous 12 months of hire.

**Motion Wentz/Martin to place this topic on the next meeting agenda for discussion/vote to require candidates that are on the eligibility list more than 12 months would be required to take another Physical Agility Test prior to hire. Motion carried.**

**d. Review/Update current FCSC Rules and Regulations:**

Fire Chief Kimble reported that his department is reviewing the current Fire Civil Service Rules and Regulations and will present suggestions to the Commission for review.

There being no further business to be transacted, meeting adjourned at 12:45 pm.

**Lanora Wentz  
Abigail Benjamin  
Coty Martin  
Amberle Jenkins**

**Commissioner  
Commissioner  
Commissioner  
Clerk/Assistant City Recorder**