

BOROUGH OF BELLEVUE
COUNTY OF ALLEGHENY
COMMONWEALTH OF PENNSYLVANIA
ORDINANCE NO. 23- 06

AN ORDINANCE OF THE BOROUGH OF BELLEVUE, A HOME RULE CHARTER MUNICIPALITY IN THE COUNTY OF ALLEGHENY, IN THE COMMONWEALTH OF PENNSYLVANIA AMENDING SECTIONS OF THE PERSONNEL SYSTEM TO AMEND SECTION 30-3 RELATING TO DISCIPLINARY ACTIONS AND SECTION 30-8 TO PROVIDE FOR THE PAID POSITION OF FIRE CHIEF.

WHEREAS, Bellevue Borough Council has reviewed the provisions of its Personnel System with regard to deleting improper language related to discipline, and incorporating the newly created position of Fire Chief; and

WHEREAS, Bellevue Borough Council has held a duly noticed public hearing pursuant to §509 of the Home Rule Charter to inform and take public comment on proposed amendments to the Borough's Personnel System.

NOW THEREFORE BE IT ORDAINED AND ENACTED by the Borough Council of the Borough of Bellevue, in the County of Allegheny and Commonwealth of Pennsylvania, and it is hereby ordained and enacted by the authority of the same, in accordance with the provisions of the Act of Assembly of the Commonwealth of Pennsylvania, that Section 30-3 "Disciplinary Action" be replaced in its entirety with the following:

- A. When circumstances warrant, the Director of Administrative Services or the department head may impose reasonable disciplinary actions, up to and including the dismissal, of employees. Employees so disciplined shall have the right of appeal specified in this chapter, in negotiated employee contracts, or in civil service rules and regulations for police and firefighters. All disciplinary actions imposed by department heads shall be reviewed by the Personnel Officer, and confirmed, modified or reversed within 24 hours of the action. In the event the Personnel Officer does not confirm, then the matter shall be referred to the proper committee (the committee overseeing the activity of the department to which the employee is assigned), in which case said committee shall file a decision with Council within 72 hours.
- B. The following list of proscribed activities, while not all-inclusive, will serve to identify types of conduct that may warrant disciplinary action:
 - (1) Use of obscene or abusive language;

- (2) Dishonesty in the performance of one's duties;
- (3) Willful destruction, vandalism, or damage of Borough property, or of property belonging to vendors or other third parties with whom the Borough has business dealings, or of property belonging to another employee;
- (4) Unlawful taking or use of Borough property, or property of another employee;
- (5) Disorderly conduct, fighting, or assault or other violation of the Borough's workplace violence policy;
- (6) Unauthorized disclosure of confidential information;
- (7) Libel, slander, repetition of malicious gossip, or lies about another employee;
- (8) Conviction of any misdemeanor or felony crime, or engaging in conduct that is criminal in nature even if criminal charges are not filed or processed to a conviction;
- (9) Violation of the sexual harassment policy. [Added 5-19-2008 by Ord. No. 08-09]
- (10) Violation of the computer use and e-mail procedure. [Added 5-19-2008 by Ord. No. 08-09]
- (11) Violation of the business attire policy. [Added 5-19-2008 by Ord. No. 08-09]
- (12) Violation of the smoking policy. [Added 5-19-2008 by Ord. No. 08-09]

BE IT FURTHER ORDAINED AND ENACTED by the Borough Council of the Borough of Bellevue, and it is hereby ordained and enacted by the authority of the same, in accordance with the provisions of the Act of Assembly of the Commonwealth of Pennsylvania, that Section 30-8 D, "Public Safety" be amended to remove subsections (1) and (2) in their entirety and to add the following:

- (1) Fire chief.
 - (a) General definition. As a department head, the Fire Chief is a managerial and supervisory position. This individual is responsible for all personnel, facilities, equipment, records, and activities of the Fire Department including fire service and the emergency medical service. The Fire Chief is responsible for managing career and volunteer firefighters, finances, and other resources necessary to meet the existing and future needs of the fire department. The Fire Chief ensures that the Bellevue Borough Fire Department employees and volunteers adheres to the highest standards of professional conduct and safety.
 - (b) Typical examples of work: At an emergency scene, the Fire Chief assumes the responsibility for directing the department's response. The Fire Chief serves as the Emergency Services Coordinator for all declared community emergencies. As the Emergency Management Coordinator, the Fire Chief is responsible for coordinating and executing all aspects of emergency plans. In addition, the Fire Chief is responsible for ensuring the operational readiness of the various components of the emergency management system in Bellevue Borough including fire, police, emergency medical services, public works, parks and recreation, school district, volunteers and other groups which may be involved in the management of emergencies. In emergency situations, the Fire Chief coordinates the response of the Police Department, the Fire Department, and the adjunct Ambulance Service. This

individual serves as the senior contact concerning public safety issues with the local municipal governments and regional organizations. The Fire Chief serves as a non-voting member of the Bellevue Volunteer Fire Association but shall hold a veto vote in all matters.

(c) Required knowledge, skills and abilities:

- [1] Language skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the Bellevue Borough Council, Borough manager, employees, volunteers, the general public, business representatives, and contractors. Ability to express oneself clearly and concisely both orally and in written reports.
- [2] Mathematical skills: Ability to work with mathematical concepts such as probability and statistical inference and apply them. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals with and without a calculator. Ability to calculate figures and amounts such as proportion, percentage, volume, and area.
- [3] Reasoning abilities: Ability to solve problems and manage emergency crises while exhibiting calm and controlled composure. Ability to define problems, collect data, establish, and verify facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and explain them to others in a clear, concise, and understandable manner. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists.
- [4] Physical abilities, constantly incurred (more than 75% of time on job): Ability to stand. Ability to walk, Ability to sit, reaching at high or low level, Repetitive finger movement, Ability to use both hands and both legs. Ability to communicate orally and to hear conversations. Ability to pull hand over hand. Ability to climb stairs. Ability to use legs/arms to climb. Ability to balance. Ability to stoop. Repetitive twisting or pressure involving wrists or hands. Use of depth perception.
- [5] Physical abilities, frequently incurred (Between 25%-75% of time on job): Ability to kneel. Ability to repeatedly bend. Ability for rapid mental/muscular coordination simultaneously.
- [6] Physical abilities, occasionally incurred (less than 25% of time on job): Ability to lift and carry heavy loads to a maximum of 175 pounds. Ability to push heavy loads to a maximum of 200 pounds. Ability to pull heavy loads to a maximum of 175 pounds. Ability to crawl. Ability to operate a truck/motor vehicle including vehicles with standard transmissions.

[7] Other skills and abilities: Thorough knowledge of the current principles and practices of firefighting. Thorough knowledge of equipment and apparatus including their safe operation and the ability to explain these to others in a clear, concise, and understandable manner. Knowledge of the principles and practices of providing emergency medical response and the ability to explain these to others in a clear, concise, and understandable manner. Knowledge of the principles of municipal fire department administration in the areas of organization, fire prevention, fire rescue, training, and program development. Knowledge of the principles and practices of coordinating emergency services responses and the ability to explain these to others in a clear, concise, and understandable manner. Ability to plan, evaluate, assign, and coordinate activities, personnel, and equipment. Ability to establish and maintain positive, effective working relationships with fire department employees and volunteers, the general public, and other local and county public safety groups. Ability to visually identify hazardous materials placards and shipping documents and the ability to utilize this information to determine and execute a course of action. Ability to capably perform all actual firefighter duties in the event of a manpower shortage.

(d) Essential duties and responsibilities:

- [1] Independently responds to fire emergencies regardless of time of day or weather conditions, and personally directs the department's emergency response.
- [2] Manages career firefighters in accordance with the collective bargaining agreement, the Borough employee handbook, and other applicable Borough policies including provisions related to discipline and grievances.
- [3] Actively assists the Volunteer Fire Company in the recruitment and retention of volunteer firefighters.
- [4] Facilitates the seamless integration of career and volunteer firefighters into all aspects of the department's operation.
- [5] Makes recommendations to the Director of Administrative Services on all appointments and promotions of career firefighters.
- [6] Reviews and evaluates career personnel and volunteers as it relates to emergency and non-emergency job performance.
- [7] Directs the development and implementation of training activities for career and volunteer fire fighters.
- [8] Prepares and submits monthly and annual reports to the Director of Administrative services in a timely fashion.

- [9] Prepares and submits the annual departmental operating budget request and capital improvement program requests in a timely fashion.
- [10] Manages the expenditures of departmental appropriations in accordance with the approved budget through monthly review and reconciliation of departmental financial statements.
- [11] Manages all departmental purchases in accordance with Bellevue Borough policy, including procedures related to purchasing cards, requisitions, purchase orders and timely approval of accounts payable authorization forms.
- [12] Serves as the Bellevue Borough Emergency Management Coordinator.
- [13] Supervises the maintenance of Fire department records, prepares reports and correspondence.
- [14] Serves as a liaison between the Bellevue Borough Volunteer Firefighters's Association and the Borough of Bellevue.
- [15] Assists Bellevue Borough Fire Marshal by assisting in the investigation of fires and explosions to determine cause and origin; and by assisting the Fire Marshal in developing, implementing, and maintaining a comprehensive fire prevention and inspection program.
- [16] Performs other essential duties as required or assigned.

(e) Non-essential duties and responsibilities:

- [1] Attends seminars, classes, or programs related to fire services and communicates relevant information to staff and volunteers.
- [2] Documents and prepares all pertinent forms or reports pertaining to injuries, fire investigation and incident responses.
- [3] Responds and coordinates with other municipal fire departments through mutual-aid agreements. Performs other non-essential duties as assigned or required.

(f) Required education, training and experience:

- [1] Bachelor's degree in fire science or public administration or related field from an accredited institution of higher learning.
- [2] Working knowledge of Microsoft Office software including Word, Excel, and Outlook, as well as GIS and fire incident tracking software.
- [3] Ten (10) years of progressively responsible experience in the fire service with five (5) years at a minimum rank of Battalion Chief or comparable title with

responsibility for significant portions of departmental administration and operations.

[4] Managerial experience with a career or combination fire department.

[5] Fire Officer II certification from any state by the National Board on Fire Service Professional Qualifications within 12 months of hire date.

(g) Preferred qualifications:

[1] Credentialed Chief Fire Officer through the Commission on Professional Credentialing (CPC) as a Chief Fire Officer (CFO) or Fire Officer (FO).

[2] Completion of National Fire Academy Executive Fire Officer Program.

[3] PEMA Local Basic Certification for Emergency Management Coordinator.

(h) Additional requirements:

[1] Residency within 10 air miles of the Borough of Bellevue, to occur within twelve (12) months of employment.

(i) Supervision:

[1] This position is supervised by the Director of Administrative Services.

[2] This position provides supervision to all career and volunteer firefighters. For emergencies that are unusual in scope and size that involve responses from multiple agencies, coordination is provided to various emergency services including the Police Department, the Public Works Department, and outside agencies.

(j) Work environment: The location of work performed by the employee is varied and is based on the development of emergency situations, thus the work is performed whenever and wherever the situation may dictate. The employee frequently works with fire apparatus in harsh weather and temperatures. The employee is frequently exposed to wet and/or humid conditions. The employee will be exposed to hazardous situations and conditions. The employee must occasionally visit and inspect facilities that are accessible only by uneven paths of travel, ladders, and stairways. The employee also works in a routine office setting and may be seated for extended periods.

(2) Fulltime firefighter/fire officer.

(a) General definition. This is specialized firefighting work in driving and operating heavy-duty firefighting apparatus and fighting fires. Employees are responsible for the safe and efficient operation of firefighting apparatus en route to and at the scene of a fire and for participating in varied firefighting activities. Although the operation

of apparatus and participation in firefighting activities are the most difficult and responsible parts of the work, a large part of the time is spent in study, inspection and maintaining quarters. Fulltime firefighters work and train with members of the Bellevue Volunteer Fire Association. Work is performed in accordance with instructions, with a well-defined routine and supervision as received from the Fire Chief through Council's directives. Work at the scene of a fire, accident, training exercise or other similar detail is performed at the direction of the Fire Chief in accordance with all normal safe firefighting techniques, activities and requirements. This position is covered by the Bellevue Borough Civil Service Rules and Regulations and by a collective bargaining agreement between the Borough of Bellevue and the International Association of Firefighters Local 4014.

- (b) Typical examples of work. Drives fire apparatus to the scene of a fire and prepares for pumping operations by seeing that hydrant connections are made; pumps water to fire at a designated pressure and sees that suction hose and fire hose are properly located; observes condition of motor and unit during operation and makes necessary adjustments of changes. Performs firefighting duties; places, raises and climbs ladders; uses chemical extinguishes, bars, hooks, lines and other tools and equipment; ventilates burning buildings; removes persons from danger; throws salvage covers and removes debris; assists medical personnel as need. Participates in fire drills and attends classes in firefighting, vehicle rescue, hazardous material control and first aid. Checks engines daily and inspects pumping equipment, ignition, batteries, brakes and other equipment to see that the apparatus is in good working condition and notifies the Fire Chief of any defect. Inspects and cleans vehicles, equipment and tools after returning from an emergency to place them back into service. Assists in keeping fire station, garage and associated areas in a clean and orderly condition. Performs station-related duties as identified by policy and procedure directives that include such items as siren testing, facilities' security, flag raising/lowering, etc. Completes and maintains departmental records relating to attendance, work hours, overtime hours, vehicle equipment logs and a logbook of Fire Department incidents, activities, events, visitors, etc. Performs related work and assigned duties as required.
- (c) Required knowledge, skills and abilities.
 - [1] Aptitude for mechanical work.
 - [2] Ability to do prolonged and arduous work under hazardous conditions.
 - [3] Knowledge of a wide variety of firefighting techniques and methods.
 - [4] Possession of a valid commercial motor vehicle operator's license (Class B) with a tank endorsement issued by the Commonwealth of Pennsylvania, which authorizes the operation of all firefighting vehicles.
 - [5] Ability to safely drive fire equipment vehicles through congested streets in all types of weather conditions.

[6] Ability to communicate clearly and effectively with individuals suffering from trauma, other emergency personnel and the general population.

(d) Required education, training and experience:

[1] High school graduate or equivalent.

[2] Minimum five years of structural firefighting experience; years as Junior Firefighter will not be counted.

[3] Firefighter I certification (Pennsylvania or Pro Board).

[4] EMR Certification.

[5] Haz-Mat Operations Training.

[6] Pennsylvania BVR Technician Certification or equivalent.

[7] Current CPR/First Aid Certification.

[8] Within 18 months of date of hire: ICS 100, 200, 700 and 800; Firefighter II (Pennsylvania or Pro Board).

[9] Ability to meet approved minimum physical, medical and psychiatric and/or psychological standards established for the position.

(e) Supervision:

[1] This position is supervised by the Fire Chief or ranking officer within the appropriate chain of command.

[2] This position may provide supervision to volunteer firefighters.

(f) Work environment: The location of work performed by the employee is varied and is based on the development of emergency situations, thus the work is performed whenever and wherever the situation may dictate. The employee frequently works with fire apparatus in harsh weather and temperatures. The employee is frequently exposed to wet and/or humid conditions. The employee will be exposed to hazardous situations and conditions. The employee must occasionally visit and inspect facilities that are accessible only by uneven paths of travel, ladders, and stairways. The employee also works in a routine office setting and may be seated for extended periods.

(3) Part-time firefighter.

(a) General definition. Performs the same firefighting functions as a fulltime firefighter. Works as needed to relieve fulltime employees or as requested by the Director of Administrative Services, but in no event shall a part-time firefighter exceed 56 hours

per week. Where explicitly enumerated, part-time employees receive benefits provided by the collective bargaining agreement between the Borough of Bellevue and the International Association of Firefighters Local 4014, including hourly wages at the same rate and on the same scale as those of a fulltime firefighter but no other employment benefits are available. This position may be covered by the Borough of Bellevue Civil Service Rules and Regulations as amended from time to time.

(b) Required knowledge, skills and abilities.

- [1] Aptitude for mechanical work.
- [2] Ability to do prolonged and arduous work under hazardous conditions.
- [3] Knowledge of a wide variety of firefighting techniques and methods.
- [4] Ability to safely drive fire equipment vehicles through congested streets in all types of weather conditions.
- [5] Ability to communicate clearly and effectively with individuals suffering from trauma, other emergency personnel and the general population.

(d) Required education, training and experience:

- [1] High school graduate or equivalent.
- [2] Minimum five years of structural firefighting experience; years as Junior Firefighter will not be counted.
- [3] Firefighter I certification (Pennsylvania or Pro Board).
- [4] EMR Certification.
- [5] Haz-Mat Operations Training.
- [6] Pennsylvania BVR Technician Certification or equivalent.
- [7] Current CPR/First Aid Certification.
- [8] Within 18 months of date of hire: ICS 100, 200, 700 and 800; Firefighter II (Pennsylvania or Pro Board).
- [9] Ability to meet approved minimum physical, medical and psychiatric and/or psychological standards established for the position.

(e) Supervision:

[1] This position is supervised by the Fire Chief or ranking officer within the appropriate chain of command.

[2] This position has no supervisory responsibilities.

(f) Work environment: The location of work performed by the employee is varied and is based on the development of emergency situations, thus the work is performed whenever and wherever the situation may dictate. The employee frequently works with fire apparatus in harsh weather and temperatures. The employee is frequently exposed to wet and/or humid conditions. The employee will be exposed to hazardous situations and conditions. The employee must occasionally visit and inspect facilities that are accessible only by uneven paths of travel, ladders, and stairways. The employee also works in a routine office setting and may be seated for extended periods.

ORDAINED AND ENACTED THIS 26th DAY OF September, 2023.

ATTEST:

BOROUGH OF BELLEVUE

Cindy I. Bahn
Cindy I. Bahn, Secretary,
Director of Administrative Services

By: Jodi Cerminara
Jodi Cerminara, President
Bellevue Town Council

Examined and approved this 26th day of September, 2023

Val Pennington
Hon. Val Pennington, Mayor

