

**ORDINANCE OF THE CITY OF GLOUCESTER CITY
COUNTY OF CAMDEN, STATE OF NEW JERSEY
#O - 2024**

**ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 4. ADMINISTRATIVE CODE,
ARTICLE IX. ENTITLED FIRE DEPARTMENT IN THE CITY OF GLOUCESTER CITY,
COUNTY OF CAMDEN AND STATE OF NEW JERSEY**

WHEREAS, in accordance with Chapter 4, Article IX, of the Code of the City of Gloucester City (“City”) there is created a Fire Department subject to certain organizational structure, rules and regulations; and

WHEREAS pursuant to N.J.S.A. 40:48-2, the Mayor and Common Council of the City is authorized to enact and amend ordinances as deemed necessary for the preservation of the public’s health, safety and welfare as may be necessary to carry into effect the powers and duties conferred and imposed upon the City by law; and

WHEREAS, said Ordinances address several components of the Fire Department including the Establishment and Responsibilities; Organization of Fire Department; Chain of Command; Authority of Fire Committee; Disciplinary Measures; Authority of Chief and other officers; Maintenance of Apparatus, Equipment and Gear; Career Personnel; Compensation; Shifts to be Served and the like; and

WHEREAS, Mayor and Common Counsel believe it to be in the best interest of the public’s health safety and welfare to make certain modification thereto.

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Gloucester City, County of Camden and State of New Jersey, that the City Code, shall be amended as follows:

SECTION 1: Chapter 4. Administrative Code, Article IX, entitled “Fire Department” is amended in its entirety to read as follows:

§ 4-49. Establishment and Responsibilities.

There shall be established in the City of Gloucester City a Fire Department. This Department shall, in accordance with this article of the Administrative Code and in compliance with all pertinent statutes, rules and regulations governing municipal Fire Departments, be responsible:

- A. To enact policies and procedures to prevent, extinguish, and control fire and hazardous conditions.
- B. To enact and enforce policies and procedures to identify and rectify circumstances that may be related to the ability to prevent, extinguish and control fires and hazardous conditions.

- C. To enact policies and procedures to rescue, safeguard and educate the public as to prevention, extinguishment and control of fire and hazardous conditions.
- D. To enact policies and procedures to issue violations to correct circumstances that hinder the Department in the prevention, extinguishment and control of fire and hazardous conditions and to create billing procedures for the collection of funds for the provision of services or violations.

§ 4-49.1. Number and Location of Stations.

The Gloucester City Fire Department shall consist of a minimum of [one station] and be geographically located as listed below:

- [A. At least one station shall be located to provide for efficient response to all portions within the City Limits.]
- [B.] Any other station as may be available shall be located where possible and be subject to the conditions of this ordinance.

§ 4-50. Organization of Fire Department.

- A. There shall be a [Director] of Fire appointed by the Common Council in accordance with the rules and regulations of the [City of Gloucester City]. The [Director] shall be the ranking officer of the Department and will also be in full charge of the [Fire] Department. The [Director] shall make, administer, and enforce rules and regulations for the control, discipline and disposition of the Department and its officers and employees. He shall have exclusive jurisdiction of the control, extinguishment, and prevention of fires. He shall, within the appropriations of the annual budget, assign personnel, maintain the headquarters and acquire and maintain equipment and apparatus.
- B. There shall be a Fire and Emergency Medical Services staffed with sufficient personnel to safely operate under the terms of this ordinance and departmental standard operating procedures. All personnel shall be appointed by the Council in accordance with the regulations of the New Jersey Department of Personnel including the provision that each fire fighter shall have and maintain a valid emergency medical technician certification to be appointed and remain a member of the Department. There shall be an amount of personnel as authorized by this ordinance and limited annually only by the appropriations of the final adopted budget of the City.
 - (1) There shall be four supervisory officers, if eligible and appointed through the promotional procedures of the New Jersey Department of Personnel. These shall be in the title of Battalion Chief. At those times when there are no eligible employees to be permanently promoted to Battalion Chief, an employee meeting the requirements and appointed to the position of Fire Lieutenant shall serve in this position until such time as a promotion to Battalion Chief shall be available. The supervisory officer shall be the shift supervisor and have full responsibility for all personnel, ~~both career and volunteer~~, for the purpose of daily operations of the Department. The supervisory officers shall be in command behind the [Director] of the Department as specified in the hierarchy section of this ordinance.

- (2) There shall be a fire fighter appointed to a title as set by the New Jersey Department of Personnel as the EMS Training Officer, who shall be certified as required by the New Jersey Department of Health. This staff position reports to the ~~Deputy Fire Chief, of the Department on administrative matters and to the~~ Supervisory Officer for fire operations.
- (3) The following titles shall be maintained within the career service division:
 - (a) Fire fighter.
 - (b) Fire Prevention Specialist UFD.
 - (c) Fire Lieutenant ~~(should no one be available for permanent appointment to Battalion Chief).~~
 - (d) Battalion Chief.
 - ~~[(e) Deputy Fire Chief]~~
 - (f) ~~[Director]~~ of Fire.

~~C. There shall be a Volunteer Division staffed with a sufficient number of officers and firefighters as determined by the Chief and Fire Committee of Council to safely operate under the terms of this ordinance and standard operating procedures. Members shall be assigned to stations at the discretion of the Chief.~~

- ~~(1) There shall be a Deputy Chief assigned to the entire Department subordinate only to the Chief of the Department. Common Council, upon consultation with the officers of all the battalions and the Chief of the Department, shall appoint the Deputy Chief.~~
- ~~(2) There shall be one Battalion Chief assigned to each station and shall have full responsibility of the operations of their respective station and the supervision of the Captains, Lieutenants and firefighters under his/her command. Common Council, upon consultation with the officers of the affected battalion and the Chief of the Department, shall appoint Battalion Chiefs.~~
- ~~(3) There shall be one Captain assigned to each station. Captains shall meet the requirements set forth by this ordinance and Department policy. Common Council, upon consultation with the officers of the affected battalion and the Chief of the Department, shall appoint Captains.~~
- ~~(4) There shall be one Lieutenant assigned to each station. Lieutenants shall meet the requirements set forth by this ordinance and Department policy. Common Council, upon consultation with the officers of the affected battalion and the Chief of the Department, shall appoint Lieutenants.~~
- ~~(5) There shall be firefighters assigned as available among the ranks of the Volunteer Division. The firefighters shall meet all the training requirements as set forth in this ordinance and departmental policy.~~

CD. There shall be a Division of Emergency Management. ~~The City's Emergency Management Coordinator shall come from the ranks of the career employees.~~ Council shall make the appointment according to the terms of this ordinance, the City Code and in consultation with the [Director] of Fire and pursuant to the regulations of the New Jersey Department of Personnel. The employee shall, in a timely manner acquire and maintain all certifications

and training certificates as specified under the State of New Jersey regulations in a timely manner. The EMC shall report to the [Director] of Fire on all fire duties and the Mayor and [Common] Council or New Jersey State Police, through the designated procedures.

- (1) The EMC shall coordinate investigations and emergency responses to situations that have the potential to become environmental/health hazards to the City and perform related emergency prevention work.
- (2) The EMC shall plan, organize and develop varied emergency management programs and procedures within the municipality and perform related work as required.
- (3) The EMC shall assist with directing and integrating the practice exercises of the municipality with that of the County and State Emergency Management organizations.
- (4) The EMC shall manage the environmental cleanup activities through the City and represent the City on environmental issues.
- (5) The EMC shall manage the Emergency Operations Center and coordinate all agencies involved in the abatement of an incident, whether caused by nature, chemicals or some other disaster.
- (6) The EMC shall maintain and update all annexes to the City Emergency Management Plan and be the liaison between the City and the County, State, and Federal FEMA representatives.

§ 4-50.1. Bureau of Fire Prevention.

There shall be in the Department a Division of Fire Prevention. This office shall be manned by a Fire Prevention Specialist UFD who shall serve under the direction of the [Director] of Fire and perform such duties as assigned, including those outlined in this section and as a fire fighter under the command established in this ordinance.

A. Staffing:

- (1) The appointment to this position shall be made by the Common Council under the regulations of the New Jersey Department of Personnel.
- (2) The employee in this position shall maintain all requirements remain a career fire fighter in Gloucester City as well as the licensing required to perform such life, safety and inspection duties required under the New Jersey Department of Community Affairs.

B. Duties:

- (1) Under the direction of the [Director] of the Department, perform all inspections as required in the Uniform Fire Code of New Jersey (N.J.A.C. 5) as Life Hazard Uses and Non-Life Hazard Uses.
- (2) Perform all inspections as encoded in the local fire prevention standards per Chapter 48 of the ordinances of the City of Gloucester City.

- (3) Establish and implement programs for the instruction and investigation of business establishments in fire safety practice.
- (4) Report findings and violations to the Fire Official, detailing infractions and recommendations.
- (5) Coordinate and take reports from fire fighters conducting neighborhood inspections to issue violations and/or recommendations to situations found during block inspections.
- (6) Maintain files of inspections and findings.
- (7) Coordinate and implement programs with schools, business organizations, and civic organizations to promote fire awareness and safety, including participation in scheduling and reviewing fire drills and demonstration of proper utilization of equipment and procedures.
- (8) Coordinate with the Emergency Management Coordinator to establish and conduct tests of emergency awareness programs.
- (9) Perform special duties at events where congregations of people may dictate special arrangements.
- (10) Inspect fire hydrants or coordinate inspections with fire fighters and utility division.
- (11) Perform as a fire fighter or Emergency Medical Technician where needed in response to alarms.
- (12) Perform other various tasks as may be directed by the [Director of Fire] in conformance with the description of this title.

~~§ 4-51. Volunteer allotments.~~

~~The volunteer members of the Department that are in good standing shall receive the following allotment:~~

Position	Annual Allotment
Deputy Chief	\$550
Battalion Chief	\$450
Captain	\$400
Lieutenant	\$350
Firefighters	\$300

§ 4-512. Chain of Command.

- A. The chain of command of the Gloucester City Fire Department shall be as follows: Upon the occurrence of an incident, the first arriving officer shall establish command until a higher ranking officer arrives on the scene. At this time, he shall be briefed on the incident and will become the incident commander. The same procedure shall occur upon the arrival of each higher ranking officer until the arrival of the Director of the Fire Department.
- B. The following shall be the hierarchy for the Department during fire suppression activities: The chain of command of the Gloucester City Fire Department shall be as follows: Upon the occurrence of an incident, the first arriving officer shall establish command until a higher ranking officer arrives on the scene. At this time, he shall be briefed on the incident and will become the incident commander. The same procedure shall occur upon the arrival of each higher ranking officer until the arrival of the [Director of the Fire Department].
- C. The following shall be the hierarchy for the Department during fire suppression activities:
 - (1) Director of Fire.
 - (2) Deputy Fire Chief (~~volunteer~~).
 - (~~3~~) ~~Shift Supervisory Officer (career)~~.
 - (~~3~~) (~~4~~) Battalion Fire Chief (~~volunteer~~).
 - (~~5~~) Captain (~~volunteer~~).
 - (~~6~~) Lieutenant (~~volunteer~~).
 - (6) Fire Prevention Specialist UFD (career).
 - (7) Fire fighter (career).
 - (~~9~~) ~~Fire fighter (volunteer)~~.

§ 4-532. Authority of Fire Committee; Disciplinary Measures.

Members of the Gloucester City Fire Department and all staff positions established by this ordinance shall be subject to the orders and administration of the [Director of Fire].

- A. The [Director of Fire] shall have the power to take disciplinary action after a review of the infraction or violation of this ordinance, the City's Personnel Policy as provided in accordance with the standard operating procedures and/or any departmental policies. The Career ~~Division~~-employees shall be disciplined in accordance with the regulations of the New Jersey Department of Personnel and any pertinent contractual provisions. The Fire Committee of the Common Council shall have the right to hear any appeal of action taken by the [Director of Fire].

§ 4-543. Authority of Chief and Other Officers.

All personnel of the Department shall function as a single unit under one command while on the scene of a fire or incident; all personnel shall be subject to the orders of any officer, ~~whether Uniform Division or Volunteer.~~

§ 4-554. Maintenance of Apparatus, Equipment and Gear.

Any apparatus, equipment or gear in need of repair or maintenance shall be reported to the on-duty ranking officer for action. The ranking officer shall take action in accordance with departmental policies. Certain responsibilities may be assigned by the [Director of Fire] to maintain an effective and efficient policy on the maintenance of departmental property.

§ 4-565. Mandatory Retirement Age.

The Department and the City shall follow all state and federal laws and guidelines concerning the retirement age of ~~both~~ career ~~and volunteer~~ members.

§ 4-576. Life Members of Fire Department.

Any member having completed 20 years of service to the Department, who is in good standing, may be presented for life membership. This shall include the recommendation of the [Director of Fire]. The Fire Committee and the Chief shall review all other cases. Once approved, the Council may pass a resolution declaring the life member status of the person presented.

~~§ 4-58. Training requirements.~~

~~A. All firefighters and candidates for officer must have the following minimum training. These requirements are a minimum standard only and are not the final requirement for appointment. The Chief shall have the authority to set additional requirements as needed and in accordance with standard operating procedures and departmental policy.~~

~~(1) Deputy Chief.~~

- ~~(a) Advance pump operations.~~
- ~~(b) Engine company fire ground operations.~~
- ~~(c) Advance ladder operations.~~
- ~~(d) Truck company fire ground operation.~~
- ~~(e) Building construction.~~
- ~~(f) Firefighter safety.~~
- ~~(g) Fire officer leadership.~~
- ~~(h) Fire Department administration and management.~~

~~(2) Battalion Chief.~~

- ~~(a) Advance pump operations.~~
- ~~(b) Engine company fire ground operations.~~
- ~~(c) Advance ladder operations.~~
- ~~(d) Truck company fire ground operation.~~
- ~~(e) Building construction.~~

- ~~(f) Firefighter safety.~~
- ~~(g) Fire officer leadership.~~

~~(3) First Captain.~~

- ~~(a) Advance pump operations.~~
- ~~(b) Engine company fire ground operations.~~
- ~~(c) Advanced ladder operations.~~
- ~~(d) Truck company fire ground operations.~~
- ~~(e) Building construction.~~
- ~~(f) Firefighter safety.~~
- ~~(g) Fire officer leadership.~~

~~(4) Lieutenant.~~

- ~~(a) Advance pump operations.~~
- ~~(b) Engine company fire ground operations.~~
- ~~(c) Advance ladder operations.~~
- ~~(d) Truck company fire ground operations.~~
- ~~(e) Building construction.~~
- ~~(f) Firefighter safety.~~

~~(5) Firefighter Level I training.~~

- ~~(a) OSHA right to know training.~~
- ~~(b) Hazmat awareness.~~
- ~~(c) Hazmat operations.~~
- ~~(d) SCBA certification.~~

~~B. All levels of training shall be completed prior to the appointment of said positions. All levels of training shall be in addition to any lower level positional requirements.~~

~~[AC. The Deputy Fire Chief shall be the Departmental Training Officer. Training Instructors may be appointed from the ranks of the employees of the Department. The Training Officer shall coordinate all training and be assisted by other department personnel.]~~

B. All EMS training shall be handled by the FF/EMT assigned by the [Director of Fire] to perform such duties as Administrative Aide listed above.

§ 4-597. Career personnel.

All career personnel and officers shall be appointed in accordance with the New Jersey Department of Personnel requirements for entry and promotion.

§ 4-597.1. Compensation.

The annual salaries provided by ordinance for the members of the Department shall be in lieu of any and all fees, commissions, emoluments of any kind paid to or received by any such member. All members of the Department of Fire shall be required to account for and pay any fees, commissions, or emoluments to the Treasurer of the City.

§ 4-597.2. Shifts to be served.

All members of the Department of Fire shall be required to serve on such shifts and for such hours and for such times as may be assigned by the [Director of Fire].

SECTION 2: All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3: If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this Ordinance.

SECTION 4: This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

Dayl R. Baile, Mayor

Passed on First Reading: April 22, 2024

Adopted by the Mayor and Common Council of Gloucester City this 30th day of May, 2024.

Vanessa Little, RMC, City Clerk