

**ORDINANCE NO. 02202024-01**

**AN ORDINANCE OF THE BOROUGH OF BELLEFONTE AMENDING THE CODIFIED BOOK OF ORDINANCES, CHAPTER 35: FIRE DEPARTMENT.**

Be it enacted and ordained by the Council of the Borough of Bellefonte and it is hereby enacted and ordained by the authority of the same.

**SPECIFIC PROVISIONS**

Amend Section 2 to read as follows:

**Section 2 Establishment and duties of Bellefonte Fire Department Executive Committee (BFDEC).**

- A. The purpose of this Committee shall include, but not be limited to, the following:
- (1) Review and recommend changes in the Bellefonte Borough codes pertaining to the Bellefonte Fire Department, the Bureau of Fire Prevention and Fire Codes.
  - (2) Establish and enforce Bellefonte Fire Department standard operating procedures and/or guidelines.
  - (3) Keep Bellefonte Borough Council informed relative to the Bellefonte Fire Department; oversee the operation of Bellefonte Fire Department and provide assistance to the Bellefonte Fire Department Chief as needed.
  - (4) Establish a ten-year strategic plan for the Bellefonte Fire Department.
  - (5) Review and approve all expenditures for major purchases as defined as those that require advertised bids under the Pennsylvania Borough Code.
  - (6) Review and recommend the annual budget for the Bellefonte Fire Department.
  - (7) Ensure that the Bellefonte Fire Department is functioning in an efficient and fiscally responsible fashion.
- B. Meetings of this Committee will be conducted at least once every other month, or more often if needed, to take care of business, and will be held in the Bellefonte Borough Building whenever possible.
- C. The Bellefonte Fire Department Executive Committee is comprised of the following members:
- (1) Representatives from Benner Township, Spring Township, Marion Township, and Bellefonte Borough with each appointing their respective backups.

- (2) The Bellefonte Fire Department Chief/ Acting Chair for the BFDEC. The BFDEC can appoint a Co-Chair for the Committee if so desired.
  - (3) Undine Company Chief.
  - (4) Logan Company Chief.
  - (5) Undine Company Deputy Chief and two at-large members of the fire company.
  - (6) Logan Company Deputy Chief and two at-large members of the fire company.
- D. Meetings can be called by the Bellefonte Fire Department Chief and two (2) at-large members of the fire company.
- (1) A quorum consists of a minimum of seven voting members excluding the Bellefonte Fire Department Chief. Decisions are made by a simple majority vote.
  - (2) The members-at-large of the fire companies (5 and 6) shall be appointed based on criteria established
  - (3) Effective January 2013, the following criteria shall be used by each fire company for selecting their respective members-at-large to sit as active members for the BFDEC:
    - (a) Must have been an active member of either company for a minimum of four consecutive years. An active member includes a firefighter, fire officer, or administrative officer;
    - (b) Must have been a firefighter technician level as defined by the Bellefonte Fire Department SOGs during their time;
    - (c) One at-large member from each company may be appointed solely based on outside qualifications without the need to meet the minimum firefighter requirements.
    - (d) The Committee member must maintain membership status within his/her respective organization;
    - (e) The Committee member cannot miss more than 25% of meetings, which includes special meetings;
    - (f) The Committee member can hold successive terms if he/she meets the above criteria;
    - (g) Each appointed member will declare at the November meeting if he/she is interested in serving the following year.

Amend Section 4 to read as follows:

**Section 4 Tenure of Bellefonte Fire Department Chief.**

- A. The Bellefonte Fire Department Executive Committee (BFDEC) shall recommend for appointment to Bellefonte Borough Council the Bellefonte Fire Department Chief to a three-year term, commencing July 1. The initial term shall be commenced in the year 2012. Prior to the expiration of The Bellefonte Fire Department Chief's term on June 30 of the third year of the term, the BFDEC shall announce the vacancy by posting an announcement along with the job description during the month of April. At the May meeting, the BFDEC shall review the list of applicants' qualifications, make a determination, and forward a recommendation to the Bellefonte Borough Council for the appointment of a Bellefonte Fire Department Chief for a three-year term. Bellefonte Borough Council shall vote on the recommendation at one of their two June meetings. With Bellefonte Borough Council's approval, the appointment shall become effective July 1. An incumbent Bellefonte Fire Department Chief is eligible to reapply at the end of a three-year term for up to no more than one additional term for a total of six consecutive years. Should a Bellefonte Fire Department Chief be selected for two consecutive terms or six years, the individual is not eligible for any further appointment without a minimum three-year hiatus as Bellefonte Fire Department Chief. The exception to this qualification is if there are no qualified applicants to fill the vacancy.
- B. The qualifications for the Bellefonte Fire Department Chief shall be as follows:
- (1) Must be an active member of the Bellefonte Fire Department for a minimum of six years;
  - (2) Must have been a chief officer for at least three years, with one of those years as the ranking Company Chief of one of the Bellefonte fire companies;
  - (3) Must be certified as either ProBoard or IFSAC Firefighter-1, and complete certification as either ProBoard or IFSAC Firefighter-2 by the completion of the individual's first term.
  - (4) successful, Must have successfully completed the "Current ICS Leadership Level (Example ICS 300).
  - (5) Must have successfully completed a course on Incident Safety Officer training.
  - (6) Must be certified as either ProBoard or IFSAC to the level of Haz-Mat Operations; or must have obtained the current operational level standard and/or certification at the operational hazardous materials level.
  - (7) Must establish/ maintain legal residency within the Bellefonte Fire Protection District or reside within 2.5 miles of its border.
- C. All eligible candidates wishing to be considered for the position of Bellefonte Fire Department Chief will be required to submit a cover letter, resume, and supporting

documentation outlining their qualifications during the posting timeline, which will be the month of April on the year ending a three-year term.

- D. All application packets will be reviewed by the selection committee, which is comprised of three members of the BFDEC (two members to be appointed by the Company Chiefs and the third member to be appointed by a municipal representative).
- E. In the event that no one meets the qualifications for Bellefonte Fire Department Chief, the BFDEC has the authority to reopen and/or extend the submission period with revised criteria.
- F. The Bellefonte Fire Department Chief may appoint a support staff as necessary.

In all other aspects other than herein amended said original ordinance and its amendments are hereby enacted and ordained.

ENACTED AND ORDAINED, into an Ordinance this 20<sup>th</sup> day of February, 2024, by the Council of the Borough of Bellefonte in lawful session assembled.

ATTEST:

BOROUGH OF BELLEFONTE:

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Ralph W. Stewart  
Borough Manager/Secretary

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Kent Bernier  
President of Council

AND NOW, to wit, this 20<sup>th</sup> day of February, 2024 the within and above Ordinance is approved.

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Gene "Buddy" Johnson, Mayor