

**BOARD OF
FIRE COMMISSIONERS
CITY OF LAMBERTVILLE
DISTRICT # 1**

**ADMINISTRATIVE POLICY
SEPTEMBER 2010**

Subject: Lambertville Fire Department Organization		
Number: 1.0	Revision: 6	Page: 1 of 2
Approved:	July 13, 2010	

PURPOSE:

To establish the organization of the Lambertville Fire Department

POLICY:

- The Lambertville Fire Department shall consist of the four volunteer companies located within the City and will operate under contract and control of the Board of Fire Commissioners, City of Lambertville Fire District #1.
- The Chief will be appointed by the Board of Fire Commissioners, City of Lambertville Fire District #1
- Terms of appointment will be for a period of two years, after the successful completion of a 6 month probationary period of time and upon review by the Board of Fire Commissioners, City of Lambertville Fire District #1, further appointments will be extended or terminated with out prejudice as the Boards sees fit.
- Deputy, Battalion and two (2) Assistant Chief's: As per Title 40A:14-70.1B, Each company shall be represented by their selection of Chief. All selections will be submitted to the Chief of the Department at which time he will appoint ranks. Final approval will be made by the Board of Fire Commissioners, City of Lambertville Fire District #1 and will also be subjected to a six month probationary period.

ELIGIBILITY:

- All current ranks of Chief and retired Chief's of the Lambertville Fire Department will be considered for the position of Chief.
- All retired Chief's and Captain's will be eligible for the position of Deputy, Battalion and Assistant Chief's.

SELECTION PROCESS:

The Board of Fire Commissioners will accept resume's for the position of Chief of the Lambertville Fire Department at their re-organization meeting which will be held in March of 2011. Interviews will then be conducted prior to the appointment of the new Chief in May of 2011.

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CHAIN OF COMMAND:

- For the purpose of determining the incident commander on the fire ground, the chain of command of the Lambertville Fire Department will be as follows:
 1. **CHIEF**
 2. **DEPUTY CHIEF**
 3. **ASSISTANT CHIEF**
 4. **1ST BATALION CHIEF**
 5. **2ND BATALION CHIEF**
 6. **CAPTAIN (BY SENIORITY)**
 7. **LIEUTENANT (BY SENIORITY)**
 8. **FIREFIGHTERS (BY SENIORITY)**

- When the Department is attending a fire, emergency or any other Department sanctioned function it will be under the command and authority of the Chief of the Lambertville Fire Department. In his absence the chain of command will be utilized.
- Succession of officers within the Department will be as follows.
 1. In the event the office of Chief, Deputy Chief or any other Chief become's vacant for any reason the positions will be filled as per this policy.
 2. In the event the office of Captain or Lieutenant becomes vacant for any reason the office will be filled in accordance with the respective company's by-laws.

RELATED POLICIES AND PROCEDURES:

- **Board of Fire Commissioners**
- **3.0 Organization and Function of The Board of Engineers**
- **4.0 Company Organization and Command**

Lambertville Fire Department Administrative Policy

Subject: Board of Fire Commissioners		
Number: 2.0	Revision:5	Page: 1 of 2
Approved:		Date: June 2005

Purpose:

To describe the organization and responsibilities of the Board of Fire Commissioners, City of Lambertville Fire District # 1.

Policy:

It shall be the policy of the Board of Fire Commissioners of the City of Lambertville, Fire District #1, to operate under the law as set forth under Title 40.

Related Procedures:

Commissioners are to be elected by a municipal vote of registered voters within the City of Lambertville. Commissioners are elected to a three-year term, with a staggered, overlapping set of terms. This thereby creates experience within the positions, and no more than 2 members will be up for election at any one time. In the event of a resignation, termination, or death of a commissioner, the remaining commissioners, can or may appoint the prior elections losing candidate, (since that individual has showed desire to be a commissioner), or appoint a citizen to fulfill the remaining term, or allow the position to remain vacant until the next election.

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Organization:

The commission is made up of 5 different commissioners. Each holding the following office.

- **Chair person** (Responsibilities include, running of all meetings, agenda management, Legal liaison.)
- **Vice Chair Person** (Responsibilities include, assisting the Chair Person, running the meetings in the event the Chair Person is unavailable.)
- **Secretary** (Responsibilities include management of all documents related to the Fire Commission, Keeper of the Seal of the Commission, Signatory for all matters concerning the Commission.)
- **Treasurer** (Responsibilities include management of all financial matters concerning the Commission.)
- **Purchasing Agent** (Responsibilities include proper procedural management of all capital and expense procurement for the Commission.)

Selection of the positions occurs at the reorganization meeting following an election. The 5 commissioners decide by majority vote for each of the positions, and each term is for 1 year in duration.

Subject: Requisition and Purchase of Supplies and Services		
Number: 2.1	Revision: 5	Page: 1 of 4
Approved:		Date: June 2005

Purpose:

To establish a procedure for the requisition and purchase of supplies and services for the Lambertville Fire Department.

Procedure:

A. Budgeted Items

The following procedure shall be used for the purchase of equipment, supplies or services contained in the Lambertville Fire Department Budget:

1. The officer requesting the purchase of the equipment, supply or service shall place a requisition for the purchase at a regular meeting of the Lambertville Fire Department Board of Engineers. The requisition shall contain a description of the item, the quantity requested, and the budget line item that contains the item.
2. The Board of Engineers shall review each requisition to ensure the requisition is properly prepared and consistent with the budget, and approve the requisitions that are properly prepared.
3. The Fire Chief, or his/her representative shall present the approved requisitions to the board of Fire Commissioners at its next regular meeting.

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4. The Board of Fire Commissioners shall review the requisitions and approve those that are properly presented and approved by the Board of Engineers, subject to the availability of funds.

5. The Purchasing Officer shall obtain a price for the requisitioned item(s) and order the item(s) from an approved vendor if the price is less than or equal to the budgeted amount for the item(s).

6. If the cost of the item(s) exceeds the budgeted amount by not more than 10% the Purchasing Officer may, at his discretion, either order the item(s) or not place the order until the Board of Fire Commissioners reconsiders the purchase. The decision of the Purchasing Officer shall be based on the immediacy of need for the item(s) and the funding available.

7. If the cost of the item(s) exceeds 10% of the budgeted amount, the Purchasing Officer shall not place the order until the Board of Fire Commissioners reconsiders the purchase. The Board of Fire Commissioners in this situation may take the following action:
 - The requisition can be denied due to lack of funds.
 - One or more item(s) from the requisition can be held back from purchase until the next budget cycle to provide adequate funding for the remaining items.
 - The requisition can be returned to the Board of Engineers to determine which un purchased budgeted item(s) should be withheld until the next budget cycle to provide funding for the purchase.
 - The requisition can be approved if adequate surplus funding form other purchases remains in the appropriate budget line.
 - The requisition can be held over until the end of the budget cycle and approved for purchase if adequate funding is available.

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B. Non- Budgeted Items

Occasionally, a need to purchase an item or service not contained in the department budget may arise. The following procedure shall be used for the purchase of equipment, supplies or services not contained in the Lambertville Fire Department Budget:

1. The officer requesting the purchase of unbudgeted equipment, supply or service shall place a requisition for the purchase at a regular meeting of the Lambertville Fire Department Board of Engineers. The requisition shall contain a description of the item(s), the quantity requested, and an explanation of why the item is needed before the next budget cycle. The requisition shall clearly state that the item(s) contained thereon are non-budgeted.
2. The Board of Engineers shall review the requisition to ensure that the reasoning for the request is valid, and to determine which purchased budgeted item(s) should be withheld until the next budget cycle to provide funding for the purchase. The Board shall approve the requisition if it agrees with the reason for need and means of funding for the purchase.
3. The Chief of the department shall present the approved requisition to the Board of Fire Commissioners at its next regular meeting.
4. The Board of Fire Commissioners shall review the requisition, the reason for need and the proposed means of funding. The Board shall approve the requisition if it agrees with the Board of Engineers' means of funding and the need for the item(s), subject to the availability for funds.
5. The Purchasing Officer shall order the item(s) in accordance with the procedures established for budgeted item(s).

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C. Emergency Requisitions

An emergency requisition shall be used to procure repair services and/or replacement equipment required to return inoperable or out-of-service apparatus to service. The following procedure shall be used for emergency requisitions:

1. The Captain of the company with the equipment requiring repair or replacement shall advise the department equipment officer of the need for an emergency requisition.
2. The department equipment officer shall complete a requisition for the required equipment, material or service and mark the requisition as "emergency" requisition.
3. The equipment officer shall obtain prices for the equipment, material, or service. If the cost is less than \$1,000 and less than 50% of the remaining funds in appropriate budget line for the expense, the equipment officer may order the equipment, material or service.
4. If the cost exceeds \$1,000 or 50% of the remaining funds in the appropriate budget line item for the expense, the equipment officer shall request verbal approval of the requisition from the Board of Fire Commissioners by contacting the Chairman of the Commission or, in his absence, the Vice Chairman, who will contact the other commissioners for approval. After the equipment officer has received verbal approval from the Commission, he/she may order the equipment, material or service.
5. The equipment officer shall submit the emergency requisition to the Board of Fire Commissioners for formal approval at their next regular monthly meeting.

Related Policies:

None

Lambertville Fire Department Administrative Policy

Subject: Organization and Function of the Board of Engineers		
Number: 3.0	Revision: 5	Page: 1 of 4
Approved:	Date: June 2005	

Purpose:

To establish the organization and function of the Board of Engineers of the Lambertville Fire Department.

Policy:

1. The Chief, Deputy Chiefs, Captains and Lieutenants of each company along with the Captain of the Fire Police shall constitute the Board of Engineers of the Lambertville Fire Department. All of the above officers are considered officers of the Lambertville Fire Department.

2. The function of the Board of Engineers shall be to:
 - Develop Standard Operating Guide Lines for the Department's fire ground operations, at the request of and for approval by the Chief;
 - Develop and coordinate departmental training activities;
 - Critique activities at fires and other emergencies for the purpose of improving the safety and efficiency of the department;
 - Originate supply and equipment requisitions for submission to the Board of Fire Commissioners; and
 - Coordinate departmental social activities, such as the department dinner dance and the department picnic.

3. The Chief shall retain ultimate authority for final decisions on matters relating to policy and procedure for the department. The board shall act in an advisory capacity for these matters.

4. The Board shall meet on the 1st Monday of each month at 20:00 hrs. A Chief and 4 members of the Board shall constitute a quorum for the transaction of the business of the board.

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Subject: Organization and Function of the Board of Engineers		
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5. The Board shall keep permanent public record of all its affairs. Recording alarms, equipment losses minutes of meetings, social activities and all financial information, and make them available to the members of the Board, Commissioners, and upon request, the public.,

6. The Chief of the Department, and in his absence the Deputy Chief 17-70, and in his absence the Deputy Chief 17-80, and in his absence Deputy Chief 17-90, shall preside at all Board meetings. It shall be the duty of the Chief to conduct meetings in an orderly manner and according to parliamentary procedures, decide all questions of order, appoint all committees and enforce the policies and procedures of the department.

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7. The order of business of the board shall be as follows:
 - a. Salute to the flag
 - b. Silence for departed members
 - c. Calling of the roll
 - d. Reading and approval of previous meeting
 - e. Report of the chiefs
 - f. Report of Captains and Lieutenants by Chief Co. order
 - g. Committee reports
 - h. Bills and communications
 - i. Unfinished business
 - j. New business
 - k. Requisitions by company
 - l. Good of the department
 - m. Adjournment

8. The Chief shall have the power to call a special meeting of the Board when he shall deem it proper or by request of five members of the Board. Due notice shall be given to Board members.

9. The absence from three consecutive meetings of the Board of Engineers by the Chief shall be reason for the secretary of the board to notify the Board of Fire Commissioners and the officers of his/her company apprising them of said absence.

10. The absence from three consecutive meetings of the Board of Engineers by a Deputy Chief, Captain or Lieutenant shall be reason for the secretary of the board to notify the officers or his/her company appraising them of said absence.

11. The secretary-treasurer and the Chief shall countersign all checks issued by the Board. The Board is to maintain a NON-PROFIT Tax status, and is to report all financial activities to the appropriate State and Federal agencies.

12. All checks made payable to the Lambertville Fire Department and/or received by the Chief; shall be recorded by the Secretary-Treasurer. Any donation made to a company for fire call that only that company and no others were summoned shall be kept as a donation for their company treasure.

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13. All monies collected by way of donations, fundraisers, or charity events are to benefit the Lambertville Fire Department and its member companies. The discretionary use of these funds is the responsibility of the Chief and is for the use of Department and its members only. A report of accounts and funds will be made to the Fire Commission along with the monthly Chiefs report.
14. The Secretary-Treasurer shall submit an itemized monthly Treasurer's report to the Board of Engineers.
15. The Alarm Superintendent shall submit a monthly report of his/her activities to the Board of Engineers.
16. The Chief and Deputy Chiefs shall be elected by their respective companies; in accordance with Administrative Procedures of the department.
17. Any Board member who disrupts a meeting or is under the influence of alcohol and/or drugs, or any other controlled dangerous substance, shall be removed from the meeting at the request of the Chief or any member of the Board with Board of Engineers approval.

Related Policies and Procedures:

- 1.0 **Organization of the Lambertville Fire Department**
- 4.0 **Company Organization and Command**

Lambertville Fire Department Administrative Policy

Subject: Company Organization and Command		
Number: 4.0	Revision: 5	Page: 1 of 1
Approved:		Date: June 2005

Purpose:

To describe the organization and command of the fire companies that comprises the Lambertville Fire Department.

Policy:

- The four fire companies that comprise the Lambertville Fire Department are the Union Fire Company (#1), the Hibernia Fire Company (#2), the Fleetwing Hook & Ladder Company (#3), and the Columbia Fire Company (#4).
- Each of the above companies is an independent organization with its own duty elected administrative officers.
- The four fire companies shall be governed by their own by-laws, provided that such by-laws shall not be in conflict with these procedures or other local, state or federal law or ordinance.
- Each Company shall elect from its members a Captain and Lieutenants who shall serve as members of the Board of Engineers for a one-year term. The Chief or Deputy Chief will hold office for a three-year period starting June 1 and ending May 31st.
- When company elections are held, a written notice as to the result of said elections shall be submitted to the Board of Fire Commissioners and Board of Engineers for final approval, for information purposes and for historical records keeping.

Related Procedures:

- 1.0 Organization of the Lambertville Fire Department
- 3.0 Organization and Function of the Board of Engineers

Lambertville Fire Department Administrative Policy

Subject: Department Officers		
Number: 5.0	Revision: 5	Page: 1 of 2
Approved:		Date: June 2005

Department Officers:

Purpose:

1. To state the qualifications required for chief officers of the department.
2. To list the appointed department officers and provide a mechanism for their appointment and replacement.

Policy:

The board of fire commissioners recognizes that it bears the responsibility of ensuring the safety and well being of the firefighters of the city of Lambertville Fire District #1. Keeping this in mind the board of fire commissioners realizes the need for highly trained and qualified front line officers.

Therefore the board of fire commissioners has established the following minimum qualifications that must be met prior to approval for any position of Chief, Deputy Chief, Captain or Lieutenant.

1. No fire fighter shall be eligible for the office of Chief, Deputy Chief, Captain or Lieutenant unless he/she meets all state training requirements.
2. All Potential line officers (i.e., Captain/Lieutenant) must have been an active structural /interior fire fighter for three years prior to appointment to said position and continue structural/interior fire fighting throughout his/her tenure to said position.
3. No officer shall be eligible for the office of Chief unless he/she has been Deputy Chief for a period of three years.
4. No officer shall be eligible for the position of Deputy Chief unless he/she has held the position of Captain for a period of three years.

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5. **No officer shall be eligible for the position of Captain unless he/she has held the position of Lieutenant for a period of three years.**
6. **No officer shall be eligible for the position of Lieutenant unless he/she has been an active structural/interior fire fighter for a period of 3 years.**
7. Each company shall have the right to nominate and elect their own member for the office of Chief or Deputy Chief to which said company shall be the entitled. The election must be held, and written notification of the results received by the Board of Fire Commissioners, prior to the May meeting of the Board of Fire Commissioners.
8. Members elected for Chief, Deputy Chief, Captain, and Lieutenant must be approved for office by the Board of Fire Commissioners. In the event the commissioners do not consider an elected nominee acceptable for office, the office shall be filled in accordance with section 1-6 of these procedures.
9. The Chief taking office will appoint a Secretary-Treasurer, Chaplain, Alarm Superintendent, Safety Officer, Maintenance Officer and Fire Patrol Captain. He may also appoint a Training Officer, Hazardous Materials Coordinator, or other office, as he deems necessary for the proper and efficient operation of the department. In the event that these positions are vacated before the end of his term, the Chief shall appoint a member of the Department to complete the term of office.

Related Procedures:

- 1.0 Organization of the Lambertville Fire Department**
- 1.0 Organization and Function of the Board of Engineers**
- 9.0 Company Organization and Command**

Lambertville Fire Department Administrative Policy

Subject: Duties of Officers		
Number: 6.0	Revision: 2	Page: 1 of 6
Approved:		Date: June 2005

Duties of Office:

Purpose:

To state the duties of the officers of the Lambertville Fire Department

Policy:

1. Chief of Department

The Duties of the Chief of the Department are to:

- A. Enforce the administrative policies and procedures of the department.
- B. Oversee the development and enforcement of the department's Standard Operating Guide Lines
- C. Make a monthly report to the Board of Fire Commissioners and the Board of Engineers, of the number of alarms during the month; recording the date, time, location and type and cause of each and to provide a copy of the minutes of the Board of Engineering's meeting along with all financial information from the same body.
- D. Make such other reports as required by the State of New Jersey or Board of Fire Commissioners.
- E. Supervise the maintenance and care of all Department apparatus and equipment.
- F. Supervise a program of training at the Department, Company and individual level
- G. Appoint a Safety Officer whose duty it shall be to develop and supervise the departmental safety program.

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Subject: Duties of Officers		
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- H. At his discretion, appoint a Training Officer whose duty it shall be to supervise the drills and training programs of the department. The Training Officer shall be a current officer in the department, or assign these functions to one or more officers of the department.

 - I. At his discretion, appoint a Hazardous Material Coordinator, who shall be an active member of the department with certification to at least the Emergency Responder-Operational level, and who will develop hazardous materials response procedures and consult with the Chief of the department on appropriate actions to take at a hazardous materials incident. If no one is appointed to this office, the chief shall assume these responsibilities.

 - J. Preside over meetings of the Board of Engineers.

 - K. Attend the regular meetings of the Board of Fire Commissioners, and special meeting of the board when requested. A Chief missing 3 consecutive meeting of the Board of Fire Commissioners without prior approval may be subject to Disciplinary actions taken by the board. In addition, if the Chief misses a total of 6 meetings in any 1 year of his or her service, he or she may be subject to removal from office by the Board of Fire Commissioners.

 - L. At any time a position is needed to assist the chief he/she may deputize a civilian to fulfill that duty. Deputizing of an individual must be followed up, with documentation of where, when, duration and for what purpose the individual was deputized . The purpose of this documentation is for insurance purposes in the event of an incident to the individual while on the fire scene.
2. Deputy Chiefs
- The duties of the Deputy Chiefs are to:
- A. Assist the Chief of the Department in the performance of his duties and in his absence assume said duties.

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3. Captains

The duties of the Captains are to:

- A. Take charge of their respective company at all fires; emergencies and drills to which their company may respond and ensure that all duties assigned to the company are carried out.
- B. Make a permanent record of the fire and drill services of each member of their company.
- C. Develop and implement a training program for his company.
- D. Enforce departmental regulations and SOG's within his/her company.
- E. Attend the regular meetings of the Board of Fire Commissioners, and special meetings of the board when requested.

4. Lieutenants

The duties of the Lieutenants are:

- A. To assist their captain in the performance of his duties and in his absence assume said duties.

5. Secretary-Treasurer

The duties of the Secretary-Treasurer of the Board of Engineers is to:

- A. Keep a permanent record of proceedings of the Board of Engineers and transcribe them into the minute book. To be utilized by the Department Chief for Commission Reporting.
- B. Pay the bills of the board and keep a correct account of all receipts and disbursements and make monthly and annual reports to the Board of Engineers.
- C. Endorse for deposit all checks made to the order of the Lambertville Fire Department.
- D. Maintain a master copy of these Administrative Procedures and keep it updated. Also maintain a file of the superseded by –laws for future reference.

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6. Chaplain

The duties of the Chaplain are to:

- A. Conduct Department funeral services and with the assistance of the company Department Chief, make all arrangements for said services, including the ordering of floral pieces or appropriate memorial gift and having arrangements announced over the radio alerting system.

7. Safety Officer

- A. The position of Safety Officer is a staff advisor position which reports directly to the fire chief for administrative duties in his/her absences each station captain will perform safety officer duties, and to the incident commander at emergency scenes when the incident commander determines that his services are required. The function of the Safety Officer is to assist the fire chief in providing for the health and safety of the fire department personnel.

Required Knowledge/Skill Level:

Knowledge of occupational safety and health issues to the fire service work environment. Knowledge of current potential safety and health hazards involved in firefighting and other related activities.

Knowledge of methods and techniques used to implement a firefighter safety program.

Administrative Responsibilities:

Maintain records of all accidents, firefighter deaths, injuries, illnesses, and chemical exposures.

Maintain records of all recommendations made and action taken to implement or correct safety and health hazards or unsafe practices.

- a. Fire department safety and health policies
- b. Periodic inspection and service testing of apparatus
- c. Periodic testing of personal safety equipment

Issue an annual report to the fire chief on fire department accidents and firefighter injuries, illnesses, deaths and exposures.

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Submit recommendations on firefighter safety and health to the fire chief.

Maintain a liaison with department officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.

Maintain a liaison with equipment manufacturers, standards making organizations, regulatory agencies and safety specialist outside the fire department regarding recommended changes in equipment and procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.

Develop, review and revise rules, regulations and standard operating procedures relating to firefighter safety for implementation by the fire chief.

Review specifications for new apparatus, equipment, protective clothing, and protective equipment for compliance with department specifications and recognized safety standards.

Assist and make recommendations regarding the testing of new equipment and its acceptance or approval by this fire department.

Investigate all line of duty injuries, illness, chemical exposures, and fatalities, and all accidents involving fire department apparatus, equipment, or facilities. Develop and submit corrective recommendations resulting from these investigations to the fire chief.

Ensure that training in safety procedures relating to fire department operations is provided to fire department members.

Ensure that safety supervision is provided for departmental training activities, including live burn exercises.

Develop and distribute safety related materials for the education of firefighters.

Lambertville Fire Department Administrative Policy

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Fire Ground Responsibilities:

Evaluate the safety of procedures developed for unusual hazardous operation.

Observe operations at the incident scene to ensure safety regulations are being followed and, when necessary, recommend corrective actions to the chief.

Cause activities that are unsafe and involve an imminent hazard to be altered, suspended or terminated, and inform the incident commander of any actions taken or required to correct imminent hazards, in accordance with the following:

- a. If the situation involves a significant hazard to on-scene operating personnel (i.e.: building collapse), the Safety Officer shall immediately advise the incident commander of the situation and the recommended corrective action(s) required.
- b. If the situation or activity involves an imminent life threatening hazard, the Safety Officer shall immediately cause the activity to be terminated and/or corrective action to be taken, then advise the officer(s) in charge of the company (ies) involved of the situation and the action taken.
- c. If the situation or activity involves a potential for injury, the Safety Officer shall advise the company officer in charge of the hazards involved and recommend actions to ensure the activity is performed in a safe manner.

Participate in any post incident critiques in order to review the safety factors involved with the incident.

8. S.C.B.A. Officer

- a). Responsible for all SCBA'S and their maintenance.
- b). Shall file all maintenance/repair records and will require all company Captains to forward monthly reports as deemed necessary.

9. Equipment Officer

- a). Responsible for all departmentally owned equipment and it's repair.

10. Training Officer

- a). Responsible for coordinating State and Local mandated training.
- b). Will report in writing to the Board of Engineers and Fire Commission any member who has failed to complete required training.
- c). Will maintain all training records for the department.

Related Procedures:

02-01 FIRE APPARATUS EMERGENCY RESPONSE

Lambertville Fire Department Administrative Policy

Subject: Departmental Inspection and Memorial Service		
Number: 7.0	Revision: 1	Page: 1 of 1
Approved:		Date: June 2005

Purpose:

To formally document the requirements for the annual inspection and memorial service of the Lambertville Fire Department.

Policy:

1. There shall be an inspection of the entire Department membership, apparatus and equipment by the Mayor, City Council and Board of Fire Commissioners at such time and place as the Chief may determine. The Chief will appoint one of his Deputies to make all arraignments prior to the date set.
2. Members of the Department shall attend the inspection in regulation uniform.
3. Memorial services will follow inspection. All members will attend at the Lambertville Fire Department Monument at the Mount Hope Cemetery.

Related Policies and Procedures:

- 8.0 Regulation Uniform

Subject: Regulation Uniform		
Number: 8.0	Revision: 3	Page: 1 of 2
Approved:		Date: June 2005

Purpose:

To ensure consistency of dress during department functions by describing the Lambertville Fire Department regulation uniform that will be worn for parades, inspection, and other formal occasions.

Policy:

1. All members of the Department shall have a regulation uniform within one year from date of acceptance to full membership, pending successful completion of State Mandated Fire Fighter I. The uniform will be requisitioned using the proper procedures through the Fire Commission via the department uniform officer. All members of the Lambertville Fire Department will be responsible for the maintenance and up keep of their uniform. If a member leaves the Department he must turn in his uniform and all collar brass. (Including Badges) When a member is promoted or demoted he will turn in all his existing brass and badges and will receive the proper position brass and badge in return.
2. The regulation uniform shall be navy blue jackets and trousers with white uniform shirt and navy blue tie, black belt, navy blue socks and black shoes for all members of the Department. Members will also wear the proper badges, collar brass for their respective position. All uniform shirts will have a Department issued American flag sewn on the right sleeve 1" below the shoulder seam, stars facing forward, and a Department issued patch on the left sleeve 1" below the shoulder seam. Uniform hats for Chief Officers shall be white. A navy blue uniform hat will be worn by all others.
3. The Department will supply only one uniform per member. If the uniform is lost, damaged or out-sized, the member will be responsible for its replacement.
4. All uniform will be returned upon severance from the department.
5. Members who have earned retirement status, and / or NJ State Relief Benefits as a firefighter, have earned the right for perpetual care of the uniform.

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6. Class B uniforms are at the expense of each member company or individual. Meaning that they are not department issued or purchased by the commission. Class B. uniforms fall under the discession of the Chief as to style and specification but must remain uniform for all members of the department.

Related Policies/ Procedures:

Department Inspection

Lambertville Fire Department Administrative Policy

Subject: Department Supplies, Equipment and Maintenance		
Number: 9.0	Revision: 2	Page: 1 of 2
Approved:		Date: June 2005

Purpose:

To document the roles and responsibilities of department officers in the procurement and maintenance of department equipment and supplies.

Policy:

- Captains shall assist the Chief in preparing the Department budget by preparing a list of equipment and supplies required by his company with prices and vendor's name and present said list to the Chief by September 1st.
- Each Captain shall be responsible for the operation, maintenance and care of all department apparatus and equipment assigned to his/her respective company and notifies the Chief of the Department or the appropriate department officer (S.C.B.A., Equipment, etc.) immediately of any potential or immediate problems.
- Each Captain shall maintain an inventory of all department equipment assigned to his respective company and provide the Board of Engineers with a copy of said inventory at their October meeting. A copy of this inventory shall be forwarded to the Board of Fire Commissioners.
- Preventive maintenance shall be performed on all apparatus at least once a year and at other such times as the Chief and/or equipment officer shall deem it necessary or advisable. Said maintenance shall be performed by qualified personnel.
- A record shall be maintained of all preventive maintenance and repairs performed on department apparatus.

Lambertville Fire Department Administrative Policy

Subject: Department Supplies, Equipment and Maintenance		
Number: 9.0	Revision: 2	Page: 2 of 2
Approved:		Date: June 2005

- All new hose shall be subject to a test of 150 pounds hydrostatic pressure. All existing hose shall be subject, annually, to a test of 150 pounds hydrostatic pressure. Hose shall be tested in accordance with the latest edition of NFPA 1962, "Standard for the Care, Use and Service Testing of Fire Hose Including Couplings and Nozzles."

- A test of all apparatus pumps shall be conducted annually and after major repairs or modifications are made to an apparatus pump. The test shall be conducted in accordance with the latest edition of NFPA 1911, "Standard for Service Tests of Pumps on Fire Department Apparatus." A record of the test results shall be kept on file. The test shall consist of drafting water and pumping rated capacity against a net pump pressure of 150 PSI for a continuous period of 20 minutes, followed by two 10 minute periods of continuous pumping, during one of which at least 70 percent of the rated capacity shall be delivered at a net pump pressure of 200 psi and during the remaining ten minutes, 50 percent of the rated capacity shall be delivered at a net pump pressure of 250 psi.

- Cylinders containing compressed gases (i.e.: air packs, fire extinguishers, etc.) shall be hydrostatically tested periodically in accordance with Department of Transportation regulations.

- The Chief shall make provisions in his budget to have the aerial ladder and ground ladders tested ever two years. The tests shall follow the procedures contained in NFPA 1914 and 1932.

Related Policies and Procedures:

- 5.1 Requisition and Purchase of Supplies and Services
SCBA Maintenance Program

- **No department equipment will be taken for personal use without written permission of the Board of Fire Commissioners, or their designated agent. This does not apply to emergency situations that would warrant activation of the LFD or the LARS, or OEM.**

Lambertville Fire Department Administrative Policy

Subject: SCBA Maintenance Program		
Number: 9.1	Revision: 1	Page: 1 of 1
Approved:	Date: June 2005	

Purpose:

To establish a program to ensure that self contained breathing apparatus is properly maintained.

Policy:

1. Every year, the Chief of the Department will appoint an S.C.B.A. Maintenance Officer for the Department. He will be responsible for maintenance, safety inspection and repair of all S.C.B.A. and cylinders, oxygen units and cascade system and ensure that all units comply with NIOSH, CGA & OSHA and DOT regulations governing such apparatus.
2. The Captain of each company shall appoint properly trained persons to carry out a monthly field level safety inspection program from his/her company. All results of the inspection will be properly recorded in a company logbook.
3. Any S.C.B.A. unit failing monthly safety inspection will be removed from service until repairs can be made. The S.C.B.A. Maintenance Officer will be notified of any unit failure.

Related Procedures:

02-02 STANDARD OPERATIONAL GUIDELINE FOR SCBA

Lambertville Fire Department Administrative Policy

Subject: Fire Helmet Marking		
Number: 9.2	Revision: 1	Page: 1 of 3
Approved:		Date: June 2005

Purpose:

To provide a uniform, consistent system for the marking of firefighter helmets to facilitate identification of the wearer's rank.

Policy:

Marking and coloring of helmets for the various officer ranks and firefighters within the Lambertville Fire Department shall be as follows:

Rank	Helmet Type	Color	Marking
Chief	Polycarbonate	White	Chief Rocker on each side; Chief Frontispiece
	Leather	White	Chief Frontispiece
Deputy Chief	Polycarbonate	White	Deputy Chief Rocker on each side; Deputy Chief Sticker on Front
	Leather	White	White Deputy Chief Frontispiece
Safety Office	Polycarbonate	Blue	Safety Officer Rocker on each side; Department Sticker on Front

**Lambertville Fire Department
Administrative Policy**

Subject: Fire Helmet Marking		
Number: 9.2	Revision: 1	Page: 2 of 3
Approved:		Date: June 2005

Rank	Helmet Type	Color	Marking
Captain	Polycarbonate	Red	Captain Rocker on each side; Department Sticker on Front
	Leather	Red or Black	White Captain Frontispieces "CAPTAIN" on back in 1 ½ letters
Lieutenant	Polycarbonate	Yellow	Lieutenant Rocker each side; Department sticker on front
	Leather	Yellow or Black	White Lieutenant Frontispieces; "LIEUT" on back in 1 ½ letters
Engineer	Polycarbonate	Black	Engineer Rocker each side; Department sticker on front
	Leather	Black	White Engineer Frontispiece; "ENG" on back in 1 ½ letters

**Lambertville Fire Department
Administrative Policy**

Subject: Fire Helmet Marking		
Number: 9.2	Revision: 1	Page: 3 of 3
Approved:		Date: June 2005

Rank	Helmet Type	Color	Marking
Firefighter	Polycarbonate	Black	Firefighter Rocker each side; Department sticker on front.
	Leather	Black	Black Frontispiece for Engine Co.; Red Frontispiece for Ladder Co.
Probationary Firefighter	Polycarbonate	Black	None
Junior Firefighter	Polycarbonate	Black with Red	No Frontispiece or rockers; 1" Orange striping crossed front to back and ear over the top of black helmets.

Note: Leather Helmets and/or frontispieces are not purchased or supplied by the Lambertville Fire Department. The requirements for leather helmets are included herein for personal helmets worn on the fire ground. Leather helmets must comply with the same OSHA and NFPA standards as the department issued helmet to be permitted on the fire ground or for use in any department activity requiring the use of firefighting protective gear.

Lambertville Fire Department Administrative Policy

Subject: Training and Drills		
Number: 10.0	Revision: 1	Page: 1 of 1
Approved:		Date: June 2005

Purpose:

To establish minimum requirements for on-going department training and drills to ensure compliance with state and federal regulations.

Policy:

1. The Department shall conduct drills and training exercises at least monthly. The time and date of the department drills shall be determined at Board of Engineers meetings, and/or at other such times as the Chief of the Department shall deem it necessary or advisable.
2. Each company shall conduct additional drills and training activities at such time respective company officers shall deem it necessary or advisable (Monthly).
3. All members are expected to attend all department drills. Active members will maintain a minimum of 50% attendance of all department drills. Records will be maintained by the Department Training Officer.
4. The following subjects shall be covered annually in department drills:
 - a. Blood borne Pathogens Refresher
 - b. Hazardous Materials Awareness Refresher
 - c. Right to Know
 - d. Confined Space
 - e. CPR
 - f. AED

Related Procedure

Lambertville Fire Department Administrative Policy

Subject: New Recruit Training		
Number: 10.1	Revision: 1	Page: 1 of 1
Approved:		Date: June 2005

Purpose:

To establish minimum performance requirements for new recruits that must be met before they can respond to and operate at a fire scene.

Policy:

- A. Prior to responding to a fire, a new recruit must demonstrate knowledge of the following:
 1. The Standard Operating Guidelines on Emergency Response in Personal Vehicles (SOG 1-1)
 2. The function of and proper donning and wearing of protective gear:
 - a. Turnout Coat
 - b. Bunker Pants/Boots
 - c. Helmet
 - d. Gloves
 - e. Hood
 - f. PASS Device
 3. The use of his/her Identification Tag as described in SOG 4-2
- B. The Company Captain is responsible to assure that a new member is utilized only up to his/her level of capability, knowledge and training.
- C. **New recruits shall not be allowed to participate in structural firefighting activities until completing Firefighter I.**

Related Procedures:

Lambertville Fire Department Administrative Policy

Subject: Structural / Interior Firefighter Requirements		
Number: 10.2	Revision: 1	Page: 1 of 1
Approved:		Date: June 2005

Purpose:

To establish minimum performance and training requirements that should be met before and individual can operate as a structural firefighter at a fire scene.

Policy:

The following requirements should be met before a member of the Lambertville Fire Department is considered to be a permitted to operate as a structural (interior) firefighter:

The firefighter must have obtained NJ STATE Firefighter I and Hazardous Materials Awareness, and Operations Certification, Weapons of Mass Destruction Awareness, and all officers must complete Incident Management Level 1.

1. The firefighter must be trained to the satisfaction of the company Captain in his/her company operations.

Related Procedures:

Lambertville Fire Department Administrative Policy

Subject: Membership Requirements		
Number: 11.0	Revision: 4	Page: 1 of 2
Approved:	Date: June 2005	

Purpose:

To establish membership grades and minimum requirements for memberships in the Lambertville Fire Department.

Policy:

Membership Grades

There shall be five grades of membership in the Lambertville Fire Department; Junior, Active Structural, Active Non-Structural, Emeritus, and Retired/Exempt.

The requirements for each membership grade shall be as described in the following sections.

- A. A person desiring to become a Junior Member of the Lambertville Fire Department Shall:

Be at least 14 years of age

Be certified as being physically capable of performing the duties of a junior firefighter by a licensed medical doctor

Complete the application for Junior Membership prescribed by the Lambertville Fire Department

- B. Active Structural, Non Structural Members

A Person desiring to become an Active Structural or Non Structural Member of the Lambertville Fire Department shall:

Be at least 18 years of age

Be certified as being physically capable of performing firefighting duties by a licensed medical doctor.

Have no criminal record and cannot commit a 1st, 2nd, or 3rd degree felony crime while serving as a member.

Complete the application for Active Membership prescribed by the Lambertville Fire Department.

**Lambertville Fire Department
Administrative Policy**

Subject: Membership Requirements		
Number: 11.0	Revision: 4	Page: 2 of 2
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C. Emeritus Members

- a. Must have been a member for more than 25 years of Active service.
- b. Must be judged physically capable of assisting active members by the Department Chief.
- c. Maintain all active certifications required by the department.

D. Retire/Exempt Members

Any active member of the department that has earned his/her exemption from the New Jersey State Firemen's Association is eligible to become a retired/Exempt Member of the Department upon submission of a letter to the Board of Engineers requesting such action.

Related Policies and Procedures:

- 11.1 Submission and Processing of Membership Applications
- 11.2 Junior Members
- 11.3 Active Members
- 11.4 Retire/Exempt Members
- 11.5 Member Suspensions and Terminations

Lambertville Fire Department Administrative Policy

Subject: Submission and Processing of Membership Applications		
Number: 11.1	Revision: 2	Page: 1 of 4
Approved:		Date: June 2005

Purpose:

To describe the procedure for submitting and processing applications for new members into the Lambertville Fire Department.

Procedure:

Active Structural and Non Structural Membership

A potential applicant for the grade of Active Structural or Active Non Structural Member will request a membership application from the secretary of the fire company that he/she is interested in joining.

(The applicant must be sponsored by the fire company to which he/she would like to belong.)

The applicant shall complete the application and the New Jersey State Firemen's Association application form and submit them with the following documents to the Secretary of the Fire Company:

- Certified copy of Birth Certificate
- Social Security Card
- Driver's License

A copy of these documents will be made and attached to the application. Notarization of the application and copies of documents may be obtained at no charge from City Hall.

Note: A driver's license is not a requirement for membership, but must be presented if the applicant is a licensed driver.

See next page

LAMBERTVILLE FIRE DEPARTMENT

PROCEDURE FOR SUBMISSION AND PROCESSING MEMBERSHIP APPLICATION

1. A fire company secretary shall distribute this application.
2. The applicant shall complete the reverse side of this application and the New Jersey State Firemen's Association application form and submit them with the following documents to the secretary of the fire company:
 - A *certified copy* of the applicant's birth certificate
 - The applicant's Social Security card
 - The applicant's driver's license must be presented if the applicant is a licensed driver, however, it is not a requirement for membership.

A copy of these documents will be made and attached to the application.
3. The secretary of the fire company shall then submit the completed application at the next meeting of the company for consideration.
4. The fire company shall review the application and, if the application is in order, shall vote to accept the applicant into the company, pending approval of the Board of Fire Commissioners. The president of the company shall then sign the bottom of the form and return it to the applicant.
5. The applicant shall contact the Lambertville Police Department (397-3132) for fingerprinting and a background check.
6. The applicant shall also contact either Dr. Elizabeth Recupero (397-1775) or Phillips-Barber Family Health Center (397-3535) to make an appointment for a physical examination. The physician will complete and sign the physical test record part of the application.
7. When completed, the applicant shall return the entire application package to the secretary of their company.
8. The secretary of the sponsoring company shall forward all documents to the Board of Fire Commissioners.
9. When the results of the background check have been received, the Board of fire Commissioners shall consider the application for approval at their next regular meeting.
10. After the application is approved by the Board of Fire Commissioners, it will be forwarded to the secretary of the Lambertville Firemen's Relief Association, who shall forward a signed copy of the appropriate forms to the NJ State Firemen's Association.

Lambertville Fire Department Administrative Policy

Subject: Submission and Processing of Membership Applications		
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Junior Membership

A potential applicant for the grade of Junior Member will request a membership application from the secretary of the fire company that he/she is interested in joining.

(The applicant must be sponsored by the fire company to which he/she would like to belong.)

The applicant shall complete the application form and submit them with the following documents to the Secretary of the Fire Company:

- a. Certified Copy of Birth Certificate
- b. Social Security Card
- c. Drivers License
- d. Proof of Legal Immigration Resident Visitor Status (Green Card)

A copy of these documents will be made and attached to the application. Notarization of the application and copies of documents may be obtained at no charge from City Hall.

Note: A driver's License is not a requirement for membership, but must be presented if the applicant is a licensed driver.

All Applications

The Secretary of the Fire Company shall submit the completed applications at the next meeting of the Company for consideration.

The Fire Company shall review the application and, if the application is in order, take action to sponsor the applicant. The President of the Company shall sign the bottom of the form and return it to the applicant.

If applying for Active Structural, Active Non Structural, or Active Supporting membership, that applicant shall contact the Lambertville Police Department to be fingerprinted and initiate a NCIC background check.

Exception: A NCIC background check is not required for Junior Members applying for Active Structural or Non Structural Membership within two months of their 18th birthday. Fingerprinting is required for identification purposes only.

Lambertville Fire Department Administrative Policy

Subject: Submission and Processing of Membership Applications		
Number: 11.1	Revision: 4	Page: 3 of 4
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- If applying for Active Structural, Active Non Structural, or Junior membership, the applicant shall contact Phillips Barber Family Health Center and schedule and appointment for a physical examination and completion of the Physical test Record.
- The cost for Physical exams performed at Phillips Barber Family Health Center shall be paid for by the Board of Fire Commissioners. When complete, the applicant shall return the appropriate application forms to the Secretary of the sponsoring company.
- The Secretary of the sponsoring company shall forward all documents to the Board of Fire Commissioners for review and action.
- The Board of Fire Commissioners will consider the application for approval at their next regular meeting. If the results of a background check have not been received, the Board may approve the application subject to receipt of an acceptable background check report by the Board Secretary.
- In this situation, the application is not approved until the Board Secretary receives and acceptable background check report for the applicant and advises the Chief of the Department of the approval. The Board Secretary will advise the Board of Commissioners of the applicants receiving their final approval at the next regular board meeting.
- If the background check report received by the Board Secretary contains any evidence of previous indictable criminal activity, the Board Secretary shall hold over the application for consideration by the Board of Fire Commissioners at its next regular meeting. Consideration of and action on such application shall be held in an executive (closed) session of the Board.
- After the application is approved by the Board of Fire Commissioners it will be forwarded to the Secretary of the Relief Association, who shall forward a signed copy of the appropriate forms to the New Jersey State Fire mans Association (Active Structural and Active Non Structural Membership Only).

Lambertville Fire Department Administrative Policy

Subject: Submission and Processing of Membership Applications		
Number: 11.1	Revision: 4	Page: 4 of 4
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- Applications will be rejected for one or more of the following reasons:
 1. Providing false or inaccurate information on the membership application form.
 2. Failure to consent to fingerprinting or the Police background check.
 3. Prior conviction of a 1st, 2nd, or 3rd Degree Felony criminal offense.
 4. Inability to perform firefighting duties, as indicated by the results of the physical examination. (Applicant may apply for a different grade of membership.)

- No applicant will ride equipment, drill or participate in any firefighting activity with any Company of the Lambertville Fire Department until approved by the Board of Fire Commissioners to ensure Workers Compensation protection.

- Any member deemed incapable or criminally convicted of a 1st, 2nd, 3rd Degree Felony, or having been suspended twice (2) by the Department Chief is subject to dismissal recommendations to the member company.

- The Department Chief has the rights to restrict any member from any type of participation in fire fighting, drills, or Fire Department sponsored activities.

Related Policies:

- 11.0 Membership Requirements
- 11.2 Junior Members
- 11.3 Active Members
- 11.4 Retired/Exempt Members
- 11.5 Member Suspensions and Terminations

Lambertville Fire Department Administrative Policy

Subject: Duties and Responsibilities of Junior Members.		
Number: 11.2	Revision: 1	Page: 1 of 2
Approved:	Date: June 2005	

Purpose:

To describe the roles, responsibilities and limitations of Junior Members within the Lambertville Fire Department.

Policy:

Pursuant to N.J.S.A 40A, 14-95, Establishment of Junior Fireman's Auxiliary, N.J.S.A 40A 14-96, Eligibility for membership, N.J.S.A 40A; 14-97, Insurance coverage for Members, N.J.S.A. 40A; 14-98, Rules and Regulations Governing Activities of a Junior Fireman's Auxiliary, the Lambertville Fire Department located in the City of Lambertville, County of Hunterdon, State of New Jersey shall have a junior Fireman's Auxiliary of the purpose of providing training for eventual Active Membership in the Lambertville Fire Department.

A Junior Fireman must be 14, 15, 16, 17 years of age.

To Maintain membership in the Junior Fireman's Auxiliary, a Junior member must maintain a passing grade for all school subjects, and maintain an overall average of "C" or higher. Each Junior will submit a quarterly report card to his company Captain for review.

Junior Members shall be governed by the rules and regulations as set forth herein relative to all active member, except as noted below:

- Junior Members reaching their eighteenth birthday will make application for Active membership in the Department or else their Junior membership will cease six months after their eighteenth birthday.
- No Junior member will be allowed to drive any Department Equipment.
- Junior Members will be allowed to ride on the apparatus to and from a fire on a space available basis. They must ride in a safe area on the apparatus, which will be designated by the company Captain.
- Training will be coordinated through the company Captain.

Lambertville Fire Department Administrative Policy

Subject: Duties and Responsibilities of Active Members	
Number: 11.3 Revision: 2	Page: 1 of 2
Approved:	Date: June 2005

Purpose:

To describe the roles, responsibilities and limitation of Active Structural and Active Non-Structural Members within the Lambertville Fire Department.

Policy:

Active Structural Members

1. Upon an alarm of fire or other emergency from any section of the city, it shall be the duty of the Active Structural Member of the department to report immediately to their respective firehouses and convey their apparatus to the place of the incident and perform any duty that may be required of them. They shall remain on duty until relieved by order of the Chief or other officer in charge.
2. A newly appointed Active Structural Member shall be on probation for a period of six months and at the end of that period his/her record will be examined by the captain who may request that the Board of Fire Commissioners drop him/her from the department rolls. The request must be made in writing and provide specific details. If any disability interferes with a member's service during his/her probation period, the department will give due consideration. Inadequate performance must be documented by the Captain before any dismissal.

Lambertville Fire Department Administrative Policy

Subject: Duties and Responsibilities of Active Members		
Number: 11.3	Revision: 2	Page: 2 of 2
Approved:		Date: June 2005

Active Non-Structural Members

1. Active Non-Structural Members shall be responsible for performing fire duties other than interior or exterior firefighting.
2. Active Non-Structural Members shall be on probation for a period of six months at which time they will be subject to the same review as Active Structural Members.
3. Upon an alarm of fire or other emergency from any section of the city, it shall be the duty of the Active Non-Structural Members of the department to report immediately to their respective fire houses or duty station as appropriate and perform their assigned duty or any duty that may be required of them. They shall remain on duty until relieved by order of the Chief or other officer in charge.

Related Policies:

- Membership Requirements
- 11.1 Submission and Processing of Membership Applications
- 11.2 Junior Members
- 11.3 Retired/Exempt Members
- 11.4 Member Suspensions and Terminations

Lambertville Fire Department Administrative Policy

Subject: Duties and Responsibilities of Emeritus/Retired/Exempt		
Number: 11.4	Revision: 3	Page: 1 of 1
Approved:	Date: June 2005	

Purpose:

To describe the roles, responsibilities and limitations of Emeritus/Retired/Exempt Members within the Lambertville Fire Department.

Emeritus membership is an active-to semi-active membership for our mature (25+) years of service members. It is an honorable position being that a member has reached 62.5 years of age but still wants to contribute actively within the Department.

Limitations:

Due to physical and or mental restrictions a member may maintain this level of membership at the discession of the Department Chief. Their many years of active support should not end simply because they are older as long as they are still physically fit, mentally capable, and willing to participate in supporting the department. Their activities will be limited to support roles. No heavy lifting, no internal fire scene activities unless deemed safe by the Department Chief. No pro-longed activity that may cause medical or emotional stress.

Lambertville Fire Department Administrative Policy

Subject: Member Suspensions and Terminations		
Number: 11.5	Revision: 4	Page: 1 of 1
Approved:		Date: June 2005

Purpose: To define authority, responsibility, and a guideline in the event of action within this procedure .

Policy:

Fire Commission Authority:

The Fire Commission has the authority to discipline or remove from office the Department Chief or any Chief acting on behalf of the Department Chief in the event of a criminal or actions unbecoming an officer. The Fire Commission also has the authority to instruct the Department Chief and/or his delegate of recommended disciplinary actions of any member of the Department.

Department Chiefs Authority:

The Chief has the responsibility to deal with all disciplinary actions to all members of the Department.

1. Participation in disciplinary actions will be conducted by the Department Chief, Company Chief, Company President, Company Captain, and Chairperson/Member of the Fire Commission. This is to ensure clear communications, fairness, and documented actions if necessary.
2. All appeals will be done in writing and submitted to Fire Commission. All discussion will be sought to protect the rights of the individual as well as the Commission. All disciplinary actions are to be discussed in a Closed Session of the Commission. The Commission will then notify the Chief and all parties involved prior to next regular Monthly Meeting of the Lambertville Fire Commissioners.
3. Arrests of any kind to any member of the Lambertville Fire Department must be reported to the Chief of the Department.
4. Any member arrested by the Police, (City, State, or Federal Official) for a crime of the 1st, 2nd, or 3rd, degree (Indictable Offence), will be immediately suspended without prejudice from all Department related activities pending outcome of trial, hearing or court and for the duration, until said matter is resolved. .

The decisions of the Commission and the Department Chief are FINAL. Any appeal, would then become a civil matter to be taken up with Courts of the City, State, or Federal Government.

Related Procedures:

Lambertville Fire Department Administrative Policy

Subject: Transfers (Policy)		
Number: 11.6	Revision: 1	Page: 1 of 1
Approved:		Date: June 2005

Purpose:

To establish policy for transfer of an active firefighter between companies of the Lambertville Fire Department.

Policy:

1. An active Member may transfer between two companies of the Lambertville Fire Department by application in accordance with the department transfer procedure.
2. A member may not transfer between companies more than once every three years without a letter of agreement written by the Chief of the Department.
3. A member must be in good standing with his/her current company at the time of transfer.
4. A member may not transfer between companies while on probationary status or to avoid suspension or other disciplinary action imposed or contemplated by his/her current company.
5. When a transfer has been authorized, the member making the transfer will take all Department issued equipment with him/her to their newly assigned company.

Related Procedure:

Lambertville Fire Department Administrative Policy

Subject: Transfers (Procedures)		
Number: 11.7	Revision: 2	Page: 1 of 2
Approved:		Date: June 2005

Purpose:

To establish the procedure for the transfer of an active firefighter between companies of the Lambertville Fire Department.

Procedure:

1. All applications for transfers from one company to another shall be made by use of a department Transfer Request form.
2. The firefighter requesting the transfer shall forward the completed request form to the Chief of the Department.
3. The Chief shall hold over the request form for no longer than sixty days from its receipt. During the 60-day period, the Chief shall consult with the Captains of both companies involved and the firefighter to determine if the transfer is in the best interest of the firefighter and the department.
4. If the Chief determines that the transfer is not in the best interest of the firefighter or the department, he/she may deny the request and return it to the requesting firefighter.
5. If the Chief determines that the transfer is in the best interest of the firefighter and the department, he/she shall forward the application to the secretary of the company into which the firefighter wants to transfer.
6. The company shall vote to accept or reject the request of transfer at its next regular meeting.
7. If the request is accepted, the company secretary shall check the "Accepted" box and endorse the request form on the appropriate line. If the request is rejected, the company secretary shall check the "Rejected" box on the form, state the reason of rejection in the space provided, and endorse the form.

**Lambertville Fire Department
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Subject: Transfers (Procedures)		
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8. If the request was rejected at the company level, the secretary of the company shall return the rejected request to the Chief, who will inform the requesting firefighter.
9. Approval of a transfer request is considered as a resignation from the former company and acceptance as a transfer member of the new company.
10. On approval of a transfer, the chief shall instruct the secretary of the Board of Engineers to forward copies of the transfer request form to the Board of Fire Commissioners the secretaries of all four fire companies, and the secretary of there Fireman's Relief Association.

Related Policy:

- 11.6 Transfers (Policy)

Lambertville Fire Department Administrative Policy

Subject: Sexual and other Unlawful Harassment	
Number: 11.8 Revision: 2	Page: 1 of 3
Approved:	Date: June 2005

Purpose:

To describe the position of the Lambertville Fire Department with respect to Sexual and other Unlawful Harassment, and provide guidance for the reporting of such actions should they occur.

Definitions:

Sexual Harassment: Conduct which consists of one or more of the following activities:

- 1.) Physical assaults of a sexual nature, such as sexual assault or criminal sexual contact, or the attempt to commit these offenses;
- 2.) Intentional physical contact which is sexual in nature, such as touching, pinching, patting, grabbing, or brushing against another firefighter's body;
- 3.) Unwanted sexual advances, propositions or other sexual comments such as;
 - a. Sexually oriented gestures, noises, remarks, jokes or comments made in the presence of any firefighter who indicates or has indicated that such conduct in his or her presence is unwelcome;
 - b. Preferential treatment or promise of preferential treatment for submitting to sexual conduct or engaging in sexual activity;
 - c. Subjecting or threatening to subject a firefighter to unwelcome sexual attention or conduct; or
 - d. Intentionally marking performance of a task or work assignment more difficult because of a firefighter's sex.
- 4.) Sexual or discriminatory displays or publications anywhere in the fire stations or on the apparatus by any firefighter, such as displaying pictures, posters, calendars, graffiti, objects or other materials that are pornographic or sexually revealing, suggestive, or demeaning; or displaying signs or other materials purporting to segregate an employee by sex in any area of the fire stations other than rest rooms and similar semi-private locker/ changing rooms.
- 5.) Retaliation for sexual harassment complaints, such as disciplining or mistreating someone who has complained about or resisted harassment, discrimination or retaliation; or intentionally pressuring another person to give false information about an alleged incident of sexual harassment for the purpose of covering up the incident.

Lambertville Fire Department Administrative Policy

Subject: Sexual and other Unlawful Harassment	
Number: 11.8 Revision: 2	Page: 2 of 3
Approved:	Date: June 2005

(Note: The above list of behavior is illustrative and should not be construed as an all-inclusive list of act constituting sexual harassment.)

Other Unlawful Harassment: Actions, including physical assault, attempted assault and gestures; words, jokes or comments based on an individual's race, ethnicity, age, religion, or any other legally protected characteristic.

Policy:

1. Harassment on the basis of sex, race, ethnicity, age or religion is a violation of the Civil Rights Act of 1964 (as amended). The Board of Fire Commissioners and the Lambertville Fire Department hereby affirm their commitment to the law and to the policy that underlies it.
2. Sexual and other unlawful harassment is a form of misconduct, which undermines the integrity of the Lambertville Fire Department and debilitates morale and will not be tolerated.
3. Every member of the Lambertville Fire Department is to avoid acting in a way, which would or could be interpreted as being inappropriate by either the recipient or by members of the public or objective third parties.
4. Any member who engages in sexual or other unlawful harassment is subject to disciplinary action, up to and including termination.
5. Any member subjected to sexual or other unlawful harassment are encouraged to:
 - a. Notify the alleged harasser, either directly or through a third party, that the behavior in question is offensive and unwelcome. (Note: Failure to provide this notification does not preclude filling a report.)
 - b. Promptly report the incident in accordance with the appropriate procedure (see Administrative Procedure 11.7)
6. Any member observing behavior by another member which constitutes sexual or other unlawful harassment shall promptly report the incident in accordance with the appropriate procedure (See Administrative Procedure 11.7)

**Lambertville Fire Department
Administrative Policy**

Subject: Sexual and Other Unlawful Harassment	
Number: 11.8 Revision: 2	Page: 3 of 3
Approved:	Date: June 2005

7. Officers are required to ensure adherence to and compliance with this policy, and, upon becoming aware of possible sexual harassment, are required to:
 - a. Take appropriate action to stop the harassing behavior; Inform the offended party (ies) of his/her/their right to file a complaint; and
 - b. Notify the Chief of the Department of the incident and the action taken.

8. The Chief of the Department will advise the Chairman of the Board of Fire Commissioners of any incidents that he is aware of as soon as conditions allow.

Related Procedures:

- 11.5 Suspensions and Terminations

Lambertville Fire Department Administrative Policy

Subject: Sexual and Other Unlawful Harassment Reporting	
Number: 11.9 Revision: 2	Page: 1 of 1
Approved:	Date: June 2005

Purpose:

To describe the procedure used to file and handle reports of sexual and other unlawful harassment.

Procedure:

Notification, will require reporting to a superior officer the action and or event. That officer is required to report any and all information directly to the Department Chief immediately.

Related Policies:

11.7 Sexual and Other Unlawful Harassment

Subject: Pregnancy

Number: 11.10

Revision: 1

Page: 1 of 4

Approved:

September 21, 2010

PURPOSE:

The goal of the Board of Fire Commissioners City of Lambertville District #1 is to ensure the safety of the public and our firefighters at all times.

The Board of Fire Commissioners City of Lambertville District #1 is fortunate to have a number of female fighters among its rank. These firefighters have served with distinction and their continued bravery and contributions to the fire district are a source of pride for the entire community.

It is natural that there may come a time when a female firefighter will become pregnant. Due to the unusually strenuous and hazardous nature of firefighting, it is a reality that at some point during a pregnancy, due to medical and practical considerations, a firefighter will be unable to carry out the duties that are required to fight fires and the firefighter may have to withdraw from active firefighting duties.

The goal of the Board of Fire Commissioners City of Lambertville District #1 is to allow a pregnant firefighter to remain active within the fire district, but to give said firefighter the option to temporarily transfer to a less hazardous duty. It is the recommendation of the Board of Fire Commissioners that a pregnancy firefighter will limit her activity to non-hazardous duty within the department, however, this is merely a recommendation and not a directive.

POLICY:

To ensure the safety of the public, the firefighter herself, and her colleagues, the Board of Fire Commissioners adopts the following policy:

NOTIFICATION:

1. A firefighter, upon learning of her pregnancy, shall immediately report her condition to her station chief.
2. Upon being advised by a firefighter of her pregnancy, the station chief shall report the matter to the Fire District Administrator who shall inform the Fire Commissioners.

Subject: Pregnancy		
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FIREFIGHTER'S OPTIONS:

1. A pregnant firefighter shall have the following options regarding her duties during the course of her pregnancy:
 - a. The firefighter shall be allowed to take a leave from her duties for the duration of her pregnancy and reasonable time thereafter as health conditions dictate; or
 - b. The firefighter shall be allowed to limit her activity to "non-hazardous" duties during the course of her pregnancy and reasonable time thereafter as health conditions dictate. "Non-hazardous" duties are those duties that do not pose any risk to the pregnant firefighter, including, but not limited to, training, public education, prevention, policy development and communication. "Non-hazardous" duties shall not include active participation in the fighting of fires or on-site inspection of fire scenes; or
 - c. Continue firefighting.
2. If the firefighter chooses to continue active firefighting during the course of her pregnancy, she must provide the Fire District Administrator with a written report from her treating physician certifying that she is able to continue with the strenuous and hazardous duties of firefighting. This requirement shall be the same as that for other non-duty related disabilities. Said certification must be made following every exam of the firefighter by the physician and shall be mailed directly to the Administrator with a copy going to the firefighter. Said certification form shall be a standard form drafted by the Fire Commissioners and shall be available at all fire houses. The Fire Commissioners retain the authority to transfer any pregnant firefighter who does not supply said certification from her doctor to "non-hazardous" duty status.

SENIORITY – RANK AND BENEFITS

Regardless of which option the pregnant firefighter chooses, during the course of her pregnancy she will maintain her seniority, rank and all other benefits as if on "regular active duty." Furthermore, she shall not be passed up or any possible promotion due to her pregnancy.

It is not mandatory that a pregnant firefighter choose to transfer to non-hazardous duty or continue on regular active duty in order to maintain her seniority, rank and benefits.

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GRIEVANCES

If any pregnant firefighter is of the opinion that she is being discriminated against due to her pregnancy, she shall immediately report said incident and the matter shall be handled in accordance with the Policy on Sexual Discrimination/Harassment.

MEDICAL CONSIDERATIONS OF FIREFIGHTING AND PREGNANCY

By Melissa McDiarmid, M.D. from a publication of the Federal Emergency Management Agency, United States Fire Administrative Publication entitled "A Handbook on Women in Firefighting: The Changing Face of the Fire Service.

The job of firefighting presents many potential hazards to healthy reproduction. It poses physical hazards such as drastic temperature variation, extreme and unpredictable physical exertion demands, and psychological stress. Firefighters may also be exposed to biological or radiation hazards. Additionally, the fire environment may produce a wide range of chemical agents, including irritant and asphyxiant gases and other toxins.

Human reproductive health as it is affected by the work environment is a relatively new area of study. The clearest connection between an environmental agent and adverse reproductive outcomes for both men and women is in the case of ionizing radiation, which is not a common hazard for most firefighters. Prolonged exposure to high ambient temperatures, however, may also have a detrimental effect on fertility and pregnancy. High heat exposure has been related to infertility in men and may be linked to neural defects in the babies of exposed mothers.

Chemical agents in the fire environment are numerous and unpredictable. The toxic effects of fire smoke have been tentatively linked to a number of physical problems, including respiratory disease, coronary artery disease and malignancies. Many chemical agents in the fire environment may also adversely affect reproduction. Carbon monoxide, carbon dioxide, hydrogen cyanide, acrolein and other aldehydes, sulfur dioxide, hydrogen chloride, nitrogen dioxide and benzene are all commonly produced in fire environments. Research shows that all of these compounds may have detrimental effects on reproduction. Pregnant women and their fetuses are especially affected by carbon monoxide exposures.

Although much more study is needed, existing research suggests that both men and women are vulnerable to reproductive toxicity in the firefighting environment. In addition, the potential hazards to developing fetuses pose special concerns for pregnant firefighters.

Subject: Pregnancy		
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PREGNANCY FORM

- ____A. I, _____ hereby certify that _____ is able to continue with all the hazardous duties of fire fighting without restriction.
- ____B. I hereby certify that _____ is able to continue with all the hazardous duties of firefighting with the following restrictions:
- ____C. I hereby certify that _____ is not able to continue with the hazardous duties of firefighting.

Date: _____ Signature: _____ M.D.

**Lambertville Fire Department
Administrative Policy**

Subject: Volunteer Clothing Allowance		
Number: 11.10	Revision: 1	Page 1 of 6
Approved:		August 10, 2010

Lambertville Fire Department Annual Clothing Allowance Guidelines

The Chief of Department shall recommend a yearly Lambertville Fire Department Annual Clothing Allowance sum to the Lambertville Board of Fire Commissioners when preparing the annual fire department budget.

The Lambertville Fire Department Annual Clothing Allowance will be issued the December meeting of the Board of Fire Commissioners.

Clothing allowance sums shall be based on the requirements developed and mutually set forth by the Board of Fire Commissioners and the Chief of the Lambertville Fire Department.

The clothing allowance shall cover the time period of January 1st, through December 31st, of the same calendar year. However, if a member has not earned the required points by the December meeting, they will have until December 31st to do so and will receive their allowance at the January meeting of the Board of Fire Commissioners

An individual must be a member of a company for at least one full year to be eligible to collect the Annual Clothing Allowance.

If a member serves for one full year and becomes eligible to collect the Annual Clothing Allowance sometime after the January 1st start date, the clothing allowance shall be prorated from the eligible date, through December 1st, of that same year.

Eligible members shall consist of active and non-active members of the Lambertville Fire Department and meet the following requirements as per the **Administrative Policy:**

10.0 Revision 1: Blood Bourne Pathogens Refresher, Hazard Materials Awareness Refresher, Right to Know, and Confined Space.

10.2 revision 1: NJ State Fire Fighter 1, Hazard Materials Awareness and Operations, Weapons of Mass Destruction Awareness, I- 700, I-800, Incident Management Level 1, 2 or 3 depending on Officer's position.

In order for a member to qualify, their certifications must be filed with the Board of Fire Commissioners by the April Fire Commission meeting. Their yearly recertifications must be filed with the Board of Fire Commissioners by the June Commission meeting. **THERE WILL BE NO EXCEPTIONS.**

In order to be eligible for the entire allotted clothing allowance, a member must be an active member of the Lambertville fire Department.

**Lambertville Fire Department
Administrative Policy**

Subject: Volunteer Clothing Allowance		
Number: 11.10	Revision: 1	Page 2 of 6
Approved:		August 10, 2010

Active members must be State certified, attend mandatory drills and meet the active riding requirements of the Lambertville Fire Department.

Active members may earn both administrative and fire line operational points to receive the full Annual Clothing Allowance.

Non-active members and/or administrative members are eligible to earn one-half the allotted clothing allowance issued to an active member. This clothing allowance shall be known as an "Administrative Clothing Allowance."

Non-active and/or administrative members will be eligible to earn administrative points which will count toward the Administrative Clothing Allowance.

Nothing shall preclude a non-active and/or an administrative member from earning operational points, if they are eligible to do so. For example, a non-active and/or administrative member may show up at a drill or fire scene and participate to the extent authorized. Participation will earn points towards the Administrative Clothing Allowance. (member would not be eligible to receive points toward the full clothing allowance because they are not active and State certified.)

An active member who fails to qualify for the active member's full clothing allowance may earn the Administrative Clothing Allowance if they have earned the 50 points.

In April of each year, the Chief of Department shall provide the Board of Fire Commissioners, a membership list of each Company identifying:

- A. Active Members
- B. Administrative Officers
- C. Chief's Appointees
- D. Company Officers
- E. Company Engineers

The chief of Department shall provide the Board of Fire Commissioners MONTHLY a list of points earned by ALL members.

Administrative Clothing Allowance Points

A total of 50 points will be needed to qualify for The Administrative Clothing Allowance.

The Administrative Clothing Allowance shall be one-half the total allotted clothing allowance of a department active member.

**Lambertville Fire Department
Administrative Policy**

Subject: Volunteer Clothing Allowance		
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State certified active members who fail to meet the requirements for the full active members clothing allowance, are eligible to receive the Administrative Clothing Allowance if they have earned 50 overall points.

Administrative Points

Points count toward administrative and operational totals.

Must have a minimum of one year service to be eligible for the administrative clothing allowance.

Can only accumulate points from one administrative office (and one operational office).

1. Administrative Officer: 5 points
 - A. Company President 5 pts
 - B. Treasurer 5 pts
 - C. Secretary 5 pts
 - D. Vice-President 2 pts
 - E. Assistant Secretary 1 pt
 - F. Assistant Treasurer 1 pt
 - G. Board of Trustee's 1 pt

2. Attendance at Company Monthly Meetings: 12 points
 - A. Each meeting attended will earn one point, for a maximum of 12 points (1 pt. x 12 monthly meetings = 12).
 - A member must attend a minimum of four monthly meetings to have any points count toward clothing allowance.

 - B. Attendance at a Company special meeting called by Company President or a representative thereof (non-scheduled regular event), will earn one point for each attendance.
 - Must attend a minimum of four monthly meetings to have points count toward clothing allowance.

3. Company Special Events: 30 points
 - A. Attendance at a fundraising event 2 pts

 - B. Attendance at a company work detail 2 pts

(Each company will be allotted 6 work details per year that will earn credit.)

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Administrative Policy**

Subject: Volunteer Clothing Allowance		
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- C. Attendance at a parade in uniform, riding or marching 2 pts
- D. Attendance at the Annual Fire Inspection (Individual must be in uniform, ride or march, and attend memorial service.) 4 pts
- E. Funeral details authorized by Chief of Department (Individual must be in uniform and attend with department or company.) 2 pts

***Company Special Events must be authorized by the respective Company Captain or President as indicated by the by-laws of each Company.**

- 4. Department Special Events: 10 points
 - A. Each Department Special Event 2 pts
 - **Event must be authorized by the Chief of Department**
And may include, but not limited to:
 - 1. Department meetings. (other than Board of Engineers and Board of Fire Commission meetings.)
 - 2. Department fundraisers.
 - 3. Department service provided to another fire department(s).
(Air truck at Titusville for drill, stand by at another dept. due to non-emergency event such as drill, parade, etc.)
 - 4. Department work detail.
- 5. Community Service. (Santa Run, Halloween open house, etc.)

Fire Line Operational Clothing Allowance Points

Active members will need a total of 80 points to receive the full Annual Clothing Allowance.

Active members may earn both Administrative and Fire Line Operational points toward the 80 points needed to earn the full Annual Clothing Allowance.

Fire Line Operational Points: 15 points

**Lambertville Fire Department
Administrative Policy**

Subject: Volunteer Clothing Allowance		
Number: 11.10	Revision: 1	Page 5 of 6
Approved:		August 10, 2010

1. Elected Fire Line Officer:

- | | | |
|----|---|--------|
| A. | Chief of Department | 15 pts |
| B. | Command Staff Officers:
Deputy Chief, Assistant Chief,
Battalion Chief, Company Captain | 10 pts |
| C. | Lieutenant, Engineer, SCBA Officer,
Safety Officer, Training Officer, Alarm
Superintendent, Fire Patrol Captain, any
Other officer appointed by the Chief of
Department | 5 pts |
| D. | Assistant Engineer | 2 pts |

An elected Command Staff officer can only earn credits for one fire line office.

An elected non-command staff officer (i.e. Lieutenant, etc.) can earn additional credit for serving in a position appointed by the Chief of Department (i.e. a Lieutenant that is appointed as the SCBA Officer).

Elected officers must serve their elected position for at least six months to be eligible to earn credit.

“Service” means adequately performing the duties of the elected office, such as attending required meetings, drills, etc., as per department guidelines. Adequate service performance will be determined by the Chief of Department.

An elected Fire Line Officer must make at least 30% of the annual fire alarms to be eligible for any credit allotted to the elected office.

2. Fire Alarms and Calls for Service: 70 points

- A. One point will be earned for each attendance at a fire alarm or call for service, up to a maximum of 70 points total. (The maximum credit a member can earn for attending fire alarms and/or calls for service is 70 points.)
- Eligible calls for service must be dispatched by Hunterdon County Communications or the Chief of Department.

**Lambertville Fire Department
Administrative Policy**

Subject: Volunteer Clothing Allowance		
Number: 11.10	Revision: 1	Page 6 of 6
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- * A member must make at least 20% of annual fire alarms to be eligible for the full Clothing Allowance amount.
- On individual Company calls any Department member may respond **BUT** you **MUST** be on scene in order to receive credit. (No going to own Station and just signing in.)

3. Drills: 48 points
- A. Each Company drill adequately attended. 2 pts
(24 points max allotted to Company drills)
- B. Each Department drill adequately attended. 2 pts
(24 points max allotted to Department drills)
- Member must earn at least twelve drill points to be credited with any company or department drill points.

Lambertville Fire Department Administrative Policy

Subject: Radio Communications	
Number: 12.0 Revision: 2	Page: 1 of 1
Approved:	Date: June 2005

Purpose:

To state the policy for use of radios within the Lambertville Fire Department.

Policy:

1. All radio equipment of the Department will be used in accordance with appropriate standard operating guidelines.
2. All alarms to which apparatus are to respond shall be transmitted over the radio alerting system or from box alarms. The first Chief on the scene shall call Hunterdon County Communications.
3. A test of the individual company alerts shall be conducted weekly at approximately 18:30 hrs. on Friday.
4. Special messages shall be transmitted in conjunction with the daily test or at such time as the Chief of the Department shall deem it necessary or advisable. Special messages shall be transmitted only by authority of a Chief or Company Captain.

Related Procedures:

**(Note: No Captain or Lieutenant or Fire Police shall sign on air with Portable/Mobile Radios.)
Unless said officer has the Duty Weekend.**

Lambertville Fire Department Administrative Policy

Subject: Organization of the Fire Police	
Number: 13.0 Revision: 2	Page: 1 of 2
Approved:	Date: June 2005

Purpose:

To establish the organizational structure of the Fire Police of the Lambertville Fire Department and to describe their duties and responsibilities.

Policy:

1. The officers of the Fire Police shall consist of one captain, one Lieutenant, one Sergeant.
2. The Fire Police Captain will be appointed by the Chief of the Department. The Lieutenant's Sergeant shall be elected in accordance with the by-laws of the patrol.
3. At a fire scene, the Captain shall be the officer in charge of the fire police. The Lieutenant shall act as the officer in charge in the absence of the Captain. In the absence of the Lieutenant and the Captain, the Sergeant shall act as the officer in charge. If no ranking officer is present, the Private with the longest time in Fire charge. If no ranking officer is present, the Private with the longest time in Fire Police service shall act as the officer in charge. While performing Fire Police duties members shall be under the command of the Chief of the Department.
4. It shall be the duty of the Fire Police to:
 - a. Provide security of the fire scene during operations and as necessary after extinguishment until the Police, Fire Marshal, and/or State Police investigating the fire relieve them.
 - b. Direct traffic at or near the scene of the fire.
 - c. Assist in the evacuation of people from the danger area associated with the fire.
 - d. The fire police shall perform these duties as assigned by the Incident Commander and in accordance with NJSA 15:8-4
5. Members of the fire police shall have general police powers at all fires in any area of the City actually under the supervision and control of the Lambertville Fire Department.

**Lambertville Fire Department
Administrative Policy**

Subject: Organization of Fire Police	
Number: 13.0 Revision: 2	Page: 2 of 2
Approved:	Date: June 2005

6. Members of the Fire Police shall meet the following requirements:
- a. Before entering upon their duties, members shall take and subscribe to an oath that they will justly, impartially and faithfully discharge their duties according to the best of their ability and understanding. Said oath shall be administered by the City Clerk.
 - b. All Members of the Fire Police must successfully complete the Basic Fire Police Course offered by the Hunterdon County Emergency Services Training Center before appointment and commencement of service. Also and individual cannot perform dual roles of an Active Firefighter or that of a Fire Police.

Related Procedures:

Standard Operating Procedure "Fire Police Operation During Fires"

Lambertville Fire Department Administrative Policy

Subject: Blue and Red Lights	
Number: 14.0 Revision: 2	Page: 1 of 1
Approved:	Date: June 2005

Purpose:

To state the department requirements for the use of red and blue emergency lights in firefighters' personal vehicles.

Policy:

- Any fire personnel desiring to display or use a blue light on their vehicle shall conform to all State of New Jersey laws pertaining to said lights.
- A copy of the fire fighters blue light permit shall be turned over to the secretary of the Board of Engineers and be kept on file. These permits shall be reviewed annually by the Chief of the Fire Department.
- The Secretary of the Board of Engineers shall submit copies of issued permits to the Lambertville Police Department for their records.
- No member shall use the blue lights for any action outside of the State of New Jersey.

Related Procedures:

See next page

Lambertville Fire Department

Memorandum

To: Board of Fire Commissioners, Fire District #1, Lambertville, N.J., Board of Engineers, Lambertville Fire Department.

From: Matthew M. Hartigan, Chief, Lambertville Fire Department

Subject: Revised Blue and Red Lights

Date: Monday, April 2, 2007

The following Blue and Red Light administrative policy was voted on and adopted by the Lambertville Fire Department at the April 2, 2007, Board of Engineer's meeting:

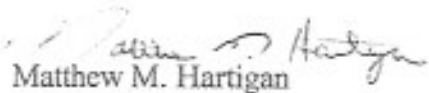
Purpose:

To state the department's requirements for the use of red and blue emergency lights in firefighters' personal vehicles.

Policy:

1. Any fire personnel desiring to display or use a blue or red light on their vehicle shall conform to all State of New Jersey laws pertaining to said lights.
2. A copy of the firefighter's blue or red light permit shall be turned over to the Secretary of the Board of Engineers and be kept on file. These permits may be reviewed annually by the Chief of the Fire Department.
3. The Secretary of the Board of Engineers shall submit copies of issued permits to the Lambertville Police Department for their records.
4. Due to the close proximity of the State of Pennsylvania and the fact that residents of the State of Pennsylvania are eligible for membership in the Lambertville Fire Department, in addition to the fact that the Lambertville Fire Department provides mutual aid to fire companies and departments in the State of Pennsylvania, members of the Lambertville Fire Department shall be allowed to display a State of New Jersey permitted light in the State of Pennsylvania if same is allowed by Pennsylvania law.

5. The Chief of the Lambertville Fire Department shall have the right to revoke a blue or red light permit and/or the use of a blue or red light with just cause.



Matthew M. Hartigan
Chief, Lambertville Fire Department

LAMBERTVILLE FIRE DEPARTMENT ADMINISTRATIVE POLICY

Subject: Administrative Vehicle Usage		
Number:	Revision:0	Page: 1 of 2
Approved:		

PURPOSE:

To establish guidelines for the use of Lambertville Fire Department administrative vehicles.

POLICY:

1. All NJ DOT guidelines will be followed when operating vehicles.
2. No vehicle shall be operated after consuming alcohol.
3. Vehicles will not be used to go on vacation trips. (I.E. Day trips to the shore, ect.)
4. Vehicles will not be used to move personal goods.
5. Vehicles may be used to go to work if work is within the City of Lambertville, adjacent towns or 1st response area's only.
6. Vehicles may be used for any Fire Department business as authorized by the Chief or his Deputy.
7. Vehicles may be used for local errands within the City of Lambertville or adjacent towns only. This includes dinners, shopping, gym & Dr. appointments as long as the person may respond to a call if one is dispatched.
8. The Chief may grant permission to a Fireman to use a vehicle to attend fire school or other related training as long as a vehicle is available.
9. Any vehicle which will be left idle for more then three days will be returned to Station #1.

**LAMBERTVILLE FIRE DEPARTMENT
ADMINISTRATIVE POLICY
VEHICLE USAGE
PAGE 2.**

10. Any complaints about vehicle usage or operations shall be submitted to the Chief of the Lambertville Fire Department and a copy of same to the Chairman of the Lambertville Board of Fire Commissioners, Fire District #1. No anonymous or hear-say complaints will be accepted.

District #1. No anonymous or hear-say complaints will be accepted.