

FIRE DEPARTMENT ORDINANCE

Be it ordained by the Town Council of the Town of Hampden as follows:

ARTICLE I GENERAL

1.1 Fire Department Created - In accordance with Article #2, Section 212 of the Town Charter, there is hereby established a Fire Department.

1.2 Statement of Policy - It shall be the policy of the Town of Hampden that the basic purpose of the Hampden Fire Department is to provide a full time Fire Suppression and Fire Prevention capability for citizens of Hampden by staffing the department at all times with an on duty Firefighter or Fire Chief; minimum staffing shall be four (4) full time Firefighters including the Fire Chief. Call Firefighters shall be used when required.

1.3 Functions of the Fire Department

- (a) Protection of life and property
- (b) Fire suppression and prevention
- (c) Maintenance and operation of Fire Department equipment
- (d) Enforcement of laws and ordinances coming within the jurisdiction of the department

ARTICLE II - FIRE CHIEF

2.1 Position of Fire Chief Established - There is hereby authorized and established the position of Fire Chief. This position and duties shall be included in the Personnel Classification and Compensation Plan for the Town of Hampden. The Fire Chief shall be appointed by the Town Manager, subject to the confirmation of the Town Council for an indefinite term. The Town Manager shall have the power to remove such Fire Chief when necessary for cause after notice and hearing.

2.2 Authority of Chief within the Department - The Fire Chief is the Chief Executive Officer of the department and the final department authority in all matters of policy, operation and discipline. He exercises all lawful powers of his office and issues such orders as are necessary to assure the effective performance of the department.

2.3 Duties of the Fire Chief -

- (a) Be responsible for the operation of the Fire Department
- (b) Be responsible for the care and maintenance of all property used by the Fire Department
- (c) Plan, direct, coordinate, control and staff all activities of the department for its continued and efficient operation
- (d) Enforce rules and regulations within the department
- (e) } Compile and forward such reports as required by law or requested by the Town Manager
- (f) Be responsible for the department relations with the citizens, town government and other agencies, including

- (g) public communication media
Submit a monthly written report to the Town Manager with a summary of activities of the department and administrative or operational problems
- (h) Designate an acting Fire Chief in his absence subject to the confirmation of the Town Manager
- (i) Prepare an annual Fire Department budget and work program
- (j) Provide a training program for employees of the department
- (k) Establish and maintain a manual of rules and operating procedures. (Copy of same to be provided for the Town Manager).
- (l) Provide for the personnel file of each employee an annual performance evaluation. Employees to have access to file and submit refutal information
- (m) Maintain effective employee relations by establishing and maintaining a policy to solicit views and opinions of employees
- (n) The Fire Chief shall make such reports and perform such other duties as may be prescribed by the Town Manager, the Town Charter, the laws of the State of Maine or any other ordinances of the Town
- (o) Implement lawful policy decisions of the Town Council as directed by the Town Manager and administrative decisions of the Town Manager

ARTICLE III - FIREFIGHTERS

3.1 Position of Firefighters Established - There is hereby authorized and established the position of Firefighter. This position and duties shall be included in the Personnel Classification and Compensation Plan for the Town of Hampden. Firefighters shall be appointed by the Town Manager for an indefinite term or he may delegate this authority to the Fire Chief as provided for in Article III, Section 301 of the Charter of the Town of Hampden. The Town Manager shall have the power to remove such appointed Firefighters for cause after notice or he may delegate this authority to the Fire Chief.

3.2 Call Firefighters -

3.2.1 Appointment and Removal - Call Firefighters to be appointed and removed by the Town Manager when necessary or he may delegate this authority to the Fire Chief.

ARTICLE IV - FIRE INSPECTOR

4.1 Position of Fire Inspector - There is hereby authorized and established the position of Fire Inspector. This position and duties shall be included in the Personnel Classification and Compensation Plan for the Town of Hampden. The Fire Inspector shall be appointed by the Town Manager for a definite term or the authority may be delegated to the Fire Chief as provided for in Article III, Section 301 of the Charter of the Town of Hampden. The Town Manager shall have the power to remove such appointed Fire Inspector for cause after notice or the authority may be delegated to the Fire Chief.