



Township Council
1 Municipal Plaza
Bloomfield, NJ 07003

Louise M. Palagano
Municipal Clerk

<http://www.bloomfieldtwpnj.com>

Meeting: 02/25/19 07:00 PM

2019 ORDINANCE AMENDMENT

AN ORDINANCE TO AMEND CHAPTER 37, "FIRE DEPARTMENT" IN THE CODE OF THE TOWNSHIP OF BLOOMFIELD, ESSEX, COUNTY, NEW JERSEY

BE IT ORDAINED, by the Mayor and Council of the Township of Bloomfield, County of Essex, State of New Jersey, as follows:

Section 1. Chapter 37 Fire Department of the Code of the Township of Bloomfield, County of Essex, State of New Jersey, is hereby amended to read as follows:

ARTICLE I, Definitions

§ 37-1. Terms defined.

As used in this chapter, the following terms shall have the meanings indicated: **ALARMS OF FIRE** -- The period from the receipt of the alarm by any means to the return of men and apparatus to available status.

CHIEF -- The Chief of the Fire Department shall be the executive head of the Fire Department and shall be responsible to the governing body for the conduct, efficiency and management of the Department.

COMPANY -- The members assigned to an engine, truck or other fire apparatus.

DEPARTMENT -- The Fire Department of the Township of Bloomfield. **DEPUTY CHIEF** -- The Deputy Chief of the Fire Department of the Township of Bloomfield who is on duty and in command of the on-duty shift of the Bloomfield Fire Department line force.

FIRE OFFICIAL -- Directs the enforcement of the Fire Code.

FIRE STATION or STATION -- The several firehouses or quarters in which the apparatus and men are housed.

GENERAL ORDER -- An order of semi-permanent character issued by the Fire Chief for the administration of departmental affairs. Each general order will bear a serial number.

GOVERNING BODY or TOWNSHIP COUNCIL -- The Mayor and Township Council of the Township of Bloomfield, New Jersey.

GROUP -- The members assigned to any one of the four forty-two-hour tours of duty during an eight-week cycle.

HEADQUARTERS --The office of the Fire Chief and administrative center of the Department.

MEMBERS or MEMBERS OF THE FIRE DEPARTMENT -- All regular members of the Fire Department of the Township of Bloomfield, irrespective of their rank or duty. OFFICER -- Includes and applies to any and every person who has regular and permanent control or oversight of men and supervision of their work.

RULES AND REGULATIONS -- This chapter and such additional administrative regulations as may be adopted or promulgated by the Township Council.

SPECIAL ORDER -- A transitory notice issued by the Fire Chief for the guidance and information of members of the Department.

TOWNSHIP ADMINISTRATOR -- The Township Administrator of the Township of Bloomfield.

TOWNSHIP PHYSICIAN -- The physician appointed by the Township Council for the Fire Department.

ARTICLE II, Chain of Command

§ 37-2. Fire Chief.

The Chief of the Fire Department shall be the executive head of the Fire Department charged with the policy-making, planning, management and administration of the Department and all personnel therein, and shall be responsible for the day-to-day operation of the Fire Department.

§ 37-3. Deputy Chiefs.

The line force shall be divided into four groups. Each group shall be commanded by a Deputy Chief under the direction of the Fire Chief.

§ 37-4. Captains.

The force at each fire station shall consist of as many officers and firefighters as may be deemed necessary by the Fire Chief. There shall be a Captain assigned to each fire station. The Fire Chief shall designate one Captain from each station as station commander. The station commander shall report directly to his Deputy Chief.

§ 37-5.

§ 37-6. Effect of absence of officers.

In the absence of the officer in charge of any of the above commands, the officer in the next lower rank or, in the absence of an officer, a firefighter shall be designated to perform his duties.

ARTICLE III, Qualifications

§ 37-7. Appointments.

Appointments to the Fire Department shall be made in accordance with the New Jersey Civil Service Rules and the ordinances of the Township of Bloomfield.

§ 37-8.

§ 37-9. Promotion to Captain;

Firefighters with three years of prior service in rank shall be eligible for promotion to Captain.

§ 37-10. Promotion to Deputy Chief.

Captains with one year of prior service in rank shall be eligible for promotion to Deputy Chief.

ARTICLE IV, Fire Chief

§ 37-11. Rank; responsibilities.

- A. The Chief of the Fire Department shall be executive head of the Fire Department charged with the policy-making, planning, management and administration of the Department and all personnel herein.
- B. The Fire Chief of the Department shall be responsible for the day-to-day operation of the Fire Department.

§ 37-12. Powers and duties.

A. The Chief of the Fire Department shall:

- (1) Be the executive head of the Fire Department charged with the policy-making, planning, management and administration of the Department and all personnel therein.

B. The Fire Chief shall:

- (1) Have charge of the personnel of the Fire Department, the extinguishment of fires, the necessary protection of property in connection therewith, the making of inspections for fire prevention and safety of life and property and the keeping of accurate records of all business transacted by the Department and of all fires occurring in the Township or on mutual aid calls, together with all pertinent data in connection therewith.
- (2) Have full control of all apparatus, equipment and tools and their assignment and use.
- (3) Recommend to the governing body, from time to time, the purchase of new equipment or the repair or reengagement of old equipment which will increase the efficiency of the equipment.
- (4) Keep an exact record of all property belonging to the Fire Department, showing the date acquired and cost of each item, and he shall check this record by physical

inventory of the property at least once each year.

- (5) See that the morale and efficiency of the Department is kept at the highest point, that the fire stations and other quarters are being properly maintained and kept clean and in good repair, that all apparatus, equipment and supplies are properly cared for and maintained in proper working condition, that all drills, exercises and inspection are regularly and properly performed, that all records and reports are duly kept and that all uniforms and equipment of the men are complete, neat and serviceable and of approved design.
- (6) See that each piece of apparatus and equipment in the Department is given a full operating test at least once each year and that a record is made of each test and kept on Department file.
- (7) See that there is at all times in the Department sufficient extra hose in good, usable conditions.
- (8) See that all hose purchased for use by the Fire Department is given a three hundred-pound test before it is accepted and that it is tested to 250 pounds at least once each year during use to determine its' serviceability.
- (9) Assign to every member of the Fire Department a designation by number which shall be recorded at headquarters. He shall keep a record of all appointments, resignations, dismissals and deaths of firefighters as they take place.
- (10) See that all members of the Department undergo regular drills and instruction and that a system of such drills and a school of instruction are established and a proper record kept thereof.
- (11) Have the power, in case of fire, to demolish buildings or parts of buildings which, in his judgment, are necessary to be destroyed in order to prevent further damage to life and property.
- (12) Have authority to send men and apparatus to neighboring municipalities for the purpose of extinguishing fires or protecting property left unprotected by emergency when, in his judgment, such action is necessary. He shall also have power to call upon neighboring municipalities to assist in the extinguishing of fires and to cover up unprotected territory whenever, in his judgment, it shall be necessary.
- (13) Promptly report to the Township Administrator the name of any member of the Department who, by reason of age, disease, accident or other disability, does not or cannot fully, promptly and properly perform full duty in the Department, together with a detailed statement setting forth the facts in the case.
- (14) See that all the laws, ordinances, rules, regulations, orders or directives for the governing of the Department are promptly and implicitly enforced and obeyed by all members of the Fire Department and that all violations that may come to his knowledge are promptly investigated.

- (15) Summarily suspend from duty, with or without pay, any member of the Department for a flagrant violation of law, ordinance, rule, regulation or direction in all cases where the discipline or the reputation of the Department would suffer if such prompt action were not taken.
- (16) Have supreme command at all fires and at all times when on duty over the members of the Department.
- (17) Make all assignments, transfers and details and fill any temporary vacancy that may occur by detailing another member of the Department to the position.
- (18) Review and recommend for approval all bills for expenses of the Department.
- (19) Make an annual report to the Township Administrator before February 1 of each year, giving an inventory of all property of the Department, the number and location of fires during the previous year, the amount of losses incurred and the amount covered by insurance and such other information and recommendations as may be appropriate.

ARTICLE V, Deputy Chiefs

§ 37-13. Rank; general duties.

The Deputy Chief of the Fire Department shall rank next below the Fire Chief, and it shall be his duty to carry out the orders and instructions of the Fire Chief with respect to his command in a prompt and efficient manner.

§ 37-14. Absence of Chief.

During the absence of the Chief of the Department from duty, due to sickness or absence from the Township of Bloomfield on leave or special duty, the Deputy Chief assigned shall assume the duties of the Chief of the Department and, during such period, he shall exercise the same powers, perform the same duties and be subject to the same rules and regulations as the Chief of the Department. He shall not, however, issue any orders, making any transfers or assignments or in any way interfere with the general policy of the Department without the approval of the Chief or Township Administrator.

§ 37-15. Supervision of groups.

A Deputy Chief shall be in charge of each group.

§ 37-16. Powers and duties.

Each Deputy Chief shall:

- A. Attend all fires in conformity with the schedule prescribed in the running chart while on duty and promptly report his arrival to the officer in command. When at a fire,

he shall assume command and have full control and shall direct the movements of the officers and men so as to extinguish the fire with the least possible damage from fire, water or otherwise until relieved by the Chief of the Department.

B. Cause all men and apparatus not needed at fires to return to quarters.

C. See that all reports and records required from his shift are properly made.

D. Promptly and fully investigate all violations of the rules and regulations of the Fire Department or any neglect of duty that may come to his notice and shall make a full report thereon to the Fire Chief. If any such violation or neglect of duty comes to his notice while he is not on duty, he shall promptly report said violation or neglect to the Deputy Chief and the Fire Chief.

E. Promptly and officially report to the Fire Chief if he is for any reason unable to perform his duty.

A. On going off duty, make a full report to the Fire Chief of all important events in the Fire Department during his tour of duty.

ARTICLE VI, Captains

§ 37-17. Rank; powers and duties.

A. Captains in the Fire Department shall rank next below the Deputy Chief of the Department, and they shall have command of their stations and be responsible for their condition and the discipline and efficiency of the men, subject, however, to the supervision of their superior officers.

B. Captains shall:

(1) Respond to all alarms of fire in conformity with the schedule prescribed in the running chart.

(2) Ride as near as possible to the driver in answering alarms of fire and direct the driver's operation of the apparatus.

(3) See that all men and officers ride on apparatus on alarms of fire and shall not permit racing or reckless driving or the passing of other Department apparatus unless disabled and shall not permit a speed, at any time, which may cause accidents.

(4) Promptly report their arrival to the officer in command at the fire.

(5) Assume command at fires when first to arrive and exercise control until a superior officer appears and takes charge.

(6) See that no apparatus or other vehicle is driven over any line of hose except in case of necessity.

(7) Promptly investigate any incapacity, inefficiency, neglect of duty, disobedience of order or violation of any rule or regulation of the Fire Department by any member of their command and shall report the same, in writing, to the Deputy Chief on duty and the Fire Chief, through channels, stating the name of the offender, the nature of the offense, the time and place of its occurrence and the names of the witnesses.

(8) When on duty at any fire station, be responsible for the building and accessory equipment, and the Captain assigned will be responsible for coordinating the station work and the ordering of supplies.

(9) See that at least two men in each of their companies are instructed in the duties of driver and that the duty of driving back to quarters and drilling with the apparatus is alternated between them.

(10) See that the members of their commands are constantly drilled and instructed in all matters pertaining to firefighting and that records of the same are sent to the training officer as required.

(11) Perform such duties as may be required of them by their superior officers.

(12) See that every member of their command has a copy of the rules and regulations of the Department and that the same are thoroughly understood and obeyed by each member of their command.

(13) See that all general orders and memorandums of the Department are kept on file where, upon request, they will be accessible to all members at all times.

(14) Cause all the men on duty in their command to assemble on the apparatus floor for the 0730 and 1930 radio test; read all orders and instructions received since the last tour of duty; issue any verbal instructions necessary and instruct the men before dismissing them.

(15) Upon the visit of any superior officer for the purpose of inspection, assemble the men and report to the inspecting officer.

(16) Have full control of the apparatus and equipment entrusted to the care of their commands and be responsible for its care, upkeep and safety.

(17) Keep an accurate written inventory of all property entrusted to their care and check this inventory by physical count at least once a year. They shall not surrender any property belonging to the Department without first receiving an order therefor from a superior officer.

(18) See that all fire and EMS reports for their company are entered completely in to the NFIRS fire reporting system and that all events for the day are entered by the watchman into the computer Daily Log. They shall see that all equipment checks, inspection and maintenance are completed and recorded and filed or entered into the appropriate computer program.

- (19) After any accident involving any apparatus or men of their command, immediately investigate the circumstances and submit a written report to the Fire Chief and Deputy Chief on duty, giving the time, place and nature of the accident, the names of the persons involved, the names and addresses of witnesses and any necessary comments, and they shall also promptly report such accident to the Police Department and Township Clerk.
- (20) See that the fire prevention inspections prescribed for their station districts are promptly and efficiently made and that all reports concerning the same are properly made out and promptly forwarded to the Fire Official of the Fire Prevention Bureau.
- (21) See that no trash is permitted to accumulate about quarters.
- (22) Always have on duty a driver for each piece of motor apparatus and enough firefighters to perform their duty properly at fires.
- (23) See that visitors are courteously received but shall not permit any habitual lounging about quarters.
- (24) Not permit visitors or members of the Department to speak disrespectfully of superiors.
- (25) See that the dormitory is kept clean and neat and well aired and that all beds are made up and the quarters throughout are clean and ready for inspections by 10:00 a.m.
- (26) In case any apparatus needs repairing or adjustment, immediately notify the Deputy Chief in charge of apparatus and submit a repair request via the computer.
- (27) See that all extinguishers are kept freshly charged and that all apparatus is tested frequently enough to ensure its proper operation at all times.
- (28) See that the building, sidewalk, gutters and streets in front of their quarters are kept clean and free from snow and ice and other encumbrances.
- (29) Familiarize themselves, and see that their men do likewise, with all the buildings in their fire district, with the hydrants and the streets and the best routes to follow and with the water main locations and pressures.
- (30) See that a proper record is kept of all the hose on hand, that it is always dry and properly cared for after use, that the required amount is on hand or ordered, that it is properly marked and that it is changed on the apparatus after every fire or as designated by directives. The date of changing is to be entered in the computer each time.
- (31) Report any lost tools or equipment immediately to their superior officers

with a statement of the circumstances.

(32) After an alarm of fire, when the commanding officer gives the order to return to quarters, the company officer or, in the absence of the company officer, the firefighter assuming command will, via radio, code his apparatus back in service.

§ 37-18. Station Commanders.

- A. The Fire Chief shall designate one Captain from each station as Station Commander.
- B. The Station Commander shall be responsible for the coordination and implementation of all house duties.

ARTICLE VII, Firefighters

§ 37-19. Rank.

The grade of firefighter in the Fire Department shall include all the members of the Fire Department exclusive of the officers.

§ 37-20. Designated acting officer.

In the absence of any officer for command of a fire company, a designated acting officer will assume command. In an acting officer's absence, the senior firefighter in point of service of that fire company shall assume command and shall immediately report to the Deputy Chief at the time.

§ 37-21. Duties.

Firefighters shall:

- A. Promptly perform all duties of firefighters as may be established by the Fire Chief and their commanding officers.
- B. When temporarily assigned to another company or other duty than their own, immediately conform to the directions of their new officers.

§ 37-22. Restrictions upon blood transfusions.

No firefighter shall give a blood transfusion more than once in any twelve-month period unless granted permission by the Township Physician.

ARTICLE VIII,

§ 37-23.

§ 37-24.

§ 37-25.

ARTICLE IX, Illness or Injury of Members

§ 37-26. Notification of officer, Physician.

Any member of the Fire Department becoming sick or otherwise physically incapacitated from performing full duty shall immediately notify an officer at Fire Headquarters.

§ 37-27. Report to Fire Chief.

- A. Whenever the Township Physician examines a firefighter for sickness or physical disability, he shall send a written report to the Fire Chief indicating the name of the man examined, the nature of his disability and the recommendation thereon. If he excuses the man from duty, he shall so indicate on the report, together with an estimate of the probable length of time the man will be absent from work.
- B. The written report to the Fire Chief from the Township Physician shall be on a form prescribed by the Department.

§ 37-28. Procedure for reporting illnesses occurring in quarters.

If a member of the Department is injured or taken suddenly ill in quarters, the officer on duty shall notify the Township Physician, if practicable, and be guided by him. If not practicable, the officer in command shall notify the officer in command at headquarters and be guided by him.

§ 37-29. Sick leave.

- A. Any member excused from duty for reason of sickness or physical disability shall be on a status of sick leave as per Department policy.
- B. No member on sick leave shall be allowed to leave his place of residence except as outlined in Department policy.

§ 37-30. Report of accident or injury.

All members of the Department shall immediately report any accident or injury to themselves, no matter how slight, to their immediate superior, stating the cause and extent of the injury.

§ 37-31. Pay for time off.

Members shall receive full pay for time absent from duty due to sickness, injury or accident which shall have occurred in the line of duty, provided that such sickness, injury or accident was properly reported.

ARTICLE XI, Arson Investigation Unit

§ 37-35. Establishment; responsibilities.

There is hereby established in the Fire Department of the Township of Bloomfield an Arson Investigation Unit. The Arson Investigation Unit shall be responsible for conducting investigations of arson, suspicious fires or explosions within the Township.

§ 37-36. Membership.

The Arson Investigation Unit shall consist of such members of the headquarters company as the Fire Chief, with the approval of the Mayor and Township Council, shall designate.

§ 37-37. Qualifications.

Before any member shall be assigned to the Arson Investigation Unit, he shall have successfully completed a basic training course for police officers at a school approved by the Police Training Commission and an arson investigation training course approved by the New Jersey Department of Law and Public Safety.

§ 37-38. In-service training.

Any member who is assigned to the Arson Investigation Unit shall attend and successfully complete in-service training programs as required by the Division of Criminal Justice.

§ 37-39. Authority of members.

Any member who is assigned full time to the Arson Investigation Unit shall have the same powers and authority of police officers within the municipality while engaged in the actual performance of arson investigation duties. Such member is hereby authorized to carry a firearm while engaged in the actual performance of arson investigation duties.

ARTICLE XII, Training Officer

§ 37-40. Supervision.

The officer assigned as Training Officer shall be under the general direction of the Fire Chief.

§ 37-41. Powers and duties.

The Training Officer shall:

- A. Formulate drills and training procedures and supervise all matters pertaining to the Bureau of Training.
- B. Be responsible for the care and maintenance of all training equipment and props.
- C. Respond to multiple alarms of fire and to other serious emergencies when called by the officer in charge and shall, while assisting in the control of such emergencies, observe particularly the results of training.
- D. Seek and use, at all times, the most modern and efficient methods of training Fire Department personnel.

- E. At the direction of the Fire Chief, be responsible for the training of the Volunteer Fire Company.
- F. Supervise all officers or members assigned to the Training Bureau and see that training is given uniformly and that all members receive the instructions specified.
- G. Keep training records of all companies and all members, and forward progress reports and monthly reports to the Fire Chief.
- H. Prepare and submit to the Fire Chief an annual report of all activities of the Bureau of Training, including statistical compilations of instructor hours and student hours and such additional recommendations and conclusions as may be necessary or required.

§ 37-42. Records and reports.

All members assigned to the Training Bureau shall make records and perform such other duties as the Fire Chief may require, including firefighting.

ARTICLE XIII, Officer in Charge of Maintenance, Apparatus and Equipment

§ 37-43. Supervision.

The officer or firefighter assigned to maintenance shall be under the direction of the Fire Chief.

§ 37-44. Powers and duties.

The officer or firefighter assigned to maintenance shall:

- A. Supervise all members assigned or detailed to maintenance.
- B. Be responsible for the maintenance and repair of all apparatus and equipment in the Department.
- C. Report to the Chief any abuse of motors or apparatus or any lack of care of such equipment which comes to his attention.
- D. Set up rules and procedures governing the inspection, lubrication and operation of equipment.
- E. Report to the Fire Chief when, in his opinion, any piece of apparatus is for any reason unfit for further service.
- F. Prepare and submit to the Fire Chief a report in October of each year stating the repairs or replacements that, in his opinion, will be necessary during the following year to apparatus and equipment.
- G. Respond to multiple alarms of fire and other emergencies when called by the officer in charge and, while assisting in control of such emergencies, observe particularly the operation of equipment.
- H. Make records and reports and perform such other duties as the Fire Chief may require, including firefighting.

ARTICLE XIV, House Watch

§ 37-45. Continuous floor watch required.

Continuous floor watch shall be maintained at each fire station in the Fire Department at all times, unless otherwise directed by the Deputy Chief on duty.

§ 37-46. Roster.

The detail of the men on house watch duty shall be by roster of the firefighters of the company or companies on duty.

§ 37-47. Start of duty.

The firefighter detailed as house watch shall begin duty promptly at the time specified and shall enter his name and the exact time in the station journal.

§ 37-48. Apparatus room.

The house watch shall see that everything in the apparatus room is in its proper place and in good order, that the telephones are operating properly and that all telephone calls are promptly and properly answered.

§ 37-49. Alarms.

The house watch shall be responsible for correctly receiving and promptly reporting to the commanding officer every alarm received by any means, and he shall respond with his company in answer to alarms of fire.

§ 37-50. Daily log.

- A. The house watch shall be strictly responsible for all entries made in the daily log during his hours of duty except those made personally by an authorized officer.
- B. The daily log to be kept by the house watch shall be an accurate and complete history of the activities of each company during its tour of duty and of all occurrences affecting it, the regular and special duties performed by its individual officers and men, all orders received or given, whether verbal or written, any accidents or injuries to men or apparatus, actions taken in reference thereto, unusual occurrences of all kinds, delinquencies of officers or men, changing and testing of hose and charging of extinguishers, receipt and transfer of equipment or supplies, roll calls, suspensions, leaves, sicknesses, visits of officials and anything in any way pertaining to the administration of the station or of interest to the Department.

§ 37-51. Visitors.

The house watch shall politely inquire the business of visitors and shall then call his commanding officer. He shall not allow visitors in the house after 10:00 p.m.

§ 37-52. Violation of rules upon premises.

The house watch shall not permit any violations of the rules and regulations on the apparatus floor or in front of quarters and shall at once call his commanding officer should a condition arise which he cannot control by his orders.

§ 37-53. Relief from duty.

The house watch shall not leave his post unless properly relieved, and he shall notify his successor before the time specified for his relief.

§ 37-54. Report of members leaving premises.

All members on duty shall report to the house watch before leaving quarters, giving their authority for leaving, and shall similarly report their return. The house watch shall report these and all other absences in the station journal, recording the exact time and reason for each going and coming.

§ 37-55. Violations; absence without leave.

Any failure of officers or men to comply with the above requirements shall, in addition to being accounted a violation of the rules, subject the delinquent to the charge of absence without leave during the time of such absence from quarters.

ARTICLE XV, Shift Duty Routine

§ 37-56. Average length of duty; exception.

The Fire Department shall operate under the four-group system. Each group shall be on actual duty for not more than an average of 42 hours per week in any eight-week cycle, provided that nothing herein contained shall be construed to mean that, in times of emergency, the officer or official having charge and control of the Fire Department shall be prohibited from summoning to and keeping on duty as many such superior officers and firefighters as shall be deemed necessary to cope with such emergency.

§ 37-57. Hours of duty; relief of duty.

Unless otherwise directed by the Fire Chief, the group on day shift shall report at 0700 hours and remain continuously on duty until 1900 hours, and the group on night shift shall report for duty at 1900 hours and remain continuously on duty until 0700 hours.

Each group on duty shall remain on duty until properly relieved by the succeeding group.

§ 37-58. Assignment to groups; transfers.

The assignment of officers and men to stations and groups shall be made by the Fire Chief. The Fire Chief may transfer any individual or group of men or officers from one group or station to another for the good of the Department.

§ 37-59. Switching tours of duty.

No member shall trade or substitute his tour of duty with any other member except on direct authority of his commanding officer.

§ 37-60. Reporting for duty; tardiness; covering tardiness or absences.

- A. All members shall report for duty on time, and no member or group shall go off duty until properly relieved.
- B. All members shall so time their departure from home when reporting for roll call that ordinary delays of traffic and uncertain transit service will not prevent their arrival at quarters well in advance of the hour for roll call.
- C. All lateness and absences not authorized by proper authority must be explained, in writing, to the Deputy Chief on duty and forwarded to the Fire Chief, and all such offenders are subject to formal charges.
- D. Any member off duty who, on account of sickness, injury or any other emergency, is unable to report for duty on time shall notify an officer on duty at Headquarters at least one hour before his term of duty begins.
- E. If any member fails to report for duty, his station commander may select a member from the opposite tour to remain on duty until the absent member reports or some other arrangement is made.

§ 37-61. Roll call; instructions.

The officer in charge of each station shall assemble his company or companies and call the roll at the exact hour for the beginning and again at the end of each tour of duty. He shall read all orders or other pertinent matter received since the last roll call, deliver any oral instructions or directions deemed necessary, make a close inspection of the men as to personal appearance and physical condition and dismiss them.

§ 37-62. Attendance report.

A report of all those present, of all who were late in reporting and of all absentees shall be entered by name in the station journal, together with the reason for all authorized absentees, and a similar report shall be forwarded to the Chief.

§ 37-63. Reading daily log entries.

- A. The officer in charge of each station shall, when entering upon his tour of duty, carefully read the daily log entries of the preceding group.
- B. The officer in charge of each station shall, before leaving duty after his tour, carefully read the daily log entries made by his tour. In stations occupied by one or more companies, all officers shall read the daily log.

§ 37-64. Fires at shift change.

- A. Should the company reporting for duty find that the preceding company is absent from quarters at a fire or other Department business, the officer in charge shall

promptly try to communicate with the Chief or officer in charge at the fire. Failing to do this promptly, or if instructed by the Chief or the officer in charge at the fire, he shall direct his company to proceed in a body, on foot or by such public or personal vehicular means of travel as may be available, with all possible haste, to the scene of the fire to relieve or assist the preceding company. In such cases, the officer in command shall, whenever possible, notify the officer in charge of the relieving company whether he is to proceed to the fire or remain in quarters so as to avoid unnecessary movement of the men.

- B. If requested to proceed to a fire, the relieving company shall report to the officer in charge of the fire, who shall direct them to relieve the other company or shall assign them to such other duty as he may deem advisable.
- C. The officer in charge at the fire shall direct whether companies already on duty are to be relieved upon the arrival of the relieving company or whether it is to be held until he considers its services can be dispensed with. Upon being relieved at the fire, the outgoing company shall return immediately to quarters for dismissal.
- D. When one company returns from a fire at or after the time it is scheduled to be relieved by the succeeding company, the crew of the oncoming group will be required to clean the apparatus and to return it to good working condition.

§ 37-65. Dormitories.

- A. Beds in the dormitories shall be used only between 2100 hours and 0630 hours.
- B. All members of the night group shall be up by 0600 hours and shall clean the station and shall air and make up the beds by 0630 hours.
- C. No two persons shall use the same sheets and pillowcases. The outgoing group shall remove its' own bed linen and the oncoming group shall make up its' beds with its' own linen. Blankets are to be kept clean by men assigned to beds.

§ 37-66. Closing quarters.

All quarters shall be closed and all lights, except night-lights, extinguished by 2300 hours.

§ 37-67. Cleaning apparatus.

All apparatus shall be cleaned and ready for inspection by 1000 hours.

ARTICLE XVI, Emergency Recall

§ 37-68. Recall of members; exceptions.

Members of the Fire Department who are off duty shall be subject to recall to duty in times of emergency by direction of the Chief or officer in command of the group.

§ 37-69. Recall orders.

Recall orders shall be sent out in such manner as designated by the Chief.

§ 37-70. Addresses and telephone numbers of members on file.

Each station commander shall keep a list on file showing the latest address and telephone number of each member assigned to the station and shall forward a duplicate of all data to headquarters. Each member shall report changes in his address or telephone number within 24 hours to his station commander.

§ 37-71. Action upon recall.

- A. Upon receiving the recall signal, each member shall immediately proceed to his respective station for his PPE. Then he shall be guided by directive in his station in regards to responding to the fire or manning reserve apparatus.
- B. After recall, each station commander shall have entered in the daily log the names of all off-duty firefighters who responded. Then he shall forward a list of the names to the Deputy Chief on duty. The Deputy Chief on duty shall verify the accuracy of the list and thereafter forward it to the Fire Chief.

ARTICLE XVII, Disciplinary Actions

§ 37-72. Enforcement.

The control and discipline of the Fire Department of the Township of Bloomfield shall be vested in the Mayor and Council acting through the Township Administrator, the Fire Chief and the officers of the Fire Department. These designated persons shall have the power to enforce all the rules and regulations hereinafter provided and any administrative rules and regulations which it may promulgate from time to time. They shall enforce these rules by reprimand, deduction of pay, fine, reduction in rank, forfeiture of days off, suspension from duty with or without pay or dismissal from the Department. The penalty shall be in accordance with the nature and seriousness of the offense. It shall be entered on the service record of the offender.

§ 37-73. Charges.

- A. Charges may be preferred against any member of the Fire Department by any member of the Department for any one or more of the following offenses:
 - (1) Negligent or willful injury or purposeful waste of any public property.
 - (2) Intoxication while on duty or in uniform.
 - (3) Disobedience of orders or commands of superior officers.
 - (4) Indecent, profane, harsh or uncivil language while on duty.
 - (5) Willful disrespect to superior officers.
 - (6) Willful neglect to pay just debts contracted while a member of the Department.
 - (7) Conviction of a violation of the criminal laws of the State of New Jersey.
 - (8) Absence without leave without good reason.
 - (9) Unauthorized sleeping on duty.
 - (10) Willful neglect of duty.
 - (11) Conviction of any national, state or municipal law that would tend to bring discredit to the Fire Department.
 - (12) Unjustifiable public comment on the official action of a superior officer.
 - (13) Any unjustifiable act of apparent cowardice at a fire or at a drill.
 - (14) Bringing any intoxicating liquors upon any of the premises of the Fire Department for the purpose of consumption thereon.

- (15) Intentionally making a false statement in any application for or in connection with appointment to the Fire Department.
- (16) Intentionally making a false statement in connection with official duties.
- (17) Violating any of the ordinances of the Township of Bloomfield or of the rules and regulations governing the Department or any rule or regulation promulgated by the Township Council or by the Township Administrator and approved by the Council.

B All charges shall be in writing and signed by the person making the charges and filed in the office of the Fire Chief. The complainant shall be required to sustain such charges at the trial of the accused by the presentation of competent testimony and evidence. The accused shall be permitted to offer testimony and witnesses in his own behalf.

ARTICLE XVIII, Leaves of Absence

§ 37-74.

§ 37-75. Application for leave.

Except by reason of illness, no member of the Fire Department shall be absent from duty without first making application for leave of absence, stating in detail the cause and duration of such requested absence and presenting the same to the Fire Chief for his approval. Violation of this rule will be deemed absence without leave and subject the offender to loss of pay during absence and to charges.

§ 37-76. Prolonged absence without leave.

Unexplained absence of any member of the Fire Department of five days may, at the recommendation of the Township Administrator and the Fire Chief to the Township Council, be deemed and held to be a resignation of such member and accepted as such.

ARTICLE XIX, General Regulations

§ 37-77. Devotion to duty; following orders.

- A. All members of the Fire Department shall devote their working time to the service of the Fire Department and answer all assigned alarms of fire received at their stations.
- B. Members shall promptly obey all the rules of the Fire Department and all orders received from superior officers.

§ 37-78. Duties at fires.

- A. Members shall promptly remove all persons in danger at fire, render such first aid as may be necessary and see that any necessary medical care or ambulance service is promptly arranged.

- B. Members shall look for evidence of incendiaries in cases of fires of suspicious origin but shall avoid expressing any public opinion on the same.
- C. Members shall endeavor to detect or obtain evidence to convict persons sending false alarms of fires.

§ 37-79. Public property.

- A. Members shall carefully protect from waste or abuse all public property in quarters and at fires. This includes light, fuel and expendable supplies.
- B. Members shall not sell or give away any public property or loan the same without proper authorization.

§ 37-80. Leaving quarters or scene of fire.

Members shall not leave their quarters or a fire or any duty without the permission of their superior officer.

§ 37-81. Courtesy of members.

Members shall not use obscene or improper language but shall always be respectful and courteous to superiors, other members of the Fire Department and citizens.

§ 37-82. Report of information.

Members shall, at all times, serve the best interest of the Fire Department by observing and reporting all matters pertaining to and concerning its' welfare to the proper officials.

§ 37-83. Use of Department telephones.

- A. Members shall not use the Department telephone except for official Fire Department business or in case of an emergency or with the permission of the officer in charge.
- B. When answering the telephone, members shall always give their station number, then their rank and their name.
- C. When telephoning an alarm of fire, members shall always give the above information, then the alarm, and shall wait until the operator repeats the message correctly.

§ 37-84. Alcoholic beverages.

- A. Members shall not, while in full uniform, enter any place where intoxicating beverages are sold for any purpose except the strict discharge of their duty.
- B. While on duty, members shall not, under any circumstances; drink any intoxicating beverages nor use any harmful drugs or narcotics nor have or allow, except upon doctor's orders, the same to be brought into or kept in quarters.

Members shall not indulge in or permit gambling in any form in quarters.

§ 37-86. General conduct.

Members shall not be guilty of conduct unbecoming a firefighter or conduct prejudicial to the good reputation, order or discipline of the Department while on duty.

§ 37-87. General responsibilities of officers.

- A. Officers shall not unnecessarily jeopardize the lives or safety of the men under their command.
- B. Officers finishing up work at a fire shall make every possible effort to prevent rekindling.

§ 37-88. Solicitations.

- A. Members shall not, while in full uniform, invite, suggest or request any contribution or sell any tickets for any purpose or receive any gifts of money or goods from any source without the express permission, in writing, of the governing body or Township Administrator.
- B. Political solicitations.
 - (1) No member shall, by using the uniform, badge or prestige of the Department, attempt to influence the vote of any person for or against any candidate for public office.
 - (2) No solicitation, speech, campaign literature or distribution thereof, for or against any candidate for public office, shall be permitted on Department property.

§ 37-89. Riding on Department vehicles.

Members shall not permit any person not a member of the Department to ride upon any Department vehicle without approval of the Chief in charge, except in an emergency or on official business of the Department.

§ 37-90. Official channels of communication.

All communication relating to the official business of the Department to or from any member of the Department shall be transmitted through official channels as follows: from a member through his station commander or officer in charge, through the Deputy Chief and through the Fire Chief to the Township Administrator, if necessary, and the reverse order for communications going the other way.

§ 37-91. Transfers.

Any application for transfer shall be in the handwriting and over the signature of the applicant, stating truly and fully the necessity thereof and forwarded through official channels to the Fire Chief and thereafter placed in the proper Department file.

§ 37-92. Distribution of Rules and Regulations.

- A. The printed form of this chapter and all amendments and additions thereto shall be known as the "Rules and Regulations," and each member shall be issued a copy. It shall be the company officer's responsibility to see that every member of his company receives a copy of every order thereafter issued which changes or affects the Rules and Regulations and attach the same to his copy of the Rules and Regulations.
- B. All members shall read and become familiar with the Rules and Regulations and ordinances governing their work and all other regulations affecting them.
- C. Whenever there is doubt as to the meaning of a rule or regulation, application shall be made to the Fire Chief for an interpretation of the same.

§ 37-93. Conduct in dormitories,

Members of the Department shall not smoke nor unnecessarily disturb men asleep in the dormitory.

§ 37-94. Twenty-four-hour duty; beginning of workday.

- A. All members of the Fire Department are considered on duty for 24 hours every day except when on regular or special leaves of absence or on sick leave.
- B. The working day shall officially begin at 0700 hours in the Fire Department.

§ 37-95. Other employment.

Members shall not be employed in or connected with any extraneous business or occupation which will impair their departmental proficiency.

§ 37-96. Work done at stations.

Any work that is necessary and connected with the Department to be done about the stations, premises, apparatus or other property of the Department shall be done by the members, if practicable.

§ 37-97. Smoking.

Members in uniform shall not smoke while in the street nor while answering an alarm of fire, except by permission.

§ 37-98. Confidentiality of members' names.

Members shall hold confidential the names and addresses of other members.

§ 37-99. Vehicles on department property.

No automobile, other than departmental cars, shall be allowed on Fire Department property for any length of time whatsoever, except by the express permission of the commanding officer in charge. Under no circumstances shall any member of the Department perform any work on any private car on Department property or adjacent thereto without the express permission of the officer in charge.

§ 37-100. Orders at fires.

At fires, orders from officers to advance or withdraw are to be strictly and expeditiously obeyed.

§ 37-101. Familiarity with streets and hydrants.

- A. All members shall familiarize themselves with all street numbers and hydrant locations in their district and with the most direct and least congested routes.
- B. Members shall, at all times, pay particular attention to all hydrants they pass and shall promptly report any defect or obstruction therein to the nearest station.

§ 37-102. Peddling and soliciting on Department property.

No one shall be permitted to demonstrate or sell his merchandise in any fire station except on written permission from the Fire Chief.

§ 37-103. Telephones in members' homes; notice of change of address or telephone number.

- A. Every member of the Fire Department must have a telephone number on record for emergency reasons.
- B. Notice of any change in address or telephone number will be given to his company officer within 24 hours.

§ 37-104. Prohibited conduct by officers.

Officers of the Fire Department are expected to set an example for the other members, and any willful neglect, indifference or infraction of regulations on their part will be considered an aggravated offense and dealt with accordingly.

§ 37-105. Attire traveling to and at fire.

All members of the Department going to and at fires shall wear the regulation attire; drivers may wear fatigue caps until their arrival at the fire.

ARTICLE XX, Articles of Attire; Uniforms

§ 37-106. Station wear and turnout gear.

Station wear and turnout gear shall be as specified in NFPA 1500.

§ 37-107, Uniforms.

Uniforms of members of the Department shall be worn at such times as the Fire Chief may direct.

ARTICLE XXI, Violations and Penalties

§ 37-108. Applicability of statutory penalties.

Any violation of the Rules and Regulations contained herein will be subject to penalties as prescribed under Title 4 of the New Jersey Administrative Code, Department of Civil Service.

ARTICLE XXII, Membership

§ 37-109. Composition of Career Department.

The Fire Department of the Township of Bloomfield, New Jersey, shall consist of such personnel as the Township Council may appoint from time to time in the best interest of public safety and welfare.

ARTICLE XXIII, Volunteer Fire/Rescue Company

§ 37-110. Purpose.

- A. The Auxiliary Fire/Rescue Squad was established under the Office of Civil Defense. The Office of Emergency Management has replaced the Office of Civil Defense without addressing many volunteers' needs. This will allow for the establishment of a Volunteer Fire/Rescue Company within the Bloomfield Fire Department, transferring all personnel and equipment to the Fire Department.
- B. This shall identify the role and responsibility of the Volunteer Fire/Rescue Company.

§ 37-111. Organization.

- A. Organization of Department.
 - (1) The Bloomfield Fire Department shall consist of a Career Department augmented by volunteer personnel. The number of personnel in each is determined by the Bloomfield Township Mayor and Council.
 - (2) The overall administrator and executive head of the Fire Department is the Fire Chief.
- B. Career Department. See Article XXII, Membership.
- C. Volunteer Company. The Volunteer Company shall augment the services that the Career Department currently provides for the townspeople of Bloomfield. The

Volunteer Company shall consist of one fire/rescue company. The Company shall be supervised by a Captain and the number of Lieutenants, as determined by the Fire Chief, to efficiently manage the Volunteer Company. The Captain and Lieutenants shall be appointed from the Volunteer Company, with the Fire Chief's approval, and shall report directly to the Fire Chief.

§ 37-112. Appointment to Volunteer Company.

- A. Persons appointed to active membership in the Volunteer Fire/Rescue Company of the Bloomfield Fire Department shall have successfully passed the physical examination, psychological examination by a physician and criminal background check and be recommended by the Fire Chief for appointment to the Volunteer Company by the Township.
- B. Upon appointment, all members shall be given the following for their use in departmental activities. The equipment shall be properly maintained.
 - (1) Work uniform.
 - (2) Complete set of firefighter protective clothing.
 - (3) Copy of Department Rules and Regulations.
 - (4) Copy of all standard operating procedures (SOPs) relevant to their position.
- C. Annual renewal of appointment to the position of active member in the Volunteer Fire/Rescue Company is by the Fire Chief. It requires a minimum fifty-percent attendance in drills and twenty-five-percent attendance of all incidents of a working fire.
- D. Those members who choose not to make the attendance requirements of the volunteer firefighter may choose to be an auxiliary firefighter. Auxiliary firefighters do not have the same fire-ground role as a volunteer firefighter. The Auxiliary firefighters are more of a support function limited to outside the fire structure. Those roles are less stressful and less demanding.

§ 37-113. Classification and duties.

- A. All persons newly appointed to the Volunteer Company who do not meet the criteria for Firefighter I or better shall be classified and subject to the restrictions of probationary firefighter.
- B. A probationary firefighter is restricted from entering a structural fire building for the purpose of any firefighting activity until such time that the Fireground Commander has declared the fire under control and determined that it is safe for probationary firefighters to enter for observation purposes.
- C. All probationary firefighters must attend Firefighter I training classes as provided by the Fire Department or a county academy, at the discretion of the Chief of the Fire Department. Successful completion of the required course, along with recommendation by the Captain of the Volunteer Company, is required to

advance to Firefighter I. Probationary firefighters shall also attend a minimum of 75% of scheduled drills during the first year.

§ 37-114. Captain Volunteer Company.

- A. The Captain shall be responsible for maintaining the proper operation and performance of the Volunteer Company, in a manner that is consistent with the Bloomfield Fire Department's policies, rules and regulations, Department orders and SOPs.
- B. The Captain shall report to the Incident Commander at emergencies. The Captain shall then direct the Volunteer Company as required by the Incident Commander.

§ 37-115. Lieutenant Volunteer Company.

- A. The Lieutenant shall be next in command to the Captain of the Volunteer Company.
- B. The Lieutenant shall assume command in the event that the Captain is delayed or absent from emergencies or drills.
- C. The Lieutenant shall report to the Incident Commander at emergencies. The Lieutenant shall then direct the Volunteer Company as required by the Incident Commander.

§ 37-116. Chain of command.

- A. The Volunteer Company shall report to the Chief of the Bloomfield Fire Department.
- B. The Chief of the Fire Department shall be the executive head of the Fire Department, charged with policy-making, planning, management and administration of the Department and all personnel, including all volunteer firefighters and officers, therein.
- C. The Captains and Lieutenants, as appointed by the Fire Chief, shall have control over the Volunteer Company.
- D. The Captain shall be responsible for the operation of the Volunteer Fire Rescue Company (and shall report to the Fire Chief or the Deputy Chief on duty depending on the nature of the situation).
- E. Lieutenants shall rank next below Captain and shall be in charge of a squad.
- F. The authority of the officers of the Volunteer Rescue Company shall be limited to the members of the Volunteer Company.

§ 37-117. Calendar year.

- A. There is only one calendar year for the Volunteer Company, this being from January 1 through December 31.
- B. The calendar year is used to determine the percentage of attendance requirements that are met.

- C. Attendance figures for the year are posted quarterly on the Volunteer Company bulletin board.

§ 37-118. Drill attendance.

- A. Personnel should arrive before the designated starting time and remain until all cleanup details are complete.
- B. Credit for attendance is only given for members arriving within 15 minutes of starting time and remaining for the majority of the drill.
- C. All personnel should bring all protective clothing to each drill.
- D. Attendance lists are taken by the Captain, or his designee, of the Volunteer Company and are submitted to the Department Training/Safety Officer at the completion of the drill.
- E. The Captain shall be responsible to complete the required departmental forms.

§ 37-119. Training/Safety Officer.

- A. At all incidents or live training exercises, there shall be present the Fire Department Safety/Training Officer. This person is a member of the Career Department. Should the Fire Department Safety/Training Officer not be present, the Captain of the Volunteer Company shall appoint one, should the Volunteer Captain be the Incident Commander.
- B. Should the Captain have to appoint one, the Safety Officer should be chosen from those with some experience in this field.
- C. It is the responsibility of the Safety Officer to pay special attention to any activities that jeopardize the well-being of civilians or firefighters. Whenever possible, the Safety Officer shall not be involved in any tasks that would prevent the Safety Officer from acting effectively.

§ 37-120. Drills.

- A. Training drills are conducted for Volunteer Company personnel twice per month, except in July, August and December (once a month).
- B. Drills are usually scheduled for one weeknight and one Sunday.
- C. Drills begin at 1900 hours on weeknights and 0900 hours on weekends.
- D. Special drills can be called at the discretion of any officer with approval of the Fire Chief.
- E. The content of the drills and training exercises may be recommended by the Captain of the Volunteer Company to the Department Training/Safety Officer for review and requires approval of the Fire Chief.

§ 37-121. Schedule.

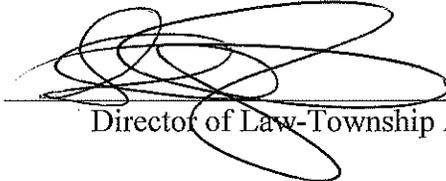
A schedule of the monthly drills should be prepared by the Training/Safety Officer of the Department and approved by the Fire Chief.

§ 37-122. Discipline.

- A. The Volunteer Company shall be subject to disciplinary action in the event of any infraction of Fire Department rules, regulations, policies and SOPs.
- B. The violating member shall have charges submitted in writing, with the charging party signing the charges.
- C. The Fire Chief will then preside at the disciplinary hearing with all parties concerned present.
- D. The Fire Chief will issue a written reply within seven days.

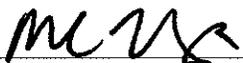
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Approved as to form and procedure on basis of facts set forth.


 Director of Law-Township Attorney

I hereby certify that the above ordinance was duly adopted by the Mayor and Council of the Township of Bloomfield at a meeting of said Township Council held on *MARCH 25, 2019.*


 Municipal Clerk of the Township of Bloomfield


 Mayor of the Township of Bloomfield

✓ Vote Record - Ordinance						
		Yes/Aye	No/Nay	Abstain	Absent	
<input type="checkbox"/> Adopt	Jenny Mundell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Deny	Nicholas Joanow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Withdrawn	Sarah Cruz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Table	Wartyna Davis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Not Discussed	Ted Gamble	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> First Reading	Richard Rockwell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Table with no Vote	Michael J. Venezia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Approve						
<input type="checkbox"/> Veto by Mayor						
<input type="checkbox"/> Discussion						
<input type="checkbox"/> Defeated						
<input type="checkbox"/> Discussion No Vote						

✓ Vote Record - Ordinance						
		Yes/Aye	No/Nay	Abstain	Absent	
<input type="checkbox"/> Adopt	Jenny Mundell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Deny	Nicholas Joanow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Withdrawn	Sarah Cruz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Table	Wartyna Davis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Not Discussed	Ted Gamble	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> First Reading	Richard Rockwell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Table with no Vote	Michael J. Venezia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Approve						
<input type="checkbox"/> Veto by Mayor						
<input type="checkbox"/> Discussion						
<input type="checkbox"/> Defeated						
<input type="checkbox"/> Discussion No Vote						