

Resolution No. 2025-58

**A RESOLUTION ADOPTING AND CODIFYING THE JOB DESCRIPTION FOR
THE POSITION OF FIRE DIRECTOR**

WHEREAS, the Board of Fire Commissioners (the "Board") of Fire District No. 1, Township of Mount Holly, County of Burlington and State of New Jersey (the "District") wishes to formalize and codify the role, responsibilities, authority and accountability of the position of Fire Director; and

WHEREAS, under applicable law for fire districts may, by resolution, prescribe the powers, authority, functions and duties of fire department leadership

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District No. 1, Township of Mount Holly, County of Burlington and State of New Jersey, as follows:

1. **Position Established.** The position of *Fire Director* was formally established for the District by resolution in 2006 and the job description is attached hereto as Addendum A of this resolution.
2. **Reporting Relationship.** The Fire Director shall report to the Board of Fire Commissioners (or its designated Committee) and shall serve as the principal administrative executive for the District's fire-services operations.
3. **Purpose of Role.** The Fire Director shall provide executive leadership, strategic and operational oversight, policy implementation, budgeting, staffing and coordination of fire protection, fire prevention, code enforcement, training, emergency response operations, and other activities as assigned by the Board.
4. **Key Duties and Responsibilities.** Without limiting the generality of the foregoing, the Fire Director shall:
 - a. Develop, implement, monitor and revise the District's strategic fire protection plan and annual operational goals.
 - b. Oversee the preparation of the District's annual budget for fire services, and submit that budget to the Board for review and approval.
 - c. Direct the staffing, deployment, training, certification, performance evaluation, discipline (consistent with applicable law) and reporting of all District personnel involved in fire services.
 - d. Serve as the chief executive officer for fire operations, including, when so designated, acting in command authority at fire scenes or ensuring delegation thereof consistent with policy.
 - e. Formulate and implement rules, regulations, standard operating procedures, and emergency directives for the District's fire services in consultation with the Board.
 - f. Ensure compliance with all applicable statutes, regulations, codes, fire prevention standards, and reporting obligations.
 - g. Monitor and analyze operational performance metrics, incident response data,

training outcomes, and make monthly and/or annual reports to the Board.

h. Coordinate with related agencies (municipal, county, state), volunteer fire companies, mutual aid partners, and other stakeholders to ensure effective delivery of fire protection and prevention services.

i. Oversee capital planning, apparatus and equipment acquisition, maintenance and replacement, facility matters, and long-term asset management for the District's fire services.

j. Perform other duties as may be designated by the Board consistent with this role.

5. **Authority.** The Fire Director shall have authority, subject to Board policy and budgetary appropriation, to:

a. Assign personnel, direct work, and delegate responsibilities to subordinate supervisors and staff.

b. Approve operational expenditures within parameters established by the Board.

c. Authorize training programs, certification initiatives and operational readiness activities.

d. Recommend to the Board appointment, promotion, transfer, suspension or termination of personnel (subject to applicable laws) in consultation with the Board or its designee.

6. **Performance Evaluation.** The Board shall conduct an annual performance review of the Fire Director, based on criteria developed by the Board, including operational effectiveness, budget adherence, training outcomes, incident response metrics, personnel management, and stakeholder relations.

BE IT FURTHER RESOLVED, that the Board Chairman, the Director and the Treasurer be authorized to execute any and all documents to effectuate the intent and purpose of the within Resolution and the Clerk attest thereto; and,

BE IT FURTHER RESOVLED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, Township ordinances, local, state and federal laws and rules and

regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

This resolution shall take effect immediately upon adoption.

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

This resolution shall take effect immediately upon adoption.

Board of Commissioners Recorded Vote

Member	Motion	Second	Aye	Nay	Abstain	Recused	Absent
Joshua Brown	α		α				
June Gaskill		α	α				
Rosemarie Logue				α			
Nicole Saucier			α				
Jeena Sheppard				α			

CERTIFICATION

I, **JEENA SHEPPARD**, Clerk of the Board of Fire Commissioners of Fire District No. I, Township of Mount Holly, County of Burlington, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the **5th Day of November 2025**.

I do further certify that the said Board of Fire Commissioners of Fire District No.1, Township of Mount Holly, County of Burlington, State of New Jersey, is composed of - 5 - members and that -5- members were present , -3- members voted affirmatively for the adoption of the Resolution , -2- member(s) voted against the adoption of the Resolution , 0- member(s) abstained from the adoption of the Resolution and 0- member(s) recused themselves from the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No.1, Township of Mount Holly, County of Burlington, State of New Jersey, on this **5th Day of November 2025**.


JEENA SHEPPARD, CLERK

Board of Fire Commissioners

Fire District No. 1

Township of Mount Holly

11/17/2025

Addendum A

DIRECTOR OF FIRE SERVICES

DEFINITION: Under direction, acts as administrative officer of the Fire District/Department; performs other related duties.

NOTE: The descriptions of work set forth below for the position are for illustrative purposes

only. A person in this title (position) may not perform all duties listed in the description of

work. Conversely, all duties performed in the position may not be set forth. The description

of work shall be interpreted in its broadest sense so as to allow the District (Board) to

function under the leadership of this position.

DESCRIPTION OF WORK:

- Responsible for the overall supervision and management of the Fire District/Department whether administrative, operational or otherwise.
- Acts as agent of the Fire District (Board) in the administration of District/Department affairs, and integrate and coordinate activities and functions within the Fire District and Department.
- Submit monthly reports to the Board of Fire Commissioners as to the state of the Fire District/Department including, but not limited to, recommendations as to any purchases that may be necessary or desirable for the Fire District and provide all necessary information and recommendations as to the state of the Fire District to include all, but not limited to, fire stations, apparatus, staffing, communications, training and education and equipment.

- Responsible for preparing for the Districts public meetings. Including but not limited to; developing meeting agendas, overseeing set up and break down of meeting location, as well as maintaining the District website in a timely fashion.
- Plans, organizes and directs the activities and work programs in the area of budget and accounting, procurement, personnel, management information systems, and facilities management.
- Supervises work operations and/or functional programs, and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.
- Conduct monthly meetings with the Chief and Line Officers to discuss issues relating to the Fire District/Department.
- Approve or decline the eligibility, qualifications and/or certifications of all Fire Officers and firefighters prior to their election to determine eligibility for each rank. In addition, the Director shall also approve or decline any course equivalents as permitted to determine if the equivalent courses meet the intended criteria.
- Develop and implement to include, but not be limited to, any rules, regulations, guidelines and policies whether administrative, operational or other to govern the Fire District/Department in accordance with all Federal, State and local laws, rules, regulations or guidelines.
- To review, approve, amend, and/or disapprove any rules, regulations, guidelines and policies whether administrative, operational or other to govern the Fire Department in accordance with all Federal, State and local laws, rules, regulations or guidelines.

- Responsible for the preparation, management and supervision of the Fire Districts Annual Financial Budget. Responsible for preparing, submitting and approving any and all purchase order requests for the Fire District.
- Shall develop and implement safety programs and serve as District Exposure Control Officer.
- Responsible for any and all official Fire District communications or correspondence which may need to be dispensed to the media, outside agencies (Fire, Police, EMS) and/or any other source, whether administrative, operational or other.
- Recognize and address any and all deficiencies within the Fire District, whether administrative, operational or other.
- Establish and maintain any and all Fire District records and files to include, but not be limited to, personnel, apparatus, fire stations and equipment.
- Establish and maintain a positive, public Fire District image and serve as the District Public Information Officer.
- Authority to instill and impose corrective actions to include but not be limited to probation, suspension and termination, against any and all members/employees of the Fire District for any and all actions detrimental to the good and welfare of the District to include but not be limited to infractions of any Federal, State and local laws, rules, regulations, guidelines, policies and ordinances.
- Responsible for the supervision and coordination of the Fire District with regard to the Office of Emergency Management or any other outside agency to include but not limited to any and all emergencies, standbys, preplanned events or other.

- Establish a predetermined local fire mutual aid system.
- Direct and manage personnel practices, activities, issues, policies and evaluations.
- Coordinates the training and educational needs of District/Department personnel.
- Manage and provide support for fire district information technology functions. This includes systems application and development, database administration, desktop and server support, website design, development and maintenance of networks, information security and integrity.
- Any and all duties assigned by the Board of Fire Commissioners.

REQUIREMENTS:

EDUCATION

Graduation from an accredited college with a Bachelor's degree.

NOTE: Applicants who do not possess a Bachelor's degree may substitute experience

as indicated below on a year-for-year basis with one (1) year of experience being equal to (30)

semester hour credits.

EXPERIENCE

Five (5) years of management experience which shall have involved setting program or

organizational goals and objectives, establishing organizational structure or determining the

need for and developing plans for organizational changes, setting policy for the organization

or program managed by establishing program emphasis and priorities and developing

operating and procedural guidelines, and directing the work of the organization or program

through subordinate levels of supervision.

NOTE: Possession of a master's degree from an accredited college or university with a

major course of study in human services administration, business administration, public

administration, industrial management, industrial engineering, management science or in a

program related to the organization, operation, administration, and control of private or

public organizations, may be substituted for one year of the above experience.

LICENSE

Appointees will be required to possess a driver's license valid in New Jersey.
Essential

duties of the position require operation of a motor vehicle.

KNOWLEDGE AND ABILITIES

Knowledge of the techniques used to integrate and coordinate varied fire service activities.

Knowledge of the problems involved in the administration of municipal affairs.

Knowledge of business and or management principles, practices, methods and techniques.

Ability to plan for the effective utilization of available funds, personnel, equipment and supplies.

Ability to provide, advise, assistance and consultation on business and administrative matters.

Ability to supervise the varied business, administrative and financial operations of the Fire District.

Ability to supervise the preparation and administration of the budget.

Ability to maintain liaison and cooperative working relationships with other officials and staff of the Fire District and municipality.

Ability to prepare and supervise the preparation of clear, sound, accurate, and informative reports containing findings, conclusions and recommendations.

Ability to direct the establishment and maintenance of extensive records and files.

Ability to plan, organize and coordinate work in situations where numerous demands are involved.

Ability to utilize various types of electronic and/or manual recording and information systems used by the District, office or related entities.

Ability to read, write, speak, understand and communicate in English sufficiently to perform duties of this position.

Ability to utilize computer technology and software solutions to perform duties and responsibilities.

PREFERENCES:

- Firefighter I;

- Incident Management Level III;
- Fire Officer I;
- Qualified Purchasing Agent (QPA) Certification;
- Fire Official Certification;
- Or equivalent experience or certifications.