

**BOROUGH OF ALLENDALE  
COUNTY OF BERGEN  
STATE OF NEW JERSEY**

**ORDINANCE 22-16**

**AN ORDINANCE ESTABLISHING THE POSITION OF FIRE ADMINISTRATOR FOR  
THE BOROUGH OF ALLENDALE**

**BE IT ORDAINED** by the Governing Body of the Borough of Allendale, in the County of Bergen, State of New Jersey, as follows:

**SECTION 1.        ESTABLISHMENT OF POSITION**

The position of Fire Administrator is hereby established, under the direction of the Mayor and Council. The Fire Administrator shall perform the duties enumerated below and shall report to the Director of Operations.

**SECTION 2.        DUTIES**

The duties of the Fire Administrator shall include:

- a)        Assists in planning, organizing, and managing the administrative and fiscal functions within the fire department.
- b)        Provides other assistance to fire chief at his/her request.
- c)        Integrates and coordinates activities related to purchasing, personnel and budget.
- d)        Assists in the preparation of the budget and administers budgetary controls.
- e)        Advises the mayor, public safety committee, borough council, and borough attorney on fire department matters.
- f)        Acts as liaison between the mayor, borough council, borough attorney, director of operations, and the fire department.
- g)        Assists the Fire Chief in matters relating to the members of the fire department.
- h)        Assists with the administration of programs within the fire department to maintain minimum competencies to meet State and Federal standards.

- i) Provide advice to the mayor, public safety committee, borough council, borough attorney and director of operations regarding departmental matters.
- j) Assists with the establishment and maintenance of essential records and files.

### **SECTION 3.**

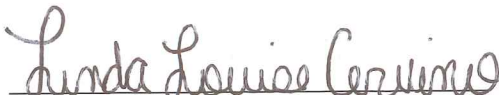
The Fire Administrator shall serve a one-year term expiring on December 31<sup>st</sup> of each calendar year and shall be paid such salary as may be fixed by the Mayor and Council in the Borough Salary Ordinance.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Allendale, in the County of Bergen, State of New Jersey, the establishment of the position of Fire Administrator for the Borough of Allendale.

Council	Motion	Second	Yes	No	Abstain	Absent
<b>Homan</b>	✓		✓			
<b>Lovisolo</b>			✓			
<b>O'Connell</b>						✓
<b>O'Toole</b>			✓			
<b>Sasso</b>			✓			
<b>Wilczynski</b>		✓	✓			
<b>Mayor Bernstein</b>	--	--				

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I hereby certify the above to be a true copy of an Ordinance adopted by the Governing Body of the Borough of Allendale on December 15, 2022.

  
Linda Louise Cervino, RMC  
Municipal Clerk

  
Mayor Ari Bernstein