

**WESTVILLE FIRE DISTRICT NO. 1**  
**23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093**

**DUTIES OF PRE-PLANNING COORDINATOR**

<b>POLICY#</b>	P3.2
<b>ORIGINAL POLICY#</b>	
<b>DATE ADOPTED</b>	5/22/97
<b>REVISION</b>	
<b>DATE REVISED</b>	10/26/10

**PURPOSE OF POLICY:                    TO DEFINE THE DUTIES OF THE WESTVILLE, NJ FIRE DISTRICT NO. 1  
PRE-PLANNING COORDINATOR**

1.        Pre-plan all inspected structures within the Westville, NJ Fire District.
  
2.        Inspect and certify for proper operation, all self- contained breathing apparatus (SCBA) owned by the Westville Fire District #1, for use by the Westville Fire Department. Inspection and certification for proper operation will occur bi-annually each year during the months of May and November.
  
3.        The Pre-plan Coordinator shall perform all duties requested by the Chief of the Westville Fire District # 1. These duties shall not supersede the duties of the office of the Fire Marshal.