

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

DUTIES OF PRE-PLANNING COORDINATOR

POLICY#	P3.2
ORIGINAL POLICY#	
DATE ADOPTED	5/22/97
REVISION	
DATE REVISED	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.