MEMORANDUM

To: Board of Commissioners

From: Raymond Stackhouse, Director of Building and Life Safety

Date: February 18, 2026

Subject: Proposed Chapter 33 Updates, Fire and Emergency Services – Summary and Opportunities

The purpose of this memorandum is to provide an overview of the proposed updates to Chapter 33 of the Caln Township Code and to highlight the creation of the Emergency Services Division within the Department of Building and Life Safety. The ordinance reflects a significant step forward in strengthening the Township's emergency response capabilities while maintaining strong, collaborative relationships with our contracted service providers and volunteer fire companies.

The revised Chapter 33 formalizes a unified organizational structure for fire, emergency medical services, the Fire Marshal's Office, and the Office of Emergency Management. This model preserves the autonomy and operational identities of contracted and volunteer agencies while improving consistency in policies, training, equipment planning, and operational coordination.

The establishment of the Emergency Services Division presents important opportunities, including:

- Standardizing emergency response procedures across all agencies.
- Enhancing training coordination and interoperability drills.
- Strengthening capital and operational planning for long-term sustainability.
- Improving grant readiness and compliance with state and federal requirements.
- Ensuring consistent reporting and performance metrics across the Township.

These revisions reinforce our shared mission: to provide reliable, efficient, and professional emergency response services for all who live, work, and travel through Caln Township. I appreciate the continued dedication of our volunteers, EMS partners, and fire service leaders, all of whom play indispensable roles in this system.

Operationally, this organizational framework reflects the way our fire, EMS, emergency management, and fire marshal functions have already been working collaboratively in practice, and the ordinance formalizes these established relationships while affirming the Municipality's responsibility and authority to oversee and direct emergency services.

Please feel free to contact me with any questions or for additional information as the Board reviews the proposed ordinance amendments.

CALN TOWNSHIP

CHESTER COUNTY, PENNSYLVANIA

ORDINANCE 2026-

AN ORDINANCE OF THE TOWNSHIP OF CALN, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 33 OF THE CALN TOWNSHIP CODE TITLED, "FIRE AND EMERGENCY SERVICES".

BE IT ENACTED AND ORDAINED by the Board of Commissioners of Caln Township that Chapter 33 of the Caln Township Code, titled, "Fire and Emergency Services" shall be repealed and replaced in its entirety to state as follows:

CHAPTER 33
FIRE AND EMERGENCY SERVICES

§ 33-1. Purpose.

The purpose of this chapter is to maintain an effective Townshipwide emergency response to natural and man-made emergencies through planning and the efficient use of manpower and equipment through the Caln Township Department of Building and Life Safety, Emergency Services Division.

§ 33-2. Definitions.

For purposes of this chapter, the following terms shall have the meanings given in this section, as follows:

CONTRACT EMERGENCY SERVICE PROVIDER — All independent fire and EMS organizations servicing Caln Township with a response district within the municipal boundaries of the Township. These agencies shall be authorized through operating agreements that specify general operating parameters for services, response district to be serviced, reporting requirements and other reasonable conditions needed to effectuate such operations.

DEPARTMENT — The Caln Township Department of Building and Life Safety, Emergency Services Division.

§ 33-3. Fire and Emergency Services organizational structure.

The Department, under the direction of the Director, is established to provide a consistent approach to the protection of lives and property in Caln Township, and to provide for and oversee consistent policies regarding staffing, training, funding, capital purchases, response procedures, operations and related items for all providers receiving funding from Caln Township for these services. The Department oversees and provides for the delivery of services through the following:

A. Firefighters, fire officers, and administrative personnel employed by Caln Township.

B. The Fire Marshal's Office - including Chief Fire Marshal, Deputy Fire Marshal(s) and Assistant Fire Marshal(s).

C. The Office of Emergency Management (OEM) - including an Emergency Management Coordinator, Deputy Emergency Management Coordinator(s) and Emergency Management staff.

D. Emergency Medical Service providers (EMS) contracted by Caln Township to provide primary coverage.

E. Independent volunteer fire companies contracted by Caln Township including their members.

§ 33-4. Authorized activities of Department and contract emergency services providers.

A. The Department, and contract emergency service providers, are hereby authorized to provide such services as determined by the Board of Commissioners and outlined in their respective operating agreements. These services include, but are not limited to, fire prevention activities, fire suppression activities, rescue services, emergency medical services, hazardous materials incident responses, responses to natural or man-made phenomena and other dangerous and emergency situations as called upon.

B. The Department may respond to calls and provide services to municipalities outside of the Township when requested as mutual or automatic aid through the Chester County Emergency Dispatch Services.

C. The Department, and contract emergency service providers, may also conduct and participate in training activities and drills either within or outside the Township, as may be deemed necessary to maintain proficiency in providing services as outlined in §33-4A and B.

§ 33-5. Contract emergency services providers.

A. Each contracted emergency service provider shall operate under its own organizational bylaws, which shall be in accordance with generally accepted standards for similar organizations.

B. The contract emergency service provider's chief officer, or designee, shall continue to be responsible for the maintenance, efficiency, and conduct of their respective company's personnel and equipment with respect to services provided within the Township.

C. Each contracted emergency service provider shall prepare at the request of the Township Manager a budget request for their annual operations in accordance with their individual operating agreement.

§ 33-6. Duties of Director of the Department.

A. The Director shall be a duly sworn officer of the Township, hired by the Township.

B. The Director shall have the authority to establish policies and procedures for the Department, and in cooperation with the contract emergency service providers, emergency scene operational policies and procedures, such policies and procedures to be consistent with this chapter.

C. The Director, in cooperation with the contract emergency service providers, shall be responsible for determining proper dispatching of emergency units to any fire or emergency and shall coordinate communications to and from the Chester County Emergency Dispatch Services regarding emergency assignments and similar matters.

D. The Director shall be the designated operational liaison between the Township elected officials, the Department, and all contract emergency service providers in accordance with their individual operational agreement.

E. The Director, or designee, when on scene, shall have the authority to assume the role of Incident Commander and shall have direct oversight of the Department.

F. The Director shall prepare at the request of the Township Manager a budget for the annual operation of the Department for approval by the Board of Commissioners.

G. The Director shall, monthly, render a report to the Township Manager.

§ 33-7. Office of Fire Marshal.

A. The Chief Fire Marshal shall be a duly sworn officer of the Township, hired by the Township upon recommendation of the Director.

B. The Office of the Fire Marshal shall consist of the Chief Fire Marshal, Deputy Fire Marshal(s) and Assistant Fire Marshal(s), as appointed and assigned.

C. The Chief Fire Marshal, Deputy Fire Marshal(s) and Assistant Fire Marshal(s) shall function as Fire Code Officials as provided for in the adopted Township Fire Code, and shall enforce all laws, ordinances, codes and regulations with respect to:

(1) The Code of Caln Township, as amended;

(2) The Township's Fire Code, as amended;

(3) The Township's Building Code, as amended.

D. Duties and responsibilities.

(1) The Chief Fire Marshal, Deputy Fire Marshal(s) and Assistant Fire Marshal(s) shall be duly sworn officers of the Township.

(2) The Office of the Fire Marshal shall perform the following duties:

(a) Permitting of Fire-Code-related items in new construction;

(b) Plan review of new construction and alterations and renovations of existing systems;

(c) Inspections of permitted commercial construction as it relates to fire/life safety components;

(d) Annual inspections of commercial properties;

(e) Permitting of special events;

(f) Review and comment on proposed land development projects;

(g) Public prevention and educational training to the community; and

(h) Additional Fire-Code-related duties as assigned by the Director.

(3) The Fire Marshal's Office shall be responsible for assisting with the investigation of the origin, cause and circumstances of fires and explosions that occur within the Township's boundaries, in support of and in cooperation with County and State Fire Marshals, as well as local law enforcement.

(4) The Fire Marshal's Office shall be responsible for overseeing the collection and reporting of all statistical data as it relates to state and federal reporting practices.

(5) Training required. All Fire Marshal(s) shall obtain and maintain current certifications as required to enforce the provisions of the Township Fire Code, Pennsylvania's Uniform Construction Code as it relates to fire protection systems, and other certifications as may be deemed warranted by the Director/Chief and Board of Commissioners.

(6) All Fire Marshal personnel, regardless of rank, shall routinely respond to and operate at fires and emergencies as directed by the Director.

§ 33-8. Office of Emergency Management.

A. The Emergency Management Coordinator (the "Coordinator") shall be appointed by the Township Board of Commissioners upon the recommendation of the Director.

B. The Coordinator shall be professionally competent and capable of planning, effecting coordination among operating agencies of government and controlling coordinated operations by local emergency preparedness forces.

C. The Office of Emergency Management shall consist of the Coordinator, Deputy Coordinator, and staff as assigned.

D. Each appointed coordinator shall attend and successfully complete the first phase of the career development program as prescribed by the Pennsylvania Emergency Management Agency within one year after appointment and complete the following at a minimum:

(1) Attend basic and advanced seminars, workshops and training conferences called by the state director and/or official having responsibility for providing the coordinator with in-service training; and

§ 33-9. Incident command.

The incident command structure used by the Department and contract emergency service providers shall be the National Incident Management System.

§ 33-10. Member qualifications of Department and contract emergency service providers.

Each member within the Department shall be qualified for their position as outlined through policy established by the Director. Contract emergency service providers shall provide the Director with a copy of their individual policies establishing the same.

§ 33-11. Appropriations and audits.

A. Appropriations may be made by the Board of Commissioners to any emergency service organization as the Board of Commissioners may see fit.

B. Individual operating agreements shall be executed between the Township and any emergency services organization receiving funding from the Township.

C. Audits shall be required in a manner described by the Board of Commissioners annually as detailed in individual operating agreements with any emergency services organization receiving funding from the Township.

D. Failure to provide the required reporting and documentation in accordance with these reporting requirements and other regulations of the Department as outlined in any

operating agreement(s) may result in the forfeiture of the allocated funding for that year.

SECTION 2. **Severability**. The provisions of this Ordinance are severable, and if any article, section, subsection, clause, sentence or part thereof shall be held or declared illegal, invalid or unconstitutional by any court of competent jurisdiction, the decision shall not affect or impair any of the remaining articles, sections, subsections, clauses, sentences or parts thereof of this Ordinance. It is hereby declared to be the intent of the Board of Commissioners that this Ordinance would have been adopted if such illegal, invalid or unconstitutional article, section, subsection, clause, sentence or part thereof had not been included herein.

SECTION 3. **Repealer**. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of any such inconsistency.

SECTION 4. **Effective Date**. This Ordinance shall become effective upon enactment.

ENACTED AND ORDAINED THIS DAY OF 2026.

ATTEST:

CALN TOWNSHIP
BOARD OF COMMISSIONERS

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Don Vymazal, Secretary

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Joshua B. Young, President

_____
Mark Evans, Vice President

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Paul Mullin, Member

_____
Jane Kennedy, Member

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Adam Thomas, Member