



Western Berks Fire Department Organizational Statement

I. AUTHORITY

The Western Berks Fire Department was incorporated to serve the residents of South Heidelberg Township, Lower Heidelberg Township, the Borough of Wernersville and the Borough of Sinking Spring in the following manner:

- To preserve and protect lives and property from loss or damage by fire, accident, natural disaster or other calamity, and to acquire and own fire apparatus for use by the Department for these purposes;
- To own and acquire land, and to construct, erect and maintain buildings and units for corporate purposes and for the use and efforts of the member of the Fire Department in connection with the housing of and headquarters for fire apparatus and for the providing of places of meeting for the members of the Fire Department;
- To encourage membership in the Fire Department; to provide training for the members of the Fire Department and the public in firefighting, fire prevention and first aid; and
- To take any and all actions permitted by the Pennsylvania Nonprofit Corporation Law which are consistent with the foregoing purposes.

The Western Berks Fire Department was formed as a non-stock, non-profit corporation under the Pennsylvania Nonprofit Corporation Law of 1988 on April 1, 2009.

The Western Berks Fire Department has been formed to create a combined fire department to serve the Townships of South Heidelberg and Lower Heidelberg and the Boroughs of Sinking Spring and Wernersville and shall be a "local agency" in accordance with the Pennsylvania Right to Know Act, as set forth in 65 P.S. §67.102.

II. MISSION STATEMENT

The Western Berks Fire Department is dedicated to protecting the life, property and the environment within the community through a proactive program of education, prevention, and emergency response while recognizing the importance of a constant commitment to excellence.

III. VISION STATEMENT

It is the vision of the Western Berks Fire Department to be recognized by those we serve, our members and employees, and our community leaders as an organization that:

- Strives to achieve a level of service that is viewed as a benchmark with the fire service;
- Is dedicated to the education of the public in order to enhance life safety;
- Is a dynamic organization able to adjust to the rapidly changing needs of the community and its citizens; and
- Is acknowledged for its core values and the commitment to excellence.

IV. CORE VALUES

The core values of the Western Berks Fire Department are those which the department recognizes and forms the foundation on which the operations of the department are grounded in. The core values also reflect the ethical and philosophical assumptions upon which the members and employees of the department are encouraged to recognize and practice in order to provide a framework in accomplishing the mission of the organization.

These values are not descriptions of the actions performed by the Western Berks Fire Department, however the values underlie our mission and define how the department interacts and collaborates with our clients, the taxpayers and residents of Wernersville and Sinking Spring Boroughs and Lower and South Heidelberg Townships.

Representatives of public safety agencies are held in high esteem as they are entrusted by society to react instantly, unselfishly, compassionately and professionally when tasked with mitigating an emergency. Society expects these individuals to be guided by certain principles to ensure their excellence, therefore the following core values have been identified:

- **Teamwork;** We are supportive of each other's efforts, loyal to one another, and care for each other both personally and professionally.
- **Accountability;** We accept our individual and team responsibilities and take responsibility for our performance and actions in all of our decisions.
- **Integrity;** We employ the highest ethical standards, demonstrating honesty and fairness in every action we take and decision we make.
- **Respect;** We honor the rights and beliefs of our fellow members, employees, officers, elected officials, community residents and visitors and treat them with the highest degree of dignity, equality and trust.
- **Unity;** We are one department and one team. We believe that succeeding as one department is as important as succeeding independently.

V. PRINCIPLES

These principles are the foundation of our organization. The principles are the code, to which we will abide in our pursuit to establish and maintain the best level of service to our community. The organization will maintain a climate of fairness, consistency and professionalism in carrying out our functions as a municipal fire department and in assisting our members and employees in achieving personal and professional development.

- It is our principle to **meet the customer's needs**, which means we will seek to identify the true need and create an atmosphere where the customer is made to feel welcome, valued, and listened to and where we put forth a genuine effort to meet their needs. The Western Berks Fire Department exists to serve our customers.

We Shall;

- Present ourselves professionally and courteously, through actions and appearance, and acknowledge every customer with undivided attention, including verbal greetings and attentive body language.
- Use active listening skills for the purpose of determining the customer's true needs.
- Exhibit a positive attitude when speaking to our customers.
- Keep the customer informed of the actions to be taken and the time needed to meet the needs of the customer. If the time needed to mitigate the situation exceeds what was promised to the customer, we will communicate this in an efficient and timely manner.
- Accept the responsibility for the performance of the department and never place blame or provide excuses.
- When a mistake is made, promptly apologize on behalf of the department and

- pledge to do a better job the next time.
 - Manage our language, emotions, and responses to others, who may be emotional or distressed, and not escalate the interaction.
 - Give the customer our undivided attention and not act as if they are a disruption or imposition.
 - Talk to the customer in a manner that they can understand without using acronyms, technical language or jargon.
- It is our principle to support each other in our various roles as part of a greater team. We will **create an atmosphere of teamwork** where our members and employees are made to feel welcome, valued, listened to, and supported.

We Shall;

- Ensure that all new members and employees to our team are welcomed and informed.
 - Give specific, authentic acknowledgments of "job well done" frequently.
 - Use language and subject matter that avoids the risk of offending others and would detract from the mission of the department.
 - Not talk negatively about members to others, and using the appropriate skills, confront those tactfully whose language, behavior or performance is a problem to us as an individual or others.
 - Offer input during the decision making process when given the opportunity.
 - Support decisions within the context of the organization once they are made, even if we disagree individually.
 - Give others who are affected by a decision as much input into the decision as possible.
 - Solve problems using the appropriate and effective strategies such as confrontation, problem solving negotiation, and use of the chain of command.
 - Act in a way that reflects positively on the department, community, and other members.
 - Treat all members and employees with the respect for their contributions to the team.
 - Not act on or talk about assumptions or conclusions, unless we have the facts. We will not spread gossip, rumors, and we will discourage and confront those who do.
 - Remain focused on our vision and mission and why we are here.
 - Understand that all tasks are necessary and important for the operations of the organization.
 - Not exhibit "we/they" behavior. To function properly as a team, we need to solve the problem rather than blame others.
 - Clean up after ourselves and leave the area at least in as good as shape as we found it.
 - Strive to enjoy ourselves and help others enjoy their experience with our team.
- It is our principle that all members and employees **shall be treated with mutual respect** and should be able to enjoy a psychologically healthy environment free from discrimination and harassment.

We Shall;

- Not discriminate based on age, race, color, national origin, religion, sex, or handicapped status.
- Not display or make unsolicited remarks, gestures or physical contact; display or circulate written materials or pictures degrading either to gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

- Immediately halt any actions that appear to be offensive in nature and shall immediately bring the matter to the attention of any department officer.
 - Promote and encourage respect through honesty, integrity, compassion, and consideration.
 - Base our relationships with one another on trust, mutual respect, and communicate with one another in an honest and caring manner.
 - Develop self-esteem and self-respect through continual encouragement of our peers and subordinates and consistent coaching and mentoring.
 - Value the uniqueness of every member and are mindful of the fact that they are the primary focus of our attention and the beneficiaries of our work.
 - Recognize that there are positions with differing degrees of responsibility, but all individuals are of equal importance.
 - Develop a positive professional team through maturity, understanding, and responsibility.
- It is our principle that all members and employees **should communicate with one another in a professional manner** while maintaining a level of compassion and caring when dealing with the clients of our organization.

We Shall;

- Promote an environment of open and honest communication through respect, compassion, consideration and understanding.
 - Believe that collaboration, effective listening, and willingness to acknowledge constructive criticism improves the outcome of our decision-making.
 - Be consistent with our communications through active listening, with a mature and positive attitude.
- It is our principle that all members and employees shall constantly **strive to be the most competent and educated organization** and to continue the pursuit of continuing education in both personal and professional development.

We Shall;

- Maintain the highest standard of clinical, ethical, and professional competency.
- Foster an environment that encourages and rewards proactive problem solving and the exercise of common sense and independent judgment.
- Acknowledge and accept the fact that responsibility and accountability and indivisible.
- Achieve proficiency through continuous education and training.
- Encourage every individual to enhance their personal and professional growth through a wide variety of experiences.
- Utilize the knowledge and experience of those we serve with.

VI. RISK MANAGEMENT PROGRAM

- a. The Western Berks Fire Department Risk Management Plan identifies and classifies a number of risks which the department is likely to encounter. Methods to mitigate, prevent or respond to these risks are also included in the plan while simultaneously providing critical information on specific risks located throughout the primary response area of the Department.

VII. GEOGRAPHICAL BOUNDARIES

- a. **Primary Coverage Area**

The primary coverage area for the Western Berks Fire Department consists of the Boroughs of Sinking Spring and Wernersville and the townships of South Heidelberg and Lower Heidelberg. These four municipalities collectively account for over 32 square miles, 19,000 residents and approximately 7,400 housing units. In addition, a number of rural and suburban areas exist along with wooded areas, mountainous terrain, and water features including streams, creeks and a recreational lake.

b. Secondary Coverage Area

In addition to the four municipalities, the Western Berks Fire Department also provides automatic and mutual aid to a number of municipalities throughout Berks County. These include, but are not limited to the Townships of Spring, Bern, Heidelberg, Penn, Cumru, and the Boroughs of Robesonia, West Reading, Wyomissing, Shillington, Denver, and Adamstown.

VIII. FIRE DEPARTMENT STRUCTURE

a. Organizational Structure

i. Board of Trustees

The Western Berks Fire Department is administered by a Board of Trustees that consists of nine individuals comprised of one elected official from each of the respective municipalities (4), one fire department member residing in each of the four municipalities (4) and the fire commissioner. The Board of Trustees has the full power, authority and responsibility to manage all of the financial and business affairs of the Fire Department.

ii. Fire Commissioner

The Fire Commissioner shall be the chief operating officer of the Fire Department, and shall serve under the direction and supervision of the Board of Trustees. The Fire Commissioner shall have overall management responsibility for the operation of the Fire Department and fire services, and shall supervise and coordinate all functions of the Fire Department by working with the Board of Trustees, the Fire Chief and the corporate officers.

iii. Fire Chief

The Fire Chief shall report to the Fire Commissioner of the Western Berks Fire Department and will be responsible for the oversight of all emergency operations in the department. This includes, but is not limited to, fire suppression, vehicle, high-angle, confined space and general rescue operations, and hazardous materials response and mitigation.

iv. Deputy Fire Chiefs

The Deputy Fire Chiefs shall report to the Fire Chief of the Western Berks Fire Department and will be responsible for the oversight of all emergency operations in the department in the absence of the Fire Chief, in addition to the following essential duties and responsibilities identified below. This includes, but is not limited to, fire suppression, vehicle, high-angle, confined space and general rescue operations, and hazardous materials response and mitigation.

v. Captains

The Captains shall report to the Deputy Fire Chiefs and will be responsible for the oversight of all emergency operations in the department in the absence of the

Deputy Fire Chiefs, in addition to the following essential duties and responsibilities identified below. This includes, but is not limited to, fire suppression, vehicle, high-angle, confined space and general rescue operations, and hazardous materials response and mitigation.

vi. Lieutenants

The Lieutenants shall report to the Captains and will be responsible for the oversight of all emergency operations in the department in the absence of the Captains, in addition to the following essential duties and responsibilities identified below. This includes, but is not limited to, fire suppression, vehicle, high-angle, confined space and general rescue operations, and hazardous materials response and mitigation.

vii. Incident Safety Officer

The Incident Safety Officer shall report to the Fire Chief and will be responsible for overall safety of the incident scene and shall have the authority to immediately suspend any operation found to be unsafe. The Incident Safety Officer position shall be equivalent to the rank of a Lieutenant.

viii. Health and Safety Officer

The Health & Safety Officer shall report to the Fire Chief and will be responsible for overall safety of the department and its members. The Health & Safety Officer shall also serve as an Assistant Incident Safety Officer when deemed necessary. The Health & Safety Officer position shall be equivalent to the rank of a Lieutenant.

ix. Fire Marshall

The Fire Marshall shall report to the Fire Chief of the Western Berks Fire Department and also the elected officials of the municipality in which said individual was appointed by. The Fire Marshall will be responsible for the determination of origin and cause for all fires.

x. Assistant Fire Marshall

The Assistant Fire Marshall shall report to the Fire Marshall of the Western Berks Fire Department and also the elected officials of the municipality in which said individual was appointed by. The Assistant Fire Marshall will be responsible for assisting in the determination of origin and cause for all fires.

xi. Career Firefighters

The Career Firefighter is responsible for delivering fire apparatus to fires, accidents, and emergency sites safely and making sure equipment is operating properly. The Career Firefighter will also maintain all fire and emergency apparatus in good working order in order to provide the best possible fire and rescue services through the safe and effective use of the Western Berks Fire Department equipment and facilities.

xii. Senior Firefighters

The Senior Firefighter is responsible for delivering fire apparatus to fires, accidents, and emergency sites safely and making sure equipment is operating properly. The Senior Firefighter will also maintain all fire and emergency apparatus in good working order in order to provide the best possible fire and rescue services through the safe and effective use of the Western Berks Fire Department equipment and facilities.

xiii. Junior Firefighters

The Junior Firefighter is responsible for assisting other members and employees of the Western Berks Fire Department in a support capacity.

xiv. Fire Police Captain

The Fire Police Captain is responsible for the administrative and tactical control of all fire police officers along with the training and certification of same. The Fire Police Captain is responsible for the safety and well-being of all personnel assigned to him/her and shall respond to all calls and/or requests made by the Chief of Police, Police Officer, or officer-in-charge of the incident.

xv. Fire Police Lieutenant

In the absence of the Fire Police Captain, the Fire Police Lieutenant is responsible for the administrative and tactical control of all fire police officers. The Fire Police Lieutenant is responsible for the safety and well-being of all personnel assigned to him/her and shall respond to all calls and/or requests made by the Chief of Police, Police Officer, or officer-in-charge of the incident.

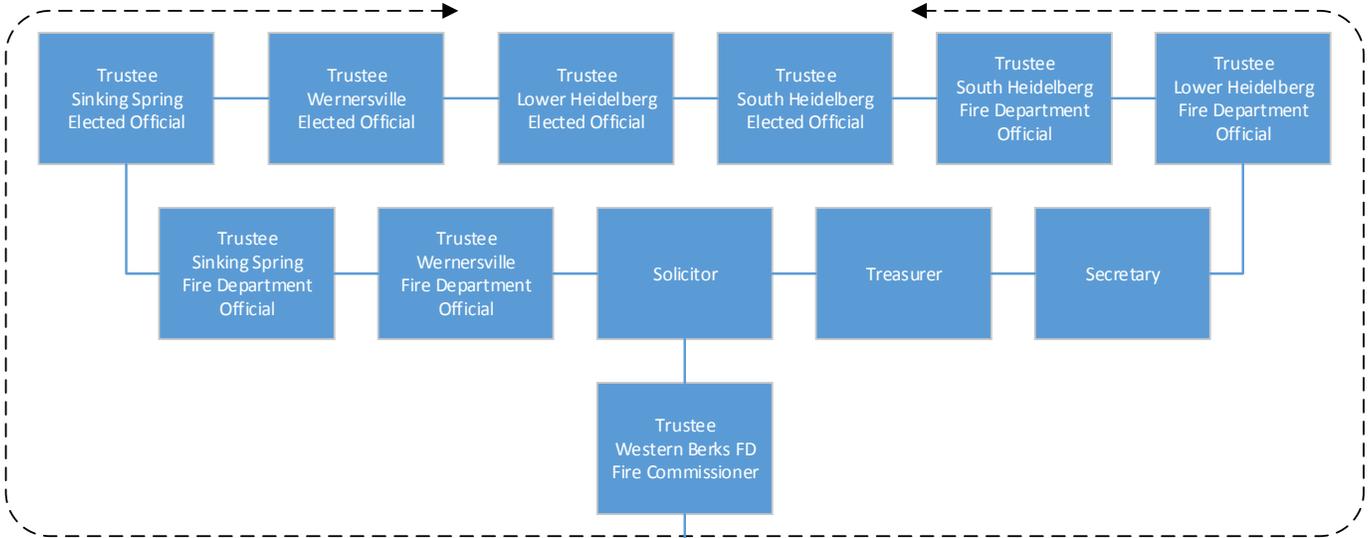
xvi. Fire Police Sergeant

In the absence of the Fire Police Captain and Fire Police Lieutenant, the Fire Police Sergeant is responsible for the administrative and tactical control of all fire police officers. The Fire Police Sergeant is responsible for the safety and well-being of all personnel assigned to him/her and shall respond to all calls and/or requests made by the Chief of Police, Police Officer, or officer-in-charge of the incident.

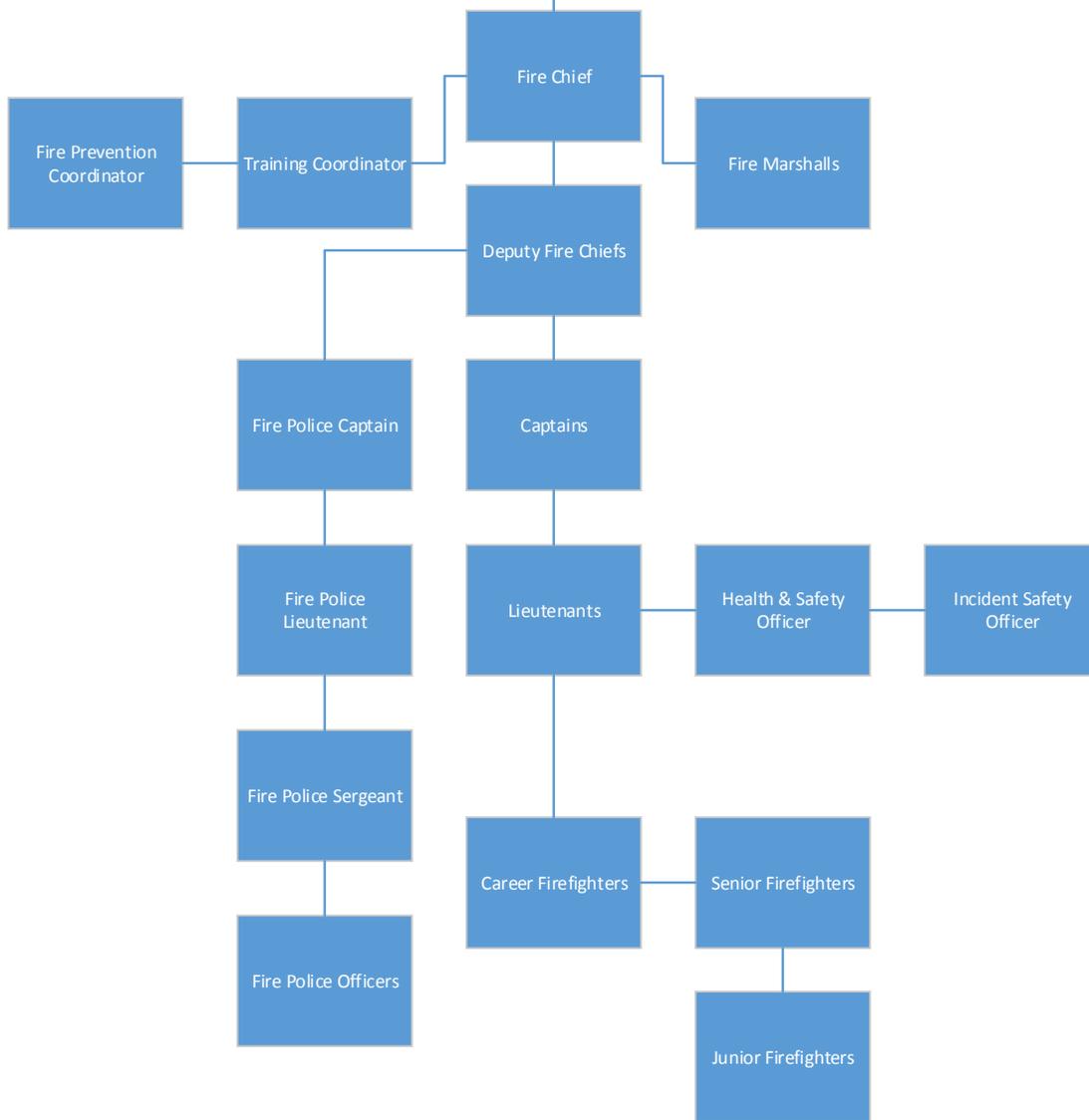
xvii. Fire Police Officer

The Fire Police Officer is responsible for obeying orders, requests, and assigned tasks issued by his/her superiors. The Fire Police Officer is available to respond to calls as quickly and as safely as possible.

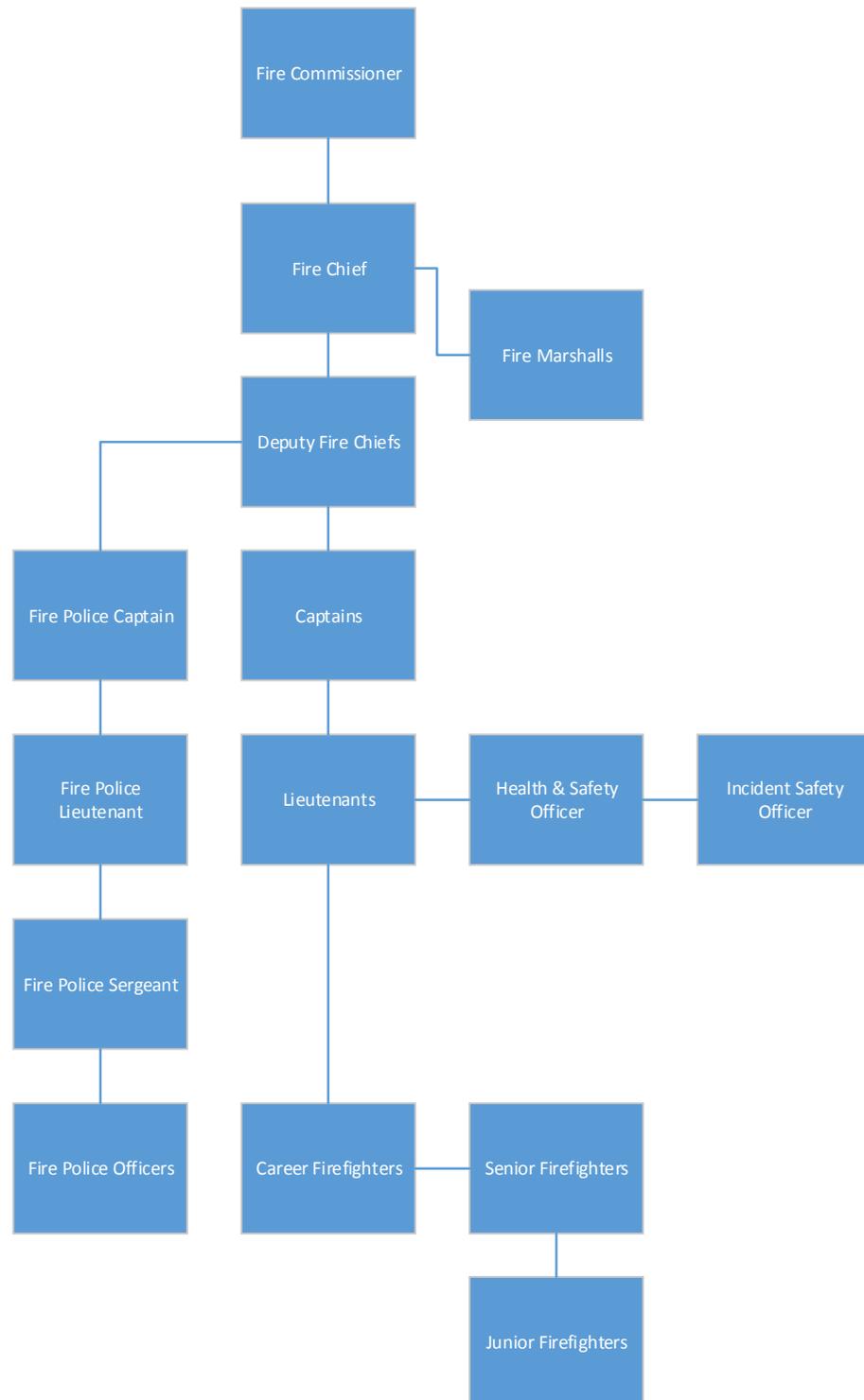
WESTERN BERKS FIRE DEPARTMENT ORGANIZATIONAL CHART NON-EMERGENCY OPERATIONS



Board of Trustees



WESTERN BERKS FIRE DEPARTMENT ORGANIZATIONAL CHART EMERGENCY OPERATIONS



b. Station Locations

The Western Berks Fire Department operates four stations, which are the original stations from the four departments that consolidated to form the department in April of 2009.

Station 1 – Wernersville Borough

111 Stitzer Ave.
Wernersville, PA 19565

Station 2 – Sinking Spring Borough

836 Ruth St.
Sinking Spring, PA 19608

Station 3 – South Heidelberg Township

1060 Fritztown Rd.
Sinking Spring, PA 19608

Station 4 – Lower Heidelberg Township

505 Brownsville Rd.
Sinking Spring, PA 19608

c. Equipment Deployed From Each Station

The following equipment is assigned to the respective stations;

Station 1

- Engine 18-1 – 2004 Pierce Dash – 1500 gpm pump – 500 gallon booster tank
- Rescue 18 – 1994 Pierce Lance – 6 Bank 6000 psi Cascade System
- Car 18 – 2005 Ford Explorer

Station 2

- Ladder 18 – 1997 Pierce Lance 105' Aerial – 2000 gpm pump – 400 gallon booster tank
- Engine 18-2 – 1992 Pierce – 1250 gpm pump – 750 gallon booster tank
- Utility 18-2 – 2008 Ford F550/KME

Station 3

- Rescue Engine 18 – 2001 KME – 1500 gpm pump – 1000 gallon booster tank
- Brush 18-3 – 1968 Kaiser 6x6 – 400 gpm pump – 600 gallon booster tank

Station 4

- Engine 18-4 – 1994 Pierce Dash – 1250 gpm pump – 1000 gallon booster tank
- Tanker 18 – 1998 Freightliner/4 Guys – 450 gpm pump – 3000 gallon tank
- Utility 18-4 – 2005 GMC Pickup
- Marine 18 – 2003 Rescue One Connector Boat
- Brush 18-4 – 1952 Jeep Willys – 120 gpm pump – 95 gallon booster tank
- ATV 18-3 – 2004 John Deer Gator – 120 gpm pump – 70 gallon booster tank
- ATV 18-4 – 2001 Honda ATV

Miscellaneous Vehicles Not Assigned

- Chief 18 – 2008 Ford Expedition
- Duty 18-1 – 2010 Ford Expedition
- Duty 18-2 – 2010 Ford Expedition
- FC18 – 2011 Ford Explorer

d. Staffing Per Apparatus

i. NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Departments* defines the staffing and response of the department based on the demographics of the initial response area (see NFPA 1720, table 4.3.2). Given the demographics of the area covered by the Western Berks Fire Department, the recommendation calls for a minimum of 10 personnel to respond in 10 minutes, 80% of the time. Although current record keeping systems do not track the specific number of personnel arriving within 10 minutes of the initial dispatch, the following staffing options are available on the respective apparatus;

- Engine 18-1 – Driver, Officer, four firefighters;
- Engine 18-2 – Driver, Officer, four firefighters;
- Engine 18-4 – Driver, Officer, four firefighters;
- Ladder 18 – Driver, Officer, six firefighters;
- Rescue 18 – Driver, Officer, six firefighters;
- Rescue Engine 18 – Driver, Officer, four firefighters;
- Tanker 18 – Driver, Officer, one firefighter;
- Utility 18-2 – Driver, Officer, three firefighters;
- Utility 18-4 – Driver, Officer, three firefighters;
- Brush 18-3 – Driver, Officer;
- Brush 18-4 – Driver, Officer;
- Car 18 – Driver, Officer, three firefighters;
- ATV 18-3 – Driver, Officer;
- ATV 18-4 – Driver;
- Chief 18 – Driver, Officer, three firefighters;
- Deputy 18 – Driver, Officer, three firefighters;
- Deputy 18-1 – Driver, Officer, three firefighters; and
- Fire Commissioner 18 – Driver, Officer, three firefighters.

e. Support Systems

i. Safety and Health

The Western Berks Fire Department is committed to ensuring that the highest level of safety is recognized and practiced in all operations of the department. In order to facilitate this mission, the department has implemented an occupational safety & health program which is further defined in the occupational safety & health plan. The purpose of this program is to establish safety and health objectives for all department activities and to develop and implement guidelines designed to attain the occupational safety and health objectives of the department. The goals and objectives of the safety and health program are as follows.

1. To provide the safest possible work environment for the members of the department, while recognizing the risks inherent to the department's mission.
2. Specify the safety requirements for members and employees involved in rescue, fire suppression, emergency medical services, hazardous materials operations, special operations, and related activities.

ii. Incident Management

The Incident Command System is used for a broad spectrum of incidents, from routine to complex, both naturally occurring and man-made, by all levels of government as well as nongovernmental organizations (NGOs) and the private sector. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid

in incident management activities.

The Western Berks Fire Department has developed the Incident Management SOG to provide structure and coordination for the management of emergency incident operations to provide for the safety and health of the organization, members and employees, and other persons involved in emergency incident operations.

iii. Training

The options for training, continuing education, certification and credentialing are unlimited, therefore a structured policy covering the various options is required to ensure that accountability and responsibility is assigned to the appropriate individuals and organizations. For this reason, the department has adopted Policy # 016-16, Training and Certification Policy.

iv. Communications

The National Incident Management System defines several components which make up the systems approach to an incident management system. Of these various components, the communications and information management section describes the requirements necessary for a standardized framework for communications and emphasizes the need for a common operating picture. This component is based on the concepts of interoperability, reliability, scalability, and portability, as well as the resiliency and redundancy of communications and information systems.

The Standard Operating Guideline for Incident Management in effect for the Western Berks Fire Department addresses these communications requirements and establishes the necessary functions according to the NIMS doctrine as related to communications.

v. Pre-Incident Planning

NFPA 1620, *Standard for Pre-Incident Planning* documents the criteria for developing pre-incident plans. As part of the Western Berks Fire Department's Risk Management Program, comprehensive risk assessments and pre-incidents analysis is performed on buildings specified as target hazards throughout the four municipalities.

IX. FIRE DEPARTMENT SERVICES

a. Fire Suppression

- i.** The nationally recognized incident priorities of life safety, incident stabilization, and property and environmental conservation drive the fire ground objectives and establish the basic functions that the department performs when providing fire suppression services;
 - Rescue
 - Exposure Protection
 - Confinement
 - Extinguishment
 - Ventilation
 - Salvage
 - Overhaul
- ii.** Members and employees of the department are trained and equipped to provide this service to the communities using the resources and equipment staged throughout the four municipalities.

- iii. Based community risk assessment and past history, the types of fires that the department may be requested to mitigate include the following;
- Structural (residential and commercial)
 - Brush
 - Flammable and combustible liquids
 - Electrical
 - Vehicle and equipment

b. Rescue

- i. NFPA 1670, *Standard on Operations and Training for Technical Rescue* defines several disciplines within the rescue classification. These include;
- **Structural collapse rescue** – the location and removal of victims from collapsed buildings or other structures.
 - **Rope rescue** – the use of rope and associated equipment to raise, lower, access or otherwise move victims and rescuers in a specific environment.
 - **Confined space rescue** – the removal of persons ill or injured within enclosed structures having specific characteristics.
 - **Vehicle and machinery rescue** – the extrication of persons entrapped in various transportation conveyances as well as fixed machinery.
 - **Water rescue** – the rescue of persons in one or more of the following four water-related disciplines; dive, ice, surf, swift water.
 - **Wilderness search and rescue** – the location and removal of persons trapped or stranded within a wilderness environment.
 - **Trench and excavation rescue** – the location and removal of persons from collapsed trenches or other excavations.
- ii. In addition to the disciplines defined in NFPA 1670, levels of capability are also defined in order to delineate the levels of service provided in each of the categories.
- **Awareness** – Individuals trained to the awareness level are capable of recognizing and avoiding the hazard, isolating the scene and requesting additional resources to handle the situation.
 - **Operations** – Individuals trained at the operations level are capable of performing simple rescues while utilizing the knowledge, skills and abilities of the awareness level.
 - **Technician** – Individuals trained at the technician level are capable of achieving the highest level of capability possible.
- iii. The members and employees of the Western Berks Fire Department are trained and certified to the various levels of capability and in all of the disciplines provided for, therefore each type of rescue can be handled by the department with additional assistance provided by mutual or automatic aid.

c. Hazardous Materials Response

- i. The Western Berks Fire Department is equipped to handle a variety of hazardous materials incidents at the operations level of response. In addition, several members and employees of the department have been trained to the technician level, however a lack of resources owned by the department prohibits the practicing of technician level responses. Mutual aid agreements have been established with the County of Berks, Special Operations Group to provide technician level resources and personnel.

d. Fire Prevention & Public Education

- i. The Western Berks Fire Department partners with local institutions and businesses to provide fire prevention information through presentations and dissemination of printed materials. The fire prevention program also focuses on educational institutions to provide information to school children and parents throughout the year. This program is supervised by the Fire Prevention Lieutenant with assistance from other members and employees of the Western Berks Fire Department.
- ii. Additional public education is performed as part of the municipality's comprehensive emergency management program which is documented below. Education and outreach on all-hazards emergency preparedness is offered to a number of educational and business institutions through this program.

e. Investigation

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator* establishes the minimum job performance requirements for service as a fire investigator in both the private and public sector. Through the appointment of the fire marshal and assistant fire marshal by each respective municipality, the department maintains a capability to perform fire origin and cause investigations according to NFPA 921, *Guide for Fire and Explosion Investigations*.

f. Wildland Fire Suppression

The Western Berks Fire Department, in cooperation with the PA Department of Conservation and Natural Resources provides wildfire suppression services to the primary and secondary coverage areas, in addition to support throughout the Commonwealth of Pennsylvania through DCNR and the Western Berks Fire Department Forest Fire Crews.

g. Emergency Management

The Boroughs of Wernersville, and Robesonia, along with the Townships of Lower and South Heidelberg, and Heidelberg Township have adopted the Western Berks Regional Emergency Operations Plan which is managed by the respective Emergency Management Coordinators and Deputy Coordinators through the Western Berks Fire Department. This comprehensive emergency management program focuses on all-hazards identified through a comprehensive hazard vulnerability analysis performed in the western municipalities in Berks County.

X. REPORTING

a. Monthly Fire Report

Each month, on or within the first of the month, a monthly report is published, posted on the department's website (<http://www.westernberksfire.org>) and posted in each station. This report covers monthly calls, average personnel per call, fire loss, year-to-date incident participation, along with training and non-emergency functions of the department. Copies of these reports can be viewed by accessing the department's website.

b. Annual Report

At the conclusion of each year, a comprehensive annual report is published highlighting the events and incidents throughout the previous year. Data similar to the monthly fire report is included in addition to a statistical comparison of the previous year's incidents and events. Copies of this report can also be found on the department's website.