

RECOMMENDATIONS AND COMPLETE SUMMARY OF CIVIC SURVEY

(Continued from page 2.)

and provides for continuity of service. Its main weakness is that it causes confusion of responsibility, which is practically always a liability.

10. That the personnel record cards be established in all departments as a permanent record of the personnel of the city.

11. That the Chief Clerk be continued as an officer appointed by and directly responsible to the Council.

12. That a City Auditor, independent of the Finance Commission, be directly responsible to the Council.

13. That the present fire department be reorganized on a permanent basis, on a strictly actuarial basis, that the responsible financial officer of the city be the financial officer of the fire department.

14. That a Deputy Chief be appointed to assist the Chief in his many duties, that he be next to the Chief in rank and that he be a member of the permanent force.

15. That the fire department be reorganized on a permanent basis, on a strictly actuarial basis, that the responsible financial officer of the city be the financial officer of the fire department.

EXECUTIVE ORGANIZATION.

8. That the executive or policy-making machinery of the city government be divided into five administrative departments under permanent department heads appointed by the Council.

9. That the five department heads be appointed by the Council on a permanent basis, on a strictly actuarial basis, that the responsible financial officer of the city be the financial officer of the fire department.

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APPLICATIONS FOR JOBS

18. That all applicants for positions on either the permanent or "call" force be required to submit their own handwriting on a form supplied by the department for that purpose.

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APPOINTMENTS

20. That before appointment the Chief personally confer with each applicant in order to determine the likelihood of the applicant being an efficient member of the department.

21. That no applicant be accepted who is under the age of 21 years or over the age of 50 years.

22. That in the event of the other qualifications of the applicant being sufficient, he be examined by a qualified physician and be required to produce a certificate of physical fitness.

23. That on appointment to the Department the applicant be required to subscribe to the terms and conditions of his contract and to the rules and regulations of the Department.

24. That in connection with "call" companies, the foremen and members of the company be required to be attached to the company.

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URGENT RECORDS KEPT.

(c) That the chief establish a regular fire record book to replace his present fire record book and that such record, in addition to location and time of fire, show attendance of apparatus, fire extinguished, estimated loss, etc.

(d) That when information as to blocked streets or water turned off is obtained in each fire hall, a log book, that in addition to the location of the fire, and retained there until such condition becomes normal, be provided in each fire hall.

(e) That a record of all breaks or fires be kept in the fire alarm system be kept.

(f) That blueprints or maps showing the layout of streets, hydrants, fire alarm boxes, location of fire halls, fire districts, etc., be kept in the fire department.

(g) That inspection of maps showing the layout of streets, hydrants, fire alarm boxes, location of fire halls, fire districts, etc., be kept in the fire department.

(h) That the personnel record cards be established in all departments as a permanent record of the personnel of the city.

(i) That the Chief Clerk be continued as an officer appointed by and directly responsible to the Council.

(j) That a City Auditor, independent of the Finance Commission, be directly responsible to the Council.

(k) That the present fire department be reorganized on a permanent basis, on a strictly actuarial basis, that the responsible financial officer of the city be the financial officer of the fire department.

PURCHASING

26. That a division of purchasing be established in the Department of Public Services, which will not only purchase for the various departments in this department but for all the other departments.

27. That a possible co-operative arrangement be made by the City with the Board of School Trustees; if the City should purchase for the Board of School Trustees, the Board of School Trustees should purchase for the City.

28. That a standard form be drawn up and supplied by the chief financial officer of the city to the various departments for the year which has just passed.

29. That the chief financial officer be required to submit a report to the Council on the expenditure of the year which has just passed.

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WATER SUPPLY-GENERAL.

35. In many respects the City of Saint John is exceedingly fortunate in having such a splendid natural water supply, and the system as a whole is one of the best in the province.

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SEWERAGE SYSTEM.

44. I am of the opinion that the system as laid out is functioning in a satisfactory way. The only suggestion that I have to make is that no more sewers should be laid down constructed of timber and that such sewers as exist at present built of timber when they come to be renewed, should be replaced with sewers of a more permanent and satisfactory character.

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