

## **Constitution and By-Laws**

*Approved at the annual meeting 01/16/17*

# **Stockbridge Community Fire Department**

*Organized December 12, 1949*

## **Preamble**

The members of the Stockbridge Community Fire Department in order to maintain a perfect union among themselves, establish discipline and promote the object for which are associated, do ordain and adopt the following constitution and by-laws for the government of the department.

## **Article 1: Title and Object**

- Section 1. This organization shall be known as the Stockbridge Community Fire Department.
- Section 2. Its object shall be the protection of lives and property through the extinguishment of fires and responding to any other type of emergency.
- Section 3. It is expected all firefighters and first responders participate at picnics and fundraisers.
- Section 4. This organization shall start all annual, regular and special meetings with the pledge of allegiance.

## **Article 2: Member Classification**

- Section 1. The classification of members shall be:
- A. Active Members. These members shall be equipped to answer all alarms, fire drills, meetings, or any emergency.
  - B. Honorary Members. Members who have 10 years of service and wish to retire from the active list.
- Section 2. The department shall be composed of one or more engine companies, one or more rescue companies, and one or more tender companies.

## **Article 3: Officers/Election of Officers**

- Section 1. Officers shall consist of a Chief, Assistant Chief, 1<sup>st</sup> Captain, 2<sup>nd</sup> Captain, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Lieutenant, and Secretary and /or Treasurer.

Section 2. Each member applying for an officer's position must submit a ballot nomination by 6:00 pm on the first Monday in January so the membership may review the qualifications for two weeks before the elections.

Section 3. Elections: The officers of this department shall be elected by ballot, on the 3<sup>rd</sup> Monday in January each odd year for a two-year term. A majority of the votes being required for an election. Any vacancy shall be filled by a qualified member at the next monthly meeting by a ballot vote of the majority present to approve the officer.

Section 4. Requirements For each Position

**Lieutenant:**

1. Minimum 5 years of Fire Service. Credit for years of satisfactory service on another Fire Department will be given at a rate of 2 to 1. A letter from that department on letter head and signed by the current Fire Chief will be required to receive credit for these years.
2. A minimum of two years of satisfactory service on the Stockbridge Fire Department.
3. *A member of the Stockbridge Fire Department that has previously held this position or a higher position will be grand fathered in and have the following requirements waived:*
4. Entry Level Firefighter one with State certification or the equivalent class at the time of entry into the Fire Service.
5. Incident Command Class with certificate
6. Safety Officer Class with certificate
7. Extrication Basics with certificate
8. Ice Rescue Basics with certificate
9. Nims ICS-100
10. Nims ICS-200
11. Nims FEMA IS-700
12. 80% attendance from the previous year at the Practices and Regular Meetings.

**Captain:**

1. Minimum 10 years of Fire Service. Credit for years of satisfactory service on another Fire Department will be given at a rate of 2 to 1. A letter from that department on letter head and signed by the current Fire Chief will be required to receive credit for these years.
2. A minimum of three years of satisfactory service on the Stockbridge Fire Department.
3. *A member of the Stockbridge Fire Department that has previously held this position or a higher position will be grandfathered in and have the following requirements waived.*

4. Minimum 3 years as a Lieutenant on the Stockbridge Fire Department
5. Entry Level Firefighter one with State certification or the equivalent class at the time of entry into the Fire Service.
6. Incident Command Class with certificate
7. Safety Officer Class with certificate
8. Extrication Basics with certificate
9. Ice Rescue Basics with certificate
10. Nims ICS-100
11. Nims ICS-200
12. Nims ICS-300
13. Nims FEMA IS-700
14. Nims FEMA IS-800
15. 80% attendance from the previous year at the Practices and Regular Meetings.

**Assistant Chief:**

1. Minimum 10 years of Fire Service. Credit for years of satisfactory service on another Fire Department will be given at a rate of 2 to 1. A letter from that department on letter head and signed by the current Fire Chief will be required to receive credit for these years.
2. A minimum of 6 years of satisfactory service on the Stockbridge Fire Department.
3. *A Member of the Stockbridge Fire Department that has previously held this position or a higher position on the Stockbridge Fire Department will be grand fathered in and have the following requirements waived:*
  4. Minimum of six years as a lieutenant or Captain on the Stockbridge Fire Department
  5. Entry Level Firefighter One with State Certification or the equivalent class at the time of entry into the Fire Service.
  6. Incident Command Class with certificate.
  7. Safety Officer Class with certificate.
  8. Fire Investigator with certificate.
  9. Fire Inspector with certificate.
  10. Extrication Basics with certificate.
  11. Ice rescue Basics with certificate.
  12. NIMS ICS -100
  13. NIMS ICS - 200
  14. NIMS ICS - 300
  15. NIMS ICS – 400
  16. NIMS IS – 700
  17. NIMS IS – 800
  18. 80% attendance from the previous year at the practices and regular meetings.



**Chief:**

1. Minimum of 10 years of Fire Service. Credit for years of satisfactory service on another Fire Department will be given at a rate of 2 to 1. A letter from that department on letter head and signed by the current Fire Chief will be required to receive credit for these years.
2. A minimum of six years of satisfactory service on the Stockbridge Fire Department.
3. *A member of the Stockbridge Fire Department that has previously held this position on the Stockbridge Fire Department will be grand fathered in and have the following requirements waived:*
  4. Minimum of ten years as a lieutenant, Captain or Assistant Chief on the Stockbridge Fire Department
  5. Entry Level Firefighter One with State Certification or the equivalent class at the time of entry into the Fire Service.
  6. Incident Command class with certificate.
  7. Safety Officer Class with certificate.
  8. Fire Investigator with certificate.
  9. Fire Inspector with certificate.
  10. Extrication Basics with certificate.
  11. Ice Rescue Basics with certificate.
  12. NIMS ICS – 100
  13. NIMS ICS -200
  14. NIMS ICS – 300
  15. NIMS ICS – 400
  16. NIMS IS -700
  17. NIMS IS – 800
  18. 80% attendance from the previous year at the practices and regular meetings.

Section 5. There shall be elected the monthly meeting such standing committees as may be deemed necessary for the proper transaction of business.

Section 6. Length of Service Awards Program (LOSAP) There shall be two members of the department elected to a two year term to sit on a 7 member board that will administer the LOSAP rules and regulations and make recommendations on any discrepancies brought before the LOSAP committee.

**Article 4: Meetings**

- Section 1. There shall be an annual meeting on the 3<sup>rd</sup> Monday of January each year at 7:00 p.m. for the election of officers, reports of officers, and transaction of any other business that may properly come before the meeting.
- Section 2. There shall be one regular practice and one regular meeting/ work night held at the fire station normally held on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month.
- Section 3. A special meeting shall be called by the Chief whenever they may deem it necessary, or when requested by petition to do so by any ten members, stating their reasons.
- Section 4. In case of an alarm during meeting, it shall stand adjourned until reconvened by the Chief.

#### **Article 5: Duties of Officers at Meeting**

- Section 1. Duties of Chief: It shall be the duty of the Chief, or in an absence, a designee, to preside at all meetings, regular and special.
- Section 2. The Chief is to attest all bills, maintain order, appoint committees deemed necessary, and excuse members for absence if proper excuse is given.
- Section 3. The Chief shall sign all orders drawn on the treasury, and shall exercise general supervision in all the affairs of the department.
- Section 4. The Chief shall have no vote excepting in the event of a tie.

#### **Article 6: Duties of the Secretary and/or Treasurer**

- Section 1. It shall be the duty of the Secretary and /or Treasurer to keep a complete record of the minutes of all meetings of the department, and the Chief shall appoint a temporary secretary in case of an absence.
- Section 2. The Secretary and /or Treasurer is to keep a complete record of all money received and expended and report at each meeting.
- Section 3. Treasurer shall pay all bills properly presented and allowed by the department, but no money shall be paid out unless attested by the Chief.
- Section 4. Secretary and /or Treasurer shall keep a correct account book of all money received and paid out and make a report of the same at the regular and annual meetings.

#### **Article 7: Duties of the Chief and Assistant Chief**

- Section 1. It shall be their duty to be present at all alarms, if possible, and to plan the attack and direct the action of all companies on their arrival.
- Section 2. They shall make a report at the next regular meeting of all alarms and give as nearly as possible the following facts: Location of alarm, date, hour, where it started, and general remarks.
- Section 3. It shall be the duty of the Assistant Chief to perform the duties of the Chief in case of an absence.
- Section 4. It shall be the duty of the Assistant Chief to assist the Chief in the discharge of all duties.

#### **Article 8: Police Duty**

- Section 1. All members of the Fire Department shall have police duty at all alarms.
- Section 2. The duties of the fire police shall be to see that traffic is regulated, that only the proper persons be permitted on the scene and to report and arrest to officer in charge so that record may be kept.

#### **Article 9: Officers**

- Section 1. Every officer, secretary and/or treasurer, of this department shall, at the expiration of the term of office, turn over to the duly elected successor all books, money, and property in their possession belonging to the department.
- Section 2. The officers of this department constitute a Health and Safety committee. Said meeting shall be held at the beginning of the officers meeting and will follow state standards. Any member of the department may attend said meeting to present health and safety issues to be addressed.

#### **Article 10: Members**

- Section 1. All members of the department must be citizens of the Town or Village of Stockbridge and shall be 18 years of age. Any prospective applicant must be 18 years of age.
- Section 2. Any member shall have the privilege of presenting names of the applicants for membership.
- Section 3. Before an applicant becomes a member, the applicant must submit a current driving record to the department's insurance agent for the agent's approval. Upon approval by the department's insurance agent, the application shall go before the officers. Upon approval of no less than 6



officers, consisting of the Chief and 5 department officers, the application shall then be voted on by the attending members at the next regular meeting.

- Section 4. All members are on probation for one year.
- Section 5. All new members shall have the mandatory fire training required by the state, county, and all special training sessions when mandated by the department
- Section 6. All members shall participate in all special training sessions unless excused by the Fire Chief or a designee.
- Section 7. All members must sign and inventory sheet upon receiving equipment and returning equipment.

#### **Article 11: Duties**

- Section 1. It shall be the first duty of all members of this department to obey all commands of their officers while on duty.
- Section 2. It shall be the duty of all members to be prompt at all meetings or assemble at the Fire House without delay for every alarm to assist in getting the apparatus to the scene and in readiness for operation, as soon as possible, and to obey all orders given by the Chief and other officers.
- Section 3. Any member receiving injury while on duty must report it to officer in charge immediately or within 24 hours. Chief or Assistant Chief shall fill out an Accident Report and give it to the Village Clerk and insurance agent within 48 hours.
- Section 4. After the return to the fire station from any alarm or drill no member shall be excused before apparatus and equipment be put back in service or any necessary work carried out.
- Section 5. No member shall be excused from attending any regular or special meeting, or practice, except, on the grounds of absence from the district, sickness or absolute necessity.
- Section 6. No member shall appear at the meetings or on duty under the influence of drugs or alcohol, or shall be guilty of using insulting, indecent or improper language, or be guilty of conduct unbecoming.
- Section 7. The Chief or a designee may grant a member to leave during a session.

### **Article 12: Resignations**

Any person desiring to resign from membership shall send written notice to the department or make verbal announcement at regular meeting of the department.

### **Article 13: Quorum**

Fifty percent of active members on roster shall constitute a quorum and have the power to transact business.

### **Article 14: Modifications**

No alterations or amendments shall be made to this constitution unless adopted by two-thirds vote of all members present.

### **Article 15: Attendance**

- Section 1. Any member failing to attend 7 practices and 7 work sessions in one calendar year will result in termination from the department. Members shall have the opportunity to make up approved practices and work sessions; however, no member can make up more than three approved practices and work nights after October 1.
- Section 2. There will be no excused absence, the responsibility falls on the member to schedule a make up practice with an officer or get a practice approved by an officer of the department.
- Section 3. Attendance will be reviewed on the second Monday in October; a member will be given a verbal warning regarding their attendance if it is behind schedule. Attendance will be reviewed again on the second Monday in November; a written warning (2<sup>nd</sup>) will be given if attendance has not improved. Attendance will be reviewed a third time on the second Monday in December, a recommendation will be made by the officers to the membership at that meeting.

### **Article 16: Disciplinary Policy**

PURPOSE: To enforce and record violations of the By-Laws, Standard Operating Procedures/Guidelines and any other complaint brought before the Department.

PROCEDURE: The Disciplinary policy will be enforced in 3 steps.



- 1<sup>st</sup>. Verbal warning with written documentation of verbal warning;
- 2nd. written warning;
- 3rd. Suspension, Demotion, or Dismissal of all privileges for a period to be determined by The Officers.

All documentation of warnings/enforcement is placed in the member's file.

Any member can approach an officer of the Department to report any violation within 24 hours of the incident. The Officer will report the violation to the Chief or Assistant Chief prior to the next meeting for disciplinary action.

Any combination of 3 violations can warrant suspension, demotion, or dismissal.

\*Any member charged in a court with a felony will automatically be suspended pending disposition of the charges. Any member convicted of a felony charge before a court of record shall be reviewed by the membership and recommendation made to the Town and Village Board. If charges are not substantiated in court, the member so charged will be reinstated effective as of the date of suspension.

Disciplinary action will be taken for unprofessional behavior of any nature in regards to the Fire Department at the discretion of the officers.

\*The Officers of the Department will recommend dismissal to the Town and Village Board. Upon receipt of the majority vote of both Boards, the dismissal shall ensue.

### **Article 17: Rules of Order**

- Section 1. Honorary members shall have the right to express their opinion and vote at any regular, special, or annual meeting.
- Section 2. The drills and evolutions to be adopted by the department must conform to those required by the Federal, State, and local governments.
- Section 3. The department will at all times cooperate with the Department of Commerce, State Fire Marshall, and any Federal, State, or Local authorities.

### **Article 18: First Responders**

The First Responder Unit will be governed by the First Responder By-Laws and report to the Fire Chief.

**Article 19: Fire Investigators**

- Section 1. Any member of the Stockbridge Fire Department who is a Calumet County Fire Investigation Unit member, must adhere to the current Calumet County Fire Investigation Unit By-Laws.
- Section 2. Any Fire Investigator who does not adhere to the Calumet County Fire Investigation By-Laws will be provided written notice by the Chief, outlining the investigator's violation.
- Section 3. The fire investigator's violation must be corrected within 90 days of written notice. Failure to correct said violation within 90 days shall result in the investigator's violation being addressed by the members of Stockbridge Fire Investigators for termination of the investigator's Calumet County Fire Investigation Unit membership status. The decision of the Department's Fire Investigators shall be binding.

**Article 20: Length of Service Awards Program - LOSAP**

1. The Losap Committee shall consist of seven members, two members elected by the Fire Department membership, two members elected by the First Responder membership, three retired members with no vested interest in the program. The Town and Village will appoint one advisor from each board.
2. The seven-member committee is the only members who can vote on a decision.
3. 50% of the committee must be present to make a decision.
4. The decisions made by the committee are final.
5. The committee shall elect a chairman and a secretary.
6. The committee shall meet Quarterly on the 1<sup>st</sup> Tuesday in February, May, August and November. The annual meeting will be held at the May meeting.
7. Nominations for committee Chair and Secretary will be made at the February meeting and voted on at the annual meeting in May.

8. Board changes will happen at the April Election, it will be the responsibility of the respective board to appoint their advisor to the committee.
  9. A fire fighter or first responder will get credit for adequate service when each member meets the minimum requirement set forth in the by-laws of the fire department and / or the first responders. The Fire Chief and First Responder Captain will post the annual report for thirty days in the hallway bulletin board starting in December of the current year. The member has the right to appeal to the LOSAP board if they have issue with the annual report.
  10. Leave of Absence (LOA)
  11. A member may fill out an application for leave of absence at any time.
  12. The officers of the respective department will review the application with a majority of the officers needed for approval.
  13. A member on a leave of absence is not considered an active member of the respective department.
  14. The member shall re apply for leave of absence 1 year from the date of application.
  15. The respective department will be responsible for the administration fees to cover the first year. The member will be responsible for the administration fees for each year after the first.
  16. A leave of absence will not exceed 3 consecutive years.
  17. One year in good standing will reset all time frames for the application for leave of absence.
  18. All administration fees will be paid to the municipality that covers the respective department.
  19. All unvested money will be dispensed at the three-year termination.
  20. Any member may appeal any decision to the 7-member LOSAP board; the LOSAP board's decision is FINAL.
  21. Committee members can only make decisions based on the written recommendations of the LOSAP advisor. Any decisions outside of that must come back to the general membership at a regular or special meeting.
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