

Grand Rapids Vol. Fire Department



Constitution and By-Laws

TABLE OF CONTENTS

APPLICATION FOR MEMBERSHIP	Section 1	Page 2
MEMBERSHIP	Section 2	Page 2
MEETINGS	Section 3	Page 3
PRACTICE DRILLS AND TRAININGS	Section 4	Page 3
FIRE/EMS ALARMS	Section 5	Page 4
APPOINTMENT OF OFFICERS AND ELECTION OF INTERVIEW COMMITTEE	Section 6	Page 4
DUTIES ASSIGNED TO DEPARTMENT MEMBERS	Section 7	Page 6
GENERAL RULES OF BEHAVIOR	Section 8	Page 12
RULES OF CONDUCT	Section 9	Page 13
POWER OF EXCUSE	Section 10	Page 13
DISCIPLINE, PENALTIES AND FORFEITURES	Section 11	Page 14
BOARD OF APPEALS FOR A GRIEVANCE	Section 12	Page 15
RATE OF COMPENSATION	Sections 13	Page 15
CONSTITUTIONAL CHANGES	Sections 14	Page 16

Any reference as to gender in the Constitution, By Laws, Policies, Procedures, Rules, Regulations, and the Minimum Operating Guidelines shall be considered to be fire, EMS, and gender neutral.

Section 1 APPLICATION FOR MEMBERSHIP

1. The application of any candidate shall be turned over to the Membership Committee. The Membership Committee is to present the application to the body for membership. The names of applicants for membership shall be announced at the regular or special meetings of the department. The committee can waive or shorten returning member's probationary period if said member left in good standing and is currently in good standing with the department.
2. Applicants for membership in the Department must be over the age of 18 years and reside within the applicable current industry residency regulations and standards. Applicant must possess, or be able to obtain by time of appointment, have a valid Wisconsin State driver's license, have no felony convictions or disqualifying criminal histories, be a U.S. Citizen, and must be able to read and write the English language.
3. All applicants will submit to a background investigation, to be completed and reviewed by the membership committee before being accepted as an associate member.
4. A rejected applicant shall be permitted to file another application after six (6) months have elapsed since the time of the filing of the last application.
5. Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical task such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting and carrying moderately heavy (20-50 lbs.) to heavy (50-100 lbs.) items. Task involves the operation of hand tools, calling for full coordination of sensory and manipulative ability in order to achieve full production to acceptable standards.

Section 2 MEMBERSHIP

1. The requirements for membership in the department are as defined in Section II of the Ordinance governing this Department.
2. The paid/paid on call members shall be 1 Fire Chief, 9 officers, 30 members, associate members, and associate EMS members.
3. Associate members shall consist of individuals who are interested in joining the Department and shall take part in all areas as required for active members but will operate without a vote.
4. Associate EMS members shall consist of individuals who are interested in joining the Department for EMS calls only. These members will operate with voting rights on EMS related issues only. The department will allow for only ten associate EMS members.
5. Honorary Members shall be those former members in good standing who belonged to the Department for not less than five year and who have left the area, or retired from the department for personal reasons, or have attained the age of 65 years. The 65 years of age retirement can be waived by the member submitting a written request to the Membership Committee via the Chief. This request will be reviewed annually. Honorary Members may take part in all meetings and will operate without compensation or voting rights, and will be included in all social functions. Upon page, they may respond to the station and help at the station or other duties assigned to them by the Chief or OIC. The Membership Committee shall review a said list of Honorary Members annually.

Section 3 **MEETINGS**

1. The Annual Meeting of the Department shall be held on the first (1st) Monday in March of each year.
2. Regular monthly business meeting date and time may be called by the Chief and approved by the Officers. If the meeting falls on a holiday, then we will meet on the first (1st) Wednesday of the month at 6:30 P.M.
3. Special meetings may be called by the Chief at any time or shall be called by the Chief if given a written request, signed by five (5) members. The object of the meeting must be stated in the call and no business other than the business stated in the call may be transacted. Notice of such meetings shall be given by the Chief or Senior Officer in charge during the absence of the Chief by the Pager alarm system. A roll call will be taken and acceptance acknowledged.
4. A quorum for any meeting shall consist of a majority of the members of the Department. The meeting shall be conducted according to Robert's Rules of Order.
5. All motions brought before the business meeting shall be decided by a majority vote of the members present.
6. The following shall constitute the order of business at a meeting:
 1. Roll call
 2. Reading of the minutes of the last meeting
 3. Treasurer's report
 4. Monthly Training
 5. Committee reports
 6. Unfinished business
 7. New business
 8. Adjourn from meeting
7. Regular monthly officers meetings shall be held on the last Wednesday prior to the next regular monthly meeting at: **6:30** pm or other hour/date specified by the Chief or OIC.

Section 4 **PRACTICE DRILLS AND TRAININGS**

1. It shall be the duty of the Chief or Officer in Charge to call out for practice drill whenever advisable, one or more crews of the department. Each crew shall be drilled and trained not less than once each month. Any crew, Officer, or member refusing or failing to respond to any such drills, without being excused, may be suspended or placed on probation by the Chief.
2. Regular fire trainings date and time may be called by the Chief and approved by the Officers. All members and associate members charged with fire duties are required to make at least 24 hours of annual approved Fire Department trainings. Any Officer, or member refusing or failing to respond to any such drills or trainings, without being excused, may be suspended, placed on probation, or terminated by the Chief.
3. Regular EMS training will be held on the second (2nd) Thursday of each month at 6:30 P.M. or other hour/date specified. Those members or associate members charged with EMS duties shall make every effort to attend the monthly EMS training but are required to make 6 training yearly. Any Officer or member refusing or failing to respond to any such drills, without being excused, may be suspended, placed on probation, or terminated by the Chief.

4. Fire and EMS Members and Associate Members have the option to make up any missed trainings to be compliant with department standard. All make up training sessions will be scheduled with the Fire Chief or Training Officers

Section 5 **FIRE/EMS ALARMS**

1. The established method of a call will be via a page from the County Dispatch or Fire Base.
2. In the absence of any officer, the member in charge of the apparatus first arriving or the first member that has arrived on scene, shall assume the duties of the officer in charge until command is transferred.
3. Apparatus and equipment will be returned to operation readiness when returning from all calls.
 - a. Officer in Charge to complete all required reports.
 - b. Driver and crew are responsible for the post trip inspection of vehicle, equipment, and filling out the vehicle log.
 - c. All personnel at the station are responsible to help get the trucks and station ready for the next call (washing of vehicle(s)/hose(s)/equipment, equipment checks, and etc).
 - d. Firefighters are to be dismissed by the officer in charge only or a senior officer at the station. A debriefing of the fire call should be held if needed after each call prior to members being dismissed.

Section 6 **APPOINTMENT OF OFFICERS AND ELECTION OF INTERVIEW COMMITTEE**

1. The Town Board shall appoint the Chief.
2. Any opening within this officer structure will first be filled internally by the current department officer(s) that applying for the position(s). All officer candidates that apply will go through an interview process conducted by the chief, assistant chief(s), and interview committee.
3. Whenever there is an opening created within the lieutenant's rank through the interview process, current officers within this rank structure will move up opening the most junior lieutenant position to be filled. If an officer(s) declines the move up, that officer(s) will remain in their position and a junior or new officer can be appointed above this position.
4. All recommendations will be forwarded to the membership committee for appointment. Any appointments made will be confirmed by the Town of Grand Rapids Board. These officers will discharge their duties until they so choose to step down, are no longer performing their assigned duties, and or fail to follow the by-laws, constitution, employee handbook, safety manual, rules, policies, and procedures as directed by these rules
5. The eligibility for an open officer position will be as follows:
 - a. All candidates must be a member of the department with the minimum requirement of service with the department as follows:
 1. Current Department Officer(s) applying for a higher position - Have been an officer of the department for a minimum of two (2) years.
 2. Current Open Lieutenant(s) position – Have been a member of the department for a period of two (2) years.
 - b. Be in good standings with our department in all areas.
 - c. Have all the required training completed and be able to perform the duties assigned by the Chief through the current position held on the department.

- d. All interviews will be conducted by the chief, assistant chief(s), and interview committee. All recommendations will be forwarded to the membership committee.
 - e. All newly appointed officers have one (1) year to complete required training for the rank they have been appointed to. Class availability will be the only exception to this rule.
6. The interview committee will be made up of four (4) members of the department elected by the body for the purpose of assisting in the interviewing process. When there is an open officers position, the committee will assist the chief and assistant chief(s) in the interview process. Minimum eligibility for the interview committee is as follows:
 - a. Be a member of the department for a period of four (4) years.
 - b. Be in good standings with our department in all areas.
 - c. Members elected to this temporary committee will be members that are not interested in applying for a current open officer's position. The committee will disband once all open officer positions are filled.
 - d. Interview committee positions will be elected at a Monthly Meeting or a Special Election Meeting called for by the Chief prior to conducting interview. If a Special Election Meeting is to be held, the Chief shall notify the department of the intent of a Special Election via department page within 48 hours of the Special Election Meeting. Only members in good standing and present at the time of either election are eligible to vote.
 - e. If there are not four (4) members interested in serving on the interview committee or there is an open position(s) on the committee that cannot be filled by an election, the chief and assistant chief(s) shall seek out candidate(s) for this vacant position(s) that might not meet the eligibility requirements or were not at either meeting.
7. The Secretary shall be appointed by the Membership Committee on the even numbered years. Minimum eligibility requirements for this position are as follows:
 - a. Have been a member of the department for a minimum of three (3) years.
 - b. Be in good standings with our department in all areas.
8. The Treasurer shall be appointed by the Membership Committee on the odd numbered years. Minimum eligibility requirements for this position are as follows:
 - a. Have been a member of the department for a minimum of three (3) years.
 - b. Be in good standings with the department in all areas.
9. If no candidates are announced or apply for an open appointed position, and an opening cannot be filled, the chief and assistant chief(s) shall seek out candidate(s) for this vacant position(s) that might not meet the eligibility requirements. The chief, assistant chief(s), and interview committee will interview the candidate(s) and make recommendation to the membership committee for appointment.
10. At the Annual Department Meeting, a vote of confidence will be held for all appointed officers positions made by the membership and interview committee. A vote of confidence must be 2/3 positive votes of the eligible members in good standing with the department that are present. This vote of confidence will occur on odd numbered calendar years by ballot vote for each position. The body has the right to call for a unanimous show of hands vote thus skipping the ballot vote for any position.
11. When the results from a vote of confidence is less than 2/3 positive for any given position, a committee appointed by the chief made up of two officers and two members will be formed to follow up with each member individually that was present at the meeting from the sign-in sheet to investigate the reason(s) for the non-favorable vote of confidence for that position.

The committee will document any and all reasons given for the non-favorable vote. No member's names will be associated with any comments documented. The committee will then formally present their findings to the chief within one week from the vote. Once the committee has presented their findings, the committee will disband. If the chief is unable to correct the problem(s), the issues will be presented to the Board of Appeals for action.

12. It shall be the duty of the Chief to report the names of the appointed and elected officers to the Town Board no later than the next Town Board meeting.

Section 7

DUTIES ASSIGNED TO DEPARTMENT MEMBERS

1. DUTIES OF THE CHIEF

- a. The Chief shall be at the head of the Department, subject to the laws of the State of Wisconsin, Ordinances of the Township, and the rules and regulations herein adopted.
- b. The Chief shall be held responsible for the general condition and efficient operation of the Department, the training of members and the performance of all other duties assigned. Dereliction of duty, personal misconduct and/or the delinquencies in attendance at meetings and trainings by a member is sufficient reasons for a request by the Chief for the member's resignation.
- c. The Chief may designate the members of each Company in such numbers as necessary; however, a member is obligated to perform any other duty assigned by a supervising officer.
- d. The Chief shall make every effort to attend all fire calls and direct the officers and members in the performance of their duties.
- e. The Chief shall see that each fire is investigated to determine its cause and in case of suspicion of any incendiaries shall secure and preserve all possible evidence for future use in the case and notify the proper authorities.
- f. The Chief shall direct that all Department equipment is put and kept in proper working order.
- g. The Chief shall direct that department officers have the position of all hose on the apparatus changed annually, if not otherwise used, and have waters run through it. The Chief shall direct that all hose is tested annually and passes current industry specification for hydrostatic testing.
- h. The Chief shall direct pumping equipment to be tested monthly for ability to draft, annually for ability to deliver rated capacity and pressure, at safe engine speed.
- i. The Chief shall direct a quarterly inspection of all water supplies.
- j. The Chief shall make an Annual Report of activities of the Department to the Town Board of the Town of Grand Rapids.
- k. The Chief shall review the Minimum Operating Guidelines, Policies, and Procedures on an annual basis and make changes as needed.
- l. The Chief may conduct annual personnel review of each officer and report any issues to membership committee for action as needed.

2. DUTIES OF THE ASSISTANT CHIEF(S)

- a. The Assistant Chief(s) shall report to the Chief at fires and assist in the discharge of assigned duties. In the absence of the Chief, the Assistant Chief(s) shall assume command will have all the authority vested in said Chief position.

- b. The Assistant Chief(s) shall preside at all meetings in the absence of the Chief.
- c. Assistant Chief(s) shall promptly report in writing to the fire chief any incapacity, neglect of duty, disobedience of a superior officer, or the violation of any ordinance, by law, constitution, rules, policies, procedures, or regulation.
- d. Assistant Chief(s) shall assist the Chief in the appointment of any officer(s).
- e. Assistant Chief(s) shall assist the Chief in evaluating department training policies and be responsible for all matters, duties, and things pertaining to this duty.
- f. Assistant Chief(s) will have all the training as required by the chief.
- g. Assistant Chief(s) will also carry out any other duties assigned to them by the Chief

3. DUTIES OF THE CAPTAIN(S)

- a. It shall be the duty of the Captain(s) to obey all orders from the Chief and Assistant Chief(s). Upon arrival at a scene, reports immediately to command for further orders and relay such orders to the members.
- b. The Captain(s) shall require, when the "Take-Up" order is given, that the hose is placed on the engine and that all Department equipment is returned to its proper place on the apparatus, and shall require that the rules for the care and management of the apparatus be obeyed. The Captain(s) shall make sure, after each run that the apparatus are back in service and ready to respond to another call.
- c. The Captain(s) shall be held responsible for the condition of the apparatus and equipment during the time it is under their command and for the condition and appearance of the fire station in which it is housed.
- d. The captain(s) shall, in the absence of a Chief and Assistant Chief(s), assume charge and will have all the authority vested in said chief officer position.
- e. Captain(s) shall promptly report in writing to the chief any incapacity, neglect of duty, disobedience of a superior officer, or the violation of any ordinance, by law, constitution, rules, policies, procedures, or regulation.
- f. Captain(s) shall be in command of their crew. They shall have charge of and be responsible for all matters, duties, and things pertaining to their crew
- g. Captain(s) will have all the training as required by the chief
- h. Captain(s) will also carry out any other duties assigned to them by the Chief

4. DUTIES OF THE LIEUTENANT(S)

- a. It shall be the duty of the Lieutenant(s) to obey all orders from the Chief, Assistant Chief(s), and Captain(s). Upon arrival at a scene, reports immediately to command for further orders and relay such orders to the members.
- b. It shall be the duty of the Lieutenant(s) to assist the Captain(s) in the discharge of their duties.
- c. The Lieutenant(s) shall, in the absence of a Chief, Assistant Chief(s), and Captain(s) assume charge and will have all the authority vested in said chief officer position.
- d. Lieutenant(s) shall promptly report in writing to the chief any incapacity, neglect of duty, disobedience of a superior officer, or the violation of any ordinance, by law, constitution, rules, policies, procedures, or regulation.
- e. Lieutenant(s) shall be in command of their crew. They shall have charge of and be responsible for all matters, duties, and things pertaining to their crew

- f. Lieutenant(s) will have all the training as required by the chief
- g. Lieutenant(s) will also carry out any other duties assigned to them by the Chief

5. DUTIES ASSIGNED BY THE CHIEF

a. EMS Officer

- 1. Shall discharge and follow all duties to the current rank or position held
- 2. Ensure that all department EMS Members are aware of the dates and times of the required drills or trainings
- 3. Ensure all EMS members are trained to the required adopted standards
- 4. Ensure all EMS members also follow the SOPs
- 5. Will also carry out any other duties assigned to them by the Chief

b. RIT Officer

- 1. Shall discharge and follow all duties to the current rank held or position held
- 2. Ensure that all RIT Members are aware of the dates and times of the required drills or trainings
- 3. Ensure all RIT members are trained to the required adopted standards
- 4. Ensure all RIT members also follow the adopted RIT SOPs
- 5. Will also carry out any other duties assigned to them by the Chief

c. Mentoring Officer

- 1. Shall discharge and follow all duties to the current rank held or position held
- 2. Be in charge of ensuring all new Associate Members complete the new member training program.
- 3. Ensure that all new Associate Members are aware of the dates and times of the required drills or trainings
- 4. To review and report the progress of all new Associate Members the chief prior to new Associate Members being issued gear.
- 5. Will also carry out any other duties assigned to them by the Chief

d. Safety Officer

- 1. Shall discharge and follow all duties to the current rank held or position held
- 2. Ensure that all Safety Members are aware of the dates and times of the required drills or trainings
- 3. Ensure all Safety Members are trained to the required adopted standards
- 4. Ensure all Safety Members also follow the adopted Safety SOP's
- 5. Will also carry out any other duties assigned to them by the Chief

6. DUTIES OF THE SECRETARY AND THE TREASURER

- a. It will be the duty of the Secretary to keep the minutes of all department meetings, officer meetings, and any other meeting as directed by the Chief. The Secretary will record roll calls from all said meetings.

- b. The Treasurer will keep a written account of all monies received and expended by the department. All donations and non public fund will be deposited into the department designated bank account. The Treasurer will issue orders to pay out of department account(s) only such amounts as the department has properly authorized or signed by the Chief in the Treasurers absence. A monthly and annual report of such transactions shall be submitted.

7. MEMBERS AND ASSOCIATE MEMBERS CHARGED WITH FIRE DUTIES

- a. It shall be the duty of members and associate member of the department, as often as the pager alarm, to proceed immediately upon the alarm thereof to the fire station or to the location of the call, as per current department policy and procedure.
- b. All members and associate member shall report to the Officer in Charge.
- c. After each run, an inspection of the apparatus and or equipment shall be made by the member or crew in charge of the apparatus or equipment immediately after the call.
- d. All members and associate member shall be responsible for securing their equipment and maintaining it in good working condition.
- e. All members shall be personally responsible for the working knowledge of all equipment and apparatus.
- d. Each member or associate member shall notify the Chief or Officer in Charge of any breakdown of equipment or apparatus as soon as it is noticed.
- g. Each member and associate member shall report to the Chief or Officer in Charge any infractions of rules, failure to respond to training, failure to work at fires or work details, and at other Department activities.
- h. It shall be the duty of all members to report the need of repair or replacement of any PPE or equipment to the Chief or crew officer as soon as it is noticed.
- i. Any member and associate member who does not expect to be present at a training or business meeting shall report such fact to any officer before 5:30 p.m. on the meeting night or leave a message at the station.
- j. Members and associate member will have all the training as required by the chief.
- k. Members and associate member must maintain a valid Wisconsin State driver's license, have no felony convictions, or disqualifying criminal activities while a member or associate member of the department.
- l. Members and associate member must maintain physical fitness to perform tasks involving the regular, and at times sustained, performance of heavier physical task such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting and carrying moderately heavy (20-50 lbs.) to heavy (50-100 lbs.) items. Task involves the operation of hand tools, calling for full coordination of sensory and manipulative ability in order to achieve full protection to acceptable standards. If a member is unable to maintain physical fitness to perform department tasks, that member shall submit a written letter to the fire chief with supporting documentation. The member's status will then be reviewed by the Membership Committee and acted on as need be. Failure to do so will exonerate the department of any and all responsibility.
- m. New Associate Members shall serve a 12 month probationary period. During the probationary period, the individual must become Firefighter 1 (certified by IFSAC) or

higher, complete DNR Wild land Firefighter, Emergency Vehicle Operations Course, IS-700, ICS-100, ICS 200. If classes are not offered in this probationary period, the member will be allowed to remain on duty until classes are completed. During this probationary period, the individual will also be mentored by an officer on department equipment, policies, procedures, by-laws, constitution, rules, and regulations. The Chief needs to sign off on all associate members after their probationary period before they can be eligible for regular membership, compensation, and voting rights.

- n. All members and associate members will have a working knowledge of and be able to perform fire department operations along with any other training prescribed by the fire chief.
- o. The Senior Member shall, in the absence of a Chief, Assistant Chief(s), Captain(s), and Lieutenant(s) assume command and will have all the authority vested in said chief officer.

8. MEMBERS AND ASSOCIATE MEMBERS CHARGED WITH EMS DUTIES

- a. It shall be the duty of EMS members when on call and the pager sounds, to proceed immediately upon the alarm to the scene of the call following department policy and procedure.
- b. After each run and tour of duty, an inspection of the equipment shall be made by the member or crew in charge of the equipment.
- c. All members shall be responsible for securing their equipment and maintaining it in good working condition.
- d. All members shall be personally responsible for the working knowledge of all EMS equipment and SOG's.
- e. Each member shall notify the Chief or Officer in Charge of any breakdown of equipment or apparatus as soon as it is noticed.
- f. Each member shall report to the Chief or Officer in Charge any infractions of rules, failure to respond to training, failure to work at calls, work details, and or at other Department activities.
- g. It shall be the duty of all members to report the need of repair or replacement of any PPE or equipment to the Chief as soon as it is noticed.
- h. Any member who does not expect to be present at training or business meetings shall report such fact to any officer before 5:30 p.m. on the meeting night or leave a message at the station.
- i. Members will have all the training as required by the chief.
- j. Members must maintain a valid Wisconsin State driver's license, stay current in CPR, maintain a state medical license, have no felony convictions, or disqualifying criminal activities while a member of the department.
- k. Members must maintain physical fitness to perform tasks involving the regular, and at times sustained, performance of heavier physical task such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting and carrying moderately heavy (20-50 lbs.) to heavy (50-100 lbs.) items. Task involves the operation of hand tools, calling for full coordination of sensory and manipulative ability in order to achieve full protection to acceptable standards. If a member is unable to maintain physical fitness to perform department tasks, that member shall submit a

written letter to the fire chief with supporting documentation. The member's status will then be reviewed by the Membership Committee and acted on as need be. Failure to do so will exonerate the department of any and all responsibility.

- l. New Members shall serve a 12 month probationary period. During the probationary period, the individual must complete Medical First Responder Class or EMT, Emergency Vehicle Operations Course (if needed), IS-700, ICS-100, and ICS 200. If classes are not offered in this probationary period, the member will be allowed to remain on duty until classes are completed. The Chief needs to sign off on all associate members after their probationary period before they can be eligible for regular membership, compensation, and voting rights.
- m. All members will have a working knowledge of and be able to perform to the level at which the department is licensed at and any other training prescribed by the fire chief.

9. DUTIES OF THE MAINTENANCE COMMITTEE

- a. The Chief shall appoint a Maintenance Committee which shall be charged with the duty of maintaining all the apparatus of the Department in good condition and ready for immediate use. No member, other than the Maintenance Committee, shall be permitted to tamper with, fix, or repair any of the apparatus unless so directed by the Chief or Officer in Charge.
- b. It shall be the duty of the Maintenance Committee to notify the Chief or Officer in Charge of a major break down of equipment.
- c. It shall be the duty of the Maintenance Committee to make regular inspections of all apparatus and mechanical equipment on a bi-monthly basis.

10. AUDITING COMMITTEE

- a. A three (3) person Auditing Committee, to be chosen by the Officers from the active roster, will conduct an Annual Audit of the Department Treasurer's books.
- b. The Annual Audit shall cover the times of January 1 through December 31 of each year and to be completed within the first two weeks of the new year. A report will be made to the body at the next monthly business meeting.

11. SAFETY COMMITTEE

- a. The committee be chaired by one of the Assistant Chiefs
- b. The committee shall be made up of the department officers.
- c. Monthly report will be made to the body as needed. Minutes from all meetings will be submitted for record keeping with the monthly Officers Meeting Minutes.
- d. A quorum of the committee members shall investigate all reported safety issues with in the department as soon as possible after being reported..
- e. On all scenes a member of the safety committee shall be appointed as the Safety Officer and be in charge of department accountability system. If all members of the safety committee are absent from a scene, the officer in charge will appoint a member to the Safety Officers position and will have all the authority vested in said Safety Officer Position.
- f. On all calls, the appointed Safety Officer will follow and adhere to all current standards that apply to the Safety Officer position.

12. DUTIES OF THE CREWS

Monthly/weekly inspections of vehicle/equipment or other duties assigned to a crew(s) for that month will be set up by the crew officer(s). All members of the assigned crew are required to participate in all duties assign to the crew(s) for that month. Trucks and equipment will be inspected by the assigned crew on a weekly basis. All trucks and portable equipment will be run on the end of the month check by all assigned crew(s) member(s). If a member is unable to attend the end the month checks or an assigned event, that member must contact the crew officer. The crew officer may assign said member to complete an assigned vehicle(s) or task(s) as make up for this required duty.

13. DEPARTMENT COMMITTEE REQUIREMENTS

- a. All committees will meet at least once a year. The committee will then make a report at the next business meeting to the body on any issues that need to be addressed. If need be, a report will be given at Annual Meeting for all issues addressed by said committee.
- b. All committees will have a minimum of five or more members. The committee will elect a chairman and vice-chairman for the year. It will be the duty of the chairman or vice chairman to report to the body.
- c. All members will belong to at least one standing department committee
- d. Officers will review Committees and members of each committee prior to the Department Annual Meeting to determine the usefulness and benefit of the current committees and make any recommendations for maintaining the current committees and establishing any new committees they deem necessary.
- e. The Constitution and By-Law Committee will meet with the Officers on a minimum of an annual basis.

Section 8 GENERAL RULES OF BEHAVIOR

1. Members and associate member shall, upon arriving at a call, report immediately to the Officer in Charge.
2. Prompt obedience shall be given to orders from Officers and disputation shall not be allowed on duty.
3. A courteous demeanor shall always be preserved toward persons that are not members of the Department, but no orders shall be accepted from them.
4. All careless destruction of property shall be avoided, and members must remember their duty is to protect life, property, and resources.
5. The position of the members and equipment shall be determined by the Officer in Charge on the call.
6. No unauthorized person shall be allowed to handle, operate, and or transported any equipment or apparatus.
7. No member shall appear at meetings, training, or on duty in any state of intoxication, use illegal drugs, using insulting, indecent, improper language, or conduct unbecoming a public servant.
8. No member shall be excused from reporting back to the fire house, registering, assisting in vehicle, equipment, and station clean-up after calls, except with permission of the officer in charge.

9. The rules and regulations contained in these by-laws, Grand Rapids Employee Hand book, safety manual, policies, procedures, rules, and regulations shall apply to all members and associate member of the fire department, regardless of rank.
10. No member or associate member of the department shall neglect any duty or fail to perform the duties required of the members or associate member of the fire department in the rules and regulations contained herein.
11. Every member of the department shall be personally responsible for all department equipment assigned to them. Any lost, stolen, or defective equipment of any member must be reported to that member's crew officer, which shall be forwarded to the chief to determine replacement.
12. No member, what every their current status is with the department, shall conduct themselves in a malicious manner, whereby causing direct and/or indirect injury or damage to another member, citizen, or property.
13. All injuries and accident must be reported immediately to the Officer in Charge. The Officer in Charge and the member will complete all required forms.

Section 9 **RULES OF CONDUCT**

***REF: GRAND RAPIDS FIRE DEPARTMENT POLICY AND PROCEDURE
RULES OF CONDUCT – FD201***

Section 10 **POWER OF EXCUSE**

1. The Chief or officer in charge shall have the power to excuse any member, associate member, or associate EMS member for absence from calls, meetings, trainings, or other occasions.
2. It is the duty of all members to inform their crew officer or the fire chief if they are unable to make a meeting or training. Example of excuses from calls, regular meetings, or trainings are as follows:
 - a. Actual illness of members or one of the member's family.
 - b. Absence from the area.
 - c. Being left in charge, alone, at a place of business.
 - d. Employment at regular occupation from which the member may not be excused.
 - e. Final authority for authorizing any excuses from training or meeting will be made by the Fire Chief or their designee only.
3. No member, associate member, or associate EMS member shall be excused from personally registering after a call, except by the Chief or Officer in Charge.
4. Any member, associate member, or associate EMS residing outside of the area defined in Section II Paragraph 2 can apply for a residence waiver.
5. Any member, associate member, or associate EMS having been informed by a doctor that their health is such that attending a call or training would further endanger that person's health, shall report so to the chief. Failure to do so will exonerate the department of all responsibility.
6. Any member, associate member, or associate EMS declared pregnant by medical report shall be placed on limited duty per directions from medical personnel and/or the chief or be given an authorized leave of absence if requested. Failure to do so will exonerate the department of any and all responsibility.
7. Leave of Absence(s) may be granted by the Fire Chief for acceptable reasons
 - a. Absences only that would exceed two weeks, but not exceed three months
 - b. Leave may be granted after a written request is submitted to the fire chief in person,

- stating time request off and purpose of the leave.
- c. If approved, no loss of benefits or privileges will occur for this period time.
- d. If a longer period is needed, a request for extension must again be submitted to the fire chief in person. The membership committee will review this request at the next committee meeting.
- e. No leave will be granted to exceed a total of six months in any one year period except as provided by current laws.

Section 11 DISCIPLINE, PENALTIES, AND FORFEITURES

Grand Rapids members are expected to follow orders, established work rules, policies and procedures. In addition they are expected to make reasonable decisions in performing their job duties in line with the mission of this department and Grand Rapids as a whole. Members in supervisor rolls have the responsibility to insure that the work expectations are clearly understood by our members. When members fail to perform to the expected level, their officer will be responsible to take corrective action.

1. Any member, associate member, associate EMS member with three (3) unexcused absences in a twelve week period from regular drills and meetings will be evaluated for that member's benefit and the department's value of that member. That individual's company officer will determine the member's effectiveness and report directly to the fire chief.
 - a. Absence due to pursuit of a livelihood (employment) or for health reasons will be accepted without action by the officers, regardless of the number of incidents. Members will still be responsible for proper identification of said absence to a company officer.
 - b. More than three (3) unexcused absence without notification shall be followed by a notice to the offender, requesting a statement of his intentions as to status on the department. The notification will be in the form of a letter or phone call. The offender must respond within seven (7) days, either by personal contact or by return mail. If notice is received and it is determined that it is an excused absence because of employment or sickness, the unexcused absence will be struck from the records.
2. Any member, associate member, associate EMS member may be placed on administrative leave for conduct unbecoming a firefighter, EMS responder, or member of this department. At the next officers meeting, the conduct will be reviewed and action taken as needed.
3. Any member of this department who fails to follow the prescribed by-laws, constitution, employee handbook, safety manual, rules, policies, and procedures may result in immediate dismissal from the department, removal of office or position held on the department, or receives a progressive discipline process by the chief or any officer.
 - a. Progressive discipline is a management tool used to address unacceptable job performance or employee misconduct. The use of progressive discipline provides an opportunity for the member to improve or correct job performance or behavior. Using this technique, management or officers may address job performance in a positive, objective manner (i.e., be supportive, encourage two-way communication, and provide positive yet realistic feedback) and maintain a productive unit.
 1. First offense, the member may receive a verbal warning. This verbal warning will be documented at the next officers meeting.
 2. Second offense occurs, a meeting with two or more officers. A letter of warning will be placed in the members files.

3. Third offense, the member will meet with the officers at the next officers meeting or a special meeting if called for by the chief. At that meeting, it will be determined if the member should be expelled from the department as directed by the fire chief and officers. Until this meeting occurs, the member will be placed on administrative leave of absence.
- b. Progressive discipline is not the answer to all performance issues or concerns. In certain situations, completion of all the steps of progressive discipline would be inappropriate. The totality of the circumstances must be considered when determining the degree of discipline to be imposed. Those situations include, for example, theft, dishonesty, intentional destruction of Town property, or flagrant insubordination, or a matter involving a member with a poor work history or prior discipline history. In such circumstances, immediate suspension, removal of office or position held, or discharge may be appropriate.
4. Any member, associate member, or associate EMS residing outside of the area defined in Section II Paragraph 2 without excuse, excepting those with existing membership who live in annexed areas for three (3) consecutive months, shall automatically be dropped from the roll of the Department by the Fire Chief.
5. An expelled member shall return to the chief all department property assigned, any issued clothing with GRVFD insignia/logos on them, and any other town property immediately. Failure to return department and town equipment to the fire chief or his designee will result in this being turned over to law enforcement.

Section 12 BOARD OF APPEALS FOR A GRIEVANCE

1. Membership in the Board of Appeals shall consist of the Township Chairman and all Officers of the Department.
2. Requests for a hearing by the Board of Appeals shall be submitted to the Chief in writing and the nature of the grievance described.
3. Should the Chief fail in a personal attempt to resolve the grievance, the Chief shall be required to present this matter to the Board of Appeals.
4. When the Board of Appeals votes on the grievance, the Chief shall refrain from voting.

Section 13 RATE OF COMPENSATION

1. All rate of compensation will be reviewed annually by the Town Board and the Fire Chief. Rate are as follows;
 - a. Fire Members Rate
 - b. EMS Member Rate
 - c. Associate Fire or Associate EMS Member Rate
 - d. Department Officers Rate
2. Length of Service Award (LOSA)
The Volunteer Fire Fighter and Emergency Medical Technician Service Award Program—commonly referred to as the length-of-service award program (LOSA). The program offers tax-deferred retirement benefits to volunteers who meet the eligibility requirements established by the departments. Funding shall provide for annual matching contributions based upon the State funded set rate to each eligible member who meets the criteria as follows:

- a. Be a department Member or EMS Member on the department for one year. After 3 years as a Member or EMS Member, a buy back of the three years of service will occur at a rate of \$100.00 per year as long as said member has obtained the minimum standards for each year.
- b. Each member shall obtain a minimum standards for volunteer services performed during each calendar year.
- c. Each eligible member shall be credited for volunteer services provided to department and/or First Responder Squad in accordance with the following schedule:

FIRE

1. 24 hours of approved annual Fire Department trainings
2. 10% of annual fire calls
3. 50% of all Fire Department Business Meetings
4. Completion of a one year elected or appointed position in the organization, providing the above standards is also met.

EMS

1. Maintain current WI licensing standards
2. 10% of annual EMS calls
3. 24 hours of approved annual EMS trainings
4. 50% of all Fire Department Business Meetings

Section 14 CONSTITUTIONAL CHANGES

1. A proposal to amend the Constitution and/or By Laws must be made in writing at a Regular Meeting.
2. Notification will be made by the Chief either verbally, email, mailing, or page to the department that the first reading of proposal for change(s) will occur at the next meeting.
3. A second reading of the proposed changes shall be made at the next meeting and a vote shall be cast. A two-thirds (2/3) vote of the members present shall be necessary to validate the proposed change(s).

Original Constitution and By Laws passed on April 27, 1959

First revision passed February 16, 1966

Second revision passed August 2, 1976

Third revision passed March 2, 1982

Fourth revision August 1, 1983

Fifth revision November 2, 1987

Sixth revision March 2, 1998

Seventh revision July 5, 2000

Eight revisions April 1, 2002

Ninth revision March 6, 2006

Tenth revision March 3, 2008

Eleventh revision December 7th, 2009

Twelfth revision November 5th, 2012 and effective January 1st, 2013

Thirteenth revision September 3, 2014