

Town of Marshfield
Ordinance 1-10
HEWITT AREA FIRE DEPARTMENT

The Town of Marshfield, Wood County, Wisconsin, does ordain:

SECTION 1. Creation.

- A. An Ordinance to establish the organization and regulation of the Hewitt Area Fire Department of the Village of Hewitt and Town of Marshfield.
- B. The existing fire fighters organization is hereby officially recognized as the Hewitt Area Fire Department of the Village of Hewitt and Town of Marshfield and the duty of fire fighting and the prevention of fires in the Village of Hewitt and Town of Marshfield are delegated to such department. The organization and internal regulation shall be governed by the provisions of this ordinance and by such bylaws adopted by the Department and as ~~are~~ approved by the Hewitt Area Fire Commission which consists of the Village of Hewitt and Town of Marshfield boards, except as is otherwise provided by law and ordinance.
- C. The Hewitt Area Fire Department is hereby authorized and directed to adopt bylaws for the control, management, and government, for the regulation of business and proceedings of the Department; which bylaws, after adoption by a 2/3 (two-thirds) vote of members present at the meeting, shall not become effective and operative until presented to and approved by the Hewitt Area Fire Commission. Amendments shall be adopted in the same manner.
- D. The Village of Hewitt and Town of Marshfield boards shall appropriate funds through the annual budget process to the Hewitt Area Fire Commission account to provide for operation and for such apparatus and equipment for the use of the Fire Department, as it may deem expedient and necessary to maintain efficiency and properly protect life and property.
- E. The officers and members of the Hewitt Area Fire Department may receive compensation from the Village of Hewitt and Town of Marshfield through the Hewitt Area Fire Commission for services provided.

SECTION 2. Organization and Membership.

- A. The Fire Department shall consist of the following officers: one chief, an assistant chief, two Captains, two Lieutenants, and an EMS Coordinator.

B. Membership Provisions

1. All members shall be 18 years of age or older.
2. The names of all applicants for membership shall be announced at a regular or special meeting of the Department, by the Chief or by a member who is sponsoring the applicant.
 - i. The Fire Chief shall review, investigate and conduct a background check for all membership application(s) and forward a recommendation for acceptance/denial to the Department Officers.
 - ii. The Officers shall vote at their next regularly scheduled meeting on the applicant's membership acceptance or denial
3. An applicant who is rejected shall not be permitted to file another application until six (6) months have elapsed since the time of the filing of his/her last application.
4. A probationary period of one (1) year is required for all newly approved applicants.
5. To be promoted to a full member, the applicant must complete the probationary period, complete either Entry Level or Fire I Class or First Responder Class, and be approved by a majority vote of the Fire Department Officers.

C. Election of Officers

1. Terms of Office: All Officer Positions will be for a two-year term with the exception of the Treasurer and Secretary whose term will be for one year.
2. Election Rotation: The positions for Chief, Captain 1, Lieutenant 1 and EMS Coordinator will be filled on opposite years of the Assistant Chief, Captain 2 and Lieutenant 2 positions.
3. Positions:
 - The following positions may be filled by nomination and majority vote of the Department:

Chief	Assistant Chief
Captain (1)	Captain (2)
Lieutenant (1)	Lieutenant (2)
Treasurer	Secretary
EMS Coordinator	
 - The following positions shall be filled by majority vote of the officers:

Equipment Officer	SCBA Officer
Vehicle Maintenance Officer	

D. Voting Privileges

Only full members in good standing shall be permitted to vote.

E. Committee Appointments

The Officers shall appoint members to committees.

F. Attendance Requirements

1. Active members who fail to attend 50% of their respective functions (Fire or EMS) meetings and training in a one year period shall have their membership status reviewed by the Officers. Upon this review, the Officers shall decide to either excuse the absence, place said member on probation or expel said member.
2. A leave of absence may be granted by the majority vote of the Officers.
3. No member shall be excused from registering after a fire or EMS call. Members may be excused prior to the end of a call by the ranking officer if the reason provided to be excused is acceptable.

SECTION 3. Financial Accounts

The Village of Hewitt and Town of Marshfield Boards authorize the Hewitt Area Fire Department to have a separate savings and checking account for monies received through fundraising, donations, etc. This account will be called the Hewitt Area Fire Department Account. Although the funds in these accounts are funds of the municipalities, the deposit and disbursement of the funds shall be maintained by the treasurer of the Hewitt Area Fire Department and reported to the Hewitt area fire commission.

SECTION 4. Officers Roles and Responsibilities

Chief: The Fire Chief shall perform a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. The Fire Chief shall fulfill the duties and responsibilities as prescribed in his/her job description attached to this Ordinance as Appendix A.

Assistant Chief: The Assistant Fire Chief shall perform a variety of technical, administrative, and supervisory work in assisting the planning, organizing, directing and implementing fire prevention, suppression and emergency medical services, to prevent or minimize the loss of life and property by fire and emergency medical conditions. He/she will perform fire and possibly First Responder services and is responsible for updating and overseeing Mutual aid contracts. The Assistant Fire Chief shall fulfill the duties and responsibilities as prescribed in his/her job description attached to this Ordinance as Appendix A.

1st & 2nd Captain: The 1st & 2nd Captain shall supervise and perform fire suppression, emergency aid, water rescue and Hazardous Materials Operations. The 1st & 2nd Captain shall fulfill the duties and responsibilities as prescribed in his/her job description attached to this Ordinance as Appendix A.

1st & 2nd Lieutenant: The 1st & 2nd Lieutenant shall be responsible for fire suppression, emergency aid, water rescue and Hazardous Materials Operations. The 1st & 2nd Lieutenant shall fulfill the duties and responsibilities as prescribed in his/her job description attached to this Ordinance as Appendix A.

Treasurer: The Treasurer shall be responsible for the keeping and custody of the financial accounts of the Hewitt Area Fire Department.

Secretary: The Secretary shall be responsible for the keeping and custody of the records and documents of the Hewitt Area Fire Department.

EMS Coordinator: The EMS Coordinator shall be responsible for the performance of a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing EMS functions with the Hewitt Area Fire Department. The EMS Coordinator shall fulfill the duties and responsibilities as prescribed in his/her job description attached to this Ordinance as Appendix A.

Equipment Maintenance Officer: The Equipment Maintenance Officer is responsible for insuring all equipment is accounted for and in the proper location on the apparatus.

SCBA Maintenance Officer: The SCBA Maintenance Officer assures monthly, bi-annual and yearly inspections of air packs and cascade systems are completed. In addition he/she is responsible for record maintenance for all inspections and maintenance.

Vehicle Maintenance Officer: the Vehicle Maintenance Officer shall oversee the maintenance and testing of department vehicles.

SECTION 5 – Members Roles and Responsibilities

Firefighter: Firefighters shall be responsible to work as a member of a team to protect life and preserve property by combating, extinguishing and preventing fires, assist with emergency medical situations and perform water rescue as needed. The Firefighter(s) shall fulfill the duties and responsibilities as prescribed in his/her job description attached as Appendix A to this ordinance.

First Responder: First Responders shall be responsible for performing medical first aid on emergency calls with a primary concern for patient's welfare. The First Responder(s) shall fulfill the duties and responsibilities as prescribed in his/her job description attached as Appendix A to this ordinance.

SECTION 6 - Care of Equipment.

- A. The chief shall have control of all apparatus used by the department and shall be responsible for its proper maintenance. The chief may authorize emergency repairs. The use of any equipment/apparatus used for emergency purposes other than within the Village of Hewitt or Town of Marshfield may be approved by the Chief. A written Report of such use will be submitted to the Hewitt Area Fire Commission on a quarterly Basis.
- B. No person shall willfully damage any hose, hydrant or fire apparatus belonging to the Hewitt Area Fire Department. No vehicle shall be driven over any unprotected hose of a fire department when laid down on any street, private driveway or other place, to be used at any fire or alarm of fire, without the consent of the fire department official in command.

SECTION 7 - Police Power of Department.

- A. The chief and assistant or officers in command at any fire are hereby vested with full and complete police authority at fires. Any officer of the department may cause the arrest of any person failing to give the right-of-way to the fire department in responding to a fire.
- B. The fire chief may prescribe certain limits in the vicinity of any fire within which no persons, except firefighter and law enforcement or those admitted by order of any officer of the department shall be permitted. The chief shall have the power to cause the removal of any property whenever it shall become necessary for the preservation of such

property from fire, to prevent the spreading of fire, or to protect the adjoining property. During the progress of any fire, the chief shall have the power to order the removal or destruction of any property necessary to prevent the further spread of the fire. She/he shall also have the power to cause the removal of all wires or other facilities and the turning off all electricity or other services where the same impedes the work of the department during the progress of a fire.

C. Firefighter May Enter Adjacent Property.

It shall be lawful for any firefighter while acting under the direction of the fire chief or other officer in command to enter upon the premises adjacent to or in the vicinity of any building or other property then on fire for the purpose of extinguishing such fire. In case any person shall hinder, resist or obstruct any firefighter in the discharge of his/her duty, the person so offending shall be deemed guilty of resisting firefighter in the discharge of their duty.

SECTION 8 - Fire Inspector

The Chief of the Fire Department shall hold the office of fire inspector and fulfill the duties of such position as prescribed in The Department of Commerce Chapter Comm 30. The Fire Chief shall have the power to appoint one or more deputy fire inspectors, who shall have the same powers and fulfill the duties of fire inspector as prescribed in Comm. 30.

SECTION 9 - Penalties.

Any person, firm or corporation that shall violate any of the provisions of this ordinance shall forfeit not more than \$100.00 and the costs of prosecution. In default of payment of the forfeiture and costs of prosecution, shall be imprisoned in the county jail until said forfeiture and the costs of prosecution are paid, but not to exceed 20 days. A separate offense shall be deemed committed on each day on which a violation of this Ordinance occurs or continues.

SECTION 10 - Required Reports.

- A. The Hewitt Area Fire Department shall submit a quarterly and year-end financial report for the separate Hewitt Area Fire Department accounts to the Hewitt Area Fire Commission.
- B. The Hewitt Area Fire Department shall submit a Year-end Department Activity Report for the Fire Department to the Hewitt Area Fire Commission.
- C. The Hewitt Area Fire Department shall submit an annual Fire Department Budget for the upcoming year at the 3rd quarter Hewitt Area Fire Commission meeting.
- D. The Hewitt Area Fire Department shall submit for approval all Mutual Aid agreements with the Fire Department to the Hewitt Area Fire Commission.

SECTION 11 - Service Fees

Service fees shall be assessed as prescribed in Resolution 4-10 for such services as firefighter hours, equipment, and miscellaneous items associated with services provided by the Hewitt Area Fire Department.

SECTION 12 - Scope of Operation for Non-Fire Related Activities.

- A. The Village of Hewitt and Town of Marshfield boards authorize the Hewitt Area Fire Department to conduct or participate in water rescue, first responder calls, vehicle accidents, parades or public function, traffic control on any village, Township, city, county or state roads, aid other area municipalities during natural disasters: conduct or assist training classes for other departments in water rescue, first responder or any other training the Hewitt Area Fire Department Officers feel Hewitt members are qualified to teach and conduct or assist other agencies in searches for lost or missing individuals or items.
- B. The Village of Hewitt and Town of Marshfield boards further authorize the Hewitt Area Fire Department to assist the Village of Hewitt or the Town of Marshfield governing boards in any function or emergency the boards deem appropriate; if asked, to conduct residential fire prevention inspections and give recommendations on improvements to the owner or occupants; conduct commercial inspections that the state or federal government requires for that business to maintain an operating license; conduct non-emergency carbon monoxide testing to the Village of Hewitt and the Town of Marshfield residences.
- C. The Village of Hewitt and Town of Marshfield boards further authorize the fire chief or other officer in charge of the department, to dispatch fire department vehicles, equipment or firefighters to respond to such other calls and to engage in such other emergency or non-emergency activities, as the fire chief or said officer deems appropriate.

SECTION 13 – References

Appendix A – Job Descriptions
Resolution 4-10 – Town of Marshfield Fees

SECTION 14 - Effective Date.

- A. This ordinance as amended shall take effect and be in force from and after its passage and publication, as provided by law.

Approved by the Town of Marshfield this 14th day of October, 2010.

Town Chairperson

Town Clerk