

## VILLAGE OF PORT EDWARDS

### PUBLIC SAFETY MEETING

Tuesday, 7 March 2023

4 P.M. AT THE MARSHALL BUEHLER CENTER, 211 MARKET AVENUE

If you are a member of the public and wish to listen, please call the dial in number below and you will be acknowledged

**ZOOM-** <https://us06web.zoom.us/j/88548037197?pwd=OWQ4eGZ6eXBhSWltUkVMbmNOQ284UT09>

Meeting ID: 885 4803 7197, Passcode: 048228, One tap mobile, +13126266799

**Regular PHONE LINE Meeting Dial-in number: 715-423-6698, Access Code ID: 02067**

#### Agenda:

1. Call to order
2. Roll call
3. Approve Agenda
4. Public comments on agenda items
5. Approve previous months minutes, 31 January 2023 (FEB 2023 meeting)
6. Chairperson comments
7. **POLICE DEPARTMENT- General Update**
8. Jack Ninneman has a presentation in reference to the village potentially hosting a blood drive.
9. **FIRE DEPARTMENT- General Update**
10. Discuss Old Business
  - a. Conduct an Update on the Corrective actions for the Fire department from the 2021 report
  - b. Discuss LEXIPOL Status by department. Status of the updates and issues.
11. Discuss New Business
  - a. Comment on Fire department Bylaws
12. Correspondence received
13. Agenda items for next meeting
14. Next meeting date, 4 April 2023, 4 pm method in person
15. Adjourn

Village of Port Edwards  
Sue Mitchell – Committee Chairman

# VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Public Safety Meeting

DATE: January 31, 2023

TO: JOSEPH ZURFLUH

cc: BETSY MANCL

SUE MITCHELL

TIARA GRUNDEN

SCOTT DREW

CALEB MCGREGOR

ERIK SAYLOR

DAILY TRIBUNE

WFHR/WGLX

NICK ABTS

RAYMOND BOSSERT

JASON WORDEN

DIANE TREMMEL

LONN RADTKE

Purpose of Meeting: **Regular Monthly Meeting**

**Attendance:** J. Zurfluh, K. Nagorski, S. Mitchell, T. Grunden, C. McGregor, Police Chief Drew, Fire Chief Worden

**Citizens:** None

## **Subjects Discussed, Action Taken & Board Action Required:**

### **Regular Monthly Meeting**

- ***Call to order:*** Meeting called to order by Chairman Mitchell at 4:00 p.m.
- ***Roll Call:*** All present from above.
- ***Approve the agenda & approve the previous month's minutes, 3 January 2023:*** **MOTION** (McGregor/Gruden) to approve agenda & previous month's minutes. **Motion carried.**
- ***Public comments on agenda items:*** None.
- ***Committee Chairperson's comments:*** None.
- ***Public Safety Updates***
  - Police Department**
    - a. **Review monthly & budget comparison reports.** Completed reconstruction report from state patrol of the crash on 12/24/2022 & was sent to the district attorney. 47% of Lexipol policies applied; will continue to implement new ones when time permits. No complaints or issues with the three sex offenders located in the village. United States Attorney's Office reported that a defendant in a previous case that was worked on by former employees of the police department was sentenced to 10 years of prison. Squads are in good condition & budget is on track.

### **Fire Department**

- a. **Review monthly & budget comparison reports.** January started off with fewer calls than last year. Retired firefighter Lester “Pinky” Emerson passed away, he helped co-cook the Thanksgiving dinner meeting meal for the department every year. The officer's meeting was rescheduled to be in January to get a headstart on yearly planning. Yesterday, disposed of Class B Foam; the state is paying for this disposal. Had team building exercises with the police department. Vehicles are in good condition other than the rescue squad that had a dead battery. Requesting another email address to use for fire reports.
- **Old Business.**
  - a. **Conduct an update on the corrective actions for the fire department from the 2021 report.** A draft was submitted to Raymond Bossert on Friday, an internal investigation was performed on April 21. Will be updating bylaws which will link up to Lexipol & the village handbook.  
Funds raised for the athletic association are in a privately held account. Those funds go towards bells & whistles equipment: Example: side by side UTV.
- **New Business.**
  - a. **Discuss Lexipol status by the department. Status of the updates & issues.** Parts were addressed in old business, step one is updating the bylaws for the fire department. The committee is acknowledging that it is harder to find police officers due to high risk. In order to go forward, will need quality & higher wages.
- **Correspondence received.** None.
- **Future Agenda items for next meeting:** Police department wages.
- **Next meeting date:** 7 March 2023 at 4:00 p.m., in person at the Marshall Buehler Center.
- **Adjourn:** Adjourned at 4:48 p.m. by Mitchell.

Sue Mitchell – Chairman

# *Port Edwards Fire Department*

*Jason Worden, Fire Chief*

## February 2023



### **Summary of monthly activity:**

We graciously accepted a donation from the Wisconsin Masonic Foundation. It's a Greenport portable fire suppression tool, meant to extinguish an internal structure fire up to 5,000 square feet in size.

DNR wildfire training was cancelled due to severe weather.

**2023 Current    6 - Fire Calls / 24 – First Responder Calls / 30 – Total YTD**

**2022 Last Year    12 - Fire Calls / 33 – First Responder Calls / 45 – Total YTD**

### **Activities for the month:**

2/01 Committee Meeting

2/21 First Responder Training at Wisconsin Rapids fire station - 3 people, 2 hours

2/22 Training Drill – Cancelled due to severe weather

## **Main Vehicle Conditions:**

### **Engine 1** (Main Rural Attack Engine)

2019 Darley Pumper/Tender

4,309.6 miles, 285.4 engine hrs, 58.04 pump hrs

No known issues

### **Engine 3** (Car accident/Second Engine)

1997 Darley Pumper Tender

6693.9 + 489.8 miles

956.3 engine hrs, 125.0 pump hrs

No known issues

### **Brush Truck**

2000 Dodge Ram 2500

7,706 miles

Mild damage to rear bumper

### **Engine 2** (Main City Attack Engine)

2007 Darley Pumper

11,957.2 miles

No known issues

### **Rescue Squad** (First Responder Vehicle)

2004 Dodge Ram 1500

34,038 miles

Rear Box – Rust bubbling through paint

Check Engine light is on

Fuel leaking upon fill-up

Battery issue has been fixed

## **Items for discussion:**

- 1.) Could we have another email address to use for fire report info?
- 2.) Rough numbers for the new Rescue Truck, \$64,941 base price, plus \$12,800 for necessary additions, equals about \$77,741. We'll have a final number shortly.

## Fire and EMS calls for February 2023

### Fire

1.	31-Jan	16:30	2721 Industrial St.	Structure Fire	WR - Members
2.	14-Feb	10:36	841 Market St	Fire Alarm - False Alarm	NK - 3 Members
3.	18-Feb	12:51	130 Strawberry Ln	Fire Alarm	WR - Members

### EMS

1.	30-Jan	2:29	210 Morrill Ave	VPE - 3 Members
2.	30-Jan	22:57	3403 Ghiloni Rd	SEN - 3 Members
3.	31-Jan	18:43	110 Adams Ave	VPE - 4 Members
4.	1-Feb	8:57	120 Market Ave	VPE - 2 Members
5.	5-Feb	14:35	3403 Ghiloni Rd	SEN - 3 Members
6.	5-Feb	23:26	6188 Hwy 54 west	CNMR - 3 Members
7.	8-Feb	6:06	600 7th St	VPE - 3 Members
8.	9-Feb	12:23	670 Market Ave	VPE - 3 Members
9.	11-Feb	4:37	3403 Ghiloni Rd	SEN - 2 Members
10.	11-Feb	7:09	341 Harrison Ave	VPE - 0 Members
11.	12-Feb	7:50	1040 Letendre Ave	VPE - 2 Members
12.	15-Feb	12:46	1020 Cheryl Ct	VPE - 3 Members
13.	17-Feb	11:38	640 Market Ave	VPE - 1 Members
14.	21-Feb	9:47	801 Ver Bunker Ave	VPE - 3 Members
15.	22-Feb	8:47	640 Market Ave	VPE - 0 Members

# **The Village of Port Edwards**



## **Volunteer Fire Department Bylaws**

---

## TABLE OF CONTENTS

APPLICATION FOR MEMBERSHIP	Section 1	Page 3
MEMBERSHIP	Section 2	Page 4
MEETINGS	Section 3	Page 6
DRILLS AND TRAINING	Section 4	Page 7
1 <sup>st</sup> RESPONDERS	Section 5	Page 7
FIRE/EMS ALARMS	Section 6	Page 8
ELECTION OF OFFICERS	Section 7	Page 8
PROMOTION OF OFFICERS	Section 8	Page 9
POWER OF EXCUSE	Section 9	Page 9
DISCIPLINE, PENALTIES AND FORFEITURES	Section 10	Page 10
BOARD OF APPEALS FOR A GRIEVANCE	Section 11	Page 11
PAY PROVISIONS	Section 12	Page 12
DUTIES OF OFFICERS AND MEMBERS	Section 13	Page 13
GENERAL RULES	Section 14	Page 19
BYLAW APPROVED REVISIONS	Section 15	Page 20

**\*\*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 looking to be a member of the Port Edwards Volunteer Fire Department shall be turned over to the Department Membership Committee. The Department Membership Committee is to present the application and their recommendation 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 into the Port Edwards Volunteer Fire 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 Department Membership Committee before being accepted as a member of the Port Edwards Volunteer Department and is governed by CHAPTER 5 (date), of the VILLAGE ORDINANCE governing this department and WISCONSIN ADMINISTRATION CODE, CHAPTER ILHR 30, SUBCHAPTER ILHR 30.07 & ILHR 30.08, EMPLOYMENT STANDARDS..
4. Upon completion of the background investigation and review by the Department Membership Committee, successful applicants will be invited to participate in an oral interview with the Department Membership Committee. **Upon completion of this process the applicant and all products will be submitted to the Village Administrator for a submission to the Police and Fire Commission. Upon completion of the Police and Fire Commission procedures, if acceptable the Applicant will be approved for employment and the applicant will be submitted for situational awareness to the Full Village Board.** Before being offered membership on the Port Edwards Volunteer Fire Department applicants will have to successfully complete an occupational health screening physical and drug screening, at the Villages expense. Failure to complete any of these tests or failure of any test will be grounds for rejection of the application.
5. All new members shall serve on probationary (Associate) status until they pass the Entry Level 1 test and have a minimum (1) year of service. New members that join the Port Edwards Volunteer Fire Department with a minimum of Entry Level 1 shall serve a probationary period of (1) year or until voted and approved by the majority of active department members.
6. 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.
7. Physical Requirements: Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting and carrying (20-100 lbs.) items. Tasks involve 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 official membership roster of the Port Edwards Volunteer Fire Department shall be maintained by the secretary and shall be posted, in order of rank and seniority, on the department bulletin board at the station. Quarterly and when updates occur, an updated roster will be submitted to the Village administrator for documentation.
2. The Port Edwards Volunteer Fire Department shall consist of the following officers and members with no more than (30) active members and no less than (15):
  - a. One Chief
  - b. First Assistant Chief
  - c. Second Assistant Chief
  - d. Three Captains
  - e. Three Lieutenants
  - f. Appointed Training Officer
  - g. Appointed Master Mechanic
  - h. Appointed EMS Director
  - i. Appointed Secretary
  - j. Appointed Safety Officer
  - k. Firefighters, who live in the Village of Port Edwards or reside within the applicable current industry residency regulations and standards( The Village has a 15 mile radius for allowed employment), as recommended by the Department Membership Committee with the recommendation of the Chief and approved by 51% of the active department members vote of the Port Edwards Volunteer Fire Department, nor contain a member not approved for membership by the Village Board.
  - l. Up to (6) Associate members. The Department Membership Committee shall select associate(s) to fill regular membership openings at the recommendation of the Chief. They must be voted on again by the Port Edwards Volunteer Fire Department active members and the Village Board to become regular members. The associate position will normally be a paid entry level position and will be non-voting. Associate members may be terminated at any time at the discretion of the Chief.
  - m. Up to (12) First Responders, They shall be licensed with the State of Wisconsin and work under the direction of an ambulance service and the appointed departments EMS Director.
3. All firefighters will be provided with a blue dress shirt with patches, badge, name tag, pager and all required PPE as per SPS 330. Associate members will be given (2) department t-shirts, hat and a jacket after successful completion of required training and/or advancement from probationary status.
4. All members must achieve, at a minimum, of 35 drill points by the end of the calendar year to be considered and active member and eligible to receive their LOSA deposit. A member cannot miss more than one (1) business meeting, per quarter and must attend at least half of all drill and trainings throughout the year. The Department Membership Committee will review member points each quarter after the secretary has posted the retirement points and make the appropriate recommendations to the Chief. Annually in the December time-frame the Chief will submit a request by name of all qualified firefirghters who meet the above standards, to request the Village fund that firefighters LOSA<sup>4</sup>-contribution for the year. Any firefighters who do not achieve the minimum requirement, will be annotated in that MEMO.

5. A vacancy in the office of the Chief shall be automatically filled by the next ranking officer who shall perform the duties of the Chief until a new Chief is appointed and approved under the provisions Chapter 5 of the Village Ordinance and these by-laws. **This vacancy will be filled by using the procedures of the Police and Fire Commission working in conjunction with the Village Administrator.**
6. The Chief shall take office immediately following their approval by the Village Board and shall hold office in that capacity until he/she reaches the age of 60 years at which time they need to pass a yearly physical or until removed for cause by the Village Board, unless his services be sooner terminated by resignation, change of residence to outside the distance allowed by State Law of the Village Fire Station, or death.
7. Active membership in the Port Edwards Volunteer Fire Department for all members, shall, at the age of 60, at which time they need to pass a yearly physical or until removed for cause by the Village Board unless their services be sooner terminated by resignation, change of residence outside the distance allowed by State Law of the Village Fire Station, or death.
8. Retirement: A member may retire after 25 years of good service or any time after reaching the age of 55. Membership may also be terminated by resignation or change of residence outside of the distance allowed by State Law of the Village Fire Station. The Village Board, upon advice of the Chief, may terminate membership for cause. The retiree may choose to have a fire department held and funded, retirement party where they will receive a plaque with their badge or they may choose to have the Port Edwards Fire Department Athletic Association purchase a named memorial brick to be placed at the Wisconsin Rapids Fireman's Memorial.
9. Honorary Members shall automatically include all retired members after 20 years of good service. Any other good standing members who resigns therefrom for good and sufficient cause, with 10 years of service or more, but less than retirement status, shall upon approval by a majority of members of the Port Edwards Volunteer Fire Department, become an honorary member of the department and in that capacity shall be privileged to attend all social affairs of the department. Their name will also be placed on the honor roll board of all past honorary members located at the station.
10. Every member of the Port Edwards Volunteer Fire Department who resigns therefrom for good and sufficient cause, with LESS than 10 years of service, can petition the membership for honorary membership with approval by a majority of members of the department and shall be privileged to attend all social affairs of the department as an honorary member.
11. However, the activities, privileges, and participation of such honorary members shall be restricted to attendance of social affairs only and they shall have no voting rights or voice in the direction of the department nor shall they receive any compensation from the VILLAGE OF PORT EDWARDS, or be listed and carried by the department as members thereof.

## SECTION 3: MEETINGS

1. The annual meeting of the department shall be held on the second Wednesday of the month of October of each year at the place designated by the secretary in accordance with directions from the Chief. This meeting will hold the elections and appointments of department duty positions.
2. The regular monthly business meeting shall be held the first Wednesday of all months. The meetings will start at 6:30PM, preceded by either an officers meeting or committee meetings which will start at 6PM at the place designated by the secretary in accordance with the directions from the Chief. Village funded dinner meetings will be held the 2<sup>nd</sup> Wednesday of all odd months and all active and honorary members will be invited.
3. Special meetings may be called by the Chief at any time. 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. The secretary shall make every possible effort to notify directly all members of the department of the meetings.
4. A quorum for any meeting shall consist of a majority of the active members of the Port Edwards Volunteer Fire Department. All business meetings shall be conducted according to Robert's Rules of Order. All motions brought before the business meeting shall be decided by a majority vote of the members present. **The Monthly Agenda and minutes will be submitted to the Village Administrator each month for documentation and comment.**
5. The following shall constitute the order of business at a meeting:
  - a. Roll call (**By Name Attendance**)
  - b. Reading of the minutes of the last meeting
  - c. Bills and Correspondence
  - d. Safety
  - e. Fire Drill and Training
  - f. Buildings and Grounds
  - g. Truck, Apparatus, Equipment and Supplies
  - h. Fire Inspector
  - i. Fire Prevention
  - j. EMS
  - k. Health, Safety, Membership and Personnel
  - l. Old Business
  - m. New business
  - n. Adjourn from meeting
6. Cell phones should be put on silent/vibrate or put away until break.
7. Department blue shirts should be worn for all business meetings and public appearances.

## **SECTION 4: DRILLS AND TRAINING**

1. It shall be the duty of the Chief or appointed Training Officer in charge to schedule a drill whenever advisable or at a minimum of once per 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 EMS training will be held on the third Tuesday of each month at 6:00 P.M. or other hour/date specified. Those members charged with EMS duties shall make every effort to attend the monthly EMS training but are required to make 6 trainings 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.
3. It shall be the duty of the training officer, under the direction and supervision of the Chief, to provide training in the proper and efficient use of all apparatus and appliances to provide modern methods of **extinguishing** and lifesaving.
4. Other mandatory drills will include: Attack hose testing, LDH testing, Pump testing, Street Dance setup, Street Dance attendance and Street Dance cleanup. 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.
4. All 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 Officer.
5. All training and drill instructions shall follow the operating standards written by this department and approved by the Chief, as well as the standards written in the WISCONSIN ADMINISTRATION CODE, CHAPTER ILHR 30.

## **SECTION 5: 1<sup>st</sup> RESPONDERS**

1. 1<sup>st</sup> Responders are established within the department for performing any EMS function not associated with the firefighting functions. They shall utilize the related equipment carried on designated vehicles.
2. Membership on the group is voluntary and members of the 1<sup>st</sup> Responders group must be active members of the fire department.
3. Members of the 1<sup>st</sup> Responders group must have completed the necessary 1st responder certification programs and training to use of all related equipment to insure that they are proficient in their use. The EMS Director or designate shall be responsible for the training program.
4. Additional paid drills shall be authorized for members of the 1<sup>st</sup> Responders group for the purpose of maintaining proficiency in the use of the equipment. Members of the fire department who are not members of the 1<sup>st</sup> Responders group may participate in

additional 1<sup>st</sup> Responders training drills if they so desire without obligating them to become members of the group.

5. The 1<sup>st</sup> Responders group shall be called by a procedure other than the normal fire alarm. The crew size for a normal 1<sup>st</sup> Responders mission is two to four.
6. In the event that insufficient personnel turn out in response to a 1<sup>st</sup> Responders alarm, mutual aid may be called from neighboring 1<sup>st</sup> Responder groups or the general fire alarm shall be sounded and additional personnel taken as helpers.
7. In the event that the situation calls for additional apparatus, the general fire alarm shall be sounded, and it shall be considered a fire call.
8. The logs of participation in 1<sup>st</sup> Responders calls and drills for the 1<sup>st</sup> Responders group shall be kept separately from the general fire department log.

## **SECTION 6: FIRE/EMS ALARMS**

1. The established method of a call will be via a page/"iamresponding" text from the County Dispatch or Fire Base as defined and set forth in CHAPTER 5 of the VILLAGE ORDINANCE .
2. In the absence of any Officer, the member in charge of the apparatus first arriving or the first member arriving 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 will complete all required reports.
  - b. Driver and crew are responsible for any post trip inspection of vehicle and equipment.
  - c. ALL personnel at the station are required to help get the trucks and station ready for the next call, (washing of vehicle(s)/hose(s)/equipment checks, and etc.)
  - d. Personnel are to only be dismissed by the Officer in Charge or a senior officer at the station.

## **SECTION 7: ELECTION OF OFFICERS**

1. The election of the president, vice president, treasurer, and secretary shall be held at the annual meeting on the second Wednesday in October each year. It shall be the duty of the Chief to report to the VILLAGE BOARD the names of the elected and appointed officers immediately after election or appointment.

## **SECTION 8: PROMOTIONS OF OFFICERS**

1. The PFC shall appoint the Chief.
2. Any opening within this officer structure will first be filled internally by the current department officer(s) that are applying for the position(s). All officer candidates that apply will go through an application and interview process conducted by the Department Membership Committee with their recommendation given to the Chief.
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 PFC for appointment. Any appointments made will be confirmed by the VILLAGE 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 qualified and fit the current job descriptions as set forth in each job description manuals for the position they are applying for.
  - b. All required training and the ability to perform the duties as defined by the job descriptions, to move up, will be completed within the first (1) year of advancement (dependent on class availability as the only excuse) and the Chief has the option for demotion back to the member's previous rank if the member fails to do so.
  - c. Be in good standings with the department in all areas.
6. The Department Membership Committee will be made up four (4) members, one (1) from each rank (Chief, Captain, Lieutenant, and Firefighter) and appointed by the Chief. If one of the committee members is interested in a promotion being discussed, they must be excused from the committee and will not have the option for a vote for that specific promotion topic.
7. It shall be the duty of the Chief to report the names of the appointed and elected officers to the Village Board no later than the next Village Board meeting.

## **SECTION 9: POWER OF EXCUSE**

1. The Chief or officer in charge shall have the power to excuse any member, or 1<sup>st</sup> Responders 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:



- d. Actual illness of Members or one of the Members family.
  - e. Death in the immediate family.
  - f. Vacation
  - g. Home or domestic emergency.
  - h. Employment at regular occupation from which the Member may not be excused.
  - i. Attending fire association meetings or approved fire classes.
  - j. Military Leave.
3. No member shall be excused from the fire station after the incident except by the Chief or officer in charge.
  4. Any member having been informed by a doctor that their health is such that attending a call or training would further endanger the member's health shall report so to the Chief. If off work for medical reasons, a notice from the doctor is required. A release from the doctor is required before being permitted to return to duty. Failure to do so will exonerate the department of all responsibility.
  5. Any member 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.
  6. Leave of Absence(s) may be granted by the Fire Chief for acceptable reasons.
    - a. Leave may be granted after a written request is submitted to the Chief in person, stating time request off and purpose of the leave and the amount of time being requested.
    - b. If approved, no loss of benefits or privileges will occur for this period time. The absence will not have a negative effect on the members LOSA standings.

## **SECTION 10: DISCIPLINE, PENALTIES AND FORFEITURES**

1. Port Edwards Volunteer Fire Department 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 the Village of Port Edwards 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.
2. The Department Membership Committee shall review the attendance and participation records of all members quarterly from the documentation provided from the secretary. Any member with three (3) unexcused absences in a twelve week period from regular drills and meetings may be subject for discipline from the Chief. **Quarterly attendance reports will be submitted to the Village administrator for documentation.**
3. Consideration should be given to dismissing any member who fails to attend three consecutive meetings, one half of the drills, or one half of the fires in any year unless excused as allowed in section 9 of the bylaws.



4. Any member may be placed on administrative leave for conduct unbecoming a firefighter or 1<sup>st</sup> Responder of this department. At the next officers meeting, the conduct will be reviewed and action taken as needed.
5. 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.
6. 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.
  - a. First offense, the member may receive a verbal warning. This verbal warning will be documented at the next officers meeting.
  - b. Second offense occurs, a meeting with two or more officers. A letter of warning will be placed in the members files.
  - c. 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.
7. 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 village 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.
8. An expelled member shall return to the Chief, all department property assigned, any issued clothing with PEFD insignia/logos on them, and any other village property immediately. Failure to return department and town equipment to the Chief or his designee will result in this being turned over to law enforcement.

## **SECTION 11: BOARD OF APPEALS FOR A GRIEVANCE**

1. Membership in the Board of Appeals shall consist of the Village Administrator 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 12: PAY PROVISIONS**

1. Each Port Edwards Volunteer Fire Department member shall be paid quarterly at the rate established by the VILLAGE BOARD for the regular monthly business meeting of the department that he attends. No pay shall be received for social meetings. Number of paid meetings set by VILLAGE BOARD.
2. Each Port Edwards Volunteer Fire Department member will be paid quarterly at the rate established by the VILLAGE BOARD for every authorized fire they attend as a Port Edwards Fire Department member, where his name appears on the roll call for that fire as being present and fulfilling his department duties.
3. Each 1<sup>st</sup> Responder member will be paid quarterly at the rate established by the VILLAGE BOARD for 1<sup>st</sup> Responder calls or the established number of yearly drills. Compensation will be paid to regular 1<sup>st</sup> Responder members and then using the seniority system, trained department members will be compensated with no more than 12 members being paid per drill or 1<sup>st</sup> Responder call.
4. Each Port Edwards Volunteer Fire Department member shall be paid quarterly for fire drills attended up to the number allowed and at the rate established by the VILLAGE BOARD. Number of paid drills set by VILLAGE BOARD.
5. The Port Edwards Volunteer Fire Department Chief shall be paid at the rate established by the VILLAGE BOARD and will NOT be paid for meetings/calls/drills/school or anything beyond approved for.
6. The Port Edwards Volunteer Fire Department Secretary shall be paid at the rate established by the VILLAGE BOARD in addition to regular membership attendance pay for each regular monthly meeting attended as secretary and fulfills the duties of that office.
7. The Port Edwards Volunteer Fire Department Training Officer shall be paid at the QUARTERLY rate established by the VILLAGE BOARD in addition to regular membership attendance pay for each approved training attended.
8. The Port Edwards Volunteer Fire Department EMS Director shall be paid at the QUARTERLY rate established by the VILLAGE BOARD in addition to regular membership attendance pay for each approved training attended.
9. The Port Edwards Volunteer Fire Department Master Mechanic shall be paid at the QUARTERLY rate established by the VILLAGE BOARD in addition to regular membership attendance pay for each approved repair.

10. The Port Edwards Volunteer Fire Department SCBA Technician shall be paid at the QUARTERLY rate established by the VILLAGE BOARD in addition to regular membership attendance pay for each approved SCBA Maintenance occurrence.
11. The Port Edwards Volunteer Fire Department Fire Inspectors shall be paid at an HOURLY rate established by the VILLAGE BOARD for the number of hours needed to complete the semi-annual commercial inspections.
12. The Port Edwards Volunteer Fire Department Dinner Meeting Cook shall be paid at the one-time rate established by the VILLAGE BOARD. The Chief will make note of the member cooking and let the Villages Clerk/Treasurer know so a check can be cut.
13. If above positions are held by full time village employees, and the position becomes part of village employees duties during normal village employees work hours, the employee will be paid only his village wages.
14. Below are the activities that will be paid or unpaid (only receiving drill points):

**Paid**

Approved Drills  
 Business Meetings  
 Fire School  
 Homecoming Bonfire  
 Dance Setup  
 Dance Clean Up  
 Fire Prevention  
 Family Picnic Setup  
 Assigned Monthly Cleaning  
 Hose Testing (Double Points)  
 Village or Public Meeting  
 Grant Writing  
 Anything else approved by the Chief

**Nonpaid (Only Drill Points)**

Parades  
 Truck Checks  
 Facility Improvements  
 Working the Dance  
 Open House  
 Fundraising/Selling Tickets  
 Brat Fry's  
 Defib Maintenance  
 Truck Design  
 Funerals  
 Dinner Meetings  
 Instructor for Schools Membership  
 Committee Interviews

## **SECTION 13: DUTIES OF OFFICERS AND MEMBERS**

### **DUTIES OF THE CHIEF**

1. 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 and shall have all the duties and responsibilities and powers pertaining to the office which are set forth and defined in the VILLAGE ORDINANCE.
2. 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.

3. The Chief may designate the duties and position of the members. A member is obligated to perform any other duty assigned to him by a supervising officer.
4. The Chief shall make every effort to attend all fire calls and direct the officers and members in the performance of their duties.
5. It shall be the duty of the Chief to see that officers and personnel have all apparatus and equipment properly cleaned and in place and ready for use for the next call.
6. 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.
7. The Chief shall see that officers and personnel check and test all hose and apparatus every year. He shall see that all new hose is tested and passes the UNDERWRITER'S specifications for hydrostatic pressure and that all hose is tested at least annually.
8. The Chief shall cause pumping equipment to be tested annually for ability to deliver rated capacity and pressure at safe engine speed.
9. The Chief shall attend all Village meetings requiring his/her attendance or be able to send an approved representative.
10. The Chief shall review the Minimum Operating Guidelines, Policies, and Procedures on an annual basis and make changes as needed.
11. The Chief may conduct annual personnel review of each officer and report any issues to membership committee for action as needed

#### **DUTIES OF ASSISTANT CHIEF(S)**

1. The assistant chiefs shall report to the Chief at fires and assist him in the discharge of his duties. In the absence of the Chief, the first assistant chief, and if both be absent, the second assistant chief, shall officiate in the capacity of chief and have all the authority vested in said Chief position.
2. The first assistant chief, and in his absence the second assistant chief, shall preside at all meeting in the absence of the Chief and shall appoint all committees called for at a meeting at which he may preside
3. 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.
4. 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.
5. Assistant Chief(s) will have all the training as required by the Chief.

6. Assistant Chief(s) will also carry out any other duties assigned to them by the Chief.

### **DUTIES OF THE CAPTAIN(S)**

1. 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.
2. Should the Chief and Assistant Chief(s) be absent from a fire, drill or meeting, a senior Captain shall assume the duties of the Chief until the arrival of a senior officer.
3. 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.
4. 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.
5. The Captain(s) shall require when the "take-up" order is given that the hose is placed on the engine and that all equipment is returned to its proper place on the apparatus, and he shall require that the rules for the care and management of the apparatus are obeyed. He shall make sure after each fire that the water tank and extinguisher's are recharged and ready for use and that the apparatus otherwise is prepared for response to another fire.
6. The Captain(s) shall be held responsible for the condition of the apparatus and equipment of his working group. All apparatus and equipment shall be fit and ready for use at all times.
7. The Captain(s) shall present all requests for supplies to the Chief. In case any apparatus shall need repair he shall immediately report the condition to the master mechanic and Chief.
8. Captain(s) will have all the training as required by the Chief.
9. Captain(s) will also carry out any other duties assigned to them by the Chief.

### **DUTIES OF LIEUTENANT(S)**

1. 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.
2. It shall be the duty of the Lieutenant(s) to assist the Captain(s) in the discharge of their duties.
3. 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.

4. 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.
5. 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.
6. Lieutenant(s) will have all the training as required by the Chief.
7. Lieutenant(s) will also carry out any other duties assigned to them by the Chief.

### **DUTIES OF FIREFIGHTERS**

1. It shall be the duty of all members of the Port Edwards Volunteer Fire 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. They shall assume the proper position, depending upon their training, on the fire apparatus needed for the fire call. They will follow all operating standards as issued by the department and approved by the Chief.
2. Members shall upon arriving at a fire, report to the senior officer on their apparatus for orders. If there are no officers, they should report to the senior officer at the fire. They shall hold themselves in readiness to do what may be required of them, and all members shall assist in the work of the department, whether it may be their assigned duties or not.
3. 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. All members shall be responsible for securing their equipment and maintaining it in good working condition. All members shall report to the Chief or officer in charge of any equipment breakdown or apparatus as soon as possible.
4. All members shall be personally responsible for the working knowledge of all equipment and apparatus.
5. Each 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.
6. Members must maintain a valid Wisconsin State driver's license, have no felony convictions, or disqualifying criminal activities while a Member of the department.
7. 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, ICS-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.

8. All 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.

### **DUTIES OF SAFETY OFFICER**

1. The Safety Officer shall assist the Chief with their responsibilities for the safety and health of the firefighter, directly reporting to the Chief.
2. The Safety Officer position may be filled by a single individual or by several individuals as determined by need and at the direction of the Chief. When several individuals are assigned, at least one, should be a member of the occupational safety and health committee (SPS 330). The intent of the rule is to staff the Safety Officer position with existing members who performs other duties in addition to those set forth in this section with the following qualifications, authorities and functions:
  - a. Be an active member of the Port Edwards Volunteer Fire Department.
  - b. Have a knowledge of state and local laws regulating fire fighter safety and health.
  - c. Have a knowledge of the potential safety and health hazards involved in firefighting.
  - d. Have a knowledge of the principals and techniques of managing a safety and health program.
  - e. Have the responsibility to identify and recommend corrections of violations of safety and health standards.
  - f. Have the authority to recommend immediate corrections of situations that create an imminent hazard to personnel.
  - g. Have the authority to alter, suspend or terminate activities at the emergency scene when he or she judges those activities to be unsafe or an imminent hazard.
  - h. Develop and revise rules and regulations, suggesting operating guidelines pertaining to safety and health and report to the Chief on the adequacy and effectiveness of the rules and regulations. The Chief shall define the roll of the Safety Officer in the enforcement of the rules and regulations.
  - i. Identify and mitigate safety hazards at incidents, and be involved in post-incident debriefs.
  - j. Ensure that training in safety procedures is provided to all fire fighters. Training shall address corrective actions recommended by accident investigations.

### **DUTIES OF SECRETARY**

1. In addition to his regular departmental duties, it shall be the duty of the Secretary to keep the minutes of all meetings, handle all correspondence, keep a register of the names of all members of the department, and issue all notices. He shall notify each person accepted as a member of the department and shall furnish him with a copy of the BY LAWS and VILLAGE ORDINANCE. Monthly reports on accountability, payroll, agendas and minutes will be provided to the Village administrator.
2. Moneys associated with the Port Edwards Firefighters Athletic Association Inc, shall not be considered a part of the responsibility of the secretary. An annual financial assessment of these funds will be provided to the Village in the Month of December.

### **DUTIES OF TREASURER**

1. In addition to his regular departmental duties, it shall be the duty of the Treasurer to 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. A monthly and annual report of such transactions shall be submitted. **An annual financial assessment of these funds will be provided to the Village in the Month of December.**

### **DRIVERS/OPERATORS**

1. All members will learn to operate all equipment and be thoroughly instructed and competent in the operation of the apparatus. REFER TO IHLR 30.
2. Unless directed by the Chief or officer in charge, only the driver will operate the equipment.
3. Each operator shall be thoroughly familiar with the territory to be served including the condition of routes during the different seasons and the locations of all water supplies. Operators shall observe speed limits which are consistent with safety, considering traffic, weather, and road conditions. Special care shall be taken when approaching all intersections, the apparatus being kept under control at all times.
4. Each operator of fire apparatus shall be thoroughly familiar with all standard operating instructions issued by the department and approved by the Chief.
5. The Operator must have an alcohol/nonprescription drug sobriety of zero percent (0%) to operate all apparatus or Village owned vehicles. (Zero tolerance)

### **FIRE INSPECTOR**

1. The Chief of the Port Edwards Volunteer Fire Department shall hold the office of Fire Inspector with the power to appoint one or more Deputy Fire Inspectors, who shall perform the duties and have the same powers as the Fire Inspector which are set forth and defined in the VILLAGE ORDINANCE.
2. It shall be the duty of the Fire Inspector(s) to inspect semi-annually all buildings, premises, and public thoroughfares within the fire district for the purpose of noting and causing to be corrected any condition liable to cause a fire and shall file reports with the DEPARTMENT OF INDUSTRY, LABOR AND HUMAN RELATIONS in accordance with DILHR requirements.
3. All regulations and requirements of the DEPARTMENT OF INDUSTRY, LABOR AND HUMAN RELATIONS pertaining to fire inspections and reports thereon shall govern this office and department.

### **MASTER MECHANIC**

1. The Chief shall appoint a Master Mechanic(s), who shall be charged with the duty of maintaining all the apparatus and equipment of the department in good condition and ready for immediate service. No member other than the mechanic(s) so appointed shall be



- permitted to alter, adjust, fix, or repair any of the apparatus or equipment unless so directed by the Chief, or senior officer in charge.
2. It shall be the duty of the master mechanic to validate inspection of the apparatus and equipment.

### **PRESIDENT**

1. The President will be nominated and voted on by the membership during the annual meeting in October. The President will be in charge of the annual Port Edwards Volunteer Fire Department Dance, held in June, The Family Day Picnic, held in July and the Christmas Party, held in December.

### **VICE-PRESIDENT**

1. The Vice-President will be nominated and voted on by the membership during the annual meeting in October. The Vice-President shall assist the President and shall take over the powers, duties, and responsibilities of the President when the President is absent.

## **SECTION 14: GENERAL RULES**

1. Prompt obedience shall be given to orders from officers and a civil demeanor should always be preserved towards persons not members of the department, but no orders shall be taken from them.
2. Reckless destruction of property shall be avoided, and members must remember that it is their duty to protect property.
3. No person shall be allowed to enter any firehouse or that part of any building used for firehouse or handle any apparatus or implements belonging to the department unless accompanied by an active member of the department and authorized by the Chief.
4. The Chief or officer in charge shall determine the positions of the trucks at an incident. The Assistant Chief(s), any officer or firefighter shall report to the Chief or officer in charge for any changes in assignments considered necessary.
5. Members shall see that no heavy articles or vehicles are moved or dragged across the hose. They shall report at once the bursting of the length of their charge.
6. No member shall appear at meetings or on duty in a state of intoxication. Illegal substance, or shall be guilty of using insulting, indecent, or improper language, or be guilty of conduct unbecoming. (Zero tolerance)
7. Each member of the Port Edwards Volunteer Fire Department shall be held responsible for all department equipment in their possession.

8. Leaving work for a fire department duty shall be at the discretion of the member's employer. It is the firefighter's responsibility to discuss with his/her employer about being excused from work to respond to fire calls.
9. Red lights in your personal vehicle may only be used in Port Edwards fire district when responding to a call with due regard.
10. Each member shall follow all the departments SOG's (Standard Operating Guidelines).
11. Members may only be on one Fire Department at one time. The Chief may grant an exception for special cases.
12. The Village of Port Edwards may be using the meeting room for elections and special board meetings. A Village Board authorized person shall be in attendance during these times. The Chief will be consulted in advance for any such use of the meeting room.
13. The rules and regulations contained in these by-laws shall apply to all members of the Port Edwards Volunteer Fire Department regardless of rank.
14. No member shall at meetings or on duty be guilty of misconduct. For such improper conduct the member may be subject to suspension.
15. All injuries and accidents must be reported immediately to the officer in charge where they will completed the required paperwork.

## **SECTION 15: BYLAW APPROVED REVISIONS**

REPLACE 06-01-2023

REVISION

09-13-2016

REVISION 4-2010

REVISION 2-2001

REVISION 3-1993

REPLACE 8-12-1981

Passed and adopted by the FIRE DEPARTMENT by a two-thirds majority vote, this  
\_\_1st\_\_ day of \_\_*June*\_\_, 2023.

\_\_\_\_\_  
Jason Worden

Chief

\_\_\_\_\_  
Don Kitowski

Secretary

Passed and adopted by the VILLAGE BOARD by a two-thirds majority vote, this  
\_\_1st\_\_ day of \_\_*June*\_\_, 2023.

\_\_\_\_\_  
Joseph Zurfluh

President

\_\_\_\_\_  
Diane Tremmel

Clerk