

Village of Port Edwards

PUBLIC SAFETY MEETING

Wednesday, September 6, 2023

5 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/87804864388?pwd=bFlrY1VTL2tMVnNNMkd0VzVOTGdxOT09>

Meeting ID: 878 0486 4388 Passcode: 601482

One tap mobile, +13092053325,,87804864388#,,,,*601482# US

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. Approve previous month's minutes, August 2, 2023
5. Chairperson comments
6. Public comments on agenda items
 - *Public participation and comment are encouraged and valued. Each citizen that requests to speak shall give their full name and address for the record and this will be included in the minutes. The individual or group representative shall have 3 minutes to address the Board of Committee. Their comments can be answered directly by a trustee if the trustee deems it appropriate. There shall be no public comments taken outside this time unless an individual or group representative requests a "Point of Information" (to offer a piece of relevant information) by a silent raise of hand.*
7. **FIRE DEPARTMENT – General Update**
 - Preliminary discussion on the 2024 budget
 - **MOTION** to approve proposed Fire Department bylaws.
8. **POLICE DEPARTMENT – General Update**
 - Preliminary discussion on the 2024 budget
9. Discuss Old Business
10. Discuss New Business
11. Correspondence received
12. Agenda items for next meeting
13. Next meeting date
14. Adjourn

Village of Port Edwards
Caleb McGregor – Committee Chairman

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Public Safety

DATE: August 2, 2023

TO: BETSY MANCL

cc: JOSEPH ZURFLUH
DAILY TRIBUNE
WFHR/WGLX
JASON WORDEN

ERIK SAYLOR
CALEB MCGREGOR
SCOTT DREW
LONN RADTKE

JEN MOORE
TIARA GRUNDEN
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting**

Attendance: T. Grunden, C. McGregor, J. Moore, S. Drew, J. Worden, B. Mancl
Citizens:

Subjects Discussed, Action Taken, and Board Action Required:

1. ***Call to order:*** Meeting called to order.
2. ***Roll Call:*** All Present.
3. ***Approve the previous months minutes and Agenda:*** **MOTION** (Moore/Grunden) to approve previous month's minutes. All ayes.
4. ***Public comments on agenda items:*** Joe Zurfluh stated that he supports the committee taking action regarding facial hair and SCBA because it is a state statute. Regarding eliminating the Fire Department Membership Committee, he does not support that.
5. ***Committee Chairman's comments:*** Chairman McGregor welcomed April Hammond and Brad Johnson from the Wisconsin Department of Safety and Professional Services to answer questions regarding the varying circumstances regarding the SCBA and SPS330.
 - a.) Questions regarding April Hammond's written responses regarding SPS330. Discussion followed regarding April's suggestions regarding how to improve the SOG provided by Chief Worden.
6. ***Fire Department – General Update:***
 - a) Nothing regarding alternatives for PPE.
 - b) First responder calls have increased. Possibly related to the high temperatures. There were 22 First Responder calls and 9 fire calls this month.
 - c) Lexipol packets have been distributed.
 - d) Holding off on the final bylaws until a determination has been made regarding the future of the membership committee.

- e) It was determined that the ongoing grinding noise from the rescue squad was from not having the tires rotated.
- f) Chairman McGregor requested that Chief Worden continue to provide the monthly call pay sheets. These will be useful in the ongoing EMS conversation.
- g) Discussion regarding the ongoing circumstance regarding the inability of firefighters to use SCBA if they have facial hair. Chief Worden has written up a Standard Operating Guideline (SOG) that suggests allowing those that have facial hair to do other things that would not require them to go into a fire or be in the IDLH zone. There are currently 16 firefighters on the roster. There are 6 or 7 that have facial hair. He doesn't know how many firefighters may refuse to shave to be qualified to go into a fire. He will work on the SOG tonight and make the changes that April Hammond suggested may be concerning. The new version of the SOG will be presented to FHR on August 3rd.

7. **MOTION** (Grunden/Moore) to dissolve PEFD Membership Committee. After some discussion Motion was rescinded. (Grunden/Moore) all ayes.

8. **MOTION** (Moore/Grunden) to purchase of rescue vehicle.

- a) Chief Worden presented details for the purchase of the rescue vehicle at \$70,000.00. Current rescue vehicle is a 2004 with approximately 34,350 miles.
- b) Chairman McGregor – The current rescue squad is nearly twenty years old. The newer vehicle compared to the current vehicle would likely have better safety standards. He would support the purchase of the new rescue vehicle.
- c) Matt Fletcher explained that the benefit if this vehicle is it could transport more people and supplies.
- d) Tiara Grunden – Not comfortable taking on a payment on another vehicle when we don't have enough firefighters to use the engines that we currently have. Uncomfortable replacing a vehicle that only has 34,350 miles (2004 in good running condition) with a \$70,000.00 vehicle. Although high miles this vehicle is regularly maintained and inspected. Can't justify it right now.
- e) Jen Moore – Would like to see the bigger picture of what the financial plan might be for the purchase since Boz did add it to the capital outlay plan.
- f) Chief Worden believes we would likely need to take a loan.
- g) President Mancl will speak to Diane about the financial process if we choose to purchase.
- h) **MOTION** (Moore/Grunden) to rescind. All ayes.

9. ***Police Department – General Update:***

- a) Issued two new Lexipol policies – Social Media and Subpoenas and court appearances.
- b) No updates on the grants.
- c) Working traffic grants – received \$729.70 for June.
- d) Squad car – When Chief Drew started the Village was on a four year rotation of the squad cars. currently the Chief has extended the process to a five year rotation. Currently – 2018 93,000 miles, 2021 23,000. Concerned if we eliminate the third squad we might not be able

to replace it easily if they hit a deer or had an unforeseen event. This could reduce them to one squad.

e) The police department hosted its first blood drive.

10. Old business: None.

11. New business: None.

12. Correspondence received: None.

13. Future Agenda Items: Rescue vehicle purchase plan, SOG.

14. Next meeting date: Wednesday, September 6, 2023 at 5:00pm

15. Adjourn: Adjourned at 5:50pm.

Minutes taken by – Tiara Grunden
Caleb McGregor – Chairman

Port Edwards Fire Department

Jason Worden, Fire Chief

August 2023



Summary of monthly activity:

We're in the final stages of bringing 2 new firefighters on board.

Engine 1 was repaired for a stuck water intake valve.

Engines 1 and 2 have passed their pump tests.

Brian Luebke performed CPR "alone" on a patient.

2023 Current 9 - Fire Calls / 13 – First Responder Calls / 167 – Total YTD

2022 Last Year 8 - Fire Calls / 14 – First Responder Calls / 166 – Total YTD

Activities for the month:

8/02 Committee Meeting

8/15 First Responder Training – CPR - 4 people, 2 hours

8/23 Training Drill – Too hot for extrication, finished EVOC driving - 7 people, 2 hours

8/30 Training Drill (extra) – Vehicle Extrication w/patient – 6 people, 2 hours

Fire and EMS calls for August 2023

Fire

1.	1-Aug	10:56	2121 Cty Hwy G	Smoke from Chimney	CNMR - 2 Members
2.	3-Aug	10:33	801 2nd St.	Fire alarm	VPE - 0 Members
3.	8-Aug	4:14	141 Edwards Ave	Fire alarm	VPE - 5 Members
4.	8-Aug	7:55	1031 8th St S	Smoke behind building	WR - 2 Members
5.	11-Aug	12:03	5697 St Hwy 54 W	Electrical fire	CNMR - 4 Members
6.	23-Aug	16:36	540 Birch St	Fire Alarm	NK - 6 Members
7.	25-Aug	18:27	3277 Hwy 73	Smoke & Flames	SEN - 5 Members
8.	28-Aug	16:53	1351 Wis R Dr.	Fire alarm	VPE - 5 Members
9.	29-Aug	20:54	Kaye Rd / Seneca	Trash Fire	VPE - 9 Members

EMS

1.	6-Aug	13:21	67 YOF difficult breathing	VPE - 1 Member
2.	8-Aug	16:53	20 YOM inhaled roundup	VPE - 1 Member
3.	8-Aug	19:53	67 YOF Fallen	VPE - 3 Members
4.	9-Aug	20:56	33 YOM face & leg swollen	VPE - 3 Members
5.	10-Aug	10:27	elderly M Fallen	VPE - Members
6.	11-Aug	9:30	67 YOF can't get up	VPE - 2 Members
7.	13-Aug	15:10	M Possible stroke	VPE - 3 Members
8.	16-Aug	15:32	83 YOM on floor all day	VPE - 1 Members
9.	20-Aug	7:29	52 YOM Possible Stroke	VPE - 2 Members
10.	21-Aug	10:35	late 50s YOM PNB	VPE - 1 Member
11.	22-Aug	12:20	71 YOM Poss. heart attack	VPE - 2 Members
12.	26-Aug	16:23	82 YOM Chest pain	VPE - 2 Members
13.	26-Aug	16:50	78 YOM Abdominal pain	VPE - 2 Members

Account Number	Description	2023	Proposed 2024
100-00-52200-110-000	Fire Dept. Wages	\$ 64,750.00	\$ 64,000.00
100-00-52200-111-000	Fire Inspection Wages	\$ -	\$ 750.00
100-00-52200-112-000	Fire Call Wages	\$ -	\$ -
100-00-52200-113-000	Fire Vehicle Expense	\$ 500.00	\$ 500.00
100-00-52200-131-000	LOSA	\$ 6,500.00	\$ 6,500.00
100-00-52200-311-000	Office Supplies	\$ 1,000.00	\$ 1,000.00
100-00-52200-312-000	Fire Telephone	\$ 1,300.00	\$ 1,300.00
100-00-52200-320-000	Fire Dept Dues	\$ 3,700.00	\$ 3,700.00
100-00-52200-330-000	Fire Truck Expenses	\$ 6,000.00	\$ 6,000.00
100-00-52200-350-000	Fire Equipment, Replace and Maintenance	\$ 6,000.00	\$ 6,000.00
100-00-52200-380-000	Fire Clothing and Badges	\$ 1,500.00	\$ 1,500.00
100-00-52200-388-000	First Responder Training	\$ 500.00	\$ 500.00
100-00-52200-389-000	First Responder Supplies	\$ 1,000.00	\$ 1,000.00
100-00-52200-390-000	Fire Meeting Expenses	\$ 2,400.00	\$ 2,400.00
100-00-52200-391-000	Fire Training	\$ 1,500.00	\$ 1,500.00
100-00-52200-392-000	Fire Prevention	\$ 1,000.00	\$ 500.00
100-00-52200-393-000	Fire Inspection Expenses	\$ -	\$ 500.00
100-00-52200-394-000	Fire Health & Welfare	\$ 1,250.00	\$ 1,250.00
100-00-52200-395-000	Fire Chief's Conference	\$ 800.00	\$ 800.00
100-00-52200-396-000	Fire Grant/Donation Expense	\$ -	\$ -
100-00-52200-590-000	Hydrant Rental	\$ -	\$ -
100-00-52200-810-000	Fire Dept Capitol Outlay (vehicle?)	\$ 10,000.00	\$ 10,000.00
100-00-52200-820-000	Fire Grant/Donation Capitol Outlay	\$ -	\$ -

NOTES:

Same dollar amount as 2023, I just need some funds shifted to different accounts.

I would like to setup the Capitol Outlay account to a type of "savings account" for bigger items. Like what the Police Dept has for replacing vehicles.

\$70,000 for 1st Responder Vehicle added to 2024 budget?

We have some turnout gear that needs to be replaced. Getting a demo and possible pricing on 9/06 at our F.D. monthly meeting

The Village of Port Edwards



Volunteer Fire Department Bylaws

Draft 31 August 2023

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****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 Village Clerk or Village Administrator for packet preparation for the Police and Fire Commission (PFC). The Village will run the appropriate background checks for the process. Once the Police and Fire Commission receives the packet and begins the process of interview and discussion, they will finalize an eligibility list to be used by the Fire Chief for a selection of new members. Based on the Eligibility list provided, the Chief or Fire Department Membership Committee is to present the applicant and their recommendation to the body for membership. The Chief has the option to select applicants for membership without input from the Membership Committee. The names of applicants for membership shall be announced at the regular or special meetings of the department. The Committee or Chief 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 (15 miles maximum). Applicant must possess, or be able to obtain by time of appointment, 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 reviewed by the Department Membership Committee before being accepted as a member of the Port Edwards Volunteer Department and is governed by CHAPTER 5 (10 January 2023) of the VILLAGE ORDINANCE governing this department and current NFPA and SPS regulations.
4. Upon review by the Department Membership Committee, successful applicants may be invited to participate in an oral interview with the Department Membership Committee. 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 Village's 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 appointed by the PFC, presented on the eligibility list and selected by the Fire department shall serve on probationary (Associate) status until they pass the Entry Level Firefighter test, complete ICS-700, ICS-100, ICS 200, and up to (1) year of service based on qualifications. New members that join the Port Edwards Volunteer Fire Department with a minimum of Entry Level Firefighter shall serve a probationary up to a period of (1) year and be selected as a firefighter with a vote of confidence by the membership. SPS 330.08 Minimum training and education standards. Firefighter 1 certification and Introduction to Wildfire are not required by SPS 330.08, but are required by the Port Edwards Fire Dept. The Chief has the option of granting waivers for members who are unable or unwilling to take these courses.

6. A rejected applicant shall be permitted to file another application if they feel the circumstances have changed in their search for Village employment.
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. These will be mandatory at the established age of retirement annually at the Village's expense.

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. 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:
 - 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).
 - l. Up to (6) Associate members approved by the PFC and on the PEFD eligibility list are allowed. The associate position will normally be a paid entry level position and will be non-voting. Associate members may be terminated at any time by a recommendation by the Chief to the PFC for determination.
 - 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 non-associate firefighters will be provided with a blue dress shirt with patches, badge, and name tag. All firefighters (associate and otherwise) will be given a t-shirt, a pager, and all required PPE as per SPS 330.
4. All members must achieve a minimum, of 35 points by the end of the 4th quarter pay period 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 without excuse. 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 timeframe the Chief will complete all LOSA documents and provide copies to the Village a request by name of all qualified firefighters who meet the above standards.

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 by the PFC 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.
6. The Chief shall take office immediately following their appointment by the PFC and shall hold office in that capacity. His/her services may be terminated by resignation, removed for cause by the PFC, change of residence to outside the distance allowed by State Law of the Village limits, or death.
7. Active membership in the Port Edwards Volunteer Fire Department for all members, based on the physical nature of the position and impact to other lives in their charge, they will need to pass a physical or until removed for cause by the PFC, unless their services be sooner terminated by resignation, change of residence outside the distance allowed by State Law of the Village limits, or death. Persons with limitations may be considered valuable contributors for membership and can be waived by the Chief.
8. Retirement: A member may retire after 20 years of good service or any time after reaching the age of 60 (per LOSA requirements). Membership may also be terminated by the PFC, by a resignation, or change of residence outside of the distance allowed by State Law of the Village limits. The retiree will receive a service recognition plaque with their badge, paid for by the Village.
9. Honorary Members shall automatically include all retired members after 15 years of good service. Any other good standing members who resign therefrom for good and sufficient cause, with less than 15 years of service, 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. 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.

SECTION 3: MEETINGS

1. The regular monthly business meeting shall be held the first Wednesday of each month. 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 2nd Wednesday of all odd months and all active and honorary members will be invited.
2. 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.
3. 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 use Robert's Rules of Order as a guideline. All motions brought before the business meeting shall be decided by a majority vote of the members present. The monthly minutes will be submitted to the Village each month for documentation and comment.
4. 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. Previous Month Incident(s) Debrief
 - e. Safety
 - f. Fire Drill and Training
 - g. Buildings and Grounds
 - h. Truck, Apparatus, Equipment and Supplies
 - i. Fire Inspector
 - j. Fire Prevention
 - k. EMS
 - l. Health, Safety, Membership and Personnel
 - m. Old Business
 - n. New business
 - o. Adjourn from meeting
5. Department blue shirts should be worn for business meetings and official PEFD 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 disciplined 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 yearly hourly requirements to retain their EMS license.
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. Certain drills need to be held in order to remain in compliance with 2% Dues/Audits.
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 and Training Officer.

SECTION 5: FIRST RESPONDERS

1. 1st 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 1st Responders group must be active members of the fire department.
3. Members of the 1st Responders group must have completed the necessary 1st Responder certification programs and training to use of all related equipment to ensure 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 1st 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 1st Responders group may participate in additional 1st Responders training drills if they so desire without obligating them to become members of the group.
5. 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.

SECTION 6: FIRE/EMS ALARMS

1. The established method of a call will be via a page from the County Dispatch or alternate methods such as lamResponding.
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 and confirm accountability of attendance.
 - b. All personnel are responsible for any post trip inspection of vehicle and equipment.
 - c. Personnel are only dismissed by the Officer in Charge or a senior officer at the station.

SECTION 7: PROMOTIONS OF OFFICERS

1. The PFC shall appoint the Chief.
2. Any opening within the officer structure will 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 process conducted by the Department Membership Committee Chair and the Chief, and then submission to the PFC for appointment. The Chief has the option to submit recommendations to the PFC without input from the Membership Committee.
3. Whenever there is an opening created within the officers 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 to 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 by the Chief to the PFC for appointment. 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 show progress towards completion within the first (1) year of advancement (dependent on class availability) 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 of four (4) members, (1st Assistant Chief, an Officer and 2 active members) 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.

SECTION 8: POWER OF EXCUSE

1. The Chief or officer in charge shall have the power to excuse any member, or 1st Responders member for absence from scheduled meetings and trainings.
2. It is the duty of all members to inform their officer in charge or the Fire Chief if they are unable to make a meeting or training. Example of excuses from regular meetings, or trainings are as follows:
 - a. Actual illness of Members or one of the Members family.
 - b. Death in the immediate family.
 - c. Vacation
 - d. Home or domestic emergency.
 - e. Employment at regular occupation from which the Member may not be excused.
 - f. Attending fire association meetings or approved fire classes.
 - g. 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. Leave of Absence(s) may be granted by the 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 of time. The absence will not have a negative effect on the member's LOSA standing.

SECTION 9: 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. Members in officer rolls have the responsibility to ensure that the work expectations are clearly understood by our members. When members fail to perform to the expected level, the officer in charge will report to the Chief for possible corrective actions.
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 for documentation.
3. Consideration should be given to disciplinary actions by the PFC on any member who fails to attend three consecutive meetings or one half of the drills (as defined by Section 2-4) in any year unless excused as allowed in Section 9 of the bylaws.
4. Any member of this department who fails to follow the prescribed by-laws, The U.S. Constitution, Village Employee Handbook, rules, policies, and procedures may result in recommendation by the Chief to the PFC for immediate dismissal from the department, removal of office or position held on the department, or the Member can receive progressive disciplinary actions by the Chief or any officer if not involving Suspension, Demotion, and/or Termination.
5. 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, 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 as per the Chief's discretion
 - b. Second similar offense, a meeting with two or more officers will occur. A letter of warning will be placed in the member's files as per the Chiefs discretion
 - c. Third similar offense, the member will meet with the officers at the next officer's meeting or a special meeting if called for by the Chief. At that meeting, it will be determined if the member should be recommended to the PFC for further disciplinary action. Until this meeting occurs, the member could be placed on a temporary leave of absence.

6. 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 termination may be appropriate if determined by the PFC and by the recommendation of the Chief.
7. An expelled member shall return to the Chief, all department property assigned per Section 2-3, and any other village property immediately. Failure to return department and village equipment to the Chief or his designee will result in this being turned over to law enforcement.

SECTION 10: APPEALS FOR A GRIEVANCE

1. Members have the right to appeal any disciplinary action with PFC. Requests for a hearing by the PFC shall be submitted to the Chief in writing and the nature of the grievance described.

SECTION 11: 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 1st Responder member will be paid quarterly at the rate established by the VILLAGE BOARD for 1st Responder calls or the established number of yearly drills. Compensation will be paid to regular 1st Responder members will be compensated with no more than 12 members being paid per drill or 1st 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.
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 biannual 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 employee's 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
Training/Schooling
Homecoming Bonfire
Fire Prevention
Family Picnic Setup
Assigned Monthly Cleaning
Hose Testing (Double Points)
Village or Public Meeting
Grant Writing
Activities approved by the Chief
Truck Checks
Truck Design
Membership Committee Interviews
Bylaw/SOG/etc. revisions

Nonpaid (Only Drill Points)

Parades
Facility Improvements
Defib Maintenance
Funerals
Dinner Meetings
Open House
Instructor for Schools

SECTION 12: 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 Village, 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 to the PFC for the member's discipline/resignation.
3. The Chief may designate the duties and position of the members. A member is obligated to perform any other duty assigned to them 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 the 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. The Chief shall see that all new hose is tested and passes the Underwriter's Laboratory specifications for hydrostatic pressure and that all hose is tested at least annually.
8. The Chief shall ensure 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 their 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 as per section 10.6-10.7

DUTIES OF ASSISTANT CHIEF(S)

1. The assistant chiefs shall report to the Chief at fires and assist them in the discharge of their 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 member, or the violation of any ordinance, by law, constitution, rules, policies, procedures, or regulation. as per section 10.6-10.7
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 member, or the violation of any ordinance, by law, constitution, rules, policies, procedures, or regulation. as per section 10.6-10.7
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 be held responsible for the condition of the apparatus and equipment of their assigned apparatus. All apparatus and equipment shall be fit and ready for use at all times.
6. The Captain(s) shall present all requests for supplies to the Chief. Any apparatus needing repair, shall be immediately reported to the master mechanic and Chief.
7. Captain(s) will have all the training as required by the Chiefs.

8. Captain(s) will also carry out any other duties assigned to them by the Chiefs.

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 member, or the violation of any ordinance, by law, constitution, rules, policies, procedures, or regulation. as per section 10.6-10.7
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 Chiefs.
7. Lieutenant(s) will also carry out any other duties assigned to them by the Chiefs.

DUTIES OF FIREFIGHTERS

1. It shall be the duty of all members of the Port Edwards Volunteer Fire Department, as often as the pager alarms, to proceed immediately upon the alarm thereof to the fire station, 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 on scene, report to the senior officer on their apparatus for orders. If there are no officers, they should report to the senior member at the incident. 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 as per Section 6.3
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 members shall serve a probationary period. During the probationary period, the individual must complete Entry Level Firefighter, should complete Firefighter 1 or higher, should complete DNR Wild Land Firefighter, and must complete ICS-700, ICS-100, ICS 200. If classes are not offered during 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 active member on department equipment, policies, procedures, by-laws, 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 Chief.

DUTIES OF SAFETY OFFICER

1. The Safety Officer shall assist the Chief with their responsibilities for the safety and health of the firefighters, 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 perform 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 / 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 DEPARTMENT SECRETARY

1. In addition to their 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. They shall notify each person accepted as a member of the department and shall furnish them with a copy of the BYLAWS. Monthly reports on accountability, payroll, and minutes will be provided to the Village Clerk.

DRIVERS/OPERATORS

1. All drivers will learn to operate all equipment and be thoroughly instructed and competent in the operation of the apparatus.
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 should 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 qualified Deputy Fire Inspectors, who shall perform the duties which are set forth and defined in NFPA 1.

2. It shall be the duty of the Fire Inspector(s) to inspect bi-annually 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 in accordance NFPA 1.
3. All regulations and requirements of pertaining to fire inspections and reports thereon shall govern this office and department. NFPA 1.

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 officer in charge.
2. It shall be the duty of the master mechanic to validate inspection of the apparatus and equipment.

SECTION 13: GENERAL STANDARD OPERATING GUIDELINES

1. Prompt obedience shall be given to orders from officers and a civil demeanor should always be preserved towards persons who are 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 the 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. No member shall appear at meetings or on duty in a state of intoxication, under the influence of illegal or legal substances, or shall be guilty of using insulting, indecent, or improper language, or be guilty of conduct unbecoming. (Zero tolerance)
5. Each member of the Port Edwards Volunteer Fire Department shall be held responsible for all department equipment in their possession.
6. 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 their employer about being excused from work to respond to fire calls.
7. Red lights in your personal vehicle should only be used in Port Edwards fire district when responding to a call with due regard.
8. Each member should follow all the departments SOG's (Standard Operating Guidelines).
9. Members may only be on one Fire Department at one time. The Chief may grant an exception for special cases.
10. 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.
11. The rules and regulations contained in these by-laws shall apply to all members of the Port Edwards Volunteer Fire Department regardless of rank.
12. No member shall at meetings or on duty be guilty of misconduct. For such improper conduct the member may be subject to suspension. as per section 10.6-10.7
13. All injuries and accidents must be reported immediately to the officer in charge where they will complete the required paperwork.

This document and amendments is a stand-alone document.

SECTION 14: BYLAW APPROVED REVISIONS

REVISION 08-31-2023 (W.I.P.)

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
____ day of _____ 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.

President

Diane Tremmel
Clerk