

Ordinance 54-20
Fire Protection & Prevention

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54-20.01 FIRE DEPARTMENT RECOGNIZED

- (1) **RECOGNITION.** Under the authority of WI St. Stats. 60.55., the Town of Namakagon hereby recognizes and establishes the Town of Namakagon Volunteer Fire Department, which shall be a Department of government of the Town of Namakagon. The duty of fire protection and fire prevention in the town is hereby delegated to the Namakagon Volunteer Fire Department.

54-20.02 ORGANIZATION

- (1) The Town of Namakagon Volunteer Fire Department's purpose and mission is to preserve and protect life and property in the Township of Namakagon; provide assistance to all other cities, villages and townships thru mutual aid agreements; provide for the Protection of life and property through inspections and enforcement of all fires; provide, within reason, search, rescue, and/or assistance to all other emergencies; and when available, respond to requests from other Fire Departments, EMS, Law Enforcement, State or Federal agencies.
- (2) The Town of Namakagon Volunteer Fire Department shall consist of one Fire Chief, two Assistant Fire Chiefs, one Fire Inspector, two Captains, one Secretary/Treasurer and Firefighters.
- (3) The Namakagon Volunteer Fire Department is hereby authorized to create By-Laws, rules, regulations for the control, management, standard operations, and routine business of the Department. The By-Laws and any amendments shall be adopted by a two-thirds affirmative vote of the active department membership and become effective upon approval by the Town Board. Furthermore, By-Laws shall be reviewed by the Department annually.
- (4) All active members of the department shall be employees of the Town of Namakagon. All employees of the Town of Namakagon are governed by the Town of Namakagon Employee Handbook.

54-20.03 MEETING PROCEDURES

- (1) The Town of Namakagon Volunteer Fire Department is subject the Open Meeting Laws of Governmental Bodies as recorded in Subchapter V of the WI. State Statutes.
- (2) The proceedings of meetings shall be governed by, and conducted according to, the most recent edition of "Roberts Rules of Order".
- (3) At any meeting of the Fire Department, two-thirds of the total active membership shall constitute a quorum.

54-20.04 TOWN FINANCIAL ADMINISTRATIVE POLICIES AND PROCEDURES

- (1) The Town of Namakagon Volunteer Fire Department shall obtain monies for revenue and expenditures from an annual budget previously agreed upon by the Fire Chief and the Town Board. The revenue funds provided for the budget will be obtained through Tax Levy. All disbursements shall be paid by check from the Town of Namakagon. Bills shall be paid by authorization of the Fire Chief or Assistant Fire Chief or the Secretary/Treasurer. Two signatures are required on all checks issued. No cash transactions are allowed. Any budgeted item over \$1,000 must be approved by the current, active membership and the Town Board.
- (2) The Town of Namakagon Volunteer Fire Department may also receive additional monies through donations and/or fundraisers. These additional funds (to be held in a "Volunteer Funds" account detailed in Ordinance #50-20) are to supplement, not replace, the annual budget.

54-20.05 FIRE CHIEF

- (1) **EMPLOYMENT STATUS.** The Fire Chief shall be a part-time salaried, through Stipend, employee of the Town. The wage shall be determined by the Town Board. The Town Board may base the set wage on a recommendation from election results of the Annual meeting of the Department. These funds shall come from and be provided for in the Annual Fire Department Budget.
- (2) **APPOINTMENT.** The Fire Chief shall be appointed by the Town Board. The Town Board may base their appointment from a recommendation from election results of the Annual meeting of the Department. Following the appointment, the Fire Chief shall take and file the Oath of Office within five days after notification of appointment, as per WI St. Stats. 60.31(1).
- (3) **QUALIFICATIONS.** Job experience must include Fire Fighter I training. In addition, the Fire Chief must complete the Fire Officers Course of training within two years of appointment. The selection of Fire Chief will be at the discretion of the Town Board.
- (4) **DUTIES, RESPONSIBILITIES, POWER AND AUTHORITY.** The Fire Chief shall have the following authority and responsibilities:

- a. **Code Enforcement.** The Fire Chief shall enforce the Wisconsin Statutes, the Wisconsin Administrative Code, Department By-Laws, and the Town Code in matters relating to fire prevention, code enforcement, public education, and fire suppression within the Town. It shall be the duty of the Fire Chief to direct the operation of the Fire Department. The Fire Chief shall report monthly to the Town Board all fires occurring in the Town, together with the amounts and value of the property destroyed.
- b. **Department Operations.** The Fire Chief shall provide for the general condition and efficient operation of the Fire Department, the training of members and the performance of other assigned duties.
- c. **Attendance at Meetings.** The Fire Chief shall attend all official meetings of the Department whenever possible. The Fire Chief shall attend Town Board meetings as requested by the Town Board. The Fire Chief is required to maintain membership in the WI St. Fire Chief's Association and the WI St. Fire Firefighters Association. It is strongly recommended by the Town Board that the Fire Chief attend the annual WI St. Fire Chief's Association conference.
- d. **Mutual Aid Agreements.** The Fire Chief shall seek, administer, and maintain mutual aid agreements with neighboring jurisdictions. The Fire Chief shall submit mutual aid agreements to the Town Board for approval.
- e. **Rules, Regulations, Standard Operating Guidelines (SOG's) and By-Laws.** The Fire Chief shall prepare rules, regulations, SOG's and By-Laws for the proper operation of the Fire Department. Such rules, regulations, SOG's and By-Laws shall be in addition to the provisions of this Ordinance. Rules, regulations, SOG's and By-Laws promulgated by the Fire Chief shall be approved by the Town Board before becoming effective. All members of the Department shall be provided with access to all such rules, regulations, SOG's and By-Laws once they become effective. Department By-Laws and SOG's shall be reviewed and updated annually. The Fire Chief shall make sure all employees receive a copy of the Town of Namakagon Employee Handbook and sign and return the acknowledgement page.
- f. **Reports.** The Fire Chief is responsible to submit an Annual Report to the Town Clerk for the calendar year ending on December 31st no later than the 1st of April each year. This report shall detail the condition of all apparatus and equipment, number of fires and total number of members in the Department. It shall also include an overview of the total Department operations of the past year regarding training programs, needs of the Department now and in the coming year. Monthly bank statements shall be submitted to the Town Clerk within 15 calendar days of the end of the month for the "Volunteer Fund". Any other reports shall be submitted as requested by the Town Board.
- g. **Record Maintenance.** The Fire Chief shall be the custodian of all official records of the Fire Department. Such records shall include, at a

minimum, those required by the Town Board, Town Ordinances, and the Statutes of the State of Wisconsin. Copies of such records shall be submitted to the Town Clerk to be filed in the Fire Department section of the records room.

- h. **Equipment.** The Fire Chief shall be responsible for Department equipment and maintenance and maintaining the serviceability of department equipment and vehicles. The Fire Chief shall determine the needs of the Fire Department in evaluating the use of current equipment, assessing, and researching the need of additional equipment that would be necessary to protect Town residences and businesses.
- i. **Attendance at Fire and Rescue Calls.** In accordance with the Standard Operating Guidelines of the Department, the Fire Chief or the Chief's designee shall attend all fires in the Town and elsewhere when the Department has responded to render mutual aid to another department. At every emergency call, when present, the Fire Chief shall oversee the department and shall direct and supervise the work of the personnel and the use of the apparatus and equipment. If the Fire Chief or the Chief's designee is unavailable, the highest-ranking officer of the Department in attendance shall have the same powers and duties as the Chief.
- j. **Supervisor of Fire Department Employees.** The Chief shall have the power to handle personnel matters, including discipline, appointments, suspensions, demotions, or terminations any officer or member of the Department for just cause.
- k. **Fiscal Responsibilities.** The Fire Chief shall participate in the Town budgeting process and submit an annual Budget for the upcoming calendar year by September 1st of each year. The Town Clerk shall provide the Fire Chief with current year or past year Financial Reports upon request.
- l. **Other Duties.** The Fire Chief shall perform other duties as are incumbent upon him as the commanding officer of the Fire Department and as may be directed from time to time by the Town Board.
- m. **Arson Reports.** The Fire Chief shall report all fires in which arson is suspected to the County Sheriff's Department and the State Fire Marshall.
- n. **Fire Inspection and Inspection Records Maintenance.** In accordance with section COMM 14.02(2) of the WI Admin. Code, the Fire Chief shall be responsible for the conduct and documentation of fire safety inspections within the Town.
- o. **Vacancy.** A vacancy in the office of Fire Chief shall be filled by a special election called upon by the current ranking officer and with approval of the Town Board. Upon creation of a vacancy of the office of Fire Chief, the highest-ranking officer shall perform the duties of Fire Chief until such vacancy has been filled.

54-20.06 ASSISTANT FIRE CHIEF, SECRETARY/TREASURER, CAPTAINS, FIRE FIGHTERS, AND FIRE INSPECTOR The Appointment Procedures and the Duties and Responsibilities are outlined in the Town of Namakagon Volunteer Fire Department By-Laws.

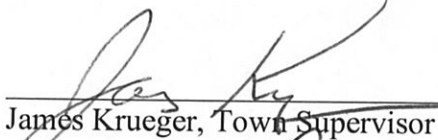
54-20.07 LEGISLATIVE INTENT The Namakagon Volunteer Fire Department will be governed and administered by this Ordinance, their By-Laws and Standard Operating Guidelines, and applicable State Law.

Adopted this 9th day of June 2020

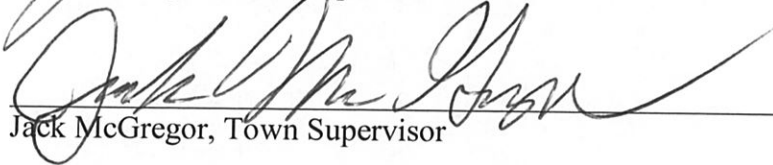
By the Town Board:



Robert Rasmussen, Town Chairman

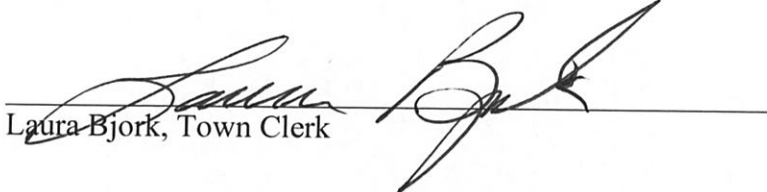


James Krueger, Town Supervisor



Jack McGregor, Town Supervisor

Attest:



Laura Bjork, Town Clerk

