

**TOWN OF WINCHESTER FIRE DEPARTMENT
BYLAWS**

**ARTICLE I
ORGANIZATION**

Section 1. Name

The name of the organization shall be the Town of Winchester Fire Department. Its location shall be in the Town of Winchester, Winnebago County, Wisconsin.

Section 2. Purpose

The Town of Winchester Fire Department is dedicated to protecting life and property from the adverse effects of fires, medical emergencies, and exposures to dangerous conditions, using professionally trained personnel, teamwork, and the resources provided by our community.

Section 3. Authority

The Town of Winchester Fire Department shall follow all ordinances and policies put forth by the Town of Winchester Town Board.

Section 4. Fire/Rescue Services

The Town of Winchester Fire Department shall provide services including, but not limited to, the following, for all persons and properties within the Town boundaries:

- | | |
|--------------------|-------------------|
| --Fire Suppression | --Fire Prevention |
| --Inspections | --Extrication |
| --Public Education | --Ice Rescue |

Section 5. Emergency Medical Services

Upon establishment of an Emergency Medical Responder program, the Fire Department shall provide emergency medical services.

Section 6. Additional Services

Additional services shall be offered and received by and for neighboring municipalities through automatic aid, mutual aid, and MABAS (Mutual Aid Box Alarm System) contracts as recommended and deemed necessary by the Fire Chief. All additional services shall be approved by the Town Board.

**ARTICLE II
MEMBERSHIP**

Section 1. Appointment of Fire Chief

The Town Board shall recruit, interview, then appoint the Fire Chief. Any vacancy in the position shall be posted for a minimum of 10 days. The appointment shall be at the pleasure of the Town Board. At least every 2 years the Town Board shall review their current Appointment on several accounts: leadership performance, departmental results, qualifications, continuous improvement, effective relationships, budget consciousness and educational merits. Removal of the Fire Chief shall be by a majority vote of all of the members of the Town Board.

Section 2. Fire Chief Duties & Responsibilities

The Fire Chief shall have complete charge of and full responsibility for the personnel, property, budget, training, education, firefighting, emergency medical responders, and other services provided by the department. The Fire Chief shall report the activities of the department to the Town Board on at least a monthly basis and promptly provide any additional information requested by the Town Board from time to time.

The Fire Chief shall be responsible for establishing Standard Operating Procedures (SOP) and Standard Operating Guidelines (SOG) for administration and operation of the Fire Department. Any updates, omissions, revisions,

edits, clarifications etc. must be submitted to Town Board for review. All SOPs and SOGs shall become effective upon approval by the Town Board. The Fire Chief shall supervise and have charge of all Town volunteer firefighters/emergency medical responders, and Town fire and emergency equipment pursuant to Town policies.

The Fire Chief shall perform all duties and responsibilities as listed in the most recent version of the Fire Chief Position description approved by the Town Board.

Section 3. Fire Chief Residency

The Fire Chief must establish residency within fifteen (15) miles of the Town of Winchester within 12 months of appointment, unless a modification is approved by the Town Board.

ARTICLE III MEMBERSHIP/PERSONNEL

Section 1. Chain of Command

The Fire Department shall operate under the Town Board utilizing the following Chain of Command. The officers of the Fire Department will be as follows:

- Fire Chief
- Deputy Chief
- Captains (The number of Captains is at the Chief's discretion)
 - Training/Personnel
 - Safety/Equipment
 - Station/Apparatus
- Lieutenants (the number of Lieutenants is at the Chief's discretion)
 - Vehicle 1 & 2 Maintenance
 - Vehicle 3 & 4 Maintenance
 - Station/Equipment Maintenance
- Firefighters

Section 2. Firefighters

The Fire Department membership shall have a target membership of 25 to 30 firefighters. These numbers shall be based on town needs and available resources and annually reviewed by the Town Board.

Section 3. Appointed Officers

Appointments of Deputy Chief, Captains, and Lieutenants shall be by the Fire Chief. Appointments shall be made on the basis of availability, knowledge, leadership ability and record of service to the department. Background checks shall be performed for all appointed officers. All appointments shall be subject to approval by the Town Board.

Deputy Chief. In the absence of the Fire Chief, the Deputy Chief shall be in full charge of the department and assume the duties and responsibilities of the Fire Chief until he/she resumes command. The Deputy Chief shall provide supervision to other department members as needed or directed by the Fire Chief.

The Deputy Chief shall perform all duties and responsibilities as listed in the most recent version of the Deputy Chief position description approved by the Town Board.

Captain/Lieutenant. In the absence of the Fire Chief and Deputy Chief, the Captains and Lieutenants shall jointly be in full charge of the department during emergency operations until relieved by the Fire Chief or Deputy Chief. Each Captain/Lieutenant shall be responsible for and in command of the firefighters and specific duties assigned to him/her by the Fire Chief or Deputy Chief. Each Captain/Lieutenant shall be responsible for the maintenance of department apparatus and equipment as assigned.

Each Captain or Lieutenant shall perform all duties and responsibilities as listed in the most recent version of the captain or lieutenant position descriptions approved by the Town Board.

Section 4. Emergency Medical Responders

The Emergency Medical Responders shall have a target membership of 10 to 15 emergency medical responders. These numbers shall be based on town needs and available resources and annually reviewed by the Town Board.

Section 5. Eligibility

Firefighter:

- Firefighter applicants must be eighteen (18) years of age.
- Firefighter applicants must possess a valid State of Wisconsin driver's license.
- Firefighter applicants shall be accepted upon recommendation by the Fire Chief and approval of the Town Board.
- Firefighter applicants are required to complete Fire Fighter I State certification within one (1) year of acceptance; depending on course availability.
- A background check and drug screening will be conducted on all firefighter applicants. All applicants must pass the background check and drug screening to the satisfaction of the Fire Chief and Town Board before they are appointed to the department.

Emergency Medical Responder:

- Emergency Medical Responder applicants must be eighteen (18) years of age.
- Emergency Medical Responder applicants must possess a valid State of Wisconsin driver's license.
- Emergency Medical Responder applicants are required to have successfully completed a state certified Emergency Medical Responder, EMT, or Paramedic program, hold a valid CPR card, and defibrillation certification.
- A background check and drug screening will be conducted on all emergency medical responder applicants. All applicants must pass the background check and drug screening to the satisfaction of the Fire Chief and Town Board before they are appointed to the department.

Section 6. Probation

All new members are required to complete a one (1) year probationary period during which time he/she shall be evaluated on the basis of conduct and ability to perform the required duties of a firefighter/emergency medical responder.

Section 7. Discipline

Disciplinary action of any fire department personnel shall be solely executed by the Fire Chief.

Section 8. Termination

Termination of any fire department member as recommended by the Fire Chief shall be subject to approval of the Town Board.

Section 9. Resignation

Any member resigning from the department may do so by written notification of resignation date to the Fire Chief, who shall submit the same to the Town Board within one (1) week. Upon resignation, all equipment and property issued to the member shall be returned to the Fire Chief, or his/her designee.

Section 10. Adherence to Non-Discrimination Laws

The Town of Winchester shall comply with Federal and State laws and shall not unfairly discriminate against qualified individuals by reason of age, race, creed, color, marital status, gender, or religion.

ARTICLE IV BUDGET

Section 1. Budget Preparation

The Fire Chief shall prepare an annual budget for the Fire Department for review and approval by the Town Board by October 1st each year.

Section 2. Expenses

All fire department invoices shall be forwarded to the Fire Chief for approval. The Fire Chief shall submit invoices to the Town Clerk for processing and approval by the Town Board. Any invoice under dispute or suggestion not to be paid, must be brought to the Town Board's attention as part of the monthly report to the Board.

Section 3. Revenue

All fire department revenue from all sources (grants, fundraisers, donations, etc.) shall be deposited into fire department account(s) designated by the Fire Chief, approved by the Town Board, and governed according to the Town of Winchester's Volunteer Funds Ordinance.

**ARTICLE V
EQUIPMENT**

Section 1. Equipment

All fire department members shall be responsible for all equipment issued to them. The members shall return all equipment issued at the end of tenure. The Fire Chief shall provide values of unreturned equipment to the Town Board. The Town Board shall establish a policy for recovery of equipment or monetary reimbursement.

**ARTICLE VI
MEETINGS**

Section 1. Monthly

The fire department shall conduct a regular business and a regular training meeting monthly. The Fire Chief shall report all department activity to the Town Board at a monthly board meeting.

Section 2. Committees

The Fire Chief may authorize creation of standing and special purpose committees according to the needs of the department.

**ARTICLE VII
CODE OF ETHICS**

Section 1. Community Relationships

All members of the department are expected to demonstrate the highest standard of personal integrity, honesty, and fortitude in all public activities. Officer and Fire Fighter relationships require the most professional, respectful and business-like manner with community members, vendors of the Town of Winchester, Town Board, businesses, home and land owners, electors, tax payers, and others. While members may reference their fire department participation in an employment resume, members shall otherwise refrain from using the Town of Winchester, Town of Winchester Fire Fighter or Town of Winchester Officer credentials for personal gain. It is inappropriate to utilize Town of Winchester title or positions in personalized opinion or editorial offerings.

Section 2. Department Relationships

All members of the department are expected to abide by the ethics statement, organizational statements, and Standard Operating Guidelines (SOG) and Standard Operating Policies (SOP) at all times.

Section 3. Individual Relationships

All members of the department are responsible and accountable for his/her own actions, and for the well-being of other members.

Section 4. Confidentiality

All members of the department are expected to protect against disclosure of confidential information. Before public release, the Fire Chief shall formally approve all information released to the public.

Section 5. Alcohol Consumption

No alcoholic beverages shall be consumed by any department member during or at emergency scenes, training sessions, drills, public fire department activities, or department meetings. No member shall report to any department activity while under the influence of alcohol or illegal drugs. Any member in violation of this policy shall be immediately disciplined by the Fire Chief, or his/her designee.

**ARTICLE VIII
AMENDMENTS**

These bylaws may be amended at any regular business meeting of the fire department, provided amendments are submitted in writing and read aloud at the business meeting of the fire department and the amendments are thereafter approved by the Town Board. Furthermore, the Town Board may revise these bylaws.

Approved and Adopted this 16th day of September 2019



Matthew J. Olson, Town of Winchester Chairman



Attest: Holly Stevens, Town of Winchester, Clerk