

# **MINNESOTA CITY VOLUNTEER FIRE DEPARTMENT**

## **RULES AND BYLAWS**

### **SECTION I**

#### **ARTICLE 1**

The Fire Department shall consist of one Chief, two Assistant Chiefs, two Captains, one President, one Secretary, one Treasurer, and not less than 7 or more than 25 active firemen. All Members must be at least 18 years of age. Members will be restricted to being on only one Fire Department without prior approval from the Fire Board. Members belonging to any other Fire Department shall equally share training costs if any.

#### **ARTICLE 2**

All applicants for membership will file a written membership application form to be reviewed by the Fire Board. The Fire Board will notify the applicant of their acceptance on the Fire Department. From the time of acceptance, the new member will be on a probationary period for six (6) months. During the probationary period, members shall not have more than two (2) unexcused absences; more than 2 unexcused absences shall result in termination of membership. Upon completion of probationary period applicant shall be reviewed by the board of officers.

#### **ARTICLE 3**

The Chief shall have a minimum of three (3) years of service and have completed MN State Firefighter 1 certification. The Assistant Chiefs, Captains shall be appointed by the Chief. All elected and appointed officers shall be on MCFD only and failure to follow such rule shall result in forfeiture of officers position.

#### **ARTICLE 4**

The President, Chief, Assistant Chiefs, Captains, Secretary and Treasurer shall constitute a Board of Fire Officers who shall meet when necessary for transaction of all businesses of the Fire Department.

#### **ARTICLE 5**

The Board of Officers is hereby authorized empowered, and required from time to time to adopt a code of bylaws and rules for the control, management, and government of the Fire Department. All changes before becoming effective will be approved by the City Council of Minnesota City.

## **ARTICLE 6**

The Board of Officers is hereby authorized and empowered to inspect all buildings and premises where accumulation of combustible materials or hazardous conditions are liable to exist and to order such changes or removal as in their opinion are necessary to safety from fire.

## **ARTICLE 7**

The Board of Officers is required to devise forms or methods of keeping records and shall see that records are kept of all alarms of fire, fire loss, and methods of extinguishment, drills, hose, and all equipment.

## **SECTION II**

### **ARTICLE 1**

The Chief, President, Secretary, and Treasurer shall be elected annually by the members of the Department at a meeting held in the month of December subject to confirmation by the City Council within 60 days of election.

### **ARTICLE 2**

It shall be the duty of said members so often as any fire shall break out to appear immediately upon the alarm thereof to their own respective fire house and to convey their apparatus to the place where the fire happened, unless otherwise directed by the man in charge, and upon such direction they will return the apparatus, equipment and their turn-out gear well washed and cleaned to their place of deposit in a timely manner.

### **ARTICLE 3**

The Chief may call a fire drill at any time, but at least one fire drill per month for training purposes.

## **SECTION III**

### **ARTICLE 1**

In all cases of fire, the Chief and Officers shall have full power and absolute control and command. In the absence of the Chief or Officers, the man in charge shall have the power of the Chief or Officers until

the arrival of superior officers.

## **ARTICLE 2**

The Chief and his Officers in Command at any fire are hereby vested with full police authority required to secure the removal of any and all obstructions from in front of and around the fire station.

## **ARTICLE 3**

It shall be the duty of the Chief to arrange the drills and training so that they will include the proper and efficient use of all appliances and apparatus. Any make up drills are at the Chiefs discretion.

## **ARTICLE 4**

No member shall be permitted to tamper with or fix or repair any of the apparatus unless so directed by the Chief or officers. In case any apparatus shall become so disabled that immediate repairs are necessary, any member operating such apparatus shall immediately report the condition to the Chief or Mayor who are hereby empowered to have the same repaired at once.

## **SECTION IV**

### **ARTICLE 1**

Any firemen who shall refuse to or voluntarily neglect to obey or execute any order from the Chief or his Officers in charge of any fire shall be subject to expulsion from the fire department, subject to the approval of the Board of Fire Officers and members of the Fire Department, by ballot vote of 2/3 of members present with notification of all members.

### **ARTICLE 2**

No member shall use abusive or obscene language to any Officer or fireman while at a meeting or on duty. Any member who shall intentionally misuse Fire Department equipment shall be subject to expulsion by 2/3 vote of members present.

### **ARTICLE 3**

No member shall come to a fire, meeting, or drill when they are under the influence of drugs or alcohol. They shall not operate equipment which could endanger themselves or others when under this influence. City Tobacco and Alcohol Ordinance shall be enforced Infractions will

result in expulsion.

#### **ARTICLE 4**

All firemen not attending 9 fire drills in one year's time or missing three consecutive drills will be brought up for review by the Board of Officers. Members unable to attend department fire drills or meetings (because of work, illness, etc.) shall give just cause and notify the Chief or any other Officer prior to each drill. Failure to meet the minimum number of drills in the calendar year will disqualify that member from that year of service towards retirement benefits.

### **SECTION V**

#### **ARTICLE 1**

Only members of the Fire Department shall be allowed to enter the fire station to handle any apparatus or equipment. Nonmembers must be accompanied by a member of the Fire Department.

#### **ARTICLE 2**

The first responding pumper during any fire or the report of any fire shall not be removed from the station without at least two firemen of the department. For first responder calls, the apparatus may be removed by one fireman. No equipment shall be removed from the Fire Station without approval from the Chief or Appointed Officers for non-fire use.

### **SECTION VI**

#### **ARTICLE 1**

If any Officer shall be absent from a drill, it will be his responsibility to find a replacement for that drill.

#### **ARTICLE 2**

The Secretary shall keep a record of the proceedings in a book provided for that purpose and perform such other duties as may be required of him by the bylaws of the Fire Department.

#### **ARTICLE 3**

The treasurer shall receive and safely keep all funds belonging to the Fire Department and payout the same only on a motion of the firemen

and countersigned by the President and or Secretary. Any sum total of \$100.00 or more must be approved by the City Council of Minnesota City, excluding emergency replacement and repair expenditures.

#### **ARTICLE 4**

The treasurer shall give a financial report to the Fire Department no later than 30 days after the fiscal year.

### **SECTION VII**

#### **ARTICLE 1**

All personal cars of the Fire Department members when responding to a fire alarm shall be operated with complete regard for safety and in full compliance of state laws.

#### **ARTICLE 2**

The Board of officers of the Fire Department and members of the City Council are hereby given the necessary special police power for the purpose of enforcing the provisions of this set of rules and regulations.

#### **ARTICLE 3**

Compensation: Nothing herein shall be construed to obligate the City of Minnesota City for payment of wages or other remunerations to said Fire Chief, Officers or Firemen. Wages or other remunerations may be paid by, when, and where there is a City insurance policy to cover the same.

#### **ARTICLE 4**

All rules and regulations and all sections or any parts of rules of sections of any ordinance in conflict with the foregoing are hereby repealed.

**EFFECTIVE DATE December 1st, 2014**