

BY-LAWS
OF
THE MEXICO FIRE DEPARTMENT

ARTICLE I
TITLE AND OBJECT

- SECTION 1. This organization shall be known as the Mexico Fire Department.
- SECTION 2. It's objective shall be the preservation and protection of property from and during such fires as may occur in the Town of Mexico and vicinity, per mutual agreement.
- SECTION 3. Any person elected (Sec. 1 and 2, Art. XII) shall serve for a period of six months, if interests and attention to duty is such that it is satisfactory to the department, the applicant becomes a bonafide member subject to removal only for just cause.

ARTICLE II
ORGANIZATION

- SECTION 1. The department shall be composed of two Hose Companies, one Hook and Ladder Company and one squad company. Each company hereby constituted shall contain not more than sixteen members, with the exception of the Squad Company which will be composed of as many persons as the Chief deems necessary. The officers of said companies shall be one Captain and one Lieutenant for each company.
- SECTION 2. The Chief shall request the Selectmen to appoint as many persons as constables as deemed necessary for the Fire Department purposes.

ARTICLE III
OFFICERS

- SECTION 1. The Officers of the Department (excluding the Captains and Lieutenants as provided in Article II) shall be Chief, Assistant Chief, Deputy Chief, Safety Officer, Training Officer and Secretary and such standing committees as may be necessary for the proper transaction of business.

ARTICLE IV
ELECTION OF OFFICERS

- SECTION 1. The Chief shall be elected at a regular meeting of the department by a majority vote of the members present at said meeting for an indefinite period, removable only for cause, and that the Chief shall be held solely responsible for the supervision and

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maintenance of the department. Said election results will be presented to the Selectmen for ratification; failure of the Selectmen to ratify the elected will result in another election by members of the Fire Department for ratification by the Selectmen; nevertheless the Chief shall be elected and ratified from the ranks of the Fire Department. In the event of any vacancy of three months or more, a new election will be conducted. In the event that all qualified department members refuses the Chief's position, members may seek outside candidates to be ratified by the Selectmen.

In the interim of ratification of a Chief, the chain of command will be as follows; Assistant Chief-acting Chief, Deputy Chief, in his/her absence; Captains or Lieutenants by seniority in the absence of the above.

The Assistant Chief, Deputy Chief, Safety Officer, Training Officer and Secretary shall be elected as necessary by a majority vote of members at a regular meeting for an indefinite period, removable only for cause.

The Captains and Lieutenants of each company shall be elected separately by each company at a regular meeting of the department by a majority vote of the members present at said meeting for an indefinite period, removable only for cause.

SECTION 2.

The standing committee shall consist of the following:

- A. Grievance Committee
- B. Examination Committee
- C. Board of Review Committee

Said Committees to consist of five members each. The members of the Grievance and Board of Review Committees shall be made up in the following manner; one member appointed by the Chief, one member appointed by the party preferring charges; one member appointed by accused, and two members from the ranks elected by majority vote of the membership; the elected members shall serve on said committee for a period of one year.

SECTION 3.

All vacancies in the offices of the department to be filled by promotion based on examination, seniority and record; rank and record being equal, seniority to prevail, tenure of office secure. For the purposes of these by-laws, the word seniority shall be defined as follows: "the length of the period of service in the company in which

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the promotion is desired (this applies to company promotions only)". For promotions above the rank of Captain, the entire length of service in the department is to be considered.

The Examination Committee shall set up a questionnaire consisting of questions and their proper answers from which the questions in all examinations for promotions shall be taken.

SECTION 4. The passing grade for any examination shall not be less than 70%. In any examination for a particular company where a passing grade of 70% is not attained, the examination shall be giving to the entire department for promotional consideration. An additional thirty days will be granted in the event the examination must be administered to the entire department.

SECTION 5. The entire company is eligible to take the examination in the company in which the vacancy occurs.

SECTION 6. That examinations be completed and vacancies be filled within 30 days after regular meeting at which vacancy occurs.

ARTICLE V
DUTIES OF CHIEF

SECTION 1. It shall be the duty of the Chief to call all regular and special meetings; to preserve order; to decide all points of order that may arise, subject to an appeal of a decision to the members of the department, but on such appeal, two-thirds of all members present shall be necessary to reverse his/her decision.

SECTION 2. The Chief shall have general supervision over all matters pertaining to the department.

SECTION 3. To see that each subordinate officer does his/her duty.

SECTION 4. To give a casting vote in case of tie, and to carry out and enforce the constitution and by-laws of this department to the best of his/her ability.

SECTION 5. It shall be the Chief's duty to be present at all fires, if possible and to plan the attack; and to direct the action of the Hook and Ladder and the Hose Companies on their arrival.

SECTION 6. The Chief shall make a report at next regular meeting of all fires, and give as nearly as possible the following facts; locality of fire, discovery, date, hour, by whom, cause of fire, where it started, cause of delay (if any) and general remarks.

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- SECTION 7. It shall be the duty of the Assistant Chief and/or Deputy Chief to perform the duties of the Chief in the case or his/her absence, and to assist the Chief in all ways possible in discharge of his/her duties.
- SECTION 8. It shall also be the duty of the Chief to call special meetings of the department at the written request of five members, such requests stating the object of the call.
- SECTION 9. It shall be the responsibility and duty of the Chief to see that all fire fighting equipment is in good repair and conforms to all minimum standards of both state and federal regulations.

ARTICLE VI

DUTIES OF SAFETY OFFICER

- SECTION 1. The Safety Officer shall be an officer of the department appointed by the Chief.
- SECTION 2. The Safety Officer shall have and maintain a knowledge of current federal, state, and local laws regulating occupational safety and health applicable to the fire service work environment and all other safety factors involved in fire fighting, in accordance with NFPA 1501.
- SECTION 3. The Safety Officer shall maintain and file records of all accidents, injuries, illnesses, exposures and occupational deaths, including collection and analysis of this information.
- SECTION 4. The Safety Officer shall develop, review and revise rules, regulations and standard operating procedures of the department, including periodical reports to the Chief on the adequacy, effectiveness and compliance of the rule, regulations and S.O.P.'s.
- SECTION 5. At a fire scene the Safety Officer shall have ultimate say of all procedures safety and exposures that involve all fire fighting personnel working at the scene.
- SECTION 6. It shall be the duty of the Chief to appoint another officer in his/her absence to be the Safety Officer at a scene; this may be an officer from another fire department in the case where mutual aid is used.
- SECTION 7. The Safety Officer shall ensure that training in safety procedures and practices relating to all department duties and functions are provided to all members.

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ARTICLE VII

DUTIES OF TRAINING OFFICER

- SECTION 1. The Training Officer shall be an officer of the department appointed by the Chief.
- SECTION 2. The Training Officer shall be responsible for and scheduling all department training classes; including maintaining and filing of all records of all department members.

ARTICLE VIII

DUTY OF FULL TIME DRIVERS

- SECTION 1. In responding to all calls, drivers must use every effort to respond as soon as possible using due caution to avoid accidents, and in case of any vehicle obstructing fire apparatus, try to get registration numbers and report same upon return to station to eliminate all unnecessary use of signals in answering calls and returning from fires; trucks must comply with all traffic regulations of the town, to remain with their truck at all times, except in case of an emergency, and as soon as relieved must return to truck. Drivers to be responsible for apparatus while under their charge at all times.

ARTICLE IX

DUTIES OF CAPTAINS OF THE HOSE & LADDER COMPANIES

- SECTION 1. The Captains of the Hose and Ladder companies shall obey all orders from the Chief or other superior officers.
- SECTION 2. It shall be the duty of the Captains of Hose and Ladder Companies to command his/her company, and to have control thereof while on duty.
- SECTION 3. The Captain of the Hose Company shall see that the hose is properly laid, and the Captain of the Ladder Company shall see all ladders and equipment are placed properly.
- SECTION 4. The Captain shall see that a sufficient number of persons will take possession along the line of hose to protect the same, and to be in constant readiness to render assistance or to execute any orders that may be given.
- SECTION 5. The Captain of each company, or if not present, whoever is in charge of the company, will make sure that all his/her fire fighters are wearing their protective equipment.

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ARTICLE X
DUTIES OF LIEUTENANT

- SECTION 1. It shall be the duty of the Lieutenant of each company to assist the Captain in the discharge of his/her duties.
- SECTION 2. In the absence of the Captain, the Lieutenant shall officiate in his/her capacity. In the absence of both the Captain and the Lieutenant, the Chief or commanding officer shall appoint one of the company to take charge, and that person shall be recognized as Captain and be respected and obeyed accordingly.

ARTICLE XI
DUTIES OF THE SECRETARY

- SECTION 1. It shall be the duty of the secretary to keep a record of all proceedings of the meeting, to call the roll, to record absences and make such special reports as may be required from time to time. The Secretary shall keep posted in some conspicuous place in the fire station a seniority list of all members of the department, shall give each member at least one day's notice of any special meeting, shall notify each person elected a member of the department of such election and furnish him/her with a copy of these by-laws.

ARTICLE XII
DUTY OF SPECIAL COMMITTEES

- SECTION 1. The application of any person to become a member of the department shall be referred to the Examination Committee, who will obtain such information as may be necessary to determine whether the candidate will be eligible as a member of the department or not, and report the same to the department at a regular meeting. They shall from time to time conduct examinations for promotions as outlined in Article IV, Section 3.
- SECTION 2. It shall be the duty of the Committee on Grievances to examine the complaints and petitions as may be referred to them by the department, and report thereon at the next regular and/or special meeting.
- SECTION 3. It shall be the duty of the Board of Review to investigate all accidents involving both personnel and equipment; investigate any allegations of

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misconduct of any member prior to discharge for same; to investigate any complaint from the general public involving the conduct of any member of this department while in the act of performing his/her duties; and any other aspect or charges that may arise involving a member of the department.

ARTICLE XIII

IMPEACHMENT OF OFFICERS

- SECTION 1. Any officer of the department, for abuse of his/her authority or misconduct in office, may be impeached therefore and removed from office by a vote of two-thirds of the members present, provided that the charge is made in writing and filed with the Secretary at least one month before any vote shall be taking upon it, and a copy of said charge shall be served upon the officer by the Secretary at least two weeks before such vote shall be taken.
- SECTION 2. Any impeachment proceedings must first pass a Board of Review before a vote of the membership is taken (with the exception of the Chief, and this must be with the consent of the Board of Selectmen before impeachment can be completed).

ARTICLE XIV

ELECTION OF MEMBERS

- SECTION 1. Any resident of good character and standing and of the age of eighteen (18) shall be eligible for membership into the department.
- SECTION 2. The report of the Examination Committee being favorable, the applicant shall be balloted for, and if not more than on third vote of all those members present appear against him/her, shall be elected.
- SECTION 3. Anyone voted to the Mexico Fire Department shall not become a member until such time as they have passed a physical to be dated no later than thirty (30) days of vote being taken for membership.
- SECTION 4. any active and/or past member of the department who willfully gives up his/her residency of the Town of Mexico, may file a request to the Examination Committee to remain a member of the

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department. The Examination Committee shall review the said request the said committee shall consider the following criteria:

- A. Skills and experience
- B. Present manning needed for the good of the department
- C. Conflicts of interest (if any) with the town that requested has moved to
- D. Mileage from the station
- E. Requested will not belong to more than one department at a time

The committee shall make a decision based on the above criteria and will announce it's decision at the next regular meeting, a vote of two-thirds of all members present shall decide said request.

SECTION 5.

Realizing that training and attendance are a prerequisite for an efficient Fire Department, the following training and meeting articles will apply for a member to remain a member of the department:

- A. There will be (12) Twelve practices per year, a member must attend at least (6) six of the said practices.
- B. A member must answer at least 10% of all calls.
- C. No member shall be excused from attending any practices unless he/she has notified the person on duty at the station, that he/she is working, out of town, sick or that the absence is an absolute necessity.
- D. The accountable year for the department shall be from February 1 to January 31.
- E. Any member not meeting these prerequisites may be placed on the Squad Company.

ARTICLE XV

DUTIES OF MEMBERS

SECTION 1.

It shall be the duty of all members of this department to obey all commands of their officers while on duty.

SECTION 2.

It shall be the duty of all members to be prompt at all meetings, on every alarm of fire to respond without delay and assist in getting the apparatus in operation as soon as possible.

SECTION 3.

It shall be the duty of the members to respond quickly, safely, with his/her equipment, as soon as possible.

SECTION 4.

Spare time drivers duties will be the same as full time drivers as out-lined in Article VIII, Section #1.

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ARTICLE XVI
AMENDMENTS

- SECTION 1. No alterations or amendments shall be made to these by-laws unless proposed in writing at a regular meeting, which the amendment shall be referred to a special committee which shall report at the next regular meeting, when it may be acted upon and adopted by a vote of three-fourths of all members present.
- SECTION 2. Any alterations or amendments voted upon by the members shall be forwarded to the Board of Selectmen for inclusion in the warrant at either a regular or special Town Meeting for action by the citizens of the Town of Mexico.

ARTICLE XVII
RULES OF THE ORDER

1. But one member shall be entitled to the floor during the same period of time.
2. Every member desiring the privilege of the floor shall arise and address the Chair.
3. No member shall be allowed to speak until recognized by the Chair.
4. No question shall come before the department unless properly moved and seconded and declared open by the Chair.
5. Any member may call for the ayes and nays on any question when each member shall be required to answer to his/her name on the roll unless excused by the Chair.
6. All questions, unless otherwise decided by the by-laws, shall be settled by a majority of the votes cast.
7. No member shall speak more than five minutes on any one subject at one time or more than twice on the same subject, except by the permission of the Chair.
8. When a point of order is raised by any member, the person having the floor will take his/her seat until point is decided by the Chair and if proper, he/she may resume.
9. When a motion is properly before the department, if must be disposed of before another can be entertained, no shall the motion be made subject to more than two amendments.
10. No subject laid on the table shall be taken up again during the same meeting unless it is understood when thus disposed of.
11. A motion to reconsider must come from a member who voted with a majority when the action to be reconsidered was taken.

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12. Any member may appeal to the department from the decision of the Chair, when a questioned shall be stated thus "Shall the decision of the Chair be sustained?", which shall be decided by two-thirds vote of all members present.
13. All resolutions offered must be giving in writing.
14. No member shall leave the room during the meeting unless permission is given by the Chair.

ARTICLE XV111
ORDER OF BUSINESS

1. Roll call
2. Reading minutes of previous meeting
3. Reports of committees
4. Nomination of candidates for membership
5. Election of officers and members
6. Unfinished business
7. New business
8. Second roll call
9. Adjournment
10. Officers meeting

Joseph D. Derouche

JOSEPH DEROUCHE, CHAIRMAN

Art E. Bordeau

ARTHUR BORDEAU

Marc Dupuis

MARC DUPUIS

Robert Lyons

ROBERT LYONS

Louise Waterhouse

LOUISE WATERHOUSE
SELECTMEN, TOWN OF MEXICO

Gary Wentzell

GARY WENTZELL, FIRE CHIEF

5-10-94

DATE