

# Mexico Fire Department



# By-Laws

## **Article 1 Title & Object**

**Section A** This organization shall be known as the Mexico Fire Department.

**Section B** Its objective shall be the preservation & protection of property & life from & during such fires as may occur in the Town of Mexico & vicinity per mutual agreement.

## **Article 2 Organization**

**Section A** The Department shall be composed of three companies & Traffic Company. Each Company hereby constituted shall contain no more than sixteen members, with the exception of the Traffic Company which will be composed of as many persons as the Chief deems necessary. Company 3 will remain vacant pending manning. The Officers of the said Companies shall be one Captain and one Lieutenant for each company.

**Section B** The Chief shall request the Selectmen of the Town of Mexico to appoint as many persons as constables as deemed necessary for the Fire Department purposes.

## **Article 3 Officers**

**Section A** The Officers of the Department (excluding Captains & Lieutenants as provided in Article 2) shall be Chief, Two Deputy Chiefs, Safety Officer, and Training Officer.

## **Article 4 Election of Officers**

**Section A** 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 maintenance of the Department. Said election results will be presented to the Town of Mexico Board of Selectmen for ratification: failure of the Selectmen to ratify the elected will result in another election by members of the 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 a vacancy of three months or more, a new election will be conducted. In the event all qualified department members refuse the Chief's position, the Department may seek outside candidates to be ratified by the Selectmen.

In the interim vacancy of the Chief, the chain of command will be as follows; Deputy Chiefs, in his/her absence; Captain. Lieutenant by qualification in the absence of the above.

The Deputy Chiefs, Captains, Lieutenants, & Secretary shall be elected as necessary by a majority vote of members at a regular meeting for an indefinite period, removable only for cause.

All vacancies in the Officers of the Department except for the Chief shall to be filled by promotion based on examination, seniority & record; rank & record being equal, seniority to prevail, removable only for just cause.

**Section B** The standing committees shall consist of the following:

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

The members of the Grievance Committee shall be made up in the following manner; one member appointed by the Chief, one member appointed by the party preferring charges; by the accused and two members from elected by majority vote of the membership.

Board of Review Committee will consist of the Chief, Deputy Chiefs & a minimum of 2 other department officers; said members shall serve on this committee for a period of one year.

### **Article 5 Duties of Chief**

**Section A** It shall be the duty of the Chief to call regular and special meetings; to preserve order; to decide all points of order that may arise, subject to an appeal of 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 B** The Chief shall have general supervision over all matters pertaining to the Department.

**Section C** To see that each subordinate Officer does his/her duty.

**Section D** To give a casting vote in case of tie, and to carry out and enforce the Standard Operating Procedures, Standard Operating Guidelines, & By-laws of this Department to the best of his/her ability.

**Section E** It shall be the Chief's duty to be present at all fires when available, and to plan the attack and to direct the action of the Companies on their arrival.

**Section F** 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 and general remarks.

**Section G** It shall be the duty of the Deputy Chief to perform the duties of the Chief in the case of his/her absence, and to assist the Chief in all ways possible in discharge of his/her duties.

**Section H** It shall also be the duty of the Chief to call special meetings of the department at the written request of any member stating the object of the call.

**Section I** It shall be the responsibility and duty of the Chief to see that all firefighting equipment is in good repair and conforms to all minimum standards of both State & Federal Regulations.

### **Article 6 Duties of Safety Officer**

**Section A** The Safety Officer shall be an Officer of the Department appointed by the Chief.

**Section B** The Safety Officer shall have and maintain a knowledge of current Federal, State and local laws regulating occupational safety & health applicable to the fire service work environment and all other safety factors involved in firefighting, in accordance with NFPA 1521.

**Section C** The Safety Officer shall maintain and file records of all Fire Department accidents, injuries, illnesses, exposures and occupational deaths, including collection and analysis of this information.

**Section D** 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 SOP's.

**Section E** At a fire scene the Safety Officer shall have ultimate say of all procedures involving safety and exposures that involve all firefighting personnel working at the scene.

**Section F** It shall be the duty of the Chief to appoint a temporary Safety Officer in the absence of the Safety officer. This may be an officer from another Fire Department in the case where mutual aid is used.

**Section G** The Safety Officer shall ensure that training in safety procedures and practices relating to all department duties and functions are provided to all members.

#### **Article 7 Duties of Training Officer**

**Section A** The Training Officer shall be Officer of the Department appointed by the Chief.

**Section B** The Training Officer shall be responsible for and scheduling all Department training classes; including maintaining and filing of all training records of Department members.

#### **Article 8 Duty of Full Time Drivers**

**Section A** In responding to all calls, drivers must use every effort to respond as soon as possible using due regard to avoid accidents, 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 are responsible for apparatus & equipment while under their charge at all times.

#### **Article 9 Duties of Captains**

**Section A** The Captains shall obey all orders from the Chief or other superior Officers.

**Section B** It Shall be the duty of the Captains to command his/her company, and to have control thereof while on duty.

**Section C** The Captain shall see that a sufficient number of persons will take position along the line of hose for safety purposes, and to be in constant readiness to render assistance or to execute any orders that may be given.

**Section D** The Captain or if not present, whoever is in charge of the company, will make sure that all his/her firefighters are wearing their appropriate protective equipment.

#### **Article 10 Duties of Lieutenant**

**Section A** It shall be the duty of the Lieutenant of each company to assist the Captain in the discharge of his/her duties.

**Section B** In the absence of the Captain, the Lieutenant shall officiate in his/her capacity. In the absence of both the Captain & the Lieutenant, the Chief or commanding Officer shall appoint one in the company to take charge, and that person shall be recognized as Captain and be respected and obeyed accordingly.

### **Article 11 Duties of the Secretary**

**Section A** It shall be the duty of the Secretary to keep a record of all proceedings of the meeting, to call roll, to record absences and make special reports as may be required. 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 notice of any special meeting, shall notify each person elected as a member of the department of such election & furnish him/her with a copy of these by-laws.

### **Article 12 Duty of Special Committees**

**Section A** The application of any person to become a member of the department shall be referred to the Board of Review 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.

**Section B** It shall be the duty of the Board of Review Committee to investigate any allegations of misconduct of any member prior to discharge for same; to in 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.

**Section C** It shall be the duty of the Grievance Committee to examine complaints and petitions as may be referred to them by the Department, and report thereon at the next regular and/or special meeting.

### **Article 13 Impeachment of Officers**

**Section A** Any officer of the Department, of his/her authority of misconduct in office, may be impeached therefore and removed from office by a vote of two-thirds of the members present at a regular or special meeting, provided that the charge is made in writing and filed with the Secretary at least 30 days before meeting. Secretary will notify the Chief & the Board of Review Committee.

**Section B** Any impeachment proceedings must first pass a Board of Review Committee before a vote of Membership is taken (with the exception of the Chief, and this must be with consent of the Board of Selectmen before impeachment can be completed).

### **Article 14 Election of Members**

**Section A** Any person of good character and standing and of the age of eighteen (18) within a 10 mile radius of the fire station shall be eligible for membership into the Department. Mileage is not applicable to Byron residents or any town or municipality that the Mexico Fire Department contracts fire coverage to. Any person elected 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 member subject to removal only by just cause.

**Section B** If the Board of Review Committee being favorable, the applicant shall be balloted for, and if more than one third vote of all those members present vote for him/her, shall be elected.

**Section C** Anyone voted onto 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.

## **Article 15 Duties of Members**

**Section A** It shall be the duty of all members of this Department to obey all commands of their officers while on duty.

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

**Section D** Spare time drivers duties will be the same as full time drivers as out-lined in Article 8.

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

1. There will be (12) Twelve trainings per year, a member must attend at least (6) six of the said training & Annual BLS training day. There will be a 30 day period for making up the Annual BLS training day. Any member exceeding 365 days on BLS trainings will be notified & placed on the do not respond list.
2. A member must respond to at least 20% of Department toned calls & all officers must respond to at least 30% of Department toned calls.
3. No member shall be excused from attending any trainings unless he/she has notified the person on duty at the station, that he/she is working, sick or that the absence is an absolute necessity.
4. The accountable year for the Department shall be from July 1 to June 30.
5. Any member not meeting these requirements will be sent to the Board of Review Committee for disciplinary action.
6. No call force member shall belong to another department. This doesn't not include members of the department elected prior to the date of these bylaws.

## **Article 16 Amendments**

**Section A** 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 an adopted by a vote of three-fourths of all members present.

**Section B** Any alteration or amendments voted upon by the members shall be forwarded to the Board of Selectmen for final Amendment approval.

## **Article 17 Department Junior Member(s)**

**Section A** Any Junior of good character and standing of age 15 and up to their 19th birthday shall be eligible for application for Junior Membership provided they have obtained written parental or guardianship approval. Junior Members must live within a 10 mile radius of the fire station; mileage is not applicable to Byron residents or any town or municipality that the Mexico Fire Department contracts fire coverage to. Any person elected shall serve

for a period of six months, if interests and attention to duty is satisfactory to the department; the applicant becomes a junior member subject to removal only by just cause.

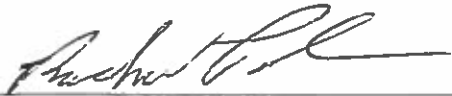
**Section B** The Junior Company shall consist of a Junior Captain & Junior Lieutenant Officer at the discretion of the Chief based on training of the candidates.

#### **Article 18 Rules of the Order**

1. Only 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 opened 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 these by-laws, shall be settled by a majority of vote cast.
7. No member shall speak more than 5 minutes on any one subject at any one time, or more than twice on the same subject, except by 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, it must be disposed of before another can be entertained, nor 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 the majority when the action to be reconsidered was taken.
12. Any member may appeal to the department from the decision of the chair, when a question 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 given in writing.
14. No member shall leave the room during the meeting unless permission is given by the Chair.

Article 19 Order of Business

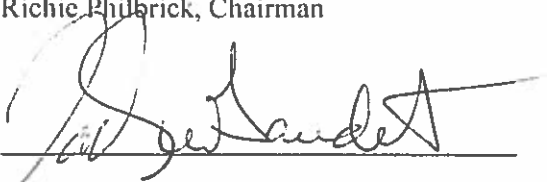
1. Roll call
2. Reading minutes of previous meeting
3. Reports of committees
4. Nomination of candidates of membership
5. Election of officers or promotions
6. Unfinished business
7. New business
8. Second roll call
9. Adjournment
10. Officers meeting



Richie Philbrick, Chairman



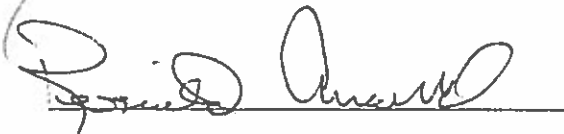
A. Byron Odelette



Albert Anier Jack Gaudet



Andrew Dupuis



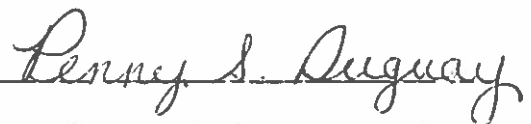
Reginald Arsenault



Gary Wentzell, Fire Chief

Date

Date adopted: January 5, 2016

Attest: 

Revised 2015 by Chief Gary Wentzell, Deputy Chief Richie Jones, Deputy Chief Mat Theriault, Captain Allen Chartier, Lieutenant Jamee Theriault, Lieutenant Joe Bruns, Mike Chartier, Jack Gaudet.