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ARTICLE 1  
TITLE OF ORGANIZATION

This organization shall be known as the Washington Island  
Volunteer Fire Department.

ARTICLE II  
DUTIES AND POLICIES OF THE DEPARTMENT

Section 1. The purpose of the Department shall be the protection  
of life and property from the hazards of fire and emergencies of  
any nature that may occur within the islands of the Town of  
Washington or other locations which are included by Town  
Ordinance and/or Mutual aid agreement.

Section 2. The policy of the Department shall be non-political,  
non-sectarian and non-partisan. Neither commercial enterprise nor  
any candidate for public office shall be endorsed by it. Neither the  
name of the Department nor the names of its members in their  
official capacities shall be used in connection with any commercial  
concern, any partisan interest or any other matter excepting the  
regular work of the Department.

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### ARTICLE III

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#### ADMINISTRATIVE & OPERATIONAL OFFICERS

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Section I The Department shall include the following

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Administrative Officers: a President, a First Vice President, a

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Second Vice President, a Secretary, a Treasurer and one Director at

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large from fire, one Director at large from EMR. These

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Administrative Officers together with the two Directors, shall

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comprise the Board of Directors.

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Section II The Department shall include the following Operational

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officers. A Chief of the department; two Assistant Chiefs; one

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Captain, one Lieutenant and one Engineer for each company that

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may be organized within the Department. The EMR company shall

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include a Captain and a Lieutenant.

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### ARTICLE IV

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#### DUTIES, QUALIFICATIONS AND SELECTION OF

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#### OFFICERS

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##### SECTION 1 Administrative Officers

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A. The following Administrative Officers shall be

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elected at the regular June meeting during even numbered years:

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- President.

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- Second Vice President – This office automatically filled by

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Chief.

95

- Secretary.

96           • One Director at large from Fire Service.

97                   B. The following Administrative officers shall be elected  
98 at the regular June meeting during odd numbered years:

99           • First Vice President.

100          • Treasurer.

101          • One Director at large from EMR.

102                   C. Administrative officers, with the exception of the  
103 Second Vice President (Chief), shall be limited to two consecutive  
104 two year terms. If for any reason the June meeting and election is  
105 interrupted by emergency, omitted by oversight or otherwise; a  
106 meeting to complete the election process will be held as soon as  
107 possible. All elections for administrative officers and directors  
108 shall be by members present at the elections. No absentee ballots  
109 will be allowed.

110                   D. Administrative Officers shall be elected from a list  
111 of candidates presented by the Nominating Committee; however,  
112 additional candidates may be nominated from the floor during the  
113 meeting.

114                   E. The President upon election to office may not hold  
115 the position of operational officer above the rank of Captain.

116                   F. Vacancy in an elected Administrative Officer  
117 position occurring during term of office shall be filled for the  
118 remainder of the term of office in the manner provided for annual  
119 elections at the next regular or special meeting.

120                   G. The President shall preside at all meetings of the  
121 Department and of the Board of Directors, see that order is  
122 maintained and decide all points of order that may arise. He shall

123 be a member ex-officio of all committees, except the nominating  
124 committee, shall appoint all committee chairpersons, and perform  
125 all duties customarily pertaining to the office.

126 H. The First and Second Vice President shall serve as  
127 aids to the President and shall perform the duties of the President  
128 in the President's absence.

129 I. The Secretary shall keep an accurate record of all  
130 meetings of the department and of the Board of Directors and  
131 perform such other duties as delegated by the Directors.

132 J. The Treasurer shall be responsible for Washington  
133 Island Fire and Rescue Inc. 501 (C) 3 monies. The treasurer shall  
134 perform such other financial duties as may be delegated by  
135 Washington Island Fire and Rescue Inc.

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137 Section 2. Directors - Duties of the Board of Directors shall be  
138 as specified in Article V of these By-laws.

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140 Section 3. Operational Officers

141 A. The Chief of the Department shall be responsible  
142 for the proper coordination of all fire protection activities and  
143 rescue operations, including fire prevention efforts, the  
144 establishment of training programs, fire ground operation,  
145 maintenance of equipment assignment, discipline of personnel, and  
146 maintenance of public confidence in the Department. The Chief  
147 Officer of the Department shall be elected by the membership at  
148 large during even numbered years. A list of not more than three  
149 (3) candidates shall be submitted to the membership at large by the

150 nominating committee. However, the selection shall not be limited  
151 to this list.

152 B. Operational Officers shall be appointed by the  
153 Board of Directors and approved by a majority of the membership.

154 C. Assistant Chiefs shall act for the Chief of the  
155 Department in the event of the Chief's absence and shall be  
156 responsible for the fire prevention and training operations of the  
157 Department. They shall be appointed by the Board of Directors on  
158 the basis of superior knowledge and ability in all phases of  
159 Department operations.

160 D. Fire Captains shall be responsible for the fire  
161 ground and training operations of their assigned company. EMR  
162 Captain shall be responsible for EMR operations and shall assist  
163 the Chief in accounting for EMR training and all hours.

164 E. Lieutenants shall assist their company Captains in  
165 their duties and act as company officers in the absence of the  
166 Captain.

167 F. Engineers shall act as the company officer in the  
168 event of the absence of the Captain and Lieutenant.

169 G. Qualifications for operations officers are as  
170 follows:

171 Fire Chief - 10 years on department, 5 years as Officer and Fire  
172 Fighter I.

173 Assistant Chief – 5 years on department and Fire Fighter I.

174 Fire Captains – 5 years on department or Fire Fighter I.

175 EMR Captain - Current EMR or higher credentials in good  
176 standing.

177 Fire Lieutenants – 3 years on department or Entry 1 and 2.  
178 EMR Lieutenant – current EMR credentials in good standing.  
179 Engineers – 3 years on department and superior knowledge of  
180 equipment or Driver Operator Qualification.

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## ARTICLE V

### 185 BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES

186 A. The elected Administrative Officers and Directors  
187 at large shall comprise the Board of Directors of the Washington  
188 Island Fire Department.

189 B. The Board of Directors shall be representative of  
190 the membership of the Department. It shall provide the policy,  
191 direction and guide the maintenance of the Department as an  
192 effective Fire protection organization, including providing  
193 emergency services. The Board shall serve as the elected group  
194 responsible for policy implementation of the department, in  
195 accordance with the laws of the Town of Washington and the By-  
196 Laws of the Department. It shall be responsible for resolving  
197 matters of Department Policy which affect the overall management  
198 of the Fire Department. Its recommendation must be presented to  
199 the membership for acceptance by a majority vote of the active  
200 members present at the meeting where the matter is considered and  
201 shall be considered final unless rejected.

202 C. The Board of Directors shall meet regularly, at  
203 least once per month and hold as many additional meetings as

204 deemed necessary. Special meetings of the Board of Directors  
205 may be called by the President or two or more members.

206 D. Any member of the Board of Directors not  
207 fulfilling his responsibilities as a Board Member, or who misses  
208 three (3) consecutive meetings shall be subject to removal from the  
209 Board during his term of office. Action to recommend removal  
210 from the Board must be passed by a majority vote of the members  
211 of the Board of Directors. When recommendation for removal  
212 from the Board has been passed, such recommendation must be  
213 presented to the department for ratification by a majority of the  
214 active members present at the meeting where the matter is  
215 considered. Vacancies occurring by resignation from membership  
216 or removal from the Board of Directors shall be filled as provided  
217 by election procedures, for Administrative Officers, specified in  
218 Article IV of these By-Laws.

219 E. The board of Directors shall keep and record  
220 minutes of their meetings and transactions. These minutes shall be  
221 read at the next regular meeting of the membership of the  
222 Department following the Director's meeting.

223 F. Members of the Board of Directors shall also act  
224 as Chairpersons of standing committees as provided by Article VI  
225 of these By-Laws. Such Committees shall meet as often as  
226 required to perform assigned duties and shall record minutes of  
227 such meetings and report activities conducted at the next meeting  
228 of the Board of Directors.

229 G. In the event the Board of Directors shall not elect  
230 to take action on any matter submitted to it by the membership of

231 the Department, the matter, by majority vote of the active  
232 membership, may be recalled from the Board for final action on  
233 the matter to be taken by the majority of the active membership,  
234 provided that the Board has had at least thirty days to act from the  
235 date the matter was originally referred to the Board for its  
236 consideration.

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## ARTICLE VI

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### SELECTION AND DUTIES OF STANDING COMMITTEES

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The Chairperson of the Standing Committees shall be  
241 appointed by the President of the Board of Directors. Each  
242 Director who is a Chairperson of a Standing Committee shall  
243 appoint at least two active members of the Department to serve on  
244 this Standing Committee.

245

#### Section 1: Membership Committee

246

It shall be the duty of the Membership Committee to  
247 review each candidate for membership in the Department. The  
248 Membership Committee shall also review requests for resignations  
249 and retirement to substantiate if a member is in a status of good  
250 standing when resignation or retirement is accepted. The  
251 Committee Chairperson shall make a report on the requests  
252 received at the next meeting of the Department after interviews  
253 with the applicants have been conducted.

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#### Section 2: Grievance Committee

255

It shall be the duty of the Grievance Committee to  
256 examine any action for suspension, demotions, or other charges  
257 against a member in accordance with Article X of these By-Laws.

258 Section 3: Finance Committee

259 It shall be the duty of the Finance committee to  
260 prepare and submit to the Town Board of the Town of Washington  
261 in the month of September, the annual budget request.

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## ARTICLE VII

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## MEMBERSHIP

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267 SECTION 1. Applications and Qualifications

268 A. Applicants for membership must be a resident of  
269 Door County

270 B. Request for membership should be made to the  
271 Chief or the Membership Committee.

272 C. Applicants shall not be less than 17 years of age.  
273 Firefighters less than 18 years of age shall not drive apparatus or  
274 enter hot zones.

275 D. All applicants shall submit complete information  
276 necessary for a police background check. Any convicted felon  
277 may not be a member.

278 E. Each applicant will be interviewed by the  
279 Membership Committee for the purpose of determining  
280 qualifications of the applicant. At the next regular meeting  
281 following the interview, the Membership Committee Chairperson  
282 will report the recommendation of the applicant to the Department.  
283 The recommendation shall be to consider the applicant for active  
284 membership or to advise the membership that the applicant is

285 unqualified and request the chief to inform the applicant that the  
286 request for membership has been rejected.

287 SECTION 2. Active Membership

288 A. Election to active membership must be favorably  
289 passed by a majority of the active members present at the  
290 department meeting.

291 B. One year shall expire before person failing to be  
292 elected to active membership of the department shall re-apply for  
293 active membership.

294 C. Only active members in good standing for the  
295 prior calendar year are qualified to receive SAP benefits.

296

297 SECTION 3. Student Member – Student members shall attend not  
298 less than 3 meetings and 3 trainings per year.

299 SECTION 4. Associate Member

300 A. Associate membership may be conferred by a  
301 majority vote of the active members present at the meeting. Such  
302 associate membership may be conferred upon any persons whose  
303 special abilities or skills are considered beneficial to the  
304 Department, but who is unable to perform the duties of an active  
305 member

306 B. Recommendations for an associate membership  
307 may be made by any active member of the department and will be  
308 reviewed by the membership Committee for presentation to the  
309 membership at the next regular Department meeting.

310 C. Associate member shall have no vote on matters to  
311 come before the Department, but shall have the privilege of the  
312 floor.

313 SECTION 5. Life Membership

314 Members of the Department meeting one of the  
315 following requirements: completion of twenty years of active  
316 membership in the department, or who have been permanently  
317 disabled in the line of duty, upon request shall be granted Life  
318 Membership in the Department.

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**ARTICLE VIII**

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**DUTIES OF MEMBERS**

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A. All members shall participate in the duties of the  
Department which shall include firefighting, rescue service,  
training sessions, fund raising projects, and such other duties or  
work necessary for the maintenance of the Department as an  
efficient organization. In the absence of specific orders or  
apparent work to be done, they should report to the officer in  
charge at the time.

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B. Every member of the Department shall give strict  
obedience to the orders of Operational Officers as relates to  
officers duties outlined by these By-Laws.

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C. Each member shall attend not less than six  
department trainings and a minimum of six other functions, of

337 which a minimum of four shall be regular monthly meetings, and  
338 two shall be of the member's choice. Examples are work nights,  
339 public functions, 4<sup>th</sup> of July, fundraisers, etc. These requirements  
340 must be fulfilled in a twelve month time frame defined by the  
341 previous two pay periods. Members may be excused from these  
342 requirements due to conditions of employment or other valid  
343 reasons. Requests for excuse from participation requirements shall  
344 be submitted to the Membership Committee. The Membership  
345 Committee will review the request and make recommendations to  
346 the Board of Directors. A majority vote of the Board is required to  
347 approve the request.

348 D. Failure to participate in the minimum number of  
349 meetings and training sessions unless excused as provided by  
350 paragraph C above, shall subject a member to suspension from  
351 active membership in the Department.

352 E. Suspension charges shall be filed by the Secretary  
353 of the Department with regards to meetings and by the Chief with  
354 regards to training.

355 F. No member shall remove from or use property of  
356 the Fire Department for personal benefit before first obtaining  
357 consent from the Chief or an Assistant Chief.

358 G. No member shall appear on duty or at meetings or  
359 training sessions of the Department under the influence of alcohol  
360 or drugs or shall use insulting or indecent or improper language or  
361 conduct themselves in an unbecoming manner or otherwise bring  
362 disgrace or disrepute to the Department without being subject to  
363 suspension action as provided by these By-Laws.

364 H. Upon severance of membership, all property of the  
365 Fire Department and Town will be immediately delivered to the  
366 Chief or Town Clerk.

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## ARTICLE IX

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### RIGHT OF MEMBERS

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#### SECTION 1. Resignations

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A. Any member may request to resign from the Department. Request shall be submitted to the Membership Committee or Chief. The Membership Committee shall then interview the member, determine if the member is in good standing or not in good standing and report to the Department. Membership Committee action shall be to make recommendation for status of membership only.

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B. All acceptance of resignation of a member in good standing must be passed by a majority vote of the active members in attendance at the meeting where the Membership Committee makes its report. Should request for resignation in good standing fail to pass, then such resignation will be accepted as one with membership not in good standing and all entitlements and benefits will be relinquished.

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#### SECTION 2. Leave of Absence

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An active member may be granted one leave of absence not to exceed one year. Request must be made to the Membership Committee or Chief. The Membership Committee will make a recommendation to the Department; a majority vote of active members present at the meeting is required for approval.

391 SECTION 3. Military Leave

392 Members of the Department entering military service  
393 shall remain members in good standing. If voluntary military  
394 service extends longer than six years the member will be resigned  
395 in good standing.

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**ARTICLE X**

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**DISCIPLINE**

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400 SECTION 1. Suspension and termination of membership

401 A. The Chief or Assistant Chief shall have the  
402 authority to suspend a member from firefighting, rescue  
403 assignments and related duties for a period not to exceed thirty  
404 days for disciplinary reasons. These reasons include but are not  
405 limited to, conduct unbecoming, creating discontent, abusing  
406 equipment, violating bylaws, and failure to follow orders.

407 B. Suspensions must be reported in writing by the  
408 suspending officer to the Chairperson of the Grievance Committee  
409 and the Board of Directors within twenty four hours.

410 C. Suspended member shall be informed in writing,  
411 delivered in person and witnessed by another member or by  
412 certified mail of the suspension and the reasons for that  
413 suspension. Members may make a written appeal of their  
414 suspension within seven days of receipt of the suspension to the  
415 Chairperson of the Grievance Committee which will review the  
416 appeal within ten days.

417                   D. Grievance committee findings will be delivered to  
418 the Board of Directors as soon a possible. A majority vote of the  
419 Board will confirm or override the suspension. If the suspension is  
420 overridden the member will be reinstated to their previous status.

421                   E. Any member of the Department may prefer  
422 charges against any other member for violation of By-laws or any  
423 other conduct considered detrimental to the Department. Such  
424 charges shall be made in writing and delivered to the Chair of the  
425 Grievance Committee who will provide a copy to the Board of  
426 Directors. The charges when filed must outline the full facts and  
427 circumstances supporting the charges. A copy will be provided to  
428 the accused at least seven days prior to Grievance Committee  
429 investigation.

430                   F. The Grievance Committee shall review the charges  
431 at a hearing open to all members of the Department. The accused  
432 and the accuser have the right to bring witnesses. The Grievance  
433 Committee will report their findings and recommend appropriate  
434 action to the Board for action per paragraph D above.

435                   SECTION 2:       Demotions

436                   A. Operational officers appointed per these by-  
437 laws may be demoted by the Chief with the approval of a majority  
438 vote of the Board.

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## ARTICLE XI

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### MEETINGS

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#### SECTION 1: Meeting requirements and procedures

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All meetings will comply with Wisconsin

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Statutes on Open Meeting laws and be conducted under Roberts

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Rules of Order. A majority of members present makes decisions

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on motions brought to vote. Written records of all meetings

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including attendance shall be retained for permanent record.

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#### SECTION 2: Regular meetings

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Training meetings shall be scheduled on the 2<sup>nd</sup>

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Thursday of each month, regular business meetings of the

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department shall be scheduled on the 3<sup>rd</sup> Thursday of each month.

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If meetings conflict with holidays alternate dates will be selected.

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#### SECTION 3: Special Meetings

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The President, Board, or any five members of

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the department may call a special meeting to consider any subject

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which must be acted upon before the next scheduled meeting.

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## ARTICLE XII

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### DEPARTMENTAL RECORDS

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A. Copies of all correspondence including e-

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mail or other electronic messages, originated by any committee or

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officer relating to the Department shall be filed with the Secretary

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of the Department. Committee chairpersons are responsible for

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providing records to the Secretary if the Secretary is not present at

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that meeting.

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B. Legible copies of all records of the Department shall be kept on file at the Fire Station. Requests for records shall be made through the Secretary, Chief or President.

ARTICLE X111  
BY-LAW AMENDMENTS AND CHANGES

Amendments or changes shall be proposed at a regular meeting where the amendment or change will be referred to a special committee. The Committee shall report at the next regular meeting where the membership may approve the changes with a majority vote.

ARTICLE XIV  
EMERGENCY MEDICAL RESPONDERS (EMR)

The Washington Island Fire Department may include as necessary a Company of EMRs. The EMR Company will be under the supervision and direction of the EMR Captain. Duties and responsibilities of the EMR Captain shall include but are not limited to:

1. Create and maintain records of State of WI licenses for the EMR Company.
2. Schedule meetings training and ongoing education for EMRs to maintain compliance with state requirements.
3. Budget for and maintain medical equipment owned by the town which is not supported by Door County, particularly Defibrillators.
4. Develop and maintain Standard Operating Guidelines for EMRs (approved by the board of directors) and keep all records as necessary.

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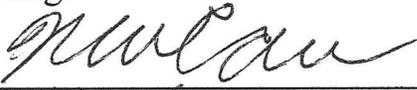
EMRs Will:

1. Obtain and maintain State of Wisconsin licenses as EMRs.
2. Be considered full active members of the Washington Island Fire Department and be paid at the same rate as firemen.
3. Be subject to all Fire Department administrative rules and procedures but if not an active firefighter they will be exempt from the normal fire training requirements necessary for active duty as firefighters.

ARTICLE XV  
ADOPTION

Amendments and changes to these by-laws shall be effective only after approval by the Town Board of the Town of Washington at a Town Board meeting.

Signed



Dated

11, 16, 2012

**Robert Carr President Washington Island Vol. Fire Department**

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**Joel Gunnlaugsson Chairman Town of Washington**