

**BY-LAWS OF THE TOWN OF WILSON FIRE DEPARTMENT****PREAMBLE**

The Town Board of the Town of Wilson does hereby adopt the following By-laws for the governing of the Town of Wilson Fire Department.

**ARTICLE I: TITLE AND OBJECTIVE**

**SECTION 1: Organization Title.** This organization shall be known as the Town of Wilson Fire Department.

**SECTION 2: Organization Objective.** The objective of the Town of Wilson Fire Department, which is a unit of the Town of Wilson, shall be for the prevention of fires, to assist with emergencies, to safeguard the lives and property of all people in this community, to provide fire and rescue operations on fire grounds when called upon to do so, and to promote fire safety education. Additionally, the Town of Wilson Fire Department will respond with appropriate resources to mutual aid calls from area fire departments. The Town of Wilson Fire Department, as a unit of the Town of Wilson, will comply with the State of Wisconsin laws related to the functions of a volunteer fire department.

**ARTICLE II: MEMBERSHIP**

**SECTION 1: Membership Size.** The membership of the Town of Wilson Fire Department shall not be less than fifteen (15) fire fighters or more than forty (40) fire fighters. In the event the number of fire fighters falls below fifteen (15), the Fire Chief shall notify the Town Board and the Town Board and the Town of Wilson Fire Department shall cooperatively initiate an immediate recruitment campaign.

**SECTION 2: Voting.** All eligible voting members are entitled to vote on all matters that come before an official meeting of the Town of Wilson Fire Department. No member shall have more than one vote on any question before the membership. A "vote" can be tendered by voice, show of hands, or a written secret ballot, unless a specified method is required by these By-laws or by Town ordinance.

**SECTION 3: Qualifications.** To qualify for employment as a member of the Town of Wilson Fire Department, a person must:

- (1) Be the minimum age of eighteen (18) and in good physical condition.
- (2) Be a resident of the Town of Wilson or reside within 15 miles of the jurisdictional boundaries of the Town of Wilson or within a greater distance if the Town determines, based on all circumstances, that the firefighter's response time would be acceptable. Factors to be considered may include, but are not limited to, drive times (as opposed to distance in miles) and the location of the firefighter's place of employment.
- (3) Fill out an application and submit the same to the Fire Chief.
- (4) Pass an initial screening by the Fire Chief.

- (5) Pass a background check conducted by the Town Clerk.
- (6) Receive approval of the Town Board. The Town Board shall not adopt or be obligated to adopt any reason, motion or resolution for accepting or rejecting a candidate.
- (7) Be in compliance with Chapter 11 Town of Wilson Fire Ordinance, Section 8: Membership.
- (8) Successfully pass a ninety (90) day introductory period.
- (9) Receive approval of the membership. After successfully completing the ninety (90) day introductory period, the applicant will be presented for approval at the next scheduled membership meeting of the Town of Wilson Fire Department. New members must be approved by ballot with a majority vote (greater than 50%) of the Town of Wilson Fire Department membership in attendance when there is a quorum. The membership shall not adopt or be obligated to adopt any reason, motion or resolution for accepting or rejecting a candidate. If a candidate is rejected they can continue as an Introductory Fire Fighter for a period of (90) ninety days upon approval of the Fire Chief, at which time the applicant will be presented for approval at the next scheduled membership meeting of the Town of Wilson fire Department.

**SECTION 4: Dismissal and Change of Status.** Any member being presented with a status change or relieved of membership shall be notified by the Fire Chief of the Town of Wilson Fire Department by e-mail or hand-written letter.

**SECTION 5: Membership Categories.** Membership shall be classified within six categories as follows:

- (1) Introductory Fire Fighter. An introductory fire fighter is a non-voting (cannot vote or make a motion at a business meeting) member of the Town of Wilson Fire Department that is allowed to participate in fire-fighting activities including support related duties at a fire ground, training programs and all other non-structural firefighting related activities. An introductory fire fighter must complete and pass the State of Wisconsin Fire Entry 1 and 2 or an equivalent 60-hour course approved and certified by WTCS prior to being voted on for acceptance as a member of the Town of Wilson Fire Department in the Fire Fighter membership category.
- (2) Fire Fighter. A fire fighter is a member who has completed and passed the State of Wisconsin Fire Entry 1 and 2 or an equivalent 60-hour course approved and certified by WTCS, that has been elected by a majority (greater than 50%) vote of the Town of Wilson Fire Department membership, approved by the Town Board, and maintains an active involvement in the Town of Wilson Fire Department. These members are must be equipped to answer all alarms such as fires or any emergency, attend drills and meetings, and may hold office and vote on matters that come before the Town of Wilson Fire Department. No fire fighter may vote at a regular or special membership meeting during his or her first year with the Department unless he or she has attended at least fifty percent (50%) of the Department's regular and special membership meetings and at least fifty percent (50%) of training activities between the time his or her employment commenced and the time of the vote. Thereafter, no fire fighter may vote at a regular or special membership meeting unless he or she attended at least fifty percent (50%) of the

- (3) regular and special membership meetings and at least fifty percent (50%) of training activities held during the preceding twelve months.
- (4) Driver Operator. A driver operator is member who has completed and passed the State of Wisconsin Entry Level Driver/Operator-Pumper Parts 1 and 2 or an equivalent 30 hour course approved and certified by WTCS, has completed the Fire Entry Part A and B course and has been elected by a majority (greater than 50%) vote of the Town of Wilson Fire Department membership, approved by the Town Board, and maintains an active involvement in the Town of Wilson Fire Department. These members must be equipped to answer all alarms such as fires or any emergency, attend drills and meetings, and may hold office and vote on matters that come before the Town of Wilson Fire Department. No Driver Operator may vote at a regular or special membership meeting during his or her first year with the Department unless he or she has attended at least fifty percent (50%) of the Department's regular and special membership meetings and at least fifty percent (50%) of training activities between the time his or her employment commenced and the time of the vote. Thereafter, no Driver Operator may vote at a regular or special membership meeting unless he or she attended at least fifty percent (50%) of the regular and special membership meetings and at least fifty percent (50%) of training activities held during the preceding twelve months. The Driver/Operator classification will not be able to respond to MABAS calls as a primary Drive/Operator unless the person has completed Fire Entry Part A and B. This person can go to a MABAS call as a Tender assistant or operator assistant only.
- (5) Retired Fire Fighter. A retired fire fighter is a non-voting (cannot vote or make a motion at a business meeting) member of the Town of Wilson Fire Department who was a member in good standing for not less than fifteen (15) years. A fire fighter can be put on retired status prior to obtaining fifteen (15) years of service due to injury, illness or other circumstance by a two-thirds (2/3) vote of the membership. The retired fire fighter has transferred from active participation in firefighting activities including training programs and all other related activities to a supportive role as an auxiliary to the fire fighter force. In this capacity a retired fire fighter will assist the Town of Wilson Fire Department by carrying out the more passive but necessary duties in and around the firehouse. All retired firefighters of the Black River Fire Department as of December 31, 2016, are eligible for all benefits herein.
- (6) Honorary Member. An honorary member is a non-voting (cannot vote or make a motion at a business meeting) member of the Town of Wilson Fire Department who was a retired fire fighter and has resigned their passive role as a retired fire fighter of the Town of Wilson Fire Department to assume full retirement, or a retired fire fighter who is no longer a resident of Sheboygan County.
- (7) Explorer Scout. The classification of explorer members shall be members of the Boy Scouts of America between the ages of 14 and 21 who have agreed to participate in the scouting explorer's program in conjunction with the Town of Wilson Fire Department. Explorers are non-voting members who may participate in drills and function on fire scenes in support roles as outlined in the Standard Operating Procedures. Explorers are only able to respond to MABAS calls as a support role per the Sheboygan County Chiefs Standards and the MABAS Division 113 Standards. Explorers must adhere to all of the rules of the Town of Wilson Fire Department.

**SECTION 6: Duties of Members.**

- (1) It shall be the duty of all members to take instructions from the Fire Chief, or any member vested with the power or authority to provide instructions as set forth in these By-Laws.
- (2) Normal daily work assignments and priorities shall be completed as soon as possible. Work interrupted by emergencies or other priorities shall be completed as soon as possible.
- (3) It shall be the duty and obligation of all officers and members to respond to all alarms, when available, and to attend all meetings and trainings.
- (4) A member who cannot attend a meeting or training shall notify the Fire Chief or officer in charge in advance of the pending absence.
- (5) Any member injured on duty shall complete the required employer's First Report of Injury report within 24 hours of the incident or as soon as possible. If the member is unable to complete the report, the member's officer shall complete the report on his or her behalf. The report shall be forwarded to the Town Clerk who will send it to the Town's Worker's Compensation Insurance carrier and file in the member's personal file. All injuries shall be investigated.
- (6) It shall be the duty of all members to read these By-laws, the Standard Operating Procedures for the Town of Wilson Fire Department, and the Employee Handbook for the Town of Wilson and become familiar with their contents.
- (7) Members shall be responsible for equipment assigned to them, including its care and readiness and return it to the Town of Wilson Fire Department upon termination of membership.
- (8) All members will be furnished with protective clothing required in Wisconsin Administrative Code SPS 330 and a pager. Portable radios may be furnished to personnel.
- (9) If the membership is terminated, either voluntarily or involuntarily, such member shall return all equipment owned by the Town of Wilson Fire Department.
- (10) Any member who discovers damaged or defective equipment shall immediately tag it and remove it from service. The item shall be marked to prevent its use by another member. The member's officer shall be promptly notified of the defective equipment.
- (11) Members shall wear the appropriate protective equipment and clothing when performing fire and rescue duties.
- (12) Members shall inform the Fire Chief and Town Clerk of any change of address or phone number within 14 calendar days of such change. The Town of Wilson Fire Department will respect requests for unlisted numbers, which will not be posted for view of the general public or released without the permission of the member.

**ARTICLE III: OFFICERS, ELECTIONS AND DUTIES**

**SECTION 1: Officers.** The officers of the Town of Wilson Fire Department shall consist of one (1) Fire Chief, up to two (2) Assistant Fire Chiefs, one (1) Captain and up to four (4) Lieutenants and one (1) Public Education Officer. The eligibility requirements for officers are established in Chapter 11 Town of Wilson Fire Ordinance, Section 10: Officers.

**SECTION 2: Transitional Rule.** Upon the initial establishment of the Town of Wilson Fire Department, the current officers of the Black River Fire Department whose terms of office expire after December 31, 2016 will carry out their existing terms as officers of the Town of Wilson Fire Department in the same offices. All other officers will be elected as set forth in Chapter 11 Town of Wilson Fire Ordinance, Section 10: Fire Department Officers. All officers of the Town of Wilson Fire Department as of January 1, 2017, whether newly-elected or continuing to serve an existing term, shall have two (2) years to meet the minimum qualifications of their respective offices as defined in Chapter 11 Town of Wilson Fire Ordinance, Section 10: Fire Department Officers.

**SECTION 3: Elections and Appointments.** The election and appointment of officers of the Town of Wilson Fire Department are established in Chapter 11 Town of Wilson Fire Ordinance, Section 10: Officers.

**SECTION 4: Duties of Chief.** The Fire Chief shall be responsible for compliance with and enforcement of the ordinances of the Town of Wilson, the By-laws of the Town of Wilson Fire Department, the Standard Operation Procedures for the Town of Wilson Fire Department and the laws of the State of Wisconsin. The Fire Chief will be responsible for all operations of the Town of Wilson Fire Department including, but not limited to incident command. The Fire Chief will report to the Town Board and will work with the executive officers for the organization in planning and conducting the business of the Town of Wilson Fire Department. The Fire Chief should have full knowledge and understanding of the operations of the Town of Wilson Fire Department. The Fire Chief shall further perform such duties as set forth by Town of Wilson ordinance.

**SECTION 5: Duties of Assistant Fire Chiefs.** The Assistant Chiefs will report to the Fire Chief and will carry out the policy and directions of the Chief Officers. The Assistant Fire Chiefs will act as Fire Chief during the absence or incapacitation of the Chief Officer. The Assistant Fire Chiefs should know and be able to serve as incident command, operations officer, or section officer. The Assistant Fire Chiefs should have full knowledge and understanding of the operations of the Town of Wilson Fire Department.

**SECTION 6: Duties of Captain** The Captain will report to the Assistant Fire Chief(s) and will carry out the policy and direction of the Fire Chief or incident command at the fire ground as entry, line or section officer. The Captain may take direct control of an incident as a senior member present.

**SECTION 7: Duties of Lieutenants.** The Lieutenants will report to the Assistant Chiefs and will carry out the policy and directions of the Chief Officers or incident command at the fire ground as entry, line, or section officer. The Lieutenants should know and be able to serve as incident command, operations officer, or section officer. The Lieutenants should have knowledge of fire ground tactics and the incident command system. The Lieutenants will be responsible for directing fire fighters in fire ground activities. All Lieutenants should have a full knowledge and understanding of the operations of the Town of Wilson Fire Department.

**SECTION 8: Duties of Training Officer.** It shall be the duty of the Training Officer to plan, organize, and help to execute the training drills of the Town of Wilson Fire Department. The training drills shall cover a variety of topics and skills as needed to prepare members for the various situations that occur on scene. The Training Officer shall have the responsibility of keeping records of the training received and classes or courses successfully completed and certificates received.

**SECTION 9: Duties of Safety Officer.** It shall be the duty of the Safety Officer to assist the Chief or Commanding Officer in his responsibility for the safety and health of the fire fighter. He shall report directly to the Chief or Commanding Officer. The Safety Officer shall develop rules and guidelines pertaining to safety and health and report the effectiveness of them to the Chief. The Safety Officer shall identify and mitigate safety hazards at incidents and be involved in post-incident critiques. The Safety Officer shall establish a program for all fire fighters and address the corrective actions recommended by accident investigations. The Safety Officer shall have the responsibility to identify and recommend corrections of safety violations and have the authority to recommend immediate corrections of situations that pose an imminent hazard and alter or suspend activities at an emergency scene when he judges the activity to be unsafe.

**SECTION 10: Duties of Fire Inspector.** The Fire Inspector shall inspect all commercial and public buildings in the Town of Wilson as mandated by Town of Wilson ordinances and the statutes of the State of Wisconsin.

#### **ARTICLE IV: ADMINISTRATIVE POSITIONS**

**SECTION 1: Composition, Elections and Terms.** The administrative positions of the Town of Wilson Fire Department shall be composed of the Fire Chief, one (1) Trustee, one (1) Secretary/Treasurer and, at the discretion on the Fire Department's Chief Officers, one (1) Member at Large. The Trustee, Secretary/Treasurer and Member at Large (if applicable) shall be elected by a majority (greater than 50%) of the members in attendance at the annual membership meeting of the Town of Wilson Fire Department when a quorum is present. Members elected to these positions shall serve for two year terms with their terms commencing on January 1 immediately following their election. Officers of the Town of Wilson Fire Department are not eligible to be elected to administrative positions. There are no term limitations for these positions.

**SECTION 2: Duties of Chief.** The Chief shall preside at all meetings of the membership of the Town of Wilson Fire Department, have general supervision of the business organization, and to appoint any committees deemed necessary.

**SECTION 3: Public Education Officer.** The Public Education Officer is a non-firefighting uniformed fire department position and can be filled by a non-firefighter. This position is responsible for the coordination of all public safety events such as the open house, parades and other event assistance the fire department is requested for. The position will be appointed by the Chief Officers and will be compensated at the same level as a Lieutenant.

**SECTION 4: Duties of Secretary/Treasurer.** The Secretary/Treasurer shall take and maintain a

true and accurate record of minutes of all general membership meetings. The position shall generate such correspondence as is directed by the Chief Officers, keep on file a copy of all correspondence between the Town of Wilson Fire Department and any other addressee, and maintain on file a copy of all non-financial records of the organization, see that all notices are properly given, and keep a list of the postal addresses of the various members of the Town of Wilson Fire Department.

The Secretary/Treasurer shall have charge and custody of all funds of the Town of Wilson Fire Department and receive and give receipts for moneys received. The Secretary/Treasurer will keep an accurate record of receipts and disbursements, and render such accounts and statements as directed by the Chief Officers.

**SECTION 6: Vacancies.** The administrative officers shall have authority to appoint a member from the Town of Wilson Fire Department to fill any vacancy for the balance of that officer's term.

## **ARTICLE V: TOWN OF WILSON FIRE DEPARTMENT RULES**

**SECTION 1: Operation of Emergency Motor Vehicles.** Emergency vehicles are one of the most important assets of the Town of Wilson Fire Department. The safe operation of these vehicles, particularly during emergency response, depends greatly upon the ability and skill of the driver. Therefore, the driver's on and off duty driving habits and records shall be reviewed once a year by the Fire Chief. Such review shall include, but not be limited to:

- (1) Driver's License. All drivers must produce, for inspection, a valid driver's license and file such with the Town Clerk.
- (2) Insurance. All drivers must have valid automobile insurance on personal vehicles used when conducting fire department business.

**SECTION 2: Suspension of Operating Vehicles.** Suspension of operation of emergency motor vehicle privileges shall occur as follows:

- (1) Class A Violations within Three (3) Years. Any driver convicted of a Class A violation, as defined below, within the past three years shall be prohibited from operating any Town of Wilson Fire Department emergency motor vehicle at any time. After the above referenced three-year period has lapsed, said driver shall be required to attend an approved driver-improvement program or equivalent training to be re-certified to operate emergency vehicles to be paid for by the individual. Class Type A violations shall be defined as:
  - (a) Driving while intoxicated.
  - (b) Driving while under the influence of drugs.
  - (c) Negligent homicide arising out of the use of a motor vehicle.
  - (d) Operation during a period of suspension or revocation.
  - (e) Using a motor vehicle to commit a felony.
  - (f) Aggravated assault using a motor vehicle.
  - (g) Operating a motor vehicle without the owner's consent
  - (h) Permitting an unlicensed person to drive.

- (i) Reckless driving including hit and run driving
- (2) Class B Violations within three (3) years.
  - (a) Any driver who has a combination of two (2) Class B moving violation convictions and/or chargeable accidents in a three-year period shall be issued a warning letter from the Fire Chief.
  - (b) Any driver who has a combination of three (3) moving violations and/or chargeable accidents in a three-year period will be issued a suspension from driving Town of Wilson Fire Department vehicles for a period of ninety (90) days by the Fire Chief.
  - (c) Any driver who has more than three (3) moving violations and/or chargeable accidents in a three-year period will be issued a suspension from driving Town of Wilson Fire Department vehicles for a period of one year by the Fire Chief. In addition, after the above referenced suspension has been served, said driver shall be required to attend an approved driver- improvement program or equivalent training and to be re-certified to operate emergency vehicles.
  - (d) Class B Violations shall be defined as all moving violations not listed in Class A violations above. Note: Exceeding posted speed limit is a Class B violation.

### **SECTION 3: Conduct.**

- (1) Use of Intoxicants. Members shall not appear for duty or be on duty, while under the influence of intoxicants to any degree, or with the odor of intoxicants on their breath. Blood alcohol concentration shall be 0.00% (zero tolerance).
- (2) Use of Drugs. Members shall not use any controlled substances, narcotics, or hallucinogens, except when prescribed by a physician or dentist. When controlled substances, narcotics, or hallucinogens are prescribed, the member shall notify their supervisor prior to commencing the next shift of duty. Members using prescribed drugs shall not be on duty if the member's judgment or, in the supervisor's judgment, that the member's job performance would be affected by such use.
- (3) Conformance to Law. Members shall not take part in any activities whatsoever which would violate a law of the United States, and of any State, local, or municipal law of any State or Federal jurisdiction in which they are present. A conviction of the violation of any law shall be a prima facie evidence of a violation of this rule.
- (4) Professional Conduct. Members shall conduct themselves, at all times, both on and off duty, in such a manner to reflect favorably upon the Town of Wilson Fire Department. Members shall not exhibit behavior which brings into disrepute, causes the public to lose respect for and confidence in, or which impairs the operation and efficiency of the Town of Wilson Fire Department or the member.
- (5) Chain of Command. Members shall promptly obey any lawful orders of their supervisor. This will include orders relayed from a supervisor or by other members of the same or lesser rank. Members shall not act as to exhibit disrespect for a supervising officer nor shall they engage in any conduct which would undermine the authority of their supervising officer or officers. Members who are given a proper order which is in conflict with a previous order, rule, regulation or directive, shall respectfully inform the superior officer issuing the order of the conflict. Members shall not obey any order which they know or should know would require them to commit an illegal act. If in



- doubt as to the legality of an order, members shall request the issuing officer to clarify the order or confer with higher authority.
- (6) False Statements or Information. No member shall knowingly make a false statement or official record or knowingly enter or cause to be entered into any Town of Wilson Fire Department books, records, or reports any inaccurate or false verbal report to a fellow member or superior officer. The intentional omission of important information is also prohibited by this rule or law. Members shall not alter, remove or destroy records, documents or other materials in order to conceal personal wrongdoing or a violation of the work rules or conceal the wrongdoing or violations of the work rules by others.
  - (7) Discrimination. Members of the Town of Wilson Fire Department shall not discriminate against any person because of race, color, religion, sex, national origin, or other protected status in all employment practices including conditions of employment.
  - (8) Confidential Information. Members shall not release or divulge investigative information, operational procedures, intelligence or other confidential information except under the process of law or by the direction of a superior officer. Members will not divulge the identity of witnesses, victims or complainants except for the purposes of conducting Town of Wilson Fire Department business. The home address and telephone number of members will not be provided to any person outside of the Town of Wilson Fire Department without the expressed permission of that member.
  - (9) Tamper or Defacement of Department Property. No member shall alter, mark, change, or deface any Town of Wilson Fire Department property, printed matter or written notices, memoranda, order or directive in any manner whatsoever.
  - (10) Use of Town of Wilson Fire Department Property.
    - (a) Members shall use due care in the use of any Town of Wilson Fire Department property. Members shall not mark, mar, deface or otherwise damage or alter such property.
    - (b) No member shall retain or convert, for his or her own personal use, or for the use of another, any property of the Town of Wilson Fire Department or any property held within its confines, or knowingly permit, encourage or direct others to engage in such activities.
    - (c) No person shall use any fire apparatus or equipment for any private purpose unless this use will benefit the Town of Wilson as determined by the Chief or a vote of the membership, except in the event of a hardship for a town resident as determined by the Chief or next officer in command.
    - (d) The Town of Wilson Fire Department is a member of MABAS division 113 and will endeavor to respond outside of the Town of Wilson district if requested by other fire departments.
  - (11) Smoking. Smoking is not allowed in the interior of the fire station, on or around apparatus and equipment or at the scene of the incident. Smoking material will be discarded in an appropriate container and not on the ground.

#### **SECTION 4: Property and Premises.**

- (1) Building Security. Overhead garage doors should be kept closed whenever members are unable to keep watch over the apparatus areas. Station entrance doors may be unlocked during regular business hours when the station is occupied by a member. Station doors

should be locked any time the station is vacated.

- (2) Keys, Files and Codes. Unauthorized use, duplication, or disclosure of keys, files or combination lock codes is prohibited.
- (3) Office Access. The office area of the Chief or other private offices shall be off limits unless authorization to enter is given by the Chief.

#### **SECTION 5: Records and Reports.**

- (1) Reports. All reports of the Town of Wilson Fire Department activities shall be completed as soon as possible and all information required on the report shall be complete and accurate. Reports that need to be entered in the computer shall be entered as soon as possible.
- (2) Modification. Members shall not modify or make any alterations to any report or record without the permission of the original writer and the Chief.
- (3) Disclosure. Members shall not disclose any confidential or privileged information to persons outside of the Town of Wilson Fire Department unless required by law or authorized to do so by the Chief.
- (4) Falsification. Members shall not falsify any records or reports.
- (5) Release. No information from reports is to be released to the media.

#### **SECTION 6: Computer Usage.**

- (1) Employee Responsibility. Employees are responsible for the appropriate use of any Town computers in accordance with this policy and superseding laws. Employees are expected to adhere to the highest ethical standards when conducting business.
- (2) Officer Responsibility. Officers are responsible for ensuring the appropriate use of computer resources through training, supervising, and, when necessary, taking disciplinary action.
- (3) Appropriate Use. The use of and access of Town of Wilson owned computer resources is limited to employees and officers of the Town of Wilson assigned access to said resources. It is intended for official purposes associated with the performance of governmental function in the name of and on behalf of the Town of Wilson.
- (4) Inappropriate Use. Inappropriate use of computer resources, including for limited personal use as authorized herein, may result in revocation of privileges, job related discipline, or both. Uses that are prohibited include, but are not limited to the accessing resources or altering data without explicit management authorization, intentionally deleting or damaging data, intentionally introducing a computer virus, engaging in illegal activities as defined by State and Federal law or local ordinance, wagering, betting or selling Chances, initiating or forwarding chain letters, transmitting threatening, abusive, obscene, lewd, profane, or harassing material, transmitting or viewing materials with intent to demean any person's age, disability, gender, race, national origin or sexual orientation, unless it is job related, viewing, reading, or accessing any sexually explicit sites or materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic, unless it is job related, engaging in commercial activities, soliciting, promoting personal, political, religious or private causes, positions or activities, or working on behalf of organizations that have no professional or business affiliation with the Town of Wilson, attempting to evade,

- disable, or bypass any security provisions of systems or the network, and obtaining unauthorized access to any computer system.
- (5) Security. All users are responsible for the safeguarding of their login ID's and their passwords. All users will be held accountable for any activity that occurs under their login ID.
  - (6) Privacy and Monitoring. Employees have no expectation of privacy regarding their use of any computer. All users may be monitored by an officer or independent contractor to be determined by the Fire Advisory Committee. Periodic and random checks of computer use will be performed.
  - (7) Violations and Disciplinary Actions. The failure or refusal of an employee or officer of the Town of Wilson to abide by this policy may result in employment related sanctions in accordance with existing policies.

## ARTICLE VI: MEMBERSHIP MEETINGS

**SECTION 1: Membership Meetings.** Membership meetings will be held once a month for the members to discuss the business issues of the Town of Wilson Fire Department and will be called business meetings. One drill a month will also be provided for all fire fighters to train in their firefighting skills and drill with the Town's equipment. Additional trainings, drills and meetings may be called by officers and/or the executive officers as necessary. Membership meetings shall be subject to the Wisconsin Open Meetings Law.

**SECTION 2: Annual Membership Meeting.** The annual membership meeting shall be held in conjunction with the last business meeting of the year. This meeting shall be for the purpose of electing executive officers and officers of the Town of Wilson Fire Department.

**SECTION 3: Special Meetings.** Special meetings may be called by the Chairperson or the Fire Chief.

## ARTICLE VII: RULES OF ORDER AND ORDER OF BUSINESS

**SECTION 1: Rules of Order.** Rules of order for conducting meetings are as follows:

- (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 raise their hand and address the chair.
- (3) No member shall be allowed to speak until properly recognized by the chair.
- (4) No issue can come before the membership unless properly moved and seconded and declared open for discussion by the chair.
- (5) Any member may call for the yeas and nays on any issue. The members shall be required to answer to their name on the roll unless excused by the chair.
- (6) All issues, 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 permission of the chair.
- (8) When a point of order is raised by any member the person having the floor shall stop

- talking until the point is decided by the chair when, if proper, the person may resume.
- (9) When a motion is properly made before the membership it must be disposed of before another motion is entertained. A motion shall not be subject to more than two amendments.
  - (10) No subject laid on the table shall be taken up again during the same meeting unless it was so 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 membership from the decision of the chair when the question shall be stated thus: "Shall the decision of the chair be sustained?" This shall be decided by a two-thirds majority of all members voting.
  - (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.

**SECTION 2: Order of Business. Order of business for meetings shall be generally as follows, except that agendas shall be modified as necessary to comply with Wisconsin's Open Meetings Law:**

- (1) Meeting called to order.
- (2) Reading of the minutes of previous meeting.
- (3) Secretary/Treasurer report.
- (4) Reports of committees.
- (5) Presentation of bills and action on same.
- (6) Nominations of candidates for membership.
- (7) Election of new members.
- (8) Presentation of petitions and resolutions.
- (9) Communications.
- (10) Unfinished and miscellaneous business.
- (11) New business.
- (12) Roll Call.
- (13) Adjournment.

**ARTICLE VIII: AMENDMENTS TO BY-LAWS**

**SECTION 1:** These By-laws may be amended, modified or changed by a majority vote of the Town Board. The Fire Advisory Committee shall review the By-laws a minimum of once per year and make recommendations for amendments to the Town Board. The officers of the Town of Wilson Fire Department may also make recommendations to amend the By-laws either through the Fire Advisory Committee or directly with the Town Board.

**ARTICLE IX: EXPIRATION OF OFFICE**

**SECTION 1:** Every officer of this Town of Wilson Fire Department shall, at the expiration of the term of his office, turn over to his duly elected successor all books, money, and property in his custody or possession belonging to the Town and related to his duties as officer.

**ARTICLE X: PRIVILEGES**

**SECTION 1:** It shall be the privilege of any qualified member first reaching the fire or emergency scene to assume command which the member shall retain until the arrival of the proper officer and shall be subject to the same penalty that such officer would be liable to for any neglect of duty or any other offense.

**ARTICLE XI: RESIGNATIONS**

**SECTION 1:** Any person desiring to resign from membership shall send written notice to the Secretary/Treasurer or make a verbal announcement thereof at any regular meeting of the Town of Wilson Fire Department.

**SECTION 2:** Officers wishing to resign shall file written notice with the Secretary/Treasurer, giving reason thereof.

**SECTION 3:** All resignations shall be acted upon at the regular meeting succeeding that at which notice was first given.

**ARTICLE XII: LEAVE OF ABSENCE**

**SECTION 1:** Any active member needing to leave the Town of Wilson Fire Department on a temporary basis may request a leave of absence for a maximum of one year. This must be applied for in writing and approved by the Town Board. Extensions must also be applied for in writing and approved by the Town Board.

**SECTION 2:** Should a member seeking leave of absence be an officer, the Chief shall appoint another member to temporarily fill the vacancy until the election or appointment process can take place as established in the Town of Wilson Fire Ordinance, Section 10: Officers.

**ARTICLE XIII: QUORUM**

**SECTION 1:** Fifty (50) percent of the total voting membership present at a membership meeting shall constitute a quorum and have the power to transact business after requesting permission of the Chief.

**ACKNOWLEDGEMENT BY MEMBERS**

I, the undersigned, have read, and understand the By-Laws of the Town of Wilson Fire Department. One copy of the By-Laws has been received by me and a second copy which is signed, dated, and has each page initialed by me will be kept in my file.

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Member Signature

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Printed Name

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Witnessing Officer Signature

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Printed Name

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Date