

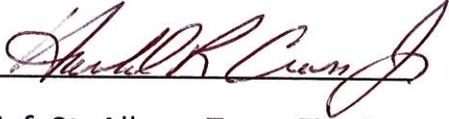
# St. Albans Town Fire Department By-Laws

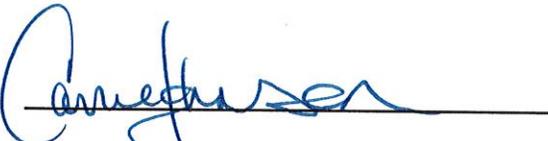
Supplement: 00/00/16

Article VI	Page 3	3 <sup>rd</sup> Paragraph	Add/Change text
Article VIII	Page 9	All O/F/T/C #1	Reworded
Article VIII	Page 10	#6	New Line
Article X	Page 10	Last Paragraph	Change text

The rules for these amendments have been complied through Article XI (Reprints/Changes) of these By-Laws.

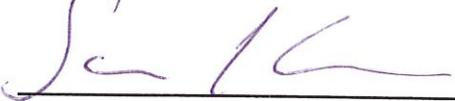
In witness: Whereof we have here unto subscribed our names this 1<sup>st</sup> day of February, 2016

  
\_\_\_\_\_  
Chief, St. Albans Town Fire Department

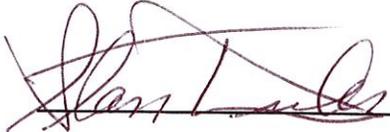
  
\_\_\_\_\_  
Town Manager

Selectboard  
  
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## **Articles and Bylaws for the St. Albans Town Fire Department**

### **Article I (Purpose)**

The St. Albans Town Fire Department (SATFD) was chartered in 1975 to respond to fire emergencies within the Town of St. Albans. Since the creation of SATFD, the fire service has changed greatly. Now SATFD not only responds to fires emergencies within the community, it also provides response and resolution of maritime emergencies, ice rescues on Lake Champlain, vehicle accident response, hazardous material emergency response and provides mutual aid responses for emergencies in other communities. These by-laws are created as a governing document for the membership of SATFD.

### **Article II (Mission Statement)**

The mission of the St. Albans Town Fire Department is to provide emergency assistance to anyone residing, visiting or passing through our community.

### **Article III (Requirements)**

The minimum number of active personnel required for efficient operation is 34. All active, members or those applying for active membership, with firefighting experience prior to July 2001 must have taken the Essential of Firefighting course offered by the State of Vermont. Active members, or new applicants, with experience beginning after July 2001 must complete the Vermont State Firefighter Level I certification. If a potential member possesses a certification from another state, they can elect to challenge the State of Vermont Firefighter Level I exam to meet this requirement.

No member of SATFD shall belong to another fire department. The only exceptions to this are:

1. Full time firefighters
2. A member that is a non-active (non-paid) reserve member on another fire department
3. SATFD members that volunteer or work full time for an Emergency Medical Service (EMS) organization.

**Article IV  
(Organization)**

The organization presented for SATFD is arranged to provide effective assignment of personnel for administrative duties, staff duties, station duties, training and emergency response. It provides for the operation of a Chain of Command, both for administration and on the fire ground. It suggests basic response patterns and fire ground procedures to allow SATFD to perform efficiently its assigned mission of preventing and extinguishing fires. When doing so, SATFD will comply with Standards set forth by the State of Vermont for Incident Command Structure (I.C.S.).

**Article V  
(Membership)**

Any person expressing interest in becoming a member is encouraged to reside in the greater St. Albans area. Anyone interested in joining must submit an application for membership which will be considered by the Fire Chief and Senior Officers for acceptance into the SATFD. Membership is to include a mix of both full time employees and volunteer members (both paid by stipend and non-paid). The membership consists of the following positions:

1. Public Safety Administrator/Inspector (Full time paid position)
2. Senior Officers (Paid by stipend)
  - a. Fire Chief (5C1)
  - b. Assistant Fire Chief (5C2)
  - c. Captains (5C3, 5C4, 5C5)
3. Junior Officers (Paid by stipend)
  - a. Lieutenants (5K1, 5K2, 5K3)
4. Firefighters
  - a. Active (Paid by stipend)
  - b. Non-active (Non-paid)
5. Trainees (Firefighters in training, non-paid)
6. Cadets (Non-paid junior members)

**Article VI**

**(Position appointment and election procedures)**

The full time Public Safety Administrator/Inspector and any future full time positions shall be appointed by the St. Albans Town Manager.

Any member expressing interest in becoming a Junior Officer or Senior Officer on SATFD must be a member in good standing for a minimum of three consecutive years. This requirement is in order to be nominated for, or to submit an application for, appointment to an officer position on the department.

Elections are to be held for the Senior Officer positions by the membership of the SATFD for a term of three years. A quorum consisting of two-thirds of the membership in good standing of the SATFD must be present for elections to be valid. A member in good standing is defined as a member of SATFD that has received ~~80% or more~~ 100% of their stipend for the previous year (See Attachment A). In order to nominate for and participate in the election of Senior Officers, you must be a member in good standing on SATFD. If a quorum is not present, the election shall be delayed until the quorum requirement is met at the next available meeting or training night. If a quorum is present than the elections shall be held on the first meeting night in November following the three year pattern outlined below:

Year	Elected Positions
1	Fire Chief (5C1) and Captain (5C5)
2	Assistant Fire Chief (5C2) and Captain (5C4)
3	Captain (5C3)

Once the third election year has passed, the elections reset to year number one. If a Senior Officer position is vacated during their term, a special election shall be held following these same rules in order to fill the position interim for the remainder of the original term. Election results will be provided to the St. Albans Town Manager who will notify the Town of St. Albans Selectboard of the results.

The Lieutenant positions (5K1, 5K2, 5K3) shall be appointed annually by a board consisting of the Senior Officers and two neutral SATFD members. Applicants will be graded on a scale of one (fair) through five (excellent) in the two step process outlined below:

1. Written application with resume.
  - a. Applications are to be submitted by second meeting in November.
2. Oral interview (Top five applicants)
  - a. Interviews will be held within the last week of November.

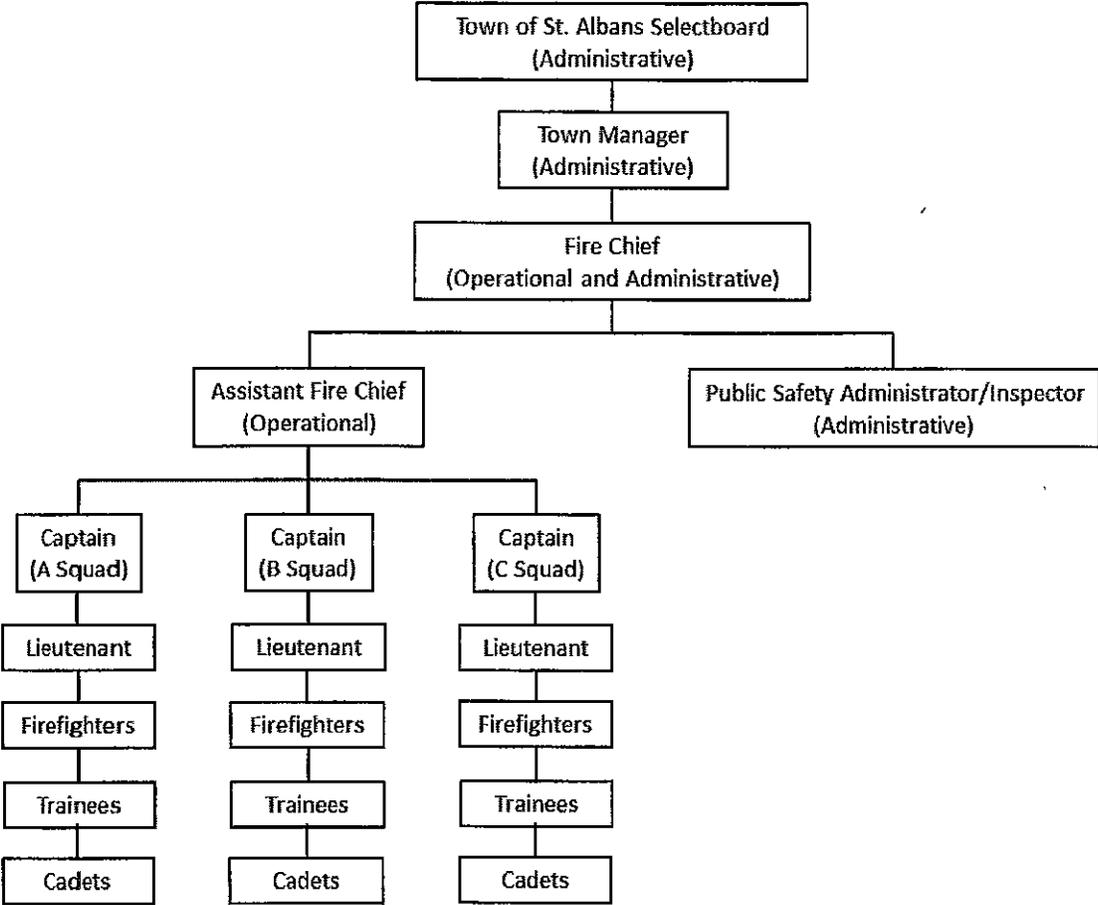
Lieutenants that currently hold an active Junior Officer position are only required to submit an application expressing their interest to serve in another term. The Lieutenant will be graded and considered based on their performance over the past year. Candidates will be selected by the first meeting night in December. If a Junior Officer position is vacated during their term, a special appointment following these same rules shall be made in order to fill the position for the remainder of the term. Appointment results will be provided to the St. Albans Town Manager who will notify the Town of St. Albans Selectboard of the results.

The Town of St. Albans Selectboard will give their final approval or disapproval of the results given to them by the membership of the SATFD. Disapproval of any of the results by the Town of St. Albans Selectboard will result in a special election or appointment following these same rules to fill the position. The results of the special election or appointment shall also be provided to the St. Albans Town Manager who will notify the Town of St. Albans Selectboard of the selection.

The remainder of the firefighting positions on the department shall be appointed by the Fire Chief.

**Article VII  
(Chain of Command)**

The chain of command for SATFD is as shown in the chart below:



**Article VIII  
(Duties)**

Fire Chief (5C1):

1. Reports directly to the Town Manager and is the General Manager of SATFD.
2. Notifies the Assistant Fire Chief in the event they are unable to respond to an emergency or attend a required meeting.
3. Assists the Town Manager with the duties of the Public Safety Administrator/Inspector.
4. Makes appropriate recommendations regarding desirable fire protection and prevention measures for the community.

5. Responsible for all SATFD property (Fire station, apparatus, portable equipment, radios and personnel protective equipment).
6. Furnishes all personnel with copies of the Town Personnel Policies that apply (Sections 1, 3, 12, 13, 29, 30 and 35), SATFD guidelines, safety procedures, agreements and any other written orders that may be issued regarding the operation of the department.
7. Assigns Senior Officer responsibilities including the duties of Training and Attendance Officer, Personnel Safety Officer, Maintenance Officer and squad leadership assignments.
8. Maintains good order and discipline of the department membership.
9. Prepares the annual budget and tracks the proper expenditure of funds as prescribed in the fiscal policy of the community.
10. Maintains personnel files of all members providing essential information to include DOB, address, date of appointment, assignments and injuries.
11. Directs all firefighting and emergency operations within the community. This is assisted by the Assistant Chief, Captains and Lieutenants.
12. When available, he/she shall respond to all alarms for structural fires and other serious emergencies within the community.
13. Must be familiar with current firefighting standards (NFPA, OSHA, NIOSH, etc...) and enforce VOSHA rules and regulations.

Public Safety Administrator/Inspector:

1. Plans, organizes and directs all operations and programs of the St. Albans Town Fire Department as directed by the Fire Chief.
2. Strives for the best possible control in emergency situations in order to protect the lives of Fire Department staff and the lives and property of those in need of assistance within the community.
3. Performs related technical, administrative and supervisory work as required.
4. Researches and formulates long range goals for the organization.
5. Develops policies and communicates with fire department administrative staff and elected officials.
6. Responds to fire department related emergencies while on duty.
7. Performs other duties as assigned by the Fire Chief or Town Manager, see the official job description for further duties.

Assistant Fire Chief (5C2):

1. Assumes the duties of the Fire Chief in his/her absence.
2. Notifies the Fire Chief in the event that they are unable to respond to an emergency or required meeting.
3. Issues, tracks and maintains all SATFD radio communication equipment.
4. Responds to all alarms for structural fires and to other serious emergencies within the community when available.

Fire Captains (5C3, 5C4 & 5C5):

1. Assumes one of the following primary duties based on experience.
  - Training Officer/ Attendance Officer:
    1. Provides the Fire Chief with a detailed schedule of training for all Firefighters.
    2. Maintains all training records for Firefighters.
    3. Ensures all certified level I & II personnel receive the proper training to maintain certification through the State of Vermont.
    4. Tracks and maintains training attendance records.
  - Maintenance Officer:
    1. Maintains all apparatus and equipment records.
    2. Notifies the Fire Chief of any major repairs or periodic maintenance for all apparatus and equipment.
    3. Ensures all apparatus and equipment is adequately maintained and is ready for service.
  - Personnel Safety Officer:
    1. Informs the Fire Chief of issues with personnel concerning their status on updated training, respiratory fit testing, and physicals in accordance with the Departments written safety procedures.
    2. Maintains all records for personnel pertaining to the department's Personnel Safety Operating Procedures.
    3. Ensures all personnel with issues are reported to the Fire Chief for immediate discussion and attention.
2. Assists the Fire Chief and/or Assistant Fire Chief and act as Unified Senior Officers in their absence.
3. Notifies another Fire Captain in the event that they are unable to respond to an emergency or required meeting.

4. They shall be in charge of a Fire Squad (A, B, or C).

Fire Lieutenants (5K1, 5K2 & 5K3):

1. Assist the Fire Captains and be Unified Junior Officers in their absence.
2. Notifies their Fire Captain in the event that they are unable to respond to an emergency or a required meeting.
3. Assigned as a Junior Officer to a Fire Captain and a Fire Squad (A, B, or C).
4. Oversee a specific task which is to be performed during their tenure.
5. Ensures that all SATFD apparatus, equipment and buildings are cleaned properly maintained. The oversight of this is to include that ensuring that personnel are:
  - a. Maintaining all equipment in a ready for use status, checking on cleanliness and storage in proper compartment/location weekly.
  - b. Alerting the Maintenance Officer if a piece of equipment is identified as missing and it cannot be found, or is broken and cannot be readily repaired.
  - c. Sweeping, washing, and squeegeeing the apparatus bays.
  - d. Emptying the garbage cans.
  - e. Sweeping and mopping the station meeting area.
  - f. Shoveling and salting all walkways and doors that the plows can't reach (In the winter months).
  - g. Maintaining a clean driveway and also keeping the grass in the ditches along the roadway and driveway trimmed (In the summer months).

Safety Officers:

1. Ensure safety measures are followed on all emergency responses and training events.
2. Immediately suspend activities in the event of a major safety violation.
3. Acts as the Accountability Officer until one is assigned.
4. Answer directly to the officer in charge on an incident/training.

Firefighters/ Trainees:

1. Are appointed by the Fire Chief.
2. Meet prescribed requirements (See Article III) before they are considered fully qualified firefighters.

3. Are evaluated by the Senior and Junior Officers before becoming front line certified.
4. Work under the general direction of the officer in charge of any situation.
5. Are assigned to a Fire Squad (A, B, or C).
6. Notify one of their Fire Squad Officers if they are unable to respond to an emergency or a required meeting. The Fire Officer will excuse or request they find an equally trained replacement during their absence.

Non- Active Firefighters:

1. Considered reserve members in the event of a large scale event.
2. Required to continue to keep current the knowledge and training on equipment that they will be required to operate.
3. Work under the direction of the officer in charge.
4. Maintain all spare equipment supplied to them by SATFD.

Cadets:

1. Report directly to the assigned Cadet Leader.
2. Report to the Cadet Leader prior to meetings for duties to be performed.
3. Will not engage in any unsafe situation during training or any type of emergency response.

All Officers/ Firefighters/ Trainees/ Cadets:

1. Maintain and are accountable for all signed out equipment (Forms 5-151 & 5-152) provided to them (such as full protective turn out gear and radio equipment).
  - The exception will be for leather fire helmets which may be purchased by firefighters independently (Type to be determined by the Department) as long as they comply with OSHA/VOSHA guidelines. No alterations or modifications of this equipment are authorized without the approval of the Department.
2. Pick up after themselves after driving apparatus (mud, debris from fires, cups, bottles, cans and food wrappers), station (Cleaning floors after washing personal vehicles, station floors when tracking in mud)
3. Verify that doors are secure and station lights are off when leaving the fire station.
4. Leave of absence requests shall be brought directly to the Fire Chief for consideration.

5. Comply with all Standard Operating Guidelines and Procedures adopted by this Department.
6. Upon retiring, resigning or dismissal all Fire Department equipment shall be returned within 15 days and checked off with a Fire Department officer and fire Department Member present to ensure there are no discrepancies.

### **Article IX (Disciplinary Procedures)**

The Fire Chief may dismiss any SATFD personnel at any time for major infractions. This includes, but is not limited to, gross insubordination, or failing to follow the rules and regulations (Confidentiality, substance abuse, etc...) as set forth by SATFD. The following procedures for shall be used for disciplinary issues:

1. Verbal Warning
2. Written Warning
3. Dismissal

The Fire Chief may only be dismissed by the Manager and/or Selectboard for neglect of duty.

For all intents and purposes:

1. In the event of a complaint or misdeed the Fire Chief will be considered as an employee and will be disciplined through the process set forth in Section 31 of the Town Personnel Policy.
2. In the event that this occurs, the Fire Chief will have the opportunities to the same procedures set forth in Sections 32, 33 and 34 of the Town Personnel Policy.

### **Article X (Compensation)**

~~Any compensation for a full time position is determined at the time of employment.~~ Active Officers and Firefighters are compensated following the stipends outlined below ~~in attachment A. These will be given to the Officers and Firefighters providing they attend at least 75% of Meetings/Training events, 75% of their Squad calls and 20% of all calls within the year (credit will be given if an Officer or Firefighter absence is excused).~~ Firefighters may also receive extra credit for duties outlined in Attachment A. ~~If these percentages are not met, then the stipend will be pro-rated.~~

See Attachment A: Fire Department Compensation

- Fire Chief-----\$6000.00
- Assistant Fire Chief-----\$5000.00
- Fire Captains-----\$4000.00 ea.
- Fire Lieutenants-----\$3000.00 ea.
- Firefighters-----\$2500.00 ea.
- Non-Active Firefighters, Trainees, Cadets--\$0.00 ea.

**Article XI  
(Reprints/ Changes)**

These by-laws may only be amended with agreement by the Fire Department membership, Town Manager, and Selectboard of the Town of St. Albans.

We the undersigned do hereby certify that we are, respectively, the Manager and Selectboard for the Town of St. Albans, Vermont. We do further certify that we have carefully examined the foregoing By-Laws and approve of them as such. These By-Laws are to be filed in the Town Clerk’s Office.

In witness: whereof we have here unto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Chief, St Albans Town Fire Department

\_\_\_\_\_  
Town Manager

Selectboard

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attachment A: Fire Department Compensation**

Fire Department members may increase total call # by extra credit = duties outlined below

**Fire Department Contribution Score**  
 0 - 50 = 0% - 50% pay  
 51 - 75 = 75% pay  
 76 - 100 = 100% pay

Training	Meetings	Special Equipment Maintenance	Maintenance & Ground Work	Special Events	Excused Extra Credit	Subtotal	Times Percentage meetings & Call Totals	X2 Total	Total Member Contribution Score	Payroll 2016
Firefighter I & II	County	Self-Contained Breathing Apparatus	Mowing	Bay Day						
EMT Course	Chiefs	Portable Power Equipment	Weed Whacking	Safety Days						
Weekend Regional Schools	School	Life Safety Ropes & Harnesses	Planters	Field Days						
Additional Weeknight Training	Conference	Dive & Water Rescue Equipment		Funeral Details						
		Apparatus Repairs or Modifications		Flag Ceremonies						
<b>Totals</b>	<b>Total Meetings</b>	<b>Total Calls</b>	<b>Excused Extra Credit</b>	<b>Subtotal</b>	<b>Times Percentage meetings &amp; Call Totals</b>	<b>X2 Total</b>	<b>Total Member Contribution Score</b>	<b>Payroll 2016</b>		
Example F.F	50	288	24	338	0.3	78%	100%	\$2,500.00		
Example F.F	48	57	3	129	39%	98%	100%	\$2,500.00		
Example F.F	45	116	14	164	49%	22%	22%	\$550.00		
Example F.F	16	6	5	36	11%	34%	34%	\$850.00		
Example F.F	28	27		60	17%					

# St. Albans Town Fire Department Personnel Equipment List

**NAME:** \_\_\_\_\_ **CALL#** \_\_\_\_\_

**COAT:** Size \_\_\_\_\_  
Type \_\_\_\_\_  
Condition/Year \_\_\_\_\_

**PANTS:** Size \_\_\_\_\_  
Type \_\_\_\_\_  
Condition/Year \_\_\_\_\_

**HELMET:** Type \_\_\_\_\_  
Condition/Year \_\_\_\_\_

**BOOTS:** Size \_\_\_\_\_  
Type \_\_\_\_\_  
Condition \_\_\_\_\_

**PAGER:** Serial Number \_\_\_\_\_

**PORTABLE:** Serial Number \_\_\_\_\_

I assume responsibility for this equipment and acknowledge I may be held liable for costs in the event of loss or unreasonable destruction.

I also understand that all equipment shall be returned within 15 days of my separation to the department.

**Signature:** \_\_\_\_\_

**Chief:** \_\_\_\_\_

# St. Albans Town Fire Department Personnel Spare Set Equipment List

NAME: \_\_\_\_\_

COAT:     Size                   \_\_\_\_\_

          Type                   \_\_\_\_\_

          Condition/Year       \_\_\_\_\_

PANTS:    Size                   \_\_\_\_\_

          Type                   \_\_\_\_\_

          Condition/Year       \_\_\_\_\_

BOOTS:    Size                   \_\_\_\_\_

          Type                   \_\_\_\_\_

          Condition             \_\_\_\_\_

I assume responsibility for this equipment and acknowledge I may be held liable for costs in the event of loss or unreasonable destruction.

I also understand that all equipment shall be returned within 15 days of my separation to the department.

Signature: \_\_\_\_\_

Chief: \_\_\_\_\_