

## **TOWN OF CASSIAN – ORDINANCE NO. 2018-001**

### **FIRE PROTECTION**

#### **A. FIRE PROTECTION RECOGNIZED**

1. The members of the Cassian Volunteer Fire Department are hereby officially recognized as the Fire Department of the Town of Cassian and the duty of fire-fighting and the prevention of fires in the Town is delegated to such Department. Its organization and internal regulation shall be governed by the provisions of this article and by such bylaws adopted by the Department as are approved by the Town Board. The Cassian Volunteer Fire Dept. operates under the Town of Cassian's federal tax identification and uses the Town of Cassian owned fire building, apparatus's, and equipment. The Town of Cassian provides all necessary insurance.
2. The Town Fire Department is hereby authorized and directed to adopt bylaws for the control, management, government and the regulation of business and proceedings of the Department, which bylaws, after adoption by a 2/3 vote of the members of the Department, shall not become effective and operative until presented to and approved by the Town Board. Amendments shall be adopted in the same manner.
3. The Town Board shall appropriate funds to provide for operation and for such apparatus and equipment for the use of the Fire Department as it may deem expedient and necessary to maintain efficiency and properly protect life and property from fire. The Town Cassian recognizes Ordinance 2002-002 that the Cassian Volunteer Fire Dept. holds their own fund-raising funds.

#### **B. MEMBERSHIP**

1. Composition. The Fire Department shall consist of the following officers: Chief, Assistant Chief, (2) Captains, Fire Inspector, Maintenance Officer, Training Officer, Safety Officer a Secretary/Communications and a Treasurer, together with as many drivers and firemen as may be approved for membership according to the bylaws of the Department.
2. Roster. The Secretary shall annually provide the Town Clerk with the names, addresses and telephone numbers of all active members of the Department

and shall immediately notify the Clerk of any new members and resignations for insurance purposes may be accurate at all times.

3. Chief. A vacancy in the office of the Chief shall be filled by an election of a majority vote of the members of the Fire Department, subject to approval of the Town Board. Upon creation of a vacancy in the office of Chief, the ranking officer shall perform the duties of Chief until such vacancy has been filled. The Volunteer Fire Department shall choose its own Chief, subject to approval of the Town Board. The Chief shall immediately assume office and will remain Chief until voted out by a 2/3 vote of the Department at the April's business meeting or removed for cause after a hearing by action of all the members of the Town Board.
4. The Town of Cassian will pay members of the Cassian Volunteer Fire Dept. a compensation at the Discretion of the Town Board based on the departments point system.

### **C. POWER AND DUTIES OF CHIEF**

1. The Chief shall have general supervision of the Department, subject to this article and the bylaws of the Department and shall be responsible for the personnel and general efficiency of the Department.
2. The Chief shall preside at all meetings of the Department, call special meetings, prescribe order, decide all points of order that may arise and enforce a rigid observance of this article and the bylaws. The Chief shall have the right to appoint a Chairman to preside at meetings of the Department in the place of Chief.
3. The Chief shall be present at all fires if possible, have complete command of and entire responsibility for all fire-fighting operations, plan the control of the scene, direct the action of the department when they arrive at a fire, observe that the department does its duty, grant leaves of absence at a fire when they may deem it proper and see that the fire apparatus is kept in proper condition at all times.
4. The Chief shall have the power to demote or expel any officer or member of the Department for neglect or refusal to perform his departmental duties, such demotion or expulsion to be subject to an appeal to the Town Board.
5. Not later than September 1 of each year, the Chief shall file with the Town Clerk a detailed estimate of the appropriations needed for the conduct of the Department during the ensuing fiscal year and provide a current copy of the

Departments treasurers report to include current balance in checking and savings accounts.

6. The Chief shall attend April's Annual meeting, July Town Board Meeting, October Town Board Meeting and January Town Board Meeting and submit to the Town Board quarterly current financial reports, and a written report relating to the conditions of the various pieces of apparatus and fire equipment, the number of fires occurring since the previous report, the total number of active members in the Department and resignations and expulsions from the Department. He shall also report upon the drill and training program of the Department, together with other pertinent information, including recommendations of such improvements as he deems proper and necessary for the operation of the Department.
7. The Chief shall keep a fire record of every fire to which the department was called and shall enter in such book the locality of fire, time alarm was received, cause of fire, where fire started, cause of delay (if any) in responding, method of extinguishment and equipment used, names of men responding and general remarks.
8. The Chief shall keep an inventory of all apparatus and equipment and an inventory of all hose showing dates and results of tests on each length, which shall be individually identified.
9. The Chief shall enforce all State Laws and regulations pertaining to fire prevention.
10. The Chief shall perform other such duties as are incumbent on the commanding officer of the fire department.

#### **D. EQUIPMENT**

1. The Chief shall have control of all apparatus used by the Department and shall be responsible for overseeing its proper maintenance.
2. No apparatus shall be used for any purpose except for fire-fighting, training, and education.
3. No person shall willfully injure in any manner any hose, hydrant or fire apparatus belonging to the Town, and no vehicle shall be driven over any unprotected hose of a Fire Department when laid down on any street, private driveway or other place, to be used at any fire or alarm of fire, without the consent of the Fire Department official in command.