

**CONSTITUTION, BY-LAWS, AND REGULATIONS
OF THE TOWN OF HILES VOLUNTEER FIRE DEPARTMENT
HILES WI 54521**

ARTICLE 1 – OBJECTIVES

The name of this organization is the Hiles Volunteer Fire Department. Its purpose is to prevent fire, to safeguard the lives and property of all the people in the town, and to implement fire suppression and fire rescue operations when called upon to do so for the saving of life, property, and resources. The Fire Department also provides EMS First Responder services under the medical direction of St. Mary's Hospital in Rhinelander and the Eagle River Memorial Hospital.

ARTICLE 2 – ORGANIZATION

The Hiles Volunteer Fire Department is a unit of the government of the Town of Hiles. The Hiles Volunteer Fire Department has two fire stations – Station A next to the Town Hall in the Hiles Municipal area, and Station B near Butternut Lake. Both stations provide protection for the areas nearest to them and provide mutual aid for each other.

ARTICLE 3 – ELECTION AND APPOINTMENT OF OFFICERS

1) The Town Board of Supervisors will appoint the Chief of the Town of Hiles (and Station A) and a Station Chief for Station B. The appointed Fire Department Chief (Station A) will be the fire department representative to the Town Board of Supervisors and organizations external to the Town of Hiles. The appointed chiefs will serve until resignation or until relieved by the Town Board.

2) Each Chief will appoint Assistant Chiefs and other officers for Equipment, Training and other responsibilities as necessary.

3) The Chiefs will be in command of the department station subject to the laws of the State of Wisconsin and the ordinances of the Town of Hiles.

4) The Chiefs shall be responsible for the general condition and efficient operation of the station, the training of its members and the performance of all other duties imposed upon him/her by statutes.

5) The Chiefs shall make every effort to attend all fires and drills and to direct the other officers and members in performance of their duties.

6) The Incident Command process will be implemented during responses to emergencies. This provides for the orderly passing of command authority to the highest ranking officer.

7) The secretary of each station will be elected by majority vote of the quorum present at the regular December meeting of the station members for a one year term and will keep accurate minutes of all meetings, handle all correspondence and keep attendance records.

8) The treasurer of each station will be elected for a one year term by a majority vote of the quorum present at the December regular meeting of the station members and will keep accurate accounting records of all receipts and disbursements for the club fund of the station. The offices of Secretary and Treasurer may be combined into Secretary-Treasurer and held by one person, if desired by the station.

ARTICLE 4 – MEMBERSHIP

- 1) The membership shall consist of residents of the Town of Hiles and/or any person residing in close proximity to the Town. Age requirements will conform to Wisconsin State law.
- 2) After serving a probationary period of a minimum 3 months an applicant can be approved by a majority vote of the quorum present at any regular meeting of the station.
- 3) Any member missing more than 3 meetings or drills in succession without reasonable excuse to the Chief or another officer shall have his/her name presented to the membership for a 2/3 quorum vote for removal from the roster. Any member who is to be removed for cause for other reasons from the roster of the station shall require the vote of 2/3 of quorum of members present at a regular meeting.
- 4) Any member who does not wish to continue, or who is unable to continue as a member, shall present his/her resignation in writing to the Secretary or the Chief.
- 5) An Auxiliary may be formed from other members of the firefighter families and other local citizens to assist the fire department in other non-firefighting enterprises such as fund raising, social activities and providing food and beverage at fire scenes or practices.

ARTICLE 5 – DUTIES OF MEMBERS

- 1) It is the duty of all members to take instruction from the Chief or from any other officer or member vested with the power of authority as set forth in this Constitution and By-Laws.
- 2) It is the duty of all members to attend all meetings and drills. In the event a member cannot attend a meeting or drill, he/she shall notify the Chief or an officer prior to the meeting or drill.
- 3) It is the duty of all members to read the By-Laws and be familiar with them.

ARTICLE 6 – DEPARTMENT AND STATION CLUB FUNDING

- 1) Each station will establish a process for the administration of their club funds. These funds are derived from fund raising events and donations to the station. The purpose of these funds is to allow for the purchase of equipment and supplies that are not necessarily provided through the normal funding by the Town. Any equipment purchased by station club funds are assumed to be the property of the fire department station and any revenue later produced by such equipment through rental or sale to others will be credited to the appropriate club fund.
- 2) The Chief is responsible for presenting a consolidated proposed budget to the Town Clerk by October 15 each year. Each department provided for training, equipment and supplies as needed under the budget and presents invoiced to the Town Clerk for monthly approval and payment by the Town Board.

ARTICLE 7 – EQUIPMENT

- 1) All apparatus and equipment is the property of the Town of Hiles, and is operated and maintained under the jurisdiction of the Town of Hiles Volunteer Fire Department.
- 2) No person shall use any fire apparatus or equipment for any private purpose unless this use will be of benefit to the Fire Department and then only with the approval of the Chief. Non-department members are not authorized to use any fire equipment or to drive/ride in department vehicles.

3) Fire apparatus is not to respond to fires outside of Hiles Township unless a Mutual Aid Pact or Contract has been approved by the Town of Hiles.

ARTICLE 8 – MEETINGS AND DRILLS

1) Both fire department stations will conduct monthly business meetings and training sessions according to a schedule determined by the members of the station. The Chief or delegate will determine the program.

2) For purpose of conducting official department and station business a quorum is defined as one-third of the active membership of the station.

ARTICLE 9 – SPECIAL FUNERAL ARRANGEMENTS

Any elected or appointed past officer of the fire department is entitled to a fire department escort for his or her celebration of life. Arrangements for this service may be made through the chief of the department.

ARTICLE 10 – COMPENSATION

1) Active Fire Department members are to be compensated as follows: \$10 per training and monthly meetings, \$10 per Fire and EMR call, \$10 per training session outside of the respective station.

2) All records of attendance will be kept by the station Chief and reported to the Town Clerk at each monthly meeting of the Town Board.

3) Compensation will be paid at the December meeting of the Town Board. Each member will have the right to accept or refuse compensation if he/she so chooses. All compensation is subject to state and federal taxes.

ARTICLE 11 – AMENDMENTS

This Constitution and By-Laws may be amended or changed by a two-thirds vote of a quorum present at a regular station membership meeting provided that advances notice is given regarding the proposed changes. The changes must also be approved by the Town Board of Supervisors at one of their regular monthly meetings.

These articles of the Constitution and By-Laws of the Hiles Volunteer Fire Department have been approved by:

Membership of Hiles VFD Station A _____ 11/18/2013
Vic Burkey, Chief

Membership of Hiles VFD Station B _____ 11/18/2013
Tom Carlstedt, Chief

Approved by Town of Hiles Board of Supervisors _____
Cathleen Votis, Clerk

Revised By-Laws approved by Town Board January 15, 2014