

## CHAPTER 4

### FIRE DEPARTMENT

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#### 4.01 FIRE DEPARTMENT ORGANIZATION

(1) Membership. Members of the Fire Department shall consist of such members as shall be duly elected at the regular meetings of the Fire Department. The name of a proposed member shall be referred to a Committee of Inquiry, which shall consist of three members of the Department appointed by the Chief. Upon a favorable report of the Committee, the name shall be voted on, and if a majority votes in favor, the proposed member shall be admitted.

The officers of such Fire Department shall consist of a Chief, First and Second Assistant Chiefs, Secretary, Treasurer and a Board of three Trustees to be elected annually by the members of said Fire Department.

(2) By-Laws. The members of the Department shall make such rules of government or adopt such other by-laws as they see fit, providing that they are not inconsistent with this code or with the laws of the State of Wisconsin.

#### 4.02 FIRE CHIEF

(1) Appointment and Qualifications. The Fire Chief shall be elected by the members of the Department annually at their regular annual meeting. The newly elected Fire Chief shall then take office as soon as his selection has been confirmed by a majority of the Village Board.

(2) Duties and Powers. The Chief shall preside at all meetings of the Department, and shall have command of and control of all members thereof, and of the apparatus of said Department. When on duty, either for practice or at a fire, he shall be obeyed by every member of the company. In the absence or disability of the Chief the Assistant Chiefs in their order, and in their absence, the Secretary, shall perform all of the duties and possess the powers of the Chief.

## 4.03

## SECRETARY

It shall be the duty of the Secretary to keep a correct roll of the company and to call the same after every alarm of fire, and at the hour appointed for meeting; to keep a correct account of absences, and of all fires and alarms of fires; to keep a true record of the proceedings of all meetings in a suitable book provided for that purpose and keep on file all documents relating to business of the Department; he shall notify the members of all meetings, and in the case of special meetings, state the subject thereof. He shall furnish each newly elected member with a certificate of his election signed by the Chief and by the Secretary; furnish him with a copy of the by-laws and a key to the engine house and place his name on the roll, all within five days after his election. He shall report all delinquents at each monthly meeting, countersign all orders drawn on the treasury and file a bill for every order he countersigned; he shall collect all fines, dues and assessments; pay the amounts so received to the Treasurer, and take a receipt for the same in a suitable book provided for the purpose. The Secretary shall receive for his services such salary as the Department shall determine, to be paid quarterly.

## 4.04

## TREASURER

It shall be the duty of the Treasurer to receive all money collected by the Chief or Secretary and to give his receipt for the same; to pay all orders drawn on him by the Chief and countersigned by the Secretary, provided he has money in his hands for that purpose; to keep a correct account of all receipts and disbursements and to submit a written report of the same at the monthly meetings in June and December, or whenever called for by the Department, which report shall be accompanied by all vouchers; he shall also report the amount of money in the Treasury at each monthly meeting, and shall before entering upon the duties of his office execute a bond to the company with sufficient sureties to be approved by the foreman in the penal sum of Five Hundred Dollars (\$500.00) or such further sum as shall be required by a vote of the Department at their regular meeting, conditioned for the faithful discharge of his duties of office and the payment and delivery to his successor an office of all books, papers and monies remaining in his hands belonging to said company.

## 4.05

## TRUSTEES

The Trustees of the Department shall consist of three active members who shall be elected by the members of the Department at the annual meeting of each year.

## 4.06

## ANNUAL MEETING

The annual meeting of the Department shall be held on the first Thursday in January at 7:30 o'clock P.M. The monthly meeting shall be held on the first Thursday of every month at 7:30 o'clock P.M. Ten members shall constitute a quorum for the transaction of business.

#### 4.07 FIRE SERVICE TO OUTLYING AREAS

The Fire Department shall have the authority, subject to approval by the Village Board, to enter into contracts and agreements to provide fire service to areas not within the Village limits of the Village of Highland, to enter into or join mutual or joint fire departments or fire protection districts, on whatever terms it deems advisable, subject, however, to approval by the Village Board.

#### 4.08 EQUIPMENT AND APPARATUS

No apparatus shall be used for any purpose except for fire fighting within the Village limits, or in training therefor, except with the consent of the Fire Chief.

#### 4.09 POLICE POWER OF DEPARTMENT

(1) Authority at Fires. The Chief and his assistants or officers in command are hereby vested with full and complete police authority at fires and may cause the arrest of any person failing to give the right of way to the Fire Department responding to a fire call.

(2) Removal of Property. The Chief shall have the power to cause the removal of any property whenever it shall become necessary for the preservation of such property from fire or to prevent the spread of fire or protect adjoining property, and during the progress of any fire he shall have the power to order the destruction of any property necessary to prevent the further spread of the fire. He shall also have the power to cause the removal of all wires or other facilities and the turning off of all electricity or other services where the same impede the work of the Department during the progress of a fire.

(3) Firemen May Enter Adjacent Property. It shall be lawful for any fireman acting under the direction of the Fire Chief or any officer in command to enter upon the premises adjacent to or in the vicinity of any building or other property then on fire for the purpose of extinguishing such fire and no person shall hinder, resist or obstruct any fireman in the discharge of his duty as hereinbefore provided.

(4) Duty of Bystanders to Assist. Every person who shall be present at a fire shall be subject to the orders of the Fire Chief or officer in command and may be required to render assistance in fighting the fire or in removing or guarding property. Such officer shall have the power to cause the arrest of any person refusing to obey said orders.

#### 4.10 FALSE ALARMS PROHIBITED

See Section 11.02 (4) of this code.

4.11 PENALTIES

The penalty for violation of any provision of this Chapter shall be a forfeiture as provided in Section 15.04 of this code.