

**CONSTITUTION, BY-LAWS, AND REGULATIONS
OF THE TOWN OF HILES VOLUNTEER FIRE DEPARTMENT
HILES WI 54511**

ARTICLE I - 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 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.

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 for 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 shall 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 statute.

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 with Wisconsin State Law.

- 2) After serving a probationary period of a minimum of 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 the 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 fire fighter 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 instructions 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.
- 2) The Chief is responsible for presenting a consolidated proposed budget to the Town Clerk by October 15 each year. Each department provides for training, equipment, and supplies as needed under the budget and presents invoices 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 - 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 advance 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 _____
Vic Burkey, Chief

Membership of Hiles VFD Station B _____
Chuck Hill, Chief

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