

## SECTION 5

### **205.000. FIRE DEPARTMENT**

**205.001. FIRE DEPARTMENT ESTABLISHED.** There is hereby established in this City of Winsted, a Fire Department for the purpose of fighting fires, attending emergency calls, and performing all functions necessary and proper to a Fire Department, consisting of a Chief, a Fire Marshal, Officers, and First Responders, deemed necessary by said Fire Department, and not less than ten (10), no more than thirty (30) firefighters.

**205.002 STANDARD OPERATING GUIDELINES AND PERSONNEL POLICY.** The Department shall maintain standard operating guidelines and a personnel policy, approved by the City Council, which shall govern all related departmental activities not covered by this section. All standard operating guidelines and personnel policy amendments introduced by the Department must be approved and signed by the City Council, and a copy filed with the City Clerk-Treasurer. The standard operating guidelines and personnel policy of the Department shall always be subordinate to the rules established in this section.

**205.003. APPOINTMENT OF FIRE CHIEF, OFFICERS AND SECRETARY.** The Fire Chief, Officers and Secretary shall be appointed by and be responsible to, the City Council. The Fire Chief, Officers and Secretary, shall be appointed for a two-year term.

**205.004 REMOVAL OF FIRE CHIEF AND OFFICERS.** The Fire Chief and Officers may be removed by the City Council in accordance with the Department's standard operating guidelines and personnel policy.

**205.005. DUTIES OF CHIEF.** The Fire Chief shall be the administrative head of the Fire Department. In such position, his or her duties shall include, but are not limited to:

- A. ESTABLISH MANAGEMENT ORGANIZATION. Recommend the management organization of the Department, including, but not limited to, such matters as recommending at least one assistant chief, determining how the Department shall be organized into companies and recommending officers for the Department and various companies.
- B. CONTROL APPARATUS. Have control of all firefighting and emergency response apparatus and equipment and be solely responsible for overseeing its care and condition.
- C. PREPARE BUDGET. Prepare and recommend to the Fire Board and City Council, the annual preliminary budget for the Fire Department operations in the succeeding year.

- D. PREPARE LONG-RANGE PLANS. Prepare projections describing what the Fire Department should accomplish or purchase during periods of 1, 5, 10, and 20 years. These reports shall be adjusted as frequently as changing conditions dictate and shall include predicted annual budget requests for firefighters and equipment, as well as capital expenditures.
- E. REPORTS. The Chief, or designee, shall keep and provide to the City, a complete record of all calls. Each record shall include the time of the call, location of the call, and the names of the members of the Department responding to the call. If the call is a fire, the Chief shall also report the cause of the fire (if known), the type of building or structure, name of owner and tenant, purpose for which it is occupied, the value of building and contents, and other information as the Chief may deem advisable or as it may be required from time to time by the City Council or State Fire Marshal. The Chief shall also make reports to the City Council or to the public as directed by the City Council and City Administrator.
- F. CONTROL ASSIGNMENTS. Control work assignments so as to properly utilize the working forces of the Department.
- G. FIRE DEPARTMENT. At least one meeting of the Fire Department members and at least one training session shall be held per month. Such meetings and training may be held on the same night if sufficient time is allocated for each. Records shall be kept of the names and the number of the firefighters present at each meeting or training, what each training consists of, and any other pertinent information deemed necessary by the City Council or the State Fire Marshal.
- H. ANCILLARY FUNCTIONS. To perform such other functions included in the approved job description and as necessary to properly administer the Fire Department and as directed by the City Council or City Administrator.

**205.006. ASSISTANT CHIEF.** In the absence or disability of the Fire Chief, the Assistant Chief(s) shall perform all of the functions and exercise all of the authority of the Chief.

**205.007. PERSONNEL.**

- A. QUALIFICATIONS. The firefighters shall be able-bodied and at least eighteen (18) years of age.
- B. PHYSICAL EXAMINATION. Each candidate, before he or she may become a probationary firefighter, must undergo a thorough physical examination by a licensed doctor of medicine and submit such doctor's written report thereof after his or her appointment for membership in the Department. Such report shall contain a statement whether or not, in such doctor's opinion, there is any evidence of myocarditis, coronary sclerosis, pneumonia or its sequel, or other medical concerns with the candidate at the time of his or her examination. Such report shall be retained and permanently kept in the personnel files of the City of Winsted.

- C. PROBATIONARY PERIOD. Each candidate shall serve a probationary period of two (2) years and acquire Firefighter 1, Firefighter 2 and Emergency Medical Responder (EMR) certifications before being eligible for rank as a firefighter.
- D. LOSS OF MEMBERSHIP. To be in and remain in good standing in the Fire Department, each officer, member, or probationary member shall attend the majority of meetings and drills. Acceptable reasons for missing meetings or drills shall be defined in the Fire Department Personnel Policy. Each absence must be communicated to the supervising officer, prior to the event.

Any firefighter may be dismissed from the Department by the City Council in accordance with the Department's standard operating guidelines and personnel policy.

**205.008. FIRE MARSHAL.** The responsibilities of this office shall rest with the Fire Chief. He or she may perform the following duties or delegate them to a subordinate. It shall be the Chief's duty to:

- A. ENFORCE ORDINANCES. Enforce Ordinances or other laws directed toward emergency services and fire prevention.
- B. INSPECT PREMISES. Inspect, or cause to be inspected, all premises and cause the abatement or removal of all fire hazards. Pursuant to such duty to cause to be inspected all premises, the Chief or designee shall have the authority to obtain search warrants if such are necessary to accomplish the inspection; provided, that the applicable Constitutional Requirements relating to the procurement of such search warrants in effect at the time of the inspection are met.
- C. INVESTIGATE FIRES. Investigate, or cause to be investigated, the cause, origin and circumstances of each fire occurring within the Fire Service Area by which property has been destroyed or damaged when such destruction or damage exceeds one hundred dollars (\$100.00) except that all fires of unknown origin shall be investigated; and, the Chief or designee shall especially make investigation as to whether the fire was the result of carelessness, accident, or design. All investigations shall begin within at least two (2) days of the occurrence of the fire. Nothing in this Section shall prevent the Fire Marshal from performing investigations on any fire occurring outside the city limits.
- D. MAKE REPORTS. Make such reports as may, from time to time, be required by the State Fire Marshal or the City Council.

**205.009. RELIEF ASSOCIATION.** The members and officers of the Fire Department may organize themselves into a relief association. Before any benefits provided from the special fund of such association are or become effective, they must first be ratified by the City Council. Similarly, any changes to the By-Laws or Articles of Incorporation which affect the original benefits paid from the special fund, shall not be effective nor remain effective until ratified by the City Council.

**205.010. FALSE ALARMS; INTERFERENCE WITH DEPARTMENT.** It shall be unlawful for any person to give or make, or cause to be given or made, an alarm of fire or emergency without probable cause, or to neglect or refuse to obey any reasonable order of the Chief or other officers of the Department at a fire or emergency call, or to interfere with the Department in the discharge of its duties. Unlawful interference shall include the following of a fire truck or emergency vehicle when its siren and/or emergency lights are in operation, closer than fifty (50) feet, by persons not on official city business. Any person guilty of violating this Section shall be punished according to ordinance and/or statute.

**205.011. FUNDS.** All funds and monies collected or raised by the Fire Department shall be kept by the City Clerk-Treasurer in an allocated fund, to be used for the Fire Department in accordance with state law.

(Ord. 20-04, 7/21/20)