

Ordinance # 2023- /

**SOG OF
LOCKESBURG VOLUNTEER FIRE DEPARTMENT**

ARTICLE 1 Membership

This Department shall consist of such persons as prescribed to these By-laws of the same and shall be known and designated by the name of THE LOCKESBURG VOLUNTEER FIRE DEPARTMENT. The fire department shall consist of as many volunteer members as the council shall fix by resolution, at no time shall the department have less than twenty (20) nor more than thirty (30) members. Members shall reside within a seven-mile radius of the station unless special considerations are given by the advisory committee.

ARTICLE 2 Officers

The officers of the Lockesburg Volunteer Fire Department shall be composed of a Chief, two assistant chiefs, four Captains, and a Training Officer. The Chief shall preside at all regular meetings of the department. The Chief shall be the officer highest in command and next in command shall be the two assistant chiefs. In the absence of both, the next high-ranking officer shall assume command. The Chief will be appointed by the mayor. The mayor has the authority to remove the Chief at any time he deems it necessary, and appoint a new Chief. The Chief shall appoint a secretary to handle any Fire Department business including billing, filing, and documentation. The Chief or the Mayor shall have the authority to hire/fire the secretary at any time he deems it necessary.

ARTICLE 3 Advisory Committee

There shall be an Advisory Committee consisting of seven members of the department, excluding the chief. A chairman shall be elected by the committee. It shall be the duty of the committee to advise the chief or any member of the department upon request on any and all matters that might arise. Any decision shall come before the department for final approval.

ARTICLE 4 Voting

- (A) These By-Laws may be altered or amended by two thirds (2/3) of the membership constituting a quorum at any regular business meeting. Passage shall require a three fourths (3/4) affirmative vote of said quorum at three (3) separate business meetings by secret ballot.
- (B) Elections and voting pertaining to personnel shall be by two thirds (2/3) of the Membership constituting a quorum by secret ballot by a majority of said quorum.
- (C) Voting pertaining to fire Department business shall be by a majority of the Membership constituting a quorum by a majority of said quorum.

ARTICLE 5 Council Control

The Fire Chief of the Department shall make periodic reports of activities to the

City Council. These By-Laws of this department shall be subject to the approval of the City Council of Lockesburg at all times.

ARTICLE 6 Members of the Lockesburg Volunteer Fire Department will be required to comply with the provisions of all state laws including 20-22-801 et al as currently passed and as may be amended in the future, any rules or regulations issued by the Arkansas Fire Protection Services Board, the office of Fire Protection Services, the Arkansas Fire Training Academy or any other state or federal agency having authority to issue rules or regulations affecting the certification, classification or training of the fire training departments.

BY-LAWS OF THE LOCKESBURG FIRE DEPARTMENT

Section 1

There shall be bi-monthly meetings of the Department on the second (2nd) and fourth (4th) Thursdays of each month. Each meeting on the second (2nd) Thursday shall be reserved for business. The minutes from the previous business meeting shall be read and approved before conducting any new business. Each meeting on the fourth (4th) Thursday shall be reserved for training. The months of November and December the business and training meetings will be on the second (2nd) Thursday of both months. Immediately after the business meeting concludes training will start. This will take place because of Thanksgiving and Christmas holidays. Special meetings may be called by any officer when required.

Section 2

It shall be the duty of all members to attend regular bi-monthly meetings of the Department unless they have a valid excuse for not doing so.

Section 3

Upon the occurrence of a vacancy in membership, applications may be made in person at any regular business meeting of the Department which shall be referred to the advisory committee. Such application shall lie over until the next business meeting of the Department when the committee shall make its recommendation, and a vote of the Department membership. If in favor of the election of such applicant, said applicant shall be declared a probationary firefighter for a term of six (6) months. At the end of the probation period, a final vote by the Department shall be taken and if in favor, the probationary firefighter shall become a member of the Department. The Fire Department will advertise one (1) time on an annual basis for recruitment of people with an interest in becoming a member of the LVFD. This list of applications will be kept on file until the next annual recruitment. Names will be selected from these applications for screening and consideration of membership. All applicants considered by the Department shall pass a routine physical performed by a physician; this shall be completed before being placed on probationary status.

Section 4

Members who have retired may continue in Fire Services. Retired members will not be required to complete annual training requirements. Retired members will not count as members on the active roster. Retired members may hold any rank deemed appropriate by the Chief. A total of five retired members may participate the chief and assistant chiefs will determine at any time year to year which members may participate. Retired members will not receive fuel reimbursement

from the City of Lockesburg. Participants will be covered by The City of Lockesburg Workman's comp.

Section 5 Members shall have five (5) years emergency service experience to be considered for officer positions. Officers shall be elected at the regular business meeting in October for two (2) year terms running from November 1 to October 31 of the years ending in an odd number. All officers shall be held responsible to the Department as well as the Mayor & the City Council for the faithful discharge of their duties. Any officer, if proven incompetent, may be removed from office after review by the advisory committee and approval of the City Council.

Section 6 Members of the advisory committee shall consist of seven (7) members with at least five (5) years or more emergency service. Members shall be appointed by the Chief and consist of Assistant Chiefs (2), Captains (2), Training Officer, and three alternates.

Section 7 Upon every fire alarm each available member shall immediately proceed to the station, until all necessary apparatus is in service. The first operator arriving at the scene, in the absence of officers, shall be in charge until the arrival of an officer. A member shall call the roll at the scene or station after each response.

Section 8 Any member who shall appear at any fire in a condition which would jeopardize the safety of performance of fire fighters is subject to be dismissed from that fire call and shall not receive any compensation for appearing at said fire.

Section 9 Any member refusing to obey orders of the officers in charge or in any way interfere with their duties by giving counter orders is subject to be dismissed from that fire call and shall not receive any compensation for appearing at said fire.

Section 10 Any member requiring an advisory committee meeting shall present a written, signed account of the incident.

Section 11 A report of all fires will be made to the office of the Mayor by the Fire Chief at Regular intervals or at such times as requested by the City Council or Mayor.

Section 12 Every member of this Department is forbidden to remove or allow the use of his key for the removal of any property from the Fire Station for any use except for the line of duty, unless given permission by the Chief or Officers.

Section 13 After a hearing by the Advisory Board and approval of the Department by majority vote, the Chief and one assistant chief is authorized to discharge any member that disobeys orders.

Section 14 The By-Laws of the Lockesburg volunteer Fire Department shall be read to all members present at the first regular meeting in January and the

first regular meeting in July of each year.

Section 15 Any member that falsifies any documents pertaining to any fire department business or calls shall be subject to termination upon committee review

Section 16 Active members of the Lockesburg Volunteer Fire Department shall receive fuel reimbursement from the City of Lockesburg for the following types of incidents inside city limits; each member that participates in actively fighting as structure or vehicle fire inside city limits shall receive \$30 per separate incident each member that is a first responder or a higher level of medical training shall receive a \$10 fuel reimbursement for each separate first responder call inside city limits. Lift assists do not count as first responder calls. Active members shall receive \$10 per scheduled meeting for the second and fourth Thursday of the month, active members must be present or receive fuel reimbursements for meetings. The secretary shall compile a report of total fuel reimbursements per each firefighter and present it to the City Clerk every quarter. The fire chief shall have a salary of \$150 each month and the secretary shall receive a salary of \$100 each month.

Article 7 PERSONNEL

SELF CONDUCT

- Always act in a manner to reflect credit to the fire department
- be civil and respectful to all members
- obey all laws

MEMBERS SHALL NOT

- Engage in activities that are detrimental to the dept.
- use their position with dept. for personal gain.
- use controlled substances
- use alcohol while on duty
- steal
- fight
- use profanity or improper conduct while on duty

STATION CONDUCT

1. Horseplay is strictly prohibited.
2. Foul language does not need to be used.
3. Sexual harassment will not be tolerated.
4. Always try to have a professional and positive attitude while at the station.

DISCIPLINARY ACTIONS

1. Any fireman that does not follow any direct order on an incident scene given by an officer or if they refuse to comply with any of the following By-Laws will be subject to disciplinary action subject to advisory board meeting.
2. Any fireman that acts in a wreck less or careless way, whether on the fire ground or at the station will be subject to disciplinary actions.
3. The Advisory Board shall review all, if any, disciplinary actions that affect any firefighter.
4. If any firefighter has a complaint, they need to write a letter and give it to the Advisory Board personally at the monthly meeting.

Article 8 - PERSONAL PROTECTIVE EQUIPMENT (PPE)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- PPE will be issued to all members.
- It is the member's responsibility to keep up with and maintain their PPE
- PPE should be cleaned biannually at a minimum.
- If actively engaged in firefighting you shall wear all PPE, If not all PPE is being worn you shall not enter a fire building or engage in activities in the immediate area of fire. If fire building is deemed safe by incident command (IC) then you may remove PPE accordingly to IC orders. If conditions change officers may increase or decrease the level of PPE but the responsibility to protect the personnel will remain with the officer/officers making the decision.
 - Driver/pump operators must put on their PPE immediately after getting their apparatus pumping water.
 - All PPE shall be cleaned and maintained according to the manufactures guidelines.
 - Turn outs will be inspected once a year.

Required PPE for structure fire responses

1. Approved bunker gear (helmet, coat, pants, boots, Nomex hood, leather gloves).
2. Self-Contained Breathing Apparatus (SCBA).
3. Personal Alert Safety System (PASS).

Required PPE for Vehicle Fire Responses

1. Approved bunker gear (helmet, coat, pants, boots, Nomex hood, leather gloves).

2. Self-Contained Breathing Apparatus (SCBA).
3. Personal Alert Safety System (PASS).

Required PPE for Motor Vehicle Accidents

1. Approved Bunker Gear (helmet, coat, pants, boots, Nomex hood, leather gloves). Wild land coveralls at the very least
2. Appropriate eye protection.
3. Reflective Vest

Required PPE for brush fires

- 1 Wildland coveralls, boots, gloves, helmet, and eye protection

Article 9-APPARATUSES

- no probationary fireman will drive an apparatus to an emergency
- minimum of 2 firemen in an apparatus when responding to any emergency, except at discretion of an office.
 - passenger will control radio, lights, and sirens
 - obey all traffic laws
 - Driver/operator is responsible for all equipment on his/her apparatus
 - Only personnel approved are authorized to drive any apparatus, personnel may only operate apparatuses they are approved to operate.
 - Upon returning to station after a call driver/operator is responsible for returning that apparatus to service, including filling water tank, fuel cans, and foam. If driver/operator has to get back to work or has to leave it is his/her responsibility to make sure someone is taking care of getting his/her apparatus back in service.
- All personnel driving department or personal vehicles shall be subject to disciplinary actions for any traffic laws that are broken.
- At no time should there be unauthorized individuals in department owned vehicles; however, there may be times when there is no other way the apparatus can respond. If the occasion occurs requiring an unauthorized passenger (under the age of 21) in any department apparatus responding to an emergency, the call will be run cold (no lights-no siren). And at no time upon arrival shall the unauthorized individual exit the apparatus.

APARATUS SEQUENCE

Structure Fires (inside city limits)

- 1st Engine 1
- 2nd Truck 4 (Tanker)
- 3rd Engine 2
- 4th Rescue
- 5th Truck 6 (Bigfoot)

Structure Fires (outside city limits)
1st Engine 2
2nd Truck 4 (Tanker)
3rd Rescue
5th Brushes as needed

Vehicle Fire (inside city limits)
1st Engine 1
2nd Rescue
3rd Truck 5 (Brush Truck)
4th Truck 6 (Bigfoot)

Vehicle Fires (outside city limits)
1st Engine 2
2nd Rescue
3rd Truck 5
4th Truck 6 (Bigfoot)

Brush Fires
1st Truck 5 (Brush Truck)
4th Rescue
2nd Truck 6 (Bigfoot)
3rd Truck (Tanker)

MVA's (Inside & Outside City limits)
1st Rescue
2nd Eng. 1
3rd Truck 5
4th Engine 2

Mutual Aid situations:

IC will determine what trucks will respond

IC will determine how many firefighters will respond

On scene all Lockesburg fire dept members will report to Lockesburg Fire

Dept IC

Article 10-POV'S

- *When responding to emergencies follow all traffic laws
- All members to the station until all units for that call are in route.
- at MVA's park on the same side of road as wreck or same side all other vehicles are parked.
- *All other calls park in a manner that will not interfere with firefighting duties.

- All non-department personnel stay in POV. Do not enter scene.

Vehicle Inspection's

1. At every fire meeting each fire apparatus shall be inspected.
2. The exterior of the vehicle shall be inspected for damage.
3. The Interior of each compartment (cab, and equipment compartments) shall be inspected, and it should be documented on any supplies or tools that are found to be out of order, and or missing.
4. All fluid levels should be checked and filled if needed.
5. Brake systems should be checked and tested to ensure safe operation.
6. All vehicles should be free of dirt and debris on the exterior and interior.
7. All emergency equipment (lights, siren, and horns) should be checked.
8. Tank water level should be checked and filled when needed.
9. All valves on pump panel should be checked and lubricated when needed.
10. All tires and wheels should be checked for cracks, leaks, and tire wears.

Article 11- RADIO TRAFFIC

- Lockesburg primary
- Lockesburg talk around on scenes
- avoid lengthy conversations
- be courteous
- no vulgar language

Article 12 TRAINING

All members are required to have 6 hours of in house training per quarter
If 6 hours are not achieved, you will be place on probation over the next quarter in which you will be required to make up training for the previous quarter plus achieve the necessary training for the current quarter. If you fail to get the required training during your probation, you will be dismissed from the Department.

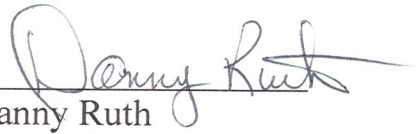
- **INCIDENT REPORTS**

*Incident reports will be filled out completely for all calls

- **MEDICAL CALLS**

- Must be Certified First Responder, licensed EMT, Paramedic or Nurse
- Must have knowledge of location of protocol book at all times.
- First Responders must complete refresher or 9 CEU's every two years.

PASSED AND APPROVED by the order of the City of Lockesburg City Council on this 24th day of January.


Danny Ruth


Becky Jegstrup Recorder/Treasurer

ATTEST: I do hereby affirm that the above Ordinance was passed and approved at the Lockesburg City Council Meeting on January 24th, 2023.

(SEAL)


Becky Jegstrup Recorder/Treasurer

