

**Readfield Fire Department**  
1154 Main Street  
Readfield, Maine 04355

**BYLAWS**  
**OF**  
**READFIELD FIRE DEPARTMENT**

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**APPROVED**  
**NOVEMBER 2021**

## **SECTION I**

### **PURPOSE**

- A. Vision Statement – To be leaders in Community and Humanitarian Service.
- B. Mission Statement - The Mission of this Department shall be to provide the citizens of the Town of Readfield and to assist, upon request, the surrounding communities with fire suppression and rescue services; and public information and education programs in order to assure the least possible chance of loss of life or property resulting from fire or other emergency situations.

## **SECTION II**

### **ORGANIZATIONAL STRUCTURE**

- A. The Department shall consist of a Fire Chief, a Deputy Fire Chief, an Assistant Fire Chief, one Captain per Emergency Vehicle, one Safety Officer, one Training Officer, one Lieutenant per Engine Company as needed and firefighters.
- B. The Department shall have a maximum active membership total of approximately thirty (30) senior members involved in the fire suppression and fire rescue needs of the community.
- C. The Department shall have a maximum of ten (10) junior members.
- D. Auxiliary Members

## **SECTION III**

### **MEMBERSHIP\***

Members of this Department shall be subject to the following subsections of these bylaws regarding membership responsibilities:

- A. All senior members shall be at least 18 years of age and shall respond to alarms, when available to do so, remain on duty until equipment is back in service and are to report to an officer in charge for dismissal.
- B. For the purpose of creating interest for the young people in town, there shall be a Junior Membership.
- C. All junior members shall be at least fourteen (14) years of age and shall provide the Department with a written school permission form/contract when applying for membership. Junior members shall abide by the same Bylaws as the senior members. Junior Members shall not be allowed to operate any truck, nor shall they be allowed to climb any ladder or enter a burning building during a structure fire. Junior Members shall be assigned such duties as are allowed by department rules while participating in training sessions and at fire scenes.
- D. Department meetings shall be held on the first Tuesday of each month. These meetings may include a drill (Training Session). A second training session will be held each month as scheduled. Drill dates shall be announced at each monthly meeting, and announced over the monitor during the nightly tone test prior to each drill. A special meeting of the Department may be called by the Fire Chief or Chief Officers G. Letters of resignation of active members of the Department shall be read aloud at the regular

monthly meeting following receipt of the letter. The reading of the letter shall be part of the meeting's minutes, with no action taken, and the letter shall be turned over to the Membership Committee for review and recommendation of action to be taken at the next regular meeting. This procedure may be waived by a majority vote of the active members present at the meeting.

- E. Any active member not attending at least fifty percent (50%) of the combined total of emergency calls, meetings, and monthly training sessions, or have excused absences, at the recommendation of the Membership Committee disciplinary action may be taken up to and including dismissal from the Department at the discretion of the Fire Chief.
- F. Any member willfully neglecting or refusing to do his/her duty, being guilty of dishonorable conduct, or being disobedient to the officers, may be terminated or face other disciplinary actions at the discretion of the Fire Chief and in accordance with the policies and procedures established by the Town of Readfield Fire Department.
- G. Payment for services shall be at the rate established by the Chief in his/her annual budget which is presented at the regular Town Meeting each year, for the ensuing year, and the Fire Chief shall be responsible for time keeping. The Fire Chief may delegate the timekeeping responsibility to any other Department Officer if he/she so desires.
- H. No firefighter may belong to two (2) different departments of the Lakes Region Mutual Aide Company, Inc. at the same time. In order to become a member of this Department, the firefighter must have tendered his/her written letter of resignation to his/her former Department prior to submitting an application for membership in this Department.
- I. Firefighters will be issued appropriate gear to perform the duties for the scope of work their training ' said gear is property of the Town of Readfield Fire department. Upon a firefighter leaving the department the gear shall be returned to the Fire Chief.
- J. Firefighters will only perform duties that the firefighter has been trained to perform.
- K. Members shall be physically able to safely perform the responsibilities of their respective positions and comply with all health and safety measures required by the Chief or by general policy of the Town of Readfield or imposed by the State of Maine or the United States Federal Government

## **SECTION IV**

### **POSITIONS / QUALIFICATIONS**

#### **Officers**

Fire Chief – Duties of the Fire Chief shall have charge of all fire and rescue equipment belonging to the Town and be responsible for its condition at all times. He/She shall be in command of the Department at all times and it shall be his/her duty to preside at all meetings of the Department. The Fire Chief is responsible for the health and safety of the departments members at all times when engaged in any Readfield Fire Department event. The Fire Chief shall hold Firefighter 1-2 training, being state of Maine certified. The Fire Chief must have all NIMS certifications required to hold the position of Fire Chief and The towns Emergency Management Director. The Fire Chief shall also be able to operate all Readfield Fire Department equipment. The Fire

Chief shall ensure that the Department is in compliance with Maine Bureau of Labor Standards, NFPA and ISO standards. The Fire Chief is responsible for preparing the budget and submitting it to the town's budget committee for town vote.

The Fire Chief is responsible for life safety concerns of the town of Readfield. The Fire Chief is responsible for acquiring apparatus and equipment that meets the Fire Departments specific specifications. The Fire Chief is also required to have repaired or replace any piece of fire department equipment that is needed to provide fire protection and safety of the firefighters. The Fire Chief may expend any amount of funds in the approved annual budget to maintain the department's equipment. In the event that there is not enough funds in the annual budget for a major repair or replacement of piece of capital equipment. The town manager will be notified of the situation and determine if the funds can be pulled from the capital equipment carry forward account to cover the cost or if other arrangements need to be made.

The Fire Chief is responsible for setting the policies and procedures of the fire department to be compliant to state laws regarding municipal fire departments and best practices available at the time.

At his/her discretion or during his/her absence, his/her duty shall pass down to the Deputy Fire Chief.

In order to have the Readfield Fire Department represented at meetings or functions that the Fire Chief is unable to attend, he/she may appoint any active member as his/her representative. The member appointed will present to the Fire Chief a written or oral summary as requested within one week following the event.

Deputy Fire Chief – Duties of the Deputy Fire Chief shall be to give assistance to the Fire Chief at all times. The Deputy Chief shall hold Firefighter 1-2 training, being State of Maine certified. The Deputy Fire Chief will have all NIMS certifications required to hold the position of Deputy Fire Chief and the towns Assistant Emergency Management Director. The Deputy Fire Chief shall also be able to operate all Readfield Fire Department equipment

Assistant Fire Chief – Duties of the Assistant Fire Chief shall be to give assistance to the Fire Chief and Deputy Fire Chief at all times. The Assistant Fire Chief shall hold Firefighter 1-2 training, being State of Maine certified. The Assistant Fire Chief must have all NIMS certifications required to hold the position of Assistant Fire Chief. The Assistant Fire Chief shall also be able to operate all Readfield Fire Department equipment.

Chief Officers shall be residents of the town of Readfield. The Fire Chief shall respond to no less than 80% (eighty percent) of the department's emergency calls, meetings and trainings.

The terms "Fire Chief Officers" and "Chief Officers" shall mean the Fire Chief, Deputy Fire Chief and Assistant Fire Chief.

Safety Officer – Rank Captain - Duties of the Safety Officer are to assist the Fire Chief to ensure that the Department is in compliance with Maine Bureau of Labor

Standards, NFPA and ISO standards and perform other duties as called upon by the Fire Chief. The Safety Officer shall be trained to Firefighter 1, 2 standards. The Safety officer will have all NIMS certifications required to hold the position of Safety Officer.

Training Officer – Rank Captain - Duties of the training officer are to develop and present firefighter training and perform other duties as called upon by the Fire Chief. The Training Officer shall hold Firefighter 1, 2 training being State of Maine certified. The Training Officer must also have all required NIMS certifications to hold the position

Captains – Duties of the truck Captains shall be to be responsible for truck maintenance, operation equipment inventory, training and supervision of the Firefighters assigned to their company. Captains shall be trained to Firefighter 1-2 standards and shall be trained in pump operations. Captains must have all required NIMS certifications required to hold the position of Captain

Lieutenants – Duties of the Lieutenants shall be to assist the Captains in truck maintenance, operation and equipment inventory and to provide supervision of the Firefighters assigned to their Company in the absence of the Captain. Lieutenants shall be trained to Firefighter 1,2 standards and shall be trained in pump operations. Lieutenants must have all required NIMS certifications required to hold the position of Lieutenant

## **Firefighters**

Firefighters – Duties of Firefighters shall be, following orders from higher ranking officers, and but not limited to responding to emergency calls, this includes Structure fires, brush fires, automobile accidents etc. Firefighters shall be trained for the duties they perform. Interior structural Firefighters shall be trained to State of Maine Firefighter 1,2 standards, exterior Firefighters shall have SCBA training and training on use hose lines. Firefighters shall have the required NIMS training to hold the position of Firefighter.

## **Auxiliary**

Auxiliary – The Readfield Fire Department utilizes Volunteers to assist in providing assistance to the department at emergency calls and non-emergency functions. The Auxiliary members are strictly volunteers. Auxiliary members are recognized as members of the Readfield Fire Department and as such shall follow the policies of the Readfield Fire Department.

## **SECTION V**

### **ELECTIONS**

All elections within this Department shall be subject to the following sub-sections of these bylaws:

- A. Election procedure for new members is as follows:
  1. The Membership Committee will present the names of qualified applicants to the Department membership at a regular business meeting.

2. A hand vote will be taken on each applicant individually, with the applicant out of the room, to determine if selected for membership. A secret ballot may be used if requested by a majority of the membership present.
3. Upon election to membership, the candidate shall serve as a probationary member for a six month period.
4. The Fire Chief is responsible for background checks and driver's license checks. The Fire Chief has the authority to accept or deny any new members application for position of firefighter.

B. Election procedure for the Chief Fire Officers of the Department is as follows:

1. To start the election procedure, a blank nomination list covering all positions to be filled by the election will be posted at the Fire Station one month in advance of the election. All qualified interested members shall place their name in the open position that they desire to fill.
2. At the next regular meeting the names for each position will be read. Members will then be given a chance to present nominations from the floor.
3. Votes will be on a written ballot by name for any contested office. In the event that the position is not contested the current Association Secretary may cast one ballot to complete the election process.
4. The first vote will select the successful candidate providing that one candidate receives a simple majority of the votes cast for the office.
5. If no candidate receives a majority of the votes cast, a second vote will then be taken involving the two candidates receiving the largest number of votes cast on the first ballot. In case of a tie between two candidates receiving the second largest number of votes cast on the first ballot, a new vote will be taken to break the tie only and a third vote will be taken to determine the successful candidate.
6. The above procedure shall be followed for each position and in the following order: (1) Chief, (2) Deputy Chief, (3) Assistant Chief.

C. The election of the Chief Fire Officers shall take place at the June Business Meeting of the Department each year or at the first meeting following a vacancy. The newly elected Chief Fire officers shall take office on July 1 following the Regular Election or immediately upon completion of a Special Election.

D. Terms of Officers shall be as follows:

1. Fire Chief – The Fire Chief shall be elected from the active membership on the basis of merit, ability and qualifications needed to hold the position. The Fire Chief is appointed by the Select Board upon recommendation of the Department, for a term of one (1) year, removable only for cause.
2. Deputy Fire Chief – The Deputy Fire Chief shall be elected from the active membership on the basis of merit, ability and qualifications needed to hold the position. The Deputy fire Chief is appointed by the Fire Chief upon recommendation of the Department for a term of one (1) year, removable only for cause.
3. Assistant Fire Chief – The Assistant Fire Chief shall be elected from the active membership on the basis of merit, ability and qualifications needed to hold the position. The Assistant Fire Chief is appointed by the Fire Chief upon recommendation of the Department for a term of one (1) year, removable only for cause.

## **SECTION VI**

### **STAFF APPOINTMENTS**

The Fire Chief, in consultation with the Deputy Fire Chief and Assistant Fire Chief, shall make staff appointments as set forth in these bylaws at the July Business Meeting each year, or as needed, as follows:

1. Safety and Training Officer,
2. The Captains of the Emergency Vehicles,
3. The Lieutenants of the Emergency Vehicles, and
4. Other positions at the rank of Captain or lower as necessary.

## **SECTION VII**

### **COMMITTEES**

The Fire Chief shall make Committee Appointments as set forth in these bylaws at the July Business Meeting each year as needed.

1. Membership\* – The Membership Committee shall be appointed by the Chief Fire Officers, consisting of three (3) members.
  - A. After being accepted for probationary membership by the members of the Department, the new member will be reviewed by the Membership Committee and apprised of their progress no later than four (4) months after being accepted as a probationary member. At the end of six (6) months probation, the Committee shall report the following to the membership, before a vote for active membership is taken:
    1. The number of fires attended.
    2. The number of trainings attended.
    3. The number of regular meetings attended.The newly elected member and the Department Officers will insure that an orderly transition into the Department is made, including:
    1. Introduction to members.
    2. Issuing of Equipment.
    3. All required B.L.S required training, Readfield Fire Department S.O.G's and Readfield Fire Department policies and Town of Readfield employee forms.
  - B. All members of the Readfield Fire Department shall be responsible for promoting membership, including proper advertising, good communications with other members, keeping applications current and continually searching for good potential firefighters.
  - C. Applications shall be readily available, and reviewed by the Committee before being presented to the membership for a vote. Written acknowledgement of an application being received by the Membership Committee shall be made to the applicant as soon as possible after receipt of such application.
2. Bylaws – The Bylaws Committee shall consist of three (3) members appointed by the Chief. Their duties shall be to review the bylaws of the Department on an annual basis and to report to the membership any changes that are needed and/or recommended.
3. Uniform – The Uniform Committee shall consist of three (3) members appointed by the Chief Fire Officers. Their duties shall consist of reviewing the establishment of the

usage of dress uniforms. If found desirable, the Committee shall recommend a design of uniform, set standards for correct pin and patch location and set dress code standards for set functions. (Parades, Funerals, Dinner Meetings, Etc.)

4. Ad-Hoc – These Committees shall be appointed by the Chief Fire Officers from time to time to cover specific events or projects and shall consist of the number of members deemed necessary to carry out the work. The Ad-Hoc Committee will be dissolved upon completion of their work.

## **SECTION VIII**

### **PROVISIONS**

- A. All previous bylaws of the Readfield Fire Department are hereby rescinded by these bylaws.
- B. These bylaws may be amended or added to by a two-thirds vote of the Department active membership present at a regular or special meeting. This action shall be published at least thirty (30) days prior to such vote.
- C. The terms, conditions, and nomenclature throughout these bylaws are applicable to all members covered hereunder without regard to religion, marital status, race, color, ancestry, national origin, sexual orientation, physical or mental handicap, age or sex.
- D. Except as otherwise specifically provided in these bylaws, all questions of order or procedure with respect to any meeting or action of this Department, its Officers, or any Committee appointed hereunder shall be determined in accordance with Robert's Rules of Order Newly Revised, as revised from time to time.

These bylaws are adopted by vote of the general membership at a Regular Business Meeting of the Readfield Fire Department on this 2nd Day of November 2021. These Bylaws are hereby ratified by the Town of Readfield, Select Board, on the 15th Day of November, 2021.