



# Sheldon Fire Company

416 9<sup>th</sup> Street, P.O. Box 276, Sheldon, Iowa 51201

## Constitution and Bylaws Of the Sheldon Fire Company Sheldon, Iowa

Adopted by City Council Resolution June 17, 2020

### Constitution

#### ARTICLE 1 – Company

Section 1 This Company shall be known as the Sheldon Fire Company

#### ARTICLE 2 – Officers

Section 1 Fire Chief shall be appointed by the City Council.

Section 2 1st and 2nd Assistant Chiefs shall be appointed by the Fire Chief.

Section 3 Captains will be elected by the fire company and will include in order Rescue Captain (4), Truck Captain (5), Line Captain (6).

Section 4 Lieutenants will be elected by the fire company and will include three in order (7,8,9).

Section 5 Secretary will be elected by membership.

Section 6 Treasurer will be elected by membership.

Section 7 Training Officer will be appointed by the Chief.

Section 8 Safety Officer will be appointed by the Chief or Incident Commander.

#### ARTICLE 3 – Officer's Duties

Section 1 The Chief (Fire 1) shall have supervisory and managerial control of the company, all apparatus, equipment, vehicles, and property used by or belonging to the company. The Chief shall enforce all rules and regulations established by the Sheldon Fire Company and relevant City Ordinances, 28E agreements and other agreements for their conduct of the affairs of the company. The Chief

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shall preside all meetings and decide all questions of order, subject to appeal of the company. The Chief shall have a minimum of a FF1 certification and at least 5 years' relevant experience prior to appointment.

**As per (ICS) Incident Command Structure:** Highest ranking emergency response officer.

**Duties Include:** Officer in Charge (OIC) if present.  
Overall direction of emergency response.  
All other duties assigned.

Section 2 The Assistant Chiefs' (Fire 2,3) duties are to assist the Chief in the discharge of their duties. The Assistant Chiefs shall have a minimum of a FF1 certification and at least 5 years' experience.

**As per (ICS) Incident Command Structure:** Next highest-ranking emergency response officer.

**Duties Include:** Officer in Charge (OIC) if Chief is not present.  
Assist OIC in direct supervision of emergency response.  
Reports to the OIC.  
All other duties assigned.

Section 3 The Rescue Captain's (Fire 4) duties are to assist whatever officer needs assistance as per request. The Rescue Captain shall have a minimum of a FF1 certification, EMR, Rescue Training, and at least 5 years' experience.

**As per (ICS) Incident Command Structure:** Next highest-ranking emergency response officer.

**Duties Include:** Officer in Charge (OIC) if highest ranking officer.  
Assist OIC in direct supervision of emergency response.  
Provides direction of rescue and EMS activities.  
Reports to the OIC.  
All other duties assigned.

Section 4 The Truck Captain's (Fire 5) duties are to assist whatever officer needs assistance as per request. The Truck Captain shall have a minimum of a FF1 certification and at least 5 years' experience.

**As per (ICS) Incident Command Structure:** Next highest-ranking emergency response officer.

**Duties Include:** Officer in Charge (OIC) if highest ranking officer.  
Assist OIC in direct supervision of emergency response.  
Responsible for maintenance of trucks and small engine equipment  
Reports to the OIC.  
All other duties assigned.

Section 5 The Line Captain's (Fire 6) duties are to assist whatever officer needs assistance as per request. The Line Captain shall have a minimum of a FF1 certification and at least 5 years' experience.

**As per (ICS) Incident Command Structure:** Next highest-ranking emergency response officer.

**Duties Include:** Officer in Charge (OIC) if highest ranking officer.  
Assist OIC in direct supervision of emergency response.  
Responsible for guidance and direction of fire suppression activities.  
Reports to the OIC.  
All other duties assigned.

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Section 6 The Lieutenants' (Fire 7,8 and 9) duties are to assist whatever officer needs assistance as per request. The Lieutenants shall have a minimum of a FF1 certification and at least 5 years' experience.

As per (ICS) Incident Command Structure: Next highest-ranking emergency response officer.

Duties Include: Officer in Charge (OIC) if highest ranking officer.  
Assist OIC in direct supervision of emergency response.  
Responsible for guidance and direction of fire suppression activities.  
Reports to the OIC.  
All other duties assigned.

Section 7 The Secretary's duties shall be as follows:

- 1 To maintain a roster of department personnel.
- 2 To keep a log of all Fire and EMS calls and personnel responding to the calls.
- 3 To record the minutes of each meeting.
- 4 To read the minutes of the preceding meeting.
- 5 To conduct the correspondence of the company except when special committees are appointed for that purpose.
- 6 To call roll call at the hour designated for the meeting.
- 7 Manage department correspondence.
- 8 Maintain EMS records and state registry.
- 9 The Sheldon Fire Department /Sheldon EMA is part of the U.S. Department of Justice Public Safety Officer's Benefits Program (PSOB Act; Title 34 of United States Code, Subtitle 1, Chapter 101, Sub-chapter XI). The Secretary shall provide and keep the appropriate forms for this program and for any other insurance coverage provided by the Sheldon Fire Company or City of Sheldon.
- 10 All other duties as assigned.

Section 8 The Treasurer's duties shall be to keep an account of all money received and expended and to report the same at each monthly meeting. This Officer shall also give a financial report during the March meeting.

- 1 First signature on fire company checking expenditures and deposits.
- 2 Coordinator for the annual benefit.
- 3 Replaces secretary when not available.
4. Present a summary of expenditures on a monthly basis.
5. All financial accounts of the Company shall be reviewed each year by a committee of three including at least one officer other than the Treasurer. This shall be given at the next regular meeting of the Company.

Section 9 The Training Officer's duties will be to post information on upcoming training and keep a training topic list and schedule. This Officer shall also keep a record of the level of certification of all members. It will not be this officer's responsibility to conduct training sessions.

Section 10 The Safety Officer's duty is to think about the unthinkable and develop a plan to prevent injury at scenes as well as training. Has the authority to stop all activities when necessary.

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ARTICLE 4 - Firefighter's Duties

- Section 1 The firefighter's duties are to aid the citizens of Sheldon and its surrounding communities by suppressing fire, assisting in rescues, and assisting other emergency services as directed.
- Section 2 The firefighter must be at least 18 years of age and meet requirements or membership. (unless a student per Article 5)

Duties include: Responds to at least 80% of calls.  
Complies with orders given by assigned Officer.  
Provides input at calls and meetings in decision process.  
All other duties assigned in standard operating procedures.

ARTICLE 5 - Student Firefighters

- Section 1 Student firefighters may begin after completing their sophomore year of high school. The student must be in good standing both academically and publicly.
- Section 2 The student must complete an application for membership including guardian permission forms.
- Section 3 Preference will be given to current memberships children.
- Section 4 A student firefighter may ask to become a full-time member at 18 years of age or after having completed grade 12. The probation period will be waved.

Please refer to Student Firefighter guidelines for duties and responsibilities.

ARTICLE 6 – Emergency Management

- Section 1 The Emergency Management is a branch of the Sheldon Fire Company and operated under their own bylaws and Standard Operating Procedures

ARTICLE 7 - Alterations and Amendments

- Section 1 The constitution may be altered and amended at any regular meeting by a quorum of the members present. Notice of such intended alterations and/or amendments must have been submitted at the two previous meeting.

Bylaws

ARTICLE 8 – Election of Officers

- Section 1 The company shall hold an annual election of officers during the second meeting of March each year.
- Section 2 Any vacancies occurring between the elections may be filled at any regular meeting.
- Section 3 All elections of officers will be by written ballot. If there is only one candidate, the election may be by acclamation.
- Section 4 A quorum must be present to conduct election of Officers.
- Section 5 The Chief has the power to veto any candidate in the election of Officers, if agreed upon by either the 1<sup>st</sup> or 2<sup>nd</sup> Assistant Chief

ARTICLE 9 - Meetings

- Section 1 Regular meetings will be held at 7:00 pm on the first and third Thursday of every month unless the meeting falls on a holiday.
- Section 2 The Chief shall have the power to call or cancel a meeting of the company whenever the Chief deems it as necessary.
- Section 3 Two-thirds of current roster shall constitute a quorum for transacting business.
- Section 4 Meetings are an exceedingly important part of conduction company business and membership attendance is expected. If a member has three unexcused meetings in twelve consecutive months a visit from the Chief will be conducted to determine any problem(s).
- Section 5 If a member finds it impossible to attend a meeting, that member shall notify Chief 1 with a phone call. If the Chief is unavailable, then Assistant Chief 2 and then 3 of their expected absence prior to the meeting to be considered excused.
- Section 6 Officer meetings will be at 6:30 pm prior to the start of the regular meetings and to last one half an hour. Other officer meetings can be called by the Chief as needed.

ARTICLE 10 - Order of Business

- Section 1 The order of business of regular meeting shall be as follows:
1. Roll Call and hearing of excuses
  2. Secretary's Report
  3. Treasurer's report
  4. Old Business
  5. New Business
  6. Review of Past Fire and EMS Calls
  7. Officer Report
  8. Open Floor
  9. Adjournment
- Section 2 The order of business of special meeting shall be as follows:
1. Roll Call
  2. Special Business
  3. Other Business
  4. Adjournment

ARTICLE 11 - New Members

- Section 1 A new member shall be elected by a quorum after approval of the Officers.
- Section 2 A new member shall, at the time of consideration for membership on the department, reside within the Sheldon Fire Company fire district or work full-time within the City limits of the City of Sheldon, Iowa.
- Section 3 The official SFC application will be completed.
- Section 4 A background check may be done to ensure the integrity of candidates.

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- Section 5 The candidate will then undergo the required City of Sheldon Firefighter physical.
- Section 6 The candidate must then be approved by the Sheldon City Council.
- Section 7 After successful completion of the above steps, they will be put on 6 months of probation.
- Section 8 The candidate will now be a probationary firefighter and assigned to a current member in good standing to act as a mentor and guide to the new member.
- Section 9 The probationary firefighter will be issued appropriate equipment and complete the new member orientation.
- Section 10 After 6 months of probation, the Officers will decide if the Probationary Firefighter is eligible for a vote of the department to allow full-time membership. The vote will be conducted at a regular scheduled meeting and will be by written ballot. Candidate must receive a quorum of the membership.

#### ARTICLE 12 - Membership Training Requirements

- Section 1 All members will be required to have a current CPR certification.
- Section 2 All members will be required to take Fire Fighter (become FF1 certified) training within two years of joining the Company, unless otherwise noted by the Chief.
- Section 3 Member will attend classes and/or trainings as required to keep the certifications current and meet the State of Iowa minimum training requirements.
- Section 4 All members will be required to take any other classes necessary to maintain certain regulatory requirement of this Company. Example: NIMS, Hazmat, Bloodborne Pathogens, etc.
- Section 5 All members will be required to maintain a current health physical in intervals as determined by the Insurance carrier.

#### ARTICLE 13 - Honorary Members

- Section 1 Any past member who has served the Sheldon Fire Company for ten or more years, may at their request become an honorary, life-time member of the Company. They will be welcome to attend meetings or special function of the Company.
- Section 2 The Honorary Member shall be considered a non-voting member and shall be allowed to keep their dress uniform and fire helmet.
- Section 3 Members who cannot pass a physical but are otherwise in good standing, may become honorary members at the discretion of the Chief.

#### ARTICLE 14 - Honorable Conduct

- Section 1 As a member of this company you will represent yourself and the company with honor. If your conduct is unbecoming of a member, a grievance can be filed against you and disciplinary actions can be taken against you following the bylaws.
- Section 2 Violations which may be considered dishonorable conduct:

1. Careless or reckless driving to and from a fire or an emergency call which continues after an official warning by the chief, who shall instruct the secretary to send a letter to the member outlining the warning.
2. Direct disobedience of an order from any officer or senior Company member in charge of a fire or emergency incident which endangers wither Company or public persons.
3. The unauthorized removal of property or equipment from the station which reduces the readiness of the Company to perform their assigned task of protecting the public.
4. The willful destruction of files, books, or documents of the Company.
5. Failure to respond to an emergency call willfully and knowingly, and without cause within a reasonable time which may be documented by an officer.
6. Training and familiarization with Company equipment is of the utmost importance; therefore, failure to attend three meetings during a twelve-month period without an approved excuse. An approved excuse shall be granted by the Chief or Assistant Chiefs prior to the meeting and shall be reported to the secretary at the time that roll call is taken. The secretary will report if any one member of the Company has been absent for three or more times without an excused absence.
7. Conduct of an unprofessional, unethical, immoral or fraudulent manner, or engaging in conduct that is detrimental to the City or Fire Department's reputation, character or standing.

#### ARTICLE 15 - Grievances and Expulsion

Section 1 Any member with a complaint or grievance against another member should present the complaint or grievance to the Chief for review and determine as to best course of action.

Section 2 Suspension - Members or officers, with the exception of the Fire Chief, may have their membership canceled by written secret ballot of those members present at any regularly scheduled meeting requiring a 75% affirmative vote of the votes case for expulsion proved a quorum of the membership is present at the time of the vote. The vote shall be requested by any active member of the Company by motion from the floor and support by a second from the floor. The motion shall include specific mention of the rule violation reported to have occurred by direct action of the member to be expelled. Also, a written report shall be submitted to the Chief by a member proposing by motion that an expulsion vote should be taken. The report shall document the violations and shall become part of the minutes of the Company. Removal of any officer or member shall be in accordance with procedures as set forth in the Sheldon Code of Ordinance and must be approved by the council.

Section 3 Mediation – the suspended member has the right to a mediation hearing before the Chief, his appointees, and any company member of the suspended member's choice. The mediation board shall not exceed five members from the Company membership. The mediation board must make the following recommendation to the Company membership.

1. Reinstatement of the suspended member requiring a vote by the Company's membership; the reinstatement vote requiring 75% majority of those members present, by secret ballot, provided a quorum of the membership is present at the time of the vote.
2. Expulsion of the suspended member as prescribed in Section 4

The mediation board shall meet within 10 days of suspension.

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- Section 4 A company member or officer, except the Chief, may have their membership canceled by written secret ballot of those members present at any regularly scheduled meeting, provided a quorum of the membership is present. A 75% affirmative vote for expulsion is required of the votes cast and the vote for expulsion may be requested by any active member of the Company by motion from the floor. The motion shall include specific mention of the rule violation reported to have occurred by action of the member to be expelled. The mediation board shall report its findings to the general membership prior to a vote of expulsion.
1. All equipment provided by the company shall be returned to the Chief within five days of expulsion. It is understood the Chief may ask for monetary restitution for any unaccounted equipment.

#### ARTICLE 16 - Communication and Confidentiality

- Section 1 Electronic communication, social media, and pictures shall not be sent from the scene or shared unless directed by the Incident Commander for official purposes.
- Section 2 Information received at the meeting and calls will be kept confidential. All public information shall be given by the Chief officer or their designated Public Information Officer.
- Section 3 The Sheldon Fire Company will abide by Federal, State and Local regulations in the release of information.
- Section 4 The Sheldon Fire Company will use plain English and clear text in the transfer of information. No "10" codes.

#### ARTICLE 17 - Use of Facilities and Equipment

- Section 1 The Sheldon Fire Station is an active station that must be ready to respond at all time.
- Section 2 Families and children can tour but must be under the direct supervision of a member at all times. They may not climb on the apparatus or go upstairs to the fitness room unattended. They must also not be allowed to go beyond the fitness room level in the training tower. For the purpose of this article direct supervision shall be considered arm's length. In the event of a call move all visitors to the back corner and stay with them until all the trucks have cleared the building.
- Section 3 No unauthorized use of equipment or tools will be allowed by the members with the exception of chairs and tables. When the chairs and tables are used, they will be checked out by placing your name and the number taken on the board by the south center entrance. They will be clean when returned and any damage will be paid for by the party that used them.
- Section 4 If a truck or any fire vehicle is to be taken for any reason, permission must be given by the Chief Officer and will be communicated to the members.

#### ARTICLE 18 – Personal Vehicle Use

- Section 1 The Chief, Assistant Chiefs, or Rescue Captain may respond to the scene in their POV.
- Section 2 Blue light permits may be issued at the Chief's discretion after a member as completed their six-month probation period. At no point does a blue light allow a member to break any traffic laws.

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Section 3 Members shall respond to the station with due regard to all other pedestrians and motorists. At no time is it acceptable to break any traffic laws. Members may activate their vehicle's hazard lights.

Section 4 Any complaint of a member's driving will be considered a grievance and will be discussed between the member and the Chief.

Section 5 All members must be able to provide proof of insurance as required by the City.

**ARTICLE 19 - Uniforms**

Section 1 Each member shall be required to keep their uniforms in good order. Uniforms will only be worn while on duty and representing the department at functions such as funerals, fund drives, fireman sponsored events, benefits, and appreciation dinners. The Chief will determine what level of uniform for all events.

Section 2 When you or a member of your family are wearing any Sheldon Fire attire you represent the Company as a whole. Represent our Company with pride and honor. What you do reflects on us all.

Section 3 Uniforms will be as follows:

1. Sheldon Fire T-Shirts.
2. Sheldon Fire Polos.
3. Sheldon Fire dress uniform.
  - a. The placement of approved insignia and patches is displayed at the station
4. Sheldon Fire Coats.

**ARTICLE 20 – Exit Procedure**

Section 1 When leaving the fire company, all Company issued equipment will be returned to the Company. Failure to do so will result in the leaving member being charged for all non-returned equipment. Examples include, but are not limited to, Pagers, Turnout Gear, Helmet, Dress Uniforms. Whenever possible, a letter of resignation shall be filed with the Secretary. The letter shall include a signature and effective date of the department member.

**ARTICLE 21 - Standard Operation Procedures / Policies**

Section 1 The Sheldon Fire Company will maintain a document of Standard Operating Procedures. We recognize that we cannot plan what we will respond to but we will develop what we may respond to, to the best of our ability. The SOPs and policies must allow for flexibility.

Section 2 The SOPs and policies will be posted for all members.

Section 3 The SOPs and policies will be reviewed annually by the Officers and any changes will be made by the consensus and approved by the vote of the membership with one reading at a regular meeting.

Section 4 The SOPs and policies are a living document and can be changed at any time if needed following the procedure of section 3 of this article.

**ARTICLE 22 - Honor Guard**

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- Section 1 Company Honor Guard is available for any member, current or past, as per the family's approval.
- Section 2 Designated vehicles may serve as a funeral precession escort for any member, current or past, as per the family's approval.
- Section 3 Designated vehicles may serve as a funeral coach (for casket or urn) for any member, current or past, as per family's approval.
- Section 4 All Honor Guard members are required to wear proper attire at funerals including dress (white) uniform, company jacket, and proper trousers.
- Section 5 All Honor Guard requests must be approved by the Chief Officer.

**ARTICLE 23 - Fire Truck Escorts**

- Section 1 The availability of the Company's vehicles for activities other than past member "Honor Guard" may be considered as long as the activity reflects positively on the company, the members of the company, and the community this company represents. This can include, but is not limited to, fire prevention activities, fundraising activities, parades, high school activity escorts, or other community celebrations.
- Section 2 Requests for company vehicle escorts and parades must be approved by the Chief.

**ARTICLE 24 - Ladder Flag Display**

- Section 1 The large flag can be flown from the ladder truck by the discretion of the Chief.
- Section 2 Proper flag protocol must be adhered to.

**ARTICLE 25 - Humility**

- Section 1 Members of the Sheldon Fire Company are often captured in the press. If any member is identifiably pictured in the news, either print or television they must bring Ice cream or other treats to the next regularly scheduled meeting. If this creates a financial hardship this is void.

Approved June 4, 2020

We declare that the above Constitution and Bylaws were adopted by the Sheldon Fire Company

By: Don K Fire Chief Date: 6-5-2020

By: Brad Hill 1<sup>st</sup> Assistant Chief Date: 6-5-2020

By: Art Merri 2<sup>nd</sup> Assistant Chief Date: 6-5-2020

By: Eric Merri Rescue Captain Date: 6-5-2020

By: Chris Bue Truck Captain Date: 6-5-2020

By: John Jacoby Line Captain Date: 6-5-2020