

## **CHAPTER 31: FIRE DEPARTMENT**

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**§ 31.01 ORGANIZATION.**

This organization shall be known as the Lake City Fire Department, hereafter referred to as the Department. (1981 Code, § 580.01)

**§ 31.02 OBJECTIVES.**

The Department's objectives shall be:

- (A) Preservation of life and education thereof;
- (B) Fire prevention and education toward same;
- (C) Firefighting and suppression;
- (D) Preservation and protection of life and property against injury and damage from other sources in the city. (1981 Code, § 580.03)

**§ 31.03 COMPOSITION.**

The Department invent shall be composed of 22 members or as many as are deemed necessary by the City Council and by the Department. (1981 Code, § 580.05)

**§ 31.04 MEMBERSHIP.**

- (A) Membership in the Department shall be open to persons who have attained the age of 18 years. Membership shall only be attained by persons residing within four-minutes' response time of the fire station, and there shall be no discrimination in the treatment of persons due to race, religion, color and sex. (1981 Code, § 580.07)
- (B) Membership shall only be attained after completion of a written application, proper selection and the completion of a satisfactory physical examination. (1981 Code, § 580.09)
- (C) New members shall serve a one-year probationary period. Probationary member's performance shall not be based on race, creed, color, religion or sex. Membership seniority shall be retroactive to the date of appointment as a probationary firefighter. (1981 Code, § 580.11)
- (D) Active members of the Department who retire with eligibility for pension or disability will automatically become an honorary retired member of the Department. (1981 Code, § 580.13)
- (E) Active members who have attained the age of 60 years shall be removed from the active roster and be given honorary retired membership in the Department. (1981 Code, § 580.15)

**§ 31.05 CHAIN OF COMMAND.**

- (A) The chain of command for the fireground shall be:
  - (1) Chief;
  - (2) Assistant Chief;
    - a. Captain by seniority of grade. (1981 Code, § 580.17).
  
- (B) The chain of command for business meetings shall be:
  - (1) Chief;
  - (2) Assistant Chief;
  - (3) Captain by seniority of grade;
  - (4) Secretary;
  - (5) Treasurer;
  - (6) Training Officer. (1981 Code, § 580.19).

**§ 31.06 OFFICERS.**

Officers of the Department shall be elected at the annual meeting and shall be elected by and from the body of the Department, with the approval of the City Council. (1981 Code, § 580.21)

**§ 31.07 VACANCIES.**

Vacancies created due to death or any other cause may be filled by approval of the City Council from a recommendation of the Fire Department based on an election of the members at any regular or special meeting. (1981 Code, § 580.23)(Ord. 391, 12/13/2004)

**§ 31.08 CHIEF; ASSISTANT CHIEF; CAPTAINS.**

(A) *Chief.* The Chief shall preside over the executive duties of his or her office. He or she shall be in charge of the entire Department during its operations. He or she shall preside at all meetings of the Department and decide all questions, subject to an appeal to the Department, and shall cast a deciding vote in the event of a tie. It shall be the duty of the Chief to enforce the policies of the Department and to have general supervision over the affairs of the Department. (1981 Code, § 580.27)

(B) *Assistant Chief.* The Assistant Chief shall assume the duties of the Chief in the event of his or her absence or disability thereof. (1981 Code, § 580.29)

(C) *Captains.* Captains shall assume the duties of Chief or Assistant Chief in the event of absence or disability thereof Seniority is to be determined by date of grade. (1981 Code, § 580.31)

**§ 31.09 SECRETARY.**

The Secretary shall keep a correct roll of all members for all fires, regular and special meetings and shall notify the Department of such meetings. He or she shall be in charge of all correspondence deemed necessary by the Department. He or she shall keep correct minutes of all meetings and report on the minutes at following meetings. He or she shall be responsible for countersignature of all checks and drafts that are authorized by the Department. (1981 Code, § 580.33)

**§ 31.10 TREASURER.**

The Treasurer shall keep an accounting of all monies held by the Department separate from city General Fund accounts and report on balances at each regular meeting and give a full accounting at each annual meeting. He or she shall maintain a bond in the amount of \$1,000. He or she shall pay all authorized bills that are incurred and authorized by the Department. He or she shall obtain the countersignature of the Secretary on all checks and drafts. (1981 Code, § 580.35)

**§ 31.11 TRAINING OFFICER.**

The training officer shall preside at all regular and special training sessions. He or she shall be responsible for the scheduling of topics for training deemed necessary for the proper implementation of accepted actions dealing with objectives stated in § 31.02. He or she shall be aware of alternate education sources available to firefighters of the Department regarding dates, sights and types of such sources. (1981 Code, § 580.37)

**§ 31.12 MEETINGS AND TRAINING SESSIONS.**

(A) *Regularly scheduled meetings.* Regularly scheduled meetings shall be the last Thursday of each month at 7:00 p.m., subject to change due to holidays. (1981 Code, § 580.39)

(B) *Annual meeting.* The annual meeting of the Department shall be the last Thursday of the month of February at 7:00 p.m. (1981 Code, § 580.41)

(C) *Regularly scheduled training sessions.* Regularly scheduled training sessions shall be the second and third Tuesday of each month, at 7:00 p.m., subject to change due to holidays. (1981 Code, § 580.43)

(D) *Special meetings.* Special meetings may be called by the Chief at his or her discretion or be written request of at least five active members to be presented to the Secretary. The Secretary is directed to give 72 hours' notice of such meetings. The Secretary is to notify each officer who in turn shall notify members of his or her duty crew as to the time and purpose of such meetings. (1981 Code, § 580.45)

(E) *Special training sessions.* Special training sessions may be called by the training officer as approved by the Department. The Secretary shall notify the Department by paging, giving the time of such training. (1981 Code, § 580.47)

(F) *Special meetings.* Special meetings requested shall require a written agenda. (1981 Code, § 580.49)

### **§ 31.13 COMMITTEES.**

(A) *Standing committees.* Standing committees of the Department shall be:

- (1) Rural Contracts Committee;
- (2) Executive Committee;
- (3) Equipment Committee. (1981 Code § 580.53).

(B) *Membership on standing committees.* Membership on standing committees shall be reviewed on an annual basis and subject to change at any regular meeting. (1981 Code, § 580.55)

(C) *Special committees.* Special committees may be set up after approval of the Department, with membership to be determined on a voluntary basis or on the basis of appointment subject to the approval of the Department. (1981 Code, § 580.57)

(D) *Committee reports.* Committee reports at any regular or special meeting may be given by any member of the committee. (1981 Code, § 580.59)

### **§ 31.14 NOMINATIONS; BALLOTS.**

(A) Nominations for officers in the Department shall be taken from the floor and may only be made by active members of the Department. All nominations shall be seconded by an active member of the Department and election shall be done by written secret ballot. (1981 Code, § 580.61)

(B) All active members of the Department present at the meeting shall receive a ballot to be used in the voting procedure. (1981 Code, § 580.63)

### **§ 31.15 QUORUM.**

(A) A quorum for all business meetings shall consist of a majority of the active members of the Department. (1981 Code, § 580.65)

(B) A quorum for all committee meetings shall consist of at least 50% of the committee members (1981 Code, § 580.67)

### **§ 31.16 EXECUTIVE COMMITTEE.**

(A) An executive committee consisting of the Chief, Assistant Chief, Captains, training officer and two active members at large to be elected at the annual meeting shall investigate and review all disciplinary procedures, probationary firefighters and applications for

membership in the Department. The executive committee shall report all findings to the body of the Department for approval and then make recommendations thereof to the City Council. (1981 Code, § 580.69)

(B) It shall be the duty of the executive committee to investigate complaints and petitions as may be referred to it by the Department and report its findings to the Department. It shall also be its duty to investigate all grievances to the best of its ability in order to promote good fellowship and harmony in the Department. (1981 Code, § 580.77)

(C) The executive committee shall recommend disciplinary action within the guidelines established and allowed by the State of Minnesota and the City of Lake City. (1981 Code, § 580.79)

### **§ 31.17 DISCIPLINARY ACTION.**

(A) Disciplinary action shall be taken upon members of the Department for noncompliance with the policies of the Department. (1981 Code, § 580.71)

(B) Any member of the executive committee involved in a disciplinary action shall be removed from the committee and replaced by a member at large. (1981 Code, § 580.73)

(C) Any active member of the Department may make a written request to the executive committee, recommending disciplinary action. The executive committee shall notify the member charged of the charges. (1981 Code, § 580.75)

### **§ 31.18 ORDER OF BUSINESS FOR MEETINGS.**

The order of business for meetings of the Department shall be:

- (A) Call to order;
- (B) Roll call;
- (C) Reading of minutes of previous meeting and approval;
- (D) Report by the Treasurer of balances and approval;
- (E) Presentation of bills and communication and action on same;
- (F) Report of officers and committees;
- (G) Election of officers;
- (H) Old and unfinished business;
- (I) New business;

- (J) Good of the Department;
- (K) Adjournment. (1981 Code, § 580.81)

**§ 31.19 RAPID ACCESS KEY BOXES.**

(A) *Purpose.* To provide for rapid entry into buildings by the Lake City Fire Department during times of emergency and to protect the Fire Department sprinkler/standpipe connections on buildings from undue vandalism. (1981 Code, § 707.01)

(B) *Mandatory key boxes for fire suppression and standpipe systems.* When a building within the city is protected by an automatic fire suppression or standpipe system, it shall be equipped with a key box. The key box shall be at a location approved by the Lake City Fire Department. The key box shall be a UL type and size approved by the Lake City Fire Department. (1981 Code, § 707.03)

(C) *Mandatory key boxes for automatic alarm systems.* When a building is protected by an automatic fire or smoke alarm system and/or access to or within a building or an area within that building is unduly difficult because of secured openings and where immediate access is necessary for life saving or firefighting purposes, the Lake City Fire Department may require a key box to be installed at a location approved by the Lake City Fire Department. The key box shall be a UL type and size approved by the Lake City Fire Department. (1981 Code, § 707.05)

(D) *Keeper box switch.* The Lake City Fire Department may require a key box tamper switch connected to the building's fire alarm system. (1981 Code, § 707.07)

(E) *Security padlocks.* When a property is protected by a locked fence or gate and where immediate access to the property is necessary for life saving or firefighting purpose, the Lake City Fire Department may require a security padlock to be installed at a location approved by the Lake City Fire Department. The padlock shall be a UL type and size approved by the Lake City Fire Department. (1981 Code, § 707.09)

(F) *Security caps.* When a building is protected by an automatic sprinkler system or standpipe system and the Fire Department connection is exposed to undue vandalism, the Lake City Fire Department may require that a Fire Department connection security cap(s) be installed. The Fire Department connection security cap(s) shall be a type approved by the Fire Department. (1981 Code, § 707.11)

(G) *Non-applicability to certain dwellings.* The term **BUILDING** used herein means any building or structure located in the city, whether privately or publicly owned, including without limitation any building owned by the city or any other public, quasi-public or private entity or person; provided, however, that this chapter shall not apply to owner occupied one and two-family dwellings. (1981 Code, § 707.13)

(H) *Rapid response key boxes.* The rapid key boxes shall contain the following:

- (1) Keys to locked points of egress, whether in the interior or exterior of such buildings;
- (2) Keys to the locked mechanical rooms;
- (3) Keys to the locked elevator rooms;
- (4) Keys to the elevator controls;
- (5) Keys to any fence or secured areas;
- (6) Keys to any other areas that may be required by the Lake City Fire Department;
- (7) A card containing the emergency contact people and phone numbers for such building;
- (8) In addition, floor plan of the rooms within the building may be required. (1981 Code, §707.15)

(I) *Time for compliance.* All existing buildings shall comply with this section one year from its effective date. All newly constructed buildings not yet occupied or buildings currently under construction and all buildings or businesses applying for a certificate of occupancy shall comply immediately. (1981 Code, § 707.17).