



VILONIA FIRE DEPARTMENT BY-LAWS

**AS APPROVED BY THE VILONIA CITY COUNCIL
ON THIS DAY August 21 OF THE YEAR 2018.**

ARTICLE I

ESTABLISHMENT OF FIRE DEPARTMENT

- (A) THIS ORGANIZATION SHALL BE KNOWN AS THE VILONIA FIRE DEPARTMENT LOCATED IN VILONIA, ARKANSAS.
- (B) THE DEPARTMENT ORGANIZATION SHALL CONSIST OF A FIRE CHIEF, AND MAY ALSO HAVE AN ASSISTANT FIRE CHIEF, THREE CAPTAINS, THREE LIEUTENANTS (IF NEEDED TO MAINTAIN PROPER SPAN OF CONTROL AND AT THE DISCRETION OF THE FIRE CHIEF), AND NOT LESS THAN 10 FIREFIGHTERS.

ARTICLE II

PURPOSE

- (A) THE PURPOSE OF THIS ORGANIZATION IS TO PROVIDE A WELL-TRAINED, MOTIVATED, GROUP OF FIREFIGHTERS WHO ARE WILLING TO SERVE THE COMMUNITY OF VILONIA INVOLVING FIRES AND OTHER DISASTERS, AND TO PROMOTE THE TEACHING AND PRACTICE OF FIRE PREVENTION AND PROTECTION.

ARTICLE III

LEADERSHIP

- (A) THE POSITION OF THE FIRE CHIEF IS APPOINTED BY THE CITY COUNCIL OF THE CITY OF VILONIA.
- (B) THE CHIEF SHALL HAVE THE RIGHT TO SUMMON ANY AND ALL PERSONS AND/OR DEPARTMENTS TO AID IN THE EXTINGUISHMENT OF FIRE OR ANY OTHER DISASTER
- (C) AT FIRES THE CHIEF SHALL HAVE FULL POWER, CONTROL AND COMMAND OF ALL PERSONS PRESENT AND MAY DIRECT THE USE OF THE FIRE APPARATUS AND EQUIPMENT, AND COMMAND THE FIREFIGHTERS OF THEIR DUTIES AND MAY TAKE SUCH MEASURES NECESSARY IN THE PRESERVATION AND PROTECTION OF PROPERTY AND EXTINGUISHING OF FIRES.
- (D) THE CHIEF WILL BE RESPONSIBLE FOR THE CARE AND CONDITION OF ALL FIRE APPARATUS AND ASSOCIATED EQUIPMENT ON THE TRUCKS AS WELL AS THE EQUIPMENT AT THE FIRESTATION. IT MAY BE THE CHIEF'S DUTY TO SEE THAT ALL SUCH APPARATUS AND EQUIPMENT IS READY AT ALL TIMES FOR IMMEDIATE USE.
- (E) THE ASSISTANT CHIEFS, CAPTAINS AND LIEUTENANTS MAY BE DETERMINED BY A WRITTEN TEST AND AN INTERVIEW WITH THE FIRE CHIEF. DUTIES INCLUDE THE FOLLOWING
 - i. ASSIST THE CHIEF ON FIREGROUND AND ALL MEETINGS.

- ii. IN THE ABSENCE OF THE FIRE CHIEF, THE ASSISTANT FIRE CHIEF MAY PERFORM ALL THE DUTIES AND HAVE ALL THE AUTHORITY AND RESPONSIBILITY OF THE CHIEF AND SO ON DOWN THE CHAIN OF COMMAND.

ARTICLE IV

MEETINGS

- (A) MEMBERS MAY MEET AT LEAST TWICE A MONTH FOR TRAINING. REGULAR MEETING WILL BE HELD THE SECOND AND FOURTH THURSDAY OF EVERY MONTH BEGINNING AT 6:00 PM AT THE VILONIA FIRE STATION UNLESS OTHERWISE NOTIFIED. SPECIAL MEETINGS MAY BE CALLED AT THE DISCRETION OF THE FIRE CHIEF.

ARTICLE V

MEMBERSHIP

- (A) TO BECOME A MEMBER OF THE VILONIA FIRE DEPARTMENT THE FOLLOWING IS REQUIRED.
 - i. APPLICATION MUST BE COMPLETED AND SUBMITTED.
 - ii. ALL APPLICANTS ARE SUBJECT TO A BACKGROUND CHECK.
 - iii. ALL APPLICANTS ARE SUBJECT TO DRUG SCREENING.
 - iv. APPLICANTS WITH A FELONY RECORD WILL NOT BE CONSIDERED.
 - v. APPLICANTS WITH MULTIPLE TRAFFIC OR MOTOR VEHICLE CONVICTIONS WILL NOT BE CONSIDERED FOR MEMBERSHIP.
 - vi. THE MINIMUM AGE REQUIREMENT IS 18 YEARS OF AGE.
 - vii. THE MINIMUM AGE REQUIREMENT IS 21 YEARS OF AGE TO DRIVE ANY FIRE DEPARTMENT VEHICLES.
 - viii. APPLICANTS WILL BE PHYSICALLY AND MENTALLY CAPABLE OF PERFORMING ORDINARY TASKS FOR FIRE, RESCUE, AND EMS CALLS AS DETERMINED BY BOTH A WRITTEN APTITUDE AND PHYSICAL AGILITY TEST.
 - ix. ALL APPLICANTS WILL UNDERGO AN INTERVIEW PROCESS WITH THE FIRE CHIEF AND AT LEAST TWO OTHER OFFICERS.
- (B) FALSE INFORMATION ON APPLICATION WILL RESULT IN REJECTION OF THE APPLICATION AND EXPULSION FROM THE DEPARTMENT.
- (C) MEMBERS WILL BE REQUIRED TO ATTEND A MINIMUM OF 24 HOURS ANNUALLY OF APPROVED TRAINING THRU THE ARKANSAS FIRE ACADEMY.
- (D) NO MEMBER WILL RESPOND TO ANY CALLS UNTIL AUTHORIZED BY THE FIRE CHIEF OR ASSISTANT FIRE CHIEF AND UNTIL COVERED UNDER WORKERS COMPENSATION WHICH INCLUDES: INTRODUCTION TO FIREFIGHTING, PROTECTIVE EQUIPMENT, AND 8 HOUR WILDLAND.
- (E) WITHIN YEAR 1, MEMBERS WILL BE CONSIDERED PROBATIONARY AND WILL BE REQUIRED TO FINISH MODULES 1-7 (OR THE CHAPTER EQUIVALENT) AS PER THE ARKANSAS FIRE ACADEMY FIREFIGHTER TRACT.

- (F) ALL MEMBERS WILL BE REQUIRED TO HAVE A COPY OF ALL TRAINING CERTIFICATES IN TRAINING FILE. A COPY WILL ALSO BE SENT TO THE MAYOR FOR FILING IN PERSONNEL FILES.
- (G) INSURANCE, PENSION, RETIREMENT, AND OTHER BENEFITS OF THE VILONIA FIRE DEPARTMENT WILL ONLY BE APPLICABLE TO MEMBERS RESIDING IN THE VILONIA FIRE DEPARTMENT DISTRICT.
- (H) OUT OF TOWN TRAINING MUST BE PRE-APPROVED BY THE FIRE CHIEF FOR ANY REIMBURSEMENT OF EXPENSES. RECEIPTS FOR ACTUAL EXPENSES INCURRED FOR PRE-AUTHORIZED TRAINING MUST BE SUBMITTED TO QUALIFY FOR REIMBURSEMENT.

ARTICLE VI

DISCIPLINE OF PERSONNEL

- (A) THE FIRE CHIEF SHALL BE RESPONSIBLE FOR THE DISCIPLINE OF THE MEMBERS.
- (B) THE FIRE CHIEF IS GIVEN THE AUTHORITY TO SUSPEND OR EXPEL ANY MEMBER FOR REFUSAL TO OBEY ORDERS OR FOR MISCONDUCT OR FAILURE TO DO THEIR DUTY AT A FIRE, RESCUE OR OTHER EMERGENCY CALL.
- (C) THE FIRE CHIEF SHALL HAVE THE AUTHORITY TO SUSPEND OR EXPEL ANY MEMBER FOR NON-EMERGENCY RELATED REASONS AFTER ORAL OR WRITTEN NOTICE TO THE MEMBER OF THE CHARGES, EXPLANATION OF EVIDENCE, AND THE OPPORTUNITY FOR THE MEMBER TO PRESENT THEIR SIDE.
- (D) SUSPENSION TIME IS AT THE DISCRETION OF THE FIRE CHIEF.
- (E) NO RESPONSES WILL BE MADE BY PERSONNEL WHO HAVE CONSUMED ANY ALCOHOL OR CONTROLLED SUBSTANCES, REGARDLESS OF THE TYPE OF CALL.
 - i. VIOLATION WILL RESULT IN EXPULSION FROM THE DEPARTMENT.
 - ii. ANY MEMBER AIDING, ABETTING, OR CONCEALING THIS VIOLATION BY ANOTHER MEMBER WILL ALSO BE CONSIDERED IN VIOLATION OF THIS POLICY AND WILL ALSO BE EXPELLED.
- (F) IF A MEMBER IS EXPELLED FROM THE DEPARTMENT, HE/SHE MAY REAPPLY FOR MEMBERSHIP AFTER 1 YEAR FROM DATE OF EXPULSION.
- (G) DISCIPLINARY ACTION RESULTING IN SUSPENSION OR EXPULSION WILL BE REPORTED IN WRITING TO THE MAYOR FOR FILING IN PERSONNEL RECORDS

ARTICLE VII

Chain of Command

- (A) ANY PROBLEMS SHOULD BE REPORTED THROUGH THE PROPER CHAIN OF COMMAND.

- (B) IF A PROBLEM CANNOT BE RESOLVED AMONG THE INVOLVED PARTIES, THEY CAN SEEK RESOLUTION THROUGH THE CHAIN OF COMMAND UP TO THE FIRE CHIEF.
- (C) THE FIRE CHIEF WILL HAVE 5 FULL BUSINESS DAYS TO REVIEW THE COMPLAINTS OF INVOLVED PARTIES.
- i. IF THE PROBLEM IS CANNOT BE RESOLVED AT THIS LEVEL, THE PARTIES MAY SEEK REMEDY THROUGH THE MAYOR.
 - ii. THIS MUST BE SUBMITTED IN WRITING.
 - iii. THE MAYOR WILL ALSO HAVE 5 FULL BUSINESS DAYS TO REVIEW THE COMPLAINTS BEFORE ISSUING RECOMMENDATIONS.
 - iv. IF THE PARTIES STILL DO NOT FEEL THE ISSUE IS RESOLVED, THEY MAY REQUEST A REVIEW BY THE CITY COUNCIL.
 - v. THIS WRITTEN REQUEST WILL BE PLACED ON THE AGENDA OF THE NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING.