

**BOARD OF FIRE COMMISSIONERS
OF THE STILLWATER FIRE DISTRICT**

**RULES AND REGULATIONS
OF
The Stillwater Fire District as Amended**

Issued: March 12th, 1979
Revised: April 12th, 2005
Revised November 12, 2007
Revised June 11, 2012
Reviewed January 2015

Commissioners:
Anthony Ponzillo Chairman
Bill Ritter
Tom Rinaldi
Robert Carson
Jason Urdang
Barbara Comitale Secretary
Nick Maciariello Treasurer

ARTICLE I General Rules

1. In accordance with Section 176 of the Town Law, it is the duty of the Board of Fire Commissioners to establish rules and regulations for the operation of the fire service in the Stillwater Fire District.
2. Fire apparatus shall not leave the Fire District without permission of the Board of Fire Commissioners except for emergency response. Refer to the Vehicle Use Policy of the Stillwater Fire District. (revised 12 Nov 07)
3. When fire apparatus or equipment leaves the District, it is the responsibility of the Incident Commander to provide sufficient apparatus and staffing for the District to insure adequate protection at all times.
4. The Stillwater Fire District shall have a Fire Chief, Deputy Fire Chief, Assistant Chief and other line officers deemed appropriate, elected by the Fire Company. The Board of Fire Commissioners shall approve those elected to the Chief's positions at the Board meeting immediately preceding the Company elections. (revised 12 Nov 07)
 - a. Minimum qualifications for fire fighters serving the Stillwater Fire District **are contained in Policy number 8 of 2010 with amendments** and shall include NIMS ICS training, state fire training courses and length of service requirements. **Minimum training standards for line officers and fire police are contained in the Fire Company By-Laws as adopted August 11th of 2010 with amendments.** (revised 11 June 12)
 - b. NOTE: There are two goals, to obtain experience in a fire company with a low volume of calls and to build a progressive foundation through training in order to successfully manage a modern fire department in today's response environment.
 - c. Certificates **of completion from the issuing institution** for all required courses shall be available to the Fire District **for review** upon completion of any required course. It is the responsibility of the member to insure that certificates are on file. **The Board of Fire Commissioners reserves the right to reject or accept submitted training certificates.** (revised 11 June 12)
5. The fire Chief's, line officers and all personnel of the Arvin Hart Fire Company are under the direct jurisdiction of the Board of Fire Commissioners. At an incident within the Stillwater Fire District, the Fire Chief, Incident Commander or their designee is responsible and in charge of the incident. (revised 12 Nov 07)
6. It shall be the responsibility of the firefighter first reaching the scene of the incident to take command and will retain command until it is relinquished to another officer or firefighter. Upon assuming command of the Fire Company, the Incident Commander will be subject to the same regulations and responsibilities that any fire officer would.
7. The Fire Chief or his designee is required to attend the monthly meetings of the Board of Fire Commissioners.

8. It shall be the responsibility of the Fire Chief or their designee to see that all district apparatus and ancillary equipment is properly maintained and ready for immediate use. It shall be the responsibility of the Board of Fire Commissioners to support a maintenance program for all apparatus and equipment used by the fire company for emergency response.
9. Any requests for equipment or supplies needed by the Fire Company shall be submitted to the Board of Fire Commissioners by the Fire Chief or their designee. It is recommended that requests for equipment or supplies be submitted no later than August 1st prior to annual budget preparation. (revised 11 June 12)
 - a. **The driver of District apparatus shall adhere to the Vehicle Use Policy as adopted by the Board of Fire Commissioners as Policy 4 of 2007 with amendments.** (revised 11 June 12)
10. The Fire Chief shall inform the Board of any lost or damaged equipment at the time occurrence **and shall make a recommendation for replacement.** (revised 11 June 12)
- 11. Firefighters shall adhere to the Drug and Alcohol Policy number 1 of 2004 with amendments.** (revised 11 June 12)
12. Operations within the Stillwater Fire District shall be conducted in accordance with the provisions of the National Incident Management System, Incident Command System.
 - a. All members of the Fire Company shall complete ICS 100, and 700 and shall submit certificates **as prescribed by the training policy.** (revised 12 Nov 07) (revised 11 June 12)
13. Any violation of these rules and regulations, **policies, procedures, or SOGs as approved by the Board of Fire Commissioners** shall be deemed sufficient cause for suspension, removal from office or dismissal from the Fire Company by the Board of Fire Commissioners. (revised 12 Nov 07) (revised 11 June 12)

Article 2 Governance (revised 11 June 12)

1. Publically elected Commissioners shall be responsible for the Governance and fiscal management of the Fire District and shall adhere to the statutes relating to the duties of fire commissioners in Town Law, Article 11 to include all applicable sub sections as well as other State, Federal or Local statutes that apply.
2. Elections shall be conducted in accordance with the statutes prescribed in Town Law Article 11.
3. Upon being elected or re-elected each commissioner shall attend the required training as prescribed by Town Law within 270 days and shall sign the oath of office as prescribed by the NYS Public Officers Law and file with the Town Clerk within 30 days.

4. The Board of Fire Commissioners shall be required on an annual basis at the Organizational Meeting to perform the following functions;
 - a. Elect a chairperson
 - b. Appoint a treasure and secretary to the District commissioners and swear them in.
 - c. Designate the District depository
 - d. Designate at least one official newspaper for the district to place legal ads
 - e. Appoint an attorney for the District.
 - f. Appoint committees and committee assignments
 - g. Establish a meeting schedule
 - h. Set salaries and fees
 - i. Review and establish policies and procedures
 - j. Schedule any required reoccurring training.
 - k. Arrange with Chief and President to verify the roster of active volunteers
 - l. Develop and distribute RFP for Audit firm as applicable
 - m. Close out general fund and transfer balance to reserve accounts
5. The Board of Fire Commissioners are to prepare and submit an annual budget in the Month of September and shall follow the process as prescribed in Town Law, Article 11.
6. The Board of Fire Commissioners shall conduct public monthly meetings or special meetings as needed according to the provisions of Town Law.
 - a. Meetings shall be conducted on the second Monday of each month beginning at 7:30PM at the main fire station unless otherwise determined and announced according to regulations prescribed in Town Law and in the Open Meetings statutes as prescribed by the State.
 - b. Meeting agendas shall include;
 - i. Call to Order
 - ii. Attendance
 - iii. Approval of prior meeting minutes
 - iv. Open Forum
 - v. Correspondence
 - vi. Chief's Report
 - vii. Treasurers Report
 - viii. Apparatus Committee

- ix. Facilities Committee
 - x. Any additional committee reports as required
 - xi. Old Business
 - xii. New Business
 - xiii. Adjournment
7. Excessive Absences are defined by Policy number 1 of 2012 and amendments.
 8. Commissioners shall prescribe and adhere to a Code of Ethics as resolved by the Board of Fire Commissioners.

ARTICLE 3 Membership

1. Any person desiring membership in the Arvin Hart Fire Company must fill out and submit the prescribed application form.
 - a. Potential members must complete and furnish all information on the prescribed membership application **provided by the Fire Company.** (revised 11 June 12)
 - b. The completed application shall be submitted to the Fire Company's Correspondence Secretary for action by the membership.
 - c. Any person making application must have attained their 18th birthday prior to application.
 - d. Persons making application for membership must live within the Stillwater Fire District or in an immediately adjacent fire district at the time of application **and must adhere to Policy #13 of 2011 in reference to members moving out of the district after becoming members.** (revised 11 June 12)
 - e. Persons making application for membership in the fire company must be of sound body, in a physical condition commensurate with the duties of firefighting or support of firefighting **and must pass the medical screening and drug testing standards administered by the Fire District's medical provider.** (revised 11 June 12)
 - f. Applications accepted by the Fire Company must be submitted to the Board of Fire Commissioners for final approval.
 - g. Members shall not participate in any fire company activities until approved by the Fire Commissioners and **must receive** written confirmation of being placed on the Saratoga County volunteer firefighters benefit insurance roles. (revised 12 Nov 07) (revised 11 June 12)
2. The Board of Fire Commissioners shall be notified in writing by the Company Correspondence Secretary of the Company's removal or suspension of any member, giving the date and pertinent facts.

3. Any firefighter dismissed, suspended or disciplined by the Fire Company may apply for in writing and receive a review of such action by the Board.
 - a. Applications for review shall be in writing and must be presented by the Chief to the Secretary of the Board at least five (5) days prior to the next regularly scheduled meeting of the Board.
 - b. The decision of the Board is final.
4. Changes, **additions, deletions or modifications** to the SOGs and Code of Ethics of the Fire Company shall be reviewed and approved by the Board of Fire Commissioners. (revised 12 Nov 07)
5. **The Fire Company By-Laws shall not supersede the rules or regulations of the Fire District.** (revised 11 June 12)

ARTICLE 4 Responsibilities of Fire Officers

1. **Chief Officers shall adhere to Policy 7 of 2010 with amendments for a description of job duties.** (revised 11 June 12)

ARTICLE 5 Training

1. **Members shall adhere to the minimum training Policy number 8 of 2010 with amendments.** (revised 11 June 12)
2. It will be the responsibility of the Fire Chief to plan and conduct training sessions for the Fire Company **and shall make use of the County Training Facility or any other appropriate venue to accomplish quality training objectives.** (revised 11 June 12)

ARTICLE 6 Safety

1. All members of the Fire Company shall **adhere to the Vehicle Use Policy number 4 of 2007 with amendments.** (revised 11 June 12)
2. All company members engaged in an incident shall wear approved personal protective equipment as prescribed by the Chief or Incident Commander **or as contained in any Policies or SOG as adopted by the Board of Fire Commissioners.** (revised 11 June 12)
3. Persons other than Company members are prohibited for using or operating fire/rescue equipment without express permission of the Chief or Board of Fire Commissioners.
4. Injuries shall be reported to the Fire Chief/Incident Commander or their designee as soon as possible and subsequently to the Board of Fire Commissioners. Any required insurance forms shall be filed with the appropriate agency as soon as

possible and all accidents or injuries whether treated by a medical provider or not shall be sufficiently documented. (revised 11 June 12)

ARTICLE 7 Fire Police

1. The Arvin Hart Fire Company will have a unit known as Fire Police, consisting of company members and under the direction of an elected Captain and Lieutenant who answer to the Chief.
2. **Fire Police shall attend and obtain training as prescribed by State Law, rules and regulation and shall obtain a certificate for any prescribed training.** (revised 11 June 12)
3. **Fire Police are considered to be Peace Officers under New York State law and shall be registered as such in accordance with the regulations administered by the Department of Criminal Justice Services (DCJS).** (revised 11 June 12)
4. The duties of the Fire Police unit shall include:
 - a. Assist in traffic control
 - b. Protection of property
 - c. Assist in the control of spectators
 - d. The authority of the fire police exists only during incidents to which the company responds or for assignments to which they are assigned by the Fire Chief or designee, this also extends to their VFBL coverage.

ARTICLE 8 Fire District Equipment

1. Any equipment issued to members shall be maintained so that it functions as intended.
2. Any equipment that is damaged or lost shall be immediately reported to the Chief.
3. Any equipment that is damaged due to negligence shall be replaced at the expense of the member who was responsible for the equipment.
4. Any equipment that is deemed to be unsafe shall be immediately placed out of service, reported to the Chief and a repair form shall be filed out and submitted to the Chief or Commissioner.
5. Any equipment that is not returned upon departure of a member from the Fire Company shall be recovered by the Board of Fire Commissioners by any means available. It shall be the responsibility of the Chief to recover underutilized equipment and obtain the assistance of the Board if required.

ARTICLE 9 Effective Date & Amendments

1. These rules and regulations for the Stillwater Fire District shall become effective immediately.
2. The rules and regulations for the Stillwater Fire District may be amended by the Board of Fire Commissions at any regular monthly meeting, provided no less than 30 days written notice of the proposed amendment is given to each member of the Board. Prior to the implementation of changes, they shall be reviewed in a workshop conducted with representatives of the fire company to include the President and Line Officers. (revised 12 Nov 07)