



BY LAWS

Revised, passed by the Marquette Heights Fire Department Feb 2, 2019 and
Accepted by the Marquette Heights City Council-Feb 25,2019

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
<u>Table of Contents</u>	1-3
<u>Previous Editions</u>	4
<u>Preamble and Mission Statement</u>	5
Art. I . <u>Membership</u>	
Sec. A. Number of Members	6
Sec. B. Eligibility	6
Sec. C. Membership Committee	6
Sec. D. Recruitment	6
Sec. E. Application for Membership	6
Sec. F. By-laws to New Members	6
Sec. G. Membership Requirements	7
Sec. H. Training Requirements	7
Sec. I. Leaves of Absence	8
Sec. J. Retirement	8
Sec. K. Disciplinary Process	9-11
Sec. L. Final Actions by City Council	11
Art. II <u>Election of Officers</u>	
Sec. A. Election of Officers	12
Sec. B. Notice of Elections	12
Sec C. Election Ballots	12
Sec. D. Officer Qualifications	12
Sec. E. Office Vacancy	12
Sec. F. Temporary Appointment	12
Sec. G. City Officials as Fire Officers	13
Sec. H. Obligation to Department	13

Art. III.	<u>Meetings</u>	
	Sec. A. Rules of Order at Meetings	14
	Sec. B. Quorum for Meetings	14
	Sec. C. Quorum for Elections and Dismissal	14
	Sec. D. Quorum for Amendment Votes	14
	Sec. E. Business Meeting Dates	14
	Sec. F. Special Functions at Business Meetings	14
	Sec. G. Training Dates	15
	Sec. H. Holidays	15
	Sec. I. Locations for Training and Work Details	15
	Sec. J.K. Special Meetings	15
	Sec. L. Voting	15
	Sec. M. Chairman of By-laws-Sergeant at Arms	15
Art. IV.	<u>Officers and Their Duties</u>	
	Sec. A. Number of Officers	16
	Sec. B,C,D,E. Fire Chief-Responsibilities	16-17
	Sec. F. Assistant Chief-Responsibilities	17
	Sec. G. Captain-Responsibilities	17
	Sec. H. Lieutenant-Responsibilities	17
	Sec. I. Line Officers-Responsibilities	17
	Sec. J. No Line Officers at Scene	17
	Sec. K. Assistant Rescue Lieutenant-Responsibilities	17
	Sec. L. Secretary-Responsibilities	17
	Sec. M. Treasurer-Responsibilities	18
	Sec. N. Fire Inspector-Responsibilities	18

Art. V.	<u>Members Duties and Responsibilities</u> Sec. A-H.	19
Art. VI.	<u>Financial Control</u> Sec. A-E.	20
Art. VII.	<u>Fire Department Equipment</u> Sec, A-C.	21
Art. VIII.	<u>Amendment Procedures</u>	22

PREVIOUS EDITIONS

-

Revised, passed by the Marquette Heights Fire Department, and
Accepted by the Marquette Heights City Council—Sept. 1990

Revised, passed by the Marquette Heights Fire Department, and
Accepted by the Marquette Heights City Council – Jan. 2, 1995
Art. I, Sec. H.; Art II, Sec. D and Sec. H, subsec. 2; Art IV, Sec. O; Art. VII, Sec. D

Revised, passed by the Marquette heights Fire Department, and
Accepted by the Marquette Heights City Council—July 8, 1996
Art. I, Sec. G; Art. VIII, Sec. B and Sec. J

Revised, passed by the Marquette Heights Fire Department, and
Accepted by Marquette Heights City Council—Nov. 10, 1997
Art. I, Sec. G and H; Art. II, Sec. B; Art. III, Sec. J and N; Art. IV, Sec. A, N and O;
Art. V, Sec. D

Revised, passed by the Marquette Heights Fire Department, and
Accepted by Marquette Heights City Council—June 8, 1998
Art I, Sec. F subsec. 5; Art. II, Sec. H subsec. 8; Art. V, Sec. G

Revised, passed by the Marquette Heights Fire Department, and
Accepted by Marquette Heights City Council—December 13, 1999
Art. I, Sec. C, G subsec. 1, 5 & 6, and Sec. H; Art. II, Sec D, E, H; Art. IV, Sec. A,
H, M, and N

Revised, passed by the Marquette Heights Fire Department, and
Accepted by the Marquette Heights City Council—June 9, 2003
A total review and revision completed.

Revised, passed by the Marquette Heights Fire Department January 2, 2010, and
Accepted by the Marquette Heights City Council-January 11, 2010
Article I, Sec. I

Revised, passed by the Marquette Heights Fire Department March 5, 2016, and
Accepted by the Marquette Heights City Council-March 14, 2016
Eliminated Deputy Chief and both Captain positions. Created one Captain
position responsible for the duties of the eliminated positions.

Revised, passed by the Marquette Heights Fire Department Feb 2, 2019 and
Accepted by the Marquette Heights City Council-Feb 25,2019

Changed quorums from 2/3 to 50%

MARQUETTE HEIGHTS FIRE DEPARTMENT CONSTITUTION AND BY-LAWS

PREAMBLE

We, the Members of the Fire Department of the City of Marquette Heights, Illinois, do hereby avow that we are dedicated to the honest, continuous, and effective operation and administration of all the arms and instruments of the government of the City of Marquette Heights, including the direction and operation of the Fire Department in all respects, at the behest and under the ultimate control of the duly elected City Council and Mayor, they being the legal extension of the expressed wishes of the majority of the body politic.

It is hereby declared that the Marquette Heights Fire Department exists for the purpose of preventing, containing, fighting, and extinguishing fires that threaten lives, property, or welfare in the City of Marquette Heights; for lending aid to the physically incapacitated to the fullest extent possible; and for assisting public emergencies, including those identified and designated by area fire departments and civil defense officials under reciprocal aid agreements and civil defense commitments.

The Fire Department Constitution and By-laws hereinafter set forth shall apply insofar as they do not conflict with the Law of the State of Illinois or with the Ordinances of the City of Marquette Heights. The Constitution and By-laws shall govern the operation of the Marquette Heights Fire Department and the official conduct and practice of each and all of its members in the discharge of their Fire Department duties and responsibilities.

MISSION STATEMENT

Our mission...

To Protect life, limb, and property, to the best of our ability...To give hope, faith, and compassion to every human being in their time of need...With no regard to how trivial a request may seem...We will serve.

The Volunteers of the Marquette Heights Fire & Rescue Squad

ARTICLE I

MEMBERSHIP

- A. The Fire Department shall consist of personnel distributed between all shifts, in order to insure around-the-clock protection.
- B. Sound and active residents eighteen (18) years or over, and residing within the City of Marquette Heights, shall be eligible to apply for membership in the Fire Department. “Resident” shall be defined as “ A person who maintains his or her actual bon-a-fide domicile and regular place of abode within the geographical limits of said City of Marquette Heights.”
- C. There shall be a Membership Committee consisting of five (5) members appointed by the Chief, with approval of the majority of the Executive Board. Meetings of the Membership Committee shall convene with three (3) or more members present, but always on call of the By-laws Chairman. Responsibilities of the Membership Committee shall include:
 - 1. Monitoring the status of applicants to meet the minimum requirements set within the By-laws.
 - 2. Report monthly to the membership, the continued status of all members to meet the minimum requirements set within the By-laws.
- D. When necessary to maintain Department membership at minimum strength, the Membership Committee shall actively recruit new members, or shall direct recruiting of new members with the aid of current Members of the Department.
- E. Application for membership shall be forwarded to the Chief and then to the Membership Committee. This application form shall attest the applicant’s willingness to become a member of the Fire Department and that the applicant has read the Department Constitution and By-laws.
- F. Prospective new members must be provided a set of the Fire Department Constitution and By-laws; prospective new members shall be responsible for familiarizing themselves with the essence and content of the Fire Department Constitution and By-laws. Prospective new members will sign a “Document of Receivership” which will be placed in their personnel file.
- G. Membership in the Department shall be extended to the applicant after:
 - 1. Applicant’s attendance at:
 - Two (2) regular business meetings,
 - Two (2) regular department trainings, and
 - Two (2) regular squad trainings.Alternate training sessions may be substituted for any of the above trainings with approval of the Executive Board.
A waiver may be given for attendance to one (1) business meeting provided that all other training attendance has been met. This action requires an affirmative vote of the majority of a quorum.

2. Upon recommendation by the Membership Committee,
3. Upon favorable vote of at least a majority of the full actual membership at the next regular business meeting after the applicant qualifies on attendance.
4. The applicant's driver's license status has been approved by the City insurance carrier,
5. If the applicant does not meet these requirements within the first three (3) months the application should be void.
6. Any applicant who has met the requirements of the "Trainee Phase" due to prior experience and has completed the "Applicant Phase" requirements, may request a waiver to forgo the remaining nine (9) months of probation and be considered a full member with the same rights and responsibilities of such. This action requires an affirmative vote of the majority of a quorum.
7. Any Cadet who has successfully completed the Cadet program may immediately enter the "Trainee Phase" for a period of three (3) months. Membership in the Department shall be extended to the Cadet upon: (a) completion of the three (3) month "Trainee Phase"; (b) obtaining their Class B Driver's License; and (c) successful completion of Haz Mat Awareness training.

H. Training Requirements

1. Minimum training attendance shall be addressed at the end of each quarter of the calendar year. Actual physical attendance, proof of alternate training attendance or make-up attendance for a scheduled training must be maintained to meet 50% for Firefighter/Staff officers and 66% for Line Officers. Acceptance of alternate and make-up training shall be at the discretion of the Chief and Captain, as well as the Rescue Lieutenant when applicable, due to availability issues.
2. Failure of any member to meet the 50% minimum at the end of the training quarter shall automatically place the member into "Trainee Member" status until reevaluated at the end of the next quarter. Any member who does not meet the minimum requirement at this time or who falls below the minimum a second time in any one calendar year will be automatically dismissed as a member of the department.
3. Failure of any Line Officer to meet the 66% minimum within their elected term shall result in removal from office at the next regular business meeting with the office vacancy as with any mid-term vacancy.
4. Failure of any firefighter to be in compliance with their current (50%/66%) minimum training attendance at the time of any election shall result in ineligibility for any elected office nomination.

I. Leaves of Absence

1. Personal leave shall be limited to one (1) four (4) month period in a twelve (12) month period, starting from the beginning of the first day of any previous leave. Firefighters, upon return to duty from any leave, shall demonstrate equipment proficiency within three (3) months, providing the absence was longer than four (4) months.
2. Medical leave by elected and appointed positions which extend beyond one month shall result in an interim appointment, for the remaining length of the term, chosen by the Chief with the approval of the Executive Board. Upon release from medical leave, the interim appointment will be discontinued and responsibilities returned to the original holder. If the leave extended longer than four (4) months, proficiency must be shown within one (1) month of release, prior to returning to the appointed position.
3. Firefighters on leave will not respond to any calls. Firefighters may attend trainings as observers only, unless the Chief gives prior approval. Firefighters will not get credit for calls, work details, or training while on leave. Officers going on personal leave for more than one (1) month shall resign their position. A mid-term vacancy election shall fill the vacancy. Radios shall be left on the deck when the Officer goes on leave.
4. Absences shall be recorded on the attendance record as follows:
 - a. (M) medical leave of absence
 - b. (G) government ordered leave of absence
 - c. (P) personal leave of absence
 - d. (A) all other absences

All members must meet the minimum training attendance regardless of type of absence. Members returning mid-quarter, from a "leave of absence" of any type, must meet their minimum training requirement applicable to the remainder of that quarter.

J. Retirement

Retirement from the Department may be made by a Member after completing ten (10) full years of active service, either continuous or cumulative broken service. Retirement from the Department may be made by a Member who becomes medically disqualified.

Retirement from the Department may be made when a Member attains sixty (60) years of age, providing he has five (5) active years of service.

The Membership will approve all retirements by majority vote of a quorum meeting of the Department.

K. Disciplinary process

1. Members of the Department may be disciplined for misconduct in accordance with the procedures contained in this section. For the purpose of this section, misconduct shall constitute any violation of the bylaws of the department, violations of any local, state or federal law or regulation, or any other activity that tends to undermine or impede the efficiency or reputation of the fire department.
2. All members of the department shall cooperate with and truthfully respond to any inquiry made by the Fire Chief, any member of the Executive Board, any member of the Fire Committee of the City Council, or any member of the City Council. Failure to do so constitutes misconduct that will serve as an independent basis for disciplinary sanctions under this section.
3. During the investigation of alleged misconduct, the Fire Chief is encouraged to utilize good management practices including, without limitation, the following:
 - a. Informal discussion intended to resolve disputes or disagreements;
 - b. Careful investigation of alleged acts of misconduct including discussions with the member who is subject of the allegations;
 - c. Preparation of written reports which detail evidence gathered with respect to allegations of serious misconduct;
 - d. Prompt investigation in the event of an allegation of misconduct.
4. Upon determination by the Fire Chief that any member of the department has engaged in misconduct, the Fire Chief may, in his discretion, take the following actions:
 - a. Orally reprimand the member of the department;
 - b. Issue a written warning reprimand to the member of the fire department which written reprimand will describe the misconduct which serves as a basis for the reprimand;
 - c. Suspend the member from the fire department for a period not to exceed 30 days. All suspension shall be imposed in writing and shall describe the misconduct which serves as a basis for the suspension; or
 - d. Request the dismissal of the member from the fire department in accordance with the procedures as stated within the by-laws. A request for dismissal shall describe the misconduct which serves as a basis for the request.
5. All members of the Department shall be notified in person or by mail at least one week in advance of any dismissal, recall, or appeal hearings to be brought before the membership.
6. Motion for dismissal will be addressed at the next regular business meeting or a special meeting called by the Chief.

7. Full dismissal from the department may be enacted by a majority vote of a quorum of membership.
8. Any Officer may be recalled from office for failure to perform his specified duties or malfeasance in office. Such recall is to be accomplished by a majority vote of a quorum of membership.
9. The membership may, then, choose to retain or dismiss the recalled officer from the department by a majority vote of a quorum of membership.
10. Recall action resulting in an office vacancy shall be filled as with any mid-term vacancy.
11. Process of internal appeal to Executive board and Membership
 - a. Any Member who has been dismissed or suspended shall have a hearing and review before the Executive Board no sooner than one (1) day not longer than ten (10) days, providing it was not the Executive Board that invoked said action. The date of the hearing and decision of the Executive Board shall determine the date of dismissal or suspension or reinstatement. The Secretary will report to the Membership the results of the hearing at the next regular business meeting.
 - b. Any Member or Officer or Trainee that feels he was unjustly dismissed or suspended from the Department shall have seven (7) days from the date of dismissal or suspension to request, in writing, to the Secretary, a hearing before a majority of the full actual Department Membership. Such hearing is to be conducted at the next regular business meeting after the date of the request. Restoration of Membership or setting aside of a suspension at such hearing shall be accomplished by a majority vote of the Members present at the meeting.
12. Any member who has completed the internal process of appeal may file a written appeal with the Chairman of the Fire Committee of the City Council within five (5) calendar days after receipt of the actions taken by the internal appeal process. Upon request of an appeal, the Fire Committee of the City Council shall conduct a hearing on the appeal in accordance with the procedure as stated within the by-laws.
13. A written request for appeal shall be deemed to have been properly filed if timely submitted as stated above to the office of the City Clerk and addresses to the intended recipient.
14. Upon receipt of the appeal request the Fire Committee of the City Council shall within Thirty (30) days commence a hearing on such appeal request. The Chairman of the Fire Committee of the City Council shall preside. In the absence of the Chairman, another member selected by those present shall preside. If any member of the Fire Committee of the City Council is also a member of the Marquette Heights Fire Department, the Mayor shall appoint an alternate alderman for discipline proceedings. During any such hearing, the member who is the subject to the hearing may, at the expense of the member, be represented by

legal council. With the consent of the City Council, the city attorney or other council approved by the City Council may represent the Fire Chief. Any party to the hearing may present relevant testimony and/or other evidence in support of his or her position. Formal rules of evidence shall not apply during any such hearing. However, the presiding member of the Committee shall have the right to exclude evidence, which he or she deems irrelevant, inflammatory, or repetitive. Rulings of the presiding member of the Committee on procedural and evidentiary issues may be overturned by a majority of the Committee. Any member of the department shall, at the request of the presiding member of the Committee, appear at any hearing conducted under this section. Subject to the paramount authority of the City Council as hereinafter established, decisions and determinations by the Fire Committee are final.

- L. The Marquette Heights City Council or Mayor may impose discipline in accordance with the procedure established at Section 7-1-8 of the City Code of the City of Marquette Heights.

ARTICLE II

ELECTION OF OFFICERS

- A. Election of officers shall be held on the first Saturday of each January, or on the second Saturday of January if the first Saturday is a legal holiday. The terms of office of all elected Officers of the Department shall be for one (1) year beginning with the regular business meeting in February.
- B. All members of the Department shall be given two (2) weeks notice, by mail, of any election of Officers.
- C. Election of Fire Department Officers shall be by secret ballot. The Member, in person, shall cast the ballot. There shall not be proxy or absentee ballots allowed. In the event there are three or more candidates for an office, the second and succeeding ballots shall not include the candidate receiving the lowest number of votes of the preceding ballot, in the event there is not a majority vote for one candidate. Election of Officers shall require an affirmative vote by a majority of the Members present, providing there is a quorum.
- D. To qualify for Line Officer, a member must have one (1) year or more of current, continuous service in the Marquette Heights Fire Department (including probation period) and shall possess a Class "B" driver's license.
Any firefighter that has completed the Applicant phase and has the equivalent past experience to meet the minimum 50 % training attendance for the previous twelve (12) months may request that the "one (1) year of current continuous service in the Marquette Heights Fire Department, including probation period" as stated in Article II, Section D be waived. This action shall require an affirmative vote by a majority of the active membership.
- E. Should a mid-term vacancy occur between the January business meeting and the July business meeting, an election shall be held at the next regular business meeting in the same manner as with regular elections, or a special meeting if necessary, to fill the unexpired term of the office. In the case of the office of Chief, the Assistant Chief shall assume the office of Chief, resulting in an Assistant Chief vacancy.
- F. If a mid-term vacancy occurs between the July business meeting and the January business meeting an interim appointment to fill the unexpired term of the office will be made by the Chief with the approval of the Executive Board. The Chief, with approval of the Executive Board, may request an election if it is felt to be necessary.

- G. No Fire Department elected Officer shall concurrently be an elected City Official. Any Fire Department Member who is an elected City Official will respond to the directives of the Fire Department Officer in charge of business meetings, training meetings, and emergency calls and will perform all Fire Department regular member duties.
- H. All Fire Department members, regardless of occupation, part-time employment or other activities are subject to adhering to the by-laws and policies of the Marquette Heights Fire Department.

ARTICLE III

MEETINGS

- A. Regular business meetings of the Department are to be conducted by “ Robert’s Rules of Order” in the following sequence:
 - 1. Call to order
 - 2. Roll call of Officers and Members
 - 3. Approval of the previous meeting
 - 4. Report of Officers
 - 5 Report of committees, including standing committees, select committees, and special committees.
 - 6. Communications
 - 7. Old business
 - 8. New business
 - 9. Payment of bills
 - 10. Adjournment
- B. A quorum for regular business meetings, special meetings, elections, and dismissal deliberations shall consist of at least a majority of the full actual membership, including the presiding Officer and the Secretary or his interim designate.
- C. Assemblages of at least a majority of the full actual membership of the Department are required for conduct of election of Officers and for hearings on appeal from dismissal and for consideration of recall action against Officers.
- D. Meetings held to include votes on amendments to the Constitution and By-laws must be attended by at least 2/3 of the active membership of the Department: otherwise, the question of amendments of the Constitution and By-laws shall not be entertained.
- E The regular business meetings of the Department shall be held on the first Saturday of every month, beginning with January, at times chosen by the membership or designated by the Chief or by his duly appointed surrogate as suit the convenience and necessity of the Department.
- F. Elections, hearings, dismissal deliberations, amendments, considerations, recall action, and similar functions may be conducted during regular business meetings of the Department, providing due notice is given to the Members and providing a sufficiency of Members is present to meet stipulated majority action requirements in each instance.

- G. Department Training shall be held on the third (3rd) Sunday of each month from 0800-1200. Squad Training shall be held on the first (1st) Thursday of each month at 0900-1100 and 1830-2030. Upon advance approval by the Chief, substitute days and times may be chosen to suit the convenience of the Department. The Chief and the Officers shall individually or jointly fix the times and places of training drills for the Department as a whole in each calendar year, in addition to the twelve (12) regular business meetings.
- H. Whenever a designated regular business meeting or training is to fall on a legal holiday, the Department Executive Board shall, in advance, set another day for its accomplishment to fulfill the total number of such assembled sessions required by the By-laws.
- I. Locations for training drills and work details shall be prescribed by the appropriate officers of the Department.
- J. The Chief, at times and places specified by him, may call Special meetings.
- K. Special meetings must be called by the Chief when so requested in writing by a majority of the full actual membership of the Department.
- L. The Chairman of the Fire Department business meeting, normally the Chief or a delegate appointed by the Chief, shall have the right to request a roll-call vote. However, any two (2) voting members, by objecting to waive the roll-call vote, shall require the Chairman to hold a secret ballot or show of hands, as motioned.
- M. The Chairman of the By-laws Committee is the Sergeant-at-Arms. His duties are to see that the Fire Department Meetings conform to the Department Constitution and By-laws.

ARTICLE IV

OFFICERS AND THEIR DUTIES

- A. There shall be one (1) Chief, one (1) Assistant Chief, one (1) Captain, and one (1) Lieutenant as elected Line Officers. There shall be one (1) Assistant Rescue Lieutenant, one (1) Secretary, one (1) Treasurer, and one (1) Fire Inspector as elected Staff Officers. These eight (8) Officers shall constitute the Executive Board of the department. This board shall have the authority to conduct the business of the department, subject to the decisions of the membership on certain matters, where and as prescribed herein, but otherwise at the board's discretion.
- B. The Chief shall be the head of the Department, subject to the laws of the State of Illinois, ordinances of the City of Marquette Heights, and the Constitution and By-laws of the Marquette Heights Fire Department, the same of which he is Chief.
- C. The Chief shall be held responsible for the satisfactory condition and efficient operation of the Department in compliance with Section 7-1-1 thru 7-1-17 of the municipal codebook. He must take, or cause to be taken, an inventory of all Fire Department equipment and supplies once a year, and he must convey this inventory to the Chairman of the Fire Committee of the City Council, certifying it to be complete and accurate in all respects. He must report to the Fire Committee Chairman of the City Council any repairs to be made to the equipment of the Department.
He shall see to the proper training of Members of the Department.
He shall inspect, or cause to be inspected and tested, hose once a year.
He shall be in charge of public information and public relations on behalf of the Department, informing the citizens of Marquette Heights of Fire Department activities, when it is in the public interest to do so, and disseminating public safety information pertinent to the purpose of the Fire Department, in consultation with the Fire Department Executive Board, with the approval and understanding of the Chairman of the Fire Committee of the Marquette Heights City Council.
He shall see that each fire is carefully investigated to determine its origin and cause.
- D. The Chief shall be in charge of conducting all meetings except that when the Chief cannot be present at a meeting, he shall notify the Assistant Chief, or Captain, if necessary at which time the Assistant Chief or Captain shall conduct the meeting. The Captain, at the pleasure of the Chief, will normally conduct training drills and work sessions when they concern individual squads.

- E. The Chief shall set forth and affirm duties, responsibilities, and procedures deemed appropriate by him for the general welfare and effective operation of the Fire Department, insofar as such duties, responsibilities, and procedures do not conflict with the Fire Department Constitution and By-laws, Marquette Heights Ordinances, and Illinois State Statutes.
- F. The Assistant Chief shall assist the Chief in the discharge of the Chief's duties and responsibilities.
- G. The Captain, in addition to assisting with the management of the department as directed by the Chief, shall coordinate the training activities of the Fire Department at the direction of the Chief. The Captain shall render status reports every month, at the regular business meetings of the Department on training and proficiency of the Department.
- H. The Lieutenant shall be in direct charge of medical care in coordination with the designated EMS Lead Instructor. The Lieutenant will function as the department's EMS Coordinator. The Lieutenant will provide oversight of all patient care, and the Lieutenant will be the training resource officer for the medical portion of the fire department functions. Duties will be performed as directed by the Chief and the standards set forth by the Peoria Area Emergency Medical System, Region Two (2), and the Illinois Department of Public Health.
- I. Line Officers shall report to the Chief at all calls and assist him in the discharge of his duties.
- J. In the absence of Line Officers, the most senior Member to arrive at the scene shall command the Department with all the powers and responsibilities of the Chief.
- K. The Assistant Rescue Lieutenant shall assist the Rescue Lieutenant in the discharge of the administrative Rescue Lieutenant duties and responsibilities.
- L. The Secretary's responsibilities shall include the following:

The Secretary shall record the minutes and attendance of the meetings of the Fire Department, and shall hold the minutes open for inspection by persons having legitimate interest in the Fire Department, subject to the provisions of sub-section 6 of Section C of Article IV of the Constitution and By-laws of the Marquette Heights Fire Department.

The Secretary shall notify Members of special meetings. The Secretary shall see that minutes of any business conducted are available to the membership within one week following the meeting.

- M. Responsibilities of the Treasurer include the following:
The Treasurer shall observe and obey explicitly the directions and obligations of the office specified in 7-1-5B of the City Codes.
The Treasurer shall report to the Membership every month the balance of money on hand, and give a detailed account of receipts and disbursements.
The Treasurer shall receive funds on behalf of the Fire Department, and keep proper records of receipts and expenditures of Fire Department's funds, and deposit, or cause to be deposited, in a properly designated bank account, all money received on behalf of the Fire Department, and shall keep a constant and accurate record of the Fire Department bank account. The Treasurer shall prepare an annual financial statement for the department and comply with any audits required by the City.
- N. The Fire Inspector will be responsible for the inspections of properties accessible to the public. He will keep accurate records of all inspections and may be accompanied by another regular Department Member or Members, when available, during all inspections.

ARTICLE V

MEMBERS AND THEIR DUTIES

- A. All Members shall give strict and immediate obedience to the orders of their appointed and elected Officers. Members will carry out all orders of the Officers in command at an emergency insofar as it is not deemed to be life threatening.
- B. All Members will make every reasonable effort to attend all meetings, work sessions, and training drills of the Department.
- C. All Members will make every reasonable effort to respond to any emergency calls of which they have been notified, or about which they become knowledgeable. Notification is presumed when a Member hears the fire siren, notification by pager has occurred, and/or when the blue beacon atop the firehouse is in operation and has been seen.
- D. Each Member shall return to the firehouse after any emergency to which he has responded, and shall not leave until dismissed by the Officer in command. Any early dismissal granted shall be up to the Officer in command with credit for attending the call to given at the Officer's discretion.
- E. All Members shall assist in the work of the Department, whether such work represents their assigned duties or not, and in the absence of any specific orders or apparent work to be done, they shall report to the Officer in command.
- F. Each Member is responsible for all personal equipment and any other property of the Department entrusted to him. Each Member issued or entrusted with Fire Department equipment or property will sign for it, acknowledging his basic obligation that when he ceases to be a Member of the Department, he shall return all Department equipment and property in his possession to the Chief or the Assistant Chief.
- G. Any member that has been consuming any alcoholic beverage in the previous eight (8) hours, WILL NOT respond to any fire department function, excluding the Annual Inaugural Banquet. Any firefighter suspected of being under the influence of alcohol can be relieved of duty by the next senior firefighter at the function and any other firefighter who shall serve as a witness.
- H. All members shall follow, to the best of their abilities, the standing operating procedures and guidelines of the Department.

ARTICLE VI

FINANCIAL RESOURCES AND CONTROL

- A. Any expenditures on behalf of the Department by the City, or expenditures by the Department later to be reimbursed by the City, must be approved by the Chairman of the Fire Committee.
- B. Monies of the Department shall be kept in a bank account of its choosing. Checks drawing on this account must be signed by any two (2) of these four Officers of the Department; the Treasurer, the Chief, the Assistant Chief, and/or the Captain. The Treasurer shall affect deposits into the bank account of any monies received by the Department itself in whatever manner. He shall render to the Department at each regular business meeting a full accounting of receipts, disbursements, and balance in the bank accounts.
- C. Fund raising projects contemplated by the Fire Department, or by volunteer groups of any kind on behalf of the Fire Department, are subject to prior approval by the membership.
- D. The executive Board may approve necessary expenditures not to exceed one hundred dollars (\$100) of Department funds in any single instance or for any single unit of equipment or supplies, but expenditures of Department funds exceeding one hundred dollars (\$100) in any single instance must have prior approval at a regular business meeting or at a special meeting properly convened. Any expenditure by the Executive Board must have 2/3 majority vote of the entire Board. The Chief shall cause to be entered upon the minutes of the next regular business; what the expenditures were for and the amount of the expenditures.
- E. A Financial Ledger Account for allocation of funds will be kept by the Treasurer showing an accurate record of expenditures and receipts. The ledger will be broken down into three (3) funds; General Fund, Foreign Fire Tax Fund, and Savings. Each Fund will show a balance of its own and then a total balance of all the Funds combined.

ARTICLE VII

FIRE DEPARTMENT EQUIPMENT

- A. All equipment and supplies, including personal issue, now possessed and hereafter obtained by or for the Marquette Heights Fire Department, whatever the source, howsoever financed, purchased, or acquired, which are or which become, by virtue of either use of description, Fire Department equipment, supplies, or recreational equipment (excepting distinctively personal and private equipment and possessions of Department Members or others) are declared to be, and shall be the exclusive property of the Marquette Heights Fire Department and of the City of Marquette Heights for their joint and common control, convenience and necessity in terms of the official functions of each and both insofar as those functions relate to the avowed purposes of the Marquette Heights Fire Department.
- B. Receipt of Fire Department equipment or supplies issued to Members for their temporary retention or for their use in the line of Fire Department duty through the duration (or a part thereof) of their membership in the Department, must be acknowledged by them in writing. Upon their ceasing to be Members, they shall properly surrender such equipment or supplies into Fire Department possession, at which time the department shall give them receipts therefore.
- C. Fire Department apparatus and all equipment of the Department shall be properly and adequately maintained at all times so as to remain constantly useable and effective, and adequate amounts of appropriate supplies shall be immediately available as demanded by actual and potential emergencies enlisting or requiring Fire Department attention.

ARTICLE VIII

AMENDMENT PROCEDURE

Amendments to the Fire Department Constitution and By-laws shall be accomplished in the following manner:

Upon proposal by a majority of those present at a regular business meeting or a special meeting of the Department, any amendment shall be read in full at that meeting and then laid over to the next regular business meeting or to a (or another) special meeting for a vote to approve or disapprove its adoption. Approval of any amendment by the City Council at its next regular meeting following the Fire Department action on the amendment.

The master copy of all past and present by-laws and amendments will be on file in the Marquette Heights City Office and the Marquette Heights Fire Department Office. Subsequent amendments to the By-laws shall be interjected into the appropriate page and section of the By-laws.

The foregoing Constitution and By-laws supercede any and all previous by-laws or rules or regulations or the like, of or pertaining to the Marquette Heights Fire Department; and these same after herein established are in full force and effect from and passage by the Marquette Heights Fire Department and acceptance by the Marquette Heights City Council.

All members of the Department shall be notified, in person or by mail, at least one week in advance of any Amendment Proposal to be brought before the membership.