

Article I. Officers And Members

Section 1.01 Officers Of The Department

Officers of the department shall consist of the following:

- 1 – Chief
- 1 – Assistant Chief
- 1 – EMS Coordinator
- 1 – Captain
- 1 – Assistant EMS Coordinator
- 2 – Lieutenants
- 1 – Safety Officer
- 1 – Training Officer
- 1 – Fire Prevention Officer
- 1 – Secretary

Section 1.02 Combining Of Duties

The following officer's duties may be combined with any other position on the department:

Safety Officer
Training Officer
Fire Prevention Officer
Secretary
EMS Coordinator
Assistant EMS Coordinator

Section 1.03 Chain Of Command

The highest-ranking member at an incident scene will remain in command until he/she is relieved of command by a superior officer or relinquishes command to a lower ranking member. The chain of command within the department and at all emergency incidents will be as follows:

- 1st - Chief
- 2nd - Assistant Chief
- 3rd - Captain
- 4th - Lieutenants with at least five years experience in the department and Chief approval
- 5th – Firefighter or EMS person with the most seniority

The individual with the highest level of medical training (regardless of rank) shall direct EMS patient handling and treatment. The titles of Board of Directors, Safety Officer, Training Officer and Secretary do not denote any authority of command. Personnel are not permitted to assume command at a non-medical incident until they have been trained to a minimum of Firefighter I & II. Personnel are not permitted to assume command at a medical incident until they possess a medical license.

Section 1.04 Duties Of Officers

Duties of officers will be as Follows:

Chief - Shall be responsible for supervising, regulating, and managing the department. The Fire Chief shall control all department activities. The Chief shall have final say in all departmental decisions. Enforce the department's rules, regulations, and procedures. Establish rules, regulations, and procedures as necessary to ensure department efficiency and effectiveness. Observe and perform all duties relating to Fire Chiefs, fire departments and fire personnel as are imposed by Federal, State,

and/or local ordinances or regulations of Hadley Township. Shall head all committees. Shall make recommendations to the township board regarding the fire department and fire prevention. Submits a monthly report to the Township Board regarding the activities and status of the department as well as submitting an annual budget in June.

Assistant Chief -	Shall answer directly to the Fire Chief and assume the responsibilities of the Chief in his/her absence. Shall assist the Fire Chief in all department matters.
EMS Coordinator -	Works under the direction of the fire Chief. Assists the Chief in planning, directing and coordinating the operations of the fire department EMS personnel.
Captain -	Works under the direction of the Fire Chief and Assistant Fire Chief. Assists the Fire Chief and Assistant Chief in planning, directing and coordinating the operations and activities of the fire department.
Assistant EMS Coordinator –	Works under the direction of the Fire Chief and EMS Coordinator. Assists the Fire Chief and EMS Coordinator in planning, directing and coordinating the operations and activities of the fire department EMS personnel.
Lieutenants -	Works under the direction of the Fire Chief, Assistant Chief and Captain. Assists the Fire Chief, Assistant Chief and Captain in planning, directing and coordinating the operations and activities of the fire department.
Safety Officer -	Works to ensure the safety of all members of the department. Maintains records and prepares reports as required. At a fire or emergency scene any member of the department may be temporarily designated as scene Safety Officer by the Incident Commander and will be responsible for overall safety at the scene. A scene Safety Officer reports to the Incident Commander.
Training Officer -	Shall be responsible for developing, conducting, coordinating, and supervising fire and emergency training meetings and activities. Maintains records and prepares reports as required.
Secretary -	Shall be responsible for the keeping of records of department proceedings, minutes of meetings, an accurate role of members, and assist in preparing the agenda of regular and special meetings with the Fire Chief.

Note: All paid officers must submit a written report of their monthly activities at each business meeting.

Section 1.05 Appointment of Rank

Applicants for the position of Chief must submit an application no later than the May business meeting. Anyone interested in the remaining officer positions must submit an application no later than the November business meeting. Annually in September, the Review And Appointment Board will consider all positions for reappointment. The Review And Appointment Board will recommend any reappointments, other than the position of chief, deemed necessary in October. The positions of Reserve and Firefighter will be considered and appointed as necessary.

Chief -	Appointed by Township Board. A candidate may be recommended to the township board by the membership of the fire department.
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Assistant Chief -	Appointed by the Review And Appointment Board. A candidate may be recommended to the Review And Appointment Board by the membership of the fire department.
EMS Coordinator-	Appointed by the Review And Appointment Board. Recommended by the Chief and Assistant Chief.
Captain -	Appointed by the Review And Appointment Board. Recommended by the Chief and Assistant Chief.
Assistant EMS Coordinator-	Appointed by the Review And Appointment Board. Recommended by the Chief and Assistant Chief.
Lieutenant -	Appointed by the Review And Appointment Board. Recommended by the Chief and Assistant Chief.
Safety Officer -	Appointed by the Review And Appointment Board. Recommended by the Chief and Assistant Chief.
Training Officer -	Appointed by the Review And Appointment Board. Recommended by the Chief and Assistant Chief.
Firefighter -	Appointed by the Review And Appointment Board.
First Responder -	Appointed by the Review And Appointment Board.
Reserve -	Appointed by the Review And Appointment Board.

Section 1.06 Other Distinguished Positions

Board of Directors (Fire Suppression) - Elected by vote of membership
Board of Directors (EMS Operations) - Elected by vote of membership
Secretary - Elected by vote of membership
Lapeer County Representative – Elected by vote of membership
Fire Prevention Officer – Elected by vote of membership

Article II. Applicants And Retirees

Section 1.01 Applicants

Applicants must be at least eighteen years of age. Applicants will be required to pass a departmentally approved physical examination and drug test. Applicants will be subject to departmental examination of driving and criminal records. Minimum requirements must be met before an applicant will be appointed Reserve status. Applicants will submit a written application and will be placed on a waiting list. Applicants will not attend meetings until they are appointed as Reserves. Reserves will be paid for attending meetings. Reserves involved in fire suppression will be paid for runs after a period of six months. Reserves involved in EMS operations will be paid for runs upon acquiring a medical license. Persons must receive permission from their respective Review and Appointment Board before attending Firefighter I&II or Medical First Responder or greater. Reserves must complete fire school in a period of two years or they will be subject to a review by the Review And Appointment Board. After completing fire school a reserve may be appointed as Firefighter. Applicants that have previous training or experience may request immediate member status from the Review and Appointment Board.

Section 1.02 Residency

Applicants must live inside or within a reasonable distance of Hadley Township. Members or reserves that move away from the township will be reviewed by the Review And Appointment

Board and may be required to resign. Upon request to resign, all Hadley Township Fire Department equipment must be returned to the department. Upon returning to the township, previous members may reapply to the department.

Section 1.03 Retirees

Any member who has completed fifteen years of service to the department and wishes to retire as an active member may become an "Honorary Member" for the rest of his/her natural life. Honorary Members will receive an "Honorary Member" badge and may attend social functions associated with the department.

Anyone who has been a member for at least five years may retain his/her badge if he/she so wishes. Members serving less than five years must return their badges to the department upon leaving.

Article III. Boards

Section 1.01 Board of Directors

There shall be a Fire Board of Directors and an EMS Board of Directors; each board of directors shall consist of three members, only one of which may be an officer. The first director shall be elected to serve a term of three years. The second director shall be elected to serve a term of two years. The third director shall be elected to serve a term of one year. Thereafter directors shall be elected to serve overlapping three-year terms. At the beginning of each year the board of directors shall always contain a member with three years, two years and one year remaining to serve. If a director leaves the department or is promoted to a commanding officer position during their term, a special election shall be held to find a replacement for the remainder of the director's term.

The Boards of Directors shall act as mediators between their respective membership and Officers.

Each board of directors shall ensure that a representative attends meetings of the other board to facilitate communication between the two boards. Any and all disagreements that cannot be resolved between the two boards of directors will be resolved by a decision from the Chief.

Section 1.02 Review and Appointment Board

The Fire Review And Appointment Boards shall consist of the Fire Board of Directors and the Chief. The EMS Review And Appointment Boards shall consist of the EMS Board of Directors, the EMS Coordinator and the Chief.

Section 1.03 Review Of Members

The officers and each Review And Appointment Board shall review the attendance and performance of their respective members and reserves annually in September. The Review And Appointment Boards may take corrective actions for deficiencies found.

Article IV. Meetings

Section 1.01 Business Meetings

A monthly fire suppression business meeting will be held on the first Wednesday of each month. The Chief, Assistant Chief, Secretary and the Board of Directors will meet at 7:00pm. All paid officers will submit a written report of their monthly activities. All members required to attend will meet at 8:00pm. Members must be present for at least one hour to receive credit for attendance. Business meetings will adjourn by 10:00 pm. A daytime make-up meeting will be held at 9:00 a.m. on the fourth Wednesday of each month.

Section 1.02 Training Meetings

A monthly training meeting will be held on the third Wednesday of each month. All members required to attend will meet at 7:00pm. Members must be present for at least one hour and must also complete all scheduled training evolutions to receive credit for attendance. A daytime make-up meeting will be held at 9:00 a.m. on the fourth Wednesday of each month.

Section 1.03 EMS Meetings

A monthly EMS meeting will be held on the first Tuesday of each month. All members required to attend will meet at 7:00pm. Members must be present for at least one hour and must complete all scheduled training evolutions to receive credit for attendance. A daytime make-up meeting will be held at 9:00 a.m. on the first Wednesday of each month.

Section 1.04 Special Meetings

Special meetings may be scheduled as necessary. All members required to attend shall meet as scheduled. Members must be present for at least one hour to receive credit for attendance.

Section 1.05 Rescheduling Of Meetings

Meetings may be rescheduled as necessary to prevent conflict with holidays and other events.

Section 1.06 Attendance

Members and Reserves involved in fire suppression are only allowed three unexcused absences from business meetings and three unexcused absences from training meetings annually. Members and Reserves involved in fire suppression are only allowed 6 total absences from business meetings. Members and Reserves involved in fire suppression are only allowed 4 total absences from training meetings. Members and Reserves that are involved in EMS operations must attend a minimum of six EMS meetings annually. Members and Reserves may request credit for a missed meeting after attending a departmentally approved make-up meeting. An absence can only be considered as excused by a direct conversation with an officer prior to the meeting. Persons failing to meet this requirement will be subject to a review by the Review and Appointment Board.

Article V. Voting and Elections

Section 1.01 Voting Members

A voting member is any individual who has been reserve or member for at least one year.

Section 1.02 Election Voting

Elections for the positions of Board of Directors, Secretary, Lapeer County Representative and Fire Prevention Officer will take place at the business meeting in January of each year. Nominations must be submitted by the December business meeting.

All members are requested to vote. If a member is unable to be present at an election, votes may be submitted via absentee ballot to any member of their respective Board of Directors. Absentee ballots must include a vote for all applicable positions. Absentee ballots must be signed by a member in order to be valid. Only votes cast for interested parties are to be considered valid.

For voting, the Board of Directors will provide a blank ballot containing all positions to be voted on. Members will complete a ballot and present it to the Board of Directors. Votes will be tallied along with the absentee ballots.

A majority vote constitutes an endorsement.

The Chiefs ballot will be held aside and only used to break a tie vote. The Directors tabulating the vote will keep the inclusion or lack of inclusion of the chief's ballot secret. Whether Chief's ballot is used or not used it will be discarded with the other ballots.

Article VI. Charges and Discipline

Section 1.01 Charges

Any formal charges against a member must be made in writing and must be signed by the individual submitting the charge. Any charges contested and not resolved within the department, may be presented to the Hadley Township Board.

Section 1.02 Disciplinary Action

The Review And Appointment Board will decide disciplinary action. The Chief or officer in charge may take immediate action until the Respective Review and Appointment board meets. The decision of the Review And Appointment Board will be presented in writing to the individual charged.

Article VII. Training

Section 1.01 Performance of Duties

No member shall perform any duty that he/she is not properly trained and/or qualified to do.

All members shall take place in all departmental training programs unless the officer in charge has excused them.

All members must maintain a minimum training as outlined in Departmental, State, and Federal requirements.

Article VIII. Amendments

Section 1.01 By-law Changes

The By-Laws may be amended by submitting the proposed change in writing to the secretary. The proposed amendment will be read at three business meetings. The proposed amendment will be voted on by the membership immediately following the third reading.

The Chief of the department may amend the bylaws as necessary to ensure department integrity and to remain in compliance with federal, state and local laws, rules and regulations.