

Patten Volunteer Fire Department

By-Laws

Article I – Organization

These are the By-Laws of the Town of Patten Volunteer Fire Department as amended by the Officers of the Fire Department on 07/09/2024. These By-Laws automatically void all previous By-Laws.

Article II – Membership

1. Membership will be open to all legal residents of the Town of Patten and any non-resident who works in Patten or lives in a town or township to which the Patten Fire Department holds a contract.
2. Any individual who desires to become a member of the Patten Fire Department must fill out an application and attend an Officer's Meeting.
3. After attending the Officer's Meeting, the probationary member will attend the next three (3) months meetings; two (2) meetings per month; six (6) meetings in total; and all other Fire Department functions. Fire Department functions are described as drills, station duties, training sessions, fire events and fire equipment readiness.
4. At the end of the probationary period, the Officers will meet and review the actions of the probationary member. At this time, the Officers will vote to accept or reject the probationary member as a regular member of the Patten Volunteer Fire Department. If accepted, all accumulated points earned during the probationary period will become retroactive.

Article III - Meetings

1. Members are expected to attend all regular Patten Fire Department meetings.
2. Regular meetings will be held twice monthly.
3. Station duties will be held at the Fire House once monthly.
4. There will be one workday each Spring and Fall on a date to be determined. These workdays will be used for cleaning and testing the fire hoses and as cleaning workdays at the Fire House. A cookout will be provided at these events, and Fire Department personnel are urged to bring their families.
5. The Fire Department Officers' may change the dates and times of all meetings and functions at their discretion, and all Fire Department personnel will be informed of such change.

Article IV – Attendance

1. Attendance at meetings, training sessions, station duties and functions, drills and fires are required.
2. Any member who does not attend any Fire Department function for any one (1) consecutive month will be considered an inactive Fire Department member. Any inactive member must return all Fire Department equipment in his or her possession to the Officers of the Fire Department within ten (10) days.

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3. An inactive member may apply for reinstatement after a 30-day waiting period. Officers will review the re-application and vote whether to reinstate or terminate the membership.

Article V – Point System

1. The point system is a plan devised to reimburse the Fire Department members based on individual participation at emergency fire events. Points will also be awarded for all meetings, station duties, training and drills attended.
2. Each year an amount is budgeted as compensation for qualifying members.
3. Payments are calculated and distributed to members semi-annually.
4. The dollar value of a point is determined by dividing the total compensation by the total number of qualifying points for that period.

Article VI – Training

1. All training not performed in-house by the Patten Fire Department must be pre-approved by the Fire Chief and members of the Select Board. Firefighters must have a signed permission form on file prior to attending any paid training in order to be compensated for the training. Permission forms are signed by the Fire Chief. Compensation will not be paid for training that was not pre-approved.
2. All firefighter training courses will be compensated upon completion. Compensation will only be made after successful completion of the course.
3. Basic Firefighter Class: Approximately 80 hours. Training will be compensated after successful completion of the course.
4. A full day of training of six (6) hours; and one-half day training session of three (3) to five (5) hours will be compensated.

Article VII – Appointment of Officers

1. Officers to be elected include Fire Chief, Assistant Fire Chief, Captain and Secretary/Treasurer.
2. The position of Fire Chief will be for a one-year term. All interested individuals shall complete an employment application and submit the application to the Patten Town Manager. An employment interview will be scheduled and once the position is filled the prospective candidate will be approved by the Patten Select Board. The Fire Chief shall have the powers and duties set forth in MRSA 30-A, Section 3153 et.al. The administrative rules and regulations of the Fire Chief shall not be effective until the appointment has been approved by the Patten Select Board.
3. The Assistant Fire Chief will be for a one-year term. All interested individuals shall complete an employment application and submit the application to the Patten Town Manager. An employment interview will be scheduled and once the position is filled the prospective candidate will be approved by the Patten Select Board. The Assistant Fire Chief will act with full authority in the absence of the Fire Chief and shall have responsibilities as set forth in any administrative rules and regulations adopted pursuant to number two (2) above.
4. The Captain and Secretary/Treasurer positions will be voted on by the Fire Department members and approved by the Fire Chief, the Town Manager and the Patten Select Board.

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5. The Patten Town Manager shall have the authority to dismiss any officer or member, without prior notice as described in the Town of Patten Employee Personnel Manual to ensure the safety and well-being of the Fire Department, its members, and the people we serve.

Article VIII - Officer Duties

1. Fire Chief: The Fire Chief has primary authority at all meetings and fires. In the absence of the Chief such authority will revert to the Assistant Fire Chief then to the Captain.
2. Secretary/Treasurer: The Secretary/Treasurer shall be responsible for maintaining and keeping all Fire Department records and accounts.

Article IX - Dues

1. Effective January 1, 2003, the State of Maine Fire Federation dues will be paid by the Town of Patten Fire Department.

Article X - Policy

1. All Town of Patten firefighters attending any fire call are required to wear the assigned Personal Protective Equipment (PPE). This equipment includes coat, boots, bunker pants, helmet and gloves.
2. Any firefighter not adhering to this policy will not be allowed on the fire house grounds and will not be compensated for attending any fires or fire house events.
3. All firefighters will return to the fire station after all calls in order to become fire-ready for the next fire event. Exceptions may be made by the Fire Chief or fire scene commander. Firefighters who do not return to the fire station without permission will not receive compensation for attending the fire.
4. All firefighters will wear a pager at all times when within the pager range. Pagers are provided by the Patten Fire Department.
5. The Patten Fire Department has a no tolerance policy regarding drinking alcohol and/or illegal drug use while acting as a member of the Patten Fire Department. Any member responding to a Fire Department event while under the influence of either alcohol or drugs will be asked to leave and will be placed on immediate suspension from all fire duties. Written documentation by the Fire Chief will identify the details regarding this event. The Fire Chief and Town Manager will meet to determine disciplinary action with written documentation of this meeting and a copy will be placed in the fire member's personnel file.

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Approved by the Patten Fire Chief on 12-10-24

Signature: *Jason Malum*

Approved by the Patten Select Board on DEC 10, 24

Gregg Smallwood
Gregg Smallwood, Chair

Dennis Kelly
Dennis Kelly, Vice-Chair

Rae Bates
Rae Bates

Janice Dancer
Janice Dancer

Theresa Schmidt
Theresa Schmidt

I have read and understand the Patten Volunteer Fire Department By-Laws and agree to adhere to all policies and procedures as outlined above.

Signature

Date

Revised: 03/05/2007
11/14/2023
08/16/2024