

PATTEN FIRE DEPARTMENT BY-LAWS

1) ORGANIZATION

- a) These are the By-Laws of the Patten Fire Department as amended by the Officers on March 5, 2007.
- b) These amended By-Laws automatically void all previous by-laws.

2) MEMBERSHIP

- a) 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 provides fire protection.
- b) Any individual who desires to become a member of the Patten Fire Department must fill out an application and attend an Officers Meeting.
- c) After attending the Officers Meeting, said individual will attend the next three (3) months' meetings (six total meetings), and all other Fire Department functions as a probationary member.
 - i) A function is defined as a regular meeting, drill, training session, fire or other event deemed necessary by the Officers.
- d) At the end of the probationary period, the Officers will meet and review the records of the probationary member. At this time, the Officers will vote whether to accept the probationary member as a regular member. If accepted, all points will be retroactive from the first regular meeting attended.

3) MEETINGS

- a) Members are expected to attend all regular meetings.
- b) Regular meetings will be held on the first and third Monday of every month at 18:30 (6:30 PM) at the Fire Station.
- c) Station duties will be held at the Fire Station the second Monday of each month at 17:30 (5:30 PM).
- d) There will be one work day each spring and fall. These days will be used for the cleaning and testing of hoses, and as general work days at the Fire Department. There will be a cookout at these events and members are welcome to bring their families along.
- e) Times and dates of meetings may be changed and additional functions may be held if the Patten Fire Department Officers feel there is a need to do so.

4) ATTENDANCE

- a) Attendance at meetings, training sessions, station duties, drills, fires is required, as well as any other Fire Department function requested by the Officers.
- b) Any member that does not attend any Fire Department function (meeting, fire, station duties, drill, training) for any consecutive one (1) month period will be considered an inactive member.
 - i) Any member deemed inactive must return all fire department equipment in his/her possession to the Officers within ten (10) days.
- c) An inactive member may apply for reinstatement after a 30-day waiting period.
 - i) The Officers will review the re-application and shall decide whether to reinstate or terminate membership.

5) POINT SYSTEM

- a) The point system is a plan devised to reimburse Fire Department members fairly based on individual participation.
 - i) Each year, an amount is budgeted as compensation for qualifying members.
 - ii) Payments are calculated and distributed to members semi-annually.
 - iii) Members will receive points for all meetings, fires, station duties, training, and drills attended.
 - (1) If a member becomes inactive, points will be awarded for all meetings, station duties, training, and drills attended *but not* for any fires attended that pay period.
 - iv) The dollar value of a point is determined by dividing the total compensation by the total number of qualifying points for that period.
 - (1) The Fire Chief, Assistant Fire Chief and Captain will receive three (3) points for each Fire Department function (except as noted below).
 - (2) The Secretary and members certified as either Firefighter 1 or 2 will receive two (2) points per Fire Department function (except as noted below).
 - (3) All Basic Firefighters will receive one (1) point per Fire Department function (except as noted below).
 - (4) Station duties count as two (2) points per member per station duty occurrence regardless of the classification of the firefighter.
 - (5) Work days count as three (3) points.

6) TRAINING

- a) All training not performed in-house by the Patten Fire Department must be pre-approved.
- b) Firefighters must have a signed permission form on-file prior to attending any paid training in order to be compensated for the training.
 - i) Compensation will not be paid for training that was not pre-approved.
- c) The amounts listed below will be included in each semi-annual pay period. Points *will not* be allotted for these trainings.
 - i) Firefighter Mods 1 and 2
 - (1) Mods completed in the six-town area (Patten, Mt. Chase, Island Falls, Stacyville and Oakfield) will be compensated at \$40 per completed block.
 - (2) Mods completed out of the six-town area will be compensated at \$50.00 per completed block.
 - ii) Non-firefighter, one or two training courses
 - (1) Training in the six-town area (Patten, Mt. Chase, Island Falls, Stacyville and Oakfield) will be compensated at \$40 per full day training.
 - (2) Training out of the six-town area will be compensated at \$50.00 per full day training.
- d) All four-hour or less, local-area training sessions are compensated through the point system.
 - i) Points earned are paid at the end of each semi-annual pay period.

7) OFFICERS

- a) Officers shall be elected from the regular active membership on an annual basis at the regular meeting held on the first Monday in December.
- b) Officers to be elected include Fire Chief, Assistant Fire Chief, Captain, and Secretary/Treasurer.
- c) The Officers have the authority to dismiss any member without prior notice as deemed appropriate to ensure the safety and well-being of the Fire Department, its members, and the people it serves.

8) OFFICERS DUTIES

- a) 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 Chief and likewise down the chain of command.
- b) Secretary/Treasurer: The Secretary/Treasurer shall be responsible for maintaining and keeping all Fire Department records and accounts delegated to him/her.

9) DUES

- a) Effective January 01, 2003, the Maine State Fire Federation dues will be paid by the Patten Fire Department.

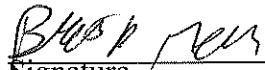
10) POLICY

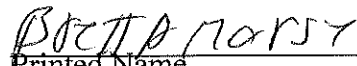
- a) All Patten firefighters attending any call are required to wear their assigned Personal Protection Equipment (P.P.E.) provided to them by the Town of Patten. This equipment includes coat, boots, bunker pants, helmet, gloves, etc.
- b) Firefighters not adhering to this policy will be subject to the following conditions:
 - i) Said firefighter will not be allowed on the fire grounds.
 - ii) Said firefighter will not receive compensation for attending the fire.
- c) All members will return to the station after all calls in order to become fire-ready once again.
 - i) Exceptions can be made by the scene commander.
 - ii) Those who do not return without permission *will not* receive compensation for that call.
- d) All members of the Patten Fire Department shall wear their pagers at all times when within pager range.
- e) The Patten Fire Department has a zero-tolerance policy regarding drinking and/or drug use while acting as a member of the Patten Fire Department.
 - i) Any member responding to any Fire Department function while under the influence of either alcohol or drugs will be asked to leave and will be placed on immediate suspension from duties.
 - ii) The Officers will meet to determine the disciplinary action to be taken.
 - iii) All actions will be documented and placed in the member's personnel file.

I acknowledge that I have read and understand the Patten Fire Department By-Laws.

Signed: November 14, 2023

Patten Fire Department



Signature


Printed Name


Select Board

Cody Brackett, Chair


Gregg Smallwood, Vice-Chair


Rae Bates


Dennis Kelly


Janice Dancer