

By-Laws, Rules and
Regulations



— OF THE —

Monticello Fire Company



Organized September 19, 1892

Article 1. Title and Object

Sec. 1. This company shall be known as the Monticello Fire Company.

Article II. Organization

Sec. 1. The organization of the company besides the ordinary members thereof shall consist of a chief, assistant chief, captain and lieutenant of hose company, captain and lieutenant of hook and ladder company, captain and lieutenant of chemical company, fire marshal, secretary, treasurer, three trustees and such standing and special committees as may be deemed necessary for the proper transaction of business.

Article III. Election of Officers

Sec. 1. The officers of secretary, treasurer, and trustees shall be elected by ballot at the regular meeting. A majority of all votes cast shall elect.

Sec. 2. The assistant chief, captains, and lieutenants shall be appointed by the chief with promotions based on seniority and merit and with removal only for just cause after fair trial.

Sec. 3. The members of the standing committees shall be appointed by the chief and shall hold office for one year or until removed.

Article IV. Companies

Sec. 1. Hose and engine company. A captain, lieutenant and eight men who shall be drilled in the proper handling of pumper engine, laying of hose, making couplings at hydrants and placing nozzles.

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Sec. 2. Hook and Ladder company. A captain, lieutenant, and six men shall be drilled in the proper handling and raising of ladders, ventilating buildings, general salvage work, and aid to the hose and engine company.

Sec. 3. Chemical and Engine company. A captain, lieutenant, and 6 men shall be drilled in the proper handling of chemical engine and to become familiar with discharging, recharging and flushing out of chemical hose.

Sec. 4. Fire Marshalls. A chief fire marshal and three men.

Article V. Chief

Sec. 1. The chief shall be at the head of the department subject to the state laws, and ordinances of the village, and the rules and regulations here-in adopted. He shall be held responsible for the good order and efficiency of the department. His removal from office be only for just cause after fair trial.

Sec. 2. It shall be his duty to examine the condition of the fire station, apparatus, hose and all other property of the department. In this connection he shall keep or cause to be kept in a permanent, accurate and neat form, records of the extent, nature and cause of fires, the amount of hose laid, apparatus used and the names of members attending. He shall also keep or cause to be kept an up-to-date record of all Fire Department property and of supplies purchased, and of all fire prevention inspections of buildings and their premises, fire hydrants, ect. and of schools and drills held and the names of members attending.

Sec. 3. The fire alarm signals shall be such as prescribed by the fire chief and it shall be his duty to test or have tested al a regularly designated time, the fire alarm system and to see that it is working properly.

Sec. 4. He shall inspect or cause to be inspected buy members of the fire department, the fire hydrants every three months, and during the spring and fall inspection of each year, hydrants shall be flushed and oiled and examined. During freezing weather fire hydrant barrels examined to see that the latter are kept dry. Defective conditions shall be immediately reported to the proper authority.

Sec. 5. The chief or a competent drill instructor shall thoroughly instruct and drill all members of the department at least monthly in the use of apparatus and equipment; in addition he shall also hold one or more meetings a month for the purpose of discussing fire prevention and fire fighting methods, state laws and ordinances, inspection of buildings by the entire department, and life saving. The chief shall also familiarize himself and instruct all members as to conditions in the water-works system, its possibilities, location and size of water mains, fire hydrants and other water supplies, and such other business in the line of duty. In this connection he shall cause to be safely and neatly filed publications, maps, ect. on fire prevention and protection and such other educational literature provided the department and to make use of it to the best advantage of all members.

Sec. 6. He shall attend all fires, when not providentially hindered or excused by proper authority and direct the officers and members in the performance of their duties.

Sec. 7. He may in his judgment suspend members from duty and shall make a report of such action to the proper authorities as soon as practical thereafter.

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Sec. 8. He shall report any officer or member of the department who by reason of age, disease, accident or other incompetence does not properly perform his duty.

Sec. 9. It shall be the duty of an assistant chief, when so appointed, to yield ready and implicit obedience to all orders from his superiors, to familiarize himself with the rules and regulations of the Fire Department and compel all members under his command to do likewise. It shall be his duty to closely superintend the department under his charge and to do everything in his power for the best interests of the Fire Department

Sec. 10. In the absence of the chief the assistant chief shall command the department, in his absence the senior captain, in the absence of a captain, the senior lieutenant shall command.

Article VI. Captains

Sec. 1. A captain shall command his company, and the first captain to arrive at a fire shall exercise command until the arrival of his superior officer.

Sec. 2. They shall preserve the discipline of their respective companies and instruct the members concerning their duties and see that each member knows the location, name and use of each piece of equipment.

Sec. 3. They must inspect all equipment regularly and frequently with the driver or engineer and see that all of the equipment is clean, placed in its proper position and ready for service on the apparatus. In this connection once each month they shall make a report to the chief on the condition of the apparatus, hose and other equipment under their charge.

Article VII. Lieutenants

Sec. 1. A lieutenant shall, in the absence of his captain, exercise the same duties and have the same power as devolve upon the captain. At all other times he shall perform such duties as the captain may direct.

Article VIII. Engineers and Drivers

Sec. 1. Engineers and drivers must inspect their apparatus frequently and always after each run, also check the oil, gas, water, battery, and tires, and keep a record of the pumping and pressures maintained and make their report to the captain.

Sec. 2. Equipment found broken or needing attention as to minor repairs and adjustment shall be taken care of, if possible, by the engineer and drivers.

Sec. 3. The cleanliness of the apparatus, motor and pump is most strenuously insisted upon, and after returning from fires the apparatus must be rinsed off before backing it into the station.

Sec. 4. When driving apparatus speed limits shall be such as are consistent with safety considering traffic, weather and road conditions. Special care shall always be taken upon approaching to all intersections, the apparatus kept under control and ready to stop. Violations of this rule shall be held as reckless driving and punishable by dismissal and liability for damages incurred. Should the testimony of reliable eye witnesses, if any, taken to fix blame. In absence of an officer the driver is solely responsible for his apparatus. In any event, the driver's testimony shall be considered before fixing the blame.

Article IX. Duties of Fire Marshals

Sec. 1. The fire marshal and his deputies shall compose this detail. In the absence of the chide fire marshal the next ranking deputy in numerical order shall be in charge.

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The general duties of the fire marshals shall be, on alarm of fire, to proceed to the scene of the fire in the most quick and direct route. Arriving they shall take charge of the fire scene, prevent interference with the department, driving over hoses, ect. Should furnishings and merchandise be removed from buildings, they shall see it is placed safely, covered if possible, and allow no unauthorized persons to molest such materials.

After the fire, they shall see that the building is secured, and the proper owners or occupants left in charge. Should none be present a guard should be secured to watch the premises.

In case of suspicion or incendiary fires, they shall, working in conjunction with the police department, immediately secure all evidence possible, photos of actual conditions found upon extinguishment of the fire, names of persons connected with the case ect. This evidence should then be carefully preserved for future use in the case.

Article X Duties of Secretary, Treasurer, Trustees

Sec. 1. It shall be the duty of the Secretary to keep a record of all the proceedings of the Company, to call the roll, to record all absences, to keep books and preserve the records of the Company. He shall collect all moneys due the Company, giving proper receipt therefore, and pay the same over to the Treasurer, taking his receipt therefore. He shall give each member at least one day's notice of any special meeting. He shall notify each person elected a member of the Company of such election and furnish him with a copy of these by-laws.

Sec. 2. It shall be the duty of the Treasurer to receive all moneys collected by the Secretary and to give him receipt therefore; to keep a regular account of all moneys as received, and pay it out on the order of the Company when such orders are properly signed by the Secretary and countersigned by the Chief; to give an account of the state finances of the Company when it may be called for by the Company ; and to make an annual itemized report of the sums received and from what sources, the sums paid out, and the balance on hand or the deficiency due the Treasurer, accompanied by proper vouchers thereof. He shall submit his books and documents to the examination of the Trustees to enable them to make a proper report.

Sec. 3. It shall be the duty of the Trustees to have charge of the property of the Company and see that it is properly taken care of and kept in repair, and make an inventory annually or when called for by the Company and to collect all uniforms and paraphernalia of outgoing members.

Sec. 4. It shall be the duty of the Trustees to examine the books of the Secretary and Treasurer on the last Saturday in November of each year and make a report on the same at the next regular meeting.

Article XI. Members

Sec. 1. It shall be the duty of all members while on duty to give strict obedience to the lawful orders of the officers duly elected and appointed over them and under no consideration shall any attention be given to the orders, suggestions and criticism of unauthorized persons.

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Sec. 2. On alarm of fire, members in the neighborhood of the fire station shall promptly respond with apparatus, others shall respond for service by the best possible route.

Sec. 3. All members must assist in the work of the department, whether it may be 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 charge of their company.

Sec. 4. At fires and drills when the work at hand is completed, all working tools and equipment shall be replaced in its proper position by its assigned members. After same is done all members shall help uncouple the water lines if laid and wet, roll up each section, and load on the apparatus.

Sec. 5. No one not a member of the department, unless authorized by the chief, shall be allowed to ride on the apparatus or to handle equipment. Each member is charged with the enforcement of this rule.

Sec. 6. The officer in charge shall ride on the seat at the side of the driver, ladderman on top of seat at the side of the driver, the pipemen on the rear running boards, and all others on top of the apparatus. No member is permitted to ride on the side running boards, except with the permission of the chief.

Sec. 7. The regular meeting and drills of this department shall be held on such regular time and place as may be directed by the chief. All members must attend. Any member absent from three successive meetings without permission shall be dropped from the roll.

At these drills the chief or other officer in charge shall arrange and conduct such appropriate instruction as to increase the efficiency of the department. However, at no time shall instruction periods spent be less in total than two hours per month.

Sec. 8. Fire prevention being one of the most important functions of the fire department, all members shall study functions of the fire department, all members shall study and learn the state standards of safety, be at all times on the alert for fire hazards and take steps to have them removed.

Sec. 9. The fire station and all appurtenances and the premises in general shall be kept clean, orderly and in sanitary condition. Every member of the department shall be held individually responsible for any act or negligence on his part which may contribute towards violation of this rule.

Sec. 10. All members shall notify the chief when sick or when desiring to be excused from duty, and no member shall be permitted to leave a fire for any reason unless excused by the officer in command. Wandering around the fire grounds and engaging in unnecessary conversation with others will not be tolerated.

Sec. 11. Any member of the department may be dropped from the roll for any of the following offenses, to-wit:

1. Intoxication.
2. Any act of insubordination.
3. Any act of oppression or tyranny.
4. Neglect of duty.
5. Neglect or disobedience of orders.
6. Absence from fires or drills without permission.
7. Immoral conduct.

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8. Conduct unbecoming a gentleman.
9. Any violation of rules and regulations governing the department.

Article XII. Election of Members

Sec. 1. Any person of not less than 18 years of age, of good character and standing, shall be eligible to membership in the Company.

Sec. 2. The application of any person to become a member of this Company shall be made in writing and filed with the Secretary to present this application at the next regular meeting of the Company. If a vacancy exists the Company shall proceed to vote on the applicant by ballot, and if no more than two black balls appear against him he shall be elected.

Article XIII. Rules of Order

1. But one member shall be entitled to the floor during the same period of time.

2. Every member desiring the privilege of the floor shall rise and address the chair.

3. No member shall be allowed to speak until properly recognized by the chair.

4. No question can come before the Company unless properly moved and seconded and declared open to discussion by the chair.

5. Any member may call for the yeas and nays on any question, when each member shall be required to answer to his name on the roll.

6. All questions unless otherwise decided by the by-laws shall be settled by a majority of members present.

7. No member shall speak more than five minutes on any one subject except by permission of the chair.

8. When a point of order is raised by any member, the person having the floor shall take his seat until the point is decided by the chair, when if proper he may resume.

9. When a motion is properly before the Company it must be disposed of before another can be entertained, nor shall a motion be made subject to more than two amendments.

10. No subject laid upon the table shall be taken up again during the same meeting unless it was so understood when thus disposed of.

11. A motion to reconsider must come from a member who voted with the majority when the action to reconsider was taken.

12. Any member may appeal to the Company from the decision of the chair when the question shall be stated thus: "Shall the decision of the chair be sustained?" which shall be decided by a majority of two-thirds of all the members voting.

13. All resolutions offered must be given in writing.

14. No member shall leave the room during the meeting unless permission is given by the chair.

15. At any meeting of this Company ten members shall constitute a quorum.

Article XIV. Amendments, Ect.

Sec. 1. Any proposed amendments to these by-laws shall be offered in writing and shall lie upon the table until the next regular meeting thereafter. No alterations or amendments shall be made unless two-thirds of all members present concur therein.

Order of Business

1. Roll call.
2. Reading minutes of previous meeting.
3. Report of Committees.
4. Presentation of bills and action on the same.
5. Nomination of candidates for membership.
6. Election of officers.
7. Unfinished and miscellaneous business.
8. Second roll call.
9. Adjournment.

Article XV. Time of Meeting, Ect.

Sec. 1. The regular meeting of the Company shall be the first Monday of each month. The annual meeting shall be the regular meeting in December.

Sec. 2. The regular meeting for practice shall be the first Monday of each month at 8 p. m. previous to the business meeting unless some other date shall be decided on by the respective Company. Practice meetings shall be from May to October inclusive.

Sec. 3. Special meetings may be called at any time by the Chief and at the written request of five members the Chief, Assistant Chief or Secretary shall call a special meeting.

Sec. 4. The time of holding meetings shall be 7:30 p. m. from October to April and 8:00 p. m. from April until October and the siren shall be blown one-half hour before each meeting.

Sec. 5. These by-laws are to take effect as soon as adopted by majority vote of the Company.

The above and foregoing bylaws adopted by the Company at the meeting held Monday, Feb. 6, 1939

C. M. STAUFFER, Chief
W. E. BLUM, Secretary