

ORDINANCE NO. 211

AN ORDINANCE PROVIDING RULES AND REGULATIONS FOR GOVERNING VOLUNTEER FIRE DEPARTMENT OF THE CITY OF STILWELL, OKLAHOMA, REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF STILWELL, OKLAHOMA:

ARTICLE I

SECTION 1. The name of the organization shall be the Stilwell Volunteer Fire Department.

ARTICLE II

SECTION 1. The following shall be elected by ballot from the members of the Department:

1. Chief
2. Assistant Chief
3. Secretary-Treasurer

SECTION 2. That said officers shall be elected by majority vote of the members at the first regular meeting in April each year. Officers will hold office for a term of one year. Officers will be installed at the first meeting in May following their election in April.

SECTION 3. The Chief shall be elected for a term of one year and may only serve two terms in succession. After being out of office for one term, he shall be eligible to serve as Chief again.

SECTION 4. The following are requirements for election as an officer:

- a) The Chief shall be required to have been a member of the Department for a minimum of 5 years.
- b) The Assistant Chief shall be required to have been a member of the Department for a minimum of 5 years.
- c) The other company officers shall be required to have been a member of the Department for a minimum of 3 years.

ARTICLE III

SECTION 1. FIRE CHIEF

- a) The Chief shall be at the head of the Department, subject to the laws of the State of Oklahoma, ordinances of this City, and the rules and regulations as herein adopted and is amenable to the City Council and accountable to the Mayor.
- b) The Chief shall be responsible for the general condition and efficient operation of the Department, the training of members and the performance of all other duties imposed upon him.
- c) The Chief may inspect or cause to be inspected by members of the Department the fire hydrants, cisterns and other water supply at least twice each year.
- d) The Chief shall maintain a library or file of publications on fire prevention and fire protection and shall make use of it to the best advantage of all members.
- e) The Chief shall make every effort to attend all fires and direct the officers and members in the performance of their duties.
- f) The Chief shall see that the citizens are kept informed of fire hazards in the community and on the activities of the Department.
- g) The Chief shall see that each fire is carefully investigated to determine its cause and, in the case of suspicion of incendiarism, shall notify the proper authorities and secure and preserve all possible evidence for future use in the case.
- h) The Chief may inspect or cause to be inspected all public and

commercial buildings. He is also empowered to take every possible precaution to prevent fires and guard the public from any unsafe conditions which may exist.

- i) The Chief shall maintain a current inventory of all equipment and property of the Fire Department.

#### SECTION 2. ASSISTANT CHIEF

- a) In the absence of the Chief, the Assistant Chief on duty shall command the Department and be held responsible therefor in all aspects, with the full powers and responsibilities of the Chief.

#### SECTION 3. COMPANY OFFICERS

- a) The company officers shall be selected upon their ability to meet the following requirements:
  1. Their knowledge of fire fighting.
  2. Their ability to lead men.
  3. Their knowledge of fire fighting equipment.

Their duties shall be to assist the Chief and Assistant Chief in the performance of their duties.

#### SECTION 4. SECRETARY-TREASURER

- a) One member shall be elected as Secretary-Treasurer. His duties shall consist of the following:
  1. Calling the roll at the opening of each meeting.
  2. Keeping the minutes of each meeting.
  3. Collecting any money due the Department by the members.
  4. Billing and processing all rural fire calls made by the Department.
  5. Keeping attendance records and paying all members for any fire calls they attend.

#### SECTION 5. NEW MEMBERS

- a) All new members shall be on probation for one year after their appointment.
- b) New volunteer members, upon completion of their probation period, must be approved by the majority of the Fire Department.
- c) New members shall be governed by all the rules and regulations which apply to all volunteer fire fighters.
- d) All new members shall be between the ages of 18 and 45.

#### SECTION 6. VOLUNTEER FIRE FIGHTERS

- a) All volunteer fire fighters are required, when notified, to respond to alarms of fire or other emergencies.
- b) Fire fighters are required to be present at all regular meetings, called meetings and schools presented for the benefit of the fire fighters.
- c) There shall be at least one regular business meeting each month.
- d) Any volunteer fire fighter having two un-excused absences in succession or three un-excused absences in a period of three months will be dropped from the Fire Department rolls.
- e) Volunteer fire fighters leaving town for an extended period of time will be required to notify the Department.
- f) Any volunteer member of the Fire Department shall be dropped from the rolls for the following reasons:
  1. Conduct unbecoming a fire fighter.
  2. Any act of insubordination.
  3. Neglect of duty.
  4. Any violation of rules and regulations governing the Fire Department.
  5. Conviction of a felony.

#### ARTICLE IV

SECTION 1. There shall be a regular meeting of the Fire Department to be held on the second Tuesday of each month and it shall be the duty of each member to be present at said meeting.

SECTION 2. There must be a majority of the total membership present to constitute a quorum. There must be a quorum present before any business may be conducted. All questions shall be decided by ballot, except that a roll call vote may be taken if approved by a majority of those members present.

SECTION 3. In the absence of the Chief, the next ranking officer shall conduct the meeting.

SECTION 4. Special meetings may be called by the Chief of Assistant Chief only. All meetings shall be conducted in accordance with the Open Meeting Act of the State of Oklahoma.

SECTION 5. At each meeting of the Fire Department, the following order of business shall be followed, unless dispensed with by a majority vote of the members present:

1. Roll call
2. Reading of the minutes of previous meeting
3. Old business
4. Report from special committees
5. New business
6. Miscellaneous business
7. Adjournment

#### ARTICLE V

SECTION 1. Dues, if any, will be set by majority vote of the members of the Fire Department.

#### ARTICLE VI

SECTION 1. Fines, if any, will be set by majority vote of the members of the Fire Department.

#### ARTICLE VII

SECTION 1. That, upon three (3) days notice in writing to each and every member before any regular meeting, a member can be suspended, if it be for the good of the Department. This action will require a two-thirds (2/3) majority vote of the membership. Vote will be by ballot.

#### ARTICLE VIII

SECTION 1. An officer may be recalled at any time by a two-thirds (2/3) majority vote of the membership.

#### ARTICLE IX

SECTION 1. Ordinance No. 62 and any other ordinance in conflict with either State or City laws are hereby repealed.

ARTICLE X

SECTION 1. For the immediate preservation of the public peace, health and safety, an emergency is hereby declared to exist by reason whereof this Ordinance shall take effect and be in force from and after its passage and approval.

PASSED and APPROVED this 19<sup>th</sup> day of March, 1990.

(Seal)

H. E. ZIMMERMAN, JR.  
Mayor

ATTEST: SUE CATRON  
City Clerk

(Published in the Stilwell Democrat-Journal, March 22, 1990)

*[Related Ordinances, No. 61 and No. 190]*