



# ENDWELL FIRE DISTRICT RULES AND REGULATIONS

Effective: December 20, 2023

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## ARTICLE I - GENERAL RULES

In accordance with Section 176 Sub Division 11 of the Town Law, the Board of Fire Commissioners hereby establishes rules and regulations for fire service operation in the Endwell Fire District. These Rules and Regulations of the Endwell Fire District are established as minimum requirements.

1. Fire Companies within the Endwell Fire District:
  - a. May not create a board or committee that excuses deficiencies or delinquency on the part of Volunteer Firefighters in complying with these requirements without the prior written approval of the Board of Fire Commissioners.
  - b. Shall hold an annual meeting for the District Chief and Assistant Chiefs nominations on the Saturday following the second Tuesday of December of each year.
  - c. Shall have a Chief, 1<sup>st</sup> Assistant, 2<sup>nd</sup> Assistant, 3<sup>rd</sup> Assistant, two Fire Captains (C-1 and C-2), Six Lieutenants, a Fire Police Captain, and two Fire Police Lieutenants.
  - d. Shall submit names of elected Firematic Officers to the Board of Fire Commissioners within five (5) days of the election for ratification and appointment to their office.
2. In case of the disability or absence of the Chief, the highest-ranking officer or designee shall perform the duties and exercise the powers of the Chief.
3. Endwell Fire District apparatus:
  - a. With the exception of Chief Vehicles, shall only leave the District with prior permission of the Board of Fire Commissioners unless dispatched for mutual aid.
  - b. When leaving the District, it is the responsibility of the Chief to maintain sufficient apparatus and staffing within the Fire District to ensure adequate protection at all times.
4. No Volunteer Firefighters shall appear on duty in an intoxicated condition, use insulting, indecent, or improper language, or engage in conduct detrimental to the best interests of the Endwell Fire District, Volunteer Fire Company, and the Volunteer Firefighters of the District. To do so is sufficient cause for dismissal.
5. Any Volunteer Firefighters leaving the scene of a fire or any other emergency without permission from the Chief or the Officer in Command shall be subject to the action of the Board of Fire Commissioners.
6. The use of any Fire District equipment, including but not limited to trucks, pumps, fans, and fire hoses, except for official use, is strictly prohibited.
7. No Firefighter will respond with a Blue Light to an emergency alarm until they are within the boundaries of the Endwell Fire District or one neighboring Fire District away in each direction.
8. The Board of Fire Commissioners shall deem any violation of these Rules and Regulations sufficient cause for dismissal.

## ARTICLE II – MEMBERSHIP

Membership status will be in one of the following categories: firefighter (interior and exterior), fire police, and auxiliary.

1. Any person desiring membership in any Fire Company within the Endwell Fire District must fill out the prescribed application form:
  - a. Complete and furnish all information prescribed thereon.
  - b. Completed application form must be submitted to the Fire District Secretary, Fire Company, and any Membership Committee of the Fire Company.
  - c. The membership of the Fire Company must approve the completed application.
  - d. New members accepted by the respective Fire Company must be submitted to the Board of Fire Commissioners for final approval.
  - e. Final approval by the Board of Fire Commissioners is contingent on the successful completion of the following:
    - i. Physical exam certifying the applicant is qualified to perform either “Interior” or “Exterior” Firefighting Duties (see District Rules and Regulations Article III).
    - ii. Arson-Sex Offender Background Checks (per NYS Executive Law 837-o). This law applies to new applicants, transfers from other fire companies, and reinstatements to membership. A follow-up arson background check must be completed for minors once they reach the age of 18 years of age. Fire Chiefs must receive parental permission before conducting any background checks on minors. An applicant convicted of arson in any degree shall not be eligible to be elected or appointed as a volunteer member of any Fire Company in the District.  
  
Note: The Arson-Sex Offender checks are requested by the Fire Chief using NYS Division of Criminal Justice Services Form DCJS-VFF and sent to the Broome County Sheriff’s Dept.
2. The Board of Fire Commissioners shall be promptly notified in writing by the Secretary of the Fire Company of the removal of any Volunteer Firefighter from the roster of the Fire Company in the Endwell Fire District, giving the date and results of an investigation.
3. Any Volunteer Firefighters dismissed, suspended, or disciplined by a Fire Company may apply for and receive a review of such action by the Board of Fire Commissioners. Applications for review shall be in writing and must be served upon the Chief and the Secretary of the Board of Fire Commissioners at least five (5) days prior to the next meeting of the Board of Fire Commissioners.
4. Any person applying to become a Volunteer Firefighter in any Fire Company within the Endwell Fire District must have reached their 16th birthday when the Board of Fire Commissioners receives the application. Parental Permission is required for 16 and 17-year-old applicants.

5. a) Non-resident active membership shall not exceed thirty percent of the total active membership of any one fire company.  
b) Auxiliary membership shall be at most thirty (30) active members at any one time.
6. Any Fire Company within the Endwell Fire District may activate a Youth Program and Explorer Program subject to the approval of the Board of Fire Commissioners.
7. It shall be the responsibility of the individual firefighters to immediately notify (in writing) the Fire District of any change of residence. Failure by the member to make this notification within ten (10) business days will result in the automatic and immediate termination of that individual's membership.

## ARTICLE III – PHYSICAL EXAMS

### 1. REQUIREMENTS

- a. In accordance with OSHA regulations, medical examinations shall be required for all active personnel.
- b. Exams shall be required for all Youth and Explorer Program participants.
- c. Exams shall be required for members of any Auxiliary.
- d. Exams shall be performed by the Fire District's Medical Services Provider.

### 2. TIME INTERVALS

- a. Active Firefighters
  - All active firefighters shall be annually certified by the Fire District's Medical Services Provider.
  - New firefighters shall be certified by the Fire District's Medical Services Provider prior to being released for active duty.
- b. Explorers
  - All existing Explorers shall be annually certified by the Fire District's Medical Services Provider.
  - New Explorers shall be certified by the Fire District's Medical Services Provider prior to being released for participation in the Explorer Program.
- c. Auxiliary
  - All existing Auxiliary shall be annually certified by the Fire District's Medical Services Provider.
  - New Auxiliary members shall be certified by the Fire District's Medical Services Provider prior to being released for participation in the Auxiliary.
- d. The Board of Fire Commissioners may take actions it deems appropriate for failure to complete the annual exam within the specified timeframe established in the Medical Examination Policy.
- e. Firefighters are to comply with any restrictions placed by the Fire District's Medical Services Provider and cooperate with any requested follow-ups.

### 3. FINANCIAL RESPONSIBILITY

- a. Costs for the medical exam shall be the responsibility of the Fire District.
- b. Hepatitis B, Tetanus, and Tuberculosis vaccination costs will be the responsibility of the Fire District when performed by the Fire District's Medical Services Provider.
- c. Any additional testing deemed necessary by the Fire District's Medical Services Provider must receive prior approval from the Board of Fire Commissioners to be eligible for reimbursement by the Fire District.

4. PROTOCOL

The Fire District's Medical Services Provider shall determine the protocol for medical exams, with approval by the Board of Fire Commissioners.

## ARTICLE IV - CHIEF OFFICERS' DUTIES

1. In the event the Fire Chief is absent or disabled, the first assistant chief is required to perform the duties of the Chief and exercise the Fire Chief's powers. In the event both the Chief and First Assistant are absent or disabled, the other Assistant Chiefs in the chain of command are obligated to perform the duties and exercise the powers of the Chief.
  
2. **THE FIRE CHIEF:**
  - a. Is ultimately accountable for the duties and responsibilities assigned to them in these Rules and Regulations. However, the Chief may delegate responsibilities to other officers as he/she deems appropriate and may hold subordinate officers accountable for their duties.
  - b. Shall have exclusive control of the active duty personnel at all alarms and requests for assistance (such as fires, EMS, HazMat, Fire Police requests, Standbys), inspections, reviews, parades, and all other occasions when the fire department is on duty. All orders given by the Chief while on duty at alarms or drills shall be obeyed. When the fire department is on emergency duty, no Fire Commissioner shall interfere with the duties of the Chief.
  - c. Shall have exclusive supervision of all Endwell Fire District apparatus used in response to all alarms.
  - d. Shall ensure that the Rules and Regulations of the Board of Fire Commissioners are observed and that the orders of the Board of Fire Commissioners are duly executed.
  - e. Shall report to the Board of Fire Commissioners on the condition of District property and other such information as may be requested.
  - f. Shall hold the members and officers of the fire department strictly accountable for neglect of duty and may suspend them for alleged incompetence or misconduct. The suspension shall not extend beyond the time of the next regular meeting of the Board of Fire Commissioners. At such a meeting, the Board of Fire Commissioners must consider the matter and determine whether to proceed further. The Board may take one of the following actions:
    - i. Have formal charges prepared, signed by the Chief, and served on the individual with a hearing date determined by the Board. The Board must give the individual ten to thirty days' notice of the hearing date. A Court Reporter must record the hearing. Upon completion of the hearing, the Board votes on whether the charges have been sustained and, if so, to suspend (one-year maximum) or remove the individual from the department.
    - ii. Without a hearing, offer a voluntary suspension or resignation to the individual for an agreed-upon time period with conditions. The individual will need to sign a document agreeing to the terms of the suspension or resignation for it to be effective.



- iii. Refer the matter to the Fire Company for possible action under its Constitution and Bylaws.
- g. Shall attend the monthly meetings of the Board of Fire Commissioners and report on all alarms, training, drills, and standbys for the previous month.
- h. Shall, on prescribed forms, submit signed requests for equipment.
- i. Shall maintain an inventory of all Fire and EMS equipment and promptly report deficiencies to the Board of Fire Commissioners.
- j. Shall arrange for Fire and EMS drills and give notice thereof in accordance with Article V.
- k. Shall be held responsible for the condition of apparatus and equipment and their availability for efficient service.

3. **ASSISTANT CHIEFS AND OFFICERS:**

- a. Shall assist the Chief in the discharge of duties.
  - b. Shall perform the duties and responsibilities of the Chief in the case of the Chief's absence in the proper chain of command of their respective offices.
  - c. On any alarm, the respective Fire Officers will immediately direct the apparatus and individuals by the nearest and best route to the scene. At the scene, they will give orders for the apparatus to be put into operation, then report their presence and receive orders from the Chief Officer in Command.
  - d. It shall be the responsibility of the Chief's staff, or in their absence, the most senior firefighter at the fire station to assign firefighters to the apparatus.
  - e. Failure to comply with such orders will be treated as insubordination and is subject to disciplinary action.
4. It is the responsibility of the Officer in Charge to complete District forms used to maintain records of attendance at Fires and EMS calls, Fire and EMS drills, safety drills, training, and seminars.

## ARTICLE V – FIREMATIC OFFICERS AND QUALIFICATIONS

1. This Article establishes the elected and appointed Firematic Officers for Fire Companies within the Endwell Fire District. This Article also establishes the qualifications required to be eligible for election or appointment to a Firematic Officer position.

### The Endwell Fire District reserves the right:

The Board of Fire Commissioners has the right to waive any portion of these qualifications should it be deemed in the best interest of the Fire District and/or to appoint a firefighter to fill any position.

- A. Prospective candidates for elected Firematic Office must submit an application to the Fire District Secretary no later than October 15 indicating intent to seek election. The Fire District will review applications, and candidates will be notified as to the highest firematic position for which they are qualified to be nominated for election. Any person elected by a District fire company is subject to the approval of the Board of Fire Commissioners. To the extent the District does not approve an elected member, the fire company will immediately hold another election to submit a different member for approval.
- B. The Fire Chief will submit prospective candidates for appointed positions to the Fire District. The Fire District will review the candidates' qualifications. Candidates will then be forwarded to the Board of Fire Commissioners for approval at a Fire District meeting. To the extent the District does not approve an appointed member, the Fire Chief will submit a different member for approval.
- C. Members wishing to run for office as a Fire Officer and not meeting the training set in this section may submit their fire training records to the Fire Chief and Assistant Chiefs for review. The member shall submit a written letter to the Fire Chief and Assistant Chiefs outlining the position for which they believe they are eligible and an explanation of why they believe their training is equivalent to the required training. Suppose the Chiefs review the documents and find them equivalent to the minimum standards. The Fire Chief shall present a detailed report indicating the equivalencies and/or certified competencies to the Board of Fire Commissioners for approval. If approved, the member's name will be placed on the list of eligible candidates for the fire officer position requested.

The Fire Officers shall be: Fire Chief, First, Second, and Third Assistant Chiefs; Captains; Fire Police Captain, Lieutenants, Fire Police Lieutenants, and Safety Officers.

### **2. ELECTED OFFICER POSITIONS & QUALIFICATIONS:**

To be elected a Fire Officer, a member shall be at least 21 years of age and meet the following qualifications at the time of nomination or election:

#### A. FIRE POLICE CAPTAIN

Candidates must

- Have a minimum of at least three (3) years of active service as fire police in Endwell Fire District immediately prior to the election.
- Have at least one (1) year as a Fire Police Lieutenant.
- Have a working knowledge of district equipment, boundaries, regulations, and procedures.
- Be on the Drivers List for all small apparatus.
- Have successfully completed the New York State Fire Police training course and/or Traffic Incident Management Systems and Highway Safety for Emergency Responders.
- Have successfully completed New York State Hazardous Materials First Responder Operations.
- Have successfully completed any other accredited course required by the Fire District.

B. FIRE LIEUTENANT

The number of Fire Lieutenants for a particular year shall be left to the discretion of the Fire Chief. Candidates must have:

- At least two (2) years as an active firefighter member in Endwell Fire District immediately prior to the election.
- A working knowledge of the district equipment, boundaries, regulations, and procedures.
- Be a fully qualified Interior Structural firefighter.
- Have successfully completed (A) New York State Firefighting Essentials/Essentials of Firemanship Course and Initial Fire Attack, Firefighter Survival (Self Rescue and/or Smoke Divers), and Hazardous Materials First Responder Operations;

Or

(B) New York State Basic Firefighter and Intermediate Firefighter and Hazardous Materials First Responder Operations and Firefighter Survival (Self Rescue and/or Smoke Divers)

Or

(C) Firefighter 1 and Firefighter Survival (Self Rescue and/or Smoke Divers)

Or

(D) Interior Firefighting Operations (IFO) and Firefighter Survival (Self Rescue and/or Smoke Divers)

- Successfully completed New York State Pump Operators Course or New York State Apparatus Operator, or New York State Emergency Vehicle Operation and New York State Apparatus Operator: Pump Operator.
- Successfully completed a New York State OFPC or ESIP Emergency Vehicles Operators Course (EVOC).

- Completed ICS training consistent with training guidelines as defined in the FEMA NIMS Training Guideline document: ICS 100, ICS 200, and ICS 700
- Have successfully completed the New York State Hazardous Materials Incident Command course.
- Shall be a qualified Operator on each piece of apparatus in the assigned station of the Lieutenant.
- Obtained engineer status within twelve months of appointment.
- Successfully completed any other accredited course required by the Fire District.

C. FIRE CAPTAIN

The number of Fire Captains for a particular year shall be left to the discretion of the Fire Chief. Candidates must:

- Have an Active firefighter membership in Endwell Fire District of at least three (3) years immediately prior to the election.
- Have at least one (1) year as a Fire Lieutenant in Endwell Fire District.
- Have successfully completed New York State Fire Firefighter I or equivalent and New York State Firefighter Survival.
- Have successfully completed New York State Ladder Company Operations or New York State Apparatus Operator Emergency Vehicle Operation and New York State Apparatus Operator Aerial or Truck Company Operations.
- Have Engineer Status.
- Have successfully completed the New York State Fire Officer 1 course.
- Have a current nationally recognized certification in **one** of the following courses:
  - Valid CPR certificate
  - Basic Life Support for Health Care & Professional Rescuers
- Shall be on the Drivers List for all apparatus.
- Have successfully completed any other accredited course required by the Fire District

D. ASSISTANT CHIEF (Assistant Chief 1, 2, and 3)

Candidates must

- Have Active firefighter membership of at least four (4) years immediately prior to the election.
- Have at least two (2) years as a Fire Captain in Endwell Fire District or two (2) years as a Lieutenant or a combination of time, adding up to two (2) years as both Captain and Lieutenant.
- Have successfully completed Fire Behavior/Arson Awareness or Fire Investigation for the Line Officer.

- Have successfully completed New York State Fire Police or Traffic Management Systems and Highway Safety.
- Have completed ICS training consistent with training guidelines as defined in the FEMA NIMS Training Guideline document: ICS 100, ICS 200, ICS 300, and ICS 700.
- Have successfully completed any other accredited course required by the Fire District.

E. FIRE CHIEF

- Have Active firefighter membership of at least five (5) years immediately prior to the election and meet the qualification outlined for Assistant Chief.
- Have at least two (2) years as an Assistant Chief in Endwell Fire District.
- Have successfully completed ICS 100, ICS 200, ICS 300, ICS 700, and ICS 800.
- Have successfully completed any other accredited course required by the Fire District.

**3. APPOINTED OFFICER POSITIONS & QUALIFICATIONS:**

A. SAFETY OFFICER

The number of Safety Officers per year shall be left to the discretion of the Fire Chief.

Candidates must

- Have at least ten (10) years as an active firefighter in Endwell Fire District or at least ten (10) years of documented service in another Fire Company.
- Have successfully completed the New York State Incident Safety Officer course.
- Have successfully completed any other accredited course required by the Fire District.

B. FIRE POLICE LIEUTENANT

The number of Fire Police Lieutenants per year shall be left to the discretion of the Fire Chief. Candidates must

- Have active membership as an active firefighter in Endwell Fire District.
- Have a minimum of two (2) years of active service as fire police immediately prior to appointment.
- Have a working knowledge of the district equipment, boundaries, regulations, and procedures
- Be on the Drivers List for all utility vehicles (U31-1, U31-2, and U31-3) and Brush 31.
- Have successfully completed the NYS Fire Police training course.
- Have successfully completed any other accredited course required by the Fire District.

## ARTICLE VI - FIREMATIC OFFICER VACANCY

Any vacancy in a Line Officer's position prior to the expiration of the term will be filled by the Fire Chief, subject to the approval of the Board of Fire Commissioners at a Fire District meeting. Only candidates on the current eligibility list can be appointed for the vacancy.

## ARTICLE VII – TRAINING & EDUCATION

The Fire Service involves numerous hazards. Firefighter safety is a prime concern of the Fire Commissioners, and safety is promoted and enhanced through adequate training. This Article establishes five (5) minimum requirements to ensure that all firefighters are trained for assigned tasks.

1. The Fire Chief (or their designee) shall plan and conduct weekly training sessions. The Board of Fire Commissioners and the active-duty firefighters will be supplied with the training schedule by the monthly Fire District meeting, and the schedule shall be posted in the Equipment Room and on the IAMRESPONDING calendar.
2. NEW FIREFIGHTERS:
  - a. Before actively participating in any alarms, new firefighters must complete the prescribed new firefighter training to the satisfaction of the Fire Chief.
  - b. Persons desiring to be Interior Firefighters must successfully complete the NYS Firefighter I / IFO Course within two years of the start of active duty. Any person desiring to be an exterior firefighter must successfully complete NYS Scene Support Operations or BEFO within two years of the start of active duty.
  - c. Must complete the required OSHA training within 30 days of the start of active duty.
  - d. Must successfully complete a nationally recognized First Aid, CPR, and AED certification within one year of the start of active duty.
  - e. A new firefighter who has previously completed any of the above-required courses may submit documentation to the Fire District and request a waiver of the requirement. The Board of Fire Commissioners will make the final determination.
3. ACTIVE-DUTY FIREFIGHTERS:
  - a. In accordance with OSHA (Occupational Safety and Health Administration) and PESH (Public Employee Safety and Health Bureau) regulations, all firefighters shall attend annual OSHA refresher training.
  - b. All active members with less than 20 years of membership shall devote at least 25 hours of training and alarm attendance during each six-month period (1/1-6/30 & 7/1-12/31). The 25 hours shall consist of BOTH a minimum of 10 hours of alarm attendance hours and a minimum of 15 hours of in-house training hours.
  - c. All firefighters are recommended to maintain an active CPR card.
  - d. All firefighters are recommended to maintain at least an active Basic First Aid certificate.
4. Training opportunities outside of Endwell Fire District will be offered and coordinated by the Fire Chief if approved by the Board of Fire Commissioners.
5. The Board of Fire Commissioners may review and administer disciplinary action up to and including dismissal for failure to complete any of the above requirements. The availability of courses will be taken into consideration in determining any disciplinary action.

## ARTICLE VIII – OPERATORS & DRIVERS OF FIRE DISTRICT VEHICLES

Requirements for Operators and Drivers of District Vehicles are as follows:

1. a) OPERATORS:

- Must be an active firefighter or Fire Police in Endwell Fire District.
- Have been approved by the Fire Chief for designated vehicles (Note: The Chief shall maintain a list of approved operators and the vehicles they are authorized to operate. A current copy of the list shall be supplied to the Board of Fire Commissioners.)
- May only operate the following vehicles (Utility 31-1; Utility 31-2; Utility 31-3) in non-emergency situations (vehicle checkouts, drills, and training).

b) DRIVERS:

- Are at least 21 years of age and have a valid New York State driver's license without suspension revocation or restrictions (other than corrective lenses) for all engines, quint, tower, and rescue.
- Are at least 18 years of age and have a valid New York State driver's license without suspension revocation or restrictions (other than corrective lenses) for all utilities and brush.
- Have been approved by the Fire Chief for designated vehicles.  
The Chief shall maintain a "Drivers List" of approved drivers and the vehicles they are authorized to drive. A current copy of the list shall be supplied to the Board of Fire Commissioners and displayed in the radio room.
- May drive (any vehicle that they have approval for) in both non-emergency and emergency situations

2. The Fire Chief, as stated in 1. a) and b) above, will maintain up-to-date lists of approved operators and drivers. The lists will be posted publicly for the membership to reference, and copies will be supplied to the Board of Fire Commissioners. The list will be updated and posted annually. The list will contain each District vehicle and the operators and drivers for each vehicle.
3. Only active firefighters (who are on the Operator or Driver list), having been approved by the Endwell Fire District and possessing a valid NYS Driver's License, may operate/drive Fire District vehicles.
4. The Fire District will regularly monitor driver's License records through the NYS License Event Notification Service (LENS), which all operators and drivers must be entered into.
5. The Fire Chief or the Board of Fire Commissioners may remove anyone from the Operator or Drivers List at any time.
6. The Fire Chief will schedule and conduct annual reviews of all drivers. The reviews will ensure that all drivers have a thorough working knowledge of the vehicle being permitted to drive and that they have demonstrated the ability to perform all operations involving that vehicle.



The Fire Chief and the Board of Fire Commissioner will jointly determine the content of the annual review.

7. All active firefighters wishing to be considered for approval for the driver and operator list must first have completed the EVOC (Emergency Vehicle Operator Course) offered by the New York State Office of Fire Prevention and Control or ESIP.
8. In addition, to be placed on the Drivers List (and approved by vehicle), the firefighter must have completed the course requirements detailed in the chart below and met proficiency levels established by the Fire Chief and the Board of Fire Commissioners within one year of being qualified.

	<b>NYS OFPC</b>	<b>NYS OFPC</b>	<b>NYS OFPC</b>
<b>VEHICLE</b>	<b>EVOC</b>	<b>PUMP OPS</b>	<b>AERIAL OPS</b>
Engine 31-1	X	X	
Engine 31-2	X	X	
Engine 31-3	X	X	
Quint 31	X	X	X
Tower 31	X	X	X
Rescue 31	X		
Utility 31-1	X		
Utility 31-2	X		
Utility 31-3	X		
Brush 31	X		
Chief 31	X		
Chief 31 A	X		
Chief 31 B	X		
Chief 31 C	X		
Boat 31	X		
UTV31	X		

9. The vehicle operator and/or driver:
  - a. Is responsible for the vehicle from when it leaves the Fire Station until it returns.
  - b. Will always remain with the vehicle unless directed otherwise by a Chief Officer.
  - c. Is responsible for the vehicle's ready use after returning from an alarm unless relieved of such responsibility by the Fire Chief.
  - d. Shall report any vehicle deficiencies to the Fire Chief and notify in writing using the method specified by the Fire District.
10. The operator/driver will immediately report any accident to the Fire Chief and the Board of Fire Commissioners, who will ensure that all appropriate written reports are completed. The notification and written report must be completed promptly.

11. Drivers and Operators are subject to drug and alcohol testing when involved in an accident while driving and operating the Fire District vehicles.

## ARTICLE IX - SAFETY

All persons riding on Fire District vehicles shall be seated in approved riding positions and shall be secured to the vehicle by seat belts any time the vehicle is in motion. The only exception to the above rule shall be personnel actively providing emergency care to a patient. Riding on tail steps, side steps, running boards, or any other exposed positions is prohibited.

1. When weather conditions make progress over roads in any way dangerous to people and equipment, the speed of such vehicles will be reduced to a speed where progress will be safe.
2. Persons other than Volunteer Firefighters are prohibited from riding on or operating any motorized equipment owned by the Fire District.

(Note: This does not include the District Chief vehicles. The "Vehicle Use" policy covers these vehicles. This also does not apply to technicians hired by the District to perform testing or servicing of equipment.)

3. All Firefighters must wear the proper equipment when engaged in firefighting. Proper equipment shall include all district-issued turnout gear and any additional safety gear necessary to ensure the personal safety of a Firefighter. If, in the opinion of the Chief, safety conditions warrant, the Chief may order all or part of any safety equipment to be dispensed with.
4. The Board of Fire Commissioners prohibits persons other than Volunteer Firefighters from using or operating Fire or EMS equipment pertaining thereto without specific permission from the Chief.
5. All vehicular Fire and EMS equipment used on public highways must use oscillating and flashing warning lights at all times when responding to an alarm of fire, EMS, or other emergencies unless, at the discretion of the Chief in charge, a "cold" response is recommended. Such lights shall be left on when vehicular equipment is parked on or near a public highway during the duration of the emergency unless determined otherwise by the Chief.
6. Injuries, no matter how slight, received by a Volunteer Firefighter in the performance of that Firefighter's duties must be reported to the Board of Fire Commissioners as soon as the information is available by a copy of the Injury Report form stating all the facts pertaining to the same, including causes, diagnosis, treatment, and prognosis.
7. All injuries sustained on Fire District property shall be reported to the Board of Fire Commissioners within 24 hours of occurrence.
8. Operation of Emergency Vehicles – This shall be in accordance with NYS Vehicle and Traffic Law, Section 1104.

The driver of an authorized emergency vehicle, when involved in an emergency operation, may, with due regard:

- a. Stop, stand, or park as deemed necessary.

- b. Proceed past a steady red signal, a flashing red signal, or a stop sign, but only after slowing down as may be necessary for safe operation.
- c. Must stop for a school bus when its red lights are flashing, even if it is on the opposite side of a divided highway. You can only drive again when the lights stop or signaled to proceed.
- d. Exceed the maximum speed limits so long as they do not endanger life or property.
- e. Disregard regulations governing directions of movement or turning in specified directions.

## ARTICLE X – FIRE POLICE

1. Each Fire Company within the Endwell Fire District will have a unit known as the Fire Police, consisting of Volunteer Firefighters under the direction of a Captain elected by the Fire Company membership.
2. The duties of the Fire Police, under the direction of the Chief, Assistant Chiefs, or Fire Police Captain, will be to assist in traffic control, property protection, and civilian management. Fire Police duties may be performed only during a fire, EMS call, or emergency. The Chief may use Fire Police in their capacity at any firematic function, parade, fundraiser, or community event and assign them to any duty the Chief may deem necessary, contingent upon the level of medical certification.
3. Medical Certification (referenced in para. 2) shall mean that the firefighter has been certified by the Fire District's Medical Services Provider to perform duties above and beyond that of a "Fire Police Duty Only" Certification (either certified as an Interior or Exterior firefighter).

## ARTICLE XI – PROPERTY

1. The Fire Company and bona fide members thereof are entitled to use the buildings and grounds assigned to them except where the Board of Fire Commissioners imposes restrictions.
2. A Fire Company member may request the use of buildings and/or grounds. Anyone desiring such use shall complete and submit a reservation form to the Fire District Secretary. Once reviewed and approved by the Chief, it shall be forwarded to the Fire District for approval. The Board of Fire Commissioners may deny requests deemed not in the best interest of the Fire District.
3. Ownership of property or equipment purchased by the Fire Company and transferred to the Endwell Fire District must be made in the form of a letter or other documentation to the Board of Fire Commissioners, giving all detailed and pertinent information.
4. Storage of any Fire Company items on District-owned grounds needs prior approval of the Board of Fire Commissioners.

## ARTICLE XII - FIREFIGHTER EQUIPMENT INSPECTION

All Fire District-issued firefighter equipment/property will be inspected at least once a year or at any other time as the Equipment Committee of the Board of Fire Commissioners recommends.

## ARTICLE XIII - MEDICAL LEAVE

1. The definition of Medical Leave is that period of time as defined by a Medical Doctor in which a firefighter is unable to participate in firematic activities.
2. a.) A firefighter who is unable to perform their duties will be placed on Medical Leave based on procedures outlined in the Fire District's Medical Leave Policy.  
b.) Return to duty and additional guidelines will be administered in accordance with the Medical Leave Policy.
3. The Board of Fire Commissioners has full power to exercise control of and administer the policy and procedure for Medical Leave. Failure of a firefighter to comply with these regulations may be a sufficient reason for dismissal.



## ARTICLE XIV - DISCIPLINE, SUSPENSIONS & EXPULSIONS

This Article shall apply to all member or fire officer proceedings; the term “member” shall be equated with either a member or a fire officer, as the case may be in this article, and shall apply to both member and officer discipline matters.

1. The Board of Fire Commissioners shall preside over all disciplinary matters outlined in this Article; however, the Board of Commissioners may, in its sole discretion, appoint a hearing officer for any Formal Hearing hereunder.
2. The purpose of the Article shall be to ensure that all members and officers are dealt with in a fair and equitable manner while ensuring that the Fire District maintains the highest level of discipline in order to effectively and safely perform its functions and not cause discredit to the Fire District.
3. Any member or officer who disobeys any of the Rules and Regulations, or policies of the Board of Fire Commissioner or written operating guidelines, procedures, or other directives of the Board of Fire Commissioners or Fire Chief, or other officers, and any member who acts in a manner which jeopardizes the safety of other members of the Fire District or the public, or whose actions on or off duty would bring undue hardship, reflect poorly upon the Fire District or subject the Fire District to possible civil or criminal liability may be subject to formal disciplinary action as outlined in this Article.
4. Examples of actions leading to disciplinary action and being considered to be “incompetence or misconduct” without limitation are as follows:
  - a. Harassing or threatening behavior towards any other member or any member of the public.
  - b. Disobedience to an order issued by any Officer of the Fire District.
  - c. Disobedience to Fire District rules and policies, including those in this Constitution and Company Bylaws.
  - d. Leaving the scene of an incident without being excused by the Officer in command.
  - e. For excessive indulgence in intoxicating substances and/or for disorderly or contemptuous behavior at any Fire District functions (e.g., meetings, drills, calls, parades, etc.) or on Fire District property.
  - f. Intentional, reckless, or negligent damage to Fire District property or that of other members.
  - g. Stealing of Fire District property or that of other members.
  - h. Fighting on Fire District property and/or at any Fire District functions (e.g., meetings, drills, calls, parades, etc.).
  - i. Members under the age of 21 years of age consuming or possessing alcoholic beverages.

- j. Members possessing any illegal substances.
  - k. Members acting in a manner that can potentially undermine the public's confidence in the Fire District.
5. Any officer of the Fire District whose action or inaction subjects the Fire District to undue hardship and jeopardizes the Fire District's credibility with the public, creditors, and/or other agencies working with the Fire District shall be subject to disciplinary review by the remainder of the Board of Fire Commissioners. If the member has left office and it is discovered at some later point that their action or inaction while in office caused any of the above described, this section will apply, and the member may be disciplined. Disciplinary action may include removal from office, a restriction of the member not holding any office for a minimum of five years, and may result in removal from membership.

## ARTICLE XV – FIRE COMPANY COMMITTEES

The Endwell Fire District shall appoint a Fire Commissioner from the Endwell Fire District to the following committees at the Organizational Meeting. The Fire Company will be informed in writing which Fire Commissioner is assigned to which committee. The Fire Company President will place the designated Fire Commissioner on their appointed committee.

A list of all the fire company committee assignments shall be posted by the March meeting by the Fire Company President on the Fire Company bulletin board. In addition, an email to the entire membership, including the Board of Fire Commissioners, will be sent out to notify the membership of the committee assignments for the year and placed on the Members-only area of the website.

With all three Trustees' written approval, the Fire Company President shall have the right to discharge all or part of an appointed committee listed below for delinquency in their duties. Before removal from a committee, proper notification to the member(s) being removed with the justification for the removal must be completed. In addition, notifying the entire committee of the changes being made must also occur.

No temporary members can be added to the following already-established committees.

For any changes made to the committees, a new list shall be sent out to the entire membership, including the Board of Fire Commissioners, and posted on the Fire Company bulletin board and the Members-only area of the website.

All committee meetings must be posted on the Fire Company Bulletin Board, on the Members area of the website, and sent via email with the meeting's time, date, and location to the entire membership.

A 2/3 majority of the By-Law Committee, the Fire Officers Qualification Committee, the Company Officers' Election Committee, and the Finance Committee must be present to conduct business.

### Section 1 – By-Laws Committee

The By-Laws Committee shall consist of a Fire Commissioner appointed by the Endwell Fire District, a Fire Officer appointed by the Fire Chief, a Trustee appointed by the Fire Company Trustees, a Fire Company Officer, and at least two Fire Company members. All scheduled meetings will be sent out to the committee with the meeting's time, date, and location.

### Section 2 – Company Membership Committee

The Company Membership committee will consist of three Fire Officers appointed by the Fire Chief, the Fire Company President, three regular members of the fire company, and two Fire Commissioners appointed by the Endwell Fire District.

From this pool of individuals, one fire officer, the Fire Company President, a company member, and a Fire Commissioner will be chosen based on availability to conduct interviews. Only those assigned to the committee can be included in the membership interviews.

### Section 3 - Fire Officers Qualification Committee

The Fire Officers Qualification Committee for the year shall be appointed after the election of the Company Officers in January and no later than the March meeting. Membership on the Fire Officers Qualification Committee will be limited to members who:

1. Have been in the department for at least three years.
2. Are active in the department (that is, they have their hours in).
3. Are not current officers or seeking a fire officer position.
4. At least one committee member shall have previously served as a fire officer.

The Fire Officers Qualification Committee would consist of three active company members as defined in Article V, Section 2, subsection 1, of the Fire Company By-Laws and one Fire Commissioner appointed by the Endwell Fire District.

This committee would keep an up-to-date list of all active fire department personnel and their qualifications. In addition, it would list what officer positions they are currently qualified to be considered for. The list will be readily available for company members' viewing.

### Section 4 – Finance Committee

The Finance Committee will consist of one Fire Commissioner appointed by the Endwell Fire District, the Fire Company President, the Fire Company Treasurer, and two regular fire company members.

The primary duty of this committee is to draft an annual budget and submit it to the fire company for adoption.

### Section 5 – Income and Contingency Fund Committee

The Income and Contingency Fund committee shall comprise all the Fire Company Officers and the members of the Finance Committee. Their duties will be to manage the Income and Contingency Fund per the Fire Company By-Laws. Income and disbursements shall be reported regularly for inclusion in the company records.

### Section 6 – Life Membership Committee

The Life Membership Committee will consist of one Fire Commissioner appointed by the Endwell Fire District, a Fire Officer appointed by the Fire Chief, a Fire Company Officer appointed by the Fire Company President, a Fire Company Trustee appointed by the Fire Company President, and a regular member of the fire company. They will investigate and report their decisions to the fire company on all persons proposed for life membership.

### Section 7 – Memorial Fund Committee

The Memorial Fund Committee will consist of one Fire Commissioner appointed by the Endwell Fire District, the Fire Company President, one Fire Company Trustee, and one regular fire company member. This committee is to handle all disbursements of money from the Memorial Fund. Disbursements shall be reported regularly for inclusion in the Fire company records. A

majority of the Memorial Fund Committee shall initiate any change in the rules governing this committee.

#### Section 8 – Uniform Committee

The Uniform Committee will consist of one Fire Commissioner appointed by the Endwell Fire District, a Fire Officer appointed by the Fire Chief, the Fire Company Presidents, and four regular members of the Fire Company.

The members of the Uniform Committee are responsible for the Class A uniforms.

## ARTICLE XVI – AMENDMENTS

1. These Rules and Regulations for the Endwell Fire District shall become effective on December 20, 2023, and supersede all previous versions.
2. Any proposed amendment to these Rules and Regulations for the Endwell Fire District shall be submitted by a Commissioner to the Board of Fire Commissioners and the Fire Chief in writing for review. The Board of Fire Commissioners will send the amendment to the attorney for the District for review and comment. Upon receipt of attorney comment, the Board of Fire Commissioners will place the amendment on the agenda for the next monthly meeting to be discussed and potentially voted upon.
3. The Board of Fire Commissioners, at any regular monthly meeting, may amend these Rules and Regulations for the Endwell Fire District as long as all five fire commissioners are present.