Town of Georgia Fire Department Policies & Rules

Revisions Approved by the Selectboard on 04/14/14
Additional Revisions Approved by the Selectboard and Fire Department Officers on 05/14/14

ARTICLE 1 THE MAKE UP OF THE DEPARTMENT

SECTION 1 GENERAL GUIDELINES 2
SECTION 2 RESERVES 2
SECTION 3 RECRUITMENT/SELECTION/APPOINTMENT 2
SECTION 4 SPECIAL ACTIVE EMPLOYEE 3
SECTION 5 CADETS 3

ARTICLE 2 OFFICERS AND THEIR RESPONSIBILITIES

SECTION 1 POSITIONS SUMMARY 5
SECTION 2 RESPONSIBILITIES OF FIRE CHIEF 6
SECTION 3 RESPONSIBILITIES OF ASSISTANT CHIEF (S) 6
SECTION 4 RESPONSIBILITIES OF CAPTAIN (S) 6
SECTION 5 RESPONSIBILITIES OF LIEUTENANT (S) 6
SECTION 6 CHAIN OF COMMAND 7
SECTION 7 RESPONSIBILITIES OF SECRETARY 7
SECTION 8 RESPONSIBILITIES OF TREASURER 7
SECTION 9 RESPONSIBILITIES OF TRAINING (OFFICERS) COMMITTEE 7
SECTION 10 RESPONSIBILITIES OF SAFETY OFFICER (S) 8

ARTICLE 3 QUALIFICATIONS FOR OFFICERS

SECTION 1 POSITION OF LIEUTENANT 8
SECTION 2 POSITION OF CAPTAIN 8
SECTION 3 POSITION OF ASSISTANT CHIEF 8
SECTION 4 POSITION OF FIRE CHIEF 9

ARTICLE 4 GENERAL OPERATING PROCEDURES AND RULES OF CONDUCT

SECTION 1 PROCEDURAL ITEMS 9
SECTION 2 RULES OF CONDUCT 10

ARTICLE 5 PROCEDURES FOR HANDLING ALLEGED MISCONDUCT

SECTION 1 GENERAL INTERNAL PROCEDURES 12
SECTION 2 INTERNAL PERSONNEL RESPONSIBILITY AND PROCEDURES 12

ARTICLE 6 PROCEDURES FOR ELECTION OF CERTAIN OFFICERS FOR RECOMMENDATION TO FIRE CHIEF AND SELECTBOARD

SECTION 1 WHEN ELECTIONS WILL TAKE PLACE 12
SECTION 2 REQUIREMENTS OF EMPLOYEES 13
SECTION 3 PROCEDURES FOR ELECTIONS 13

ARTICLE 7 RELEVANT TOWN OF GEORGIA PERSONNEL POLICY SECTIONS

SECTION 1 TOWN PERSONNEL POLICY SECTIONS TO REVIEW 15

Note: In the event of a conflict between this document and the Town of Georgia Personnel Policy, the Town Personnel Policy shall govern unless otherwise specifically herein noted.

ARTICLE 1 THE MAKE UP OF THE DEPARTMENT

SECTION 1: GENERAL GUIDELINES

1. 1. 1. This Fire Department shall consist of up to thirty (30) active employees, including the officers, firefighters, and other personnel, and shall be called the Georgia Volunteer Fire Department.

1. 1. 2. No addition or deletion to this number of thirty (30) active employees making up the Department can be made without the majority vote of the Fire Department employees and approval by the Town of Georgia Selectboard ("Selectboard").

SECTION 2: RESERVES

1. 2. 1. This Fire Department may additionally consist of up to ten (10) reserve employees.

1. 2. 2. These reserves will have all the rights and privileges of the regular active employees.

1. 2. 3. They must have at least five (5) years of commendable active service and have acquired substantial training before becoming eligible to be considered for the reserve force.

1. 2. 4. They do not have to meet the meeting requirements of a regular active employee.

1. 2. 5. Appointment of a reserve employee must be approved by a majority vote of the Fire Department employees.

1. 2. 6. Reserve employees may carry out all responsibilities of the active employees excluding interior firefighting. This paragraph may be waived if the employee has met the quarterly air pack training and at the discretion of the Fire Chief.

SECTION 3: RECRUITMENT/SELECTION/APPOINTMENT

1. 3. 1. Appointment of active employees to the Fire Department shall be open to any resident of the Town of Georgia at least eighteen (18) years of age who makes written application for appointment. Applications shall be submitted to the Fire Chief. At his/her discretion, the Fire Chief may consider input about an applicant from the Department's active employees. Appointment to the Fire Department is subject to approval by the Town of Georgia Selectboard.

1. 3. 2. Fire Department employees are required to serve a one (1) year probationary period and pass the Vermont State Firefighter Essentials or equivalent (within three (3) years) before being eligible to become a Regular Active employee. This 12-month requirement supersedes the Town Personnel Policy's minimum 180-day probationary period.

1. 3. 3. During the probationary period, the individual is not allowed to vote on matters pertaining to the Fire Department.

1. 3. 4. In certain cases, this probationary period may be shortened or extended by recommendation of the Fire Chief to the Selectboard, but shall not be less than 180 days.

1. 3. 5. Any current employee who moves from the Town of Georgia and requests to remain on the Department may be exempted from the residency requirement by a two-thirds vote of the Fire Department employees and approval of the Fire Chief, provided that response time from the new residence to the station that does not exceed fifteen (15) minutes. Fire Department Officers as defined in 2.1.1 are exempt from this subsection.

1. 3. 6. This Department shall not accept more than five (5) individuals on probation at any one time. Interested residents may ask to be put on a waiting list.

SECTION 4: SPECIAL ACTIVE EMPLOYEE

1. 4. 1. This Fire Department may additionally consist of up to five (5) Special Active Employees.

1. 4. 2. These Special Active Employees will have all the rights and privileges of the Regular Active Employee.

1. 4. 3. These Special Active Employees must complete a probationary period of one year and pass the county recommended 45-hour course, or its equivalent, (within (3) years) before being eligible to become a Special Active Employee. This 12-month requirement supersedes the Town Personnel Policy's minimum 180-day probationary period.

1. 4. 4. During the probationary period, the individual is not allowed to vote on matters pertaining to the Fire Department.

1. 4. 5. In certain cases, this probationary period may be shortened or extended by recommendation of the Fire Chief to the Selectboard, but shall not be less than 180 days.

1. 4. 6. These Special Active Employees accept all of the duties of an Active Employee with the exception of interior firefighting. This exception will also disallow a Special Active Employee to hold a rank of Officer.

1. 4. 7. Special Active Employees are required to meet the meeting and training requirements of a Regular Active Employee.

1. 4. 8. This move must be approved by the majority of the Fire Department personnel.

SECTION 5: CADETS

1. 5. 1. Candidate Entrance Requirements: (*as taken from VLCT Risk Management memo, May 2007*)

A) The minimum age for any involvement shall be 16.

B) All candidates shall demonstrate high character.

C) All candidates must have written parental approval to apply for employeeship. Parents should be provided with a copy of the plan of operation prior to granting permission.

D) The candidate's physician shall provide written permission **before they are exposed to any physical testing** referred to in NFPA 1582, OSHA 1910.134 (Respiratory Standard) or other standards. Physicians should be provided with a copy of the plan of operation, NFPA 1582 and OSHA 1910.134 prior to granting permission.

E) Candidates shall meet the medical requirements of NFPA 1582 (the Standard on Medical Requirements for Fire Fighters and Information for Fire Department Physicians) as well as the OSHA 1910.134 Respiratory Standard.

F) The candidate shall satisfy all requirements of NFPA 1001 Chapter Four (the standard for Fire Fighter Professional Qualification) or other appropriate State standards.

1. 5. 2. Cadet Duties:

A) Duties of 16 year old students shall be limited to classroom training only.

B) Duties of 17 year old students shall continue to focus on training, but they could have some non-emergency scene responsibilities such as equipment maintenance or administrative duties under direct supervision. No assignment shall violate (the spirit) State and Federal Child Labor Laws. Prohibited activities include driving or riding on the outside of a truck, operating a ladder or other power driven hoisting apparatus, working on a roof, no motor vehicle accidents on State highways, no interior work, no power tools, , no emergency calls on I-89 and no access to scene hot zones.

C) Cadets under 18 years of age shall not operate any fire fighting apparatus or vehicle, including department vehicles Junior Firefighters will be allowed to drive to the fire station only, and will obey all traffic rules and laws. Junior Firefighters shall not be issued "red light" permits. All drivers shall meet the requirements of NFPA 1002 (the Standard for Fire Apparatus Driver Qualifications).

D) Juniors shall not be allowed to carry active pagers while in school.

E) Duties of 18-year-old students shall be governed by NFPA 1001, State standards.

F) Provisions shall be made for a cadet firefighting program for individuals between 16 and 18 years of age.

1. 5. 3. A cadet having served a minimum of one (1) year as a cadet, and attaining the age of eighteen (18) may have the probation period waived; class is still required (safe driving included).

1. 5. 4. Cadets may enroll in the Department provided they are:

A) Sponsored by an active employee of the department and the department has received written parental or legal guardian consent.

1. 5. 5. Cadets shall not be allowed to drive fire apparatus, enter any burning structure or operate as an "individual" and shall at all times be supervised by a knowledgeable active employee.

1. 5. 6. Cadets shall attend seventy-five percent (75%) of all monthly meetings within the department as well as successfully complete a minimum of one (1) -certified fire training school per year at the Department's expense.

1. 5. 7. Upon reaching the age of eighteen (18), appointment to the Department is governed under the guidelines set forth in the provisions of Article 1, Section 3.

ARTICLE 2 OFFICERS AND THEIR RESPONSIBILITIES

SECTION 1: POSITIONS SUMMARY

2. 1. 1. The "Officers" shall consist of one chief engineer ("Fire Chief"), one 1st assistant chief engineer ("1st Assistant Fire Chief"), and any number of fire captains as the Selectboard may deem appropriate.

2. 1. 2. Per 24 V.S.A., Section 1953, the Selectboard shall appoint and remove the Officers subject to applicable provisions of the Town Personnel Policy. The Fire chief shall make, and the Selectboard shall consider, recommendations for appointments to the position of 1st Assistant Fire Chief and Fire Captain(s).

2. 1. 3. Per 24 V.S.A., Section 1954, firefighters and other personnel shall be appointed by the Fire Chief, subject to applicable provisions of the Town Personnel Policy. Within the management discretion of the Fire Chief, the duties of some Department personnel may be limited to non-emergency functions such as administrative, clerical, or financial. The Fire Chief may designate other officers, which may include:

A) 2nd and 3rd Assistant Chiefs
B) Lieutenant …….. (As many as deemed necessary)
C) Secretary ……..… (One position only)
D) Treasurer …….. (One position only)
E) Training Officers…. (Committee of Line Officers)
F) Safety Officer…… (As many as deemed necessary)

2. 1. 4. Offices with more than one individual sharing the same position shall be ranked first, second, etc.

2. 1. 5. The offices of Secretary and Treasurer may be held by an individual with rank of Assistant Chief, Captain or Lieutenant. The Fire Chief is precluded from holding these positions due to potential conflicts that may arise.

SECTION 2: RESPONSIBILITIES OF FIRE CHIEF

2. 2. 1. The Fire Chief will be in charge of the overall operation of the Fire Department, and assure compliance with all relevant "Town of Georgia Policies and Rules" as they apply to the Fire Department, and all applicable State of Vermont and NFPA codes and statutes.

2. 2. 2. The Fire Chief will direct firefighting operations, oversee the training of the department employees, conduct fire inspections, and see that the personnel and equipment of the department are always ready to serve in the event of fire and/or emergencies.

2. 2. 3. The Fire Chief shall have the power to delegate any portion of his responsibilities to any other employee as deemed necessary.

2. 2. 4. The Fire Chief will assume complete control at fires and emergencies and be responsible for summoning of aid from outside department jurisdiction as required.

2. 2. 5. The Fire Chief will manage overall operation of the department, preserving order and discipline. The Fire Chief shall be deemed the "Department Head", within the meaning of the Town Personnel Policy, of the Department.

2. 2. 6. The Fire Chief will be the representative of the Department at all functions and in all matters requiring representation, except where such representation is determined to be under the jurisdiction of the Town of Georgia Selectboard.

2. 2. 7. The Fire Chief will assure timely and accurate submittal of time sheets, for payment, to the Town Treasurer.

SECTION 3: RESPONSIBILITIES OF ASSISTANT CHIEF (S)

2. 3. 1. The Assistant Chief(s) shall assist the Fire Chief in performing the duties described in Article 2, Section 2. In the absence of the Fire Chief, they shall perform the duties and exercise the authority of Fire Chief according to the rank as outlined in Article 2, Section 2.

SECTION 4: RESPONSIBILITIES OF CAPTAIN(S)

2. 4. 1. The Captain(s) shall assist the Assistant Chief(s) in performing the duties described in Article 2, Section 3. In the absence of the Fire Chief and Assistant Chief(s), the ranking Captain will be charged with the duties as listed in Article 2, Section 3.

2. 4. 2. The Captain(s) will be part of the training committee and be responsible for conducting, assisting or establishing the Fire Department training throughout the year.

SECTION 5: RESPONSIBILITIES OF LIEUTENANT(S)

2. 5. 1. The Lieutenant(s) shall assist the Captain(s); and, in their absence, the ranking Lieutenant shall perform the duties and exercises the same authority as the Captain as outlined in Article 2, Section 4.

2. 5. 2. The Lieutenant(s) will be part of the training committee and be responsible for conducting, assisting or establishing the Fire Department training throughout the year.

SECTION 6: CHAIN OF COMMAND

2. 6. 1. The first active employee arriving at the scene of an emergency shall discharge the duties of the Incident Commander until the Fire Chief or another Officer arrives and assumes the role of Incident Commander.

2. 6. 2. It is not mandatory that the Officer relieve the subordinate of their duties if the Officer deems that the situation is under control and they are both capably and efficiently discharging their duties. This will provide the opportunity for training without adversely affecting the present emergency.

SECTION 7: RESPONSIBILITIES OF SECRETARY

2. 7. 1. The Secretary shall keep an exact record and roll of the department specifying the time of admission and discharge of each employee.

2. 7. 2. The Secretary shall provide services to the Officers to carry on department correspondence.

2. 7. 3. The Secretary shall keep the minutes of the meetings as well as an accurate record of the names, addresses, phone numbers and e-mails addresses (if applicable) of all employees.

SECTION 8: RESPONSIBILITIES OF TREASURER

2. 8. 1. The Treasurer shall keep an accurate record of the income and expenditures of the Department.

2. 8. 2. The Treasurer shall be responsible for the issuing of Department petty cash checks from an approved account at a financial institution as directed by the Treasurer.

2. 8. 3. In the event that the Treasurer is unavailable due to absence or disability, the Fire Chief may sign the checks as a duly authorized agent of the Department.

2. 8. 4. The Treasurer shall make records available for audit as requested by the Department, the Selectboard or the Town Treasurer.

SECTION 9: RESPONSIBILITIES OF TRAINING (OFFICERS) COMMITTEE

2. 9. 1. The Training Committee will consist of the Captain(s) and Lieutenant(s) and be known as the Training Officers. Training Officers shall report directly to the Fire Chief.

2. 9. 2. The Training Committee is responsible for the administration of all training sessions for the Department.

2. 9. 3. The Training Committee shall maintain training records of all individuals within the Department.

2. 9. 4. The Training Committee shall also provide community education in fire prevention techniques, or appoint a Department employee(s) to do so.

2. 9. 5. The Training Committee shall recommend specific courses of study to enable individuals to further their knowledge of fire sciences.

SECTION 10: RESPONSIBILITIES OF SAFETY OFFICER(S)

2. 10. 1. The Safety Officer(s) shall be appointed by the Fire Chief during the February business Meeting

2. 10. 2. The Safety Officer(s) shall oversee the safety of all employees on the scene of an incident and make any concerns known to the Officer in charge.

2. 10. 3. If no Safety Officer is present at an incident, the Officer in charge may appoint a Fire Department non-probationary employee to perform the duties of the Safety Officer.

ARTICLE 3 QUALIFICATIONS FOR OFFICERS

SECTION 1: POSITION OF LIEUTENANT

3. 1. 1. Shall have completed the Vermont State Essentials, or equivalent course, at the time in which they took it or are to take it, along with two (2) other certified fire-training courses.

3. 1. 2. Shall be able to drive and operate all fire apparatus safely.

3. 1. 3. Shall have attended a minimum of seventy-five percent (75%) of the regular monthly business, work and training meetings for the previous year. (A daytime training meeting can be substituted for a night training or vice-versa.)

SECTION 2: POSITION OF CAPTAIN

3. 2. 1. Shall have completed the courses required for the position of Lieutenant, as well as one (1) additional certified fire training course.

3. 2. 2. Shall have met all the criteria for the position of Lieutenant.

SECTION 3: POSITION OF ASSISTANT CHIEF

3. 3. 1. Shall have completed the courses required for the position of Captain, as well as two (2) additional certified fire-training courses.

3. 3. 2. Shall be capable of overseeing all fire ground activities.

3. 3. 3. Shall have met all the criteria for the position of Captain.

SECTION 4: POSITION OF FIRE CHIEF

3. 4. 1. Shall have completed the courses required for the position of Assistant Chief, as well as two (2) additional certified training courses.

3. 4. 2. Shall have met all the criteria for the position of Assistant Chief.

ARTICLE 4 GENERAL OPERATING PROCEDURES AND RULES OF CONDUCT

SECTION 1: PROCEDURAL ITEMS

4. 1. 1. The Fire Department personnel will keep the fire station, and all apparatus belonging to the Department, clean and neat, and will see that it is always ready for immediate use.

4. 1. 2. All personnel will return to the station after any operation of the Department to re-service all apparatus, unless approved otherwise by the Officer in charge.

4. 1. 3. All active employees shall be prepared and trained to become an interior fire fighter at any fire unless approved otherwise by the majority of the personnel present (Australian Ballot).

4. 1. 4. All trucks shall be inspected and compared to the truck equipment list immediately after every incident and at least once monthly.

4. 1. 5. Portable fire extinguishers and self-contained breathing apparatuses shall be inspected at least monthly by an employee appointed by the Fire Chief. Any unit found to be questionable shall be removed from service immediately and repaired by qualified individuals.

4. 1. 6. An Officer shall be notified and will authorize the repair/replacement of any defective unit without delay.

4. 1. 7. A log will be kept by the individual performing any maintenance and/or inspection on units identified in Article 4, Section 1, Paragraph 5, indicating the dates of all inspections/maintenance performed.

4. 1. 8. Maintenance work shall not interfere with training sessions.

4. 1. 9. If maintenance work is either not being done or is needed due to equipment failures, the Fire Chief or Assistant Chief(s) may call an additional meeting each month to accomplish needed maintenance.

4. 1. 10. Each active employee is required to take one (1) certified fire-training course at the Department's expense every two (2) years. It is recommended that every active member complete at least one (1) certified fire training course at the Department's expense each year.

4. 1. 11. All employees are responsible for maintaining their turn out gear in such a manner that it is clean, neat and available for immediate use when required. The Department will provide an open account at a local cleaner.

4. 1. 12. Employees on the scene of emergencies shall be properly attired in their complete turn-out gear as provided by the Department, unless approved by the Officer in charge or at woodland fires, where a minimum of gloves and leather boots will be considered acceptable, when combined with trousers/jeans and a shirt.

4. 1. 13. No Fire Department employee shall be allowed to participate in any Fire Department activities until approved by the Fire Chief, and all paperwork has been completed and received by the Town Treasurer or Town Administrator, *including executing a Town Personnel Policy Receipt form*. Cadets shall require a note from their parents and physician authorizing Fire Department activities prior to any activity other than classroom training.

SECTION 2: RULES OF CONDUCT

4. 2. 1. Except for special training meetings or other causes deemed necessary by the Fire Chief, all active, special, probationary, and cadet employees shall meet at the fire station on the first, second and third Thursdays of each month at 7:00 p.m.

4. 2. 2. If an employee is unable to attend a meeting, a satisfactory excuse shall be given at the earliest convenience to the Fire Chief, Secretary, or other Officer, who shall cause it to be placed into the record, and therefore not affect the percentage of meetings made.

4. 2. 3. All employees must agree to conform to the rules and regulations of the Department including following all directions of the Incident Command System unless reasonable safety concerns are brought forth properly.

4. 2. 4. Any active, probationary and cadet employee absent from nine (9) regular meetings within a twelve (12) month period without satisfactory excuse to the Officers shall be subject to disciplinary action as described in Article 5. (Regular meetings shall be defined as monthly business, work, and training meetings.)

4. 2. 5. In case of public alarm of fire or emergency, all employees of the Department who are physically able, will go with all due caution and legal speed (VT Title 13, VSA 1015) to the scene of the fire or to the fire station to perform any duties required by the Officer in charge.

4. 2. 6. While on duty, no unnecessary noise or boisterous conversations shall take place.

4. 2. 7. If any employee /Officer is guilty of breach of discipline, charges shall be made to an Officer of the Department who will handle the matter in accordance with Article 5.

4. 2. 8. After each public alarm of fire or emergency, the Department will discuss the operation. This will take place no later than the first regular business meeting following the event.

4. 2. 9. While at the scene of an emergency, no employee of the Department shall criticize another employee, Officer or the efficiency of the operation. This shall also include the other departments or functions at the scene.

4. 2. 10. Comments, suggestions and criticisms are welcomed and may be made as provided in Section 2, Paragraph 8 of this Article.

4. 2. 11. No person(s) not an employee of the Department will ride in the apparatus of the Department.

4. 2. 12. No children will be permitted to ride in/on the apparatus unless at special function(s) or deemed unavoidable by the responsible parent or guardian.

4. 2. 13. No employee of the Department shall respond to, drive or operate any fire apparatus of the Department while under the influence/impairment of alcohol and/or drugs.

4. 2. 14. Regular meetings of the Department shall be open to all who desire to attend.

4. 2. 15. Employees shall not drive Department vehicles unless fully qualified, and shall be eighteen (18) years of age unless otherwise authorized by the Town of Georgia.

4. 2. 16. Fire vehicles and equipment may be used only for fire fighting, emergencies, training, or at civic functions. The Fire Chief shall determine what constitutes an emergency.

4. 2. 17. Fire Department equipment and/or employees may be requested to assist other departments through the use of "mutual aid". This request shall be honored provided that adequate fire protection is maintained in the Town of Georgia.

4. 2. 18. Employees are not permitted to ride on either the tailboard or the running boards of any emergency vehicle (with the exception of extraordinary events such as funerals). It is the driver's responsibility to see that this is enforced.

4. 2. 19. One-third (1/3) of the active employees shall constitute a quorum for the purpose of transacting business at a regular or previously announced meeting. A quorum shall be required for all votes of the Department employees described in this Policy unless otherwise specified.

4. 2. 20. List of Standard Operating Guidelines (SOG's) will be developed by the Officers, submitted to the employees, and will be reviewed periodically at regular meetings.

4. 2. 21. All Department employees shall abide by these Fire Department Policies and Rules, and the Town Personnel Policy as applicable. The Fire Department Policies and Rules may be re-written and offered as a recommendation to the Selectboard by a sub-committee, if approved to do so by a vote of the Department employees. Said Policies and Rules must remain in compliance with all Town Personnel Policies. Any such revisions are subject to Selectboard approval prior to implementation.

ARTICLE 5 PROCEDURES FOR HANDLING ALLEGED MISCONDUCT

SECTION 1: GENERAL INTERNAL PROCEDURES

5. 1. 1. Per 24 V.S.A. Section 1954: "a fireman may be dismissed or suspended by the fire chief [engineer] on written notice".

5. 1. 2. It is the responsibility of each and every employee to notify an Officer of any suspected breach of discipline.

5. 1. 3. The Officer who has been approached with the allegation shall immediately inform the Fire Chief or First Assistant Chief if the allegation involves the Fire Chief.

5. 1. 4. No further discussions concerning the alleged misconduct shall take place until a panel can be assembled to further investigate the matter.

5. 1. 5. This panel will consist of the Fire Chief and Assistant Chief(s).

5. 1. 6. If the Fire Chief or an Assistant Chief is being investigated, the Captain will take their place on the panel.

SECTION 2: INTERNAL PERSONNEL RESPONSIBILITY AND PROCEDURES

5. 2. 1. The panel shall be presided over by the Fire Chief or highest ranking Officer.

5. 2. 2. One employee of the panel shall be charged with the duties of recording the events.

5. 2. 3. One employee of the panel will inform the individual being charged about the alleged misconduct and request that the employee meet with the panel to discuss the allegation. It should be noted that the employee so charged is not bound to meet with the panel and can decline.

5. 2. 4. The panel shall review, as a body, the alleged misconduct and shall determine whether the alleged misconduct is valid or not.

5. 2. 5. If the alleged misconduct is determined to be invalid, a representative of the panel will inform both parties of such and the panel shall be disbanded.

5. 2. 6. If the alleged misconduct is determined to be valid, the Town of Georgia Personnel Policies and Rules shall be followed, specifically Section IX.

ARTICLE 6 PROCEDURES FOR ELECTION OF CERTAIN OFFICERS FOR RECOMMENDATION TO FIRE CHIEF AND SELECTBOARD

SECTION 1: WHEN ELECTIONS WILL TAKE PLACE

6. 1. 1. At the discretion of the Fire Chief, the Fire Department may hold an advisory election of certain officers, as listed in 2.1.3(A-F) on an annual basis. The procedures in Article 6

shall apply only in the event that the fire Chief chooses to hold such an election. The Fire Chief may choose to hold elections for all Article 2.1.3(A-F) officer positions or only some of these officer positions.

6. 1. 2. The election of officers meeting will be "warned" at the regular business meeting in the month of January. If a January meeting is not held, the Secretary will mail notification to all employees at least fifteen (15) days in advance of the meeting. A list of employees, qualified for each position shall be made available for the January business meeting.

6. 1. 3. These elections will be held on the first Thursday in the month of February.

6. 1. 4. At the close of the regular business meeting in the month of January, Fire Department personnel shall elect, by a two-thirds majority vote, a Moderator for the election of officers meeting.

6. 1. 5. The election will take place before the commencement of the regular business meeting in the month of February and results forwarded to the Town of Georgia Selectboard for consideration at its next meeting.

SECTION 2: REQUIREMENTS OF EMPLOYEES

6. 2. 1. To be eligible to participate in the election of officers, an employee shall:

A) Be in good standing with the Department.
B) Have been with the Department for at least one (1) year.
C) Have been inducted as a full active employee under the guidelines of Article 1, Section 3.

6. 2. 2. Cadets shall not have voting privileges.

6. 2. 3. Individuals on probation shall not have voting privileges.

SECTION 3: PROCEDURES FOR ELECTIONS

6. 3. 1. The Moderator shall call the meeting to order and review the procedures for the election of officers to the group.

6. 3. 2. The Moderator shall go through the roll call and denote aloud any individuals who, for whatever reason, do not have voting privileges. The Moderator will then note how many employees that can vote are present.

6. 3. 3. The Moderator will be responsible for maintaining order and discipline at all times.

6. 3. 4. The Moderator shall announce the present list of Officers and the positions these individuals now maintain within the Department.

6. 3. 5. The Moderator will accept nominations for the position of Fire Chief by Australian ballot. Any member that cannot be present for the election may make it known to an officer that they would accept or decline a nomination.

6. 3. 6. The Moderator will discount any nomination of an individual who does not meet the requirements of the position as listed in Article 3.

6. 3. 7. The Moderator will announce the two individuals who received the highest number of votes and ask if those individuals will accept the nomination. Nominees will be announced in the order of incumbent officer and then the second nominee. If no incumbent officer is nominated, the question will be presented to the top two (2) nominees in no particular order. In the event that one or both of the top two nominees decline the position, the moderator will proceed to ask the next highest (by vote) nominee on the list until there are two nominees who accept the position or until the list of nominees is exhausted, whichever comes first.

6. 3. 8. If there is only one individual who will accept the nomination for the position, the Moderator will instruct the Secretary to cast one (1) ballot for that individual and the person so nominated shall be declared the winner.

6. 3. 9. In the event of a tie vote during the nomination process, the Moderator will instruct the voters to prepare a ballot listing one or the other individual as their choice for the nomination. The results of the balloting shall determine the ranking of those two individuals for nominating purposes only.

6. 3. 10. The Moderator will instruct the voters to prepare their ballots for the final two (2) nominees. The ballots will be counted and the individual who garnishes a majority of the vote will be declared the winner. In the case of a tie, Section 3, Number 11, of this Article shall be used to settle any stalemate that would occur.

6. 3. 11. If after two (2) go-rounds the candidates are still tied, the Moderator shall be empowered to break the tie. The Moderator shall determine what method shall be used to break the deadlock.

6. 3. 12. The process as outlined in Article 6, Section 3, Number 5 through Section 3, Number 11 shall be repeated for the offices of Assistant Chief(s), Captain(s), Lieutenant(s), Secretary, Treasurer and Training Officer until all positions are filled.

6. 3. 13. The Moderator will then announce the results of the election to all present and inform the newly elected officers that they are to assume their duties as interim officers, until they are fully appointed by the Fire Chief. Interim officers shall have firefighting authority with no non-emergency spending authority.

6. 3. 14. The Moderator shall ask if there is any other business to be conducted at this meeting. If so moved, the only business that can be discussed must pertain to the election of officers or the procedures relating to it.

6. 3. 15. The Moderator, upon completion of business, shall entertain a motion to adjourn.

6. 3. 16. The meeting will then stand adjourned.

ARTICLE 7 RELEVANT TOWN OF GEORGIA PERSONNEL POLICY SECTIONS

7. 1. 1. The following sections of the Town of Georgia Personnel Policies and Rules may include, but are not limited to, the following, and should be reviewed with each employee of the Fire Department.

Section I: Authority
Section II: Persons Covered
Section III: Administration
Section IV: Recruitment/ Part time employees
Section VI: Appointment/ Probation – Section 8
Section IX: Discipline and Discharge
Section X: Termination
Section XI: Grievances
Section XII: Conduct of Employees
Section XVI: Pay Plan – Fire Department specific.
Section XVII: Workplace Safety
Section XXIX: Personnel records
Section XXX: Non-discrimination Policy

Personnel Policy Receipt Form, signature required.