

BAY CITY ORDINANCES

ORDINANCE NO. 675

AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT AND REGULATION OF THE BAY CITY FIRE DEPARTMENT; REPEALING ORDINANCE 413 AND DECLARING AN EMERGENCY

The City Council of the City of Bay City ordains as follows:

Section 1: Repeal. Bay City Ordinance 665 is repealed in its entirety.

Section 2: General. The Bay City Fire Department is a volunteer Fire Department and is organized under the authority of the Charter of the City of Bay City. This Ordinance shall govern the operations of the Bay City Fire Department and the procedures to manage the City's Fire Department Volunteers. The rules and regulations set forth in this ordinance should insure fairness to all members of this Department and will outline the actions and conduct of the members so as not to bring discredit to the Department.

Section 3: Department. The responsibilities of the Bay City Fire Department are fire prevention, control and extinguishment, and preservation and protection of lives and property during fires, disasters, and other emergencies. It is known as the BAY CITY FIRE DEPARTMENT and is referred to as "THE DEPARTMENT."

Section 4: Purpose. The objectives of the Department shall be the protection of life and property from and during any fires, emergencies and disasters that may occur. The Department shall meet as often as is necessary to drill, plan and train to fulfill the above objectives. The Fire Chief shall be responsible for the efficient operation, training and performance of all members of the Department.

Section 5: Affiliations. The Bay City Fire Department and all its members shall be affiliated with the Oregon Volunteer Firefighters' Association.

Section 6: Firefighter Ranks and Classification. The Firefighter ranks and classifications of the Department are as follows:

a. Based upon recommendations from the Fire Chief, the City Council shall appoint such members to serve as Senior Fireline Officers (the rank of Captain and above) as they consider necessary. The Fire Chief shall appoint such members to serve as Junior Fireline Officers (those below the rank of Captain) as he or she considers necessary. These Fire Chief appointments will be made with the approval of the examining process described herein and all appointed officers shall serve at the will of the City Council and Fire Chief, with removal for just cause. It shall be their duty to assist the Fire Chief and the Department in fire suppression, fire protection, life safety, and drills whenever called upon to serve.

b. All Officers shall be appointed from an eligibility list established by the Fire Chief.

c. Senior Officers of the Bay City Fire Department are appointed in accordance with Paragraph 6(a) herein, and are as follows:

1. Fire Chief: The Fire Chief position is recommended by the Bay City Volunteer Firefighter's Association and hired by the City Council and is under the direction and supervision of the Bay City Council. The Bay City Fire Chief is primarily a volunteer position, however, in recognition of the required reports and recordkeeping, there is a set monthly amount paid to assist in compensating for said duties. However, the Fire Chief is paid as a part-time, non-regular employee, subject to his/her own hours, as needed, to carry out his/her job duties in completing required reports. The position is not eligible for any employee benefits other than worker's compensation coverage, Public Employee Retirement System contributions and federal social security coverage. The Fire Chief is responsible to the City Council to provide on-going leadership and supervision of the City Fire Department, including but not limited to: provide job descriptions for all members of the department; provide training for all members in basic fire tactics; provide safety training for all department members; provide documentation of training for future use of the department and the firemen; prepare office procedures manual for required reports; timely file all required reports; recruit and train additional members for the Bay City Department; develop and initiate a cross training program with neighboring public safety agencies; maintain all department records in a current condition; assist in grant writing and procurement when possible; keep the City Council informed of successes and problems within the department; and attend monthly City Council meetings and provide monthly written reports on the Department's activities. Code enforcement duties are limited to fire issues as set forth as an assistant to the State Fire Marshall as defined in ORS 476.060 and to other fire and life safety issues if an immediate danger to life and/or property exists.

2. Assistant Fire Chief: The Assistant Fire Chief is second in command and is appointed under the provisions of Paragraph 6(a) herein. The Assistant Fire Chief has all of the duties of the Fire Chief when the Fire Chief is unavailable.

3. Fire Marshall: The Fire Marshall is third in command. and is appointed under the provisions of Paragraph 6(a) herein.

4. Captains. There may be up to four (4) Captains appointed under Paragraph 6(a) herein. The Captains are next in command to the Fire Marshall and are responsible to the Fire Chief for the training of the Department members, as well as the supervision of members during training and calls for service.

5. Training Officer: The Training Officer is appointed under the provisions of Paragraph 6(a) herein.

d. Junior Fireline Officers: These positions are appointed by the Fire Chief:

1. Lieutenants: Lieutenants are appointed by the Fire Chief. The number of Lieutenants is at the discretion of the Fire Chief and they are appointed to fulfill certain special needs of the Department.

2. Engineers. Engineers are appointed by the Fire Chief, and shall be trained to the standard of Driver/Pumper Operator, NFPA 1002, Generally, the numbers of engineers will depend on the number of fire apparatus in the Department.

3. Firefighters. Firefighters are adult members of the Department. Firefighters shall complete entry level firefighting training as soon as it is offered by the Department. Firefighters are required to train to the NFPA Firefighter I level within one year of membership. Firefighters shall complete training to Firefighter II within 3 years of membership.

4. Cadets. Cadets are juvenile members of the Department and are expected to participate in the training program. Cadets are restricted from training and/or duties that are not allowed for their age. Cadets are encouraged to complete as much training as possible, and all training occurring after 16 years of age will count toward their Firefighter training.

e. Executive Board. The Executive Board is comprised of the Senior Fireline Officers and the President of the Bay City Volunteer Firefighter's Association. Its function is to assist the Fire Chief with the approval of promotion lists for Department Officers. The Executive Board shall serve the Fire Chief in an advisory capacity in matters of Department policy and administration, as needed.

Section 7: Requirements. Membership of the Department requirements are as follows:

a. Any person of good character, health and ability who is fifteen (15) years of age or older shall be eligible for membership in the Department.

b. The Bay City Fire Department shall consist of as many personnel as deemed necessary for the proper and efficient operation of the Fire Department by the Chief, the Executive Board and with the approval of the City Council of the City of Bay City.

Section 8: Drills. Fire Department drills shall be held weekly with the exception of weeks where the regular drill night falls upon a recognized holiday.

Section 9: Bay City Fire Department Volunteer Policies and Procedures. These are covered in the Bay City Fire Department Volunteer Policies and Procedures Handbook, as may be amended from time to time. Fire Department Employees are subject to the City of Bay City Personnel Policy.

Section 10: Interpretation of Ordinances. Questions or interpretive discrepancies concerning this ordinance shall be resolved by majority vote of the City Council.

Section 11. Severability. The invalidity of a section or subsection of this ordinance shall not affect the validity of the remaining sections or subsections.

Section 12. Effective Date. The City Council finds that immediate adoption of the ordinance is necessary to protect the health, safety and welfare of its residents and to provide certainty as to which rules apply within the Bay City Fire Department. This ordinance shall become effective immediately after its adoption by the City Council and approval by the Mayor.

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 9th DAY OF May 2017 and
APPROVED BY THE MAYOR THIS 9th DAY OF May 2017.

Shaena E. Peterson

Shaena E. Peterson, Mayor

ATTEST:

Linda Downey

Linda Downey, City Recorder

Ayes: __5__

Nays: __0__

Abstentions: __0__