

**VILLAGE OF RANDOM LAKE FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES (SOP)**



Standard Operating Procedures (SOP) of the Village of Random Lake Fire Department Last
Revision 4.6 Date 10/10/2023
By Jacob Williamson

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SOPs of the Village of Random Lake Fire Department

ARTICLE 1. TITLE AND MISSION.

1. This organization shall be known as the Village of Random Lake Volunteer Fire Department (RLFD).
2. The mission of the RLFD shall be the preservation of life and property.

ARTICLE 2. MEETINGS.

1. An annual meeting of the RLFD members shall be held on the second Monday in January of each year.
2. Regular monthly meetings shall be conducted by the Fire Chief to educate and inform the members. Meetings shall begin at 6:30 P.M. unless otherwise provided in the notice to the members. Unless otherwise expressly provided in a meeting notice, all meetings of the RLFD shall be held at the fire station. Any special meetings will be notified by pager notification or via email notification.
3. The Fire Chief, Assistant Fire Chief, or Assistant EMS Chief shall give each member at least 24-hours' notice of any special meeting. Notice shall be provided through the Sheboygan County paging system and by email sent to all members.
4. The order of business at monthly meetings shall be as follows:
 - a. Pledge of Allegiance
 - b. The meeting comes to order no later than 7:30 P.M. or as announced via pager or email notification.
 - c. Roll Call (Confirm one-third of membership in attendance)
 - d. Reading of previous month's minutes (Will be passed around during meeting)
Secretary's report.
 - f. Treasurer's report (Will be passed around during meeting)
 - g. Officer's report
 - h. Correspondence
 - i. Fire / EMS reports
 - j. Past events
 - k. Future events
 - l. Schools / Trainings / Drills
 - m. Truck / Maintenance reports

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- n. Committee reports / purchases
 - o. Unfinished business
 - p. New business
 - q. Presentation of new member applications
 - r. Clean-up duties
 - s. Anniversaries
 - t. Approval of Treasurer's Report and previous month's minutes
 - u. Adjournment
5. One-third of the active membership must be present to hold a monthly meeting.
 6. In addition to monthly meetings, the RLFD shall meet twice monthly to conduct practice sessions.
 - a. The first monthly practice will be held on the first Monday of each month beginning at 6:30 P.M. or as announced. (Excluding holidays).
 - b. The second monthly practice will be held on the fourth or fifth Monday of each month beginning at 6:30 P.M. or as announced. (Excluding holidays).
 - c. Additional Practices may be held.
 7. The fiscal year of the Village of RLFD shall run from January 1st through December 31st.
 8. Monthly bills will be forwarded to the Village Treasurer after their approval by the membership for payment.

ARTICLE 3. ORGANIZATION

1. The members of the RLFD shall consist of probationary, active, and honorary members. These members would include firefighters, EMS personnel and ambulance drivers.
2. Active, probationary, and honorary members shall constitute the personnel of all emergency equipment.

ARTICLE 4. OFFICERS

1. The Fire Chief, Assistant Fire Chief, Assistant EMS Chief, Engineer, Secretary, Treasurer, Fire Training Officer, and Safety Officer shall constitute the officers responsible for the affairs of the RLFD.
2. Operational command of the RLFD shall be vested in the Fire Chief, Assistant Fire Chief, Assistant EMS Chief, three Fire Captains, and one EMS Captain.
3. A member can hold only one officer position at a time.

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4. The Assistant EMS Chief position is a full-time employee of the Village of Random Lake.
5. All operational command positions, including Training Officer, and Safety Officer must have successfully completed or be in the process of completing within 12 months of the appointment, the State Fire 1, and State Officer's Class.
6. It is recommended that the RLFD Treasurer will not hold any elected/or full time or part time, paid Village of Random Lake office including Clerk, Treasurer, and Deputy Clerk.

ARTICLE 5. APPOINTMENT OF OFFICERS

1. The Fire Chief shall be appointed by the Village of Random Lake Village Board of Trustees.
2. The Fire Chief shall appoint all subordinate positions subject to their ratification by the Public Safety Committee of the Village of Random Lake. Appointment of the Assistant EMS Chief shall also be subject to the ratification of the Village Board of Trustees, as this is a full-time position of the Village of Random Lake.
3. Any active member interested in becoming an Officer of the RLFD shall submit their interest through an application process. All positions will be listed with job requirements and qualifications required. The application shall be turned in by the November monthly meeting.
4. It shall be the duty of the Fire Chief to notify the membership when an officer position appointed under subsection two of this Article is vacated. If a vacancy in office occurs, the Fire Chief shall endeavor to appoint a successor to the position for ratification by the Public Safety Committee within 3 months if possible.

ARTICLE 6. DUTIES OF THE FIRE CHIEF

The Fire Chief shall have the following duties and responsibilities:

1. Call and preside over all regular and special meetings of the Members, preserve order, and to decide all points of order that may arise during such meetings.
2. Exercise general supervision in all aspects of the Department.
3. Exercise appropriate supervision to ensure that each subordinate officer completes his or her duty.
4. Take corrective action, including but not limited to commencement of disciplinary action, concerning any Officer not performing their duties.
5. Conduct and enforce the SOPs, SOGs, Village Handbook, and those Village Ordinances pertaining to the Fire Department.
6. To the extent possible, be present at all fires, plan the attack and direct the action of the Department.

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7. Engage in open discussions with the Members concerning fire and EMS calls at the next monthly meeting.
8. Appointments of subordinates shall be made from an eligible list. Approval by the Village of Random Lake Public Safety Committee shall be kept on file with the Village of Random Lake Clerk in accordance with Section 62.13 of the Wisconsin Statutes.
9. Provide the Village Board with reports from time to time and when requested by the Village President.
10. To the extent possible, attend all Sheboygan County Fire Chief's meetings and present what was talked about at the next monthly meeting of the Fire Department.
11. Ensure that all fire reports are completed and submitted to NFIRS.
12. Hold the office of, and perform the duties of, fire inspector with the power to appoint one or more deputy fire inspectors, who shall perform the same duties and have the same powers as the fire inspector.
13. Ensure that a weekly test page is sent out through the Sheboygan County Paging System to inform the members of any meetings/practices/training for the week.
14. Review all contracts and agreements that are entered into by the RLFD for fire and EMS services before they are executed by the Fire Chief and the Village of Random Lake Board.
15. Supervise any investigation by the Assistant Fire Chief and/or the Assistant EMS Chief and take appropriate action on any complaints or concerns brought by any member, hospital personnel, law enforcement, or patients and patient's families. Complaints shall be forwarded to the Medical Director when necessary.

ARTICLE 7. DUTIES OF THE ASSISTANT FIRE CHIEF

The Assistant Fire Chief shall have the following duties and responsibilities:

1. Perform the duties of the Fire Chief during the unavailability or incapacity of the Chief.
2. Assist the Fire Chief in the discharge of his or her duties.
3. Oversee the purchasing of articles, materials, supplies and/or equipment subject to the direction of the Fire Chief and in accordance with the direction of the Department at a regular or special meeting. Purchases shall be made to the best of their ability and most advantageous to the Department and as early as possible following such direction.

If the requisition is in the amount of \$1,000.00 or more, any single item would require two or more quotations. The procurement of replacement, emergency or necessary operating supplies may be directed by the Fire Chief with direction of the Assistant Fire Chief, Assistant EMS Chief, Treasurer, Secretary, and Engineer, in the amounts not to exceed \$2,499.99. If the amount exceeds \$2,499.99, a special meeting will be called. For procurement of Federal Grant Funding, see Federal Grant Regulations documented in the SOGs.

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4. To the extent possible, attend all Sheboygan County Fire Chief's meetings and present what was talked about at the next monthly meeting of the Fire Department if no report was given by the Fire Chief.
5. Submit in conjunction with the Fire Chief his/her budget for the next year to the finance committee by September 1st of each year.
6. Assist the Fire Chief with the reviewing of all contracts and agreements.
7. Investigate and function as directed by the Fire Chief on any complaints or concerns by fellow employees, hospital personnel, law enforcement, or patients and patient's families.
8. Oversee and manage all annual air pack maintenance and inventory with documentation on each pack.
9. Perform the State Retirement Plan calculations for the SSA (State Service Awards) and give a report to each member their account balance upon request.

ARTICLE 8. DUTIES AND QUALIFICATIONS OF THE ASSISTANT EMS CHIEF

The Assistant EMS Chief shall have the following duties and responsibilities:

1. Be on duty a total of 44 hours a week Monday through Friday as assigned excluding Holidays/Vacations.
2. Perform state mandated Fire Inspections in the RLFD area.
3. Act in cooperation with the EMS Captain as the EMS Quality Assurance Officer by reviewing posted calls for proper reporting before they are submitted to the billing company.
4. Conduct an inventory during normal working hours of RLFD ambulances on a weekly rotation and after major calls (to include cardiac arrest or major trauma) and replace missing equipment and supplies. EMS Kits kept on other vehicles will be inspected and restocked monthly with medications being rotated. A monthly EMS supply inventory sheet will be turned in to the Assistant Fire Chief.
5. Order EMS equipment and supplies as needed.
6. Perform community outreach activities (Examples: assist families making homes safe for elderly, CPR training in local businesses, fire prevention activities in the schools) in consultation with the Fire Chief.
7. Maintain the fire station building and grounds by performing general janitorial services and light maintenance.
8. Assist the Engineer with completing the scheduling equipment maintenance by certified personnel schedules as well as maintaining accurate records.
9. Assist the Fire Training Officer with the preparation of monthly practice records as well as maintaining accurate records of training and training attendance.

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10. Develop and implement a daytime EMS drill schedule as approved by the Fire Chief. This drill will mimic the monthly evening practice to keep consistency with the training of all members of the RLFD.
11. The Assistant EMS Chief must continuously meet the following requirements during the term of, and as a condition of, employment:
12. Be a member in good standing of the RLFD.
13. Have obtained a High School Diploma or GED equivalent, State of Wisconsin Fire Inspector Certification (within 2-years of employment), and State of Wisconsin AEMT license (or higher).
14. Hold American Heart Association CPR Instructor Certification and be affiliated with a Training Center (or able to obtain it within 6 months) provided, however, that another state-approved CPR instruction agency may be substituted for the American Heart Association with approval from the EMS Medical Director.
15. Hold a valid driver's license issued by the State of Wisconsin.
16. Report to the Fire Chief of the RLFD and shall provide reports to the Random Lake Village Board President upon request.
17. Disciplinary measures may be initiated by the Fire Chief or the Village President subject to determination by the Random Lake Village Public Safety Committee.

ARTICLE 9. DUTIES OF THE SECRETARY

The Secretary of the RLFD shall have the following duties and responsibilities:

1. Keep a record of all proceedings of the Department, call the roll and record all absences at meetings and practices, and maintain the records of the Department. The record of attendance at practices will be recorded in the main binder with green forms.
2. Inform the Fire Chief of any delinquent members. The Fire Chief shall personally inform a member by written notice by July 1st and December 1st of their delinquency. Delinquency is a failure to comply with the RLFD SOP's. The members shall be informed of the specific violation(s), that their membership is in jeopardy for the current year and that their continued delinquency may result in disciplinary action. The current year is defined as the calendar year starting January 1st through December 31st.
3. Take the attendance sheet and make a copy of the Secretary's and Fire Training Officers records along with the EMS training Officer records.
4. Maintain a record of time each individual member who has requested and been granted a Leave of Absence, the amount of time that member has been on Leave, and report that status at each monthly meeting along with the date that each member's Leave of Absence period is scheduled to end.
5. Prepare the monthly minutes of the meeting (within a week) and place a copy in the binder which is kept in the mailroom.

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- i. It is the duty of the Secretary to prepare a monthly newsletter.
 - ii. All newsletters will be emailed to all members by the end of the month.
6. Oversee all food pertaining to the general business meeting of the RLFD or when directed by the Fire Chief or Assistant Chiefs.

ARTICLE 10. DUTIES OF THE TREASURER

The Treasurer of the RLFD shall have the following duties and responsibilities:

1. Receive all monies collected and promptly deliver them to the Village of Random Lake Treasurer for deposit, prepare and deliver to the Fire Chief and the members detailed monthly reports on all monies received and bills paid, present a yearly account of the state of finances, and make an annual itemized report of the sums received and from what sources, of the sums paid out, and of the balance on hand.
2. Be bonded, and the bond shall be paid by the Department funds.
3. Furnish the Clerk of the Village of Random Lake, each month, with copies of all bills that are to be paid for by the Village.
4. Prepare the annual expense budget in conjunction with the Fire Chief.
5. Record and review actual expenditures against the budget for the annual finance meeting held in the fall each year.
6. Prepare the Long-Range Plan (Capital Budget) each year in consultation with the Fire Chief and Assistant EMS Chief.
7. Prepare and present the annual audit information to the Finance Committee.
8. Apply for the RLFD bingo license and complete/submit the State Bingo Report
9. Send thank you letters for all donations received.

ARTICLE 11. DUTIES OF THE ENGINEER

The Engineer of the RLFD shall have the following duties and responsibilities:

1. Ensure that all RLFD equipment is maintained to a safe operational level.
2. Through regular, periodic inspections and regular participation in fire runs, ensure that all the equipment is trouble-free and maintained in a proper working order, keep an updated maintenance record of all equipment and report equipment readiness issues to the Fire Chief and, at monthly meetings, to the members.
3. Assist, or sit on, all RLFD committees formed for the acquisition of new fire department vehicles or equipment pertaining to the operation of a vehicle.

4. Perform or schedule with Certified Personnel periodic oil changes and other routine scheduled maintenance, pump inspections, and ladder inspections for all necessary RLFD vehicles.
5. Address all maintenance requests and reports of equipment problems in a timely manner and provide periodic reports concerning vehicle and equipment readiness at the monthly meeting.
6. Maintain records of maintenance requested and maintenance performed and submit a duplicate of such records to the Fire Chief.

ARTICLE 12. DUTIES AND QUALIFICATIONS OF THE FIRE TRAINING OFFICER

The Fire Training Officer of the RLFD shall have the following duties and responsibilities:

1. Coordinate all the fire training of fire department members in consultation with the Fire Chief.
2. Maintain accurate records on all personnel concerning rank and advancement, training of personnel, personnel qualifications, lesson outlines, and handout material. Any other additional practices, meetings, schools, seminars, conferences, fire, and rescue calls, etc. will be kept on the individual member's attendance record sheet in the secondary binder with yellow forms and the Fire Training Officer will keep a record of this.
3. Coordinate training courses through local, vocational, technical, and other educational opportunities in consultation with the Fire Chief and Assistant EMS Chief.
4. Monitor the training progress of all department personnel.
5. Submit a budget for training for the next fiscal year to the finance committee by September 1st of each year. The budget should include seminars, conferences, or other training for continued education.
6. To the extent possible, attend all Sheboygan County Training Officer Association meetings.

ARTICLE 13. DUTIES OF SAFETY OFFICER

The Safety Officer shall be appointed and will be responsible for managing the Department's safety program and shall report to the Fire Chief or his/her designee. See Article 4 paragraph 5 for minimum qualifications.

ARTICLE 14. DUTIES OF STANDING COMMITTEES

1. Finance Committee. The Finance Committee shall consist of the Fire Chief, Assistant Fire Chief, Assistant EMS Chief, Treasurer, and a minimum of two appointed members of active or honorary status by the Fire Chief. It shall be the duty of the Finance Committee to:

- a. Examine all accounts that may be referred to by the Department and report on the same before the fiscal January meeting.
 - b. Examine the books of the RLFD Treasurer and the Village Treasurer and make a report at the January meeting.
2. SOG and SOP Committee. The SOG and SOP Committee shall consist of the Fire Chief, Assistant Fire Chief, Assistant EMS Chief and 2 or 4 appointed committee members by the Fire Chief. The appointed committee members must be of active or honorary status. It shall be the duty of the SOG and SOP Committee to review Fire Department Regulations annually.

ARTICLE 15. PROBATIONARY MEMBERSHIP REQUIREMENTS

1. Any person 18 years of age or older who holds a valid Wisconsin driver's license may complete and submit the RLFD application for membership form. All applicants must successfully complete a physical examination and a urine drug screen conducted by a qualifying agency designated by the RLFD and submit to a background check, which shall be reviewed by the Officers and the Village of Random Lake Public Safety Committee. Failure to submit to both the physical and urine drug screen, unacceptable physical or drug screen test results, or an unacceptable background check (subject to Wis. Stat. ss. 111.321, 111.322, 111.335) will be grounds for denial of the application. Tests must return negative, except for prescribed medications that do not impair the applicant's ability to operate any equipment or perform the essential firefighter or EMS functions. If accepted, the person shall be placed as a probationary member for a minimum of 12 months.
2. All probationary members of the RLFD shall be required to complete one of the following within 12 months of the start of the member's probationary membership unless the Fire Chief grant an extension:
 - a. Successfully attend State of Wisconsin Firefighter Entry Level or have obtained the equivalent from another state.
 - b. Complete the State of Wisconsin DHS EMT Basic Class and obtain a State of Wisconsin EMT Basic license.
 - c. Complete and pass Emergency Medical Responder class and obtain a State of Wisconsin Emergency Medical Responder license.
 - d. Complete a Driving class approved by the RLFD with at least one Officer in attendance along with the instructor.
3. If the training requirements of this Article are not met, after review by the Fire Chief, the member will be notified in writing that they are no longer a probationary member of the RLFD, and all benefits pertaining to probationary membership have been forfeited. When a probationary member completes the training requirement and has served at least 12 months of satisfactory service, the probationary member shall be promoted to Active member upon the approval of the RLFD Chief. The approval will be brought to the Village of Random

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Lake Public Safety Committee for ratification. Their Active membership will not start until both steps have been completed.

4. If a probationary member's membership with the RLFD is terminated before the first twelve months are completed, the probationary member must wait 12 months before reapplying for membership.
5. No probationary member shall operate any vehicle or equipment until they have received permission of and signed off by the Fire Chief or an Assistant chief. The probationary member must have a signed checklist for each vehicle and its equipment. The probationary member must also have a valid State of Wisconsin driver's license.
6. Probationary members do not have the right to vote or have money added to the Wisconsin Service Award Program account.

ARTICLE 16. TRI-COUNTY CADETS PROGRAM

1. Residents of the Random Lake Fire Territory or adjacent Fire Territory between the ages of 14 and 18 may train as Firefighter and/or EMS under the Tri-County Cadets program.
2. Tri-County Cadets must follow the guidelines set up by the Tri-County Cadets program.
3. Tri-County Cadets will not have voting privileges with the RLFD.
4. At the age of eighteen, a Tri-County Cadet may apply for probationary membership to the RLFD.

ARTICLE 17. QUALIFICATIONS AND DUTIES OF ACTIVE MEMBERS

1. Active members will be classified as Firefighters, EMT/AEMTs, Emergency Medical Responder, or Ambulance Drivers. An active member must currently hold at least one of these classifications.
2. "Firefighters" must successfully attend the State of Wisconsin Firefighter Entry Level or have obtained the equivalent from another state. Firefighters must maintain a CPR Certification.
3. "Ambulance Drivers" must have completed a Driving Class approved by the RLFD with at least one Officer in attendance along with the instructor, learn and know local traffic routes as well as routes to local hospitals, know the location of equipment and operation of the ambulance, maintain a CPR Certification, and help meet on-call needs. All drivers must have and maintain a valid State of Wisconsin Driver's license.
 - 4." Emergency Medical Responder" must obtain/maintain a State of Wisconsin Medical First Responder Emergency Medical Responder license and have completed the Drivers' requirements and have and maintain a valid Wisconsin driver's license.
- 5." EMTs" must obtain/maintain a State of Wisconsin EMT Basic license and meet the requirements of a Driver when having a valid Wisconsin driver's license.

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6.” AEMTs” must obtain/maintain a State of Wisconsin AEMT/Paramedic license and meet the requirements of a Driver when having a valid Wisconsin driver’s license.

7. Any personnel holding strictly an EMS/ambulance Driver classification shall actively help maintain the on-call schedule.
8. All members will complete mandatory training required by the State of Wisconsin, our Medical Director, or the Village of Random Lake.
9. It is the duty of every member to attend as many practices, drills, meetings as possible, and become accustomed to all phases of firefighting and EMS procedures and equipment, especially the operation of vehicles.
10. It shall further be the duty of every member to work at all fundraisers in the Department, as directed by the committee in charge.
11. Any active member who has not accumulated a total of six meetings and eight practices/drills as documented by the member’s attendance sheets, and has not maintained at least one current classification, in the Department's current annual year shall result in the member being placed on probationary status. At which time active status may only be regained after the approval of the Fire Chief and/or Fire Training Officer and or EMS Training Officer. If a member satisfies the yearly requirements in the next 6 months, they may return to active status with the Fire Chief’s approval. If after 12 months of probationary status a member does not satisfactorily meet training requirements, the member’s status with the department may be terminated at the discretion of the Fire Chief. 1
12. Exceptions and petitions for temporary relief from the minimum training and meeting requirements shall be made to the Fire Chief in writing. Under special circumstances as reasonably determined by the Fire Chief, the Fire Chief may grant temporary exemption or extension for compliance with the minimum training and meeting requirements. These documents will be kept in the member’s personnel file.
13. It will be the responsibility of the individual member to sign their own individual attendance green sheets in the attendance binder for practices/drills.
14. It will be the responsibility of the individual member to sign their own individual attendance yellow sheets to include committee meetings, schools, seminars, conferences, fire, and rescue calls, etc.
15. A member whose active status is in jeopardy due to not meeting training requirements will receive a verbal and written warning from the Fire Chief and/or Fire Training Officer.
16. A member whose status is changed from active to probationary status will receive a written notification from the Fire Chief. The Fire Chief and his/her designee will discuss requirements and actions needed to regain active status. Changing status from active to probationary status will result in loss of voting rights and loss of Wisconsin State Service Award Program annual contribution.

17. When an active member, who has only fulfilled the Wisconsin State EMT/AEMT, Emergency Medical Responder, and/or Driver classification of a probationary member, chooses to not maintain their current classification, that active member shall be required to either successfully attend or be enrolled in the Firefighter Entry Level course, or attend or be enrolled in another form of EMS classification. This needs to be completed, or in progress, within 12 months of their license expiring. If classes are not available, the Fire Chief may grant an extension.
18. If this training requirement is not met, after review by the Fire Chief, the member will be notified in writing that they are no longer a member of the RLFD.
19. Any active member of the RLFD may request a leave of absence for a period not to exceed 12 months. This leave of absence is subject to approval by the Fire Chief and, if approved, must be recorded in writing to the Department before it becomes effective. After an initial 12-month leave of absence, the leave may be extended at the discretion of the Fire Chief for an additional 6-month interval. This request must also be recorded in writing.
20. Any time spent on a leave of absence shall not be considered towards time spent as an active member of the RLFD. Wisconsin State Service awards will also be prorated based on months as an active member.
21. Any member of the RLFD, who is called to active military duty, does not need to take a leave of absence, and shall not be considered a delinquent member during that period.
22. It shall be the duty of every member to participate to the best of his/her ability in their membership classification at each practice to be reimbursed or given credit. The Secretary/Training Officer shall oversee keeping these records along with the time in and time out, when possible.
23. In the case of death of a member it shall be the duty of the Department to attend their funeral as a department in full dress uniform or as the family wishes otherwise.
24. Department uniform shall consist of the following: Fire Department issued jacket, shirt, cap, tie, trousers or skirt, badges, and trim. A pair of black shoes, black socks, and black belt shall be provided by individual members.
25. No active member shall operate any vehicle or equipment until they have received permission of and signed off by the Fire Training Officer and/or appointed designee. The active members must have a signed checklist for each vehicle and its equipment they intend to drive.
26. No member shall appear at a meeting of the RLFD or on duty in an impaired state due to alcohol, a controlled substance or other drug. No member shall use insulting, indecent, or improper language; be insubordinate, use conduct unbecoming a lady or gentleman; or otherwise, or cause discredit to the Department. Any such action(s) may result in disciplinary action by the Fire Chief. The Fire Chief may impose a suspension as a penalty, which shall be subject to appeal to the Public Safety Committee. The Fire Chief or Village President may file charges with the Public Safety Committee seeking suspension, reduction in rank, or removal of any member for the good of the service.

ARTICLE 18. HONORARY MEMBERSHIP

Any member who has served the Department in a faithful manner for twenty (20) years may go to honorary status with a written statement to the Fire Chief. Members who become disabled or medically unable to perform their duties with less than twenty (20) years membership may request honorary membership status with a written request to the Fire Chief. The Fire Chief, Assistant Fire Chief, and Assistant EMS Chief will make a final determination of this change of membership status.

1. Honorary membership in the RLFD shall permit attendance at meetings and social functions, acting in advisory capacities, hold a position on committees, secretary, or treasurer positions. It shall not include voting power or the right to hold any other officer positions. Duties of an honorary member will be documented and kept in each member's file.
2. Any honorary member who wishes to return to active membership shall be required to pass the same medical examination that is required for probationary status and meet with the Fire Chief and or Chief Officers. The Fire Chief shall make recommendations for the requirements necessary for reintegrating into active membership. This change in membership status must be a written request.
3. Honorary Members shall be limited to scene support roles unless otherwise designated by the Fire Chief.

ARTICLE 19. ASSUMING COMMAND

It shall be the privilege of any member first reaching the scene of an emergency to assume command of the Department, which they may retain until relieved following the arrival of the Fire Chief, an Assistant Chief, or another senior officer, who thereafter shall serve as Incident Commander and shall be subject to the same penalties that such officer would be liable to for any neglect of duty or any other offense. That member assuming command at an incident shall make a report at the next meeting.

ARTICLE 20. AMENDMENTS

No alterations or amendments shall be made to these Standard Operating Procedures unless proposed by the SOP Committee and read at a regular meeting, then posted, and then acted upon at a monthly meeting. The proposal must be approved by a majority of the members present and ratified by the Village of Random Lake Public Safety Committee.

ARTICLE 21. MEETING RULES OF ORDER

1. Only one member shall be entitled to the floor during the same period.
2. Questions can come before the membership, be discussed, properly moved, and seconded and have a vote called for.
3. The Chief shall call for ayes and nays on any motion that has been seconded.
4. All motions shall be settled by a majority of votes cast.
5. In the case of a tie vote on a motion properly moved and seconded, the motion shall be rediscussed, and upon completion of discussion, a second vote shall be taken. Upon another tie vote, the motion shall be tabled until the next scheduled meeting.
6. When a motion is presented before the Department and seconded, it must be acted on before another motion can be entertained unless otherwise permitted under Robert's Rules of Order. No motion may be made subject to more than two amendments.
7. Any member may request that a motion be voted on by secret ballot. This request need not be seconded.

ARTICLE 22. ORDER OF PRACTICE

The Fire Training Officer and/or other people delegated by the Fire Chief or Training Officer should direct each practice.

The Training and/or Safety officers shall be responsible for all safety, welfare, and training of all members. They shall be responsible for the safe condition and use of all equipment. Practices shall be reviewed by the Fire Chief, Assistant Fire Chief, or Assistant EMS Chief before the practice date.

ARTICLE 23. DISCIPLINE POLICY

If a member has not kept to the standards set forth by the SOPs of the RLFD, that member may be reported to the Fire Chief by written letter. The Fire Chief shall conduct an appropriate investigation of each complaint, which may include interviews with the members being reported, witnesses to the conduct and the members that have filed the complaint. After the investigation is complete, the Fire Chief will decide if the matter warrants further action, which may include a suspension as a penalty or submission to the Village of Random Lake Public Safety Committee for a hearing to determine whether suspension, reduction in rank, or removal from the service is needed for the good of the service. The procedures in Wis. Stat. § 62.13(5) shall be followed for any hearing before the Random Lake Public Safety Committee under this Article.

The steps of action taken by the Fire Chief, which will be taken in the presence of the Assistant Fire Chief or Assistant EMS Chief, will include the following and each action shall be documented and signed by all parties involved. The document will include the date and time and be placed in the member's file.

1. Any informal verbal action by the Fire Chief.
2. Any formal action by the Fire Chief.

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3. Written action by the Fire Chief, Assistant Fire Chief, and/or Assistant EMS Chief to present any recommendations for discipline to the Village of Random Lake Public Safety Committee for consideration as to whether suspension, reduction in rank, or removal from the service is needed for the good of the service.

Reasons for disciplinary action may include the following:

1. Theft of property belonging to the RLFD, patient, property owner, or another member.
2. Willful damage to property.
3. Insubordination.
4. Indecent or immoral conduct.
5. Falsifying an application or any official documents.
6. Unsatisfactory work performance.
7. Intentional failure to secure personnel to cover a member's own on-call time.
8. Failure to keep a policy of confidentiality.
9. Unethical use of technology.
10. Violation of Article 15(21) of this SOP.
11. Violation of the RLFD concealed carry policy.

ARTICLE 24. CONCEALED/OPEN CARRY POLICY

It is RLFD's policy to maintain a firearms and weapons free workplace and prohibit the possession of firearms and weapons regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. Members shall abide by the following:

1. No members will be allowed to have on their person any firearm(s) or weapon(s) while engaged or participating in functions in which they are acting on behalf of the Random Lake Fire Department. If a member forgets they have their firearm or weapon on them, remind them they are to leave the firearm or weapon in their personal vehicle. If it is too late to leave in their personal vehicle, place the firearm or weapon in one of the lock boxes available.
2. If a patient or non-EMS passenger is in possession of a firearm or weapon, regardless of any license or permit that the individual may possess, the firearm or weapon must be placed in one of the lock boxes available in each ambulance. This does not pertain to law enforcement personnel.
3. All members will be trained in how to use the gun safety lockbox. You should ask the person owning the firearm or weapon to make sure the weapon is unloaded, and safety is on. You should have the owner of the firearm place the firearm inside the box to be locked. Patients or non-EMS personnel will be told before transport that upon arrival at the hospital, their-weapon will be turned over to the Hospital security team.
4. Our safety is our number one priority. If at any time a person feels uncomfortable with the weapon or firearm present or the owner of the weapon is non-compliant, contact the

Sheboygan County Sheriff's department on Sheboygan County Primary Radio channel and request that a deputy or other law enforcement officer respond to your location.

5. All incidents involving weapons or firearms shall be reported to the Safety Officer or ranking Officer immediately following the incident when possible. We shall maintain records of each occurrence to help determine future needs for policy change and future safety implementation.

ARTICLE 25. MEMORIALS

Memorials for funerals will be sent on behalf of the RLFD to all members, members' spouses, members' partner, and members' immediate family (Mother, Father, Sister, Brother, Children, and stepchildren).

It will be the discretion of the officers of the Department to decide if any other memorials will be sent.

