Agenda: Village of Lomira Fire, Police, & Civil Defense Committee Meeting
425 Water St.
Lomira, WI 53048

November 25, 2026 6pm

The committee will meet to discuss possible ordinance updates for the following topics:

- Updates to the fire department by-laws

A quorum of the Village Board trustees may be present at this committee meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Village Board will be taken at this meeting.

Agendas are posted in the following places: Lomira municipal building and website www.villageoflomira.gov at least 24 hours before meeting(s). Persons requiring additional services to participate in any public meeting should contact the Clerk-Treasurer's office at 920-269-4112 option 2 for assistance prior to the meeting.

Posted 11/13/26 10:30am Lomira Municipal Building, www.villageoflomira.gov/agendas-minutes

Jenna Rhein, Village of Lomira Administrator-Clerk-Treasurer

2025

VILLAGE OF LOMIRA
FIRE DEPARTMENT
BYLAWS

VILLAGE OF LOMIRA FIRE DEPARTMENT BYLAWS

Rules and regulations of the administration of the Village of Lomira Fire Department were developed pursuant to the Municipal Code Chapter 20, Village of Lomira, Dodge County, Wisconsin. The following Rules are hereby set forth to govern the Village of Lomira Fire Department.

100.0... Introduction

100.01...This manual is for the guidance and information of fire department personnel. Its purpose is to give department members complete information regarding the rules, regulations, standard operating procedures, assignments, and general knowledge for proper conduct and behavior as a member of the Village of Lomira Fire Department.

100.02... In service to the public, the department member must remember that their duty to the citizens of the fire district is the protection of life and property, and that the firefighter or first responder is doing something for someone, whether it be rescue, protection of property, or special services.

100.03... In order to perform the duties properly, it is essential that the members of the fire department familiarize themselves thoroughly with all the rules, regulations, assignments, and standard operating procedures pertaining to their position and to their conduct themselves, both on and off duty, in such a manner that will not discredit the Village of Lomira Fire Department.

100.04...The right is reserved to amend or revoke any of the rules, regulations, assignments, and suggested operating procedures, or to make additional ones as the circumstances or the good of the fire service may require. No arbitrary rules can be established which will embrace all cases arising in the general discharge of department duties. Something must be necessarily left to the intelligence and discretion of the individual, but if a department member uses that discretion want only or consistently, that person is answerable to a higher authority.

SECTION I

101.00... Chief of Department

101.01... Be the head of the department, subject to the laws of the State of Wisconsin, ordinances of the Village of Lomira, and rules and regulations herein adopted.

101.02... Be responsible for the general condition and efficient operation of the department, the training of the members, and the performance of all other duties imposed upon this position.

101.03... Unless an accepted duty of other municipal departments, this person shall inspect or cause to be inspected the fire hydrants, cisterns, and other sources of water at least twice each year and shall see that water hydrants are free of ice and snow.

101.04... Shall maintain a library of Fire Service Publications and shall make use of it to the best advantage of all members.

101.05... Shall make reasonable effort to attend all fires and direct the officers and members in the performance of their duties.

101.06… Shall see that the citizens are kept informed of the fire hazards within the community and of the activities of the department.

101.07... Shall have the Fire Inspectors inspect all buildings regularly as required by the laws of the State of Wisconsin.

101.08... Shall see that each fire is carefully investigated to determine its cause, and in case of suspicion of incendiaries shall secure and preserve all possible evidence for future use in case of any court action. This person shall inform the State Fire Marshall of any fire of suspicious nature.

101.09 ... Shall see that company officers have the position of all hose on the apparatus changed every 120 days (about 4 months), if not otherwise used, and have water run through it every 120 days (about 4 months). This person shall see that all new hose is tested and passes the NFPA Underwriter's specifications for hydrostatic pressure and that all hose is tested at least annually. NFPA 1962 requires LDH to be tested at a minimum of 200psi and the attack hose to be tested at a minimum of 300psi.

101.10... Shall cause pumping equipment to be tested annually for the ability to draft and for ability to deliver rated capacity pressure at safe engine speed weather permitting.

101.11... Officer staff and membership shall appoint firefighters to fill any open positions of Assistant Chief, Captain(s) and Lieutenant(s), Any candidate must have completed Wisconsin State Statute Courses SPS330.8 Minimum training and education standards and SPS330.14 Emergency Operations to be qualified.

101.12... Chief officers shall have the Power to excuse any member for absence from fires, meetings, or drills.

101.13... Excuses from fires or first responder calls shall be sickness of a member or one of members family, absence from the village limits, or being left in charge of a business or child alone, or unable to leave because of employment.

101.14... No member shall be excused from registering after a fire, except by the Chief or Assistant Chief. Members present must register to qualify for benefits.

101.15... Controlled burning must be approved by the Fire Chief. If approved for training use, there may be no monetary charge incurred. If the burn is for any purpose besides training, the minimum charge incurred will be for the cost of fuel to operate at the activity.

101.16… Shall have officer meeting on second Monday of the month at 6:00 pm, prior to scheduled work night.

101.17...Shall see that all Fire Apparatus Ladders are inspected after every call used and tested annually and pass the Underwriters Specifications per NFPA 1932

101.18... Shall see that all SCBA, air compressors, cascade systems, air bottles, and face masks are inspected and tested annually or as needed.

101.19... Shall see that all qualified firefighters conduct an annual, individual face mask fit test.

101.20... Shall complete annual 2% dues documents for Village of Lomira, Town of Lomira and Town of Ashford.

101.21... Shall maintain all Fire and EMR call records and documents into Image Trend Elite Software and import them into NERIS per State Requirements.

101.22... Shall comply with Village Ordinance Rules, Article II. Fire Department/ Chief Duties, State Law Reference, Village of Lomira Fire Department, Wis Stats 61.65, Town Fire Departments. Wis Stats. 60.55, Fire Departments generally, Wis Stats 62.13. (Sec. 12-41-Sec. 12-59.)

101.23... Shall maintain and update annually Lomira Fire Dept Mabas cards and submit to Dodge and Fond du lac County Dispatch.

101.24... Shall have any annual proposed village budget purchases for Fire and EMR, over $250.00 approved by officer staff and department members.

101.25... Shall form a committee for any major purchases of Fire and EMR equipment and future truck replacement apparatus and equipment additions.

101.26... Will be responsible for Fire Inspections per Village Ordinance Rules Article 11. Fire Department/Chief Duties. State Law Reference, Village of Lomira Fire Department,

Wis Stats 61.65, Town Fire Departments. Wis Stats 60.55, Fire Departments generally, Wis Stats 62.13. (Sec. 12-56 Inspections - Sec. 12-59 Violation and penalty.

101.27... Shall apply for Fire and EMR grants that are applicable to the Lomira Fire Service for Fire and EMR personal protective equipment, Apparatus and general equipment.

101.28… Will be responsible for Fire Inspection, including the recruiting and training of the Fire Inspectors. This person will make recommendations to the Chief for equipment and other materials to be included in the budget. This person will attempt to attend all practices and fires.

101.29… To qualify for Chief of the Department, the candidate must meet SPS 330.08 standards obtaining Firefighter 2 Certification, must complete Fire Officer 1, and will have ICS 100, 200, 300, 400, 700, 800 Certification. Must have served as a Department Officer with minimum of One year in that position.

SECTION II

102.00... Assistant Chief

102.01... There shall be an Assistant Chief, who shall be appointed by the officer staff and membership and shall report to the Chief at fires and assist the chief in the discharge of duties.

102.02... In the absence of the Chief, this person shall command the department, and be held responsible therefore in all respects, with full power and responsibilities of the Chief, during all fires and emergencies, training, drills, and investigations.

102.03… Shall be responsible, always, that all equipment is cleaned following use, that all apparatus is cleaned and in readiness after each time of use and that the station is always in clean condition.

102.04… Is to assist in preparing apparatus and equipment after each alarm and to check that all Officers have properly completed their assignments.

102.05... Shall share duties (along with Lieutenant/s) of training and scheduling practices, training schools and seminars, including programs through MPTC (all of which must be approved by the AHJ).

102.06... This person will make recommendations to the Chief for equipment and other materials to be included in the budget. Shall make reasonable efforts to attend all practices and fires.

102.07...Shall submit annual Fire and EMR budget needed funds, no later than August 31st each year with the village clerk/treasurer, with input from Officer Staff and membership.

102.08... Shall document employee Fire and EMR training hours for the fiscal year payroll.

102.09... Shall document employee Fire and EMR emergency hours for the fiscal year payroll.

102.10… Complete and submit annual payroll for fiscal year October 1st through September 30th.

102.11... Shall code all approved department purchasing invoices to be paid from fire department's annual proposed village budget.

102.12... Shall give a report at the department monthly meeting on spending and balances of the fire department annual village budget.

102.13… Shall submit monthly Fire and EMR report written or verbally at monthly Village Board meeting.

102.14… Shall create and maintain personnel folders with certifications and documents.

102.15… Shall submit annual Fiscal year report written or verbally at the October Village Board meeting.

102.16… Shall maintain inventory of all equipment, gear, and trainings.

102.17… To qualify for Assistant Chief of the Department, the candidate must meet SPS 330.08 standards obtaining Firefighter 2 Certification, must complete Fire Officer 1, and will have ICS 100, 200, 300, 400, 700, 800 Certification. Must have served as a Department Officer with minimum of One year in that position.

104.00... Captain in charge of Apparatus

104.01... There shall be a Captain, who shall be appointed by the officer staff and membership and shall report to the Chief on all fires and assist the Chief with the discharge of duties.

104.02... In the absence of the Chief and other Superior Officers, the Captain shall command the department, and be held responsible therefore in all respects, with full power and responsibilities of the Chief, during all fires and emergencies, training sessions, drills, and investigations.

104.03... Shall be responsible, at all times, that all equipment is cleaned following use, that all equipment is cleaned and in readiness after each use, and that the station is always in clean condition.

104.04... To assist in preparing apparatus and equipment after each alarm and to check that all Officers have properly completed their assignments.

104.05... Shall oversee all maintenance of vehicles and Fire Station. The captain shall be responsible for testing hose and pumpers annually. The captain shall prepare a maintenance budget for the Chief. Shall make reasonable efforts to attend all practices and fires.

104.06... Vehicle maintenance will be minor maintenance, anything that would take a piece of apparatus out of service for a day will be sent out. All maintenance work to be jobbed out will be approved by the chief, if the chief is unavailable both assistant chiefs must authorize.

104.07... The captain will oversee the individual truck captains.

104.08... Shall oversee all Fire Prevention activities and Fire Prevention committee.

104.09… Shall oversee all Fire Prevention activities

104.10... Shall see that all gas monitors, Co2 and 4 gas meters are tested as needed monthly on department nights.

104.11… To qualify as Captain of the Department, the candidate must meet SPS 330.08 standards obtaining Firefighter 2 Certification, must complete Fire Officer 1, and will have ICS 100, 200, 700, 800 Certification.

105.00... Lieutenant in charge of Training

105.01... There shall be a Lieutenant, who shall be appointed by the officer staff and membership and shall report to the Chief at all fires to assist with the discharge of duties.

105.02... In the absence of the Chief, and other Superior Officers, the Lieutenant shall command the department, and be held responsible therefore in all respects, with full power and responsibilities of the Chief, during all fires and emergencies, training sessions and investigations.

105.03... Shall be responsible, at all times, that all equipment is cleaned following use, that all equipment is cleaned and in readiness after each use, and that the station is in clean condition at all times.

105.04... Is to assist in preparing apparatus and equipment after each alarm.

105.05... Shall be responsible for recruiting and training all Firefighters & First Responders (along with Assistant Chief) on the fourth Monday of each month. The Lieutenant will be sure that their training is up to date. The Lieutenant will check all First Responder's reports to be sure that they contain all important information and data about the incident. This person will prepare the First Responders budget for the Chief. Shall make a reasonable effort to attend all practices and fires.

105.06… Shall make sure all necessary EMR calls are filled in the online Wards system and submitted to Medical Director.

105.07… Shall program and maintain all pagers.

105.08… To qualify for Lieutenant of the Department, the candidate must meet SPS 330.08 standards obtaining Firefighter 1 Certification, must complete Fire Officer 1, and will have ICS 100, 200, 700, 800 Certification.

107.00... There shall be a truck captain for each piece of apparatus.

107.01... The role of these individuals is to assist the captain of the department with the upkeep of each piece of apparatus by doing the following:
At the end of each call make sure the checklist is done for their respected apparatus. At least monthly going through the apparatus to make sure all compartments have the correct equipment, and that all fluid levels are within factory specs. All equipment in compartments must be maintained; if they need any major work the department captain will coordinate scheduling. Each truck captain will make sure all apparatus is always clean, they don't have to do it themselves but can organize getting it done. Also, each piece of apparatus should be waxed annually. All apparatus should be driven at least 2 times a month and should be kept within a reasonable distance of the station in case of an emergency call. Both engines and the tender should not be out of the village at the same time.

SECTION III

108.00… Election of Officers

108.01... The election of the Foreman and Asst. Foreman (even years), Secretary and Treasurer (odd years), and any social officers shall be held at the annual meeting. Only members in good standing at the time of the annual meeting are qualified to run or vote. The term of elected officials shall be two years, after a successful election every two years. Election requires a quorum (¾ vote of members) present. The Secretary, Treasurer, Foreman and Asst. Foreman will be paid an annual stipend from Lomira Fire Dept Annual Village Budget. Prorated salary for time served.

108.02... Election of Fire Chief
Elections for the Fire Chief shall be every third year, at the annual meeting.
Nominations for the Chief position will occur at the November monthly meeting before the annual election meeting. During the "new business" part of the meeting, the Foreman will call for nominations. The current Chief will automatically be on the ballot out of respect for past service.
All nominees need to be approved by Village board at December Village board meeting
All approved nominees will be part of the ballot at the annual meeting in January.
Paper ballots will be used for all voting, unless there were no other nominees, then a voice vote may be used. Election requires a majority vote of the members present.
The term of the Chief will start March 1st following the election in January. If a new chief is elected, Prior Chief will help transition to the new Chief, to include the transition of keys, computer access with username and password, records and documents in a timely and professional manner.
There are no limits to the number of terms a Fire Chief may serve.
The results of said election shall be made known to the Village of Lomira President by the Chief in writing within 3 days of election.
(Pursuant to Chapter 20.08 of the Village of Lomira Municipal code this election will be advisory to the Village board and will display a vote of "no Confidence" in the current chief. With this vote of no confidence the chief can resign, or be removed from office pursuant chapter 20.08)

108.03... It shall be the duty of the Chief to report to the Fire & Police Committee the names of the appointed officers as they may change.

109.00... Foreman

109.01... Shall be the duty of the Foreman to preside at all annual and monthly meetings and conduct the business thereof.

109.02... Shall be responsible for all social functions and shall appoint committees to oversee the events.

109.03... Shall appoint an auditing committee each year to verify that all amounts on checks coincide with amounts in the check book and that the check book balance is in accordance with bank statements.

109.04... Shall appoint several members present to clean up after meetings so that the meeting room is neat and clean for the next group to use.

109.05...1. The Order of Business shall be as follows:

1. Roll Call
2. Secretary's Report
3. Treasurer's Report
4. Old Business
5. Committee Reports

6. New Business
7. Officer's Reports
8. Adjournment

109.5...2. Secretary's Report to be posted online and read at monthly meetings and approved by the membership. Reports must be completed before the meeting.

109.5...3. Treasurer's Report to be read at monthly meeting and approved by membership. Reports must be completed before the meeting.

110.00... Assistant Foreman

110.01... In the absence of the foreman, the Assistant foreman shall perform the Foreman's duties.

111.00... Secretary

111.01... Shall keep minutes of all meetings, handle all department correspondence, keep a register of the names of all members of the department, issue all notices and shall post a roster of the members in the Emergency Vehicle.

112.00... Treasurer

112.01... Shall keep a written account of all the money received and expended by the department; issue orders to pay out of the department funds only such amounts as the department has properly authorized; submit to the department a monthly and annual statement of the amount of money on hand & due; collect fines, assessments, and other non-public funds due the department to deposit them in the bank & account designated by the Chief.

112.02... Shall pay all bills by check.

SECTION IV

113.00...Drivers

113.01... Shall have a valid driver's license. No driver will be accepted who possesses a bad driving record or any physical disabilities.

113.02... Shall inspect their apparatus after each run. Inspections shall include checking oil, fuel, water, battery, tires, primer pump, oiling and draining the pump.

113.03... Shall be thoroughly familiar with the territory to be served by the department, including the condition of the routes during different seasons and the locations of all water supplies.

113.04... Shall observe speed limits, which are consistent with safety, considering traffic, weather, and road conditions. Special care shall be taken when approaching all intersections, air horns must be sounded and all warning lights and sirens operating, with the apparatus kept under control. The apparatus must be able to stop at the intersection if the need arises. When responding to the station for a call-in personal vehicle all traffic rules shall be observed. During the hours when school children are present all regular traffic rules will be enforced. At no time will passing be allowed, unless the vehicle being passed pulls off to the side of the road to allow for being passed. Flashers and headlights should also be on. At intersections when controlled by police officer, responding firefighters must follow directions given by officer.

113.05... Of the pumpers shall take care not to operate the pump at a greater capacity of pressure than which it was designed for.

113.06... In Wisconsin, the following drivers are not required to hold a CDL. Firefighters and rescue squad members are not required to hold a CDL to drive properly equipped emergency or fire fighting vehicles. Drivers must attend driver training and be signed off by the Chief.

113.07... Fire apparatus responding to an emergency can exceed the speed limit but with due guard for public safety. That includes the safety of the firefighters also. So, they will travel as fast as the driver, and the officer feels in the truck will get them to the scene quickly and safely. NFPA 1901 Standards for Fire Apparatus has a provision in it recommends governing emergency vehicles to a maximum speed of 67 m.p.h. So many fire trucks won't exceed that speed.

113.08... Fire apparatus requested to an emergency with no lights and sirens are to respond no faster than the posted speed limit.

SECTION V

114.00 (Members) means a person occupying any position or rank within a fire department and involved in performing any type of duties or responsibilities under the authority of a fire department. "Member" includes a full-or part-time employee or paid or unpaid volunteer, SPS330.01 Definitions (17).

114.00…1. Membership shall determine, by ballot vote, if any member or officer can serve on more than one Fire Department or EMS Service while serving as a member on the Lomira Fire Department.

114.01... Applicants for becoming members of the department are to secure and complete an application form. The age limit of applicants is 18-50 years of age. All applicants will be subject to background checks.

114.02... The application of the candidate shall be turned over to the Officers for investigation. The Officers shall report at the earliest regular meeting upon its findings. The candidates' name shall be given to the Foreman for discussion and a ballot vote. The candidate must have a ¾ vote of members present to be accepted. The Chief shall report to the Fire and Police Committee for their approval.

114.03... No rejected applicant shall be permitted to file another application until six months have elapsed since the time of the filing of their last application.

114.04... All new applicants with no Fire or EMR training or experience after appointment must serve a one-year probationary period or as seen fit by Officer Staff. Before this period ends, the officer staff shall review the applicant's progress. If the applicant shows satisfactory progress such a person shall become a full-fledged member of the department with voting rights. Any new applicant that already has the required Fire courses, training and experience or the required EMR courses, training and experience will serve a 3-month probationary period as seen fit by Officer Staff. Before this period ends. The officer staff shall review the progress of the applicant. If the applicant shows full potential such a person shall become a full-fledged member of the department with voting rights. This qualifies a member of good standing.

114.05.1... Firefighters must attend all/most of the twelve mandatory drills held each month unless excused as defined in Sec. 101.13

A. New members must attend twelve drills with the year beginning on the date of entry into the department.
B. Active members must attend ten drills during the calendar year.
C. Any member deficient in training (unless excused as defined in Sec. 101.12) is subject to be placed on a probationary term of 3 months. During these three months, the members must attend consecutive training. If the member fails to attend said training, it will be up to the Chief to take disciplinary action, up to and including termination. The names of terminated members shall be read at the next meeting following their expulsion, and their names shall be dropped from the role of the department. The Fire & Police Committee shall also be notified.
D. An expelled member shall return to an officer all department property in his/her care, including badges, keys, insignia, etc.
E. Be always professional and courteous, on the fire grounds and Village property.
F. Follow all safety protocols.
G. Work with others to accomplish common goals.
H. Know and respect chain of command.
I. Attend worknight and department meeting (2nd Monday of every month).

J. Successfully complete and pass Entry Level Parts A and B within one year after being voted into the department. Firefighters are encouraged to continue their Education courses by completing Firefighter 1, Firefighter 2, Driver Operator, Fire Officer, Fire Instructor, Fire Inspector, Etc.
K. Actively participate in call response and cleanup measures following calls to get apparatus and equipment back in service.
L. Follow all HIPAA/ Confidentiality Local, State, and Federal regulations.

114.05.2... Firefighters aged 55 and over (classified as "Senior Active Member Status") can choose to reduce their activities with the department. By choosing this the firefighter will have reduced duties on the fire ground and reduced requirements for training.

A. will only be required to attend 4 training courses per year, one per quarter, and driving training will be one of the required training courses.
B. Firefighters will be able to perform all outside fire ground duties except for roof work, and any activity that would require an SCBA.

114.06... Shall give strict obedience to the rules of the department and to the orders of their appointed officers.

114.07... Shall assist in the work of the department, whether or not it may be their assigned duties, and in the absence of any specific orders or apparent work to be done, they shall report to the officers in charge of the fire, first responder call and/or drill.

114.08... Officers and members shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil in their relationship. When on duty and in the public's presence, officers shall be referred to by rank.

114.09... Officers and members shall not publicly criticize instructions or orders they have received.

114.10... Officers and members shall not mark or deface any surface in the fire department building nor throw waste materials on the floor or fail to clean food preparation areas immediately after use. No material shall be re-affixed in any way to any wall in the fire department building without specific authorization from the Chief

114.11... No members can purchase anything for the department without prior authorization from the chief.

114.12... May be suspended and/or expulsed for disciplinary purpose by the Chief (for a period as chief deems necessary), for causes as listed.

A. Convicted of a felony or misdemeanor.
B. Violations of department rules and regulations after two written warnings.

C. Failure to obey a direct order given by an officer or an officer failing to obey an order given by a superior officer.
D. Being under the influence of intoxicants while at an alarm or performing duties at the fire station.
E. Guilty of insubordination or disgraceful conduct while in the capacity of a Firefighter.
F. Offensive conduct or language in public or towards municipal officials & Employees either on or off duty as fire fighters.
G. Carelessness or negligent with apparatus, equipment, or other property of the department.
H. Use of any fire department apparatus and/or equipment for personal use.

114.13... First responders – To maintain adequate First responder staffing levels the chief may add non-firefighters to the department to serve as first responders only. They will be in addition to the 30-member minimum outlined in Chapter 20 of the Lomira municipal code. They are members of the department and must follow its general rules. Firefighter-specific rules are exempt from it.

114.14... All members of the Lomira Fire Department will obey and adhere to laws regarding HIPAA.

A. Any member found guilty of breaking HIPAA regulations will be subject to penalties under the state of Wisconsin/Federal penalties, along with disciplinary action up to and including termination from the Fire Department.

114.15... Any member posting incident details/specifics to any social media source without prior approval from the fire chief will be subject to disciplinary action up to and including termination. Call details are defined (but not limited to) as follows;

A. Photos/pictures.
B. Information about patient.
C. Information about location of incident.
D. Information about what was done on scene.
E. Information of what was observed on scene.

114.16... Incident Safety Officer means the individual designated or assigned by the fire chief or incident commander who has obtained training from a qualified instructor on the roles and responsibilities of an incident safety officer at a Fire or EMR emergency. SPS330.01, SPS330.03, SPS300.05 Definitions. Safety Officer will be paid a stipend annually from Lomira Fire Dept Annual Village Budget. Prorated salary for time served.

SECTION VI

115.00... Training

115.01... Regular firefighter drills shall be held on the 4th Monday of each month, starting at 7:00 P.M. in the fire station. Alternate practice is also scheduled for the Saturday before the Monday meeting date. Special meetings and/or drills may be called by any Chief officer at a specified date, time, and place.

115.02... Sessions are to be scheduled for regular meetings and drills by the Training Officer. Special training sessions may be scheduled at any time by the Training Officer.

115.03... Members are encouraged to attend training programs and all other MPTC and State programs available and/or required for future certification.

115.04... First Responder training sessions are held on the 4th Monday of each month at 6pm at the fire station.

115.05... Work night and Department meeting will be held the 2nd Monday of each month starting at 7pm, the annual meeting in January will be held the same night as the monthly meeting in January.

115.06… Officer, Fire or EMR training courses, to include Wisconsin State Fire Chiefs Association Conferences, etc will be paid for from the Fire Training and Prevention Budget included in the Lomira Fire Department, Annual Village Board Budget. Expenses to be paid from budget include, Officer, Fire or EMR training courses, Standard room lodging for TRAINEE only, with a daily stipend for meals and completed mileage reimbursement form.

SECTION VII

116.00... Compensation, refer to the Wage and Fee schedule attached to this document. It is a separate document proposed by the Chief and approved by the Fire and Police Committee.

116.01... The Assistant Chief, Captains, & Lieutenants shall be paid according to the wage and fee schedule and are subject to satisfactory performance as determined by the Chief.

116.02... An officer may appeal the Chief's performance review results to the Fire & Police Committee.

116.03... The members of the department shall be paid according to the Wage and Fee Schedule.

SECTION VIII

117.00... General

117.01... No person or persons, not a member of the department, unless authorized by a Chief Officer, shall be allowed to ride on the apparatus or handle equipment.

117.02... Officers and members shall be responsible for equipment issued to them and shall return such equipment in their possession to the Chief upon termination or resignation. It will be the Chief's discretion to allow the member to retain his/her dress uniform (including insignia and badge if allowed).

117.03... All Officers and members are to remain on their duty assignments until properly relieved by a Commanding Officer.

117.04... Immediately upon being appointed to the department, members shall inform an Officer of their correct address and phone number. Changes in address or phone numbers shall be reported within seven days of such change. This information will be forwarded to the Chief.

117.05... Proper cleaning and maintenance of turnout gear are essential to remove contaminants, maintain the gear's protective properties and ensure the safety of fire fighters and EMR's. Neglecting regular cleaning and maintenance can compromise the effectiveness of the gear and increase the risk of exposure to harmful substances. All helmets, coats, pants, boots and gloves are to be placed correctly in each locker. Gloves are to be on the shelf and coats hung up until they are thoroughly dried. Boots are to be stored with top ends fully exposed. A commercial washer and dryer are available in the fire house basement.

117.06... Each member of the department is responsible for damage to their personal belongings, unless damage occurs because of personal injury while involved in department activity. NO COMPENSATION WILL BE PAID IF THE MEMBER IS NOT IN FULL PROTECTIVE GEAR.

117.07... All new equipment shall be NFPA approved.

117.08... In the event it is necessary to place an apparatus or equipment out of service for repairs, or to be replaced, a report on the nature of repairs required and the time it will be out of service shall be submitted to the Chief immediately.

117.09... All hose and salvage covers will be washed and hung to dry after each use. Dry equipment shall be placed on the apparatus.

117.10... Officers and members shall not use department letterheads for private correspondence, nor send correspondence out of the department without permission from the Chief. This does not include members authorized to conduct official business or correspondence, such as the Secretary or Treasurer.

117.11... No member shall use a red emergency/warning light or siren on his or her personal vehicle unless authorized by the Fire Chief. Per WI State Statutes, the fire chief shall cause him to have removed and retain possession of such warning lights/sirens and accompanying wiring and units.

117.12... No member under the age of 21 shall consume beer or liquor at the fire station or Village events.

117.13... All Officers and members operating the fire radios from either mobile or base units shall strictly observe regulations for each operation set forth in departmental orders and by the Federal Communications Commission.

117.14... All apparatus with radio installation should be put it in operation prior to leaving the station. County shall be notified that they are responding as per department radio procedures. Responding radio-equipped apparatus shall have radio in service upon leaving the station until returning to the station.

117.15... A quorum for any meeting, unless otherwise specified, shall consist of most members. All questions concerning rules of order shall be decided by the latest edition of "Robert's Rules of Order", and/or the Fire Chief.

117.16... A proposal to amend the Bylaws may be made at any regular meeting when a quorum is present and must be submitted in writing. The proposed amendment shall be voted on, by ballot, at the next regular meeting. A 2/3 vote of approval shall be necessary to amend or alter the bylaws. A change in the bylaws shall take effect upon approval by the Lomira Village Board.

SECTION IX

118.00... General Responsibilities of Officers and Members at the Fire Scene

118.01... The first officer to arrive at the scene is responsible for the following actions as they apply to the situation.

a. Summon medical assistance and administration of first aid as required to prevent further injury or loss of life, if humans are involved.
b. Containment of fire.
c. Extinguishment of fire.
d. Secure all information required for records.
e. Have area secured by owner before leaving.
f. Prepare for investigation, if required.
g. If no investigation is required, overhaul area.
h. Officer in charge is the last one to leave scene.

118.02... Officers and members shall report immediately upon arrival to the Staging Officer, or the Officer in charge if no Staging Officer is established at the fire scene.

118.03... When the Chief, Assistant Chief, Captain, and Lieutenant are absent from fire, the person in charge of the first apparatus arriving at the scene assumes the duties of the Chief until the arrival of a superior Officer.

SECTION X

119.00... Departmental Discipline

119.01... Any member who violates the laws of the United States, the State of Wisconsin, Local Ordinances, the rules and regulations of the department, disobeys any order given, or is incompetent to perform their duties is subject to appropriate disciplinary action, up to and including termination.

119.02... The following penalties may be assessed against any member as disciplinary action, although not necessarily in the sequence noted:

a. Oral Reprimand
b. Written Reprimand
c. Suspension
d. Termination

119.03... Final departmental disciplinary authority and responsibility rests with the Fire Chief and is subject to review and approval by the Fire and Police Committee. For disciplinary purposes, Asst. Chiefs, Captains, and Lieutenants have the authority to reprimand and may recommend other disciplinary action as they deem necessary to the Fire Chief. A written report of any disciplinary action taken shall be submitted to the Chief immediately. If the person who is disciplined desires, they may apply to the Chief for a hearing before the Fire and Police Committee.

119.04... Whenever disciplinary action is taken or recommended, a written report must be submitted to the Chief immediately in quadruplicate and containing the following information:

a. The name, rank, and assignment of the person being disciplined.
b. The date(s) time(s), and location(s) of misconduct.
c. The section numbers of the bylaws which were violated.
d. A complete statement of the facts of the incident.
e. The disciplinary action imposed or recommended.
f. The written name, signature, and rank of the preparing Officer and position in relation to the member being disciplined.

119.05...The report shall be distributed as follows: original to the Fire and Police Committee, one copy to the member being disciplined, one copy for the Fire Chief/department files, and one copy retained by the officer taking the action.

119.06...The member being disciplined shall be informed of the charges made and the disciplinary action taken. The member has a right to appeal any disciplined action through the Chief to the Fire and Police Committee.

SECTION XI

120.00...Auxiliary Membership

-The purpose of the Auxiliary Membership section will be to perform support functions and assist at activities for the Village of Lomira Fire Department.

120.01...Applicants for becoming Auxiliary Members of the department are to secure and complete an Auxiliary Membership application form. The minimum age of applicants is 18. All applicants will be subject to background checks.

120.02...The application of the candidate shall be discussed at the next available Fire Officers meeting for review and approval of the membership. Membership must be approved and recorded (with date and chief's signature) on the application.

120.03...Auxiliary Members will be governed by a "Lieutenant", in charge of Auxiliary Operations. The Lieutenant will be a regular member of the FD/EMR's and will report directly to the Fire Chief. The Fire Chief has ultimate say regarding any bylaws or standards set forth for the Auxiliary Membership.

120.04...After a probationary term as dictated by the commanding Lieutenant, the member may be allowed to receive Lomira Fire/EMR alerts per notification on their phone (or given a pager if approved by the Fire Chief). Also at such times, the member will receive the access code and/or keys to the Fire Department.

120.05...Auxiliary Members will receive a copy of bylaws, including any annexed Auxiliary bylaws established along with a list of expectations.

120.06...Auxiliary Members will not be allowed to sit in on Fire Department meetings unless placed on the agenda prior to said meeting night. Auxiliary Members have no voting power on The Lomira Fire Department. Auxiliary Members will be allowed to purchase a "blue" Lomira Fire Department dress shirt with patches, but no insignia, brass or badge will be issued/allowed (besides a name plate).

120.07...Auxiliary Members will not receive any monetary compensation from the Village of Lomira. They may receive compensation if approved by the regular membership in a monthly meeting following extenuating circumstances or other activities deemed necessary. Such payment will come from the Fire Department General Fundraising Checkbook.

120.08...Auxiliary members must remain in good standing with The Lomira Village Board and The Lomira Fire Department membership. They will be held to the same standards that regular membership is.

120.09...To remain an active Auxiliary Member, you must;
- try to attend fundraising functions for the Fire Department/Auxiliary
- attend at least 2 Auxiliary meetings annually

120.10...Auxiliary members may be allowed (but are not required) to come to training drills and department work nights. If chosen to attend, they will be responsible for their own means of transportation to and from the venue.

120.11...Duties of the Auxiliary Membership will be (but not limited to;
- promote growth of the FF/EMR membership through recruitment.
-receiving notification of active calls
-procuring and delivering rations to active incidents/scenes
-assist at Fire Department events/fundraisers
-organize fundraising events to supplement the FD budget and offset costs of Auxiliary Operations

120.12...No Auxiliary Member will be allowed;
-in a “Hot/Warm Zone” of any scene
-to perform active firefighting duties
-to have patient contact
-to operate any Lomira Fire Department apparatus/powered equipment without prior consent from the fire chief of a Chief Officer

120.13...Auxiliary Members are due grounds for dismissal or discipline (with no appeal) for;
-any criminal activity
-insubordination to Firefighter/EMR membership
-not adhering to Fire Department bylaws

SECTION XII

121.00...Final Alarm/Last Call/LODD Protocol

-The Lomira Fire Department will follow in part the current adopted Professional Firefighters of Wisconsin Honor Guard Standards

121.01...ACTIVE-DUTY DEATH FUNERAL PROTOCOL

- One Honor Guard member will be posted at the head of the casket. Guard will be changed every ten minutes
- One Honor Guard member will be assigned to the family
- Flags will be posted at the casket: American, Department, Union, and Honor Guard, or a variation of the 4
- On duty rigs will be released to go to the visitation at the Chiefs discretion
- On duty rigs will be escorted to the front of the line as they arrive so that they may return to service in a timely manner
- Badge memorial bands will be worn
- A final alarm may be paged out or played from a recording following the service with all uniformed personnel saluting (at attention), pending the families' approval
- Pall bearers will be of the families choosing. The Honor Guard may perform this task if needed
- The fallen member will be transported by funeral home hearse
- A department vehicle may be placed in the procession. Vehicle to be in procession will be of the departments choosing.
- Bag pipes will be at the family request, and the Pipe Bands discretion

121.02...RETIREE DEATH FUNERAL PROTOCOL

- One guard posted at the head of the casket
- Changing of the guard will be every ten minutes
- Flags will be posted at casket: American, Department, Union, and Honor Guard, or variation of all 4
- One guard will be assigned to the family
- No badge memorial bands to be worn
- A final salute will be rendered by Honor Guard
- Pall bearers will be of the families choosing. The Honor Guard may perform this task if needed
- All Firefighters/EMR's will be granted a final alarm pending the family's approval
- A final alarm will only be paged out if there are a minimum of 5 uniformed personnel on hand
- A final alarm may be paged out or played from a recording following the service with all uniformed personnel saluting (at attention).

SECTION XIII

122.00… Honorary Members

122.01… Any member who wishes to resign from the department as an active member but still wishes to respond to assist in driving apparatus to emergency scenes or public relations events.

122.02… No driver will be accepted who possesses a bad driving record or any physical disabilities.

122.03… Must have been approved for driving apparatus during their time as active member.

122.04… Shall complete annual driving training with an approved department instructor.

122.05… Shall complete driving training with any new department apparatus prior to approval to drive it.

Wage and Fee Schedule

200.00...Compensation for services

201.01… In the event of incidents with extenuating circumstances, (mitigating factors), including Fire and EMR Calls for non-district residents, the following charges can be made for fire department incidents:

a. Pumpers - $275.00/hr.
b. Tenders - $145.00/hr.
c. Brush Truck - $110.00/hr.
d. Rescue Truck - $250.00/hr.
e. Command Vehicle - $110.00/hr.
f. Manpower - $34.25/hr.
g. Miscellaneous Equipment - $30.00 /hr.
h. Miscellaneous Supplies used, at New (current) replacement cost. (Firefighting Foam), (FST – Fire Suppression Tool), (Fire Blanket) Etc.
i. Extrication - $250.00 - $500.00 per Vehicle.
j. Railroad Fires - $500.00.
k. Highway Fire - $500.00.

l. Highway Washdown / Cleanup - $200.00
m. Fires of Non-Ordinary Nature - $200.00.
n. Any other, Non-Department Equipment / Services used on scene at Current Rates.
   1. Ladder Trucks on Scene - $350.00/hr.
   2. Ambulances on Scene - $200.00/hr**.**
   3. RIT Teams on Scene - $300.00/hr.
   4. Hazardous Materials Containment / Cleanup / Disposal at Current Hazmat Rates.

202.00...Wages

202.01... Fire Chief Salary, $200 paid monthly totaling $2400 over 12-month period.

202.02...Assistant Chief Salary, $300 paid monthly totaling $3600 over 12-month period.

202.03… Officer pay; Captain $500.00, Lieutenant $500.00 and Incident Safety Officer $300.00 each annually. Prorated salary for time served.

202.04... Wages. Secretary $150.00, Treasurer $150.00, Foreman $150.00 and Assistant Foreman $50.00 each annually. Prorated salary for time served.

202.05... Fire Fighter fire pays $10.00 per hour for calls.

202.06... Fire Fighter training pays $10.00 per hour for training.

202.07... First Responder pays $10.00 per hour for calls.

202.08... First Responder training pays $10.00 per hour for training.

UPDATED 10-5-2025