

BRANDON FIRE DISTRICT # 1

RULES AND REGULATIONS FOR THE BRANDON FIRE DEPARTMENT

The Prudential Committee of Brandon Fire District No. 1, a municipal entity formed and existing pursuant to Chapter 171 of Title 20 Vermont Statutes Annotated, hereby adopts the following rules, regulations, and schedule of rates and charges, as the same may be amended from time to time, governing use, operation, and administration of the Brandon Fire Department serving the property owners within the Fire District, and additionally the Towns of Leicester and Goshen Vermont.

Mission Statement

The Brandon Fire Department's mission is to save lives and protect property in order to provide a quality of life consistent with the requirements of the residents of the Town of Brandon. To ensure that the Brandon Fire Department can perform its mission, it is responsible for the preparation of officers, firefighters and equipment so that together they are ready to provide cost effective resolutions to emergencies that threaten or will threaten life and property in our community. The Brandon Fire Department will be the lead agency for fire suppression, fire prevention, vehicle rescue, control of hazardous materials emergencies and rescue of trapped or injured persons. The Brandon Fire Department will take a subordinate role in the rescue of lost persons, evacuation or relocation of civilians, and response to natural or man-made disasters.

Section 1: Definitions.

The following definitions shall apply in interpreting these rules, regulations, and schedule of rates and charges: "Fire Department" shall refer to Brandon Fire District No. 1.

- 1.1. Firefighter – Any members that are assigned to the Brandon Fire Department.

Section 2: Service Provided by Fire Department.

The Fire Department has been formed to provide fire protection and suppression services to the Towns of Brandon, Leicester and Goshen. These services include fire suppression, fire prevention and response to other emergency situations typical of the fire service. Due to certain liabilities and Health Department regulations, the following service will not be provided by the Brandon Fire Department: a) filling wells, b) filling swimming pools and c) cleaning chimneys

Section 3: Membership.

Any person of admirable character shall be eligible to apply for membership in the Fire Department.

- 3.1. The applicant shall have to be a legal resident of the Town's of Brandon, Leicester, or Goshen, Vermont for at least six (6) months. Any applicant or member cannot be on another fire department in the area. The applicant must have a high school diploma or GED (except for junior members as described below). The applicant for a position as a regular firefighter shall be at least 18 years old and have a valid driver's license. All potential members shall pass a criminal and driving background check. No person charged or convicted of a felony may be considered for hiring by the Fire Department.

3.2. Any individual that is interested in becoming a member shall submit an application to the Chief of the Fire Department. The Fire Chief shall then verify that the application is complete. The applicant shall be reviewed and interviewed by the Fire Department officers. Following the prescribed hiring procedure set by the Prudential Committee, the applicant shall have a background check, pre-employment physical, and onboarding paperwork completed before hiring. The Fire Chief shall inform the Prudential Committee of all new membership.

3.3. All new members shall be on probation for a period of one (1) year (365 days).

3.4. If the applicant fails to be positively recommended, the applicant may not reapply for membership for a period of one (1) year (365 days).

Section 4: Categories of Members.

There are three (3) categories of members hired by the Fire Department. A member may be recategorized upon their request and meeting the requirement for the new category.

4.1. Regular Firefighter - An individual seeking a regular firefighter position is expected to perform all firefighting duties as identified in the Brandon Fire Department Standard Operating Procedures. They will be expected to successfully complete Firefighter 1 training within 3 years of joining the Department. They will be expected to maintain sufficient physical fitness to perform firefighting duties.

4.2. Support Firefighter - An individual seeking a support firefighter is expected to perform limited duties such as driving and operating vehicles, provide support outside hot zones and direct traffic at emergency scenes.

4.3. Junior Firefighter - An individual seeking a junior firefighter position shall be strictly limited in their duties. They are not allowed to respond to a scene without an officer being present. They may not enter any hazardous environment or hot zone. They will not be allowed to participate in activities involving hazardous material, ladders or below grade activities.

Section 5: Probation.

While on probation, the new member shall meet the following conditions.

5.1. Attend at least 50% of the Fire Department meetings, work sessions and training sessions; and 30% of the fire calls.

5.2. Are not permitted in the fire station unless accompanied by a regular or support member.

5.3. Are not permitted a key fob, key or combination to any door of the fire station.

5.4. Are not permitted to serve on any appointed committees.

5.5. Are not allowed to have a red-light permit or display a red light in any personal vehicle.

Section 6: Junior Firefighters.

Junior firefighters must be at least 16 years of age. The completed application for membership shall include a Parental Consent form signed by a parent or guardian stating that the junior firefighter may be selected for membership. Junior firefighters shall remain in school and maintain passing grades. Junior firefighters shall be strictly limited to the following conditions:

- 6.1. Shall have a signed Parental Consent form on file. Parental permission may be withdrawn at any time.
- 6.2. Shall not respond to any scene without a Fire Department Officer being present.
- 6.3. Shall not drive to an emergency scene under any circumstances.
- 6.4. When responding to the fire station shall abide by all laws and are not permitted to use red lights, flashing lights, hazard lights, sirens or warning horns or any other devices.
- 6.5. Shall not be permitted at any hazardous material scene.
- 6.6. Shall not participate in any activity requiring the use of a respirator or other breathing apparatus.
- 6.7. Any Fire Department officer may restrict response or participation to any call or training session for any reason.

Section 7: Duties of Firefighters.

Upon receiving an emergency tone. All firefighters shall immediately report to the fire station and follow the rules and regulations of the Brandon Fire Department and the Fire Department Standard Operating Procedures. All members reporting to the scene of an emergency shall wear full firefighting protective equipment issued by the Fire Department unless directed differently by the officer in charge. All firefighters attending the emergency scene shall report back to the fire station once released from the scene unless excused by the officer in charge.

Section 8: Duties of Officers. See Officers job descriptions.

Section 9: Qualifications of Officers. See Officers job descriptions.

Officer training shall be classified as certification programs that are obtained from an outside entity. In house department organized training does not meet this requirement. Outside training entities may include but not limited to County Fire schools, Vermont Fire Academy, National Fire Academy, NIMS and FEMA. Certified Programs that fulfill the officer training would include, but not limited to, training on leadership, critical thinking, decision making, fire ground operations, department management, communication skills, instruction and public relations. The course descriptions of the training will likely state training hours are for a Chief Officer, Company Officer or Senior Firefighter looking to advance. The course content of officer training will go above and beyond specific subject matter (i.e., ventilation, extrication, ropes, apparatus operation, tools) for an entry level firefighter

Section 10. Selection of Officers.

The process defined below will be used to select the officers for the Brandon Fire Department.

10.1. The selection committee will consist of the Prudential Committee members. The Prudential Committee may appoint additional individuals to the committee at their discretion.

10.2. This process will take place in odd years starting in 2021

10.3. All applicants for an officer's position shall submit a letter of intent, resume and qualification documents to the selection committee by noon on the first Wednesday of April. Officers reapplying for another term of the same position, only need to provide a letter of intent.

10.4. All members of the Brandon Fire Department (except those on probation) present at the last regular meeting in March will be given a blank list indicating only the officer's positions being filled. The members will indicate their peers in which they believe are best suited to carry out the indicated positions (Chief, Assistant Chief, 2 Captains and 2 Lieutenants). The lists will be placed into numbered envelopes and sealed by the member. The Fire Chief will deliver the envelopes to the selection committee, along with the names of the members present at the meeting, within 24 hours of the Fire Department meeting.

10.5. The selection committee will open and evaluate the contents of the envelopes and notify individuals that the membership indicated on their list that that might be worthy of consideration for an officer's position within 24 hours of receiving the envelopes. If the contacted member is interested in being considered for a position, they need to submit the information as indicated in paragraph 10.3.

10.6. The selection committee will review the packages submitted by potential applicants to determine if the packages are complete and the applicants meet the qualification for the indicated position being considered. The committee will interview the individual, perform a background check, and review the training and personal files.

10.7. With a majority vote, the Prudential Committee will make the final determination on which candidate will fill each position beginning with the Fire Chief.

10.8. The Prudential Committee will appoint the individuals to the respective positions at their regular June meeting.

Section 11: Meetings.

Attendance shall be taken at all meetings as defined below.

11.1 Regular meetings will be held the last Wednesday of each month at the fire station starting at 8:00 pm. This meeting will be attended by all members of the Fire Department. Should the Fire Department be required to respond to an emergency call, the meeting will be recessed until all personnel have returned to the station and the equipment has been put back into service.

11.2 Officer meetings shall be held monthly. The date and time of the meeting will be determined by the officers. This meeting will be attended by the officers of the Fire Department.

11.3. Drills for all firefighters will be held the second Wednesday of each month at 7:00 pm.

11.4. Work sessions for all firefighters will be held the third Wednesday of each month starting at 7:00 pm.

11.5. Additional drills may be required on a weekend day or a different evening. If changes are made to the day and time of a drill, advanced notice will be given to all firefighters at least two (2) days prior to the drill. In the event of five (5) Wednesdays in a month, the extra Wednesday night may be used for an additional drill or work session.

Section 12: Attendance.

All firefighters shall attend a minimum of 50% attendance at meetings, drills and work sessions in each calendar year starting July 1 to 30 June 30. The Chief will notify each individual in writing that has not maintained the above percentages during the last week of December of the current Fire Department year. The individual will be warned that if they do not maintain a 50% attendance during the next six (6) months, disciplinary action will be taken. Individuals can be excused by a fire department officer for any meeting, drill or work session. Members who work nights or travel for work may be excused but must perform other fire related activities to make up the time. These additional activities shall be approved by a Chief Officer prior to performing the activity.

Section 13: Discipline.

Matters of discipline shall be determined by the Fire Chief on a case-by-case basis. All forms of discipline shall be reasonable to fit the infraction. Appropriate forms of discipline may include a written reprimand, suspension, or expulsion. Disciplinary action imposed by the Fire Chief can be appealed to the Prudential Committee.

Section 14: Leave of Absence.

Any firefighter can request a medical or personal leave of absence for up to one (1) year. Any individual requesting a leave of absence shall do so in writing to the Fire Chief. A firefighter on a leave of absence shall not respond to any emergency calls and their pager and red-light permit shall be turned into the Fire Chief. If a firefighter is granted a leave of absence for a period of more than thirty (30) days, all Fire Department equipment and property must be returned to the Fire Department. A firefighter on a leave of absence who wishes to be reinstated to active status shall request this action in writing to the Fire Chief. In the event of a medical leave of absence of greater than one (1) week, a Medical Return to Duty will be needed to be provided stating their eligibility to return to active duty and any restrictions placed on the individual before returning indicated.

Section 15: Modifications and Amendments.

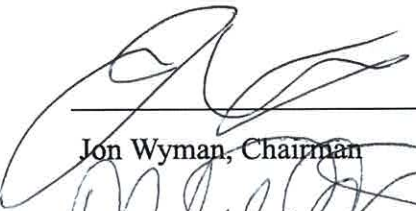
The Fire Department through the Brandon Fire District No. 1 Prudential Committee may amend, modify, or waive any of the provisions contained herein if circumstances or other events should require any such amendment, modification, or waiver, subject to the requirements of all laws and regulations of the State of Vermont applicable to the Fire Department and under such terms and conditions as the Prudential Committee shall determine to be necessary or advisable in the interests of the Fire Department.

Section 16: Miscellaneous Provisions.


16.1 Word Meanings. Words such as “herein”, “hereinbefore”, and “hereof” refer to those Rules and Regulations as a whole and not merely to any particular Section in which the words appear. The singular shall include the plural, and the masculine gender shall include the feminine and neuter (i.e., his, her, them, they, etc.).

16.2 Validity. Invalidation of any one or more of the rules, regulations, or provisions contained herein by a court or other tribunal as appropriate jurisdiction shall not affect in any manner the other rules, regulations, and provisions herein, which shall remain in full force and effect.


Adopted at Brandon, Vermont on this 7th day of September 2023 by the Brandon Fire Department No. 1 Prudential Committee:



Jon Wyman, Chairman

Natalie Steen, VC

Dennis Reisenweaver

Michael Markowski

David Snow