



Monroe Fire Department

Standard Operating Guidelines

City Codes Relating to the Fire Department

7-1-1: ENABLING ORDINANCE:

(A) Fire Department Established: Be it ordained by the common council of the city of Monroe that a department be established hereafter to be known as the city of Monroe fire department. This department shall be responsible for the fire protection for the citizens and property within the city of Monroe.

(B) Goals Of The Fire Department:

1. The first and foremost objective of the fire department is to serve, without prejudice or favoritism, all of the community's citizens by safeguarding collectively and individually, their lives against the death dealing and injurious effects of fires and explosions.

2. The second most important objective of the fire department is the safeguarding of the general economy and welfare of the community by preventing major conflagrations and the destruction by fire of large payroll, economically essential industries and businesses.

3. The third objective of the fire department is to serve all of the community's citizens and property owners by protecting their individual material wealth and economic well being against the destructive effects of fire and explosions. In meeting this objective, all property deserves to have an equivalent degree of protection, commensurate with the actual property hazard involved and not with geographical location or monetary value.

4. The fourth objective of the fire department is to provide a hazard and disaster mitigation service to the city with fire department manpower and equipment resources. Serious or imminent conditions posing a threat to life and property posed by storm, fire or other serious peril shall require fire department services to cause rapid mitigation of the hazard and facilitate recovery in conjunction with other emergency services.

5. The fifth objective of the fire department shall be to perform services and/or emergency response as placed upon the Monroe fire department or fire departments as a matter of law, ordinance or judicial direction of a court of law having jurisdiction.

(C) City Council Responsibilities: The council has three (3) primary responsibilities relating to the fire department: the first is to encourage activities which will reduce the incidence of fires and resulting loss of life and property; the second and third are the provision of the necessary funds and the establishment of the scope and level of service provided by the fire department. (4-19-1988; amd. 6-4-1991)

7-1-2: SELECTION, REMOVAL AND DISCIPLINARY ACTIONS:

- (A) The fire department shall consist of: 1) one fire chief to be known as the chief of the fire department, 2) two (2) assistant chiefs to be known as first assistant chief and second assistant chief of the fire department, and 3) any other such officers and firefighters as from time to time are approved by the common council of the city. (4-19-1988; amd. 6-4-1991)
- (B) A fire chief shall be appointed by the city board of police and fire commissioners. The fire chief shall be appointed for an indefinite term and shall be removed only for cause according to rules and regulations adopted by the board of police and fire commissioners. (3-5-2002)
- (C) The fire chief shall be selected based upon the individual's demonstrated qualifications in fire prevention, control and management. (4-19-1988; amd. 6-4-1991)

7-1-3: SUBORDINATES; REEMPLOYMENT AND DISCIPLINARY ACTIONS:

Subsections (4) and (5) of section 62.13 of the Wisconsin statutes are hereby adopted by reference as though fully set forth herein. (6-4-1991)

7-1-4: COMPENSATION:

The firefighters of the fire department shall receive such compensation as may be established from time to time by resolution passed by the council. (4-19-1988)

7-1-5: AUTHORITY OF FIRE CHIEF; POWERS AND ADMINISTRATION:

- (A) The fire chief shall be responsible for the overall administration of the fire department.
- (B) The fire chief shall be administratively responsible to the mayor of the city. It will be the responsibility of the mayor to ensure that the fire chief carries out proper planning, coordination and control within the fire department as well as with other departments of the city.
- (C) The fire chief shall be responsible for the development of an organizational structure and related policies and procedures to carry out the goals of the department.
- (D) The fire chief shall be responsible for the appointment, assignment and promotion of individuals to positions within the department in accordance with personnel policies of the city and with state statutes, section 62.13.
- (E) The fire chief shall be responsible to develop a policy to provide and to operate with the highest possible levels of safety and health for department personnel. The prevention and reduction of accidents, injuries, and occupational illness are goals of

the fire department and shall be primary consideration at all times. This concern for safety and health applies to all department personnel and to any other persons who may be involved in fire department activities.

- (F) The fire chief shall be responsible for the development and administration of the annual fire department budget in accordance with the adopted city policy concerning the budget.
- (G) The fire chief shall be responsible for identifying, negotiating, and drafting mutual and/or automatic aid agreements with agencies of other communities in order to measurably raise the degree of emergency preparedness to each community. Such agreements shall be submitted to the city council for review and consideration for approval. Existing mutual aid and/or automatic aid agreements are not affected by this chapter.
- (H) The fire chief shall be responsible for maintaining liaison with other city departments on matters of importance to the goals of the fire department.
- (I) The fire chief shall have command of all members of the department while they are on duty.
- (J) The chief shall have the custody, subject to the direction of the mayor, of all apparatus and equipment of the department, and it shall be the chief's duty to see that the apparatus and equipment receive proper care and are at all times maintained in a serviceable condition and ready for instant use.
- (K) The chief shall perform all duties imposed upon the chief by the Wisconsin statutes and the ordinances of the city.
- (L) At the end of each calendar year, the chief shall submit to the council a report on the operations of the fire department during the year, together with his recommendations for maintenance, improvement and such other matters as relate to the effective operation of the department in the public interest.
- (M) The fire chief shall be required to attend all public safety committee meetings and any other special meetings upon request. (4-19-1988)

7-1-6: CONTROL OF FIRE ALARM SYSTEM:

- (A) The city fire frequency transmitter, radios and home fire alert units shall be under the control and management of the fire chief. He shall be responsible for the constant good repair and working of the same.
- (B) The chief of the fire department shall have custody and control of all alert units and shall keep a record of all such units and shall take receipt for the same.
- (C) The electric fire and civil defense alarm sirens shall be under the control and supervision of the city fire department who shall have entire care and management

of the same. They shall be responsible for the constant good repair and working of the same. (4-19-1988)

7-1-7: FIRE INSPECTION:

- (A) Fire Inspectors: The chief of the fire department shall designate one or more fire inspectors who may or may not be firefighters of the Monroe fire department to exercise the powers and perform the duties hereinafter prescribed. (4-19-1988)
- (B) Approval Of Appointment: All such appointments shall be approved by the board of police and fire commissioners and fire inspector so appointed shall hold office unless removed for cause. (3-5-2002)
- (C) Compensation: Compensation of fire inspector or inspectors shall be fixed by resolution of the council.
- (D) Powers and Duties:
 - 1. The fire inspectors are hereby given power and authority to enter any building in the city at any reasonable hour in the performance of their duties under this chapter.
 - 2. Said fire inspectors shall inspect all business buildings in the city for the purpose of determining the general character of the premises with respect to the disposition of debris, rubbish, wastepaper, rags, oils, waste, explosives and all kinds of inflammable material and the means of access from one part of the building to another, and they may inspect any building in the city for the purpose of ascertaining if any danger from fire exists by reason of defective chimneys, flues, stoves, ovens, furnaces, boilers, electric wiring, ash houses and receptacles or by reason of any cause.
 - 3. All parts of business buildings shall be cleaned daily and kept free from all inflammable waste material except that combustible material not in actual use may be neatly arranged in a manner to provide passageways and aisles for the convenient movement of the fire department force.
 - 4. All doors and openings, external and internal, in all business buildings shall be kept free from goods of any kind, and means of access and free movement shall be provided for the convenient work of the fire department.
 - 5. There shall be no waste rubbish, waste excelsior, waste shavings, wastepaper or other like inflammable materials left in any part of the business buildings over one day except that such materials may be stored within a fireproof room provided with standard fireproof doors and all material of such character shall be destroyed, removed or placed within such fireproof room at the close of each day.
 - 6. The term "business buildings" as mentioned herein shall be taken to include hotels, lodging houses, stores, office buildings, warehouses, mills, breweries, factories and public buildings.

7. Should the fire inspectors, on such inspection, discover that any provisions of this chapter are being violated; the fire chief is hereby required to give notice thereof in writing to the owners or occupants of such building, requiring them to comply with the provisions of this chapter within forty eight (48) hours.

8. Should the fire inspectors, on such inspection, discover any danger from fire by reason of any defective condition set forth in subsection (D)2 of this section or from any other cause, said fire inspectors are hereby required to give notice in writing to the owner or occupants of any such building of such defects requiring them to make reasonable changes and repairs within forty eight (48) hours, and to render the premises as safe as possible from fire.

9. The fire inspectors doing work under the provisions of this chapter shall, on or before the first day of each month, keep on file, accessible to the city clerk, written recommendations concerning fire prevention and safety. These written recommendations shall have the force and effect of laws, and should be adhered to in the same manner as if specifically set forth herein. (4-19-1988)

10. A person who fails to comply with the requirements of any notice mentioned in this Section shall be subject to a Class 3 forfeiture. A separate offense exists each calendar day during which any noncompliance occurs or continues. (12-17-91)

7-1-8: GENERAL AUTHORITY; COMBAT FIRES AND RELATED EMERGENCIES:

- (A) The fire official conducting operations in connection with the extinguishment and control of any fire, explosion or other emergency shall have full power and authority to direct all operations of fire extinguishment or control and to take the necessary precautions to save life, protect property and prevent further injury or damage. In the pursuit of such operations, including the investigation of the cause of such emergency, the fire official may control or prohibit the approach to the scene of such emergency by any vehicle, vessel, aircraft or thing and all persons.
- (B) No person shall obstruct the operations of the Fire Department in connection with extinguishing any fire, or actions relative to other emergencies, or disobey any lawful command of the fire official in charge of the emergency, or any part thereof, or any lawful order of a police officer assisting the Fire Department.
- (C) The fire official in charge of an emergency scene shall have the authority to establish fire line barriers to control access in the vicinity of such emergency, and to place or cause to be placed, ropes, guards, barricades or other obstructions across any street or alley to delineate such fire line barrier. No person, except as authorized by the fire official in charge of the emergency, may cross such fire line barriers.
- (D) No person except a person authorized by the fire official in charge of any emergency scene or a public officer acting within the scope of public duty shall remove, unlock, destroy or tamper with or otherwise molest in any manner any locked gate, door barricade, chain, enclosure, sign, tag or seal which has been lawfully installed by the Fire Department or by its order or under its control. (4-19-88)

(E) A person who violates any provision of this Section shall be subject to a Class 2 forfeiture. (12-17-91)

7-1-9: FALSE ALARMS:

(A) No person shall knowingly give or cause to be given any false alarm of fire. (4-19-88)

(B) A person who violates any provision of this Section shall be subject to a Class 2 forfeiture. (12-17-91)

7-1-10: CHIMNEY INSPECTION AND REPAIR FOLLOWING FIRE:

(A) Declaration of Purpose: The Council finds that chimney fires occurring within residential, commercial and industrial structures are caused by a buildup of combustible deposits which can ignite again following extinguishment of a fire and present a serious hazard to the public welfare. Therefore, it is necessary to protect life and property that chimneys be inspected, cleaned, and if necessary repaired following a chimney fire.

(B) Definitions: In this Section, unless the context otherwise requires:

OWNER: Each natural person, partnership, association, corporation or other legal entity possessing an ownership interest in property subject to this Section.

(C) Cleaning and Inspection Required: If a fire shall occur within the chimney of any residential, commercial or industrial structure within the City, the owner shall cause the affected chimney to be cleaned and inspected within thirty (30) days following the fire by a person possessing knowledge and experience in the field of chimney maintenance and repair.

(D) Inspection Report Required: The owner shall cause a written report containing the findings of such inspection to be filed with the Monroe Fire Department within forty five (45) days following the fire. The report shall contain recommendations for repair of any damage found in the chimney.

(E) Repairs: The owner shall cause repairs recommended in the inspection report to be completed within sixty (60) days following the fire. For good cause the fire chief may, upon written request of an owner, grant one or more extensions of the deadline within which recommended repairs must be completed, provided however, no extension may be granted beyond six (6) months following the fire.

(F) Multiple Owners: In case there are multiple owners of a structure subject to this Section each owner shall have the duties required by this Section.

(G) Penalty: Whoever violates this Section is guilty of a Class 2 forfeiture. (4-4-90)