

### **Part 3. Fire Department**

203.01. **Fire Department Established.** There is continued in the city, a volunteer fire department, which department shall have the following officers: a Fire Chief, Assistant Fire Chief, Secretary-Treasurer, Captain and as many members as the council may from time to time deem necessary for the safety and protection of the city from conflagration.

203.02. **Appointment of Officers.** All officers shall be elected annually by majority vote of the members of the department. The fire chief is authorized to appoint as many fire wardens as he/she considers necessary.

203.03. **Duties of Fire Chief.** The fire chief shall have control over all fire fighting apparatus and shall be responsible for its care and condition. He/she shall report to the council at its first regular meeting in April and November of each year as to the condition of the equipment and needs of the fire department. He/she may submit additional reports and recommendations to the council at any time, and shall report suspension or withdrawal of any member of the fire department at the first meeting of the council following such training and discipline of the members of the fire department, and may suspend any member for refusal or neglect to obey orders, pending final action by the council on his/her discharge or retention. The fire chief shall enforce the fire ordinance of the city and report any violations to the council.

203.04. **Secretary to Keep Records.** The secretary shall keep in convenient form a complete record of all fires. Such record shall include the time of the alarm, location of the fire, cause of the fire if known, type of building, name of owner and tenant, purposes for which occupied, members of the department responding to the alarm, and such other information as he/she may deem advisable or as may be required from time to time by the council or State Insurance Department.

203.05. **Practice Drills.** The fire chief shall hold, at his/her discretion, at least 4 practice drills a year for the fire department, and give the fire fighters instruction in approved methods of fire fighting and fire prevention.

203.06. **Members.** The names of all persons seeking to become members of the fire department must be presented to the council for approval or rejection.

203.07. **Relief Association.** The members and officers of the department shall organize themselves into a firemen's relief association.

203.08. **Assistant chief.** In the absence or disability of the chief, the assistant chief shall perform all the functions and exercise all of the authority of the chief.