

RULES AND REGULATIONS

of the

BOGOTA FIRE DEPARTMENT

Adopted May 24, 1956
As Amended March 24, 1983
As Amended January 1, 1994
As Amended June 21, 1997
As Amended June 25, 2002
As Amended April 06, 2011
As Amended July 03, 2014

Rules and Regulations of the Bogota Fire Department under authority of an ordinance creating a fire department in the Borough of Bogota adopted May 24, 1956, and providing for the Government thereof, the following Rules and Regulations for its administration are hereby set forth and all members are required to thoroughly familiarize themselves and comply therewith. Dated May 30, 1956.

Article I

Election of Fire Chiefs

1. The term of Chief, Deputy Chief and Battalion Chief shall commence on the first day of January at 12:01 A.M. and shall terminate on the first day of the following year.
2. The Chief, Deputy Chief and Battalion Chief shall be installed by the members at a meeting to be held on the first Saturday of each December, in the firehouse from which the Chief shall come, between the hours of 8:00 p.m. and 8:30 p.m.
3. In order that the members of each Fire Company may have an equal opportunity with the members of the other fire companies to advance to the position of Chief of the Fire Department, the following method of rotation or succession in office of the Chief of the Fire Department is hereby established:
 - a. Chief of the Department shall be elected successively from the following companies:

Hose Company No. 2
Hook & Ladder Company No. 1
Hose Company No. 3
Engine Company No.1
 - b. The Deputy Chief of the Department shall be elected, successively from the membership of the following fire companies:

Hook & Ladder Company No. 1
Hose Company No. 3
Engine Company No. 1
Hose Company No. 2
 - c. The Battalion Chief of the Department shall be elected, successively from the membership of:

Hose Company No. 3
Engine Company No. 1
Hose Company No. 2
Hook & Ladder Company No. 1
 - d. For Subsequent consecutive years, nomination and election of Chief, Deputy Chief and Battalion Chief shall be in the same order of succession as set forth in subdivisions a, b and c aforesaid.
4. Except as hereinafter provided, only the one holding the office of Deputy Chief shall be nominated and elected to the office of Chief.
5. Except as hereinafter provided, only the one holding the office of Battalion Chief shall be nominated and elected to the office of Deputy Chief.
6. No one shall be able to hold office of Battalion Chief unless prior thereto he shall have held the rank of Captain in the Bogota Fire Department for a period of one (1) year and meets State of New Jersey requirements for Chief Officer.
7. In order to be a candidate for election to the office of Battalion Chief, any eligible member shall be nominated and the nomination seconded by a member or members of the Fire Company from which the Battalion Chief is to be selected as provided in Paragraph 3 hereto, at a regular meeting of such company on or before it's September meeting.

8. The candidate having a majority of the votes cast at such a meeting shall be the company's selection.
9. The Secretary of such company shall deliver to the Commissioner and each other company, not later than November 1, the name of the company's selection.
10.
 - a. Any candidate whose nomination was regularly moved and seconded who is not the company's selection, may run as an independent candidate for the office of Battalion Chief, providing that he delivers to the Commissioner and all the fire companies, written notice of such intention not later than November 1.
 - b. In the event more than one person elects to run for office of Battalion Chief, there will be a ballot election on the Sunday prior to the first Saturday in December between the hours of 10:00 a.m. and 2:00 p.m. Results will be announced immediately following the election. Tellers will be present during the entire period. Tellers will be the Captain of each company. In the event of a tie, another vote will take place at a special department meeting to be held on the Wednesday prior to the Saturday Chief's Election at 8:00 p.m. As many ballots as needed to break the tie will be taken that night.
11. The election of Chief, Assistant Chief and Battalion Chief shall be conducted by the Commissioner who shall appoint a board of tellers who shall consist of four (4) Captains of the Fire Department.
12. The Board of Tellers shall, from among their number, select one who shall prepare a report of the results of the election and present same to the Commissioner.
13. In the event of the death, disqualification or resignation of the Chief, the Deputy Chief, or the Battalion Chief, no new election shall take place. In case of the Chief, the Deputy Chief shall perform the duties of the Chief until the next regular election at which time he shall become the candidate for Chief. The Battalion Chief will assume the duties of Deputy Chief if in the event he leaves his office. If the Battalion Chief leaves office after June 1, the Chief and Deputy Chief shall perform his duties.
14. In the event of the death or disqualification of the candidate for Deputy Chief before election, or on the death or disqualification of the Deputy Chief after election, the Battalion Chief who shall be elected for the term during which the deceased or disqualified Deputy Chief would have served, shall perform the duties of the Deputy Chief until the next regular election, at which time he shall become the candidate for .
15. In the event of the death or disqualification before the election of the candidate for Battalion Chief, named as the company's selection, the members of the respective company shall immediately hold a meeting and a replacement candidate be nominated, the candidate having a majority of the votes cast at such a meeting shall be the company's' selection and the only candidate for election as Battalion Chief unless another independent candidate has filed under paragraph 10.
16. In the event of the death or disqualification after election of Battalion Chief, his successor shall be elected by the majority vote of the members present at a meeting of the company from which the candidate is a member and at the next regular election shall become the candidate for Deputy Chief.

ARTICLE II

Company Elections

1. Each fire company of the Borough of Bogota shall elect from their active membership at an election to be held at their November meeting in each year, a Captain, First Lieutenant, Second Lieutenant, Mechanic, President, Vice-President, Treasurer and Secretary whose term of office shall begin on the first day of January following such election.

ARTICLE III

Active Membership

1. Applications for the Bogota Fire Department may be obtained at the Borough Clerk's Office. Applications will be accompanied by the Rules and Regulations of the Bogota Fire Department. All applicants will be required to pass a physical examination in accordance with Borough Rules and Regulations at a facility specified and paid for by the borough. Eligibility will be subject to Borough Ordinance 2-10.5.
2. All applications for membership in the Fire Department, after they have been reviewed for membership in a fire company, shall be forwarded to the Secretary of the Bogota Fireman's Relief Association, and the member company who shall have accepted such member, shall notify the Borough Clerk of such action, in writing, and he shall read such notice at the next Council meeting for action by the Mayor and Council.
3. The Borough Clerk shall cause to be filed with the Bergen County Clerk any exemption certificates granted by the Statutes of the State of New Jersey.

ARTICLE IV

Nonresident Membership

1. Nonresident membership shall consist of a maximum of sixty (60) members, fifteen (15) per Company.. There shall be two classes of nonresident members:
 - a. Bona-fide residents of Hackensack, Ridgefield Park, or Teaneck.
 - b. A bona-fide employee working in the Borough of Bogota (regardless of residency) and available to respond to fire calls during the majority of the daylight hours, hereinafter referred to as Fire Brigade members.
 - c. No company shall exceed the maximum number of fifteen (15) non-resident members.
2. Membership shall be limited to persons qualified under these bylaws. The following additional rules shall pertain to nonresident members:
 - a. Nonresident members not classified as Fire Brigade members may hold any line officer rank in the Bogota Fire Department including Battalion Chief, Deputy Chief or Chief. In order to become a Chief officer, the candidate must live
 - i. West of the Teaneck/Leonia border
 - ii. East of Prospect/Summit Avenue, Hackensack
 - iii. South of State Highway 4, Teaneck
 - iv. North of US Highway 46, Ridgefield Park
 - b. Nonresident members not classified as Fire Brigade members may sit as representatives from their respective companies to any Committees or Boards of the Bogota Fire Department.
 - c. Fire Brigade members shall have previous fire fighting experience.
 - d. Nonresident members shall be accountable for all the same training minimums as a regular active Bogota Fire Department Member as described in these bylaws.

- e. Nonresident members shall uphold the Bylaws of the Bogota Fire Department and the Bylaws of their respective Company.
3. Any active Bogota Fire Department Member who applies for Brigade membership shall be exempt from six-month probation.

ARTICLE V

Operation and Care of Fire Apparatus

1. All members shall assist in the work of the department whether it may be his assigned duties or not and in the absence of any specific order or apparent work to be done, they shall report to the officer in charge of their company.
2. All members shall give strict obedience to the orders of their appointed and elected officers.
3. Each and every driver of each company shall give strict obedience to all vehicle laws.
4. Each driver shall, on the signal of fire, report to his firehouse to make certain that his apparatus will get to the scene of the fire.
5. The first driver to reach the firehouse shall get from Police Headquarters, by radio or telephone, the incident location and mark it on the slate for other members to see.
6. No one but drivers shall start the apparatus of their company.
7. No fire apparatus going to a fire shall pass another going in the same direction.
8. All fire apparatus returning from a fire or drill shall observe all traffic laws and courtesies and shall not sound any sirens or bells.
9. No fire apparatus shall be taken out of the firehouse except in the case of fire (sounded or silent), a drill, for refueling by a qualified driver, for testing, or instruction of drivers, or Civil Defense, unless permission has been granted by the Captain.
10. No fire apparatus shall be taken out of town in response to a call for aid until permission has been granted by the Chief or his assistants, except in the case of towns involved within the Mutual Aid System. The Chief will designate in his special orders, what trucks cover what towns.
11. Members driving to the firehouse or the scene of a fire or drill shall observe all the traffic laws and shall give all fire and police apparatus the right of way, shall not pass a fire truck, shall not follow apparatus closer than 300 feet and shall park at least 500 feet from any scene of a fire or as directed by the police or police auxiliary.
12. No officer shall drive a truck from firehouse to fire if a qualified driver is in house or on the apron.
13. All members, except driver, responding to fire call or drill on fire apparatus shall wear all protective clothing as issued by the Department.

HOSE

14. All hose beds shall be loaded with at least 1,000 feet of 2 ½ inch or larger hose.

15. All trucks, except the Hook & Ladder, shall carry at least 400 feet of 1 ½ or 1 ¾ inch hose with the male end out.
16. All hose shall be tested at least once a year at 200 pounds pressure and in accordance with current applicable NFPA standards.
17. All wet hose, when returning from a fire or drill, shall be replaced with dry hose, as available, and the wet hose put out to dry.

LADDERS

18. All ladders shall be inspected for defects after use at a fire or drill and defects reported to the Chief.
19. All ground ladders shall be checked yearly as per current applicable NFPA standard. The aerial ladder shall be checked as per current applicable NFPA standard.

TOOLS AND EQUIPMENT

20. All tools shall be kept clean and in working order.
21. All tools with cutting edges shall be kept sharp.
22. All ropes shall be tested periodically and after they are used at a fire or drill.
23. All breathing apparatus shall be tested monthly and air tanks refilled after use.
24. All portable extinguishers shall be checked for charges every month.
25. No tools or fire equipment shall be left off any truck unless the Captain of said company shall have the permission of the Chief or one of his assistants.
26. All active members shall be issued a helmet, turnout coat, boots, bunker pants, gloves and pager and shall be personally responsible for safeguarding same. All issued equipment shall be returned to the Fire Department upon the member's retirement or severance.
27. Inspections of all issued equipment will be as per Borough ordinance 2-10.10.

ARTICLE VI

Eligibility of Drivers

1. Engine Companies: The Captain and the Company Mechanic of each company shall pass on all new drivers by a road test as to locations of the fire boxes and streets, and operation of the fire pump from draft and hydrant. It is up to the Captain to see that thereafter all drivers stay familiar with the operation of their truck. The Captain of each company shall obtain their drivers' license numbers and give them to the Chief immediately after they are renewed.
2. Hook & Ladder: The Captain and Company Mechanic of Hook & Ladder shall pass on all new drivers by a road test as to the location of the fire boxes and streets, operation of the aerial ladder, generator and knowledge of all tools and equipment carried by the Hook & Ladder. It is up to the Captain to see that thereafter all drivers stay familiar with the operation of the truck. The Captain of Hook and Ladder shall

obtain the drivers, license numbers and notify the Chief of the department and the borough Clerk of each new driver.

ARTICLE VII

Staff Positions

1. Duties of the Company Mechanic

The Mechanic shall be responsible for the air in the tires, water in the battery, charging of the battery, coolant in the radiator, water in the tank, oil for the primer pump, fuel in the truck and generator, batteries are functional in portable work lights and putting on and taking off of the tire chains when they are needed. Any mechanical trouble with the motor, fire pump or running gear shall be reported to the Department Mechanic and Chief by the Company Mechanic or Captain. The Mechanic shall be responsible for completing and signing a weekly checklist and giving the form to the Captain for filing and approval by the Chief at the next Board of Fire Officers meeting.

2. Duties of the Treasurer

- a. The Treasurer shall be appointed annually by the incoming Chief.
- b. It shall be the duty of the Treasurer to maintain accurate records of the Board of Fire Officer account, the Fire Department Funds money, and any other account established in the name of the Bogota Fire Department.
 - i. The Treasurer shall receive all monies and furnish receipts therefore in the name of the Department.
 - ii. The Treasurer shall pay all bills when favorably passed at the meeting of the Board of Fire Officers. Bills of \$100 or less may be paid prior to approval. All disbursements shall be by check, signed by the Treasurer. He shall keep an accurate account of all receipts and disbursements in such a book as the Department shall provide.
 - iii. The books and accounts of the Department shall be open for inspection at any meeting of the Board of Fire Officers.
 - iv. The Treasurer shall render an annual statement, which, together with all books, accounts, papers, and other property belonging to the Department, shall be submitted to the Auditing Committee. All financial records shall be audited in accordance with Article 7, Paragraph 3 of these By-Laws.
 - v. The Treasurer may receive a stipend for his service at the discretion of the Chief, with the approval of the Board of Fire Officers, not to exceed five-hundred (500.00) dollars.

3. The Auditing Committee

- a. The Auditing Committee appointed by the Chief at the beginning of his term and shall consist of three members. It shall be the duty of this Committee to act as a Committee of Finance and examine the reports and financial records of the Treasurer at least once each year. The Committee shall function no later than February of each year and report its findings to the Board of Fire Officers during the March meeting.
- b. Should the Auditing Committee function more than once, it shall do so within 30 days and report its findings at the following Board of Fire Officer meeting.
- c. The members of the Auditing Committee shall not receive a stipend or any other form of compensation for their service.

4. The Department Secretary

The Department Secretary shall be appointed annually by the incoming Chief. It shall be the duty of the

Secretary to call the roll, to keep a correct record of all the proceedings of all Board of Fire Officer, Department meetings, and disciplinary hearings as described in Article XV. The Secretary shall keep on file all records relating to the business of the Department and, at the direction of the Chief, process general correspondence. He shall make a report at all Board of Fire Officer and Department meetings. The Secretary shall have a copy of these Bylaws and Borough Ordinance 2-10 available at all meetings. The Secretary may receive a stipend for his services at the discretion of the Chief, with the approval of the Board of Fire Officers, not to exceed five-hundred (500.00) dollars.

5. Department Administrator

The Department Administrator shall be appointed annually by the incoming Chief. The Department Administrator:

- a. Shall be responsible for ensuring regulatory compliance in accordance with all Federal, State and local laws
- b. Shall perform assigned duties with the advice and consent of the Fire Chief
- c. Holds no decision making or command authority
- d. Shall have a minimum of five (5) years of service in the Bogota Fire Department

Any salary shall be subject to the Borough salary ordinance

6. Other support staff positions

Other support staff positions may be appointed at the discretion of the incoming Chief. A list of typical positions is presented herein. Additional positions may be created by the incoming Chief. The duties described herein for each position are typical. The incoming Chief shall assign the respective duties of each staff position at the time of appointment. All support staff positions may receive a stipend for services rendered at the discretion of the Chief, with the approval of the Board of Fire Officers, not to exceed five-hundred (500.00) dollars.

- a. Duties of the Department Mechanic
 - i. Directly interface with and assist company mechanics as needed
 - ii. Create and maintain a master Vehicle Maintenance log for all repairs, preventative maintenance, and tests performed
 - iii. Create a uniform report for monthly vehicle inspections to be used by the company mechanics. Review and log company mechanic reports in the Vehicle Maintenance log
 - iv. Advise Chief regarding maintenance needed. Assist the Chief with identifying vendors, obtaining quotes, and scheduling of vehicle repairs, preventative maintenance, and tests
 - v. Other duties as assigned by the Chief
- b. Duties of the SCBA Technician
 - i. Establish and maintain a master list of all Self Contained Breathing Apparatus (SCBA) to include, at a minimum, Department ID number (if any), Manufacturer, Model, Serial Number, Purchase Date, and Retirement Date
 - ii. Establish and maintain a master list of all air bottles to include, at a minimum, Department ID number (if any), Manufacturer, Model, Serial Number, Purchase Date, and Retirement Date
 - iii. Establish and maintain a master list of all masks to include, at a minimum, Department ID number (if any), Manufacturer, Model, Serial Number, mask size, assignee, Purchase Date, and Retirement Date
 - iv. Establish and maintain a Maintenance Record for each SCBA pack, bottle, filling station, and mask. The log shall include, at a minimum, entries for all servicing, flow tests, hydrostatic tests, and air sampling tests as applicable
 - v. Create a uniform report for monthly SCBA inspections to be used by each company. Review and log company reports in the Maintenance Record

- vi. Advise Chief regarding maintenance needed. Assist the Chief with identifying vendors, obtaining quotes, and scheduling of repairs, preventative maintenance, and tests
 - vii. Other duties as assigned by the Chief
- c. Duties of the Detection Equipment Technician
- i. Establish and maintain a master list of all detection equipment to include, at a minimum, Department ID number (if any), Manufacturer, Model, Serial Number, assigned company, Purchase Date, and Retirement Date
 - ii. Establish and maintain a Maintenance Record for all devices to include, at a minimum, all maintenance activities on the equipment, calibration dates and due dates
 - 1. All calibration records shall be stored appropriately: in a file folder for hard copy records, a computer for electronic records. Electronic records shall be backed up periodically
 - 2. Maintenance records for each piece of equipment shall be kept for the life of the equipment plus seven (7) years after retirement or disposal
 - iii. Ensure all equipment is calibrated periodically per the OEM recommended calibration period. If no OEM recommended period, all four gas meters shall be calibrated every six (6) months; all other meters every twelve (12) months
 - iv. Advise Chief regarding maintenance needed. Assist the Chief with identifying vendors, obtaining quotes, and scheduling of repairs, preventative maintenance, and tests
 - v. Other duties as assigned by the Chief
- d. Duties of the Radio Technician
- i. Establish and maintain a master list of all radios and pagers equipment to include, at a minimum, Department ID number (if any), Manufacturer, Model, Serial Number, assigned company or individual, Purchase Date, and Retirement Date
 - ii. Establish and maintain a Maintenance Record for all communications devices
 - iii. Advise Chief regarding maintenance needed. Assist the Chief with identifying vendors, obtaining quotes, and scheduling of repairs, preventative maintenance, and tests
 - iv. Other duties as assigned by the Chief
- e. Duties of the Hazardous Materials Liaison
- i. Shall be the custodian of all NJ Department of Environmental Protection Agency incident notification letters (A-310), hazardous materials incident reports, and cost recovery documentation
 - ii. Shall be responsible to prepare all the respective sections of all department incident and NFIRS reports as related to hazardous materials incidents
 - iii. Shall collect all documentation necessary for the billing of responsible parties, prepare and submit all requests for cost recovery and pursue, when necessary, legal action for cost recovery as described in Borough Ordinance No 1284 under direction of the Chief
 - iv. At the request of the incident commander, shall act in an advisory capacity to Incident Command at all hazardous materials incidents within the Borough

ARTICLE VIII

Duties of the Officers

Chief: The Chief shall see that a complete record is kept of all incidents and drills as to attendance, equipment used and other pertinent matters. The Chief shall have complete charge of all men and apparatus at all incidents and department drills. It is the Chief's responsibility to see that the department is run in an orderly and efficient manner. The Chief shall make any recommendations he has to the Commissioner for the betterment of the department. The Chief shall report to the Commissioner any requests for new

equipment before the first of the year. The Chief may make any mutual and reciprocal cover-up agreements with other municipalities.

Deputy Chief: The Deputy Chief shall perform the duties of the Chief at incidents and department drills during the absence of the Chief. The Deputy Chief will be the training officer for the department. The Deputy Chief shall be the Department Safety Officer. The Deputy Chief shall be responsible for regulatory compliance and reporting.

Battalion Chief: The Battalion Chief shall perform the duties of the Deputy Chief or the Chief during their absence at incidents and department drills and assist the Chief and Deputy Chief in their duties and shall be responsible for maintaining department records of incidents and department drills. The Battalion Chief shall be responsible for NFIRS reporting.

Captains: The Captain of each fire company shall be responsible for the fire apparatus and all equipment assigned to his company. Each Captain shall preserve the discipline of his fire company and instruct the members in their duties. Each Captain shall direct the operations of his company at incidents and department drills and carry out the orders of the officer in charge at incidents and department drills; he shall report on conditions to the officer in charge of the position to which his company is assigned at an incident; he shall supervise the relief of his men at major incidents. Each Captain, together with his mechanic, shall inspect all his equipment once a month to make certain that it is in good condition. Each captain shall keep a record of all the activities of his company and a record of all fires and drills of each member of his company.

Lieutenants: The Lieutenants shall perform the duties of his Captain in his absence in the order of their seniority and shall aid the Captain in his duties.

ARTICLE IX

General Regulations

1. Each fireman shall make himself familiar with all the Rules and Regulations contained herein.
2. In the event of the absence of the Chief, Deputy Chief and Battalion Chief at an incident, the first Captain or Lieutenant in that order of seniority, shall assume the duties of Chief at the incident and if a superior officer arrives later, he shall turn command over to him together with a verbal report of conditions existing at the incident. In the event of the absence of all line officers at the scene of an incident, the officer in charge shall be the man in charge of the first arriving apparatus.
3. Uniforms
 - a. The official uniform of the Bogota Fire Department shall consist of:
 - i. A blue-black, five button, double-breasted coat with a coat badge.
 - ii. A matching pair of blue-black trousers without cuffs.
 - iii. A white, short sleeved, uniform type shirt with epaulets, badge tab and two pocket tabs.
 - iv. A black, four-in-hand necktie.
 - v. A matching blue-black, round, bell style hat with black visor, black band and hat badge. All Chief Officers of the Department to be white, round, bell style hat with black visor, black trim and gold band and scrambled eggs on visor. All other officers to be blue-black, round, bell style hat with black visor, and silver band. All ex-Chiefs of the Department to

- g. All active members of the Bogota Fire Department must own and maintain a proper fitting, regulation uniform during their tenure as an active member. Failure to do so shall constitute a void and severance from the Bogota Fire Department.
 - h. All members shall wear their uniforms at inspection and funeral services and when called out by the Chief for parades and special occasions.
 - i. All members who attain thirty percent (30%) of eligible calls per year, for seven (7) years, in the Borough of Bogota, shall be reimbursed by the Borough of Bogota for their regulation uniform as it is described in Section 3 of Article IX, General Regulations.
 - j. A copy of the receipt or receipts, must be placed on file with the Fire Department to be kept as part of the Chief's permanent records.
 - k. All members shall be issued a Class B Uniform shirt. The shirt shall be a short sleeve dark blue 3-button polo style with collar, 100% cotton. The member's first name shall appear above the right breast, embroidered in silver thread, in a capitalized block style font. The words, "Bogota Fire" shall appear above the left breast, embroidered in silver thread, in a capitalized block style font in a two-line format with the word "Fire" underneath "Bogota." The shirt may be worn during informal Fire Department events or as directed by an officer in charge. Accompanying clothing worn with the shirt may be casual, but shall be in good repair (i.e. no stains, tears, holes or patches) and reflect well upon the member and the Department. Wearing of the Class B Uniform shirt shall be subject to the prohibitions of Article IX, Paragraph 12.
4. The Department shall turn out for funeral services for exempt firemen when there is an exempt funeral service.
 5. There shall be at least four (4) department drills in a chief's term of office, which are firematic operations.
 6. All accidents to personnel and equipment shall be reported by the Captain or officer in charge to Chief as soon as possible after it happens. All appropriate paperwork will be completed within 24 hours of the incident.
 7. The outgoing Captain's records of fires and drills shall be made available to the Secretary of the Relief Association by no later than January 15th for the purpose of compiling the eligible men's percentage records of fire duty, to be sent to the State Firemen's office.
 8. Any changes in these rules shall be made with approval of the Mayor and Council.
 9. All firefighters are subject to pass a physical examination by a Borough doctor or be reimbursed by the Borough of Bogota for said examination by the firefighter's doctor, before returning to firematic activities, if the firefighter has:
 - a. Undergone major surgery (hospital stay of more than two days).
 - b. Been hospitalized for several days for other than negative diagnostic reasons or routine physicals.
 - c. Received treatment for heart, circulatory or respiratory malfunctions.
 - d. Sustained bodily injury, loss of sight or hearing which could impair firematic activities.
 10. All new active members must successfully complete Fire Fighter I or equivalent course or show proof of having completed such course, at an accredited fire school within the first 2 years of membership in the fire department. Failure to do so shall constitute a void and severance from the Bogota Fire Department.

11. In order to become a Line Officer, members must have completed Fire Fighter I and Fire Fighter II, ICS 200 with Incident Management Certificate, and have a minimum of 4 years experience in the fire service.
12. No active, life or associate member of the Bogota Fire Department is permitted to express, or wear the regulation uniform to express the opinion of the Bogota Fire Department, as a representative of any political party or group without the written consent of the Board of Fire officers of the Bogota Fire Department. The regulation uniform may not be worn for non-Fire Department social activities, such as but not limited to, weddings, without the written consent of the Chief.
13. The Executive Committee of any company may ask, in writing, another company to enforce the Department Rules and Regulations. If the company does not, then the Board of Fire Officers shall have the power to enforce the Department Rules and Regulations.
14. Line numbers will be assigned to each fire company according to the following schedule:
 - a. Engine Company No 1 shall be assigned line numbers 01 through 20 and 111 through 120.
 - b. Hose Company No 2 shall be assigned line numbers 41 through 60 and 121 through 130.
 - c. Hose Company No 3 shall be assigned line numbers 61 through 80 and 131 through 140.
 - d. Hook and Ladder Company No 1 shall be assigned line numbers 21 through 40 and 141 through 150.

These numbers shall be issued to new members at the discretion of the companies.

ARTICLE X

Funeral Procedures

Active Fireman

Turnout: Department (Natural Causes)

1. Type of clothing, uniform or civilian, shall be the decision of the immediate family. The family should be advised that the uniform is more appropriate.
2. An honor guard should be provided by the Company of the deceased member, but only on the last night of the wake.
3. Fire apparatus may be used as flower car only for the funeral, and all turnout gear, as applicable, with the exception of the deceased member's shall be removed. Deceased member's gear will be prominently exposed.
4. Casket bearers may be used, honorary or active, depending on the instructions of the funeral director involved.
5. If practicable, bell should be tolled as department files into and out of the funeral home or residence for service, and also as deceased is carried into and out of church.
6. The American and Fire Department flags should be displayed in the funeral home or residence, if wake is from home.

"Line of Duty" Deaths

Turnout: Department

1. Same as Active Fireman.
2. Honor Guard shall be provided by entire Department on all nights of wake.

3. Fire apparatus may be used as hearse and/or flower car and if more than one piece of apparatus is needed, the Chief of the Department shall decide if it may be used. Turnout gear rule will also apply here.
4. Same as Active Fireman.
5. Same as Active Fireman, also bell should be tolled while going to church and/or cemetery.

Inactive Members

Turnout: Company

1. Same as Active Fireman.
2. Fire apparatus may be used as flower car except all turnout gear, as applicable, is to remain on apparatus.
3. Casket bearers - same as Active Fireman (Procedure #4).

Ex-Chief, Active

Turnout: Department (Natural Causes)

1. Same honor as Active Fireman would receive with the exception that fire apparatus may be used as a hearse and/or flower car.

Ex-Chief, Active Turnout: Department ("Line of Duty")

1. Same honors as Active Fireman, "Line of Duty" death.

Ex-Chief, Inactive

Turnout: Department

1. Same as Active Fireman, (Natural Causes), except Procedure #3 which shall be replaced by Procedure #3 of "Line of Duty" deaths. All turnout gear, as applicable, will remain on truck.

Chaplains (Natural or "Line of Duty")

Turnout: Department

1. Chief to consult church authorities for correct procedure.

"Line of Duty"

Turnout: Department

Mutual Aid Fires

1. If a death happens while fighting a Mutual Aid fire, or death is caused by an injury received at such a fire, regardless of what towns are participating, the Chief of the Bogota Fire Department or his assistants, will arrange for a Department turnout with the Chief of the town to which the deceased was a member. The Chief or his assistants will arrange to have representatives attend the funeral if possible.

Immediate Family of Active Members

Turnout: Department

1. Same as Procedure #1, Active Fireman.

Draping of Firehouse and Monument

1. All firehouses and monument are to be draped for a period of 30 days for all Active Members, Life Members, Chiefs and Ex-Chiefs.
2. In all other cases, only the monument shall be draped.

ARTICLE XI

Department Meetings

1. The Chief may call a department meeting at his discretion, providing that such a meeting will not necessitate a vote by the department to change any or all Rules and Regulations.
2. All department meetings shall be conducted under Roberts Rules of Order. A quorum for these meetings will be one third of the department, plus one.
3. If a meeting is called to change any or all Rules and Regulations, notification will be given to the department during the nightly pager test at least 48 hours in advance for a meeting to discuss possible changes.

A written ballot will be mailed out to each active member describing each and all changes. Such ballot having a dated return date and the majority of returned ballots in either pro or con constitute the vote to accept or reject the said changes.

Also to be included in these additions and/or changes are the Constitution and By-Laws of the Bureau of Fire Prevention of the Borough of Bogota and the Funeral Procedures of the Bogota Fire Department.

ARTICLE XII

Department Clothing Allowance Program

1. All active fire officers and firefighters are eligible for a clothing allowance.
2. Personnel must make at least 30% of fire calls to be eligible for this program. There shall be no exception to this rule. The year shall start on November 1st and end on October 31st.
 - a. Fire calls:
Any call that is dispatched through our paging system, fire horns, and Chief's office.
 - b. Chief's Calls:
Any stand-by, mutual aid, or call as defined in the Bogota Fire Department Rules and Regulations.
 - c. The following will also count towards the program:
 - i. Company and Department drills
 - ii. Company and Department meetings
 - iii. Special assignments
 - iv. Memorial Day inspection
 - v. PEOSH and State requirements
 - d. There shall also be credit towards single Engine and Truck assignments.
3. Attendance:
 - a. Personnel must report to their respective firehouse or the fire scene and must remain until dismissed by an officer.
 - b. Personnel at the scene must have their personal protective equipment in order to receive credit.
 - c. Returning to the firehouse, each member must sign in on the call sheet in order to receive credit. The sheet shall remain available for ten minutes or at the company/department officer's discretion. If the signature is substituted or the sheet is not signed, there shall be no credit awarded. The sheet at that time shall be placed in a locked box where only the chief officers shall have access.
 - d. There shall be sign in sheets at all of the following:
 - i. Company and Department drills

- ii. Company and Department meetings
- iii. Special assignments
- iv. Memorial Day inspection
- v. PEOSH and State requirements
- e. Any person attending a call with another company shall be required to inform the company officer and it shall be the responsibility of that/those persons to fill out their own company sheet, which shall be signed by the responding company's officer.
- f. If any person is on sick leave it is his/her responsibility to inform the company officer and calls during that period of time shall not count against that person. Upon returning to full service, the officer shall be informed and that person shall no longer be excused. The company officer shall notify, in writing, the Board of Fire Officers, the Chief, Deputy Chief and Battalion Chief when the member begins his/her leave and upon the member's return to service.
- g. The percentage shall be given to the Chiefs at the November board meeting,
- h. The percentages shall vary between the companies depending on the amount of each company's calls and drills due to single engine/truck assignments).

4. Payment Distribution:

- a. Monies shall be distributed to all personnel who meet all the above requirements and whose attendance is 30% or greater.
- b. No person shall receive more than \$350.
- c. Anyone who does not follow or meet the requirements shall not be eligible for any money.

ARTICLE XIII

Junior Fire Department

The Bogota Fire Department shall sponsor and organize a Junior Fire Department. Rules and regulations for this organization shall be established and kept separate from these by-laws.

ARTICLE XIV

The Department shall adopt a Length of Service Award Program. Rules for this program shall be established in concert with other eligible Borough organizations and kept separate from these by-laws.

ARTICLE XV

DISCIPLINARY ACTION

1. Department members regardless of rank shall be subject to disciplinary actions according to the nature or aggravation of the offense for
 - a. Violation of these Department Rules and Regulations
 - b. An offense punishable under any Federal or State law or Municipal ordinance
 - c. Negligent or intentional failure or refusal to obey any lawful instruction or command of a superior officer
 - d. Conduct unbecoming of a member that results in a complaint, written or verbal, from any source, including but not limited to, a public official, another company or department officer, or the general public

Disciplinary action in all cases will be decided on the merits of each case and in conformity with these Department Rules and Regulations.

2. Any officer in the member's chain of command may suspend a subordinate for a period not to exceed two (2) weeks. Any chief officer may suspend any member for a period not to exceed two (2) weeks.

- a. A member suspended by officers within his chain of command has the right to appeal any suspension according to his company bylaws. Any suspensions shall be immediately reported to the Chief of the Department and to the Board of Fire Officers.
 - b. A member suspended by any chief officer has the right to appeal in accordance with these Department Rules and Regulations. The suspended member has three (3) business days to file a written appeal to the Chief.
3. All charges against a member shall be presented in writing to an officer within three (3) business days of the complainant's knowledge of the incident or of the occurrence itself. The written charges shall include the time, date, location, witnesses, and all information pertinent to the charges.
4. In all disciplinary matters, the Board of Fire Officers shall hold hearings with the Chief of the Department as Chairman to preside over such hearings. Within two (2) business days of receipt of charges, the chairman shall notify the charged member with a written copy of the complaint to be delivered by certified and regular mail. A complaint sent by regular mail shall be deemed to have been delivered unless proven otherwise by the charged member. A copy may also be delivered in person by the chairman or his designee, usually an officer within the charged member's chain of command. A second person chosen by the chairman or his designee shall accompany the delivering person to witness the delivery or delivery attempt. If delivered in person, a signed receipt must be obtained from the charged member indicating that he has received a copy of the charges. The receipt will include the time and date of delivery. The receipt shall be signed by the charged member and the two delivering people in each other's presence. Should the charged member refuse to accept delivery or refuse to sign the receipt, it shall be annotated on the receipt and the receipt signed, dated and time stamped by both members of the delivery party.
 - a. The hearing will take place within ten (10) business days of the return receipt to the chairman by the Post Office or delivery receipt to the chairman
 - b. The Chief will notify witnesses and participants as to the date, time and location at which the hearing will be held.
 - c. The President or Vice President of the member's company will sit in attendance with no voting power as a witness for the membership. The Department Secretary will record minutes of the proceedings.
 - d. A minimum of 4 officers, not more than one from each company, must be present to convene hearings. No member shall serve on the hearing board when a conflict of interest is obvious.
 - e. Each side may request one (1) postponement for up to a maximum of thirty (30) days
5. Should the charged member accept the charges rendered against him, the Board shall determine the penalties, which shall commence immediately.
6. The charged member has the right to refute the charges against him and may present witnesses to testify on his behalf.
7. After hearing all testimony, the Board shall immediately meet in private to determine an outcome. The President or Vice President of the member's company shall sit in attendance with no voting power as a witness for the membership. The Department Secretary shall record minutes of the proceedings. Guilt or innocence shall be determined by a simple majority. The Board shall determine penalties, if any. After determining outcome and penalty assessment, the Board shall immediately reconvene the hearings with the charged member and announce their findings. Any penalties assessed shall commence immediately.
8. The charged member has the right to appeal any ruling against him.
 - a. If suspended by company officers, and the member has exhausted the appeals process of his company's bylaws, the member may appeal any charges or penalties against him in writing in the following order
 - i. Board of Fire Officers
 - ii. Fire Committee of the Borough Council

- iii. Full Mayor and Council
 - b. If suspended by the Board officers, the member may appeal any charges or penalties against him in writing in the following order
 - i. Department Appeals Panel
 - 1. The Appeals Panel shall consist of 5 members appointed by the Chief: one ex-chief or senior member in descending order from each company plus one additional ex-chief or senior member in descending order from the charged member's company
 - 2. No member shall sit on the Appeals Panel where a conflict of interest is obvious
 - 3. No member may sit on the Appeals Panel if he was part of a previous hearing for which the appeal has been made.
 - ii. Fire Committee of the Borough Council
 - iii. Full Mayor and Council
- 9. The following penalties may be assessed against any member of the Department as disciplinary action
 - a. Oral Reprimand
 - b. Written Reprimand
 - c. Suspension
 - d. Demotion
 - e. Severance from the Department
- 10. Penalties assessed for each offense shall be as follows
 - a. First offense: Reprimand to severance
 - b. Second offense: Thirty (30) day suspension to severance
 - c. Third offense: Ninety (90) day suspension to severance

Second and third offense penalties need not be for the same offense. A member's prior disciplinary history may be considered in determining any penalty. A suspended member shall be counted as absent from any calls during the suspension period. Such absences shall be counted when determining a member's eligibility for receiving the clothing allowance stipend. Attendance at meetings or drills shall be up to the discretion of the member's company. The suspended member shall be marked present for such attendance.

- 11. Recordkeeping
 - a. Records of all disciplinary action, whether the penalty is assessed by Company Officers or Chief Officers, shall be retained in the member's personnel folder in the Chief's office. The personnel folder containing such records may be a physical folder such as a hardcopy paper folder or electronic storage media such as a computer.
 - b. Records for penalties assessed shall be retained according to the following schedule
 - i. Oral Reprimand – Two (2) years
 - ii. Written Reprimand – Five (5) years
 - iii. Suspension – Seven (7) years
 - iv. Demotion – Seven (7) years
 - v. Severance – Permanent
 - c. After the retention period has expired, the record of the offense shall be destroyed
 - i. Hardcopy paper records shall be shredded
 - ii. Computer files shall be permanently deleted

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COMMITTEE

Bn Chief Michael Brophy
Ex-Capt Joseph DiMauro
Ex-Chief (Ret) Eugene Stipo, Chairman & Secretary
Ex-Chief Anthony Culmone
Ex-Chief Louis Kern
FF Nick Attanasio
Ex-Captain Richard O'Connor
Ex-Chief August Greiner
Ex-Capt Alexander Breuss