

RULES OF ORDER

OF THE

Fire Department Committee

AND

RULES AND REGULATIONS

For the Government

OF THE

Danbury Fire Department.

ADOPTED, NOVEMBER 12, 1889.



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FIRE COMMITTEE.

CHAIRMAN, *Ex-officio*.

HON. C. S. ANDREWS.

MICHAEL F. KEANE.

M. T. CUFF.

EMIL GOOS.

SECRETARY.

PETER BECKERLE.

RULES OF THE FIRE DEPARTMENT COMMITTEE.

The following Rules and Regulations shall be observed by the Fire Department Committee in the transaction of business.

—1—

Meeting.

Regular meetings of the Committee shall be held the first Monday in every month.

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Order of Business.

At the meeting of the Committee, the order of business shall be as follows.

1. Reading Minutes.
2. Reception of Applications and Petitions.
3. Reports of Standing and Special Committees.
4. Communication from the Chief and others.
5. Unfinished Business.
6. Investigations.
7. Approval of Bills.
8. Miscellaneous Business.

—3—

Quorum.

A majority of the Committee shall constitute a quorum for the transaction of business.

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Time of Meeting.

Time of meeting shall be eight o'clock.

Appointments.

All appointments of officers and men of the force, shall be recommended to the Common Council for their approval.

Duties of Chairman of the Committee.

The Chairman shall preside at all meetings of the Committee, call special meetings whenever necessary, or at the request of two members. He shall have power to grant leave of absence to the Chief, a period not exceeding two days. In case of absence from the city, the senior member of the Committee shall act as Chairman.

Approval of Bills.

It shall be the duty of the Committee to examine all accounts rendered, and said Committee shall sign all such bills, if correct, before said bills are paid. No expense shall be incurred by the Committee, without consent of the Common Council.

These Rules and Regulations for the government of the Department may be altered or amended by vote of the Common Council, provided such notice of such alteration or amendment shall have been given at a previous meeting of said Common Council.



Rules and Regulations

FOR THE GOVERNMENT

OF THE

FIRE DEPARTMENT.



RULES AND REGULATIONS.

The Fire Department of the City of Danbury shall consist of a Chief, a Fire Marshall, and Superintendent of Fire Alarm; also such Assistant Chiefs, Captains, and Lieutenants of companies and other officers and members as the service may from time to time require, and they are herein designated as the Permanent Volunteer Force and the Call Force; all of which shall be under the control of the Fire Department Committee, and subject to all Rules and Regulations of the Department, and orders that may be promulgated by the Chief and approved of by the Fire Department Committee.

—1—

Force.

All members of the Force shall give such time to the interest of the Department as the Fire Department Committee shall designate.

—2—

Chief.

The Chief shall have the sole and entire command of the Department and all apparatus and appurtenance belonging to the same, and direct all measures he may deem proper for the extinguishment of fires. He shall visit the engine, hose and truck house daily, or as often as practicable, and report to the Fire Department Committee such suggestions or recommendations as he may deem necessary; shall cause all repairs and other work on account of the Department to be done, as far as possible by members of the force.

He shall report to the Fire Department Committee companies, officers or members, if any there be, delinquent in the

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performance of the duties assigned them, and each month report those absent from fires or alarms.

He may, from time to time, issue such orders for the government of the members as he may deem necessary, subject to the approval of the Fire Department Committee.

He shall have power to suspend any officer, or member of the Department for insubordination, disorderly conduct, or neglect of duty; he shall within forty-eight hours report such suspension to the Fire Department Committee, who shall at the earliest practicable time meet to take action upon the case.

In addition to the duties imposed by the Charter and Ordinance of the City of Danbury, he shall perform the duties of Superintendent of Fire Alarm, and act as Fire Marshall, attend all fires and alarms unless otherwise ordered; he shall have general supervision and management of the fire alarm and all telegraph apparatus pertaining to the Department, and keep the same, at all times, in perfect working order, reporting to the Fire Department Committee for all necessary supplies, and such improvements as he may think advisable. He shall give practical, necessary instructions to persons in the Department and to key-holders.

—3—

Assistant Chief

Shall have the same powers as the Chief, in his absence, and shall assist the Chief at all times in the performance of his duties.

—4—

Captains or Foremen.

Captains or Foremen shall have full control of the engine, hose or hook and ladder house or station entrusted to them, shall have power to grant leave of absence, not to exceed sixty minutes, shall report to the Chief at once the name

of any member of the Department or other person guilty of any disorderly conduct or violation of the Rules and Regulations; also any damage which their apparatus, or part of it, their house or furniture may have sustained.

They shall keep an account of all supplies that come to the house, and properly report when materials are required for use; shall have full charge of their companies and apparatus at fires and alarms to which they respond; shall also take full charge at a fire until the arrival of a superior officer; shall preserve order in their respective companies and enforce a strict compliance with all Rules and Regulations of the Department; keep a record of all members tardy or absent at fires or alarms, with the reason for same, to be reported to the Chief the day following. When hose are in use it shall be their duty to see that all couplings are set up tight. On returning to the house, if the hose requires changing they shall have it taken from the apparatus, washed, and hung in the tower, and replaced with dry hose.

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Engineer and Assistants

Shall, under the direction of the Chief Engineer, assist in the care and management of the engine; they shall see that it is properly supplied with fuel, and perform other duties required of them.

—6—

Drivers.

Drivers of the various apparatus shall take proper care of the horses and exercise the greatest caution in their management; keep the stables, harness and everything in their charge clean and in perfect order, exercise the horses as directed by the Chief, and not take them beyond the prescribed limits, or speed them faster than a slow trot. In cold or wet weather,

on arriving at a fire, the horses shall be immediately blanketed, and upon returning to the house, if wet by perspiration, they must be immediately rubbed until they are dry. In approaching corners, crossings, horse car tracks, and in going down grade, the speed of the horses must be checked, and all drivers will be held responsible for any damage to horse, apparatus or other property resulting from careless driving. All drivers shall remain with their horses near the apparatus unless otherwise ordered by the Chief or Acting Chief.

—7—

Tillerman.

The Tillerman shall assist in the proper care of the house and apparatus, and upon the arrival of the truck at a fire, perform the regular duties of Hook and Ladder men, and in other respects be governed by the general Rules and Regulations prescribed for the other members of the Department.

—8—

Qualification for Membership.

Persons to be eligible for membership in the Department must be not less than twenty-one and not more than forty-five years of age, resident of the City of Danbury, citizen of the United States, of good moral character, and able to read and write the English language understandingly; they shall be in good health, sound in body and mind, certified to by a competent physician if required, and not engaged in any business that will prevent their instantly responding to an alarm at any time.

—9—

Applications.

Applications for membership shall be made in writing of the applicant, who shall present the same in person to the

Fire Department Committee, said Committee shall then recommend the applicant to the Board of Common Council for their rejection or approval, if they so deem him a proper person to become a member of the Department.

—10—

Members.

The members of the several companies shall upon an alarm of fire from the section of the city to which they are assigned for duty, proceed promptly to the place of the fire, in an orderly manner, report to the Captain and perform any work that may be required of them; they shall remain until relieved by orders, which shall be given only by the officer in command. If the company to which they are attached does not respond to the alarm on first call, they shall, if their company responds upon second or transfer, proceed to their Engine House or Truck House and remain thirty minutes, unless called into service, relieved by the recall, or dismissed. They shall be required to sleep in the Engine Houses as they may be directed by the Fire Department Committee. No member shall be absent from duty for a longer period than one month, except by special permission from the Committee on Fire Department, or in case of sickness.

—11—

Substitutes.

Each company shall have two substitutes to take the place of members absent from the city, or disabled by sickness. They shall be appointed from the regular applicants, on recommendation from the Chief and approval of the Fire Department Committee, and shall receive the same compensation as the principal when filling such position, and may be removed by a vote of a majority of the Committee. No substitute can be assigned to duty in place of his principal dur-

ing the time of fire or an alarm of fire, except by permission of the chief officer in command. Substitutes may be assigned to such duty at large fires as the necessities may require, and their compensation shall be determined by the Fire Department Committee.

—12—

Bunkers.

Call-men to whom beds are assigned, will be required to retire at or before 10 p. m., unless excused by the officer in charge of the house, and will not be allowed to use or occupy the same during the day, unless deprived of their usual rest by the performance of active fire duty. All members occupying sleeping quarters shall vacate their beds from April 1st to October 1st at 6 o'clock a. m., and from October 1st to April 1st at 6:30 a. m.

—13—

Care of Bedding.

Each member occupying a bed shall see the same is kept neat and clean at all times.

—14—

Roll Call.

Upon returning from a fire or an alarm of fire, the officer in command shall call the roll and report to the Chief any member absent and the excuse, if any, for the same, and in no case shall the members act as substitutes for the call, or answer for them at roll call. In the absence of the Captain the person in charge of the house shall call the roll.

—15—

Leave of Absence.

No member shall leave the city, or be granted a leave of absence, without notifying the Chief or the officer in charge of

his company, who shall name a substitute, the substitutes shall be on duty before the applicant leaves his post, the pay of the substitutes shall be deducted from the pay of the principals. All officers are required to notify the Chief before leaving the city.

—16—

Drill.

The companies shall be drilled as often as may be practicable under the supervision of their officers, and at such times as the Chief of Fire Department Committee may direct. When ordered for drill the members shall be notified of the time of meeting, when the roll will be called, any member failing to appear shall be fined a sum not to exceed fifty cents.

GENERAL REGULATIONS.

All members of the Department and substitutes shall be provided with a badge, to be known as the regulation badge of the Department, which shall be worn in a conspicuous place during the time they are on duty, and no member or substitute shall lend his badge on any pretext whatever; any member or substitute losing his badge shall report to the Chief, and use all due diligence to recover the same, any member loaning his badge to any person not connected with the Department, shall be subject to dismissal.

Supplies.

No member of the Department will be allowed to make any purchase for the Department, chargeable to the city, except by directions of the Committee on Fire Department. All requests for supplies of any kind or for repairs to apparatus, harness, building, furniture or fixtures, must be made to the Chief, and he shall then report the same to the Fire Department Committee.

Duties at Fires.

At all fires the Assistant Chief arriving first, shall in the absence of the Chief, and until his arrival, act as Chief, and he be obeyed and respected accordingly. The officers in charge of the several companies shall, immediately on their arrival at a fire report to the officer in command for orders. No company shall leave the fire grounds or take the apparatus of which they have charge, therefrom, without the orders of the officer in command, and neglect of duty, disobedience of orders, disrespect to officers, shall be reported to the Committee on Fire Department, through the Chief.

Going to a Fire.

In going to a fire all apparatus will, as far as practicable, keep on the right side of the street and in single file. To

guard against collision and accident when proceeding to fires, the gongs will be struck when approaching street crossings, turning corners, and approaching fire grounds. No person, not a member of the Department shall be allowed to ride on any apparatus or wagon at any time.

Houses.

Houses of the Department shall be open at all reasonable hours for visitation or inspection by officials or citizens, except on the Sabbath, and it is made the duty of the officer in charge to see that order and quiet are preserved at all times, houses to be closed at 11 p. m. each day, after which no loud talking will be allowed on the premises and all other persons will be required to leave. The officer in charge of any house shall personally attend to the reception of visitors, whether official officers of the Department or citizens. Citizens visiting the houses shall be courteously treated, have reasonable questions answered and any proper information given.

Permanent Men.

The permanent men shall perform such other work as may be required of them by the Chief, under the direction of the Fire Department Committee.

Conduct.

SECTION 1. All members of the Department are strictly required in their intercourse with each other, social or official to observe a courteous demeanor, and officers or men in addressing each other will do so in a respectful manner while on duty and at fires. The greatest degree of silence, compatible with a proper discharge of duty, will be required.

SEC. 2. No profane or ungentlemanly language, political or religious discussion or disorderly conduct will be allowed on the part of any officer or member of the Department when

on duty, or in the houses, under the penalty of suspension or expulsion.

SEC. 3. No spiritous or malt liquors will be allowed in any house of the Department or at any fire, and no member will be allowed to enter any saloon for the purpose of drinking while on duty, if any member shall enter any house of the Department intoxicated or become intoxicated at a fire, he shall be subject to dismissal.

SEC. 4. No gambling of any kind will be allowed in any house of the Department.

GENERAL RULES.

RULE 1. All volunteers, permanent and call men will be regarded as part of the working force, and may be used by the officer in command at fires as the circumstances of the service requires.

RULE 2. No company shall leave the city with apparatus in case of fire, except by permission of the Fire Department Committee. The charge of fire service outside the city shall be left to the decision of the Fire Department Committee.

RULE 3. The hose must be changed on the apparatus once in two weeks, for which purpose the Captain will notify his company, and any member absent will be fined and the amount deducted from his pay.

RULE 4. Any member driving over a line of hose shall be reported to the Fire Department Committee.

RULE 5. If any member refuses or neglects to pay any just debt contracted during his connection with the Fire Department, or assigns his pay without sufficient reason to meet the approval of the Chief and the Committee on Fire Department, it shall be deemed ample cause for his suspension and dismissal.

RULE 6. Any officer or member making a false report of a member of the Department, either concerning personal character or conduct to the discredit or detriment of any member, or make a false record in the journal, shall be liable to dismissal.

RULE 7. No permanent officer or paid member of the Department shall attend a caucus or political convention as a delegate, distribute tickets at any election, or take any part whatever in political matters, other than exercise his right of suffrage.

RULE 8. All members of the Department will be required to address officers by their respective titles.

RULE 9. All persons shall deposit, within two weeks after their appointment, the sum of one dollar with the Chief, who will upon receiving the same, issue a badge of membership, the money received to be deposited with the Treasurer of the city.

RULE 10. When any member shall leave the Department, upon returning his badge in good condition to the Chief, he shall receive an order on the Treasurer of the city for the amount deposited. Any member failing to produce his badge upon leaving the Department shall forfeit the amount so deposited.

RULE 11. Any officer or member having business with the Committee on Fire Department, shall transact the same through the Chief, who shall communicate the same to the Committee.

RULE 12. No subscription papers or books shall be circulated under the auspices of any paid company for the purpose of soliciting money from the citizens. No balls, parties, or social gatherings of any description shall be held in any building of the paid Department, without consent of the Committee on Fire Department.

RULE 13. Any member of the force, when off duty, conducting himself in a manner to bring disgrace upon the Department, shall be reported to the Committee on Fire Department for such action as the case may require.

RULE 14. Whenever the Fire Committee shall have cause to punish any member for a breach of discipline, the result of such action by the Committee shall be published by the Chief in general orders.

OFFENCES AND PENALTIES.

Violation of Rules.

All persons who shall, upon investigation, be found guilty of any of the following named offences, or of violating any Rule or Regulation of the Department shall, at the discretion of the Committee of Fire Departments be subject to censure, reprimand, forfeiture of pay, discharge from the service, suspension and pay, or any two or more such penalties according to the gravity of the offence.

1. Driving any apparatus carelessly and in such a manner as to collide with and injure the vehicles or any other property of citizens—
2. Gross or habitual carelessness, resulting in the injury of the members, or any property of the Department—
3. Inefficiency, or incapacity in the service—
4. Neglect of duty—
5. Intoxication and disorderly conduct—
6. Making intentionally a false official report—
7. Making a false report of a member of the Department, either concerning personal character or conduct—
8. Neglect or refusal to obey the authorized orders of a superior in rank—
9. Violation of any of these rules or any that may hereafter be adopted, or any order or direction of the Committee or Chief—
10. Any neglect or failure on the part of the Chief, Assistant Chief, Captains or Engineers, to properly report a violation of any of the Rules and Regulations, unless such party shall show to the satisfaction of the Committee that such a neglect or failure on their part was unavoidable.
11. In case of errors or mistakes in responding to alarms of fire with apparatus, the person in charge shall be held responsible.

Fines.

Call members of Companies not responding to alarms of fire shall be fined one dollar, absent from hose change fifty cents.

UNIFORM.

The uniforms of the permanent members of the Department shall consist of a Blue Sack Coat, Vest, Trousers, Fatigue Cap, shall be made of material and in style as follows, and at all times kept neat and clean, with the buttons and badge polished. All uniforms and equipments shall be inspected as often as expedient by the Chief, who may condemn any part he may consider unsuitable for service, the same to be renewed within reasonable time, with the approval of the Fire Department Committee.

Shirt.

For permanent members of companies a blue flannel shirt shall be part of the uniform to be worn with or without the vest during the months of November, December, January, February, March and April, at all other times a white cotton shirt and white collar, with necktie may be worn.

Trousers.

For Chief and others: made plain, of same material as undercoat and vest.

Cap.

For Chief and Assistant Chief and all others: a cap of dark blue cloth, of regulation pattern, with one small button on

each side of cap, and with the insignia indicating the position in the Department, or such as the Fire Department Committee may adopt.

Fire Hat.

For Chief a white leather hat of the present adopted style, gilt front supported by an eagle-head, gilt, over the center of which shall be the word "Chief," and beneath, "D. F. D.," in black and shaded. For Assistant Chief same as Chief, except that the words shall be "Assistant Chief." For all others same as present style.

Wearing Uniforms.

Members when performing their regular work shall wear such clothes and head covering as they choose.

The call force, when ordered out for inspection, shall wear the regulation uniform.

For Chief, five embroidered trumpets; for Assistant Chief, three; for Captains, two; for all others such devices as may be adopted by the Fire Department Committee.