



**SHERMAN TOWNSHIP**  
**VOLUNTEER FIRE AND RESCUE DEPARTMENT**  
**ARTICLES OF CONSTITUTION**



**ARTICLE I**

Section 1

***Name***

This organization shall be known as the Sherman Township Volunteer Fire and Rescue Department.

Section 2

***Purpose***

This Department shall be organized for the purpose of providing fire protection and emergency medical services for all of Sherman Township and any adjacent area to the Township when called upon to do so by legitimate authority.

Section 3

***Authority and Responsibility***

This Department, its officers and members, shall be responsible to, and responsive to, the Sherman Township Board of Trustees, which has the legal authority for responsibility and establishment of a fire department for the sole purpose of fire protection and emergency medical services in Sherman Township.

**ARTICLE II**

Section 1

***Membership***

Any resident or non-resident of Sherman Township, regardless of age, sex, race, creed, color, sexual orientation, or national origin is eligible for membership in the Department. Applicants for membership in the Department must complete the Department's application. Applicants must 1) be at least eighteen years old, 2) possess a high school diploma or equivalent, and 3) have a valid Michigan driver's license. The Fire Chief will discuss the applicant's proposed membership at a regular business meeting. Active members of the Department are to vote, by a two-thirds majority, to accept the applicant as a probationary member. Probationary members have one year to complete the state-certified basic firefighter-training program and obtain the driver's license emergency vehicle endorsement. The Oath of Office (given below) is to be administered to the probationary member by the Fire Chief, prior to becoming a full member of the Department.

## Firefighter's Oath of Office

I \_\_\_\_\_ do solemnly swear (of affirm) to do my duty as a Firefighter for Sherman Township Volunteer Fire and Rescue Department in Keweenaw County within the State of Michigan to the best of my ability; to serve my Department officers with respect and dignity; to serve the citizens of Sherman Township with compassion, courage and integrity; and to uphold the laws and constitutions of the United States of America, the State of Michigan, and Sherman Township.

The Fire Chief and a two-thirds majority vote of the active members may at any time dismiss a probationary or active member if the individual violates department policy, breaks the oath of office, or becomes disqualified as a firefighter.

### Section 2

#### ***Training***

All fire unit members must successfully complete Firefighter I level training within two years of joining the Department. All fire unit members are encouraged to complete Firefighter II level training within four years of joining the Department. All members must complete at least 12 hours of structural-fire training per year to maintain accreditation as a firefighter. EMS unit members must successfully complete the Michigan Medical First Responder training, pass both practical and written tests, and maintain a valid Michigan Medical First Responder license.

### Section 3

#### ***Vehicle Operation***

All members are required to successfully complete the Michigan Department of Transportation training requirements for driving emergency vehicles, including both classroom and practical aspects, prior to operating the Department's vehicles.

## **ARTICLE III**

### Section 1

#### ***Officers***

The Officers of this Department shall consist of the following positions:

- Fire Chief
- Assistant Fire Chief
- Incident Safety Officer
- Fire Captain
- EMS Captain

### Section 2

#### ***Elections and Terms of Office***

The Officers of this Department shall be elected at the regular meeting held in the month of November and a majority of votes cast shall be necessary to elect. The Fire Chief is an employee of Sherman Township with the installation and compensation package to be approved by the Sherman Township Board of Trustees. The Sherman Township Board of Trustees shall take action on approval of the duly elected Fire Chief at their regular meeting held in December following the Department November business meeting prior to installation. Each officer position term is four (4) years, or until such time that a successor has been duly elected.

### Section 3

#### ***Filling Vacant officer Positions***

If a vacancy shall occur for a Department Officer position before expiration of the term, the members shall elect a replacement for the Officer position for the remainder of the term. The election will occur at the Department business meeting following the announcement of the Officer position vacancy. If the Fire Chief position is vacated then the Sherman Township Board of Trustees must approve the elected replacement applicant prior to installation.

### Section 4

#### ***Department Positions***

##### Personnel

**Operations:** These are the team members that can operate the trucks and machinery with a greater degree of skill. They know more about the tools and tech and will carry out the necessary checks on the vehicles. If the fire engine or aerial ladder are required on the job, the engineer is the one that will use it.

**Firefighter:** Firefighters are responsible for the hands-on actions of fire suppression and search and rescue. The role of a Firefighter is responsible for much of the actual hands-on actions during a live operation. These tasks can include but are not limited to handling hoses, operating fire-rescue equipment, and conducting a search, finding, and rendering of initial first-aid care to victims of the fire.

##### Elected Officers

**Fire Chief:** The Fire Chief is the highest-ranking officer in the department. The Fire Chief is directly responsible for the efficient operation of the department and has control of all its personnel and activities. The Fire Chief is the leader, executive manager, and director of fire suppression, rescue, and emergency medical services operations. Responsibilities include personnel and equipment management, oversight of safety education initiatives, and promotion of protection and prevention measures.

**Assistant Fire Chief:** The assistant chief handles many administrative functions and provides technical and other support services to the chief and others in the department. Often responsible for budgets, fire suppression and rescue training, and act as Incident Commander when needed.

##### **Incident Safety Officer:**

The Incident Safety Officer monitors incident operations and advises the Incident Commander or Fire Chief on all matters relating to operational safety, including the health and safety of incident personnel. The Incident Safety Officer also oversees all matters relating to operation safety at department field training exercises.

**Fire Captain:** The Fire Captain oversees the activities of the fire suppression and rescue units, while observing functional aspects of the crew performance with an eye towards analysis and feedback. The Fire Captain will direct operations at the fire scene and will communicate directly to the Incident Commander. If needed, the Fire Captain will be in direct contact with the Incident Commander.

**EMS Captain:** The EMS Captain oversees the activities of the emergency medical services unit, while observing functional aspects of the crew performance with an eye towards analysis and feedback. The EMS Captain will often direct operations at a medical incident, be responsible for the EMS training and certification, and will be in direct contact with the Incident Commander.

## **ARTICLE IV**

### Section 1

#### ***Business Meetings and Training Sessions***

The Department shall have regular business meetings to be held monthly on the second Tuesday of each month at 6:30 PM in the Fire Station unless otherwise changed to an alternative date and time by vote of Department members. The Fire Chief, or in their absence the Assistant Fire Chief, may call a special meeting for addressing business items that are time critical and can not be delayed until the next regular business meeting. The Chief, or their representative, shall advise all Department members of the date, time, and location of special meetings with at least 24 hours prior notice. Monthly training sessions shall be completed immediately following the monthly business meetings. The monthly training, approximately one-hour in length, covers topics that members agreed upon during the previous month. Field training sessions will be scheduled using an agreed upon time and place by the members during a business meeting. Field training to include fire suppression simulation using the current apparatus and equipment.

### Section 2

#### ***Quorum***

A quorum to conduct business at any regular or special business meeting shall consist of a majority of active members of the Department. Active members of the Department shall be construed as those members who have attended at least four (4) of the previous six (6) business meetings.

### Section 3

#### ***Amending the Articles of Constitution***

The Articles of Constitution may be changed or amended at any regular meeting by a two-thirds (2/3) majority of the active members. Active members of the Department shall be construed as those members who have attended at least four (4) of the previous six (6) business meetings. A notice to amend the Articles of Constitution must be given at the previous regular business meeting to the business meeting at which the proposal for amendment will be voted upon.