

STOCKBRIDGE FIRST RESPONDERS  
BY-LAWS AND  
STANDARD OPERATING PROCEDURES

NAME:

- A. This unit of the Town and Village shall be called Stockbridge First Responders

PURPOSE:

- A. To render emergency care in medical emergencies and accidents to the limit of first responder qualifications until the ambulance arrives.
- B. To control the accident scene, stabilize the patient and prepare for transport, assist the family, turn patient information over to the ambulance personnel and assist them as needed.

MEMBERSHIP:

- A. Applications must be filled out by anyone wishing to join the Stockbridge First Responders.
- B. Applications for membership will be reviewed by the officers and voted upon by the unit before they become probationary members.
- C. Probationary members may be subject to a physical.
- D. Six months after membership approval probationary members will be reviewed by the officers and then brought to a secret ballot vote that needs two-thirds vote of the membership present to be accepted. This probationary period may be extended for an additional period of time as needed.
- E. After 6 months of membership and successful completion of an approved probationary period the member will be reimbursed for their class costs, book costs, vaccine costs and national registry x 1 up to first responder level.
- F. After completion of a refresher on renewal year any member with a higher level of care will be reimbursed for the cost of the first responder refresher with provided proof of refresher being completed and paid for.
- G. All members will complete the NHFSA approved First Responders Course or equivalent, pass the NREMT-R exam or current membership is grandfathered in. You do not have to maintain the NREMT-R once you complete it.
- H. All members must hold a valid CPR BLS for Healthcare Providers certificate. Certification will be on file with the Town and Village.
- I. All members will complete any skills and/or courses that the unit deems necessary, these skills and courses will be voted on with a majority of the members present.
- J. All members will complete NHFSA approved First Responder Refresher when needed to stay certified.
- K. Members are required to provide all current paperwork in CPR certification, refresher courses, defib certification, skill updates and any other related training or information that pertains within a reasonable amount of time. Failure to do so may be grounds for suspension or dismissal.
- L. Anyone not able to attend refresher courses provided by the group will be responsible to enroll and finish a course elsewhere. Failure to do so may be grounds for suspension or dismissal.
- M. All members will be required to receive Hepatitis B vaccine, unless contraindicated with proof of such submitted to the captain.
- N. To remain in good standing the member may not miss a meeting, unless deemed excused by the captain, secretary/treasurer or a lieutenant of the Stockbridge First Responders. Failure to contact before the meeting will result in disciplinary action according to our disciplinary policy.
- O. All members must remain state certified and must respond to 10% or more of the calls annually.
- P. Any members receiving an injury while at a call, practice or any First Responder function must report the injury immediately to an officer, so the injury can be reported to the Town/Village clerk for insurance purposes.

- Q. Every fire department shall establish and adopt a written policy statement for an employee assistance program that identifies and assists members with personal problems, alcohol or substance abuse, stress, or emotional, physical, and mental health issues that are adversely affecting their job performance. The assistance program shall include a resource list of available services and methods for referring a member to the appropriate mental or health care services for the recovery of the member's health and job performance.
- R. Through the program established under sub. (1), every fire department shall provide health promotion activities that identify a firefighters physical and mental health risk factors and provide education and counseling to firefighters for the purpose of preventing health problems and enhancing overall well-being.
- S. The First Responder Unit shall consist of no more than 20 members.
- T. All Stockbridge First Responders will conduct themselves in a professional manner.

#### HONORARY MEMBERS:

- A. Any member who has reached ten years of service will become an honorary member, allowing them the right to express their opinions and vote at any regular, special, or annual meeting.

#### DISCIPLINE POLICY:

- A. Discipline for members who are non-compliant with by-laws, traffic laws, and First Responders roles.
  - a) First violation      verbal warning with written documentation
  - b) Second violation    written warning
  - c) Third violation      dismissal

All decisions will be agreed upon by the officers of the unit and brought before the joint boards.

- B. Any members who don't meet the current standards of the membership section of the by-laws will be suspended or dismissed until they fulfill all requirements.
- C. Disciplinary action will be taken for unprofessional behavior of any nature at the discretion of the Captain and Lieutenants.
  - a) Any member can approach an officer within 24 hours of an incident to file a complaint.
- D. Any member texting or using social media during or after a call as a tool to communicate an incident will be subject to disciplinary action.
- E. Any disciplinary action with discretions will be reviewed by the boards for direction and final disposition while maintaining all HIPPA laws.

#### OFFICERS:

- A. There shall be a Captain to manage the squad.
- B. There shall be two Lieutenants.
- C. There shall be a Secretary to record all meeting minutes and act as treasurer.
- D. There shall be a Health and Safety Officer.
- E. There shall be a Supplies Keeper.
- F. There shall be two LOSAP committee members.
- G. Procedures for selection of the Captain, First and Second Lieutenants, Secretary/Treasurer, and Safety Officer, Supplies Keeper and two LOSAP committee officers shall be by ballot, with a majority of the votes being required for an election, at the annual meeting in January of odd calendar years. The Officers must be members in good standing.
- H. The Unit shall operate under the auspices of the Fire Department.
- I. The Town and Village must approve the officers.
- J. Wards Rep/ included in the Secretary/Treasurer position

#### QUORUM:

- A. Forty percent of the First Responders active membership shall constitute a quorum and have the power to transact business. At least one officer must be present to attest to any business transacted.

#### MEETINGS AND DRILLS:

- A. The Squad will say the Pledge of Allegiance before each meeting.
- B. The Squad will meet monthly at the Stockbridge Fire Station.
- C. There will be notification of any meetings or practices.
- D. The annual meeting will be held at 6:00pm on the 4<sup>th</sup> Monday of January.
- E. No alterations or amendments shall be made to this set of by-laws unless adopted by a majority vote of all members present at the annual meeting or special meeting.
- F. If you will not be able to make a meeting you need to contact the captain, secretary/treasurer or a lieutenant of the Stockbridge First Responders by phone, text or email.

#### EMERGENCY RESPONSE PROCEDURES:

- A. All members of the squad shall respond if in the area each time the county dispatcher pages the squad.
- B. Two First Responders will notify Calumet County by radio that they (unit number) are en-route.
- C. The member that brings the defib unit will operate the machine and work with the first member on scene, who is in charge of the patient.
- D. No member of this unit shall respond under the influence of alcohol or other substances that would alter their performance.
- E. All Stockbridge First Responders must limit the skills performed regardless of their level of training to those included within the First Responder level of care.
- F. All members must comply with or obey all traffic laws and signals while responding to a scene. Red lights may be used in authorized vehicles only and such must comply with rules and regulations of the state of Wisconsin.
- G. All members driving to a call must carry a valid Wisconsin Drivers License.
- H. After a first responder grabs the bag from the station, they will place a cone outside the door to signify that the bag has been grabbed, and will radio that they have the bag.

#### EMERGENCY CALL PROCEDURES: Single Patient

- A. All protective gear will be used in accordance with NFPA 1971 and all emergency procedures shall be adhered to.
- B. The first members to arrive secures the scene, initiates patient care, directs others as they arrive and remains in charge of the patient's care unless he/she relinquishes that role to another member of the squad.
- C. All Stockbridge First Responders are required to use appropriate protective gear.
- D. Other members upon arrival will stand by for instructions.
  - 1. They will: Assist patient care group as called upon.
  - 2. Take steps to further secure the scene.
  - 3. Provide traffic and crowd control, equipment as needed, family assistance and ambulance contact as needed.
- E. Members shall put their kit back into service, by restocking used supplies, checking oxygen levels or replacing oxygen bottles, and organizing equipment in the proper compartments.

#### EMERGENCY CALL PROCEDURES: Multiple Patients

- A. The incident command shall initiate triage, render care, assign other members to the patient care as they arrive and work with other agencies on arrival.
- B. Comply with procedures under response procedure section.
- C. All Stockbridge First Responders are to use appropriate protective gear.

#### RECORD KEEPING PROCEDURES:

- A. All personal patient information from a call sheet shall remain confidential.
- B. A record keeping system shall be maintained for tracking calls. Training and case review. By doing this, the First Responder units will afford themselves with stronger legal protection and more tangible measure of success as part of the EMS system. All call sheets will be kept secure in the Fire Station Hall cabinet.
- C. All call sheets will be turned in prior to the upcoming meeting date or at the meeting.
- D. We shall establish and maintain a member training and education program that identifies specific goals and objectives for the prevention and elimination of occupational accidents, injuries, illnesses, exposures to communicable disease, and fatalities.

#### EQUIPMENT:

- A. Each First Responder will be responsible for the safekeeping and return of the equipment on the equipment inventory list upon leaving the department.
- B. Each First Responder will be responsible for restocking their medical supplies.
- C. Each First Responder will report any problems with their radio or pager to one of the officers.
- D. All equipment is property of the Town and Village of Stockbridge. The holder of the equipment shall maintain the equipment in good working condition.
- E. If you are an honorary member upon retirement you will be able to keep your uniform shirt and collar brass and nametag.

#### REPORTING REQUIREMENTS:

- A. The Captain, Lieutenant, or Secretary/Treasurer will report to the Town and Village at the quarterly joint meeting of the Town and Village.

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