

**Special Selectboard Meeting**  
**Richford, Vermont**  
**Approved Special Meeting Minutes**  
**March 14, 2024**

Chair Pond called the meeting to order at 3:00 pm with members Wally Steinhour, Alan Fletcher, Sherry Paquette, and Kristin Sheperd present. Guests at the meeting were Town Administrator Marissa Tessier, Town Clerk Kiley Deuso, and Robert Wetherby (zoom).

The board went through the Fire Department policy line by line and made changes as they saw fit. A copy of the draft policy is attached, showing edits made. Marissa will make changes to policy and the board will review for approval at a later date.

Meeting adjourned at 4:05 pm.

Submitted by

Town Administrator – Marissa Tessier

Attest:

## Richford Fire Department

### General Policies & Guidelines

1. This department shall ~~consist of members who are consist of up to thirty (30).~~  
Department members shall be eighteen (18) years of age or older and qualified residents of the Town of Richford, or within a ~~ten (10)~~two (2) miles radius of Richford. Someone that would like to belong to the department must fill out an application and/or send a letter to the attention of the Fire Chief. This letter will state name, address, reason for interest any experience and their availability to the department. The application and/or letter will be on file for a year only.
  - A. New members will be on a probationary period for 6 months. ~~The Fire Chief will determine members status after probationary period ends.~~~~until Chiefs bring names up to the Association for a vote on them for membership in the Association.~~
  - B. All members will sign the Fire Department Conduct Policy paperwork.
  - C. The chiefs will be appointed by the Selectboard per the memorandum between the Selectboard and the Fire Association (see attached), at their meeting on the third (3<sup>rd</sup>) Monday in March. The selectboard will appoint a Fire Chief from a list of three (3) fireman that has been on the department for at least one (1)~~five (5)~~ years, and they reside in Richford. The 1<sup>st</sup> Assist and 2<sup>nd</sup> Assist will be chosen from the remaining names on the list of three (3). ~~These will be selected by the members of the fire department the week prior to the annual Firefighters' association meeting.~~ The present Chief of the fire department will submit the list to the Selectboard.
  - D. The selectboard upon recommendation of the Chief will finalize all pay raises.
  - E. The captains will be appointed by the Chief.
2. ~~All Fire calls within the Town of Richford~~
  - a. ~~All firefighters will respond to all alarms. Driving and response will be conducted in a safe and sane manner, keeping in mind existing driving conditions.~~
  - b. ~~Engine 1, Engine 2, Tanker 1, Ladder 1, Rescue 1 and Brush 1 will respond to all fire calls, unless otherwise directed.~~
  - e. ~~All private vehicles responding to the scene will park on the same side of the road, as far off the traveled portion as possible.~~
3. ~~Vehicular fire/ accidents (10-50)~~
  - a. ~~Firefighters will respond to the alarm.~~
  - b. ~~Rescue 1 will respond and Engine 2 in Richford. Calls out of Richford, Rescue 1 and request the engine from the Town we are responding to.~~
  - e. ~~Whenever necessary, firefighters should assist Ambulance personnel with aiding victims, and controlling traffic by standers, etc.~~
  - d. ~~Firefighters are responsible for securing and cleaning the scene. (Sweep from the roadway, remove debris, etc.~~
4. ~~Radio communications~~
  - a. ~~All incidents will be toned out.~~

- b. All apparatus will sign on the air when en route. (Example: 9 Engine 1 on the road)
- e. All apparatus will report when on the scene. (Example: 9 Engine 1 on the scene)
- d. When the first arriving firefighter judges that mutual aid is necessary, he will call for mutual aid equipment and/or manpower.
- e. All apparatus will report when returning to the station, and when back in the station and off the air. (Example: 9 Engine 1 back in service)

5. Standard Procedures

- a. With the exception of motor vehicle accidents, the first arriving firefighter is in command (this includes command over Ambulance personnel and police personnel) until relieved by an officer.
  - b. All firefighters without assignments should report to an officer.
  - c. All firefighters will remain on the scene until/unless dismissed or excused by an officer.
  - d. All firefighters will report back to the fire station after an incident, unless excused or dismissed by an officer.
  - e. All firefighters will wear protective gear and clothing at incidents.
2. As a department of the Town of Richford all fire chiefs report to the Richford Selectboard. The day-to-day operation of the department is delegated to the Fire Chief. The chief and all fire personnel are subject to all Town policies including Town Personnel Policy.
3. Members of the department must use social media judiciously. While not prohibited from using social media for personal use on personal time, members who post any content or commentary that is related to their membership at Richford Fire Department and/or company is prohibited. The posting of statements which may be perceived as derogatory, inflammatory, or disrespectful will not be tolerated. Engaging in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups will not be tolerated. This includes the posting of images, videos, and sounds of other members, patients, company property and other private persons or locations. members of the management team should avoid interacting with direct reports using social media/networking outlets, as it may create conflicts of interest in the workplace.
- a. Any monitored content that is deemed to be inappropriate will be reviewed by the management team.
- f.4. No firefighter will make comments or release information to the press or to civilians, bystanders, etc., unless directed to do so by a commanding officer. This includes posting on Facebook and any other social network, including pictures!
- g. 4. All apparatus will be always operated in a safe and appropriate same manner, keeping in mind driving conditions.
- h. 5. No member of the department will operate a fire apparatus while under the influence of drugs or alcohol, or when they are impaired to the degree that they are not able to execute their proper functions safely and legally. This includes responding to an alarm in their personal vehicle. The fire fighter is responsible for informing the officer-in-charge of their

condition if they do respond. The decision of the officer-in-charge to relieve a fire fighter from their duties due to their condition shall be final, while under the influence of drugs or intoxicating liquor.

i. 6. All members will have a valid Vermont driver's license. Must be 21 or older to drive any fire apparatus.

j. 7. The chief can appoint a training officer at the monthly meeting for the next month's training exercise. Training days and times will be determined by the acting fire chief.

~~k. Cow tags will be dropped off when firefighter arrives at the fire scene and put on the ring at the pumper or command post. The tags will be picked up when a firefighter leaves the scene.~~

t. 8. Nonmembers will be allowed to help with the permission of the Fire Chief.

m. 9. Fire captains along with Chiefs will be responsible for crews inside fires.

~~n. Truck inventories will be done on the night of and prior to the monthly Association meetings.~~

~~o. Any member leaving the department by withdrawal or discharge shall return all department property to the Fire Chief or officers with seven (7) days of departure. They shall write a letter of resignation to the Chief.~~

p. 10. All members must make two (2) trainings drills out of three (3) in a month's time. If a member cannot make it, without a satisfactory reason to the Chief, a meeting will be set up with the Fire Chief and said member for disciplinary action to be taken.

1. Upon meeting with the member, the Fire Chief may elect to fully absolve said member for absenteeism based on a satisfactory reason for his/her absence or may elect to discharge said member at the first hearing for lack of a satisfactory reason.

2. The Fire Chief upon meeting with the member may elect to reprimand the member for the absenteeism by way of suspension from the department for a period of time a period not to exceed one (1) month for the first offense. Such a suspension must be put into writing, and the Fire Chief and member must sign it. This will then be brought to the Selectboard.

2.3. Any other disciplinary action must be brought to the attention of the Selectboard.

4. Any member brought up and found to be without a satisfactory reason a second time will automatically be discharged. A letter signed by the Fire Chief will be brought to the board and then stating it will be mailed to the member.

~~3. Any member leaving the department by withdrawal or discharge must return all department property to the Fire Chief or officers within seven (7) days of departure. They shall put their resignation in writing and submit to the Chief.~~

12. Non-members will not be allowed to ride on the fire apparatus, without the expressed permission of the officer in charge. Children will not be allowed to ride on any fire apparatus unless at a special function, and only with parental permission and permission of the Chief.

6. ~~Violation of these General Policies & Guidelines~~

- ~~a. 1<sup>st</sup> offense the Chiefs will issue a verbal warning.~~
- ~~b. 2<sup>nd</sup> offense the Chiefs will issue a written warning.~~
- ~~c. Any other offense, the Chiefs may elect to deal with the situation as they see fit.~~

13. Amendments to these policies may be proposed by the Chief at any time and must be approved by the Board of Selectmen.

Signatures:

Date:

Fire Chief: \_\_\_\_\_

Selectboard: \_\_\_\_\_

Asst. Chief: \_\_\_\_\_

\_\_\_\_\_

Asst Chief: \_\_\_\_\_

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# TOWN OF RICHFORD

Selectboard  
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Richford, VT 05476

Tel. 802-848-7751 Fax 802-848-7752

## Memorandum of Understanding

This is a memorandum of understanding between the Richford Selectboard and the Richford Firefighters association recognizing that the fire wardens recommended to the board are the fire chiefs. The Richford Firefighter Association will bring before the board three (3) names for consideration for fire chiefs.

Dated this 18<sup>th</sup> day of March 2024.

Town of Richford

Richford Firefighter Association

Wallace Steinborn

[Signature]

[Signature]

John Baull

K. J. Skene

[Signature]

David [Signature]

Arthur R. Pord

Doug J. Payette

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