



FIRE COMMITTEE

AGENDA

104 Maple Street W.
Amery, WI 54001
<http://www.amerywi.gov>
(715) 268-7486
Fax: (715) 268-4870

February 9, 2026

5:00 P.M.

Amery City Center

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Fire Committee** of the City of Amery will be held on **February 9, 2026 at 5:00 PM at 104 Maple St. W., Amery, WI.**

Roll Call

Adoption of agenda

Agenda Items:

- 1) Approval of Minutes from December 1, 2025
- 2) Chief's Report
- 3) Fire Department Bylaws
- 4) Adjournment

Respectfully Submitted;

Taylor Larson
Clerk/Treasurer

Posted: Website (www.amerywi.gov); Amery City Hall; Amery Public Library and Amery Police Department
February 3, 2026

The City of Amery does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.

NOTE: Upon reasonable notice, the City of Amery will accommodate the needs of disabled individuals through aids or services. For additional information or to request this service, contact the Clerk-Treasurer's office at (715) 268-7486 by Noon the previous day so that arrangements can be made.

BYLAWS OF THE AMERY FIRE DEPARTMENT

Revision Date: January 2026

Section 1: Fire Department Organization

1.1 Name and Purpose

The Amery Fire Department exists to prevent and extinguish fires within the City of Amery and contracted towns. The Amery Fire Department is a department of the City of Amery and is guided by these bylaws and its operating and administrative standard operating procedures (SOPs). The department also provides rescue, extrication, disaster mitigation, and emergency medical first response services.

1.2 Leadership Structure

Department leadership consists of a Chief, two Assistant Chiefs, a Safety Officer, four Captains, and an Emergency Medical Officer.

- **Chief:** Appointed by the Mayor and confirmed by the Amery City Council.
- **Operational Officers:** Assistant Chiefs and Captains will be appointed by the Chief via a merit-based interview process to ensure professional competency.
- **Secretary:** Appointed by the Chief after an interview process.
- **Treasurer:** Appointed by the Chief after an interview process.

Section 2: Officer Qualifications and Selection Process

2.1 General Requirements

- To hold the office of Chief or Assistant Chief, a member must have at least five years of department service. Assistant Chiefs must have held the position of captain for at least three years prior to consideration as an assistant chief.
- Officers must ordinarily spend their time within the City of Amery or the contracted service area; those living or working outside the City or service area must apply to the Chief for a variance.
- Position specific requirements for officers will be determined by Department SOPs and are subject to change at the Chief's discretion.

2.2 Appointment Process for Assistant Chiefs and Captains

This process replaces the previous annual election system to align with professional Wisconsin fire standards:

- **Notice of Vacancy:** The Chief will post a vacancy notice for 14 days. Operational officer positions will be evaluated and opened to applications on a rotating two-year basis.

Year 1 Positions	Year 2 Positions
1 st Assistant Chief	2 nd Assistant Chief
2 Captains	2 Captains
Secretary/Treasurer	EMS Captain

- **Application:** Interested members must submit a written request outlining qualifications, training, and a paragraph detailing their goals for the position.
- **Review Committee:** The Chief will convene a review committee (which may include the Chief, a City representative, and an external fire officer) to evaluate applicants.
- **Interview and Assessment:** Candidates will undergo a formal interview and, where applicable, a tactical simulation.
- **Final Appointment:** The Chief will appoint the candidate best meeting the criteria, following the interview and a 3-day period for written member comments.

2.3 Rank-Specific Duties

- **Fire Chief:** Responsible for the comprehensive management of the Department, including overseeing personnel and discipline, commanding firefighting operations, maintaining equipment and records, enforcing fire safety laws, and managing the annual budget and administrative duties.
- **Assistant Chiefs:** Function as mid-level management in command of multiple company operations. They are responsible for all equipment and personnel and function in place of the Chief when necessary.
- **Captains:** Act as first-level management in direct command of company operations and interior fire suppression. They are responsible for conducting monthly training exercises.
- **Safety Officer:** Defined by Wisconsin Administrative Code Comm 30.05, the Safety Officer chairs the Occupational Safety and Health Committee (OSHC) and submits an annual report.
- **EMS Captain:** Manages all first responder operations, training, and quality control. Responsible for WARDs reporting to the State of Wisconsin. They must maintain HIPAA compliance regarding patient information.
- **Secretary:** Responsible for taking department meeting minutes, maintaining department records, and alarm data.
- **Treasurer:** Responsible for managing volunteer funds and departmental payroll.

Section 3: Membership Standards

3.1 Employment Standards

- **Applications:** Must be submitted on a standard department application and considered regardless of race, religion, sex, or national origin.

- **Character:** Applicants must be of good moral character and have no felony convictions (reviewed case-by-case). Applicants must pass a standard background check.
- **Physical Health:** Members must pass a physical by a licensed health professional. They must have no health problems (cardiac, respiratory, etc.) that bar them from performing firefighting duties.
- **Residency:** Members must live or work in the Amery Fire Protection area.
- **Attendance:** Members must attend a minimum of 10 hours of Department activity per quarter of the year.

3.2 Probation and Training

- **Probation:** New employees are on probation for 18 months and may be terminated without recourse.
- **Certification:** Members must pass the Wisconsin Entry-Level firefighting courses Parts A and B with a grade of 70 or better within 18 months, pending class availability. Structural firefighting (inside attack) is only permitted after completion of this training. EMR members must complete first responder classes within 18 months and maintain an up-to-date license. EMR members are only able to respond to calls after obtaining their license.

Section 4: Operations, Conduct, and Public Relations

4.1 Safe Operations

- **Substance Use:** No member will drive apparatus or handle equipment if they have consumed alcohol within the previous eight hours or are under the influence of any drug. Members may not have any patient contact if a substance has been consumed within the previous eight hours.
- **Driving:** Only members who have completed an approved Emergency Vehicle Operations course and have written approval from the Chief or an Officer may drive apparatus during emergencies.
- **Equipment:** No equipment may be taken from the fire hall without prior approval, except in the event of an emergency call.

4.2 Social Media and Public Relations Policy

This policy ensures that all members represent the department professionally and comply with state and federal privacy laws.

- **Confidentiality (HIPAA):** Members are strictly prohibited from sharing any patient information, medical details, or identifiable scene data on personal social media accounts.
- **Scene Photography:** No photos or videos of emergency scenes, victims, or department operations may be taken or posted without express permission from the Incident Commander or Chief.

- **Representing the Department:** Members will not post content that appears to represent the official position of the Amery Fire Department unless authorized.
- **Professionalism:** Posts that contain harassment, discriminatory language, or that bring discredit to the department are subject to the disciplinary process.

Section 5: Discipline and Oversight

5.1 Performance Review

The Chief will conduct annual performance evaluations for all officers. Failure to meet standards or address identified concerns may result in required training or removal from the position.

5.2 Progressive Discipline

Discipline follows a standardized three-step process. The process may be altered on a case-by-case basis at the Fire Chief's discretion.

1. **Letter of Reprimand:** Accompanied by corrective training.
2. **Suspension:** A period of 10 to 60 days for continued behavior or safety issues.
3. **Dismissal:** Termination of membership. Dismissed employees have the right to appeal to the Amery Common Council.

Section 6: Administration and Health

6.1 Meetings and Governance

- **Regular Meetings:** Held the first and third Monday of each month at 6:00 PM.
- **Quorum:** 50% of membership is required to conduct department business.
- **Amendments:** Bylaw changes require a two-thirds majority vote by the department and final approval by the City Council.