

ORDINANCE 27

TO ESTABLISH REGULATIONS FOR THE GOVERNMENT AND
MAINTENANCE OF A FIRE DEPARTMENT IN THE VILLAGE OF OTTOVILLE OHIO.

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF OTTOVILLE,
OHIO AS FOLLOWS:

SECTION ONE: THAT THE FOLLOWING CONSTITUTION RULES AND
REGULATIONS BE AND THEY ARE HEREBY ADOPTED FOR THE REGULATIONS
AND GOVERNMENT OF THE OTTOVILLE FIRE DEPARTMENT OF THE VILLAGE
OF OTTOVILLE.

PREAMBLE

PROMPTED BY THE FEAR OF A COMMON DANGER FROM WHICH
NEITHER WE, NOR OUR FELLOW CITIZENS ARE EXEMPT, AS WELL AS THE
LAUDABLE DESIRE TO ASSISTANCE SAVING THE PROPERTY OF ALL WHO MAY
BE SO UNFORTUNATE AS TO BECOME THE VICTIMS OF THE ALL-DEVOURING
ELEMENTS AND KNOWING THE VALUE OF UNITED AND SYSTEMIC
ORGANIZATION, WE DO ORDAIN AND ESTABLISH THE FOLLOWING
CONSTITUTION, RULES AND REGULATIONS FOR OUR GOVERNMENT AS A FIRE
DEPARTMENT.

NAME OF ASSOCIATION ARTICLE ONE

SECTION ONE: THIS ASSOCIATION SHALL BE KNOWN UNDER THE NAME
OF THE OTTOVILLE FIRE DEPARTMENT.

SECTION TWO: THIS DEPARTMENT SHALL BE COMPOSED OF THE
OTTOVILLE FIRE DEPARTMENT AND CONSIST OF 30 MEMBERS.

OFFICERS ARTICLE TWO

SECTION ONE: THE OFFICERS OF THE DEPARTMENT SHALL CONSIST OF
ON CHIEF, WHO SHALL HAVE CONTROL OVER THE COMPANY; ONE
SECRETARY AND ONE TREASURER, THEY TO ACT AS SECRETARY AND
TREASURER FOR THE COMPANY; AND ONE ASSISTANT CHIEF.

SECTION TWO: ALL OFFICERS SHALL BE ELECTED BY BALLOT. THE
CHIEF, SECRETARY AND TREASURER SHALL BE ELECTED BY THE ENTIRE
DEPARTMENT.

SECTION THREE: THE MINOR OR APPOINTIVE OFFICERS OF THE
COMPANY SHALL OF OUR PIPEMEN OR NOZZLEMEN AND ONE ASSISTANT
CHIEF WHO SHALL B APPOINTED BY THE CHIEF ON THE FIRST THURSDAY IN
APRIL ANNUALLY AND SHALL SERVE FOR ONE YEAR OR UNTIL THEIR
SUCCESSORS HAVE BEEN APPOINTED AND QUALIFIED.

DUTIES OF OFFICERS CHIEF

ARTICLE THREE

SECTION ONE: IT SHALL BE THE DUTIES OF THE CHIEF TO PRESIDE AT ALL MEETINGS, TO TAKE CHARGE OF THE COMPANY AT ALL FIRES, PARADES AND MEETINGS OF EXERCISE, PRESERVING ORDER THEREIN AND ALL SUCH DUTIES USUALLY ASSIGNED TO SUCH AS OFFICER, NOT HEREIN STATED.

HE SHALL CALL A MEETING OF THE DEPARTMENT WHEN HE SHALL DEEM IT NECESSARY, OR AT THE WRITTEN REQUEST OF ANY FIVE MEMBERS, GIVING THE SECRETARY TWENTY-FOUR HOURS NOTICE THEREOF. HE SHALL HAVE POWERS TO FINE ANY MEMBER, GUILTY OF IMPROPER CONDUCT DURING MEETING OF DEPARTMENT, OR AT A FIRE IN ANY SUM NOT EXCEEDING TWO DOLLARS (\$2.00). HE SHALL SIGN ALL WARRANTS ORDERED BY THE DEPARTMENT, WHICH SHALL BE COUNTERSIGNED BY THE SECRETARY. HE SHALL APPOINT ALL COMMITTEES NOT OTHERWISE PROVIDED FOR, AND HE SHALL RECOMMEND FROM TIME TO TIME SUCH MEASURES AS HE SHALL DEEM ADVISABLE FOR THE BEST INTERESTS OF THE DEPARTMENT.

SECRETARY

SECTION TWO: IT SHALL BE THE DUTIES OF THE SECRETARY TO KEEP A TRUE RECORD OF THE PROCEEDINGS OF ALL MEETINGS OF THE DEPARTMENT; TO NOTE THE TIME; PLACE, CAUSE AND AMOUNT OF DAMAGE OF EVERY FIRE AND ALARM; TO CALL THE ROLL AT OPENING AND CLOSING OF ALL MEMBERS AND ALSO AFTER A FIRE ALARM AND THE APPARATUS HAVE BEEN PLACED IN THE ENGINE HOUSE, AND HE SHALL RECEIVE ALL COMMUNICATIONS ADDRESSES TO THE DEPARTMENT AND SHALL CONDUCT ALL THE CORRESPONDENCE NOT OTHERWISE PROVIDED. HE SHALL PERFORM ALL THE DUTIES USUALLY DEVOLVING ON A SECRETARY AND AT EXPIRATION OF HIS TERM OF OFFICE HE SHALL MAKE A REPORT OF ALL MATTERS CONCERNING THE DUTIES OF HIS OFFICE AND SHALL HAND OVER TO HIS SUCCESSOR IN OFFICE ALL BOOKS AND PAPERS BELONGING TO THE DEPARTMENT.

TREASURER

SECTION THREE: IT SHALL BE THE DUTY OF THE TREASURER TO KEEP A CORRECT ACCOUNT OF ALL MONEY RECEIVED AND DISBURSED; TO PAY ALL BILLS AND ACCOUNTS WHEN SO ORDERED BY THE DEPARTMENT COUNTERSIGNED BY THE CHIEF AND SECRETARY. HE SHALL REPORT SEMI-ANNUALLY THE STATE OF THE FINANCES OF THE DEPARTMENT, OR OFFICER WHEN REQUESTED TO DO SO BY A MAJORITY OF THE MEMBERS AT ANY REGULAR MEETING.

ASSISTANT CHIEF

SECTION FOUR: THE ASSISTANT CHIEF SHALL HAVE CHARGE OF THE ENGINE AND HOSE AND SHALL WORK AND MANAGE THE SAME AND SEE THAT IT IS AT ALL TIMES IN CONDITION FOR IMMEDIATE USE, UNDER THE DIRECTION OF THE CHIEF OF THE FIRE DEPARTMENT. HE SHALL ASSIST THE CHIEF AND IN HIS ABSENCE PERFORM THE DUTIES OF THE CHIEF.

PIPEMEN

SECTION FIVE: IT SHALL BE THE DUTY OF THE PIPEMEN TO TAKE CHARGE OF THE STREAM AND THROW THE WATER WHERE IT WOULD DO THE MOST GOOD AND EXTINGUISH THE FIRE WITH THE LEAST POSSIBLE DAMAGE TO PROPERTY.

PENALTIES ARTICLE FOUR

SECTION ONE: IN CASE ANY OFFICER, WHETHER ELECTED OR APPOINTED, FAILS TO PERFORM HIS DUTIES OR OBEY THE COMMAND OF HIS SUPERIOR OFFICERS, HE SHALL PAY A FINE NOT TO EXCEED FIVE DOLLARS (\$5.00) OR FORFEIT HIS OFFICE OR BE EXPELLED FROM THE DEPARTMENT, ONE OR ALL THE PENALTIES TO BE INFLICTED AT THE DISCRETION OF THE DEPARTMENT.

ELECTION OF OFFICERS ARTICLE FIVE

SECTION ONE: THE ELECTION OF THE VARIOUS OFFICERS OF THE DEPARTMENT SHALL TAKE PLACE ON THE FIRST THURSDAY IN APRIL ANNUALLY.

ARTICLE SIX

SECTION ONE : THREE DOLLARS (\$3.000 PER MONTH FOR THE MONTH OF NOVEMBER, DECEMBER, JANUARY, FEBRUARY. MARCH AND APRIL, AND SEVEN DOLLARS AND FIFTY CENTS (\$7.50) FOR THE MONTHS OF MAY, JUNE, JULY. AUGUST, SEPTEMBER, AND OCTOBER SHALL BE PAID OUT OF THE VILLAGE TREASURY TO THE TREASURER OF THE FIRE DEPARTMENT, PROVIDED THAT THE MEETINGS ARE HELD ACCORDING TO THE REGULATIONS OF THE DEPARTMENT.

SECTION: AT ANY PRACTICE MEETING EACH MEMBER PRESENT SHALL BE ALLOWED \$2.00 TO BE PAID OUT OF THE TREASURY OF THE DEPARTMENT.

RULES AND REGULATIONS ARTICLE SEVEN

SECTION ONE: ANY PERSON DESIROUS OF BECOMING A MEMBER OF THE DEPARTMENT SHALL PRESENT HIS NAME PERSONALLY, OR BY AGENT TO THE SECRETARY AT ANY REGULAR MEETING. THERE UPON, THE SECRETARY SHALL ANNOUNCE THE NAME TO THE DEPARTMENT AND THEN A BALLOT SHALL BE TAKEN AND IF FIVE (5) OR MORE BLACK BALLS APPEAR AGAINST HIM, HE SHALL BE REJECTED.

SECTION TWO: EACH MEMBER UPON BEING TAKEN INTO THE DEPARTMENT SHALL SIGN THE CONSTITUTION RULES AND REGULATIONS AND THEREBY SHOW HIS FREE WILL AND GOOD INTENTION OF CAREFULLY COMPLYING WITH THEIR REQUISITIONS.

SECTION THREE: EACH MEMBER SHALL IMMEDIATELY UPON AN ALARM OF FIRE PROCEED TO THE ENGINE HOUSE UNLESS HE BE SATISFIED THAT THE APPARATUSES HAVE LEFT THE ENGINE HOUSE, IN WHICH CASE HE SHALL IMMEDIATELY PROCEED TO THE SCENE OF THE FIRE AND JOIN THE COMPANY. HE SHALL PERFORM ALL DUTIES OF HIS STATION WITH ALACRITY

AND PROMPTNESS. EVERY MEMBER SHALL AT ALL TIMES ASSIST IN REPLACING THE APPARATUSES IN THE ENGINE HOUSE, CLEANING AND ARRANGING SAME AND SHALL BE FINED TWENTY FIVE (25) CENTS, EXCEPT THAT HIS OWN PROPERTY BE IN IMMEDIATE DANGER, SICKNESS OF HIMSELF OR FAMILY OR ABSENCE FROM TOWN ALONE EXCEPTED.

SECTION FOUR: ANY MEMBER WHILE ON PARADE OR AT A FIRE OR AT ANY MEETING OF THE DEPARTMENT WHO SHALL BE FOUND DRUNK OR DISORDERLY OR ANY MEMBER REFUSING TO OBEY THE COMMAND OF HIS SUPERIOR OFFICERS SHALL AFTER HAVING HAD A HEARING BEFORE THE DEPARTMENT AT ANY REGULAR MEETING AND UPON CONVICTION BE PROMPTLY EXPELLED AND THE CHIEF SHALL ORDER THE SECRETARY TO MAKE A RECORD IT AND MARK HIM EXPELLED.

SECTION FIVE: ANY MEMBER OF THE DEPARTMENT FOUND IN A CROWD AT A FIRE AND NOT AT HIS POST OF DUTY ASSIGNED HIM BY HIS OFFICERS OF ANY MEMBERS WILLFULLY OR KNOWLEDGE AND WITHOUT GOOD REASON OR WITHOUT EXCUSE LEAVING HIS POSTS OF DUTY SHALL AFTER HAVING HAD A HEARING BEFORE THE DEPARTMENT AT ANY REGULAR MEETING AND UPON CONVICTION BE PROMPTLY EXPELLED AND SO RECORDED AND MARKED.

SECTION SIX: ANY MEMBER BEING EXPELLED FROM THE DEPARTMENT FOR A VIOLATION OF ANY OF THE FOREGOING SECTIONS SHALL FOREVER BE BARRED FROM BEING REINSTATED.

SECTION SEVEN: ANY MEMBER BEING ABSENT FROM TOWN AT ANY OF THE MEETINGS OF THE DEPARTMENT SHALL SEND IN AN EXCUSE TO THE SECRETARY BEFORE THE MEETING AND BY SO DOING HE SHALL BE EXCUSED AND IF FAILING TO SEND IN AN EXCUSE AS BEFORE MENTIONED HE SHALL BE FINED.

SECTION EIGHT: ANY MEMBER MISSING FIVE ROLL CALLS DURING THE YEAR WHETHER IN SUCCESSIVE OR OT SHALL BE DROPPED FROM THE ROLLS AND SO MARKED BY THE SECRETARY AND CAN ONLY BE REINSTATED BY PAYING UP ALL FINES DUE, AND RECEIVING A MAJORITY OF ALL VOTES CAT AT ANY REGULAR MEETING.

SECTION NINE: ANY MEMBER MISSING A ROLL CALL AT A MEETING SHALL BE FINED, UNLESS A LAWFUL EXCUSE IS PRESENTED.

SECTION TEN: IT SHALL BE THE DUTY OF EACH AND EVERY INDIVIDUAL MEMBER OF THIS DEPARTMENT TO USE HIS UTMOST ENDEAVORS TO BRING THIS DEPARTMENT UP TO A STANDARD THAT WILL BE SECOND TO NONE, AND WHILE AT A FIRE OR AT A MEETING TO REMAIN QUIET, OBEY THE COMMANDS OF HIS OFFICERS TO REFRAIN FROM LOUD HALLOWING AND THE USE OF PROFANE AND IMMORAL LANGUAGE, AND BEAR STRICTLY IN BE A GENTLEMEN AND BY HIS CIVIL DEMEANOR AND GOOD CONDUCT WIN THE RESPECT OF ALL CITIZENS.

SECTION ELEVEN: ANY MEMBER OF THE DEPARTMENT DESIRING TO OFFER A MOTION OR RESOLUTION SHALL RISE TO HIS FEET AND ADDRESS THE CHAIRMAN AND UPON BEING RECOGNIZED SHALL PROCEED TO OFFER HIS MOTION OR RESOLUTION, AS THE CASE MAY BE WHEREUPON THE CHAIRMAN SHALL PLACE THE MOTION OR RESOLUTION BEFORE THE DEPARTMENT IN THE MANNER AND FORM IT WAS OFFERED GIVING THE MEMBERS TIME FOR

REMARKS AND AFTER A VOTE BEING TAKEN THE CHAIRMAN SHALL ANNOUNCE WHETHER IT IS DEFEATED OR CARRIED AND ORDER THE SECRETARY TO SO RECORD IT.

SECTION TWELVE: THE REGULAR MEETING OF THE DEPARTMENT FOR THE TRANSACTION OF BUSINESS SHALL BE HELD ON THE FIRST THURSDAY OF EACH MONTH AT 7.15 PM AND PRACTICE MEETINGS TO BE HELD IN CONNECTION THEREWITH FROM MAY 1ST TO NOVEMBER 1ST EACH YEAR.

SECTION THIRTEEN: NINE MEMBERS OF THE DEPARTMENT SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF ALL BUSINESS. THE FOLLOWING ORDER IS TO BE OBSERVED BY THE MEETINGS.

1. ROLL CALL
2. READING OF MINUTES
3. REPORT OF COMMITTEES
4. ELECTION OF MEMBERS
5. ELECTION OF OFFICERS
6. MISCELLANEOUS BUSINESS
7. ROLL CALL
8. ADJOURNMENT

SECTION FORTY-FOUR: EACH MEMBER OF THE DEPARTMENT SHALL TAKE CHARGE OF HIS UNIFORM AND BE OBLIGED TO KEEP IT IN THE BEST POSSIBLE ORDER.

SECTION FIFTEEN: MEMBERS WILL BE ALLOWED TO WEAR THEIR UNIFORM ONLY WHEN ORDERED BY THE DEPARTMENT BY PERMISSION OF THE CHIEF OF THE FIRE DEPARTMENT. THE CHIEF ONLY IS ALLOWED TO GIVE PERMISSION WHEN THE MEMBERS WISH TO GO TO A FIREMEN'S CONVENTION OR TOURNAMENT OR INTEND VISITING SOME FIRE DEPARTMENT.

SECTION SIXTEEN: ANY MEMBER LEAVING THE DEPARTMENT OR ANY MEMBER BEING EXPELLED FROM THE DEPARTMENT FOR NEGLIGENCE OF DIRTY OR OTHER REASON WILL BE OBLIGED TO SURRENDER HIS UNIFORM.

SECTION SEVENTEEN: ANY MEMBER OF THE DEPARTMENT NOT OBEYING THE FOREGOING SECTIONS OR BEING INTOXICATED OR BEHAVING DISORDERLY WHILE UPON PARADE OR DUTY AT HOME OR ABROAD AFTER HAVING HAD A HEARING BEFORE THE DEPARTMENT AT ANY REGULAR MEETING AND UPON CONVICTION SHALL BE FINED (\$1.00) ONE DOLLAR AND IF HE REFUSES TO PAY SAID FINE SHALL BE EXPELLED FROM THE DEPARTMENT AND THE CHIEF WILL ORDER THE SECRETARY TO SO RECORD IT AND MARK HIM EXPELLED. HE IS OBLIGED TO FORFEIT HIS UNIFORM.

ARTICLE EIGHT

SECTION ONE: IN THE EVENT OF ANY OFFICER OR MEMBER BEING ABSENT FROM A MEETING OF THE DEPARTMENT THE FOLLOWING FINES SHALL BE IMPOSED;

CHIEF-FIRST ROLL CALL, 5-CENTS

ASSISTANT CHIEF-FIRST ROLL CALL-5CENTS

SECRETARY AND TREASURER-FIRST ROLL CALL-5 CENTS

MEMBERS-FIRST ROLL CALL-5 CENTS

CHIEF DURING A MEETING-5 CENTS

ASSISTANT CHIEF DURING A MEETING-5 CENTS

MEMBERS DURING A MEETING-5 CENTS.

SECTION TWO: ANY OFFICER OR MEMBER BEING ABSENT FROM ANY FIRE OR ALARM SHALL BE FINED AS FOLLOWS:

CHIEF-50 CENTS

ASSISTANT CHIEF-40 CENTS

PIPEMAN-25 CENTS

SECRETARY AND TREASURER-25 CENTS

MEMBERS-25 CENTS

SECTION THREE: PROVIDED HOWEVER THAT ANY OF THE FOLLOWING EXCUSES SHALL BE RECEIVED BY THE SECRETARY AS SUFFICIENT EXHONERATION FROM FINES AS STATED IN THE ARTICLE.

1 HIS OWN HOUSE OR PROPERTY IN DANGER FROM FIRE.

2 BEING SICK OR ANY OF HIS FAMILY BEING DANGEROUSLY ILL.

3 BEING ABSENT FROM TOWN, NOT HAVING GONE TO AVOID THE MEETING.

4 BEING OBLIGED TO ATTEND AS A WITNESS OR PARTY IN NY OF THE COURTS IN SESSION AT THE TIME HIS PRESENCE WAS REQUIRED BY THE DEPARTMENT.

5 NO NOTICE HAVING BEEN SERVED BY THE DEPARTMENT WITH THE CONSTITUTION OF THIS DEPARTMENT.

6 IN CASE OF FIRE OR ALARM, HAVING HAD NO KNOWLEDGE OF SAID FIRE OR ALARM.

OFFICERS TO BE QUALIFIED ARTICLE NINE

SECTION ONE : ALL ELECTIVE OFFICERS OF THE DEPARTMENT SHALL BE INITIATED INTO THEIR RESPECTIVE OFFICERS BY THE FORM HEREIN AFTER DESCRIBED.

SECTION TWO. THE SECRETARY SHALL FIRST BE INSTALLED INTO OFFICE BY THE ACTING CHAIRMAN THEN HE SHALL ADMINISTER THE FORM TO THE OTHER OFFICERS.

FORM OF INITIATION ARTICLE TEN

SECTION ONE: YOU _____ HAVE BEEN DULY ELECTED BY THIS DEPARTMENT TO THE OFFICE OF _____.
DO YOU ACCEPT THE DUTIES OF THE OFFICE? ANS. YES. I WILL NOW PROCLAIM THE DUTIES OF YOUR OFFICE AS LAID DOWN IN ARTICLE THREE OF THIS CONSTITUTION (READ THE DUTIES). THESE BEING THE DUTIES OF YOUR OFFICE WILL YOU PLEDGE YOUR HONOR TO DISCHARGE THEM TO THE BEST OF YOUR ABILITY AND IN ALL THINGS BE A TRUE AND FAITHFUL OFFICER OF THE OTTOVILLE FIRE DEPARTMENT? YOU WILL NOW TAKE YOUR SEAT AS _____ OF THIS DEPARTMENT.

SECTION TWO: AFTER THE INSTALLATION OF THE OFFICERS THE SECRETARY WILL READ TO THE MEMBERS PRESENT SECTIONS 3,7, AND 8. ARTICLE SEVEN WHICH SHALL CONCLUDE THE CEREMONIES

SECTION THREE: ALL MONEY ACCUMULATED BY FIRES DO MOTIONS OR OTHERWISE, NOT HERETOFORE MENTIONED SHALL BE PUT INTO THE TREASURY O FOR THE BENEFIT OF THE MEMBERS OF THE DEPARTMENT TO BE USED IN CASE OF SICKNESS, OR INJURY WHILE ON DUTY, OR A THE DEPARTMENT MAY SEE PROPER TO PLACE IT.

ARTICLE ELEVEN

SECTION ONE: NO ALTERATION OR AMENDMENT SHALL BE MADE IN OR TO THE CONSTITUTION UNLESS THE SAME SHALL HAVE BEEN SUBMITTED AT A REGULAR MEETING AND ADOPTED AT A SUCCEEDING ONE BY A VOTE OF THREE-FOURTHS OF THE MEMBERS PRESENT.

ARTICLE TWELVE

SECTION ONE : THE FOREGOING CONSTITUTION, RULES, AND REGULATIONS TO BE IN FORCE ON AND AFTER JUNE 3, 1902.

SECTION TWO: THIS ORDINANCE TO TAKE EFFECT AND BE IN FULL FORCE FROM AND AFTER THE EARLIEST PERIOD ALLOWED BY LAW.

PASSED JUNE 3, 1902

J. C. WANNEMACHER, CLERK

ALPHONSE ROTH, MAYOR