

# BY-LAWS OF THE NAVARINO-LESSOR VOLUNTEER FIRE DEPARTMENT

## ARTICLE 1: DEPARTMENT:

The Department will operate as a combined EMS, Engine, Hazmat, Ladder, Overhaul and Rescue Company.

## ARTICLE 2: DEPARTMENT PERSONNEL:

The Department may have as part of its Company: Fire Fighter, Fire Fighter/First Responder, Fire Fighter/EMT or Fire Fighter/Paramedic and Auxiliary members.

## ARTICLE 3: MEMBERSHIP:

- A. Membership shall be made up of volunteers who have completed an emergency information form; new members must complete an application to serve.
- B. Applicants shall be admitted as members by a simple majority vote of members at a regular meeting after application has been reviewed and approved by the officers.
- C. The membership shall hold at least one (1) regularly scheduled meeting per month and at least one (1) regularly scheduled training per month.
- D. General Members shall attend at least 50% of all regular meetings and scheduled training sessions. If any member misses more than 6 (six) consecutive scheduled training sessions, the member may be subject to review by disciplinary board.
- E. Officers shall attend at least 75% of all regular meetings and scheduled training sessions. If any officer misses more than 3 (three) consecutive scheduled training sessions, the member may be subject to review by disciplinary board.
- F. Members shall take all necessary classroom and practical training as required by State and Federal standards.
- G. Leave of Absences must be submitted in writing and approved by the President and Vice President of the Board of Directors.

## ARTICLE 4: SELECTION OF OFFICERS:

- A. **Chief** - Will be elected from the membership at a regular meeting by simple majority vote by secret ballot of the members in attendance and approved by the Board of Directors.
  - a. The Chief shall serve a four (4) year term with the following rules there will be a vote of the members after 9 months of serving as Chief for a vote of confidence. The chief will serve the remaining 3 years of his or her term with a simple majority vote. The election for chief will be monitored by 1 member of the Navarino and Lessor town boards. Election will be by secret ballot. If not vote of confidence is received their will be a new election for chief at the next regular monthly business meeting held on the 3<sup>rd</sup> Tuesday of the month.
  - b. Election shall be held at the regular October meeting.
  - c. Term of office shall be January 1 to December 31.
- B. **1<sup>st</sup> Assistant Chief and 2<sup>nd</sup> Assistant Chief** - Shall be appointed by the Chief and confirmed by simple majority vote of the members in attendance at a regular meeting and approved by the Board of Directors.
- C. **Captains** - Shall be appointed by the Chief and confirmed by simple majority vote of the members in attendance at a regular meeting.
  - a. The Department shall be authorized a minimum of three (3) captains.
- D. **Lieutenants** - Shall be appointed by the Chief and confirmed by simple majority vote of the members in attendance at a regular meeting.
- E. **Training Officer** - Shall be appointed by the Chief and be confirmed by simple majority vote of the members in attendance at a regular meeting.
- F. **Chief Fire Inspector** - Shall be appointed by the Chief and be confirmed by simple majority vote of the members in attendance at a regular meeting.

- G. **Safety Officer** - Shall be appointed by the Chief and be confirmed by simple majority vote of the members in attendance at a regular meeting.
- H. **Administrative Officer** - Shall be appointed by the Chief and be confirmed by simple majority vote of the members in attendance at a regular meeting.
- I. **Financial Officer** - Shall be appointed by the Chief and be confirmed by simple majority vote of the members in attendance at a regular meeting.
- J. **Medical Officer** – Shall be appointed by the Chief and be confirmed by simple majority vote of the members in attendance at a regular meeting.
- K. **Chaplain** - Shall be appointed by the Chief and be confirmed by simple majority vote of the members in attendance at a regular meeting.
- L. **Maintenance Officer** – Shall be appointed by the Chief and be confirmed by simple majority vote of the members in attendance at a regular meeting.
- M. **Communications Officer** – Shall be appointed by the Chief and be confirmed by simple majority vote of the members in attendance at a regular meeting.

## ARTICLE 5: DUTIES OF OFFICERS AND MEMBERS

### A. **Fire Chief**

- a. Job Summary: Perform the administrative functions of planning, organizing directing, coordinating, and controlling the operations and personnel of the Department and the personnel under the jurisdiction of the Fire Chief. This position involves the development and training of personnel, performance evaluation, morale, safety of personnel, equipment maintenance and utilization, budget preparation, enforcement of codes and ordinances of the Towns of Navarino and Lessor, the Wisconsin Statutes and Federal Regulations.
- b. Duties and Responsibilities:
  - i. Be knowledgeable of, follow this document, and enforce its provisions.
  - ii. Must have working knowledge of ICS.
  - iii. Utilize the Incident Command System (ICS) on all incidents.
  - iv. Assume command at his/her discretion all fire and rescue operations.
  - v. Plan, formulate, and develop minimum standards of training and technical competence for officers and firefighters.
  - vi. Review reports and records of department activities and operations and take appropriate action when required to assure they are effective.
  - vii. Develop policies and procedures governing both emergency and non-emergency operations of the department.
  - viii. The Fire Chief shall make every effort to attend all fires, meetings, and drills and direct the officers and members in the performance of their duties.
  - ix. Supervise the administration of the department budget preparation with the assistance of other administration personnel.
  - x. Develop long-range plans for the training, operations, staffing and equipment requirements of the department.
  - xi. The Fire Chief shall be responsible for the investigation of each fire to determine its cause.
  - xii. Delegate submitting state required fire reports.
  - xiii. Lead scheduled officers meeting
- c. Qualifications:
  - i. Prefer Certified FF 1 or FF 2.
  - ii. Knowledge of fire department administration, fire prevention practices and firefighting techniques.
  - iii. Have the ability to plan, assign, direct, and supervise firefighting, rescue, operations and personnel under emergency conditions.

- iv. Have the knowledge of the use of firefighting and rescue tools and equipment, and ability to organize and supervise drill sessions and instruct personnel.
- v. Possess and maintain valid Wisconsin Motor Vehicle Operators License.
- vi. Minimum 5 years as member of this department.
- vii. Prefer 5 years experience in rank of command officer.
- viii. Possess minimum of 10 years as firefighter.

**B. First and Second Assistant Chief**

- a. Job Summary: Initiate development, implementation, coordination and supervision of fire suppression, training, rescue, and fire prevention services. Staff responsibilities as assigned by Fire Chief.
- b. Authority: The Assistant Fire Chief has direct control over all members and employees within his/her command. The Assistant Fire Chief shall preside at all meetings in the absence of the Fire Chief. In the absence of the Assistant Fire Chief, the next ranking officer shall preside.
- c. Duties and Responsibilities:
  - i. The Assistant Fire Chief shall report to the Fire Chief at all fires and assist him in the discharge of his duties. In the absence of the Fire Chief, the Assistant Fire Chief shall officiate in the capacity of Chief.
  - ii. Be knowledgeable of this document and enforce its provisions.
  - iii. Assist in the development of standard operating procedures in cooperation with the Fire Chief that will govern firefighting operations of the department.
  - iv. Assist the Fire Chief in the preparation of department budgets.
  - v. Be responsible for front line supervision for his/her squad.
  - vi. Attend scheduled officers meeting.
- d. Qualifications:
  - i. Prefer certified FF 1 or FF 2
  - ii. Must have working knowledge of ICS
  - iii. Possess thorough knowledge of firefighting and rescue techniques and fire prevention practices.
  - iv. Ability to plan, assign, direct and supervise fire fighting personnel and equipment under emergency conditions.
  - v. Possess and maintain a valid Wisconsin Motor Vehicle Department Operators license.
  - vi. Minimum 5 years as member of this department.
  - vii. Prefer 3 years experience in rank of command officer.
  - viii. Posses a minimum of 8 years experience as a firefighter

**C. Fire Captain**

- a. Job Summary: Company officer rank requires knowledge of firefighter tasks and driver/operator responsibilities and tasks. Assist in the activities of the station, at fires and other emergencies. Staff responsibilities assigned by the Fire Chief.
- b. Authority: Subject to the authority of the Fire Chief and Assistant Fire Chief, the captain shall issue such orders and directives necessary to promote the effective operation of all activities within higher command.
- c. Duties and Responsibilities:
  - i. Respond to fire alarms and assist in evaluating the emergency and direct company operations.
  - ii. Upon arrival at scene report to the Incident Commander for further orders or take command if no higher ranking officer is present.
  - iii. Assist in training during company or department drills.
  - iv. Be responsible for front line supervision for his/her squad.
- d. Qualifications:
  - i. Prefer certified FF 1 or FF 2.
  - ii. Must have working knowledge of ICS.

- iii. Possess knowledge of geography of the response area, fire alarm reporting, equipment, and hydrant and other water source locations.
- iv. Possess knowledge of the use of firefighting apparatus, tools, suppression and rescue techniques.
- v. Possess knowledge of the principles and practices of fire prevention.
- vi. Possess the ability to conduct training for fire department personnel.
- vii. Possess and maintain a valid Wisconsin Motor Vehicle Drivers License.
- viii. Minimum 5 years as member of this department.
- ix. Posses a minimum of 5 years of firefighter experience.

**D. Lieutenants**

- a. Job Summary: Officer rank requires knowledge of firefighting, rescue, and driver/operator responsibilities and assistance in activities at the station. Staff responsibilities as assigned by Fire Chief.
- b. Authority: Subject to the authority of the Fire Chief, Assistant Fire Chief, and Company Captains, the Lieutenant shall issue such orders and directives to promote the effective operation of all activities in his/her command.
- c. Duties and Responsibilities:
  - i. Respond to alarms, assist in evaluation of the emergency and direct company operations for initial attack if no higher ranking officer is present.
  - ii. Upon arrival at scene report directly to ranking officer for further instructions.
  - iii. Assume staff responsibilities as assigned by the Fire Chief.
  - iv. Responsible for front line supervision of his/her squad.
- d. Qualifications:
  - i. Prefer certified FF 1.
  - ii. Must have working knowledge of ICS.
  - iii. Possess knowledge of the use of firefighting apparatus, tools and techniques.
  - iv. Possess knowledge of the principles and practices of fire prevention, rescue and firefighting, and ability to demonstrate their use to others.
  - v. Possess and maintain a valid Wisconsin Motor Vehicle Drivers License.
  - vi. Minimum 2 years as member of this department.
  - vii. Have minimum of 5 years fire service experience.

**E. Safety Officer**

- a. Job Summary: Oversee and manage the safety of the scene and personnel throughout all emergency and non-emergency functions of the department according to applicable rules and regulations.
- b. Qualifications:
  - i. Must have working knowledge of firefighter safety and health.
  - ii. Prefer certified FF 1.
  - iii. Must have working knowledge of ICS.
  - iv. Possess knowledge of the use of firefighting apparatus, tools, suppression and rescue techniques.
  - v. Possess the ability to conduct training for fire department personnel.
  - vi. Possess and maintain a valid Wisconsin Motor Vehicle Drivers License.
  - vii. Minimum 2 years as member of this department.
  - viii. Posses a minimum of 5 years of firefighter experience.

**F. Training Officer**

- a. Job Summary: To conduct either personally or through a designee, the necessary training of fire department members in the duties of their position

according to the department's current SOP/SOGs and applicable rules and regulations.

b. Qualifications:

- i. Must hold the position of Fire Captain.
- ii. Prefer certified FF 1 or FF 2.
- iii. Must have working knowledge of ICS.
- iv. Possess knowledge of geography of the response area, fire alarm reporting, equipment, and hydrant and other water source locations.
- v. Possess knowledge of the use of firefighting apparatus, tools, suppression and rescue techniques.
- vi. Possess knowledge of the principles and practices of fire prevention.
- vii. Possess the ability to conduct training for fire department personnel.
- viii. Possess and maintain a valid Wisconsin Motor Vehicle Drivers License.
- ix. Minimum 5 years as member of this department.
- x. Posses a minimum of 5 years of firefighter experience.

G. ***Other Officers (Financial Officer, Medical Officer, Maintenance Officer, Communications Officer, Administrative Officer, Chief Fire Inspector and Chaplain)***

a. Job Description: Duties as assigned by Fire Chief.

b. Qualifications:

- i. Must be a member of the department.
- ii. Must have skills and knowledge required to fulfill the duties of their specific position.

H. ***Members***

a. Duties and Responsibilities:

- i. Must have working knowledge of ICS.
- ii. Every member will wear personal protective equipment that is appropriate for the assigned task.
- iii. All member firefighters are encouraged to become Certified FF 1.
- iv. All driver/operators shall complete emergency vehicle driver/operator training before operating any department vehicles except for training purposes while being supervised by a qualified driver.
- v. All drivers must possess and maintain a valid Wisconsin Motor Vehicle Drivers License.
- vi. Any Fire Department member under the influence of alcohol or controlled substances while responding to, returning from, or carrying out any fire department duties may be subject to discipline.
- vii. All members will have emergency information on file.
- viii. Any member convicted of a felony cannot hold office.

**ARTICLE 6 Conducts of Meetings.**

Meetings of members shall be presided over by the Fire Chief or, if he or she is not present, by an Assistant Chief. The Administrative Officer shall record the meeting minutes. Meetings shall be conducted in an orderly manner allowing input from any members present.

Meetings shall be conducted under Robert's Rules of Order unless otherwise stated in the Constitution and Bylaws of this Department.

**ARTICLE 7. Voting.**

At all meetings of members every member of the fire department that is eligible is entitled to (1) vote. Such vote must be in person. All elections shall be had and all questions shall be decided by a majority of the votes cast at a duly constituted meeting. Any member who has failed to attend 12 of the previous 24 training and business meetings shall not be eligible to vote. Members of the EMS only are not permitted to vote. The election will be held at the regular monthly business meeting held on the 3<sup>rd</sup> Tuesday of the month. If there is an eligibility question on a member's right to vote it should be brought to the Board of Directors attention before the meeting in a timely manner.

#### **ARTICLE 8 Standards of Conduct and Discipline**

All Members of the Fire Department are expected to conduct themselves at all times in such a manner as will convey a positive image of the Fire Department and will in no way impact or reflect adversely on the Fire Department.

Whenever a Member fails to follow an appropriate standard of conduct, measures must be taken to correct this situation and to prevent further occurrences. Minor offenses depend in part upon the circumstances and it is impossible to list all minor offenses. The degree of discipline depends upon the seriousness of the offense and the circumstances under which the offense occurred. In addition, certain major offenses warrant immediate suspension or discharge.

THE FOLLOWING IS A STATEMENT OF GENERAL GUIDELINES CONCERNING MEMBER DISCIPLINE. THE PROCEDURES OUTLINED MAY BE FOLLOWED AT THE DISCRETION OF THE FIRE DEPARTMENT DEPENDING ON THE CIRCUMSTANCES AND IN NO WAY LIMITS THE RIGHT OF THE FIRE DEPARTMENT TO TERMINATE A MEMBER FOR CAUSE OR NO CAUSE.

A. Minor Offenses:

B. Alcohol on fire department property.

C. Violation of department policy

D. The procedure for the handling of minor offenses shall be as follows:

Step One - A written warning, with or without oral counseling by the immediate supervising officer, will be given to Member for the first minor offense. The written warning will be placed in the Member's personnel file. Discipline will be handled per Article 15 DISCIPLINE

Step Two - A written reprimand will be given to a Member for each subsequent minor offense in violation of any Fire Department rule, policy or practice for which he or she has already received a warning. A corrective interview will also be given and the written record of the interview and reprimand will be placed in the Member's personnel file. Discipline will be handled per Article 15 DISCIPLINE

Step Three - Following receipt of a written reprimand and corrective interview, the next offense may result in suspension or discharge at the sole discretion of the Board of Directors. Discipline will be handled per Article 15 DISCIPLINE

**B. Major Offenses:**

**PROPER CAUSE FOR IMMEDIATE SUSPENSION, OR DISCHARGE, SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING MAJOR OFFENSES:**

- a. Possession of illegal drugs on the premises of the Fire Department.
- b. Committing any act of sexual harassment.
- c. Dishonesty or misrepresenting anything to the Fire Department, its Directors, or Officers.
- d. Falsification of information requested on Fire Department records or documents.
- e. Disorderly, or immoral conduct while in Fire Department vehicles or on the Fire Department premises.
- f. Obtaining Membership on the basis of false or misleading statements.
- g. Reckless or negligent behavior that may result or results in damage to Fire Department property, the property of others, or other persons.
- h. Threatened or actual physical violence or profane or abusive language.
- i. Unauthorized use of department vehicles.
- j. Unauthorized use of, removal of, theft or intentional damage to the property of the Fire Department, a Member, or third party.

- k. Harassment of other members including but not limited to verbal and physical conduct or unwelcome advances with regard to or on the basis of sex, race, color, national origin or ancestry, age, religion, creed or any other protected class.
  - l. Conduct unbecoming a member shall include that which brings the department into disrepute, or reflects discredit upon the department, or their integrity as a member of the department, or that which impairs the operation, efficiency, or safety of the department or member, or that which violates the public trust in the public safety provider or department.
  - m. Examples of bad or improper conduct include, but is not limited to, fighting, excessive profanity use, unreasonable arguing, disrespect of others, disrespect of an officer, disregarding a instruction or legal order from an officer, intentional endangerment of others, repeated interruption of a speaker, theft, intentional falsehoods, slander, libel.
  - n. Members accused of criminal felony acts are expected to notify the Board of Directors President and Chief within 48 hours of arrest or indictment.
  - o.. Members are required to report any complaint or knowledge of wrongdoing to the Fire Department's Chain of Command. Members have the right and responsibility to report their complaint to progressively higher levels of the Chain of Command until the complaint is properly addressed and resolved.
- All Major Offenses Discipline will be handled per Article 15 DISCIPLINE

#### **ARTICLE 9 BOARD OF DIRECTORS:**

- A. The business and affairs of the Department shall be managed and controlled by a Board of Directors appointed by the Lessor and Navarino Town Boards. The Board of Directors will periodically consult with representative(s) of the Department and operate in conjunction with any other entity the town has contracted with for fire services. In the event no separate Directors are selected, the voting members of each town board shall serve as directors, said board may appoint an individual member to serve as fire department liaison to maintain communication and offer general oversight on administrative matters between board meetings. The town board will continue to handle budgeting and policy decisions, often following input by department members, the Board of Directors or Department officers.
- B. The general offices of the Board of Directors shall consist of a president, a vice-president, a secretary, and a treasurer. Said officers shall be elected by the Department Board of Directors to administer under guidelines set by state law and the town board.
  - a. The principal duty of the president shall be to preside at all meetings of the board of Directors and Department, and have general supervision of Department affairs.
  - b. The principal duty of the vice-president shall be to discharge the duties of the president in the event of his/her absence or disability for any cause whatsoever.
  - c. The principal duty of the secretary shall be to countersign all instruments executed by the Department, under state law, or by town board direction, affix the Department seal thereto, to keep a record of the proceedings of the Board of Directors and of any sub-committee thereof, and to safely and systematically keep all books, papers, records and documents belonging to the Department or in any way pertaining to business thereof. Records shall be kept in any site specified or allowed by the town boards and in cooperation with the town clerk's system of record security.
  - d. The principal duty of the treasurer shall be to keep an account of all monies, credits and property of any and every nature of the Department which shall come into his/her hands and keep an accurate account of all monies received disbursed and proper vouchers for monies disbursed, and to render such accounts, statements and inventories of monies received and disbursed and of money and property on hand, and generally of all matters pertaining to his/her office as shall be required by the Board of Directors. These records will be made available upon request of any town officer, with a statement

prepared timely and delivered to the town clerk for assistance in budget preparation, showing funds held, anticipated revenues and expenses for board review.

- e. The president, vice-president, secretary and treasurer shall constitute an executive committee with authority to purchase equipment and supplies required by the Department, to authorize payment therefore and transact such other business of the department as the board of Directors may from time to time require or direct. However, the town board must approve any single category expenditure at or above \$1,000.00. No expenditure beyond the level budgeted is allowed.
- f. The officers shall perform additional duties as shall, from time to time, be imposed or required by the Board of Directors.
- g. The Board of Directors may provide for the appointment of such additional officers as may from time to time be necessary and in the best interest of the Department, with notice to the town board. The Board of Directors shall approve a Department chief and Assistant Chiefs that will act in the chief's absence, unavailability or prolonged failure to act. Said Chief or Assistant Chiefs must come from the area constituting the Fire Department.
- h. The general officers of the Department, including the Department Chief, may be paid salaries, and the same shall be determined by the Board of Directors upon budget approval by the town board. However, no town board member that also serves as a Director or Department officer shall receive over \$2,500.00 annually for such fire related services. Under s. 66.11(2), no such town board officer shall receive any compensation beyond expense reimbursement during the term ending in April 1997, the initial period of these by-laws.
- i. In cases of any Board of Directors vacancy, caused through death, resignation, removal or disqualification by reason of non-residency, the Town Board shall name a representative from the municipality in which the vacancy arose. Any replacement person shall hold office on the Board of Directors for the term's unexpired portion. Any of the Department's general officers, upon ceasing to be a director shall, at the same time, no longer be an officer. If said officer loses his/her job as director by reason of failure to be re-elected as a town supervisor, then said person shall continue to function as officer until a successor is elected at the Department's annual meeting.
- j. The regular annual meeting of the Department shall be held on the third (3<sup>rd</sup>) Thursday of March of each year at 7:00 p.m. at the Navarino-Lessor Fire & EMS Building, or at such other place as the Board of Directors may otherwise determine.
  - i. At said annual meeting of the Department, any and all qualified electors of the municipalities being served by the Department shall be eligible to attend and bring up for discussion and consideration by the Board of Directors, any matter for the good of the Department.
  - ii. The annual meeting of the directors shall be held immediately following the annual meeting of the Department.
  - iii. Special meetings of the Board of Directors may be held at any time upon the call of the president, and may also be held upon call of any three (3) of the directors by written notice given to the secretary of the Department not less than 48 hours prior to the beginning of the proposed meeting, and upon such written notice being given to the secretary, the secretary shall thereupon give notice to all of the directors of such special meeting by letter mailed or delivered to the last known post office directory of the directors.
  - iv. Meetings of the executive committee shall be held at the call of the president and also upon call of any two (2) members of the said committee who shall give notice to the secretary of the Department as provided for in the case of special meetings of the Board of



Directors and the secretary shall thereupon notify the members of executive committee as provided for above.

- k. The towns will provide worker's compensation insurance, covering firefighters of the town and meet and required contract or mutual aid standards for insurance coverage. The town board shall also provide general liability insurance protecting the Department, any officers thereof, the town, and any of the firefighters against any and all claims for damages arising out of the operations of the Department.
- l. For all fire runs made in and to any other municipality not covered by contract, the Department secretary shall bill the municipality to which such fire run was made for such sum as may be set annually by the Board of Directors of the Department. Said sum, when collected, shall be paid to the Department, with deposit of the same in the bank(s) designated by the Town Board as a depository of the Department funds. Where any contract exists, those terms will be followed if a procedure exists differently than this policy.
  - i. The fire equipment shall be stored at the Navarino-Lessor Fire & EMS Building, except as arranged by contract or agreement.
- m. Municipalities adjoining the townships now comprising the Fire Department may become members of the Department and receive fire protection upon such terms and conditions and upon payment of such sums as the Town Boards approve, following review and recommendation by the Board of Directors.

**ARTICLE 10 MUTUAL AID AGREEMENTS:**

The Department may negotiate Mutual Aid Agreements with surrounding Fire Departments in cooperation with their respective city, Town and Village boards.

**ARTICLE 11 TRAINING:**

- A. Training shall be in accordance with State of Wisconsin and Federal standards.
- B. Training shall be provided at the expense of the department.
- C. Equipment needed for training and fire fighting shall be provided by the department.

**ARTICLE 12 BUDGET:**

An annual budget shall be prepared and submitted to the Town Boards at their October regular meeting.

**ARTICLE 13 SERVICE AREA:**

- A. The primary area of responsibility shall be the Town of Navarino and the Town of Lessor as agreed upon in the contract set forth by both towns.
- B. The Department, with the cooperation of the City, Town and Village boards, may offer services to other areas and may charge for such services.
- C. The Department, with the cooperation of the city, Town and Village boards may provide a regional fighting service and may charge for such services.

**ARTICLE 14 FUND RAISING:**

- A. The Department may consider fund raising events.
- B. Profits shall be used for Community Service projects, equipment, training and/or various dues.
- C. All fund raising or entertainment events shall be in good taste and be family oriented.

**ARTICLE 15 DISCIPLINE:**

- A. A board, consisting of the Chief, 1<sup>st</sup> Assistant Chief, 2<sup>nd</sup> Assistant Chief, and Administrative Officer shall review and consider disciplinary actions.

- B. In the event of a major issue regarding Article 5,(H)(a)(vi), members of the Fire Department Board of Directors will sit on the disciplinary board.

**ARTICLE 16 AMENDMENT OF BY-LAWS:**

These by-laws may be amended at any time hereafter by a majority vote of the Town Boards, following review and recommendation of the Board of Directors. A majority vote shall decide all matters before the Board of Directors, in the absence of any direct law or direction to the contrary.

**IN WITNESS WHEREOF**, Chairman and the clerk of the Towns of Navarino and Lessor hereby affirm and certify that the foregoing by-laws were duly adopted at the Town Board meetings held at the Navarino Town Hall and the Lessor Town Hall in Shawano County, Wisconsin.

Dated 11-13-18

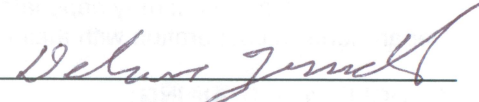
Vote for: 3 Vote against: 0



Kevin Conradt, Chairman  
Town of Navarino

Dated November 13, 2018


Vote for: 3 Vote against: 0



Delmar Zernicke, Chairman  
Town of Lessor

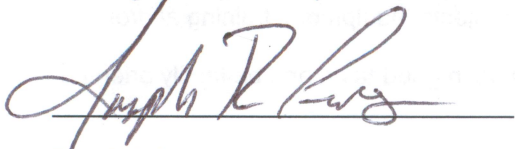
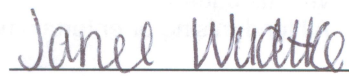


Judith Krull, Clerk  
Town of Navarino



Katie Sprangers, Clerk  
Town of Lessor

The Navarino-Lessor Volunteer Fire Department hereby affirms and certifies that the foregoing by-laws were duly adopted at a fire department meeting held at the Navarino-Lessor Fire & EMS Building in the Township of Lessor, Shawano County.

  
Fire Chief  
Administrative Officer