

**CITY OF CRAIG  
ORDINANCE No. 677**

**AMENDING SECTION 2.20 OF THE CRAIG MUNICIPAL CODE, REGARDING  
THE VOLUNTEER FIRE DEPARTMENT**

Section 1. Classification. This ordinance is of a general and permanent nature and the code sections adopted hereby shall become a part of the code of the City of Craig, Alaska.

Section 2. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance shall be effective immediately upon adoption.

Section 4. Action. This ordinance makes the follow changes to the Craig Municipal Code:

- A. deletes Section 2.04.020 and replaces it with a new Section 2.04.020;
- B. deletes section 2.04.090;
- C. deletes Section 2.20 and replaces it with a new section 2.20.

Replacement text is shown below.

**Section 2.04.020**

**Section 2.04.020 is deleted and replaced with the following.**

2.04.020 Officers designated. The officers of the city are the mayor, six councilmen, the city attorney, the city administrator, the city clerk, the city treasurer (whose functions may be combined with that of the clerk), and the chief of police. The mayor and members of the council shall be elected by direct vote of the electors of the city. All other officers shall be appointed by resolution of the council and may be removed only by such resolution. New appointments shall be made after each regular election, and each officer appointed by the council shall hold office until terminated by the council or until his successor is appointed, whichever first occurs.

**Section 2.20**

**CRAIG EMERGENCY SERVICES DEPARTMENT**

Sections:

- 2.20.010 Establishment and purpose.
- 2.20.020 Membership.
- 2.20.030 Fire chief appointment and accountability.
- 2.20.035 EMS Coordinator appointment and accountability.
- 2.20.040 Duties of fire chief.
- 2.20.045 Duties of EMS Coordinator
- 2.20.050 Membership.
- 2.20.060 Social officers.

2.20.070 Apparatus and equipment.

2.20.080 Prohibited acts.

2.20.090 Enforcement.

**2.20.010 Establishment and Purpose.**

A department, known as the Craig Emergency Services Department, is created. The purpose of the department is to prevent and respond to fire and emergency medical service incidents for the benefit of people and property in Craig.

**2.20.020 Structure.**

The department consists of two components: a Fire Squad, led by the Fire Chief; and an Emergence Medical Services Squad, led by the EMS Coordinator. The Fire Chief and EMS Coordinator may provide for subordinate officers within their squads.

**2.20.030 Fire chief appointment and accountability.**

A. The chief shall be appointed by the mayor and be subject to confirmation by the city council, for an indefinite period of time. The chief's tenure of office shall depend upon good conduct and efficiency. The chief shall be technically qualified by training and experience and shall have ability to command members of the squad and hold their respect and confidence. The chief is an at-will position and may be removed at any time by the council. The chief shall report to and take direction from the City Administrator.

B. The chief shall be held accountable for the Craig volunteer fire squad only, and shall make written and verbal reports as the council may require. All fire squad volunteers shall be accountable to and subject to removal by the chief

**2.20.035 EMS Coordinator appointment and accountability.**

A. The EMS Coordinator shall be appointed by the Mayor and subject to confirmation by the city council, for an indefinite period of time. The coordinator's tenure of office shall depend upon good conduct and efficiency. The EMS Coordinator shall be technically qualified by training and experience and shall have ability to command the squad and hold their respect and confidence. The coordinator is an at-will position and may be removed at any time by the council. The coordinator shall report to and take direction from the City Administrator.

B. The EMS Coordinator shall be held accountable for the Craig EMS squad only, and shall make written and verbal reports as the council may require. All EMS volunteers shall be accountable to the EMS Coordinator only, and subject to removal by the Coordinator.

**2.20.040 Duties of fire chief.**

A. The fire chief shall formulate a set of rules and regulations to govern fire squad volunteers, and shall be responsible for the personnel, morale and general efficiency of the squad.

B. The fire chief shall determine the number and kind of companies of which the fire squad is to be composed and shall determine the response of such companies to calls for service.

C. The fire chief shall conduct at least once a month, suitable drills or instruction in the operation and handling of equipment, first aid and rescue work, salvage, a study of buildings in the city, fire prevention, water supplies, and all other matters generally considered essential to safety of life and property from fire.

D. The fire chief is required to assist the proper authorities in suppressing the crime of arson by investigating or causing to be investigated the cause, origin, and circumstances of all fires.

E. The fire chief is empowered to enter any and all buildings and premises at any reasonable hour for the purpose of making inspections as provided in Chapter 1.12 of the Craig Municipal Code, and to serve written notice upon the owner or occupant to abate, within a specified time, any and all fire hazards that may be found.

F. Any person so served with a notice to abate any fire hazard or hazards, shall comply therewith and promptly notify the fire chief.

G. The fire chief shall see that complete records are kept of all fires, inspections, apparatus and minor equipment, personnel, training, and other information about the work of the fire squad. Records shall be maintained in compliance with the State of Alaska statutes governing management and preservation of public records.

H. The fire chief shall report regularly to the council the condition of the apparatus and equipment; the number of fires since the prior report, their location and cause, and date of same and loss occasioned thereby; the number and purpose of all other runs made; and the number of members responding to each fire or other run, and any changes in membership.

I. The fire chief shall make a complete annual report to the council within one month after the close of the fiscal year, such report to include the information specified in subsection (G) of this section, together with comparative data for previous years and recommendation for improving the effectiveness of the department.

#### **2.20.045 Duties of EMS Coordinator**

A. The EMS Coordinator shall formulate a set of rules and regulations to govern EMS employees and volunteers, and shall be responsible to the council for the personnel, morale and general efficiency of the squad.

B. The EMS Coordinator shall determine the number and kind of companies of which the EMS squad is to be composed and shall determine the response of such companies to alarms.

C. The EMS Coordinator shall conduct at least once a month, suitable drills or instruction in the operation and handling of equipment, first aid and rescue work, and all other matters generally considered essential to good emergency services practices and safety of life and property.

D. The EMS Coordinator shall see that complete records are kept of all calls, inspections, apparatus and minor equipment, personnel, training, and other information about the work of the department. Records containing patient information shall be stored and secured in compliance with state and federal law.

E. The EMS Coordinator shall report regularly to the council the condition of the apparatus and equipment; the number of EMS calls during the month, the number and purpose of all other runs made; and the number of members responding to each medical emergency or other run, and any changes in membership.

F. The EMS Coordinator shall make a complete annual report to the council within one month after the close of the fiscal year, such report to include the information specified in subsection (E) of this section, together with comparative data for previous years and recommendation for improving the effectiveness of the EMS Squad.

**2.20.050 Membership.**

- A. The membership of the department consists of such persons as may be appointed by the chief and EMS coordinator for their respective squads.
- B. Any member of the department may be suspended or discharged from the department by the chief and/or EMS Coordinator at any time the chief or coordinator deem such action necessary for the good of the department.
- C. Each member of the department shall be issued an identification card.

**2.20.060 Social officers.**

- A. The department may elect social officers. Such officers may be elected in any manner and for any term the membership may decide upon, and their duties shall be to arrange for and manage any or all social functions sponsored by the department.
- B. The functions and duties of social officers shall in no way interfere with those of the regular department officers who are charged with responsibility for all fire or emergency medical service activities of the department.

**2.20.070 Apparatus and equipment.**

- A. The department shall be equipped with such apparatus and other equipment as may be required from time to time to maintain its efficiency and properly protect life and property.
- B. Recommendations of apparatus and equipment needed shall be made by the chief and/or EMS Coordinator to the City Administrator, and upon approval by the council shall be purchased in such a manner as may be designated by the council.
- C. All equipment of the department shall be safely and conveniently housed in such places as may be designated by the council and such places shall be heated during the winter season.
- D. No person shall use any department apparatus or equipment for any private purpose, nor shall any person wilfully and without proper authority take away or conceal any article used in any way by the department.
- E. No person shall enter any place where department apparatus is housed or handle any apparatus or equipment belonging to the department unless accompanied by, or having the permission of the City Administrator, the City Administrator's designee, or an authorized member of the department.

**2.20.080 Prohibited acts.**

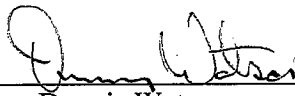
- A. No person shall drive any vehicle over fire hose except upon specific orders from the chief or other officer in charge.
- B. No person shall park any vehicle or otherwise cause any obstruction to be placed within 30 feet of the entrance to any department station or other place where department apparatus is stored, or within 10 feet of any fire hydrant.

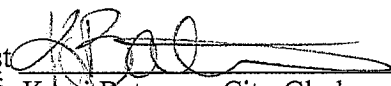
- C. No unauthorized person in any vehicle shall follow within 300 feet of any apparatus belonging to the department, nor park any vehicle within 300 feet of a fire.
- D. No person shall maliciously turn in or cause to be turned in a false alarm.

**2.20.090 Enforcement.**

- A. Any person violating the provisions of CMC 2.20.040(F), 2.20.070(D) or (E), or 2.20.080, shall, upon conviction before the municipal magistrate, pay a fine of not less than \$50.00 or more than \$100.00 for each offense.
- B. All regularly appointed members of the department are given the necessary special police powers for the purpose of enforcing the provisions of this chapter.
- C. It is made the special duty of the chief of police and/or other peace officers to respond to all calls for service and assist the department in the protection of life and property, in regulating traffic, maintaining order, and in enforcing observance of all sections of this chapter.

Passed and approved this 5<sup>th</sup> day of NOV., 2015.

  
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Mayor Dennis Watson

  
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Kassie Bateman, City Clerk

attest

