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CHAPTER 30: CITY COUNCIL

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COUNCIL

§ 30.01 MEETINGS.

The first regular meeting of the Council in each year shall be held on the first Monday in January, thereafter the Council shall hold regular meetings on the first and third Monday of each month. Any regular meeting falling on a legal holiday shall be held on the next following secular day at the same hour and place. All regular meetings of the Council shall be held in the Council Chambers as established by resolution.

(Prior Code, § 1-3-1) (Am. Ord. 658, passed 2-19-2002)

§ 30.02 RULES OF ORDER.

The following rules of order and procedure shall govern the deliberations and meeting of the Council:

(A) The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the President Pro Tem of the Council shall preside. In the absence of both, the members shall elect one of their number temporary chairperson. The President Pro Tem and temporary chairperson when occupying the place of the Mayor shall have the same privileges as other members.

(B) The Council may, by a majority vote of those present, adjourn from time to time to a specific date and hour.

(C) The Council may, by a majority vote of those present, compel the attendance of absentees, by a fine of not exceeding \$10 for each offense, unless a reasonable excuse be offered.

(D) At the hour appointed for meeting, the members shall be called to order by the Mayor, and in his or her absence by the President Pro Tem, and in the absence of both, by the City Administrator. The Assistant City Administrator shall call the roll, note the absentees and announce whether a quorum be present. Upon the appearance of a quorum the Council shall proceed to business, which shall be conducted in the following order:

- (1) Call to order;
- (2) Consent agenda;
- (3) Acknowledgment of citizens/timed items;
- (4) Commission recommendations;
- (5) Legal agreements;
- (6) Old business;
- (7) New business;
- (8) Additional items;
- (9) Announcements/"for your information;" and
- (10) Adjournment.

(E) The Mayor shall preserve order and decorum, decide all questions of order, and conduct the proceedings in accordance with the parliamentary rules contained in *Robert's Rules of Order* unless otherwise provided by statute or by the provisions of this chapter. Any member shall have the right of appeal from a decision of the presiding officer. No appeal shall be debatable and the appeal may be sustained by a majority of the members present exclusive of the Mayor.

(F) The deliberations of the Council shall be conducted in the following manner:

(1) No member shall address the Council until he or she has been recognized by the presiding officer. He or she shall thereupon address himself or herself to the presiding officer and confine his or her remarks to the question under discussion and avoid all personalities.

(2) No motion shall be discussed or acted upon unless and until it has been seconded, unless the rules permit one member to initiate action. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it.
(Prior Code, § 1-3-2) (Am. Ord. 658, passed 2-19-2002)

§ 30.03 STANDING COMMITTEES.

The following standing committees of the Council shall be appointed by the Mayor at the first regular meeting of the Council in January:

(A) Personnel Committee;

(B) Finance/Facilities Committee; and

(C) Such other committees as may be established from time to time.
(Prior Code, § 1-3-3) (Am. Ord. 658, passed 2-19-2002)

§ 30.04 ORDINANCES AND RESOLUTIONS.

All ordinances, resolutions, communications and other similar matters submitted to the Council shall be in accordance with the City Charter.
(Prior Code, § 1-3-4) (Am. Ord. 658, passed 2-19-2002)

§ 30.05 COMPENSATION OF MAYOR AND COUNCIL MEMBERS.

The compensation of the Mayor and the compensation of each Council Member shall be established from time to time by City Council ordinance pursuant to M.S. § 415.11, as it may be amended from time to time.
(Prior Code, § 1-3-5) (Am. Ord. 658, passed 2-19-2002)

ADMINISTRATION

§ 30.15 AUTHORITY.

Pursuant to §§ 6.03 and 11.02 of the City Charter, the following administrative organization is established.

(Prior Code, § 1-4-1) (Am. Ord. 658, passed 2-19-2002)

§ 30.16 COMMITTEES AND COMMISSIONS; ABOLISHMENT; REESTABLISHMENT.

(A) Upon the effective date of this chapter, all presently constituted committees and commissions and their members appointed by the mayor, City Council or representative thereof are hereby abolished.

(Prior Code, § 1-4-2)

(B) The following commissions and committees are hereby reestablished with the same membership subject to the same appointments, procedures, terms of membership, bylaws and general operative procedures and as previously constituted:

(A) Housing and Redevelopment Authority (administrative);

(B) Library Board (administrative);

(C) Charter Commission (administrative);

(D) Planning Commission (advisory);

(E) Police Civil Service (advisory);

(F) Joint Golf Course Committee (advisory);

(G) Airport Commission (advisory);

(H) Historic Preservation Commission (advisory);

(H) General Services;

(I) Fire; and

(J) Rescue.

(Prior Code, § 1-4-3)

(Am. Ord. 658, passed 2-19-2002)

§ 30.17 COMMITTEES AND COMMISSIONS; RESPONSIBILITY AND DUTY.

The City Council, by resolution, shall establish the overall responsibility and duties for each commission and shall assign one city staff person to each advisory commission for the purpose of recording and transcribing minutes of the meetings of each commission, including their findings and recommendations, which minutes shall be made available to the Mayor, members of the City Council and the City Administrator.

(Prior Code, § 1-4-4) (Am. Ord. 658, passed 2-19-2002)

§ 30.18 ORGANIZATIONAL CHART.

The organizational chart of the city is hereby adopted by reference.

(Prior Code, § 1-4-5) (Am. Ord. 658, passed 2-19-2002)

§ 30.19 OPERATING DEPARTMENTS, DIVISIONS AND POSITIONS.

The City Council may, by resolution, create operating departments, divisions or positions as it deems necessary and proper.

(Prior Code, § 1-4-6) (Am. Ord. 658, passed 2-19-2002)

§ 30.20 JOB DESCRIPTIONS.

The City Council may, by resolution, approve job descriptions for all employee positions unless otherwise provided in the City Charter.

(Prior Code, § 1-4-7) (Am. Ord. 658, passed 2-19-2002)

§ 30.21 PERSONNEL POLICIES.

The City Council may, by resolution, approve and adopt personnel policies as it deems necessary and proper except as otherwise provided for by the state statutes or union contracts.

(Prior Code, § 1-4-8) (Am. Ord. 658, passed 2-19-2002)

§ 30.22 AUTHORITY TO HIRE, FIRE, PROMOTE AND SET SALARIES OR WAGES.

The City Council shall have exclusive authority to hire, fire, promote and set salaries or wages of all employees except as otherwise provided by other code sections and by state statutes.

(Prior Code, § 1-4-9) (Am. Ord. 658, passed 2-19-2002)

§ 30.23 STATUTORY BOARDS AND COMMISSIONS:

Nothing in this chapter shall discontinue appointments of citizens or elected officials who serve on statutorily required boards or any governmental boards, committees or commissions.

(Prior Code, § 1-4-10) (Am. Ord. 658, passed 2-19-2002)

§ 30.24 INTERIM POLICE CHIEF.

(A) *Authority to appoint.* The City Council, upon notification from Litchfield Police Civil Service Commission that an active employment list for the position of the Chief of Police does not exist, shall have the authority to appoint, by a majority of its members, an Interim Police Chief.

(B) *Term of office.* The term of office of the Interim Police Chief shall be 180 days from the date of appointment or until a permanent Chief of Police is appointed, whichever occurs first.

(C) *Powers and duties.* The Interim Police Chief shall have all of the powers and duties afforded the Chief of Police under Litchfield Police Civil Service Commission rules and regulations except that the Interim Police Chief shall not have the power to initiate disciplinary proceedings.

(D) *Duties of City Administrator.* The City Administrator shall be assigned the duties of the Chief of Police as they pertain to the initiation of disciplinary proceedings as defined in any collective bargaining agreement, veterans preference statute or Litchfield Police Civil Service Commission rules and regulations.

(Prior Code, § 1-4-12) (Am. Ord. 658, passed 2-19-2002)

§ 30.25 OFFICIAL SIGNATURES.

(A) *Documents.* Authority to sign official documents on behalf of the city shall be designated to the Mayor, City Administrator and Assistant City Administrator, with the number of signatures required being whatever the documents require. In the absence of any of the above designees, authority shall be designated to the Council Member-at-large, and the acting City Administrator and acting Assistant City Administrator who have been appointed by the City Council, according to the number of signatures required. Facsimile signatures may be used.

(B) *Checks or investment documents.* Authority to sign checks and investment documents on behalf of the city shall be designated to the City Administrator, Assistant City Administrator or acting City Administrator and acting Assistant City Administrator, who have been appointed by the City Council. Two signatures shall be required on any city checks or investment documents. Facsimile signatures may be used.

(Prior Code, § 1-4-13) (Am. Ord. 658, passed 2-19-2002)

CHAPTER 31: CITY ORGANIZATIONS

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PLANNING COMMISSION

§ 31.01 ESTABLISHMENT OF COMMISSION.

A City Planning Commission for the city is hereby established.
(Ord. 658, passed 2-19-2002)

§ 31.02 MEMBERS.

The City Planning Commission shall consist of 7 members. Six members shall be appointed by the Council for staggered 3-year terms. The seventh member shall be a Council Member appointed by the City Council on a biannual basis.
(Ord. 658, passed 2-19-2002)

§ 31.03 TERM OF OFFICE; VACANCIES.

The term of appointive members shall be 3 years from March 1 following their appointment. Any vacancy during the unexpired term of any appointed member shall be filled by appointment by the Council for the remainder of the unexpired term.

(Ord. 658, passed 2-19-2002)

§ 31.04 ORGANIZATION.

The Commission shall elect a chairperson from among its appointed members for a term of one year; and the Commission may create and fill other offices as it may determine. The Code Enforcement Officer shall act as Secretary of the Planning Commission, but shall not be a member.

(Ord. 658, passed 2-19-2002)

§ 31.05 POWERS AND DUTIES.

The Commission shall have power and shall be required to:

(A) Develop and submit to the Council for adoption a master plan for the physical development of the city, and from time to time offer amendments, extensions and additions to this master plan which shall show the Commission's recommendations for the development of city territory.

(1) This plan may include, among other things:

(a) The general location, character and extent of streets, bridges, parks, waterways and other public ways, grounds and spaces;

(b) The general location of public buildings and other public property;

(c) The general location and extent of public utilities, whether publicly or privately owned;

(d) Contemplated changes in the removal, relocation, widening, vacation or abandonment of existing or future public ways, grounds, spaces, buildings, property or utilities; and

(e) Maps, plats, charts and descriptive and explanatory matter, detailing an overall plan for future development.

(2) The adoption of the proposed plan or part, amendment or extension thereof shall be by resolution of the Commission carried by the affirmative votes of not less than a majority of all members, but before the adoption of the plan, or any part or modification or extension thereof, the Commission shall hold at least one public hearing on the proposed action. Upon the adoption an attested copy of the plan or amendment or extension thereof shall be certified to the Council.

(B) Draft for the Council an official map of the city;

(C) Make and recommend to the Council a zoning plan and make recommendations on proposed changes in the plan;

(D) Promote public interest in and understanding of the master plan, and of planning, zoning and physical development of the city; and

(E) Meet not less than once each month and keep a public record of its resolutions, findings and determinations.

(Ord. 658, passed 2-19-2002)

§ 31.06 PLATTING OR SUBDIVISION CONTROL.

The Planning Commission shall be the Platting Commission of the city. Proposed plat or subdivision shall be approved by the Council until the proposed plat or subdivision has been submitted to and approved by the Commission; provided, that after disapproval by the Commission the Council may adopt the plat or subdivision by a majority vote of all the members of the Council thereof.

(Ord. 658, passed 2-19-2002)

§ 31.07 ZONING PLAN.

The Planning Commission upon its own motion may and upon instructions by the Council shall prepare a proposed zoning plan for the city. Before recommending a plan or changes to the Council, the Planning Commission shall hold at least one public hearing thereon. Notice of the time, place and purpose of the hearing shall be published in the official newspaper of the city.

(Ord. 658, passed 2-19-2002)

§ 31.08 ZONING ORDINANCE.

The Planning Commission shall review all proposed amendments to the zoning ordinance and make recommendations within 45 days to the Council. Before making recommendations, the Planning Commission shall hold at least one public hearing thereon after a public notice has been published in the official newspaper of the city. The Planning Commission as well as the owner of land may initiate a petition for an amendment to the zoning ordinance.

(Ord. 658, passed 2-19-2002)

§ 31.09 BUDGET.

The Council shall, in its budget, make provision for and appropriate that sum of money as may be necessary to defray the expense of the official activities and work of the Planning Commission. Planning Commission members and Historic Preservation Commission members may receive a stipend as established by Council resolution.

(Ord. 658, passed 2-19-2002)

The Planning Commission shall receive \$50 per meeting stipend.

§ 31.10 FAILURE OF COMMISSION TO ACT.

The failure of the Commission to act within 45 days after submission to it of any matter by the Council shall be deemed approval thereof, unless a longer period for consideration be granted by the Council.

(Ord. 658, passed 2-19-2002)

§ 31.11 OVERRIDING POWER OF COUNCIL.

Any action of the Planning Commission may be overruled on any issue by a majority vote of the Council.

(Ord. 658, passed 2-19-2002)

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- 32.46 Apparatus not for private use

EMERGENCY MANAGEMENT**§ 32.01 POLICY AND PURPOSE.**

(A) Because of the possibility of the occurrence of disasters of unprecedented size and destructiveness resulting from natural and manmade causes, and in order to ensure that preparations of the city will be adequate to deal with such disasters and generally to provide for the common defense and protect the public peace, health and safety, and to preserve the lives and property of the people of the city, it is hereby found and declared to be necessary:

- (1) To establish a local Emergency Management Agency;
- (2) To provide for the exercises of necessary powers during emergencies; and

(3) To provide for the rendering of mutual aid between the city and other political subdivisions of the State of Minnesota and of other states with respect to the carrying out of emergency management functions.

(B) It is further declared to be the purpose of this subchapter and the policy of the city that all emergency management functions of this city be coordinated to the maximum extent practicable with the comparable functions of the federal government, the state and of other states and localities, and of private agencies of every type.

(Ord. 658, passed 2-19-2002)

§ 32.02 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

EMERGENCY. An emergency declared by the Governor under the Minnesota Emergency Management Act.

EMERGENCY MANAGEMENT. The preparation for the carrying out of all emergency functions, as assigned or defined by the federal government, other than the functions for which military forces are primarily responsible, to prevent, minimize and repair injury and damage resulting from natural or manmade disasters.

EMERGENCY MANAGEMENT FORCES. Any personnel employed by the city and any other volunteer or paid member of the local Emergency Management Agency engaged in carrying on emergency management functions in accordance with the provisions of this subchapter or any rule or order thereunder.

(Ord. 658, passed 2-19-2002)

§ 32.03 ESTABLISHMENT OF EMERGENCY MANAGEMENT AGENCY.

(A) There is hereby created within the city government an Emergency Management Agency, which shall be under the supervision and control of a Director of Emergency Management, hereinafter called the Director. The Director shall be appointed by the Mayor for an indefinite term and may be removed by him or her at any time.

(B) He or she shall serve in either a volunteer or salaried position at the discretion of the Mayor and the City Council. The Director shall have direct responsibility for the organization, administration and operation of the Emergency Management Agency subject to the direction and control of the Mayor and/or City Council.

(Ord. 658, passed 2-19-2002)

§ 32.04 POWERS AND DUTIES OF THE DIRECTOR.

(A) The Director, with the consent of the Mayor, shall represent the city on any regional or state organization for emergency management. The Director shall develop proposed mutual aid agreements with other political subdivisions within or outside the state for reciprocal emergency management aid and assistance in emergency management emergency too great to be dealt with unassisted and shall present the agreements to the Council for its action consistent with the state emergency management plan.

(B) The Director shall make studies and surveys of the manpower industries, resources and facilities of the city as deemed necessary to determine their adequacy for emergency management and to the plan of their most efficient use in the time of a emergency management emergency.

(C) The Directory shall prepare a yearly budget for expenditures for emergency management.

(D) The Directory shall prepare a comprehensive general plan for the emergency management of the city and shall present the plan to the Council for its approval. When the City Council has approved the plan by resolution, it shall be the duty of all municipal agencies and all emergency management forces of the city to perform the duties and functions assigned by the plan as approved. The plan may be modified in like manner from time to time and shall be integrated with the federal and state plans.

(Ord. 658, passed 2-19-2002)

§ 32.05 EMERGENCY REGULATIONS.

(A) Whenever necessary to meet an emergency or to prepare for such emergency for which adequate regulations have not been adopted by the Governor or City Council, the Mayor may by proclamation promulgate regulations, the sounding of alarms, the conduct of persons and the use of property during alarms; the repair, maintenance and safeguarding of essential public services, emergency health, fire and safety regulations; drills or practice periods required for preliminary training; and all other matters which are required to protect public safety, health and welfare in emergency management emergencies.

(B) Every proclamation of emergency regulations shall be in writing and signed by the Mayor, shall be dated, shall refer to the particular emergency to which it pertains if so limited and shall be filed in the office of the Assistant City Administrator, where a copy shall be kept posted and available for public inspection during business hours. Notice of the existence of these regulations and their availability for inspection at the Assistant City Administrator's office shall be conspicuously posted in front of the City Hall or other headquarters of the city and at other places in the affected area as the Mayor shall designate in the proclamation. Thereupon the regulation shall take immediately or at a later time as may be specified in the proclamation. By like proclamation the Major may modify or rescind the regulations.

(C) (1) The City Council may rescind any regulation by resolution at any time. If not sooner rescinded, every such regulation shall expire at the end of 30 days after its effective date or at the end of the emergency management emergency to which it relates, whichever occurs first.

(2) Any ordinance, rule or regulation inconsistent with an emergency regulation promulgated by the Mayor shall be suspended during the period of time to the extent that the conflict exists.
(Ord. 658, passed 2-19-2002)

§ 32.06 EMERGENCY MANAGEMENT AGENCY PROCEDURE.

There is hereby established in the General Fund an account to be known as the Emergency Management Fund. From it shall be made expenditures for operation and maintenance of the Emergency Management Agency and other expenditures for emergency management. Regular accounting, disbursement, purchasing or budgeting and other financial procedures of the city shall apply to the emergency management insofar as practicable.
(Ord. 658, passed 2-19-2002)

§ 32.07 CONFORMITY AND COOPERATION WITH FEDERAL AND STATE AUTHORITY.

Every officer and agency of the city shall cooperate with the emergency management plan and with authorized agencies engaged in emergency management and emergency measures to the fullest possible extent consistent with the performance of their duties.
(Ord. 658, passed 2-19-2002)

§ 32.08 EMERGENCY MANAGEMENT A GOVERNMENTAL FUNCTION.

All functions hereunder and all other activities relating to emergency management are hereby declared to be governmental functions.
(Ord. 658, passed 2-19-2002)

FIRE DEPARTMENT

§ 32.15 FIRE COMPANY ORGANIZED.

(A) Litchfield Fire Company No. 2 was organized on May 24, 1897, replacing Litchfield Fire

Company No. 1.

(B) The Mayor and Council examined the constitution and bylaws and the list of names of the officers and members of the proposed company, found them satisfactory, and by resolution approved the same; whereupon the officers and members of the company became a fire company and members of the Fire Department of the City of Litchfield, with all the rights and privileges appertaining hereto; provided that all bylaws which shall be passed subsequent to the approval of the company, shall be submitted to the Mayor and City Council and approved by them before they shall be of any force or validity. (Prior Code, § 3-1-2) (Ord. 26, passed 12-5-1887)

§ 32.16 MEMBERSHIP.

Litchfield Fire Company No. 2 shall consist of 30 members who shall be required to pass a medical physical as part of their application for membership to the department. The application shall be reviewed by the Litchfield Fire Department's Board of Directors.

§ 32.17 FIRE CHIEF AND ASSISTANT FIRE CHIEF.

The Fire Chief and Assistant Fire Chief shall be nominated and elected for a term of 2 years by the members of the fire company at their first meeting in April in each election year. In the case of removal, or in case of a vacancy in either of the offices from cause, the Fire Chief and/or Assistant Fire Chief shall call a special meeting of the Litchfield Fire Company No. 2 for the purpose of nominating a suitable person to be appointed to fill the vacancy.

§ 32.18 POWER OF FIRE CHIEF AT FIRES.

The Fire Chief shall have full power, control and command over all persons whatever at any fire or in his or her absence the Assistant Fire Chief shall perform his or her duties, and in the absence of both the Fire Chief and Assistant Fire Chief the three Fire Captains followed by the three Fire Lieutenants shall act as the officer in command at the fire. In the event of all eight officers being absent the next fireman in seniority shall take command.

§ 32.19 REQUIRING AID.

It shall be lawful for the officer in charge to request aid from any other fire department or equipment from any business, in case of an emergency, in order to extinguish the fire or for the preservation of property, either at the site of the fire or on neighboring property. (Prior Code, § 3-1-6) (Ord. 26, passed 12-5-1887)

§ 32.20 REPORTS OF FIRE CHIEF.

It shall be the duty of the Fire Chief to be in attendance at all fires within the city, and direct such measures as he or she shall deem expedient for the extinguishment of the same. He or she shall once a month examine the condition of all fire apparatus and once a year report the same to the City Council, and whenever any of the fire apparatus shall need any repairs, he or she shall report the same to the City Administrator who shall immediately cause the same to be repaired.

(Prior Code, § 3-1-9) (Ord. 26, passed 12-5-1887)

§ 32.21 FIRE APPARATUS/EQUIPMENT NOT FOR PRIVATE USE.

If any person having charge of any apparatus or equipment belonging to the Litchfield Fire Company No. 2 shall suffer or permit the same to be taken away from its proper place, or to be put to private use without the consent of the Fire Chief, he or she shall be guilty of a misdemeanor and shall be punished as in this code provided, and shall also be liable to the city for the amount of damage to the apparatus or equipment.

§ 32.22 FINES PAID TO FIRE DEPARTMENT TREASURER.

In keeping with years of tradition, since 1943, each fireman missing a regular meeting of the Fire Company No. 2 shall pay a fine of \$.25 to the fire department treasurer.

(Prior Code, § 3-1-13) (Ord. 26, passed 12-5-1887)

§ 32.23 DRUG TESTING.

If Litchfield Fire Company No. 2 so requires, a CDL random drug testing would be done according to federal guidelines.

RESCUE SQUAD

§ 32.40 RESCUE SQUAD ORGANIZED.

(A) The Litchfield Rescue Squad was originally created as a unit under the Meeker County Civil Defense in 1958. Meeker County transferred all assets of the Rescue Squad, to the City of Litchfield on February 1, 1989 and approved and accepted by the City Council and Mayor.

(B) Operational procedures are used in lieu of bylaws as the structure of the operations for the rescue squad and cover most rules required by the city, if any rules are not listed in the operations manual of the Litchfield Rescue Squad, the rules of the city will apply and be followed.

§ 32.41 MEMBERSHIP.

(A) Litchfield Rescue Squad shall consist of 30 members who shall be required to attend provided training for first responder level training and current CPR certification. New applicants are required to fill out and submit a City of Litchfield employment application.

(B) Applications will be assembled and date/time set for evaluations of applications completed by the Litchfield Rescue Squad personnel committee. Upon acceptance by the committee the applicant will be on probationary status for a minimum of 6 months prior to full membership.

§ 32.42 RESCUE CHIEF AND ASSISTANT RESCUE CHIEF.

The Rescue Chief and Assistant Chief shall be nominated by the membership of the Litchfield Rescue Squad at their first meeting each year in April, and appointed by the City Council; provided that the City Council may at any time remove and Rescue Chief or Assistant Chief for cause; the Mayor of the City shall give notice to the Rescue Chief and/or Assistant Rescue Chief to call a special meeting of the Litchfield Rescue Squad for the purpose of nominating a suitable person to be appointed to fill the vacancy.

§ 32.43 POWER OF RESCUE CHIEF AT INCIDENTS.

The Rescue Chief shall have full power, control and command over all persons at incidents under their jurisdiction or in his or her absence the Assistant Chief shall perform his or her duties, and in the absence of both the Rescue Chief and Assistant Rescue Chief, the two Captains followed by the two Lieutenants followed by the most senior member present shall act as the officer in charge of the incident.

§ 32.44 REQUIRING AID.

It shall be lawful for the officer in charge to request aid from any fire/rescue department or equipment from any business in case of emergency in order to preserve life or property, either at the site of the incident or on neighboring property.

§ 32.45 REPORTS OF RESCUE CHIEF.

It shall be the duty of the Rescue Chief to be in attendance at all paged incidents within the city, and direct such measures as he or she shall deem expedient for the resolution of the incident. He or she shall once a month examine the condition of all rescue equipment and once a year report the same to the City Council, and whenever any of the equipment shall need repairs, he or she shall report the same to the City Administrator who shall immediately cause the same to be repaired.

§ 32.46 APPARATUS NOT FOR PRIVATE USE.

If any person having charge of any apparatus or equipment belonging to the Litchfield Rescue Squad shall suffer or permit the equipment or apparatus to be taken away from its proper place, or to be put to private use without the consent of the Rescue Squad shall be guilty of a misdemeanor and shall be punished as in the code provided, and shall also be liable to the city for the amount of damage to the apparatus or equipment.