

**ORDINANCE NO. 2026-4-27B**

**AN ORDINANCE TO REPEALING AND RECREATING §§ 18.41, 18.45, 18.47, 18.48,  
AND 18.49 OF THE MUNICIPAL CODE OF THE VILLAGE OF RAYMOND,  
WISCONSIN, REGARDING OPERATION OF THE FIRE AND RESCUE  
DEPARTMENT**

WHEREAS, the Village of Raymond provides fire and rescue protection through its Fire and Rescue Department; and

WHEREAS, the current provisions of Chapter 18 reference "bylaws" adopted by department members and a "board of directors" for certain governance functions; and

WHEREAS, Wisconsin law authorizes villages to establish a board of fire commissioners (or Fire Commission) to govern fire departments, including oversight of policies, procedures, membership, discipline, and operations; and

WHEREAS, the Village Board has established a Fire Commission pursuant to Chapter 2, Article VI of the Village Code, which sets forth the duties and responsibilities of the Fire Commission, including those related to hiring and discipline; and

WHEREAS, the Village Board approved contracting with Lexipol to create and update policies and procedures for the Fire and Rescue Department, with Lexipol providing baseline policies that the department may customize to its needs, provided all policies meet or exceed minimum state and federal requirements; and

WHEREAS, replacing outdated references to "bylaws" and "board of directors" with references to Fire Commission oversight and department "policies and procedures" will modernize and clarify the ordinance without altering substantive fire prevention, enforcement, or operational requirements;

WHEREAS, upon the effective date of this ordinance, any previously adopted bylaws of the Fire and Rescue Department, and any authority or functions previously exercised by the board of directors, shall be superseded, repealed, and shall no longer govern, regulate, or hold any effect over the organization, policies and procedures, membership, operations, discipline, or internal affairs of the department; and

WHEREAS, all future policies and procedures, regulations, policies, procedures, membership decisions, disciplinary actions, and related internal governance matters shall be governed exclusively by policies and procedures adopted or approved in accordance with the Fire Commission process as set forth in Chapter 2, Article VI and the amended provisions of this chapter; and

NOW, THEREFORE, the Village Board of the Village of Raymond, Racine County, Wisconsin, does ordain as follows:

**SECTION 1:** Sections 18.41, 18.45, 18.47, 18.48, and 18.49 of the Municipal Code are hereby repealed and recreated to read as follows:

1. **Sec. 18-41. Recognition.**

The members of the village fire and rescue department are officially recognized as the fire and rescue department of the village, which shall be a department of the government of the village. The duties of rescue, firefighting and the prevention of fires in the village are delegated to the department. The organization, internal regulation, membership, and governance of the department shall be governed first by the provisions of this article and Chapter 2, Article VI, and second by the policies and procedures, insofar as they do not conflict with the provisions of this chapter or Village Code.

2. **Sec. 18-45. Authority to adopt policies and procedures.**

The Fire and Rescue Department, under the direction of the Fire Chief, shall adopt rules, regulations, standard operating guidelines (SOGs), and standard operating procedures (SOPs) for the control, management, and regulation of the department.

3. **Sec. 18-47. Compensation.**

The officers, Fire Commission, and members of the fire and rescue department shall receive such compensation from the village as may from time-to-time be authorized and fixed by budget resolution of the village board.

4. **Sec. 18-48. Organization and membership.**

(a) *Membership and officers.* The fire and rescue department shall consist of the following officers: One chief, a first and second assistant chief, a captain for each section, one or two department clerks, and as many fire and rescue personnel as may be approved by the village board. In case of any vacancy among any of the officers, the chief shall appoint a member in good standing to fill the office for the remainder of that term.

(b) *Application.* Membership and application for membership in the department shall be provided in accord with the policies and procedures of the department.

(c) *Resignation.* All resignations from the department shall be submitted in writing 14 days prior to the resignation date and following procedures set forth by the department policies and procedures.

(d) *Neglect of duty; appeal.* Any member or officer of the department, except the chief, who has been suspended, demoted, or terminated for any offense, neglect of duty or insubordination may appeal to the Fire Commission and be heard on why such penalty should not be confirmed. The chief or Fire Commission may petition the village board directly to review any action under this subsection, whether the initial appeal or a review of the decision on appeal. The Fire Commission or the village board may, by a two-thirds vote of its members, order the chief to reinstate the member or officer. The department clerk shall report to the village board the name of each person expelled or demoted.

(e) *Sections.* The department shall organize into one or, at the option of the chief, two or more sections. The chief may at any time make transfers which he deems necessary between sections. Each section of the department shall be in the charge of an assistant chief or a captain who shall be responsible to the chief.

5. **Sec. 18-49. Fire chief.**

(a) *Appointment.* The office of the fire chief shall be filled by appointment by a two-thirds vote of the members of the village board. In the event of a vacancy in the office of the chief, the next highest officer shall act as chief until the vacancy has been filled.

(b) *Term.* The chief shall hold office until terminated by resignation, change of residence to outside the village limits, or death; or if removed for cause after a hearing before the village board and upon two-thirds vote of the village board.

(c) *Performance evaluation.* The village board may, for the purpose of determining salary and other performance-related issues, evaluate the chief's performance from time-to-time.

(d) *Application and qualifications.* Applications must be provided to the village clerk by the first Monday of October or other dates deemed necessary by the village board. Applicants shall supply a resume as to background and proven firefighting experience, including formal fire training, a minimum of five years on a fire department, and business management experience is preferred, including, but not limited to budgeting, accounting, letter writing, marketing, and supervisory skills. The chief shall be a certified firefighter 1 and 2 and shall hold a current level of emergency medical technician level license of the department. The selection of the chief shall be at the discretion of the village board. The village board may elect to take applications from within the department or go outside to find a suitable candidate for the position.

(e) *Duties, power, and authority.* The chief shall have the following duties, power and authority:

(1) *Code Enforcement.* The chief shall enforce the Wisconsin Statutes, the Wisconsin Administrative Code, standard operating guidelines ("SOGs"), standard operating procedures ("SOPs"), department policies and procedures, and the village Code of Ordinances in matters relating to fire prevention, code enforcement, public education and fire suppression within the village.

(2) *Department operations.* It shall be the duty of the fire chief to direct the operation of the fire and rescue department. The chief shall provide for the general condition and efficient operation of the fire department, the personnel, the training of members, and the performance of other assigned duties including:

- a. Preside at all meetings of the department;
- b. Call special meetings, preserve order and decide all points of order that may arise;
- c. Enforce a rigid observance of this article, SOGs, SOPs, general orders and the policies and procedures;
- d. Be present at all fires and rescues, if possible;
- e. Have complete command of and entire responsibility for all firefighting and EMS operations;
- f. Plan the control of firefighting and EMS operations;
- g. Direct the action of the members of the department as they arrive at a fire or rescue;

- h. Observe that every member of the department does his duty;
- i. Grant leaves of absence at a fire or rescue when he may deem it proper;
- j. Ensure that the department's apparatus is kept in proper condition at all times;
- k. Submit all department expenses to the village board for review and approval prior to payment unless otherwise authorized by the village board;
- l. Will hold quarterly meetings with the village board to discuss all activities of the department for the past quarter including but not limited to the number of fire and rescue calls, any change in membership, training completed, condition of apparatus and equipment, and department expenses and any donations received;
- m. Conduct investigations in conjunction with the Fire Commission in any fire and rescue matter or department matter;
- n. Perform such other duties as are incumbent upon him as the commanding officer of the department and as may be directed from time-to-time by the village board; and
- o. The chief shall, by virtue of his office, hold the office of fire inspector and the duties of fire inspector are governed by section 18-51 of this chapter.

(4) *Policies and procedures, regulations, and standard operation guidelines.* The chief shall prepare policies and procedures (in conjunction with Lexipol), regulations, SOGs and SOPs for the proper operation of the fire department. This shall include operational procedures, policies, and job descriptions for all personnel. All members of the department shall be provided with access to all such rules, regulations, SOGs and SOPs once they become effective.

(5) *Disciplinary power.* The chief shall have the power to suspend, demote, or terminate any officer or member of the department for any offense, neglect or refusal to perform his departmental duties, subject to an appeal under section 18-48(d).

(6) *Annual reports.*

a. Prior to September 1st of each year, the chief shall meet with the officers to determine an estimate of material and financial appropriations needed for the operation of the department during the ensuing fiscal year.

b. Not later than September 1st of each year, the chief shall file with the village clerk a detailed estimate of the appropriations needed for the operation of the department during the ensuing fiscal year. The chief shall also submit a written report to the village board relating to the conditions of the various pieces of apparatus and appurtenances, the number of fires occurring since the previous report, the date of such fires and losses occasioned thereby, and the total number of active members in the department and resignations and expulsions from the department. He shall also report upon the drill and training program of the department, together with other pertinent information, including recommendations of such improvements as he deems proper and necessary for the operation of the department.

(7) *Fire records.* The chief shall keep a fire record of every fire to which the department was called and shall enter in such records the locality of the fire, the time the alarm was

received, the cause of the fire, where the fire started, the cause of delay in responding, if any, the method of extinguishment and equipment used, the time the fire was extinguished, the names of members responding and general remarks. The department clerk is to assist in maintaining records, etc.

(8) *State reports.* The chief shall prepare and the clerk shall file all required state reports in a timely manner.

(9) *Equipment.* The chief shall keep an inventory of all apparatus and equipment, and an inventory of all hoses, showing the dates and results of tests on each, which shall be individually identified. The chief shall determine the needs of the department in evaluating the use of current equipment, assessing and researching the need of additional equipment that would be necessary to protect village residences and businesses.

(10) *Record maintenance.* The chief shall be the custodian of all official records of the department. Such records shall include, at a minimum, those required by the village board, village ordinances, and the State of Wisconsin. All records are to be kept at the fire department. Records relating to payroll and expenses of the department shall be accessible by the village clerk and village treasurer.

**SECTION 3: SEVERABILITY** If any provision of this ordinance is found to be invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance, which can be given effect without the invalid or unconstitutional provision or application.

**SECTION 4: EFFECTIVE DATE** This ordinance shall take effect upon its passage and publication as required by law.

Adopted by the Village Board of the Village of Raymond, Wisconsin, this 27 day of April, 2026.

VILLAGE OF RAYMOND

  
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Douglas White, Village President

ATTEST:

  
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Jeni Schroepfer, Village Clerk