

**ALASKA
STATE FIRE MARSHAL'S
OFFICE**

**FIRE DEPARTMENT
REGISTRATION
INFORMATION**



**Department of Public Safety
Division of Fire and Life Safety
5700 East Tudor Road
Anchorage, Alaska 99507
Phone: (907) 269-5625
Fax: (907) 338-4375**

Fire Department Registration Procedures

As authorized under 13 AAC 52.030, the State Fire Marshal's Office **will** recognize (register) a fire department, which is authorized to perform its duties by municipal ordinance. The State Fire Marshal **may** recognize (register) a fire department outside a municipality. This registration application packet provides all necessary information to complete the process and includes:

Fire Department Registration Application Annual Summary Report Membership Registration Roster

Fire Departments requesting registration must be functioning organizations within the community or area. This does not mean that the local fire organization needs to have the equipment and/or capabilities of a typical municipal fire department, but it does mean that the community has understood the importance of fire prevention and suppression and is interested in taking steps to protect the local citizens.

For those local departments that have purchased workers compensation insurance and are interested in the additional coverage identified under the Alaska Administrative Code (13 AAC 52.040), registration is required along with a full annual membership. Any changes in membership must be sent within 30 days of these changes taking place.

A list of those communities with departments registered by the State Fire Marshal is shared with the Department of Community and Economic Development (DCED) for use in their revenue sharing program. The list is also used by DCED, the Department of Natural Resources, and the Division of Fire and Life Safety in disseminating training and equipment grant funds to local communities.

This application package does not include information to assist you in organizing your department. Some assistance in organizing a local fire organization may be available from the various organizations such as the Division of Fire and Life Safety, the Alaska Fire Chiefs Association, and the National Fire Protection Association.

Registration Process

Fire Department Registration Application

Complete the Fire Department Registration Application and have it signed by a local official having authority. This is usually either the City Manager/Mayor or the Fire Chief. The following documentation must be attached:

1. **Enabling authority** – Departments interesting in registering at any level must furnish a copy of their enabling authority document. Depending on the type of community or location this document is different. Following are the different types that must be furnished.
 - a. Communities that are a city or within a borough or municipality: Any department that is within a borough, or is a 1st or 2nd class city, a home rule city or municipality must furnish an authorizing ordinance from the local governing body. This ordinance may either be from the borough or from the local city government.
 - b. Communities that are classified as unorganized and/or unincorporated: Departments that fall into this category must furnish a copy of an organizational document. This can be either a local ordinance, a constitution/bylaws if the agency is non-profit, or any other organizational statement. Samples of a constitution and an ordinance are attached to the end of this package in case your department does not have such a document. If your department already has an enabling document, these may be discarded.

Contact the Division of Fire and Life Safety at (907) 269-5625 if you are unsure as to what type of organizational document is required.

2. **Response Areas/Boundaries** - Describe the boundaries or response areas of the department. This can include either a map or a general description of the limits of the response. Also describe under what circumstances and under whose authority the department will respond outside those boundaries. If the response area is within or overlaps another agencies response area a Mutual Aid or Memorandum of Agreement between those two agencies is required.
3. **Annual Summary Report** – Complete the attached annual survey report. Complete this summary report using information from the previous calendar year. This report must be completed each year to maintain registration status.
4. **Membership Roster** - Fire Departments are required under the registration process to forward a current list of all members. Use the attached membership roster or a similar form that has the same information.
5. **Mutual Aid/Cooperative Response Agreements** - List those agencies and/or departments with whom you have mutual aid or cooperative response agreements.

Send or fax the completed registration package to the following address:

Alaska Division of Fire and Life Safety
Fire Department Registration
5700 E. Tudor Road
Anchorage, Alaska 99507
Fax: (907) 338-4375

The Division of Fire and Life Safety will review the application package. If further information is required, you will be contacted. Upon successful registration you will receive a Fire Department Registration Certificate. The State Fire Marshal will forward your registration status to the appropriate state agencies. As a registered department, you will receive an annual report and a membership roster to complete for each year.

In order to continue your registered status, you must report every fire and fire related incidents to Division of Fire and Life Safety **monthly** per 13 AAC 52.020. If you fail to report, you may lose your registered status.

ATTACHMENTS

To assist you in your registration process, included within this packet are the following attachments.

SAMPLE CONSTITUTION: A sample constitution for organizing a fire department outside of a municipality or city.

SAMPLE ORDINANCE: A sample constitution for organizing a fire department inside of a municipality or city.

If your department already has an enabling ordinance or constitution, the above attachments may be discarded. If not, they may be used to assist you in creating your own constitution or ordinance. They are **samples** only, and not to be used as the actual documents.

SAMPLE CONSTITUTION

NOTE: The following sample Constitution is suggested for small volunteer fire departments as a means of organizing and regulating their operations.

Article I. NAME

SECTION I: The name shall be the _____

SECTION II: The name shall be recognized as official in all associations and activities of the aforementioned fire department.

Article II. OBJECTIVE

SECTION I: The department shall be organized in accordance with accepted good practice and shall be approved by the City (or Village) of _____.

SECTION I: The department shall be under the direct supervision of the Fire Chief, elected annually (or every _____ years, etc.) by the department membership, and one assistant Fire Chief, elected annually (or every _____ years, etc.) by the department membership. Election shall be by majority vote of the membership. (Note: A sentence can be added requiring approval of elected officers by the city, village council if so desired.)

SECTION III: It shall be the duty of the chief to have charge of all apparatus and equipment of the fire department and to see that same is kept in proper operating condition. The Chief shall preside at all meetings of the department and may call such special meetings or drills as deemed necessary. The Chief shall have complete charge of the department at all times or other emergencies involving the department. The Chief shall be responsible for the maintenance of adequate records of all fires and other emergencies. The Chief shall have charge of the department in any other areas of activity not specifically mentioned above. The Chief may appoint such company officers as deemed necessary to assist with the work of the department.

SECTION IV: The Assistant Chief shall assist the Chief in his duties and substitute the Chief during absences. The Assistant Chief shall further serve as department training officer with responsibility for developing and implementing a department-wide training program, supervision of its operation, and maintain of adequate records pertaining thereto.

SECTION V: It shall be the duty of the Secretary/Treasurer to keep a record of all department proceedings, to include attendance at all meetings, fires, and drills. The Secretary/Treasurer shall report all members whose unexcused absences from meetings, fires, and drill exceed those permitted by department regulations.

The Secretary/Treasurer shall collect and receipt for all monies due and belonging to the department. The Secretary/Treasurer shall disperse all monies approved by the membership for payment of bills or other indebtedness encumbered by the department. The Secretary/Treasurer shall prepare and make an annual report of all such receipts and disbursements and existing balances and submit it to a department audit committee appointed by the membership. The Secretary/ Treasurer shall further render a report of current financial status at each regular meeting of the department.

ARTICLE III. MEMBERSHIP

SECTION I: Any resident of the City (or Village) of _____ shall be eligible for membership in the fire department providing he/she is of legal age, of good character, and able to meet the physical standards necessary for firefighting.

All applications must be submitted in writing and shall be read by the Secretary at a regular meeting of the department. The applications will be accepted or rejected by a majority vote of membership. Persons elected to membership will be required observe the rules and applications of the department. Persons not elected to membership may re-apply after a period of six months has elapsed.

SECTION II: Membership of the department shall be limited to _____.

SECTION III: Members no longer able to function as regular firefighters for reasons other than advanced age or physical disability may request to be placed on honorable reserve. Reserve firefighters may be called to active service at serious fires or whenever the Chief deems it is in the best interest of the department. Reserve firefighter may request reinstatement to regular membership any time they meet prescribed age and physical qualifications, and providing a vacancy exists on the department roster.

ARTICLE IV. AMENDMENTS

SECTION I: This Constitution shall become effective upon adoption by a majority of the membership and shall supersede all previous Constitutions of the department.

SECTION II: This Constitution may be amended by a majority vote of the members present at any regular meeting of the department providing such amendment has been proposed in writing and read at a previous meeting.

SECTION III: This Constitution shall be reviewed and brought up-to-date every _____ years.

NOTE: "By-laws" outlining specific regulations and rules of the department should be developed by the membership. These bylaws are for governing the specific activities of the department and its membership and must necessarily be developed and implemented at the local level. Points that are often included in the "by-laws" are:

1. Duties of company officers if appointed by the Chief.
2. Physical requirements for membership.
3. Minimum age for membership and compulsory retirement age for members.
4. Contents of applications for membership.
5. Number of unexcused absences permitted from meetings, fires, and drills.
6. Response to fires
7. Provision for raising funds (if necessary).
8. Adoption of Roberts Rules of Order for all meetings.
9. Any other specific rules and regulations which by adoption may be deemed in the best interest of the department.

SAMPLE ORDINANCE

AN ORDINANCE of the City of _____, Alaska, concerning the organization and regulation of the Fire Department of the city.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF _____, Alaska, as follows:

SECTION 1. Fire Department Established:

There shall be a fire department in and for the city to be known as the “_____ Fire Department”. It shall consist of a Fire Chief and Assistant Chief (s), and as many other officers and firefighters as may be deemed necessary for the effective operation of the department.

SECTION 2. Volunteer Fire Department:

a. Organization. Members of the Fire Department may organize into a voluntary association with the election of their own officers and by-laws.

b. Limitation on Powers of Volunteer Department. The functions and duties of the officers of the Volunteer Department shall not interfere with those of the regular department officers who are charged with responsibility for all fire service activities of the department. The voluntary association shall in no way limit the power of the Fire Chief. All property used by the Fire Department is and remains the property of the city and all expenses of the Fire Department shall be paid by check upon proper voucher by the expenses of the Fire Department shall be paid by check upon proper voucher by the regular city authorities.

SECTION 3. Fire Chief:

a. Appointment. The Fire Chief shall be appointed by the Council and shall be responsible to that body. The appointment shall be for an indefinite period of time and with tenure of office depending upon good conduct and efficiency. The Fire Chief shall be technically qualified through training and experience and shall have the ability to command. The Fire Chief shall be removed only for just cause and after a public hearing before the Council.

b. Powers and Duties.

1. The Fire Chief shall determine the number and kind of companies who the department is to be composed and shall determine the response of such companies to alarms.
2. The Fire Chief shall appoint all other officers and firefighters (both paid and volunteer). Such appointments shall, insofar as possible, follow fair and impartial competitive examination. All officers shall be accountable to the Fire Chief or the Chief's representative.
3. The Fire Chief shall annually submit a tentative budget for the department upon the request of the Council
4. The Fire Chief shall 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.

SECTION 4. Rules and Regulations

The Fire Chief shall maintain and enforce an up-to-date comprehensive set of rules and regulations governing the discipline, training, and operation of the Fire Department. Such rules, regulations, and any deletions, changes, or additions shall be effective when approved and filed with the Council. The Fire Chief shall carry out strictly the enforcement of these rules and regulations and is authorized to suspend or remove from service any officer or firefighter as provided in the rules and regulations.

SECTION 5. Training and Records.

a. Drills and Training. The Fire Chief or the Chief's representative shall, at least two times per month, provide for suitable drills covering the operation and handling of all equipment essential for efficient department operation. In addition, the Chief shall provide, at least four times per year, sessions of instruction to include such subjects as first aid, water supplies, and other subjects related to fire suppression.

b. Records. The Fire Chief shall see that complete records are kept of all apparatus, equipment, personnel, training, inspections, and fires and to other department activities.

c. Reports. Current records and comparative data for previous years and recommendations for improving the effectiveness of the Department shall be included in an annual report. Such other reports as may be required concerning the Department in general, giving suggestions and recommendations for major improvements, and listing other data so as to maintain a complete record of the activities of the Department shall also be prepared.

SECTION 6. Equipment

a. City Owned Equipment.

1. The Fire Chief shall be responsible to the Council for recommending such apparatus or other firefighting equipment as may be required to maintain fire department efficiency, and for providing suitable arrangements and equipment for reporting fires or emergencies, and for notifying all members of the Department to assure prompt response to such incident.

2. The Fire Chief or the Chief's representative shall have power to assign equipment for response to calls for outside aid where agreements are in force and in other cases only when the absence of such equipment will not jeopardize protection of this city.

3. No person shall use any fire apparatus or equipment for any private purpose, nor shall; any person willfully and without proper authority take away or conceal any article used in any way by the Department.

4. No person shall enter any place where fire apparatus is housed or handle apparatus or equipment belonging to the Department unless accompanied by or have the special permission of an officer or authorized member of the Department.

b. Private Vehicles of Volunteers.

1. Insignia. Each member of the Department driving a private vehicle shall be issued a suitable insignia to be attached to the vehicle designating him as a member of the Department.

2. Blue Light. All personal vehicles of the Department members shall be equipped with a flashing blue light and shall have right-of-way over all other traffic when responding to an alarm, but shall observe all city traffic ordinances.

PASSED AND APPROVED BY THE Council of the City of _____,

Alaska, the _____ day of _____, 20 _____.

(Sections may be added or deleted to suit the needs and desires of individual municipalities.)