



Greetings Applicant,

Attached you will find several pages of information relative to the Moline Second Alarmers Association.

- A brief history of how the group has evolved over the years.
- Our group's By-Laws. Five pages with cover page.
- The Moline Fire Department Standard Operating Guidelines. Four pages.
- The application to start the process of becoming a member of the Moline Second Alarmers. One Page.

For more information about the group please visit our web site at [www.moline2ndalarmers.org](http://www.moline2ndalarmers.org). There are several pages showing more detail about our responsibilities and function as well as some of the social and educational events we participate in.

Any questions you may have can be addressed via e-mail to [d.coopman@mchsi.com](mailto:d.coopman@mchsi.com). A phone call to our quarters at 309-797-0715 and leave a voice message on the machine, one of our membership committee members will return the inquiry.

Thanks for expressing interest in our group, the application process is fairly simple, Fill in all the blanks on the application, sign the bottom. Mail it to the address at the bottom. Our Membership committee will have a background check done via the Moline Police Department. After that report is forwarded back to them you will be invited to attend a meeting for an introduction to the rest of the membership and a short tour of our facilities. A motion will be made to accept you into the group, and upon approval there you will be accepted and start a 6 month probationary period.

## THE MOLINE SECOND ALARMERS ASSOCIATION

Since 1896, the City of Moline has had a paid fire department. For many years after, the firehouse had been a neighborhood gathering point for gossip, card playing and various forms of socializing. Such was the founding of the Second Alarmers.

Eleven local businessmen who enjoyed visiting with the firemen decided they might put their time to better use by helping at fires. Their duties would not include actually fighting fires, but would center around running for tools, assisting with traffic control, picking up and rolling hose lines, and washing and hanging hose back at the firehouse.

The Second Alarmers became registered with the State of Illinois on February 17, 1952 with a stated purpose of “assisting the Fire Chief in any manner by promoting, creating, and maintaining the best interests of the Moline Fire Department.” This included helping at any second alarm fire.

Back in the '50s and 60's, scrapbooks showed there were more “bad” fires than in recent times. Members of the Second Alarmers worked many long hours, side-by-side, with paid members of the department. In the '70s, membership began to wane; not because of interest, but because of fewer and fewer multiple alarm fires.

Noting this, and because of changes in the call-up procedures by the department, then-Chief James Woydziak allowed the Second Alarmers to be called for all general alarm fires. He and our advisor, Captain Charles Davis, arranged for the group to obtain a retired Chevy Suburban and use it as a mobile air cascade system, to replenish firefighters' breathing air bottles.

That vehicle evolved into a second-generation version, based on a former transit bus. A new air delivery system, spare bottle holders, cabinets, oxygen and first aid equipment were installed. Because the vehicle was heated and air conditioned, it was also operated as a rehab unit for both firemen and displaced fire victims.

Our current vehicle is a former heavy rescue truck that has been modified by members of the Second Alarmers. Added was a high pressure cascade system, more compartments, portable generators, portable lights, light tower, and rehab equipment. Air Supply 12 turns out for all general alarms, Mutual Aid and MABAS call-ups and is also available to the Moline Police Department when extra lighting is needed for any reason.

**[www.moline2ndalarmers.org](http://www.moline2ndalarmers.org)**



# MOLINE SECOND ALARMERS ASSOCIATION

BY-LAWS  
AND  
STANDARD OPERATING GUIDELINES/PROCEDURES  
as provided by the Moline Fire Department

REVISED NOVEMBER 2010

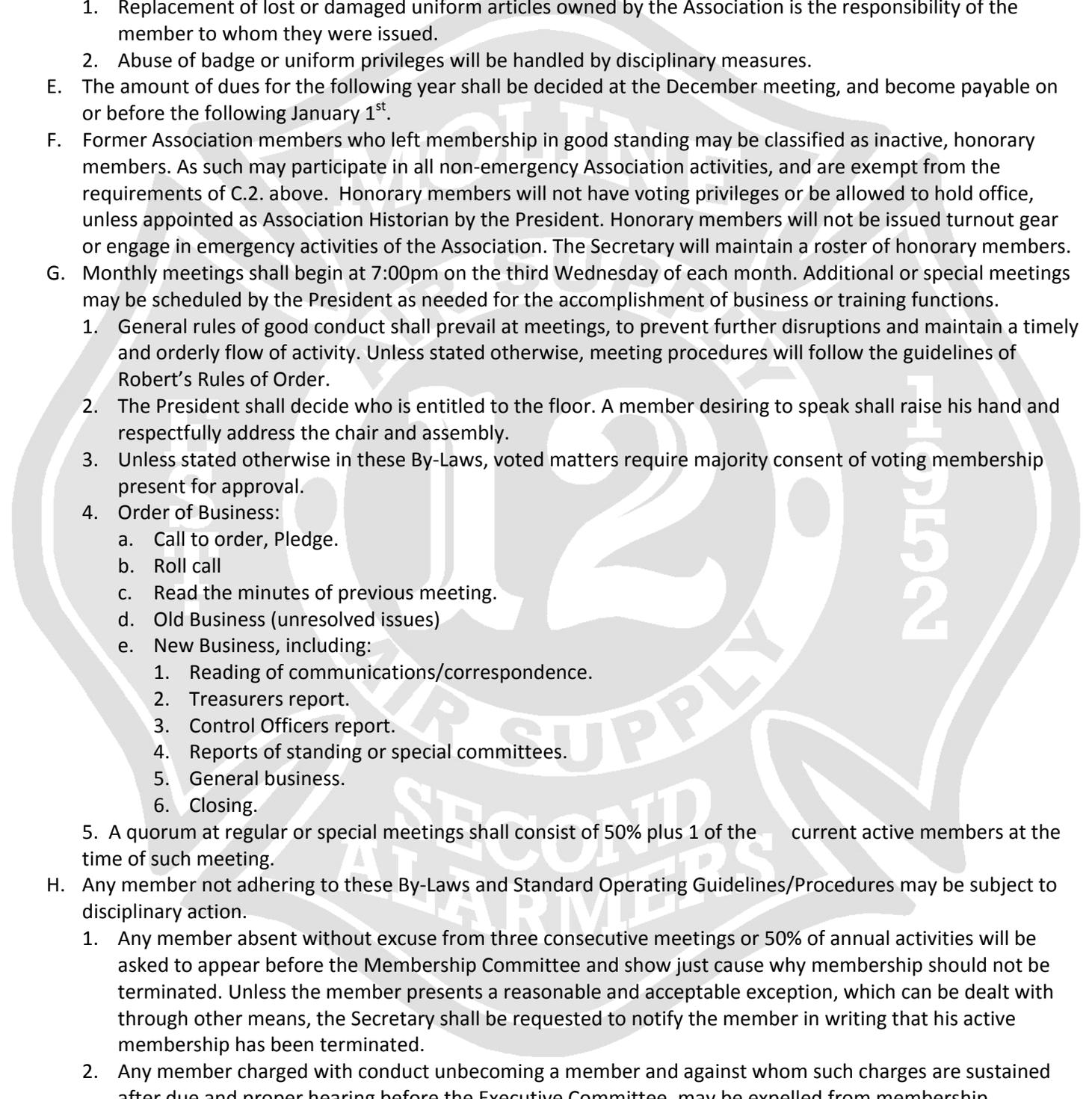


The following are By-Laws and Standard Operating Guidelines/Procedures to govern the Moline Second Alarmers Association, as authorized by and working in conjunction with the Chief of the Fire Department. This is a United States Internal revenue Service recognized 501(C) (3) organization established in October of 1952, and by the virtue of Charter # 3712 of the State of Illinois issued under date of February 17, 1955. Said charter renewable January 15 to February 28 annually.

**BY-LAWS**

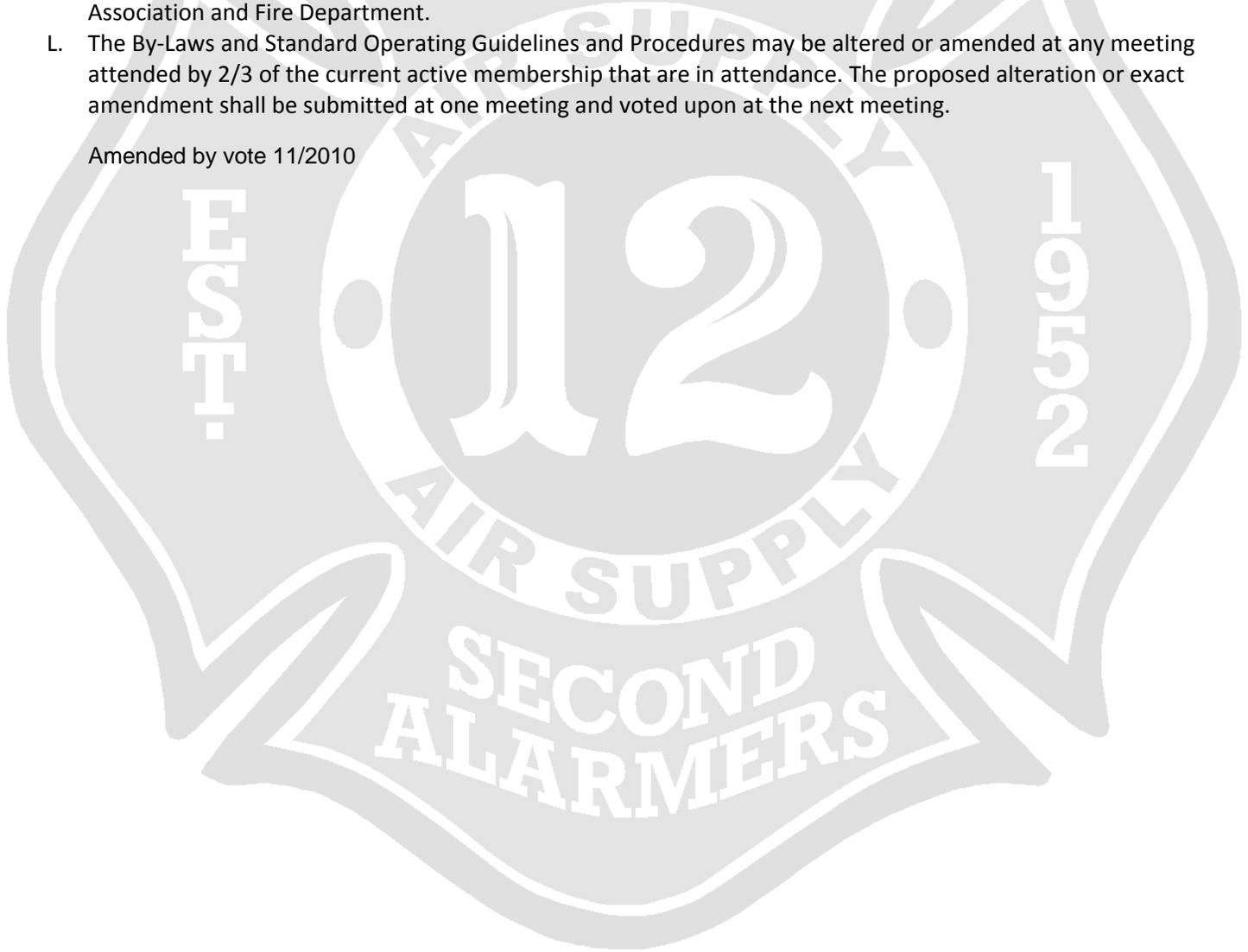
- A. The name of the organization shall be the Moline Second Alarmers Association.
- B. The object of the Second Alarmers shall be to assist the Fire Chief in any manner he or his assistants request in creating, promoting, and maintaining the best interests of the Moline Fire Department; and to serve the citizens of Moline as requested. Specific duties may be established by the Fire Chief in conjunction with the Second Alarmers advisor, but will generally include public relations activities, fire prevention efforts, administrative functions, and providing supplemental emergency scene assistance according to the Standard Operating Guidelines/Procedures.
- C. The Second Alarmers ACTIVE membership shall be limited to 30 persons of character, regardless of race, religion, politics or sex. Membership shall be by invitation only, after a candidates membership application has been reviewed, approved, and proposed to the organization by the membership committee; background verifications are completed by the Police and Fire Departments; and the applicant is elected to membership by a 2/3 vote of the current active members present at a regular meeting.
  1. Upon initiation, new members will be expected to pay one year's dues and a \$10 badge deposit; will be outfitted with turnout gear, be provided a City issued identification card; and begin serving a six month probationary period, during which they will be encouraged to compile a dress uniform, acquire a device to monitor radio communications, and adhere to all membership requirements. Permanent membership will be considered effective upon completion of this probationary period, unless the individual is otherwise notified by action of this association.
  2. All members must annually attend 50% of all required meetings, training sessions, group activities, and emergencies of which they are notified; maintain turnout gear for all emergencies, as provided by the Moline Second Alarmers, comply with dress uniform requirements for appropriate occasions; and monitor as much as practical Fire Department communications via a scanner or other device.
    - a. Excused absence from attendance must be reported to the Secretary or President 24 hours prior to the scheduled activity. Excused absence is allowed due to work or school schedule, illness, unforeseen family obligation, or vacation. Exception to the above will be reviewed by the membership committee on an individual basis if requested by the member. Failure to comply with the attendance requirements will be reviewed by the membership committee for appropriate action in accordance with disciplinary guidelines.

3. Active members are expected to contribute to the furtherance of the organization by involvement with one or more of these Association committees:
  - a. Executive Committee. Collectively, the governing body of the Association. Officers of the Second Alarmers shall consist of a President, Vice-President, Secretary, Treasurer and Control Officer/Training Officer.
    - 1) The President shall preside over all meetings and activities; make personnel assignments and special committee appointments as necessary; strictly enforce all rules and regulations; and act as official representative of the Association at all Fire Department and community functions.
    - 2) The Vice-President shall perform the Presidents duties in his absence. As Equipment Officer he will additionally maintain inventories of all Association property, and records of assignment of said property to individual members.
    - 3) The Secretary is to have charge of general Association records and minutes of all meetings, maintain master attendance records for all members for meetings, training sessions, emergency responses, and other scheduled activities, and provide said records for annual review by the Membership Committee, Prepare all correspondence as necessary. A member appointed as Historian may assist the Secretary with record-keeping duties.
    - 4) The Treasurer shall make reports regarding funds available in financial accounts, maintain accounts receivable and payable; and coordinate fund raising activities.
    - 5) The Control Officer is responsible for all emergency incident activity coordination between the Association and Moline Fire Department or other agencies, preparing quarterly and annual statistics of emergency activities; and arranging training / educational sessions for the membership. He may be assisted in his duties by an Assistant Control Officer.
    - 6) Elections of officers will occur in December. The newly-elected will officially assume their duties at the January meeting of the new calendar year, and serve a one year term, or until their successor is elected. The Control Officer shall be appointed by the President to the same one year term, as will the Assistant Control Officer, if necessary.
    - 7) If a vacancy occurs in one of these offices, the remaining officers will assume the duties until the next annual election or appointment. If a vacancy occurs in two or more offices a special election will be held to fill the vacancies.
  - b. Membership Committee. Consists of three members appointed annually by the President in January, and the Association's Fire Department Advisor. Responsible for seeking and recommending approval or rejection of membership applicants, reviewing all membership activity for compliance with these By-Laws, Guidelines, and Procedures, and recommending related disciplinary or other action to the Executive Committee.
  - c. Vehicle Committee. A minimum of three members overseeing purchase, maintenance, and safe operation of vehicles and attached equipment owned or operated by the Association. May coordinate these functions with Moline or other agencies.
  - d. Building Committee. Maintains appearance and function of structures occupied by the Second Alarmers, according to the Fire Department or other City guidelines.
  - e. Publicity/Special Events Committee. Promotes a positive Association image by coordinating involvement in community relation events and Fire Department celebrations, e.g. displays, parades, fire truck rides, community service, retirement, and other gatherings. Arranges Second Alarmer commemorative events. President may appoint chairman to act as his delegate/media liaison at any event.
  - f. Nominating Committee. Annually convened in November to assess and suggest candidates for election to the Executive Committee in December. Nomination may be elicited from all members in good standing.
  - g. Special Committees. The president may name and define any special committees needed to conduct Association business.

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- D. Dress uniforms will be comprised of a white shirt, navy or black pants, black shoes and black tie. Shoulder patches supplied by the Association will be affixed to each shirtsleeve, with the Association patch on the left and American flag on the right. Badges will be worn over the left pocket, and a nameplate provided by the member over the right pocket. Appropriate collar insignia will be issued to officers.
1. Replacement of lost or damaged uniform articles owned by the Association is the responsibility of the member to whom they were issued.
  2. Abuse of badge or uniform privileges will be handled by disciplinary measures.
- E. The amount of dues for the following year shall be decided at the December meeting, and become payable on or before the following January 1<sup>st</sup>.
- F. Former Association members who left membership in good standing may be classified as inactive, honorary members. As such may participate in all non-emergency Association activities, and are exempt from the requirements of C.2. above. Honorary members will not have voting privileges or be allowed to hold office, unless appointed as Association Historian by the President. Honorary members will not be issued turnout gear or engage in emergency activities of the Association. The Secretary will maintain a roster of honorary members.
- G. Monthly meetings shall begin at 7:00pm on the third Wednesday of each month. Additional or special meetings may be scheduled by the President as needed for the accomplishment of business or training functions.
1. General rules of good conduct shall prevail at meetings, to prevent further disruptions and maintain a timely and orderly flow of activity. Unless stated otherwise, meeting procedures will follow the guidelines of Robert's Rules of Order.
  2. The President shall decide who is entitled to the floor. A member desiring to speak shall raise his hand and respectfully address the chair and assembly.
  3. Unless stated otherwise in these By-Laws, voted matters require majority consent of voting membership present for approval.
  4. Order of Business:
    - a. Call to order, Pledge.
    - b. Roll call
    - c. Read the minutes of previous meeting.
    - d. Old Business (unresolved issues)
    - e. New Business, including:
      1. Reading of communications/correspondence.
      2. Treasurers report.
      3. Control Officers report.
      4. Reports of standing or special committees.
      5. General business.
      6. Closing.
  5. A quorum at regular or special meetings shall consist of 50% plus 1 of the current active members at the time of such meeting.
- H. Any member not adhering to these By-Laws and Standard Operating Guidelines/Procedures may be subject to disciplinary action.
1. Any member absent without excuse from three consecutive meetings or 50% of annual activities will be asked to appear before the Membership Committee and show just cause why membership should not be terminated. Unless the member presents a reasonable and acceptable exception, which can be dealt with through other means, the Secretary shall be requested to notify the member in writing that his active membership has been terminated.
  2. Any member charged with conduct unbecoming a member and against whom such charges are sustained after due and proper hearing before the Executive Committee, may be expelled from membership.
  3. Any member against whom disciplinary action is taken has the right of appeal to the Association general membership, who by 2/3 vote may overrule any action of the Executive Committee.

- I. Upon termination of membership, whether forced or voluntary, all Moline Second Alarmers property and equipment must be returned to the Vice-President/Equipment Officer, or a charge equal to replacement value will be assessed. This charge will be determined by the Treasurer, and approved by the Executive Committee. The terminated member's badge deposit will be appropriately reimbursed.
- J. If at any time this organization disbands, all badges, turnout gear, and other equipment and property which the association has acquired shall automatically become the property of the Moline Fire Department. Any funds on hand at such time shall be left in a financial institution account for the use of any similar organization which might be formed in the future. However, these funds are not to be held for longer than five years from the date of the final meeting of this organization. If the funds are not used for the intended purposes within that time, they shall be disposed of as directed by a committee composed of the Moline Fire Chief, President of the Moline Firefighters Association and the last President of the Moline Second Alarmers.
- K. Duties and responsibilities of the Association Advisor, as they relate to Second Alarmer activities, will be added to these By-Laws by attachment as necessary. The Advisor summarily acts as official liaison between the Association and Fire Department.
- L. The By-Laws and Standard Operating Guidelines and Procedures may be altered or amended at any meeting attended by 2/3 of the current active membership that are in attendance. The proposed alteration or exact amendment shall be submitted at one meeting and voted upon at the next meeting.

Amended by vote 11/2010



# MOLINE FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>Section: EMERGENCY</b>	<b>Issue Date: 04-10-2009</b>
<b>Subject: MOLINE SECOND ALARMERS</b>	<b>Amendment Dates:</b>
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### Purpose

In order to promote a more efficient, safe and coordinated working relationship between the Moline Fire Department, mutual aid departments and the Moline Second Alarmers Association during training exercises or while involved in an emergency situation in which this organization may be called upon to assist (primarily general fire alarms); and

To avoid duplication of effort by our members and to provide for manpower when and where needed; and

To relieve Moline Fire Department officers of the confusion of multiple requests for instructions by individual Second Alarmers; and

To prevent Second Alarmers from taking upon their own responsibility duties at a fire which are not requested by the Fire Department and which might create the need for unnecessary restrictions on our activities.

### PROCEDURE

The following *Standard Operating Guidelines* shall govern the Moline Second Alarmers Association at emergency scenes:

1. Notification of an incident requiring Second Alarmers' response will be made to members by pagers or by telephone at the discretion of the Control Officer.
2. If the Fire Department Incident Commander initiates a request for a Second Alarmers' response, the Fire Department dispatcher will notify the Second Alarmers on the prioritized roster by computerized telephone system or other means. A contacted member will relay pertinent information to the Control Officer and ensure a Second Alarmer will respond with Air 12.
3. Upon notification of an emergency situation, members will respond to the scene unless directed otherwise. Confirmation that Air 12 is responding will be made by advising the dispatcher on the Fire Department frequency (when Fire Department traffic permits).

When responding to a mutual aid or box alarm, the Moline Fire Department Shift Commander must be notified by Centre Station that Air 12 is being requested.

# MOLINE FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

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- A. Go to Fire Ground Red or designated channel.
  - B. Air 12 will be driven only by properly trained and licensed personnel.
  - C. Whether responding in Air 12 or personal vehicle, members will obey all applicable traffic laws and employ good defensive driving practices. No lights or sirens shall be used while responding, unless requested to expedite by Incident Command. Once on scene, lights will be used if located on a public street. Awareness will be given upon arrival to parking personal vehicles so as not to interfere with emergency vehicles and locating air 12 at the Incident Commander's direction. Air 12 will notify dispatcher upon arrival.
  - D. Members will have full turnout gear available at emergency responses.
4. The first member to arrive at the emergency scene shall find the response report sheet / clipboard / Second Alarmers roster carried in Air 12 and assume command as Control Officer, Assistant Control Officer or ranking officer of the Second Alarmers.
- A. If members arrive before Air 12, the first priority will be to ensure Air 12 is in route: if it is not, to bring Air 12 to the scene. Second Alarmers are to stage at Incident Command while the senior Second Alarmer assumes Control Officer duties until relieved. Contact Incident Command for staging assignment.
5. The Control Officer shall report to Incident Command. He shall not involve himself in any activity which shall interfere with his ability to thoughtfully assign other personnel to useful duties or which would prevent him from keeping a record of such assignments. He may perform any task requested by the Incident Commander. He will be identified as Air 12 in radio transmissions.
6. In the event of a situation requiring multiple control points determined by Incident Command, the Control Officer will assume one and delegate authority for control of subsequent points. The Control Officer may further delegate any of his control functions at any time.

# MOLINE FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>Section: EMERGENCY</b>	<b>Issue Date: 04-10-2009</b>
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7. As other members of the Second Alarmers arrive on the emergency scene, they shall report to the Control Officer for duty assignments, following accountability procedures and maintain that assignment until completed or properly relieved. Upon completion of one assignment, the member will report back to the Control Officer for another.
  - A. Although individual emergencies and Incident Commander's instructions govern Second Alarmer activities, the Control Officer will take care not to assign members to duties for which they have not been trained or to those which could endanger the member or another individual. Examples of appropriate assignments include, but are not limited to:
    - 1) Manning vacated fire stations to ensure their security or providing security for equipment and vehicles.
    - 2) Retrieving or obtaining extra turnout gear, tools or other equipment for firefighters.
    - 3) Manning Air 12; appropriately changing, refilling and dispensing S.C.B.A. bottles; or arranging fire scene illumination.
    - 4) Providing refreshments and rehabilitative services to firefighters, including first aid if needed.
    - 5) Evacuation of threatened exposures and parties and protection of same.
    - 6) Fire scene diagramming or photography, if requested by Incident Command.
    - 7) Assisting at fire stations putting trucks and equipment back in service, including Air 12, if requested by Incident Command.
    - 8) In extraordinary circumstances, such as mass casualty incidents, major disasters and the like, to perform such tasks as determined by Incident Command NOT TO INCLUDE: Fire Suppression and / or entering Haz-Mat restricted hot zones.

<b>MOLINE FIRE DEPARTMENT</b> <b>STANDARD OPERATING GUIDELINES</b>	
<b>Section: EMERGENCY</b>	<b>Issue Date: 04-10-2009</b>
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- B. Whereas these assignments require sufficient expedient personnel to efficiently accomplish them, the Control Officer at any time request additional Second Alarmers to respond. He may request Dispatcher to notify appropriate members. Members so contacted should place every priority on their response.
8. The Control Officer will ensure all members and assignments are accounted for prior to leaving the scene.
9. A Fire Response Report shall be completed for each incident and a record of the Second Alarmers activity shall be permanently maintained by the Control Officer or Secretary.



# MEMBERSHIP APPLICATION

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Home: \_\_\_\_\_

CITY: \_\_\_\_\_ PHONE: \_\_\_\_\_ Cell: \_\_\_\_\_

STATE, ZIP: \_\_\_\_\_ Business: \_\_\_\_\_

PRIMARY EMAIL: \_\_\_\_\_ SECONDARY EMAIL: \_\_\_\_\_

SOCIAL SEC. #: \_\_\_\_\_ DRIVERS LICENSE, ST & #: \_\_\_\_\_

MARITAL STATUS:  SINGLE  MARRIED NUMBER OF DEPENDANTS: \_\_\_\_\_

SIGNIFICANT OTHER (Name & Phone): \_\_\_\_\_

CURRENT EMPLOYER: \_\_\_\_\_ LENGTH OF EMPLOYMENT: \_\_\_\_\_

PREVIOUS EMPLOYER (Last 3 Years): \_\_\_\_\_

HEALTH CONDITION / LIMITATIONS: \_\_\_\_\_

PREVIOUS FIRE-ORIENTED TRAINING or EDUCATION: \_\_\_\_\_

HAVE YOU RECEIVED A COPY OF OUR BY-LAWS and STANDARD OF OPERATING PROCEDURES?  YES  NO

PLEASE STATE REASON FOR MAKING APPLICATION: \_\_\_\_\_

\_\_\_\_\_

MOLINE FIRE DEPT. PERSONNEL YOU KNOW: \_\_\_\_\_

\_\_\_\_\_

REFERENCES (Name, Address, Phone)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

MPD BACKGROUND CHECK  INTERVIEW  MEETING  APPROVAL