

# TOWN OF CHELMSFORD

## RULES AND REGULATIONS OF THE CHELMSFORD FIRE DEPARTMENT



*Approved November 15th, 1921*

## STATUTE LAWS RELATIVE TO FIRE DEPARTMENTS OF MASSACHUSETTS

### FIRE DEPARTMENTS

The selectmen of a town shall annually in April appoint for such department as many engineers, not exceeding twelve, as they may think expedient for the term of one year from the first day of May following, and until others are appointed in their stead; and the selectmen shall fill all vacancies.

The board of engineers shall have the care and superintendence of the public engines, hose, fire-hooks, ladder-carriages, and ladders in their respective towns, together with the buildings, fixtures and appendages belonging thereto, and with all pumps, reservoirs for water, and apparatus owned by the town and used for extinguishing fires; and shall cause the same to be kept in repair, and when worn out to be replaced; and shall from time to time, make such alterations therein and additions thereto as they may deem necessary; but such alterations, additions and repairs shall not exceed in any one year one hundred dollars, unless the town has authorized a larger appropriation.

They may at any meeting establish such rules and regulations as they may deem proper, to prohibit or regulate the carrying of fire, or fire-brands,

lighted matches, or other ignited materials, openly in the streets or thoroughfares of their town or of such parts thereof as they may designate; or to prohibit owners or occupants of buildings within their town, or of such parts thereof as they may designate, from erecting or maintaining any defective chimney, hearth, oven, stove, or stove-pipe, fire-frame or other fixture, deposit of ashes, or mixture, or other material which may produce spontaneous combustion, or whatever else may give just cause of alarm or be the means of kindling or spreading fire.

A city or town which has established a fire department may, by vote of the city council in such city, or of the inhabitants of such town at a meeting called for the purpose, fix the term of office for the engineers, enginemen and other members of such department to begin at a future day, and to end in one year from such day, and so on from year to year.

In such cases all provisions of this chapter referring to the month of May shall be construed to refer to the first month of the year thus appointed.

For the purpose of the preceding section, a city or town may, at the same time, abridge or protract the current term of office of engineers, enginemen, and other members of the fire departments; but no term shall be made shorter than six or longer than eighteen months; and the incumbents of such offices shall hold office until others are appointed in their stead.

No association, society or club organized as firemen, shall be allowed in any city or town except by the written permission of the mayor or aldermen or selectmen.

Whoever joins, belongs to, or assembles with such association, society, or club, existing without such permission, shall be punished by a fine of not less than five nor more than one hundred dollars, or by imprisonment in the House of Correction for a term not exceeding three months.

#### RULES AND REGULATIONS OF THE CHELMSFORD FIRE DEPARTMENT

In the exercise of the powers conferred upon the Board of Fire Engineers by the statutes of the Commonwealth, the following rules and regulations are hereby adopted, for the government and discipline of the fire department of the town of Chelmsford.

Members of the force shall understand that these rules and regulations are not intended to cover every case which may arise in discharge of their duty. Something must be left necessarily to the intelligence and to the discretion of individuals; and according to the degree in which they show themselves possessed of these qualities, and to their zeal, activity and judgment on all occasions, will be their claim to future recognition.

## ORGANIZATIONS

A fire department is hereby established.

Said department shall consist of as many engineers as the selectmen shall deem expedient to appoint, not exceeding twelve.

The engineers thus appointed shall constitute a board of engineers whose duty shall be to meet at a time and place designated by the Board of Selectmen and there organize themselves by making choice of a chief engineer, and a first and second assistant engineer and clerk.

### BOARD OF ENGINEERS

#### DUTIES

The board of engineers shall have general supervision and expenditure of the appropriations made for the fire department, and no bills shall be paid unless approved by the board and recorded by its clerk. The said board shall have one of its own members as clerk.

It shall be the duty of said board of engineers at the close of each financial year to make to the town, a report of their doings for said year and the condition of the department, together with their recommendations.

They may make such rules and regulations for the government of the department and for the conduct of citizens at fires, as they see fit, not repugnant to the general statutes, and shall be responsible

for the discipline, good order, and proper conduct of the whole department; shall have the care of the street reservoirs, of all buildings, engines, hose reels, hosecarriages, trucks and wagons, and other furniture and apparatus belonging to and used by said department and shall keep the same in good order and repair; and may from time to time, inspect and examine the fire hydrants.

### FIRE DISTRICTS

The town is divided into five fire districts. (Each under the charge of a district chief) as follows: District No. 1 comprises all that part of Chelmsford known as precinct one except premises of F. L. Fletcher and District No. 5. District No. 2 all that part of Chelmsford known as precinct 2. District No. 3 all that part of Chelmsford known as precinct 3 and premises of F. L. Fletcher. District No. 4 all that part of Chelmsford known as precinct 4. District No. 5, all that part of Chelmsford bounded as follows: Beginning at an iron pin set in rock at top of Robin Hill thence in a straight line to Chelmsford-Westford road stone on Chamberlin's corner road near Ward's corner; thence along Chelmsford-Westford town line to Carlisle line; thence along Carlisle line to Chelmsford-Carlisle road stone on Carlisle road; thence in a straight line to point of beginning.

### CHIEF ENGINEER

The chief engineer shall be chairman of the board

and shall act as chairman of all committees. He shall have the sole and absolute command at the fires and alarms of fires over all the members of the department, and of all the persons present at fires, and of all apparatus and appurtenances belonging to the department, and direct all measures he may deem proper for the extinguishment of fires, the protection of property and preservation of order thereat. He shall be the chief executive officer of the board of engineers and see that all the orders and regulations of the board are enforced. He shall see that proper discipline is maintained and observed by the officers and men. He shall have charge of all supplies and issue them on requisition, whenever necessary. He shall visit each department house as often as practicable and see that the quarters are properly conducted and in good order. He shall have power to suspend any officer or member of the department for insubordination, disorderly conduct, and neglect of duty, said suspension to continue pending the action of the board of engineers.

#### DISTRICT CHIEFS

The district chiefs shall make themselves familiar with the character of all buildings in their districts, and shall assist the chief in the management of fires and see that his orders are properly carried into effect. Each district chief, in the absence of the chief or his assistants shall take command in his own district, and shall perform duties in such section of the town as may be designated; and in all districts

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other than his own, he shall act subordinate to the chief of that district, in the absence of the chief of department. In the absence of the chief or district chief, the captain or the lieutenant first on the ground shall command until the arrival of a superior officer. The district chief of each company shall have immediate command and be directly responsible for the discipline and condition of his company. He shall promptly report in writing, the name of any member guilty of misconduct to the chief engineer, who shall, if he thinks proper, report thereon to the board of engineers. He shall see that the apparatus committed to his care, and all pertaining thereto is neatly kept and fully efficient for immediate use. He shall see that all his men have badges and proper equipments. He shall see that no town property in his charge is loaned to any citizen without a special order from the chief engineer. At fires in his districts, he shall assume command of the force that may come until relieved by an engineer. The district chief of any company will not be released from his position until he has first sent his resignation to the board of engineers, and it has been accepted.

The district chief of each company shall make an annual report to the board of engineers, showing the condition of the apparatus entrusted to his care, together with an inventory of all property belonging to the town and used for the extinguishment of fires. Said report to be as of December 31st and be submitted to the board of engineers on or before the 7th

of January of the year next following.

The district chief of each company shall be appointed annually by the board of engineers on or before the 15th day of May to hold office until the following May first or until his successor is appointed unless sooner removed by said board of engineers.

#### CLERK OF THE BOARD OF ENGINEERS

The clerk shall keep a record of all proceedings of said board and under the direction of the chief engineer, shall keep rolls of the companies, specifying the name, age, occupation, residence, and the date of the admission and discharge of each member of the department. He shall keep an accurate account of all property belonging to the department.

#### ASSISTANCE AT FIRES

It shall be the duty of engineers to require and compel assistance from all persons as well as members of the department in extinguishing of fires, removing furniture, goods, or other merchandise from any building on fire or in danger thereof. Any person refusing to comply with this order shall be liable to a fine not exceeding ten dollars, to be recovered for the use of the town.

It is required of the members of the department and the citizens generally to avoid setting open the doors or windows of a building when on fire, until a supply of water has been obtained, and then to apply the water judiciously and directly on the fire, and

carefully avoid damaging goods and furniture by water. If by accident or otherwise the property of any person in the town is damaged by any company, it shall be the duty of the captain of such company causing damage to report the same to the board of engineers. All members are hereby warned not to take any article from any building to carry away, or any piece or part of apparatus from said apparatus to which it belongs, without the consent of the board of engineers, and when any article is missing to immediately report it in writing to the board of engineers.

Signals for second and third alarms shall be sent in by order of the officer in command at the fire if no engineer is present.

#### CAPTAIN

The captain shall in the absence of the district chief, perform all the duties and exercise the same authority as the district chief in his district.

#### LIEUTENANT

The lieutenant shall, in the absence of the captain, perform all duties and exercise the same authority as the captain.

#### CLERKS OF COMPANIES

It shall be the duty of the clerk to keep a true record of his company proceedings, of all town property in the care of its members and of all such

other matters as the board of engineers may direct.

### MEMBERS

No person shall be a member of the department under the age of 19 years or who is located more than one half mile from the station he belongs to; unless he has first obtained the consent of the board of engineers.

The members of the several companies shall be required to sign an agreement to conform to all rules and regulations relating to the Chelmsford Fire Department as established by the board of engineers.

### DUTIES AT FIRES

The officers in charge of the several companies shall immediately on their arrival at the fire, report to the officer in command, and remain for orders. No company shall leave the fire grounds, or take the apparatus of which they have charge therefrom without the order or permission of the officer in command. Whenever the services of members are not actually required, they shall remain at or near their apparatus, unless otherwise ordered; and they will bear in mind that, in service, they are working for a common cause, and that wherever useful, under command of a responsible officer, there is their place of duty, whether in their own company, or another. It is expected they will be courageous, without recklessness, move quickly, and obey orders promptly and without criticism.

All pipemen are cautioned to use good judgment in directing the stream, so as to do the most execution and least damage.

While primarily organized to extinguish fires and thus conserve property, the damage caused by water often exceeds that of the fire which the water was used to quench. A play-pipe in the hands of firemen is not unlike a gun in the hands of a sportsman. Fire is the "game", water the "shot". A good sportsman only shoots as many shots as is necessary to "bag" the game. A good pipe-man will use just enough water to "kill" the fire, and no more.

Any neglect of duty, disobedience of orders, or disrespect to officers shall be reported to the chief of department. No member shall wilfully or maliciously direct a stream of water upon any fireman or citizen. All disputes which may arise between companies or individual firemen when on duty, shall be settled by officer in command.

### DRIVERS

Drivers will be held responsible for any damage caused by them, in conveying apparatus to and from fires. Racing to and from fires will not be allowed. They must not drive faster than is consistent with the safety of the public and of the apparatus of the department.

"Right of way when proceeding to fires," as accorded by law.

## REVISED LAWS

CHAPTER 32 SECTION 37. The officers and men of the fire department of any city or town, with the engines and apparatus thereof, shall have the right of way while going to a fire or responding to an alarm through any street, lane, or alley in said city or town, subject to such rules and regulations as the city council or selectmen may prescribe. Whoever wilfully and maliciously obstructs or retards the passage of an engine or other apparatus of a fire department, while so going to a fire, shall be punished by a fine of not more than fifty dollars or by imprisonment for not more than three months.

Drivers of the apparatus of this department will govern themselves by the above law, and use the utmost discretion at all times to avoid accidents.

### GOING TO AND FROM FIRES

Order and decorum will be preserved when going to and from a fire or alarm. To guard against collision and accident, the gongs or bells must be struck at frequent intervals.

The members of the several companies shall, upon an alarm of fire from the section to which they are assigned to duty proceed promptly to the place of the fire and perform any duty required of them. They shall remain on duty until relieved by orders, which shall be given only by the officer in command.

On second alarms, call-men must reach the scene of the fire as quickly as possible, unless the Recall

signal is sounded while they are on the way, or by the orders of an officer of his company or one of the engineers.

### DIRECTION IN CASE OF FIRE

Be reasonably sure there is a fire before sounding an alarm. To give an alarm by telephone, say to the operator: "Fire Department, Emergency," then give your name to the fireman who answers, tell him the location of the fire, answer his questions, clearly and distinctly. Do not hang up your receiver until he hangs up his.

### LAYING HOSE

In the use of hydrants, all members of the department are instructed to use great care in opening and closing same, and to see that each cap is properly adjusted before leaving. The first company connecting to a hydrant in case of fire will leave a member in charge of the hydrant. If the first company does not have hose enough to reach, the next company shall piece out the line. In every such case, the last company that laid hose shall have control of the pipe. Exceptions to this are ordered for engines, or pumpers, which will be given immediate connection and the hydrant left in charge of the engineer. In the event of a pumper connection being made, the line of hose attached to the hydrant may be transferred to pumper.

Due care and judgment should be used in laying

hose straight, and always on the side of the street if possible.

### CARE OF HOSE

Each company will be required to take care of all hose assigned to them, as follows:

In taking up hose, it must not be dragged on the ground, but must be rolled or carried.

On their return to quarters, each company having hose to care for will immediately proceed to load the usual amount of hose on their apparatus. All hose must be hung in the tower or rack and as soon as possible after it is dry taken down, cleaned, and put in the proper place. In no case will it be allowed to remain on the apparatus more than two months unless otherwise ordered by the engineers.

When hose is in use, due care must be used to protect it against fire or other injuries.

In caring for hose after a fire or practice, the direct responsibility shall rest on the Captain of the company, if present, if absent, the Lieutenant.

All members must consider it a part of their duty to care for the hose in hanging in the tower or racks to dry, or removing it to place in the apparatus or on racks.

### DRILL

All companies with the apparatus to which they are attached will practice once a month from May to November and oftener if deemed necessary by

the engineers, and remain at said practice at least thirty minutes, and no member shall be excused except for sickness, and said member must forward to the captain a written excuse on or before the evening of said practice, and if absent from three practice meetings, shall be subject to dismissal from the department. Each company shall perform said practice on or before the third Monday of the month and as the board of engineers may direct, and it shall be the duty of such engineers to make the practice instructive to the company.

### ROLL CALL

Each district chief shall cause the clerk of the company to keep a service report blank in a case provided for it, and after each and every alarm he shall call said roll, which shall have the name of each and every member of said company, and shall check every member that did not report at the fire before the company was ordered home. And all delinquents shall, within one week, go to said roll and state in writing why they did not answer the call.

Any member of the department having been reported absent three times in succession from alarms, meetings, or house calls, his absence shall be considered good cause for discharge.

### CONDUCT

All members of the department are strictly required in their intercourse with each other, social



or official, to observe a courteous demeanor. Not only must members of the department show proper respect to their superior officers, but the superior officers are expected to show a good example by observing due courtesy to those below them in rank. Titles are given for a purpose, and district chiefs, captains and lieutenants must use them at fires, and in their other official relations. While on duty at fires, the greatest degree of silence compatible with a proper discharge of duty will be required. No profane or ungentlemanly language, or disorderly conduct will be allowed on the part of any officer or member of the department when on duty.

All members of the department shall be provided with a badge, to be known as the Regulation Badge of the Department, and no member shall lend his badge on any pretext whatever. Any member losing his badge shall immediately notify the chief of the department, and use all diligence to recover the same. He shall be required to pay for the same before another will be provided, and money so paid to be refunded should the badge be found. These badges shall remain at all times the property of the town. Any member loaning his badge to any person not connected with the department, shall be subject to dismissal.

### BADGES

When any member shall leave the department he shall thereupon return his badge, key, and copy of rules and regulations in good condition to the

captain of his company, who shall immediately notify the board of engineers in writing. Any member failing to do so shall have the amount deducted from his pay.

### GENERAL RULES

1. Apparatus must not be driven over any line of hose if it can be avoided.

2. No company will be allowed to take its apparatus from their quarters except in case of fire, without the consent of one of the board of engineers.

3. The hose on wagons must be changed once in eight weeks, unless otherwise ordered by the chief or district chief, for which purpose the captain will notify the members of his company and any member absent, unless excused will be fined for the same amount as for absence from fires.

4. All members of the department must make themselves familiar with all the rules, and all signals sounded on the fire alarm system, and also the location of all fire alarm boxes and hydrants.

5. All members of the department will be required to address officers by their respective titles when on duty.

6. No property belonging to the town will be loaned for any purpose whatever, except upon written order of the chief of the department.

7. The house keys are for the use of the members of the fire department only, and are not to be lent

to anyone outside of the department upon any consideration whatever. Keys must be accounted for to the captain of each company at every regular meeting.

8. Card playing will not be allowed in any station on Sunday, and gambling of any kind will not be allowed at any time.

9. Pipemen must use judgment when operating shut-off nozzles; they should be operated slowly both when opening and closing if connected to a hydrant, and if connected to an engine or pumper they must be opened slowly and closed *very* slowly.

10. No spiritous or malt liquors will be allowed in any station of the department or at any fire. If any member shall enter any station of the department intoxicated, or become intoxicated at a fire, he shall be subject to dismissal. No gambling of any kind will be allowed in any station of the department.

11. The holding of parties or meetings not pertaining to fire matters is strictly forbidden in any building of the fire department.

12. The buildings of this department are for the exclusive use of its members. Visitors are welcome, and all members are expected to give them proper attention; but the habitual use of the department buildings by those who are not members of the department will not be tolerated.

13. No member of the department shall make any contract, or purchase or order any article for the

department without an order from the board of engineers.

14. When immediate repairs shall be necessary upon any apparatus, information thereof must be immediately given to the chief engineer. But if the chief engineer cannot be readily informed then such information may be given to any engineer. All bills for work completed or articles furnished and delivered are to be presented on such completion and delivery; and no bills are to be paid until approved by the board of engineers.

15. Each company shall annually in May after their District Chief has been appointed by the board of engineers, unless otherwise ordered, meet to elect by ballot, a captain, lieutenant, clerk, and such other officers as they may deem necessary for their further organization.

16. Any officer or member who shall remove from the town shall thereupon cease to be a member of the department.

## OPERATING HYDRANTS

### OPENING

When opening a hydrant, turn to the left until water flows into the hose, then keep on turning slowly until it seems to come up against something solid, this will denote that the thread on spindle has reached its limit and the hydrant is "wide open."

## CLOSING

Turn to the right until the water ceases to flow, then apply sufficient force to insure that the valve is seated, and no more.

## IMPORTANT POINTS TO BE REMEMBERED

When opening, be sure to give spindle at least five turns, (5), and when closing be sure the water is "shut off". To determine when the water is shut off, note whether it flows out of the hose connection and whether it is settling in the hydrant barrel. It is very important that the water is drained out of the hydrant, especially during freezing weather. When a hydrant is "closed" and the water continues to flow, apply more force, and if this does not stop the flow, and the water does not settle, notify some officer in command, whose duty it shall be to notify the Water Department.

Approved November 15, 1921,

GEORGE W. DAY, Chairman,  
WM. E. BELLEVILLE,  
GEORGE RIGBY,  
Selectmen.

ARNOLD C. PERHAM, Chairman,  
LOREN J. ELLINWOOD,  
JOHN E. HOGAN,  
Board of Engineers.