

- (3.) He shall, with the approval of the Board, allot quarters to the members of the brigade, and such members shall reside in such quarters as he may from time to time direct.
- (4.) He shall allot such duties to the members of the brigade as he shall deem necessary for assuring the efficiency thereof, and may withdraw any member from any special duty and allot him fresh duties at his (the Superintendent's) discretion.
- (5.) He shall keep a store-book, in which shall be entered all property of the Fire Board, the date of purchase, and the date when it was first used and when condemned.
- (6.) Stores required for use of the brigade, and repairs required to any of the premises or gear, shall only be obtained or carried out by direction of the Board on requisition signed by the Superintendent. Neither the Superintendent nor other officer for the time being in control of the brigade shall have any authority to purchase on behalf of the Board, nor to in any way pledge the Board's credit for repairs or materials.
- (7.) He shall keep the service-record book, containing the names, occupations, places of birth, date of birth, dates of joining and discharge from the brigade, with awards and punishments by the Board, in proper manner.
- (8.) He shall perform any duty the Fire Board may from time to time assign to him.

*Duties of an Officer in Charge of a Station.*

8. To take charge of the reels, engines, escapes, and all gear property of the Board, and to keep an inventory of same.

To keep the premises and all appliances in thorough working-order, and to see that the reels, engines, and escapes are in position and ready in every particular to turn out immediately on a call being received.

To take charge of all men belonging to the station, and to maintain a strict system of discipline at all times.

To see that all electrical and other communicating appliances are maintained in proper working-order.

To implicitly obey all orders of his superior, and to exact the same implicit obedience from those serving under him.

To see that all orders of his superior, as far as they refer to matters under his control, are carried out in the most effective manner.

To set an example to his men by his sobriety, cleanliness, promptitude, civility, and general attention to his duties.

Finally, in regard to these matters and to all others not above specified, the officer in charge shall be held responsible for the efficient working of the station in every particular.

*General Duties of a Fireman.*

9. To be always available for duty unless booked otherwise. To be civil and respectful in demeanour, and clean in appearance.

To perform all duties entrusted to him in a prompt and efficient manner.

To study and otherwise endeavour to be able to perform the duties of his superiors should he be called upon to do so.

*Watch-room Duty.*

10. Upon receiving a call to a fire, whether by telephone or other means, the fireman on duty must immediately record the time and give the necessary alarms.

Upon receipt of a call to a fire the man on station duty must see that the officers are informed of the locality of the occurrence.

When a call is received at night, and the lights of the station have been turned up for the occasion, the man on station duty must turn them down again as soon as the appliances have left the station.

The police must be informed as soon as possible of a call to a fire.

The station-duty man must promptly inform the New Plymouth Borough Engineer on a call being received, being careful to name the exact locality of the fire.

Upon receiving a call from outside the borough limits the station-duty man must at once inform the Superintendent or officer in charge.

The watch-room at all stations is to be used by the brigade for watch duty only.

The man on duty must at all times be acquainted with the whereabouts of all officers attached to the station.

*Insurances of Members.*

11. The Board will insure members of the brigade against accident whilst working at fires from time of call to return to station, also whilst at any drills or practices ordered by

the Superintendent or other officer for the time being in control of the brigade, and also whilst practising for or taking part in any fire brigades' demonstration or competition.

*Brigade may make Rules.*

12. Subject to the approval of the Board, and provided they in no way conflict with any provision of these by-laws, the brigade may make rules and regulations for its own government.

*Uniform.*

13. Members of the brigade shall be mustered not less than once a month, and their uniforms and accoutrements inspected. Members to attend at least two-thirds of the musters, or their boot-money will be forfeited.

*General Behaviour.*

14. Any member of the brigade guilty of intoxication, disobedience of orders, insubordination, abusive or obscene language, shall thereby render himself liable, under the conditions of service, to instant suspension or dismissal.

Gambling is strictly forbidden on any part of the brigade premises.

Any member or members of the brigade who shall damage the property of the Fire Board wilfully must make the same good at his or their own cost.

Members of brigades shall at all times salute all superior officers when addressing them or being addressed by the latter on a point of duty.

No member of a brigade shall enter or in any way use the Board room except on business.

No member of the brigade provided with married quarters shall on any account allow any person except his wife and children to sleep in such quarters without the written permission of the Superintendent.

No noisy recreations shall be indulged in on brigade premises.

*Penalty for Breach of Discipline.*

15. For breach of discipline by any member of the brigade the Board may inflict such monetary penalty, not exceeding £1, as it deems necessary, and such penalty when inflicted shall be deemed a debt due by the member of the brigade to the Board, and may be recovered by process of law; or the Board may, if it thinks necessary, dismiss any member from the brigade without assigning any reason for such dismissal, and such dismissed member shall thereupon cease to be a member of the brigade, but shall remain liable for any money due to the Board. In case of wilful damage to the brigade premises or other property of the Board, the Board may order the member or members causing such damage to make good the value of the damage done, and such value shall be deemed a debt due to the Board, and may be recovered by process of law.

*Monetary Penalties, to whom paid and how disposed of.*

16. All moneys due to the Board for fees or under penalty clauses of these by-laws shall be paid to the Secretary of the Board upon demand, and shall be recoverable by him, and when received shall be paid into and form part of the Board's funds.

*General Station Duty.*

17. The officer in charge of a station shall be promptly informed of all messages or other business requiring the attention of the Superintendent, and shall give or send the same to the Superintendent at the first opportunity.

No member of the brigade shall, under any circumstances, write any letters or give any information to the Press, except the foreman in charge of the station, who may give particulars regarding fires in the absence of a superior officer.

Members of the brigade, after the Superintendent, shall be classed as follows: Deputy Superintendent, foreman, firemen, motormen; and they shall rank according to numbers or rotation of service in their respective station. Promotion will be awarded on the recommendation of the Superintendent, and must be approved by the Board.

In the absence of all officers, the senior fireman present shall assume command of the brigade.

No man dismissed from the brigade shall be reinstated except upon recommendation of the Superintendent.

Any member or members of the brigade wishing to make a statement to the Superintendent may do so on request.

*Rates of Pay.*

18. Members of the brigade may be paid for attendances at fires in accordance with the following schedule:—

- (1.) Firemen to receive pay at the rate of 2s. per hour or any part of an hour.
- (2.) For false alarms and chimney and other fires, when not required to leave the station, the rate of pay will be 1s. per man between the hours of 5 p.m.