

WHITESBORO FIRE DEPARTMENT



BY-LAWS

Version 22 (11/2022)

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Article 1

Preamble

Whereas, in all well-regulated societies certain laws or rules are adopted as necessary for the governing of the same:

Be it resolved we solemnly pledge ourselves bound in honor to conform to, and abide by in every respect, the following by-laws.

Name

This Department shall be known and designated as the Whitesboro Fire Department Inc. located in the County of Oneida and the State of New York.

Object

The object shall be the prevention and extinguishment of fires and the protection of life, property, and the initiation of rescue in hazardous situations within the laws of the State of New York and under the rules and ordinances of the Village of Whitesboro.

Oath of Office

Section 1. The following oath shall be taken by each elected officer, in the presence of at least two (2) witnesses. The oath shall be administered by the Chaplin or in the absence of the Chaplin; the Presiding officer will appoint a member. No officer shall enter into the duties of the office until he/she has taken the oath.

Section 2. Oath of Office. “Do you solemnly swear to support and defend the Constitution of the United States: to obey the laws of the State of New York and the By-Laws of this Department: and to faithfully fulfill the duties of the office to which you have been elected, so help you God”.

Section 3. Department Calendar year. The department’s calendar year shall run from January 1 to December 31. All requirements for membership must be fulfilled before the annual meeting.

Article 2

General Requirements for Membership

Section 1. The department shall consist of not more than 130 active members except in the time of National emergency, at which time the membership may be increased by a vote of the members.

Section 2. Any able-bodied person who has passed their sixteenth (16) birthday, regardless of sex, age, color, creed or national origin, who is of good character, is not a member of any organization advocating to overthrow of the United States Government who is now and has been a resident of the Village of Whitesboro or the Whitesboro fire protection district, or his usual occupation, or by reason of his residence vicinity to the village or fire protection district, all for a period of at least six (6) months, lends him/her available to render service as a member in the fire protection district, shall be eligible for membership (*Revised 2/10*).

Section 3. All requests for applications for membership in the Department will be made to and issued by the Board of Directors. The Board of Directors will schedule all interviews at their discretion. (*Modified 4/18*)

Section 4. Each candidate will be interviewed by the Board of Directors before the next meeting and will report their recommendations to the body for acceptance or rejection.

Section 5. Membership candidates must provide legal proof of residency at the time of their interview. If member's parents reside in two different locations, such member may continue membership as long as one parent has legal residency in the fire contract district.

Section 6. A candidate for membership must provide along with their application packet a driver's abstract which can be obtained from the Department of Motor Vehicles at the applicant's expense. At the conclusion of the applicant's initial interview with the Board of Directors, the applicant will then be referred to a facility of the departments choosing to obtain a physical exam at the department's expense. Each member will be voted upon as a rising vote of the membership at the regular monthly meeting, which majority rules.

Section 7. All new members of the Department will be on a one (1) year probation except those members joining the classification of <16/17 who shall be on a six (6) month probation. Probationary members will have all training hours and call responses prorated from the time they become active until the end of the Calendar year.

Section 8. Any intentional falsification or misrepresentation of facts by the candidate shall be cause for rejection, or if elected to membership, his/her immediate expulsion.

Article 2
General Requirements for Membership

Section 9: All members will adhere to Operating Instruction 1 Code of Conduct. Failure of Members to adhere to OI 1, will be subject to disciplinary action. *(Added 12/21)*

Section 10. The word ‘vicinity’, within the context of Article 2, Section 2, is defined as “any candidate whose residential fire department or fire protection district lines directly border with the fire protection lines of the Whitesboro Fire Department”. Members who have joined the department prior to this by-law addition will be exempt. *(Added 8/13)*

Section 11. If at any time a member’s usual occupation lends him/her available to render service as a member in the fire protection district and such member leaves such occupation in the fire protection district, such member will be removed from the rolls at the next regular meeting.

Section 12. Any member of the Whitesboro Fire Department who has served at least 1 year of service in good standing and completed the requirements of the Department, who elects to move their residency outside the fire protection district, shall be eligible to remain a member of the Department as long as the residence is in direct contact with the Fire Protection district of the Whitesboro Fire Department *(Modified 4/18)*

1. *To be consistent with Village Law of the State of New York, Section 10-1006 Volunteer members of village fire companies. Subdivision 5(a) and (b). (Added 1/5/98), (revised 7/98).*

Section 13. All members must apply to the body for a change in their classification of membership by writing, stating the reason. Members may only change classification once in a twelve (12) month period, beginning with the date of approval by the Department membership.

Section 14. If a member is lacking in his/her requirements for membership, such member may not change classifications to avoid disciplinary action.

Add Section 14a. Any member that is not in good standing, shall not seek to change classification by November, unless such request is due to a life changing event (birth of a child, long term family illness or death of a family member). If a member is lacking in his/her requirements for membership, such member may not change classifications to avoid disciplinary action. All requests must be submitted in writing. *(Revised 12/21)*

Article 2
General Requirements for Membership

Section 15. If a member is in the Civil or Honorary classification for more than a twelve (12) month period, and requests to be an Active Member firefighter, then such member must obtain the required OSHA physical, *(Revised 12/21)*.

Section 15a. Reinstated members will have all training hours and call responses prorated from the time they were reinstated until the end of the Calendar year. Failure to obtain the prorated training and call responses will result in disciplinary action, as set forth in this Article 3.
(Added 5/10)

Section 16. Any member, whose volunteer service is interrupted by full time extended obligatory military service or by a single voluntary enlistment not to exceed four (4) years in the armed forces of the United States, shall be considered on military leave. During this period of military leave, the participate will receive 50 points per year, prorated for service less than a year, and once participate returns to the Department, he/she shall have all service time restored to include military time. *(Added 3/05)*

Section 17. No resignations shall be accepted unless presented in writing, all debts shall be paid and all Village and Department property shall be returned in good condition, or such member will have to pay for repair, cleaning, or replacement.

Section 18. Any member, who is expelled, may reapply for membership upon payment of all fines and obligations to the Department. This application cannot take place less than one year from time of expulsion.

Section 19. Anyone who transfers from a bona fide Fire Department of Fire Company may have the six (6) month time period waived and their service time added to the Whitesboro Fire Department's only when a letter from the prior Fire Chief or another elected officer is received.

Section 20. Any member, who is currently attending high school, must submit his/her report card to the Chief during each marking period. If at any time the member is failing in any subject, such member will be suspended until his/her grades reach a passing grade.
(added 11/05)

Section 21. Any member, who is currently attending high school, will follow Section 2 F & G of Article 3 Title B. *(Added 11/05)*

Section 22. Any member attending high school will not be allowed to leave school for any alarm or function, unless attending a fire department First Responder funeral. *(Added 6/18)*

Article 2

General Requirements for Membership

Section 23. Any member that is ineligible to vote for any office due to non-fulfillment of their duties, such member is ineligible to hold any office. *(Added 3/05)*

Section 24. Medical Leave - Any member, whose volunteer service is interrupted by a medical condition that prevents such member from responding to calls, training, meetings, etc., shall submit a Letter of Medical Leave to the Chief and/or President, along with a doctor's notice, and an anticipated time frame that such member will return to service. If such leave request has to extend to more than 12 months from original leave date, then a letter requesting a change of status to Civil, or a letter of resignation, would be in order. If after the 12-month period no such letter of request is received, such member will be expelled from the Department. *(Added 5/2017)*

Section 24a: If such member is on extended medical leave due to a workman's compensation claim, regardless of the circumstances, such member must follow Operating Instruction 17 Workers Compensation Injury Leave.

Section 25. Any member who attends college, at a remote location, or a location renders the member to lodge at the campus for extended periods, and such member lives on at-such school, rendering their service unavailable due to long distances, such member may write a letter requesting a leave of absence while attending college. Such member must resubmit the letter requesting a leave of absence at the start of each semester. Such member will be excused from all requirements of their membership classification, and no subject to disciplinary actions. Members will be prohibited from voting in elections, or holding office, unless the member obtains membership requirements during school breaks.

Section 26. Upon the sounding of an alarm, a member shall report to the fire station and follow the Operating Instruction's when the Incident Commander has ordered the Department back to quarters, all members are to report back to the station for roll call, unless previously excused by a Line Officer. Those firefighters who do not follow the above procedures will not have their name counted on the individual roll call list. On emergency medical calls, firefighters may request an officer at the fire station to credit them for the call and may be dismissed from the call by the officer at the fire station. The first member arriving at the fire station in answering an alarm shall be in charge of the alarm room. *(Revised 12/21)*

Article 2

General Requirements for Membership

Section 27. Service pins. Any member who has completed five (5) years of active service in the Department shall be entitled to wear a five (5) year service pin to be supplied by the Department at no cost. Pins will be issued in five (5) year increments.

1. Members will be allowed to keep all service pins
2. A member who leaves the Department in good standing shall retain his/her service pin
3. Upon death, the family may keep the pin.
4. Pins shall be the property of the Whitesboro Fire Department and may be reclaimed by the Department for the good of the department.
5. Five (5) year pins shall be silver, while ten (10) years and higher will be gold.

Section 28. Any vacancy which occurs for any reason, the office that has become vacant will remain open until the next regular meeting, unless the vacancy occurs due to an officer changing positions, then *those* such *positions* offices will be filled at that time. If an officer directly below the vacancy has served faithful for a period of not less than three (3) months, his/her name will automatically be placed on the ballot, together with any other nomination from the floor, unless he/she should decline the nomination. Such a vote will be written ballot. *(Revised 3/97)*

Section 29. Any member who fails to obtain the required physical before January 1st of the upcoming year, such member will automatically be placed on a 90-day suspension at the January meeting. When the physical is obtained within the 90-day suspension, such member will immediately be removed from suspension and will remain an Active member. If the physical is not obtained within the 90-day suspension, such member may change status to will be automatically placed in the Civil membership classification (in accordance to Article 3-Civil membership- section 1a). If, in accordance to Article 3-Civil membership- section 1a, the number of Civil members allowed has been reached, such Active member will be expelled. Any OSHA approved physical obtained between October 1st and December 31st of the current calendar year, will apply to next year's calendar physical requirements. *(Revised 5/2012, and 4/18)*

Section 30. Any member who changes his/her address, must notify the Recording Corresponding Secretary within ten (10) business days of address change. Failure to do so will result in the member being expelled immediately. There will be no grandfathering of this change. *(Added 4/18)*

Section 31. During unprecedented times such as war, pandemic, governmental regulations, social unrest or other unforeseen circumstances, department business may have to be altered due to health regulations, or government guidelines such as: Meetings and training may be conducted by the internet. *(Added 12/21)*

Article 2
General Requirements for Membership

Section 31a. During unprecedented times such as war, pandemic, governmental regulations, social unrest or other unforeseen circumstances members may elect to refrain from participating in some or all functions of the department. If such member desires to take a “Leave of Absence” during this time, such member(s) must submit a letter to the President stating his/her intentions and time frame. Such members’ service time will stop and start on such dates, members will be required to make up missed training, and will lose all voting rights. No member may be excused for more than a year, 12 months, if a suitable excuse is submitted, and voted on the body to accept the excuse. *(Added 12/21)*

Section 31b. The Chief and or the President will review this policy at a 6-month interval. *(Added 12/21)*

Section 32. In accordance with Section 837-0 of the Executive Law, entitled, Search for Arson Conviction records of Volunteer Firefighter Applicants, it shall be required that all applicants for membership, including transfers from other departments, to undergo arson conviction record checks prior to acceptance as a member of the Whitesboro Fire Department.

1. The Fire Chief, or another officer of the Fire Department so designated by the Fire Chief, must complete form DCJS-9 or witness the applicant completing the form.
2. The Fire Chief will forward the DCJS-9 form to the appropriate authorized agency who will report to the Chief of “No record of an Arson Conviction was found”, or “Convicted of Arson”.
3. Upon receipt of the report that an applicant convicted of Arson, the Fire Chief shall, in strictest confidence, inform the applicant of that fact and further inform them that they are unable to join this or any fire department as long as the Arson Conviction is on their record.
4. Should the applicant contest the findings and wish to appeal; they may do so by directly contacting the Department of Criminal Justice Services (DCJS) Office of Operations. *(Added 5/1/00)*

Section 32a. Subject to information provided on an application a criminal background check maybe requested on the applicant. The criminal background check shall be requested by the Board of Directors. *(Added 5/20/25)*

Section 33. Any member who has obtained money from the Department for training session in the fire or medical field, and does not complete or fails the course, then he/she must reimburse the Department in full. Payment can be worked out through the Department Civil Officers.

Article 3
Classification of Membership

Section 1: The classification of membership of the Whitesboro Fire Department shall be as follows:

1. Civil Membership
2. Active Membership (Includes Fire Police, EMT, and Firefighter 16/17 Years of Age)
3. Honorary Membership
4. Life Membership
5. Retired Life Membership
6. Retired Chief with at least 5 years of service: Participation at any Department activities will be at their discretion

(Revised 5/20/25)

Article 3
Classification of Membership
Civil Membership

Section 1. Any individual who meets the requirements of General Membership, may apply to the body for membership into the department as a Civil Member.

Section 2. Civil members may only vote on and hold Civil positions. *(Revised 12/21)*

Section 2a: Civil members may seek a Civil Position after (6) Months of good standing service. *(Revised 12/21)*

Section 3. All Civil members will be required to attend 100% of the fund drive sessions. Failure to attend will result in the loss of voting rights on all money matters and will not be allowed to participate in anything the department would fund such as: any or all social events or activities, bowling, clam bakes, parties, softball, family bakes, installation banquet, participating in parades, posing a Class "A" Uniforms.
(Revised 12/21)

Section 4. Civil members are required to perform their department committee responsibilities as assigned by the President at the annual meeting, as well as work detail assignments. Failure to attend will result in the loss of voting rights on all money matters and will not be allowed to participate in anything the department would fund such as: any or all social events or activities, bowling, clam bakes, parties, softball, family bakes, installation banquet, participating in parades, posing a Class "A" Uniforms.
(Revised 5/20/25)

Article 3
Classification of Membership Civil Membership

Section 5. Civil members must attend and participate, regardless of if they possess a Class “A” Uniform, with the department in the Memorial Day parade, and Inspection Day parade. Work, family, school or family emergencies are the only acceptable excuses. *(Revised 12/21)*

Section 5a. Civil members who possess a Class “A” Uniform must attend the Memorial Day parade, and the Oneida County Convention parade, and at least 1 additional parade (see Article 14). Failure to do so will result in the member returning the Class “A” Uniform. If the Class “A” Uniform is not returned within 30 days of notification of non-compliance of this by-law, said member will be billed the current replacement cost of a new Class “A” Uniform. *(Revised 5/20/25)*

Section 5b. The member may request their uniform be returned only after such member submits a written request addressed to the Board of Directors. Such request(s) will be at the discretion of the Board of Directors. *(Revised 12/21)*

Section 6. Civil Members are required to attend six in person (6) Department meetings per Department calendar year, excuses will not count as being present. *(Revised 12/21)*

Section 7. Civil members are required to attend a minimum of two additional fund-raising events sponsored by the department to include but not limited to: (i.e. Chicken BBQ’s, Car Wash’s, Breakfast, Dinners, etc.). The President may add additional fund raisers as he/she sees fit. The President is responsible for the enforcement of this section *(Revised 5/20/25)*

Section 8. Noncompliance of the aforementioned sections will result in suspension or removal from the department. *(Revised 12/21)*

Section 9. All members are required to attend annual training for Sexual Harassment and Work Place Violence per Village requirements. No outside training will be accepted. Both topics must be completed on an annual basis. Failure to complete training will result in a 90-day suspension. *(Revised 5/20/25)*

Section 10. Any other training that maybe mandated by the Village, State or Federal mandates, or upon the directive of the President or Fire Chief. *(Added 12/21)*

Section 11. Any detail that the President or Fire Chief deem necessary for the benefit of the department. *(Added 12/21)*

Article 3
Classification of Membership
Civil Membership

Section 12. Civil Members are exempted from responding to emergency situations. If such member desires to assist in some manner, such member will be allowed to assist in accordance with their experience. *(Revised 21/21)*

Section 13. Members also must fulfill all their obligations stated in their respective classification of membership. Failure to do so will result in the loss of voting privilege on elected office, and money matters. *(Revised 12/21)*

Article3
Classification of Membership
Active Membership

Section 1. Active members may seek and hold both Civil and or Line Officer positions. At no time shall the President or Vice-President simultaneously hold the position of Fire Chief.

Section 1a. If an active member seeks to hold a Civil Position, such member only needs to meet the requirements of a Civil member. *(Revised 12/21)*

Section 2. Any Active member who has served actively for a period of not less than one (1) year and who is in good standing shall be eligible to hold a Line Officer position. *(Revised 12/21)*

Section 2a. Any Active member who has served actively for a period of not less than (6) months and who is in good standing shall be eligible to hold a Civil Officer position. *(Revised 12/21)*

Section 3. All new members must fulfill the following requirements to maintain their status as an Active Member. *(Revised 12/21)*

Section3a. All Active members will be required to attend 100% of the fund drive sessions (day or night). Failure to attend will result in the loss of voting rights on all money matters and will not be allowed to participate in anything the department would fund such as: any or all social events or activities, bowling, clam bakes, parties, softball, family bakes, installation banquet, participating in parades, possessing a Class "A" Uniforms. *(Revised 12/21)*

Article 3
Classification of Membership
Active Membership

Section 3b. Attend six (6) Department meetings Any member who fails to attend at least six (6) Department meetings per Department calendar year will lose voting privileges for the Department, and the privilege of running for any office. Work, school, family, or family emergencies are the only acceptable excuses. Being excused will be counted as being present, no points will be awarded. *(Revised 12/21)*

Section 3c. Active members must attend and participate, regardless of if they possess a Class “A” Uniform, with the department in the Memorial Day parade, and Inspection Day parade. *(Revised 12/21)*

Section 3d. Active members who possess a Class “A” Uniform must attend the Memorial Day parade, Inspection Day, and the Oneida County Convention parade, and at least 2 additional parades (see Article 14). Failure to do so will result in the member returning the Class “A” Uniform. If the Class “A” Uniform is not returned within 30 days of notification of non-compliance of this by-law, said member will be billed the current replacement cost of a new Class “A” Uniform. *(Revised 12/21)*

Section 3e. The member may request their uniform be returned only after such member submits a written request addressed to the Board of Directors. Such request(s) will be at the discretion of the Board of Directors. Work, family, school or family emergencies are the only acceptable excuses. *(Revised 12/21)*

Section 4: Attend 10% of the responses that the Department responds to per calendar year. Non-conformance renders the member ineligible to vote for or hold any elected position. *(Revised 12/21)*

Section 5: Attend 25 hours of in-house training per department calendar year.

Section 5a: Members must obtain 25 hours of In-House training before accepting any outside training. NIMS, State Training, and training listed in Section 5k & l submitted with a Certificate of Completion will be accepted as In-House training *(Revised 12/21)*

Section 5b: If a member fails to obtain 25 hours of required in-house training, such member will be placed on ninety (90) day in-service suspension, if the member does not make up the missed training hours, that member will be expelled. *(Revised 3/05)*

Section 5c: If the member is suspended consecutively for non-fulfillment of the required amount of training, that member will be automatically expelled.

Article 3
Classification of Membership
Active Membership

Section 5d: All training will be according to the Department's Operating Instruction's and may be subject to change. *(Revised 12/21)*

Section 5e: The department has adopted initial and annual topics that have been mandated by the Federal, State, or local government. *(Added 12/21)*

Section 5f: Initial completion of NIMS 100, 200, 700, and 800. Such training maybe completed via the web, a certificate showing completion must be submitted to the Training Division. *(Added 12/21)*

Section 5g: Initial completion of 15 hours of approved OSHA topics.

Section h: Annual completion of 8 hours of approved OSHA topics.

Section 5i: Four (4) hours of in-house Hazardous Materials Awareness.

Section 5j: All members are required to attend annual training for Sexual Harassment and Work Place Violence per Village requirements. No outside training will be accepted. Both topics must be completed on an annual basis.
Failure to complete training will result in a 90-day suspension. *(Revised 5/20/25)*

Section 5k: Annual completion of Infectious Disease Control training. *(Revised 12/21)*

Section 5l: Failure to obtain any of the above training requirements will result in such member being placed on ninety (90) day in-service suspension, if the member does not make up the missed training hours, that member will be expelled by the Training Officer or presiding officer. *(Revised 12/21)*

Article 3
Classification of Membership
Active Membership

Section 5m: Attend and complete within the first year of membership the following New York State training courses, or equivalent courses, if such courses are offered. If unattainable for any reason, such member must submit an excuse on the reason. *(Revised 12/21)*

1. Basic Exterior Firefighting Operations BEFO or
2. Interior Fire Operations or otherwise referred to Firefighter 1
3. New York State Fire Police or
4. New York State Basic EMT

Above New York State courses must be completed within the first year of membership if offered, if not this time period may be extended for an additional year and the firefighter will be obligated to enroll in the next will be used as in house, to include 8 hours of OSHA. If such member desires to run for any Executive Office, or Line Office, such member must fulfill all the requirements for such offices. (i.e.: CFR, EMT-D, Intermediate, AEMT-CC, AEMT-P)

Section 5n. The Training Officer has the authority to call three (3) mandatory training sessions and will notify all members' ninety-six (96) hours prior to the class. Telephone and or the alert system will be acceptable notification procedures. *(1/5/98)*

Section 6. Once a member chooses a classification, that member must remain in that classification for the entire training year, unless an excuse is given to the Training Officer. See Article 2 General Classification of Membership. *(Revised 12/21)*

Section 7. If a member fails to attend the 8 or 15 hours of OSHA, and/or the Hazardous Materials Awareness program, such member will be placed on ninety (90) day in-service suspension, if the member does not make up the missed training hours, that member will be expelled. *(Revised 10/11)*

Section 8. Members desiring to function as a Fire Police, shall complete the New York State Fire Police class if offered or an equivalent.

Section 9. Members desiring to function as a medical provider shall complete the New York State Basic Emergency Medical Technician, or equivalent, or they may advance their training by attending the Advanced Medical training.

available course. Only those taking the Firefighter I course (or Firefighting Essentials) will be considered for the classification of interior structural firefighter. If any member is attending a New York State approved EMS training course, such member's training hours

Article 3
Classification of Membership
Mutual Aid Firefighter

Section 1. A Mutual Aid firefighter will be classified as an individual(s) who do not reside in the fire protection district but wish to render their services as a firefighter. Such member is currently a active member from another bon fide fire department in good standing.

Section 2. General Municipal Law, §209-i(1-a) provides that a volunteer firefighter who, because of his or her residence or usual occupation, is regularly in the area served by a volunteer fire company or department of which he or she is not a member, may volunteer his or her services on an on-going basis to the officer in command of the company or department to assist the company's or department's general or emergency ambulance services, or to assist at a fire or other emergency scene. The commanding officer of a fire district, when authorized by the board of the fire commissioners, is empowered, in his or her discretion, to so accept the services of such a volunteer firefighter.

Section 3. A letter from his/her current fire chief allowing that firefighter/EMT to be part of mutual aid support while at school and outside his respective fire district.

Section 3a. Prospective firefighter/EMT must provide all training records and certifications to the Interview Committee of the Board of Directors.

Section 3b. Such firefighter/EMT must follow our application process.

Section 3c. All requests for applications for membership in the Department will be made to and issued by the Board of Directors. The Board of Directors will schedule all interviews at their discretion.
(Modified 4/18)

Section 3d. Each candidate will be interviewed by the Board of Directors before the next meeting and will report their recommendations to the body for acceptance or rejection.

Section 3e. Prospective applicant must be approved by the fire department and the Village of Whitesboro to be active.

Section 3f. Such candidate will provide the Board of Directors a school calendar showing when the student will be able to perform his/her duties.

Section 3g. Such candidate will submit a letter when he/she is returning home for summer break.

Article 3
Classification of Membership
Mutual Aid Firefighter

Section 4. Once approved the firefighter/EMT must go through the Mentor Program before being allowed to respond.

Section 5. In accordance with Section 837-0 of the Executive Law, entitled, Search for Arson Conviction records of Volunteer Firefighter Applicants, it shall be required that all applicants for membership, including transfers from other departments, to undergo arson conviction record checks prior to acceptance as a member of the Whitesboro Fire Department.

1. The Fire Chief, or another officer of the Fire Department so designated by the Fire Chief, must complete form DCJS-9 or witness the applicant completing the form.
2. The Fire Chief will forward the DCJS-9 form to the appropriate authorized agency who will report to the Chief of “No record of an Arson Conviction was found”, or “Convicted of Arson”.
3. Upon receipt of the report that an applicant convicted of Arson, the Fire Chief shall, in strictest confidence, inform the applicant of that fact and further inform them that they are unable to join this or any fire department as long as the Arson Conviction is on their record.
4. Should the applicant contest the findings and wish to appeal; they may do so by directly contacting the Department of Criminal Justice Services (DCJS) Office of Operations. *(Added 5/1/00)*

Section 6. Such firefighter may present to the department a current firefighter physical, pursuant to his/her firefighting status.

Section 7. Any able-bodied person who has passed their sixteenth (16) birthday, regardless of sex, age, color, creed or national origin, who is of good character, is not a member of any organization advocating to overthrow of the United States Government who is now and has been a resident of the Village of Whitesboro or the Whitesboro fire protection district, or his usual occupation, or by reason of his residence vicinity to the village or fire protection district, all for a period of at least six (6) months, lends him/her available to render service as a member in the fire protection district, shall be eligible for membership *(Revised 2/10)*.

Section 8. A candidate for membership must provide along with their application packet a driver's abstract which can be obtained from the Department of Motor Vehicles at the applicant's expense. At the conclusion of the applicant's initial interview with the Board of Directors, the applicant will then be referred to a facility of the departments choosing to obtain a physical exam at the department's expense. Each member will be voted upon as a rising vote of the membership at the regular monthly meeting, which majority rules.

Section 9. Any intentional falsification or misrepresentation of facts by the candidate shall be cause for rejection, or if elected to membership, his/her immediate expulsion.

Section 10. All members will adhere to all Operating Instructions, failure to do so will be subject to disciplinary action.

Article 3
Classification of Membership
Mutual Aid Firefighter

Section 10a. All members will adhere to the By-Laws applicable to their classification of membership, unless outlined in this section.

Section 11. No resignations shall be accepted unless presented in writing, all debts shall be paid and all Village and Department property shall be returned in good condition, or such member will have to pay for repair, cleaning, or replacement.

Section 12. Upon the sounding of an alarm, a member shall report to the fire station and follow the Operating Instruction's when the Incident Commander has ordered the Department back to quarters, all members are to report back to the station for roll call, unless previously excused by a Line Officer. Those firefighters who do not follow the above procedures will not have their name counted on the individual roll call list. On emergency medical calls, firefighters may request an officer at the fire station to credit them for the call and may be dismissed from the call by the officer at the fire station.
(Revised 5/20/25)

Section 13. The Whitesboro Fire Department will provide all necessary equipment such as PPE, pagers, portable radios. The member will abide by all rules, OI's associated with the use and care of such equipment. Such equipment will be returned when the member returns home on breaks and vacations. PPE will be stored at the station.

Section 14. The firefighter/EMT will be allowed to have a blue light.

Section 15. Such firefighter will make every attempt to attend as much training , meetings, details, fund raisers as possible while attending school. Such member only needs to attend such events while school is in session. If such member desires to attend such events during vacations or breaks, such member is welcome.

Section 16. Such member may apply for Civil or Active membership. Such member will follow the requirements of such membership, unless such
section is not applicable, and listed in this Article.

Section 17. Members may not vote on any money matters, election of officers, may not hold an officer's position, to include Civil or Line Officer.

Section 18. The following sections of Article 2 Section 10 "*General requirements of Membership*" will not apply:

Section 1,5,7,10,11,13,14,14a,15,15a,16,19,20,21,22,23,24,25,27,28,29,30,31,31a and 33. All other section apply.

Section 19. Members may be issued a Class A Uniform. Members will not be required to attend events when schools is not in session. To include parades. Such members will not be disciplined for not adhering to Articles and sections dealing with Class A uniforms.

Article 3
Classification of Membership
Mutual Aid Firefighter

Section 20. Members who desire to apply for Civil membership, will attend all events outlined in Article 3, Civil membership while school is in session.

The following sections of Article 3 *“Article 3 Classification of Membership”* Civil Membership will not apply:

Section 2,3,4,5,5a,5b,6,7,8,12, and 13

Section 21. Members who desire to apply for Active membership, will attend all events outlined in Article 3, Active membership while school is in session.

The following sections of Article 3 *“Article 3 Classification of Membership”* Active Membership will not apply:

1,1a,2,2a,3,3a,3b,3c,4,5,5a,5b,5c,5g, and 5L.

Section 22. The following Articles will apply in full:

Article 11, 12, 13 and 14. Article 14 is Class A uniforms. If the member desire one, he/she will have to follow the requirements while attending school.

Article 3
Classification of Membership
16/17 Firefighter

Section 1. Age requirement for the program is at least sixteen (16) years old, but less than eighteen (18) years old.

Section 1a. Candidates will follow Article 2 General Requirements for Membership sections: 2, 2a, 2c, 3,3a, 4, 6, 10,11,12,17,24, and 25. *(Added 12/21)*

Section 1b. A letter of approval from the parent(s) or guardian(s) must be received from the member seeking acceptance into the program.

Section 1d. Members must have passing school grades to actively participate in the program. In the event they have below standard grades, they will be placed on suspension by the Department until such grades improve and submit written proof of passing grades.

Article 3
Classification of Membership
16/17 Firefighter

Section 1e. Upon acceptance, these members shall be on a 12 month probationary period. Their participation in all aspects of the department will be evaluated by the Mentor Officer. In the event this member's performance evaluation is inadequate to the standards of the department, this member will be placed on a 90-day reevaluation process where 3 Line Officers will observe the performance of such member to determine if further participation in the department is warranted, or if dismissal is warranted. *(Revised 5/20/25)*

Section 1f. All Department Operating Instructions, by-laws, Federal, New York State, or local guidelines will apply to all 16/17 Firefighters. *(Revised 12/21)*

Section 1g. Member(s) are not allowed to seek any elected position of the Department. *(Revised 12/21)*

Section 1h. Member(s) shall become an "Active Member" according to the by-laws of the Whitesboro Fire Department on the next regular meeting following their eighteenth (18th) birthday, unless a vote is requested by a member through a motion to terminate this member, and the majority of the votes is to terminate this member. *(Revised 12/21)*

Section 1i. Member(s) may not attend alarms between the hours of 10:00 PM and 7:00 AM while school is in session. Such member will not be disciplined for not obtaining 10% alarms. *(Revised 5.20/25)*

Section 1k. No member(s) is allowed in the station during school hours

Section 1l. Member(s) are allowed the privilege of attending all social functions of the Fire Department. *(Revised 12/21)*

Section 1m. In order for members to have voting privileges in elected positions, and money matters, must meet the requirements of an Active Membership. Failure to do so only prohibits them from voting and not being subject to disciplinary actions. *(Revised 12/21)*

Section 2a. Member(s) will respond to the station for all alarms unless directed otherwise by the Incident Commander, or other Line Officer. *(Revised 5/20/25)*

Section 2b. Member(s) may only ride on the apparatus if they have been trained to ride and are qualified to hold that position on the apparatus. *(Revised 12/21)*

Article 3
Classification of Membership
16/17 Firefighter

Section 2c. If a qualified active member should arrive, the junior firefighter will give up his/her position on the apparatus. Consideration must be given to ensure the member is able to respond. It is the goal of the program to keep the member involved and engaged. *(Revised 12/21)*

Section 2d. At no time will a 16/17-member drive any of the Whitesboro Fire Department apparatus. (Insurance requirements)

Section 2e. No blue lights are to be used

Section 2f. Fire Department pagers are prohibited in school.

Section 3. Training.

Section 3a. Must attend 25 in house hours of training.

Section 3b. Attend 8 hours of OSHA

Section 3c. Attend New York State BEFO/IFO or equivalent within the first year if offered.

Section 3d. Members can reach Firefighter Level II Firefighter status. They will be able to be SCBA certified, but at no time will they be allowed to enter any structure fire or IDLH atmosphere. Individuals may participate in live fire training, only when accompanied by an officer of the department, or a New York State Fire Instructor. Once the individual reaches his/her 18th birthday, such individual will be allowed to enter structure fires, or IDLH atmospheres, and their level as a firefighter has been approved by the training division. *(Revised 12/21)*

Section 3e. Ladders maybe used only under the direct supervisor of a trained Line Officer and should be limited to (1) one story. *(Revised 5/20/25)*

Section 3f. Climbing aerial's and operating in the bucket are only allowed during training, and under the direct supervisor of a trained Line Officer. The member will wear a ladder belt at all times. *(Revised 12/21)*

Section 4g. Members may participate in most firefighting situations, although, at no time will a member enter a IDLH situation on a real-life emergency. Training only.

Section 4h. Members will not wear SCBA during firefighting situations, training only.

Article 3
Classification of Membership
16/17 Firefighter

Section 4i. Under direct supervision , member(s) may operate electric tool, hand tools, power tools, hydraulic tools, hose lines and master streams. Training only (Revised 5/20/25)

Article 3
Classification of Membership
Honorary Member

Section 1. Any active member who has served for a period of not less than five (5) years may present a request in writing for honorary membership. If all fines are paid and training requirements and other obligations have been completed, Department property returned in good condition may become an honorary member upon a majority vote of the members of the Department.

Section 2. Honorary membership may, upon vote of the Department at a regular meeting or special meeting, be conferred upon a person(s) of distinction.

Section 3. The Department reserves the right to withdraw the honorary membership when such actions are necessary for the good of the Department.

Section 4. No honorary member will have the right to any voting rights but may have a voice. Any member, who is in the military for more than one enlistment, shall automatically be placed on the honorary list. It will be the responsibility of the member to notify the secretary of the enlistment. Upon completion of service, the member may ask to be placed on the active list, and the time spent in the military will be added as time served in the Department. If there are no openings on the active list, their names will be placed first on the waiting list.

Section 5. Any Honorary Member who requests to be re-instated as an Active or Civil member, must fulfill the application process, as stated in Article 2 – Membership. If such member desires to be an Active Member, such member will be required to obtain a physical at the departments expense. (Revised 12/21)

Article 3
Classification of Membership
Life Membership

Section 1. Any member who has completed thirty-five (35) years or more of Active or Civil service, that is in good standing, shall be entitled to Life Membership, upon receiving a letter requesting such status. Life Members must abide by all Civil member requirements and will have all rights as Civil members. Once the letter has been accepted by the Department, Life Members no longer will be required to attend training or responses, and will be entitled to all service awards, service pins and social functions. *(Revised 1/11)*

Article 3
Classification of Membership
Retired Life Member

Section 1. Any member who has completed thirty-five (35) years of Active, Civil or Life Membership service in good standing, shall be entitled to Retired Life Membership, upon receiving a letter requesting such status. Once the letter has been accepted by the Department, the member will be excused from: training, meetings, parades, and all fines. The member will no longer receive any service pins and his service time will stop at the year of such change in status. Retired Life Members will not be eligible for any death and disability as stated in the Volunteer Firefighter benefit Law (VFBL). *(Revised 1/11)*

Article 4
Executive Officers

Section 1. Executive Officers of this Department shall consist of: President, Vice President, Secretary, , Treasurer, Assistant Treasurer, Seven (7) Board of Directors', and Historian. *(Revised 12/21)*

Section 1a. At no time shall the President or Vice-President simultaneously hold the position of Fire Chief. *(Revised 11/95, 8/97,3/03)*

Section 1b. If an Executive officer resigns their position prior to the expiration of its term, that member shall be ineligible to seek election as a Civil Officer for at least one (1) year from their date of resignation. *(Revised 3/05)*

Section 1c. If an Executive Officer is suspended for any reason and subsequently found guilty of the charge(s) by the membership, that officer shall immediately resign his elected or appointed position(s). *(Revised 3/05)*

Section 1d. Any member that is ineligible to vote for any office, such member will be subsequently ineligible to seek any elected or appointed position(s). *(Revised 3/05)*

Article 5
Duties of the Executive Officers

Section 2. Any member who has served actively for a period of not less than (6) ~~six~~ months and who is in good standing shall be eligible to hold an office of a civil Office.

Section 3. Any vacancy, which may occur among the civil officers, shall be filled at the next regular meeting, and such vote shall be by written ballot.

Section 4. If any elected officer or member who is appointed by the chair, refuses to perform or neglects their duties of that office for three (3) consecutive months, that office shall become vacant unless a satisfactory excuse is given, if not then the vacant office shall be voted on at the next regular meeting.

Section 1 President. It shall be the duty of the President to preside at all meetings according to the rules of parliamentary procedure, and to enforce the By-laws. He/she shall not vote on any matters or questions except of an equal division, when his/her vote will decide the tie. The President shall have the right to table any motion until the next regular meeting if the motion is in question. Shall inspect and announce the results of all balloting and other votes: appoint all committees not otherwise provided for: impose and enforce all fines and penalties: decide all questions of order, sign all drafts. The President shall oversee all committees; appoint the Department Chaplains and all committees at the annual meeting and counter sign all money drafts. Will oversee the by-law committee and ensure the by-laws are current, to provide appropriate number of copies for members, and to provide new copies to all new members. The by-laws will be reviewed, at a minimum, every three (3) years. The President will report to the body on the progress, and alterations. *(Revised 4/18)*

Section 2 Vice President. It shall be the duty of the Vice President to perform all duties of the President in their absence. Shall be an ex-officio member of the Board of Directors. Will notify all members of a death of a member, death of a member's family, Village Board member or Village employee.

Article 5
Duties of the Executive Officers

Section 3 President Pro-Tempore. In the absence of both the President and Vice President at a meeting, a president Pro-Tempore shall be elected for that meeting only, except that in case of an emergency, the members of the Department present at a meeting may vote to extend that time for a period not to exceed three (3) months.

Section 4. Secretary. The Secretary shall maintain accurate minutes of the proceedings of all meetings of the Department: will be an ex officio member of all committees of the Department. Shall call the roll of members at all meetings. It shall be the duty to keep an accurate account between each member and the Department: provide application blanks, notify the membership candidates of election of membership, and notify the Village Board within one week of their acceptance, shall request the Village Board to issue Exempt certificates to those members who are qualified to receive such. Notify the Village Board of any member, who resigns, is suspended, or expelled. Have on hand all dates of entry into the Department and keep an accurate account of who has and who is eligible for service pins, issue membership cards at the annual meeting, record all alarms, keep on file all documents relating to the members and the Department business. Turn all

Section 4. Secretary (Cont.) money received over to the Department Treasurer, and take his receipt for the same, notify all members of their indebtedness to the Department, to write all correspondence that the President may request, upon leaving office shall turn over all books and other Department property belonging to the Department. Shall give a written report at the annual meeting. Shall keep account of the members who are entitled to vote on money matters, attendance of fund drive, and parades. *(Revised 12/21)*

Section 5a Secretary Pro-Tempore. In the absence either of the Secretaries at any meeting, the Department shall elect one of the members present as Secretary Pro-Tempore. He shall have the duties of the Secretary for the duration of that meeting. In an emergency, this period may be extended by a vote of the Department, for a period not to exceed three (3) months.

Article 5
Duties of the Executive Officers

Section 6 Treasurer.

6.1 It shall be the duty of the Treasurer to receive all funds of the Department, issue a receipt for the same, deposit the same in the Departments name.

6.1.1 The Treasurer shall deposit all monies received by him/her belonging to the organization in the name of the organization in a bank(s) designated by the Department. All deposits are to be made within three (3) working days from receipt.

6.1.2 Bank account(s) shall be established in such a manner that withdrawals can only be made upon checks requiring two signatures. There shall be a maximum of four signatures on a signature card at the official bank(s) of the Department.

6.1.3 To pay all bills against the organization, when authorized at a regular, annual meeting, special meeting, or when authorized by the Fire Chief or the Department President.

6.1.4 All payments shall be on Department checks, keep an accurate account of all receipts and expenditures.

6.1.5 In no case pay any money out belonging to the Department except when countersigned by the President.

6.1.6 Those authorized to sign checks shall be: Treasurer, the President, the Assistant Treasurer or the Fire Chief. No money shall be withdrawn from any bank(s) unless authorized at a regular meeting, annual meeting or special meeting.

6.1.7 To keep a correct account of all receipts and disbursements and submit his accounts to the organization, the Fire Chief, the Department President or the Auditing Committee when called for.

6.1.8 Will give a written report at all regular meetings, and at the annual meeting showing: Amounts received and expended, date, purpose, and payee with respect to each expenditure.

6.1.9 To establish an operating budget for the upcoming fiscal year; prepare, and file income tax returns for each year of operation.

6.1.10 Ensure checks are signed by two (2) individuals who are authorized to sign.

6.1.11 There shall be no deviation from this procedure. Upon his/her successor being installed, he/she shall turn over all books, money, and other papers belonging to the Department that are up to date. *(Revised 12/21)*

6.2 Auditing Committee:

6.2.1 This committee shall consist of Three (3) members and The Treasurer and The Assistant Treasurer.

6.2.2 This committee shall examine the accounts of the Treasurer and all special accounts including any auxiliary units. A report will be given at the annual meeting and at the next regular meeting after any examination other than the annual examination. Such examination shall include a verification of bank balances.

6.2.3 This committee shall perform other duties that may be assigned to it by the membership of the organization, the Board of Directors.

Article 5
Duties of the Executive Officers

6.3 Purchases:

6.3.1 All purchases must be authorized and approved by the Fire Chief, President, Treasurer, President of the Board of Directors prior to submittal for payment.

6.3.1.1 These members shall be referred to as Budget Managers.

6.3.2 All purchases require the use of a purchase order number that can only be obtained by the Fire Chief or his designee(s).

Note: If you purchase an item prior to getting a purchase order number, consent by the Fire Chief, or Budget Manager, you may not be entitled to a reimbursement for the purchase.

6.4 Procurement:

6.4.1 Any budget line item associated with the Federal Tax Identification Number associated with the departments checking or savings account, will be required to comply with the following accounting procedures:

6.4.1.1 In an effort to ensure that goods and services are obtained in an efficient, effective manner and in accordance with applicable State requirements, the Board of Directors should establish policies and procedures, which govern and control procurement activities of the non-profit organization.

6.4.1.2 A code of conduct should specify that no employee, officer, or agent is to participate in the selection, award, or administration of a contract if there is the possibility of either a real or perceived conflict of interest. In addition, employees, officers, or agents are not to solicit nor accept gratuities, favors, or anything of monetary value from parties to the contract. Specific disciplinary actions to be followed when violations occur should be included in the code of conduct.

6.4.1.3 All procurement and contract activities should be conducted in a manner which provides, to the maximum extent possible, free and open competition among all parties.

6.4.1.4 Non-profit organizations must be continually alert to organizational conflicts of Interest as well as actions or practices on the part of contractors and other parties, which might restrict or eliminate competition. In order to ensure objective performance as well as eliminate unfair competitive advantages, contractors who develop or draft specifications, requests for proposals, etc. should be excluded from competing for the contract or award.

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6.4.1.5 Procurement procedures should be developed in a manner which enables the non-profit organization to avoid the purchase of unnecessary and/or unreasonable items. For example, a process should be in place which ensures that a proper analysis and study of lease versus purchase alternatives is made whenever applicable. The solicitation process for securing either goods or services should also provide to prospective vendors complete and adequate information in order to avoid unnecessary delays or misunderstandings on the part of suppliers and/or contractors.

6.4.1.6 An effort should be made to ensure that small businesses, minority-owned firms, as well as business enterprises owned and operated by women are given every opportunity throughout the procurement process to participate on an equitable basis with larger suppliers and contractors.

6.4.1.7 Procurement files should document that a cost or price analysis was made with regards to every procurement. The price analysis process may include formal quotations, market prices, or other similar data while the cost analysis is concerned with a review and evaluation of cost elements to determine reasonableness, allocability, and allowability.

6.4.1.8 A contract monitoring process should be developed which ensures that contractors perform in accordance with terms, conditions, and specifications set forth in the contractual agreement. Also, provisions must be included to ensure timely and proper follow-up on all purchase and performance agreements.

6.4.1.9 Procurement policies and procedures of non-profit organizations should include a requirement that formal competitive bidding practices are to be used when contracting for goods and services with an expected value equal to or greater than an amount established by the governing board. In addition, such competitive bid practices are strongly encouraged, when practicable, on smaller procurements.

6.5 Procurement Integrity:

6.5.1 Through audits conducted by the Department of Homeland Security's Office of Inspector General (OIG), State-level reviews, and Assistance to Firefighters Program Office grant monitoring, it has become apparent some grant recipients are not totally adhering to the proper procurement requirements when spending grant funds. Anything less than full compliance with Federal procurement policies jeopardizes the integrity of the grant as well as the grant program. As such, in FY 2009 DHS has placed an increased emphasis on oversight of grantees' procurement actions. The requirements and DHS expectations of fire departments when buying goods and services with Federal grant funds are reiterated below.

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6.6 Competition: All procurement transactions shall be conducted in a manner that provides, to the maximum extent practical, open and free competition. Grantees are expected to promote competition and ensure advantageous pricing by soliciting bids from multiple vendors. Purchases shall be made from the vendor whose bid is responsive to the solicitation and is most advantageous to the grantee when price, quality, and other factors are considered. Grantees may use their own procurement procedures, which reflect applicable State and local laws and regulations, provided the procurements conform to applicable Federal laws and standards. Grantees who fail to adhere to their own procurement policy or otherwise fail to fully “compete” any purchase involving Federal funds, may find their expenditures questioned and subsequently disallowed.

6.7 Documentation: Grantees are required to maintain and retain backup documentation such as bids, quotes, and cost/price analyses on file for review by Federal personnel. The required documentation for federally funded purchases includes specifications, purchase orders or contracts, invoices and cancelled checks. Grantees who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed.

6.8 Specifications: Specifications developed for solicitations must clearly set forth all requirements the bidder shall fulfill in order for the bid or offer to be evaluated by the recipient. However, those specifications may not be so narrowly constructed or contain features, which unduly limit, restrict or eliminate competition unnecessarily. Additionally, grantees cannot impose in-State or local geographical preferences in the evaluation of bids or proposals.

6.9 Applicants and grantees may obtain product information from vendors in order to be more informed about the items they plan to purchase. However, applicants and grantees may not use specifications obtained from vendors for any purchase with Federal grant funds if the specifications would be found to be restrictive. It is the grantee’s responsibility to assure that vendor specifications are not used in a manner, which would result in restricting or limiting competition from other vendors of similar products.

Additionally, if a vendor or manufacturer drafts, writes, edits, critiques, or provides any direct consultation on a grant application that vendor or manufacturer iii cannot submit a bid for that purchase. Likewise, if a vendor or manufacturer drafts, writes, edits, critiques, or provides any direct consultation on a specification to be used for the solicitation for the purchase of a specific product, that vendor or manufacturer cannot submit a bid for that purchase. See Conflicts of Interest below.

6.9.1 Grantees shall, on request, make available to DHS pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., if (1) the purchase specifies a "brand name" product or

Article 5

Duties of the Executive Officers

(2) the proposed award, is to be awarded to other than the apparent low bidder under a sealed bid process.

6.9.1.1 Grantees found to be using proprietary, or otherwise limiting specifications, may find their expenditures questioned and subsequently disallowed.

6.10 Personal and Organizational Conflicts of interest: In order to ensure objective vendor performance and eliminate a real or apparent unfair competitive advantage, anyone who develops or drafts specifications, requirements, statements of work (including the grant application), invitations for bids, and/or requests for proposals is excluded from competing for such procurements. Additionally, no employee, officer or agent of the grantee should participate in the selection; award or administration of a procurement supported by Federal funds if a real or an apparent conflict of interest is involved. A conflict of interest could arise when any of the following conditions exists:

6.10.1 An officer, employee or agent of the grantee has a financial or other interest in the vendor selected for the procurement.

6.10.1.2 Any member of the grantee's officers', employees' or agents' immediate family has a financial or other interest in the vendor selected for the procurement.

6.10.1.3 An organization, which employs a grantee's officer, employee or agent, is a vendor or has a financial or other interest in the vendor selected for the procurement.

6.11 For the purposes of this program, DHS considers volunteers of an organization and grant writers to be employees, officers and/or agents of the grantee. As such, no volunteer or member of an organization or anyone involved in the application for funding can participate in, or benefit from, the procurement if Federal funds are involved. Grantees purchasing items with grant funds from vendors who employ any of their volunteers/members must document how they avoided a conflict of interest during the procurement process (i.e., specific details must be provided regarding how the members/volunteers removed themselves or how they were prevented from participating in the process). Grantees who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed.

6.12 Procurement Committee:

6.12.1 This committee shall consist of three (3) members to be appointed by the President.

6.12.2 The duties of this committee are to obtain at least three sealed (3) bids for all articles over the price of fifteen hundred (\$1,500) dollars to be submitted to the Board of Directors monthly meeting. The bids will be reviewed by the respective committees and the Board of Directors and will be acted upon at the next regular meeting.

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Section 6a Treasurer's Bond. The candidate for Treasurer shall post a bond of sufficient amount to cover the greatest amount of money likely to be in his hands during the year, before assuming the duties of his/her office. The cost of the bond shall be paid by the Department. This bond decision will be made by the Civil Officers to see if it is needed.

Section 6b. Assistant Treasurer. It shall be the duty of the Assistant Treasurer to perform all duties of the Treasurer in their absence. *(Revised 2/4/02)*

Section 6c. Yearly Audit. The Treasurer shall submit his books to be audited and signed by a qualified person with the approval of the Board of Directors prior to the annual meeting and signed by at least three (3) Board members. Such an audit should be read by the Board of Directors and reported in the minutes of the annual meeting. If the treasurer resigns or is not re-elected, an audit shall be done with the above occurring.

Section 6d. Yearly Budgets. All members who have a committee or are in charge of a function that requires a budget, will be required to submit a written budget by November 1st.

Section 7. Historian. It shall be the duty of the Historian to keep an accurate and complete record of the history of the Department and to make a permanent record of such history.

Section 8. Expenses. For faithful performance of their duties: The Chief, President, Secretary, and Treasurer shall be entitled to an annual sum for office expenses during the previous year. This sum shall be determined by a vote at the annual meeting for the ensuing year, and payment shall be made for the previous year, at the annual meeting.

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Section 9. The Board of Directors shall consist of seven (7) members. The terms of office shall be four (4) Directors for two (2) years, and one (1) for a one (1) year term. Two (2) Directors shall be elected for a two (2) year and two (2) more the year after. One (1) Director shall be elected for a one (1) year term each year. The remaining two (2) directors shall be appointed by the presiding officer at the annual meeting. These two (2) Directors shall serve a one (1) year term. *(Revised 3/05)*

Section 10. Duties of the Board of Directors. The Board shall assume charge of all Department property: maintain all property in good condition: take all necessary action to have damaged property properly repaired or replaced. Shall have the authority to lend out Department property, which shall be returned in the same condition as lent out. Shall exercise supervision over the Department minutes, appoint a Chairman of the Board at the annual meeting and will give a written report at every meeting, interview all candidates for membership and report their findings at the next regular meeting. Keep an accurate written inventory of all Department property; sign the Treasurer's books. Will hear all disciplinary

actions and give their recommendations for suspension or expulsion. May perform any other duties as may be required by the Department. All By-law alterations will be handled by the Board. The Board will review the By-Laws at regular intervals to insure validity and accuracy. If a member desires to see a By-law changes, such individual will submit in writing to the Board, the Article, and section with the alterations.

Article 6 **Line Officers**

Section 1. The staff positions shall consist of 1. Fire Chief. 1 Assistant Chief. 2 Deputy Chiefs. 2 Captains. 2 Lieutenant. *(Revised 12/21)*

Section 1a. All Line Officers will abide by Operating Instruction 2 Duties of Officers and will be subject disciplinary action.

Section 1b. Eligibility for Fire Chief. Any member who has served five (5) years of good active service and has been a Captain or Lieutenant for two (2) years, in the Whitesboro Fire Department, and completed:

1. New York State Essentials, /New York State BEFO or equivalent
2. New York State Firefighter I/ IFO or equivalent
3. Completes in house pump or state pump operations
4. Whitesboro Fire Department in house SCBA certification to Level III Firefighter (annual tower recertification optional),
5. Completes NIMS 100, 200, 300, 400, 700 & 800
6. Possess and maintains a New York State Driver's License
7. Drive and operate all apparatus of the department *(Revised 12/21)*

Article 6 **Line Officers**

Section 2 : Eligibility for Assistant Chief and Deputy Chief. Any member who has served five (5) years of good active service and has been a Captain or Lieutenant for two (2) years, in the Whitesboro Fire Department, has and completed:

1. New York State Essentials, /New York State BEFO or equivalent
2. New York State Firefighter I/ IFO or equivalent
3. Completes in house pump or state pump operations
4. Whitesboro Fire Department in house SCBA certification to Level III Firefighter level III firefighter (annual tower recertification optional),
5. Completes NIMS 100, 200, 300, 400, 700 & 800
6. Possess and maintains a New York State Driver's License
7. Drive and operate all apparatus of the department

Section 3. Eligibility for Captain or Lieutenant. Any member who has served two (2) years in the Whitesboro Fire Department and in good standing and is twenty-one (21) years of age, and has the following prerequisites prior to being elected into the position:

1. New York State Essentials, /New York State BEFO or equivalent

2. New York State Firefighter I/ IFO or equivalent
3. Completes in house pump or state pump operations
4. Whitesboro Fire Department in house SCBA certification to Level III Firefighter (annual tower re-certification optional),
5. Completes NIMS 100, 200, 700 & 800
6. Possess and maintains a New York State Driver's License
7. Drive and operate all apparatus of the department

Section 4. Any vacancy which occurs for any reason, the office that has become vacant will remain open until the next regular meeting, unless the vacancy occurs due to an officer changing positions, then those offices will be filled at that time.

Section 5. If the officer directly below the vacancy has served faithful for a period of not less than three (3) months, his/her name will automatically be placed on the ballot, together with any other nomination from the floor unless he/she should decline the nomination. Such a vote will be written ballot. *(Revised 3/97)*

Section 6. If an officer refuses or neglects to perform the duties of that office for three (3) months in a row, that office shall become vacant unless a satisfactory excuse can be given.

Section 7. If a line officer resigns their position prior to the expiration of its term, that member shall be ineligible to seek election as a line officer for at least one (1) year from the date of resignation. *(Revised 3/05)*

Section 8. Any Line Officer who is unable to maintain such requirements of their position as stated in above sections, will be removed from their Line Officer position.

Section 9. If any Line Officer is suspended for any reason, or for any period of time, such member will automatically be removed from his/her position. Such member will be prohibited from seeking any Line Officer position for (1) one year from the date of the suspension.

Section 10. At no time shall the President or Vice-President simultaneously hold the position of Fire Chief. *(Revised 03/03)*

Section 11. Any member that is ineligible to vote for any line officer's position(s), such member will be subsequently ineligible to seek any line officer's position(s) whether appointed or elected. *(Revised 3/05)*

Article 7 **Duties of the Line Officers**

Section 1. Chief. The Chief shall have full charge, control and command over the members connected with, and all apparatus belonging to the Department. The Chief shall have general supervision of the same when called out by a alarm, training, parades, or any other function

that is not related to Civil matters or functions; it shall be the Chief's duty to see that all apparatus belonging to the Department is at all times kept in good repair and ready for immediate use; shall report to the Village Board, and Department once a month on the issues of the Village and Department. The Chief shall prepare a written budget to the Village Board and to the Department for our records, issue a written report to the Department at the annual meeting on the condition of the Department; will over see all the duties of the line officers; shall hold the members of this Department strictly to account of neglect of duty and may suspend them at any time.

Section 2. Assistant Chief. It shall be the duty(s) (appointed by the Chief) of the Assistant Chief to perform all duties of the Chief in his/her absence. He/She shall have the same powers and be subjected to the same rules as pertains to the office of Chief when acting as such and all such duties as the Chief may direct.

Section 3. Deputy Chiefs. It shall be the duty(s) (appointed by the Chief) of the Deputy Chief(s) to perform all duties of the Chief and the Assistant Chief in his/her absence. He/She shall have the same powers and be subjected to the same rules as pertains to the office of Chief or the Assistant Chief when acting as such and all such duties as the Chief may direct. *(Revised 4/18)*

Section 4. The Incident Command system is used by the department, Operating Instruction 32 Incident Management System and Operating Instruction 33 Incident management will be followed during any incident.

Section 5. Captains and Lieutenants. It shall be the duty(s) of the Captains and Lieutenants to perform all the duties of the above offices in the absence of the above offices. He/She shall have the same powers and be subjected to the same rules as pertains to the above offices when acting as such and all such duties as the Chief may direct. Will be appointed by the Chief to assist the Assistant Chief and Deputy Chief's, and will carry out the monthly training, and oversee the new members for a period of not less than one (1) year and not to exceed two years. *(Revised 4/18)*

Section 6. Training Officer. Shall prepare a monthly training schedule and have it posted for the month. Shall report to the Department monthly on the progress of the training of the members. Shall issue a written report to the Department at the annual meeting, has the authority to suspend a member for not obtaining the required amount of training and is the only officer who may accept excuses about training or other requirements outlined by the Department by-laws for training. He/She shall maintain a file on all members of alarms attended and training records. Shall appoint the Captains and Lieutenants a new member for the one-year probation period to ensure the member completes the requirements of the by-laws.

Article 8

Left Blank

Article 9 **Meetings**

Section 1. The regular meeting of the Department shall be the first Monday of each month at 7:30 PM, unless the meeting comes on a holiday or on the eve of a holiday, if a special function or event falls on the meeting night or the night prior to the meeting night, or the death of a member, the meeting will be held the following Monday. *(Revised 7/95)*

Section 2. The annual meeting will be the first Monday in January at 7:30 PM unless it falls on a holiday or on an eve of a holiday for the election of all Department officers. All officers except the Directors, whose terms of office have not expired, shall be chosen annually by a written ballot, majority rules. *(Revised 3/05)*

Section 2a. The annual meeting will be held the first Monday of January for the election of officers. No member in debt to the Department monetarily or those members failing to obtain their required training sessions as reported by the training Officer prior to the election will be allowed to run or vote for an elected position. Once the announcement is made for the election of officers, no business or discussions will take place not pertaining to the election of officers. All civil and Line Officers except the Directors, whose terms of office have not expired, shall be chosen annually by a written ballot: a majority of all legal votes cast being necessary for an election.

Section 2b. All officers take effect immediately after the annual meeting. Officers will be elected by majority votes cast.

Section 2c. There shall be two (2) positions for the position of Deputy Chief. Following the Incident Command system, the Deputy Chiefs have the same authority for each unit number. For Annual election purposes, both positions of Deputy Chief will be voted on separately at the annual meeting. The position of Unit 3 will be elected first, followed by the election for Unit 4. The designation of Unit 3 and Unit 4 is for Incident Management purposes only; such position of Deputy Chief shall have the same authority for each unit number. *(Modified 11/19)*

Section 2d. There shall be two (2) positions for the position of Captain. Following the Incident Command system, the Captains have the same authority for each unit number. For Annual election purpose, the positions of Captain will be voted on separately at the annual meeting. The position of Unit 5 will be elected first, followed by the election for Unit 6. The designation of Unit 5, and Unit 6 for Incident Management purposes only; such position of Captain shall have the same authority for each unit number. *(Modified 11/19)*

Section 2e. There shall be two (2) positions for the position of Lieutenant. Following the Incident Command system, the Lieutenants have the same authority for each unit number. For Annual election purpose, the positions of Lieutenant will be voted on separately at the annual meeting. The position of Unit 7 8 will be elected first followed by the election for Unit 8 . The designation of Unit 7 and 8, are for Incident Management purposes only; such position of Lieutenant shall have the same authority for each unit number. *(Modified 11/19)*

Article 9 **Meetings**

Section 3. If a vacancy occurs for any reason the office that has become vacant will remain open until the next regular monthly meeting unless the vacancy occurs due to an officer changing positions, then those offices will be elected at that time. If an officer directly below the vacancy has served faithful for a period of not less than three (3) months his/her name will automatically be placed on the ballot, together with any other nomination from the floor, unless he/she should decline the nomination. Such a vote will be written ballot. *(Revised 3/97)*

Section 4. Any member that was ineligible to hold an elected position at the annual meeting due to lack fulfilling their requirements, such member will not be eligible to seek an elected office for a period of at least twelve (12) months from the date of the Annual meeting in which they are eligible.

Section 5. If the Department needs to cancel a meeting due to emergencies, inclement weather or other special needs, the President shall have the authority to cancel such meeting and shall reschedule a new date and time. Notification will be at least seven (7) days notice unless an emergency arises, and the alarm system may be used.

Section 6. Following the call to order, the members shall be seated and in order. A member who has risen, addressed the chair and has been recognized shall have the privilege of the floor without interruption for a period not to exceed three (3) minutes. This period may be extended if no member(s) objects.

Section 7. A member shall speak only once on a subject when under discussion. He/She may not again be recognized until all members who desire to express themselves have done so. He may, however, be recognized for the purpose of answering a direct question, or to explain the matter under discussion more fully, if so requested.

Section 8. Debate on all questions shall not be limited unless the members present so vote preceding the discussion.

Section 9. The minutes as read, shall be declared as approved by the chair, if no objections are made.

Section 10. A motion being made and seconded, the chair shall decide if the motion is in order, repeat the motion and ask if there is any question on the motion.

Section 11. When a question is under debate, no motion shall be entertained unless: it is to amend, to refer, to lie on the table, to postpone the previous question, and to adjourn.

Article 9 **Meetings**

Section 12. Any motion or resolution once offered can be withdrawn only by the person who has offered it, and previous to its being acted upon.

Section 13. Any member voting in the majority on any question may move to reconsider. But no debate shall be allowed unless the motion prevails

Section 14. If the President wishes to speak on any question, he/she shall vacate the chair to the Vice President or President Pro-tempore.

Section 15. If five (5) members all for the nays and yeas, they shall be ordered by the chair and recorded in the minutes.

Section 16. Any of these rules may be suspended by two-thirds vote of the member's present, such suspension to terminate with the same meeting.

Section 17. A motion to adjourn is always on order and shall be decided without debate.

Section 18. No person not a member of the Department shall be allowed to attend the meeting unless he is invited for a special reason. All Department business shall halt until that person has left the meeting room.

Section 19. When the election of Line Officer(s) is in order, and the President is a civil member only, he will step down and the Vice-President, who is an Active member, will run the meeting until such part of the election of Line Officers are complete. If the Vice-President is a civil member only, then a President Pro-Tempore, who is an Active voting member, shall be elected to run the meeting until such part of the election of Line Officers are complete.
(Modified 11/19)

Section 20. Any member may ask for a roll call vote on any matter that arises. The president may also have the right to call a roll call vote.

Section 21. The by-laws contain all standing rules of the Whitesboro Fire Department and shall govern the Whitesboro Fire Department in all cases to which they are applicable and in which they are consistent with the Robert's Rules of Order (*Added 3/05*)

Section 22. During unprecedented times such as war, pandemic, governmental regulations, social unrest or other unforeseen circumstances, the President may suspend meetings, or use another means of holding meetings, , such as web-based programs, or other social media programs. Such new methods may require such components of the meeting to be altered, amended, or forgo due to the unforeseen circumstances, to include portions of the By-Laws.

Article 9 **Meetings**

Section 22a. It may be necessary to hold elections, or votes of great importance through the web-based program. Elections of Officers will follow our current procedure. It is vital to ensure the privacy of each member while casting their vote.

Section 22b. At the least, the Order of Business should be: Roll call, Written Communications, Resignation's Expulsions and collection of fines, Pay the Bills, Election of Officers, or Issues of Great Importance.

Article 9 **Meetings** **Regular Monthly Meeting**

Section 1. One-fifth of the roll call of the department shall constitute a quorum.

Section 2. Order of Business at Regular Meetings.

1. Pledge of Allegiance to the Flag
 2. Roll call of the membership
 3. Reading of the minutes of the last meeting and action there on
 4. Written communication, resignation's, expulsions and collection of fines
 5. Chief's report
 6. Training officers report
 7. Board of Directors report
 8. Delegate's report: FASNY, Central, Oneida, Herkimer County
 9. Committee members report
 10. Proposition for membership(s)
 11. Balloting for membership(s)
 12. Unfinished business
 13. New business
 14. Treasure's report
 15. Introduction of member(s)
 16. Adjournment
- (Revised 3/03)*

Article 9
Meetings
Annual Monthly Meeting

Section 1. One-fifth of the roll call of the department shall constitute a quorum.

Section 2. Order of Business at the Annual Meeting.

1. Pledge of Allegiance to the flag
2. Roll call of the membership
3. Reading of minutes of last meeting and action there on
4. Written communications, resignation's, expulsion, and collection of fines
5. Chief's report
6. Training Officers written report
7. Board of Directors written report
8. Delegate's report: FASNY, Central, Oneida, Herkimer County
9. Committee member(s) report
10. Proposition for membership(s)
11. Balloting for membership(s)
12. Unfinished business
13. New business
14. Treasure's report
15. Announcement of officer election
16. Appointment of Chair for elections
17. Appointment of tellers
18. Balloting for office(s)
19. Oath of office
20. Introduction of new members(s)
21. Adjournment

Article 9
Meetings
Special Meetings

Section 1. A special meeting may be called:

1. By the President
2. By the Fire Chief
3. Upon receipt of a petition of five (5) or more members notifying the recording Secretary to this effect
4. Notification shall be at least five (5) days in advanced
5. A suitable means of notification shall be used (*Revised 9/98*)

Section 2. Only business for which the special meeting has been called or matters directly relating there to shall be taken up at the special meeting.

Article 10
Special Duties

Section 1. In the event of a death of a member, the Fire Chief or his designee shall notify the membership and be the liaison between the family and the fire department with all wake and funeral arrangements.

Section 1a. In the event of the death of an immediate family member, the Vice President will be the liaison between the Department and the family. Tasks are but not limited to: Purchasing flowers, scheduling visitations, coordinate with the Funeral Director, announcing the passing of the individual and services to the membership, contacting the Department Chaplin, and any other assignments from the Chief or President.

Section 2. The members who so desire shall call in a body to pay their respects to the deceased.

Section 3. Should a death occur in the immediate family of a member, the members of the Department shall pay the call of last respects. No resolutions shall be passed, nor drapes displayed. Immediate family shall include Mother, Father, Son, Daughter, Husband, and Wife.

Section 4. The names of the deceased members shall be placed upon the memorial list within the Department records. A suitable remembrance will be made on Memorial Day to those deceased members.

Section 5. At the annual meeting the Delegates and Alternates shall be elected for a one (1) year term.

Article 10 **Special Duties**

Section 6. Duties. The Delegates or Alternates shall attend all meetings, conventions, and any other events or functions, and give a report to the Department on the events. Prior to section 8, Delegates and Alternates must show proof of attendance of meetings of other functions to be entitled to section 8 of this article. The Department will only be dues paying members to Herkimer County Volunteer Fireman's Association. *(Revised 3/97).*

Section 7. For faithful performance of their duties, the Delegates and Alternates shall be entitled to an annual sum for expenses during the previous year. This sum shall be determined by a vote at the annual meeting in January for the ensuing year, and payment shall be made for the previous year, at the January meeting. Fee will be determined by the location of the convention, monthly meetings, frequency of the meetings, and all fees will be paid out of the expenses except the dues.

Article 11 **Excuses**

Section 1. Meetings No person other than the President, Vice President, or President Pro-Tempore and the Secretary shall receive excuses from the monthly meeting(s) and shall be in writing. In the event of an emergency, other suitable means of communications will be accepted. All excuses will either be approved or disapproved by a majority vote of the membership present. Work, school, and family emergencies are acceptable excuses. *(Revised 3/97, 3/05)*

Section 2. Training. No excuse will be accepted for missed training sessions.

Section 3 Fund Drive. The annual door to door campaign is one of the most important functions of our organization. As in accordance with our classification of membership, (with the exception of Honorary and Life Active status), all members shall be required to attend one hundred percent (100%) of the departments fund drive activities. Work, school, and family emergencies are acceptable excuses. Excused, will be looked upon as present, no points are awarded for nonattendance.

Section 3a. The fund drive committee will serve as the review committee and submit to the membership their findings in the event an excuse is received. Any member that is not present or that submits an excuse for any part of the fund drive shall be subject to the applicable penalty sections of the by-laws. *(Revised 3/03)*

Section 4 Parades. The parade chairperson is the only member that may receive any excuse from the parades set forth by the Department; excuses may be either in writing, or by some other suitable means. If a member misses a parade, the penalty will be levied by the parade chairperson and Board of Directors. See Article 14 for penalties. Family, work, and school are the only acceptable excuses. The Corresponding secretary will keep an account of the penalties. *(Revised 11/95 & 6/18 & 11/19)*

Section 5. All excuses will be in writing whenever possible, only in emergencies will the letter be waived, excuses will not be accepted for missed events or functions. *(Revised 11/95)*

Section 6. All excuses will be for a maximum three (3) month period at a time and will run consecutively. All excuses will expire at the annual meeting.

Article 12 **Civil Suspension and Expulsions**

Section 1. Disciplinary actions are a means to correct an unacceptable behavior, suspension and expulsion should be a last resort. In the event a member displays such behavior on a consistent basis, or such behavior is unacceptable to the point their action(s) is a detriment to the department and membership, such member(s) may face disciplinary action to the extent of suspension to removal from the department.

Section 1a. Member(s) shall be automatically suspended from membership without a hearing from a Civil Officer or Line Officer for a time to be decided by the presiding Civil officer or Line Officer on each of the following charges:

1. Refusal to obey an officer
2. Disorderly conduct at an alarm, meeting, training, function, or parade
3. Removing Department property from the station without permission
4. Violation(s) of the by-laws

Section 2. A member may not be expelled without being first suspended for a period of at least thirty (30) days, until the next regular meeting. This does not pertain to training requirements. The member shall be provided by the President a written copy of all charges against themselves, together with a notification of the time and place at which the hearing will take place. He/she shall be entitled to appear and be heard, together with proof in his/her defense. Failure to appear at such a hearing, unless having previously excused, shall be considered as a plea of guilt.

Section 3. The presiding officer will direct the Board of Directors to have a hearing within ten (10) days.

Section 4. The charges must be presented to the President in writing within 72 hours after the incident. Any member brought up on charges will be suspended immediately until the results of the hearing.

Section 5. The Secretary will notify all the members involved of the hearing.

Section 6. The Board of Directors will hear both sides of the charges. If a Board member is involved in any way, the President will appoint a person to take their place; all Board members and appointees must be present.

Section 7. At the end of the hearing, the Board will make a decision at a closed session on the recommendations. A report will be given at the next regular monthly meeting. All recommendations will be secret until the next regular monthly meeting when:

1. Presiding officer will read the charges
2. Person making the charging has five (5) minutes
3. Person charged has five (5) minutes
4. Presiding officer will read the Boards recommendations secret ballot will be taken, majority rules

Section 8. Any member may bring charges against another member.

Section 9. Any member who has been suspended for non-payment of fines or other indebtedness to the Department, that member may be reinstated upon a majority vote of the members present at a regular meeting, providing all obligations have been paid in full.

Section 10. In service suspension will be for members who need to make up training sessions, members may attend only training sessions.

Section 11. Suspensions will be minimum of 30 days and maximum of 90 days.

Section 12. Suspended members may not attend any functions or events sponsored by the Department or the use of the Departments facilities.

Section 13. Unauthorized loan of a key will mean immediate suspension from the Department.

Section 14. Any vote on suspension or expulsions will be by secret ballot given out by roll call, majority will rule.

Section 15. Any member marking, disfiguring, or otherwise damaging any property belonging to the Village, Department, personnel property, or who loans such property without permission of the Chief, President, or Board of Directors, shall pay the appraised value of the damage, as determined by the Board, or be expelled from the Department, and may be liable for criminal or civil damages.

Section 16. Any article removed from the apparatus floor without the permission of the Fire Chief or the Assistant Chief, such member will be expelled.

Section 17. It is the duty of each member to hold all Department business and other matters confidential.

Section 18. Alcohol, smoking, or any drugs will be prohibited during any meeting.

Article 13

Miscellaneous Rules

Section 1. No one under the influence of drugs or alcohol, or in a disorderly conduct, shall be allowed in the apparatus bay or on the apparatus at any time. The Operating Instructions shall be read for further rules and regulations of the Department.

Section 2. No one other than a member shall be allowed in the fire station except by, and in the presence of a member to show the apparatus or when necessary for business matters pertaining to the Department.

Section 3. If a member invites a nonmember to enter the station, he/she will be responsible for their conduct, including any damages that may arise from their actions or conduct while in the station or on the property.

Section 4. No gambling shall be allowed in the meeting room, with exception of authorized fundraisers.

Section 5. A member who conducts him/herself in a disorderly manner at any assembly of the Department, he/she shall be automatically suspended upon being reported.

Section 6. No person shall enter into contract a debt in the name of the Department unless previously authorized to do so by a vote of the department at a regular meeting.

Section 7. A member, who stands indebted upon the books of the department, shall have no vote on any matter until the obligation has been paid

Section 8. No person shall be allowed in the station after 2:00 a.m. unless in response to an alarm or in attendance of a special function sponsored by the Department.

Section 9. No one under the legal drinking age shall consume alcoholic beverage in the fire station, at department functions, or on the property.

Section 10. Any committee or function which uses the Fire Departments name or represents the Department, shall identify, report all financial actions to the Treasurer. Fund raising, collection of fees, or donations, and any other financial activities shall be included in the report.

Section 11. Use of profane or indecent language, improper conduct and or personal insults will not be tolerated during a department meeting, event or function. Any member who (a) refuses to come to order when so requested by the presiding civil officer, or line officer, and/or (b) consistently makes profane, obscene, threatening, or otherwise objectionable language at any gathering of this Department and/or (c) Conducts him/herself in a manner offensive to the men and officers of this Department.

Section 12. Fines can be given at any point at which a member does not perform their duties as stated in the by-laws. The presiding officer may levy a fine. It is the duty of each member to

hold all Department business and other matters confidential. Alcohol, smoke, or any drugs will be prohibited during the meeting.

Section 13. Any funds collected by a committee, function or activity sponsored by the Department, must be submitted to the Department Treasurer at the next regular monthly meeting. Funds may be placed in a special account through the Treasurer and must be reported at the next regular monthly meeting.

Section 14. Any time the Department name is to be used to sponsor an event, function, or activity; it must be approved by the body at a regular meeting.

Section 15. The membership will not donate funds to any requesting agencies, fire department, civil function, community organization, or schools over \$100.00.

Section 16. The Operating Instructions outline the operations of the emergency response of the department. Such Instructions provide members with guidelines on how to operate on emergency response, and everyday activities. Such guidelines outline safety procedures that will protect the Village and the department from legal litigation. Some Operating Instructions provide members with guidelines on how to present themselves while representing the department. While all OI's should be followed, failure to follow the below mentioned OI's will result in immediate disciplinary action to removal from the Chief or the President.

OI 1 Code of Conduct

OI 2 Duties of Officer

OI4 Social Media

OI 11 Sexual Harassment

OI 91 Violence in the Workplace

Section 17. Members are expected to be held to a higher standard than the general public. Therefore, members who are accused of a crime regardless of its severity, will be placed on administrative leave until such time as the issue has been rectified. If such member(s) are found guilty, such member will face disciplinary action up to removal from the department.

Section 18. Any member(s) involved in an incident that reflects unfavorably on the Department or operating in the capacity of a member of the department, while wearing clothing that identifies with the fire department, such member will face disciplinary action up to removal from the department.

Article 14

Class “A” Uniforms

Section 1. Any member shall be issued a reasonably well fitted Class “A” Uniform in good condition. It shall be the responsibility of the members to see that it is in a good state of repair at the time of acceptance. The member shall take all reasonable precautions to maintain it in a good state of repair at all times, and to return it upon termination of membership. The member shall pay for all repairs or replacement of any part of the Class “A” Uniform damaged or lost due to their negligence. Class “A” Uniforms are not to be left in the fire station after parades. If a member causes damage to another member’s Class “A” Uniform, that member will be liable for the repair costs. (revised 5/10)

Section 2. No person other than a member of the Department shall wear its Class “A” Uniform or lend out any part of the Class “A” Uniform.

Section 3. A complete Class “A” Uniform will consist of a hat, coat, tie, gloves, pants, all badges, shirt, and a garment bag. Shoes will be the responsibility of the member, shoes will be black.

Section 5. The company will absorb the cost of any cleaning of any members’ Class “A” Uniform that was soiled due to weather conditions at a parade or drill. All Class “A” Uniforms must be cleaned, and the bill of cleaning submitted to the Department by November 30th of that parade year. Proof of cleaning must be submitted to the Department, if after the above date, the Department holds the rights not to pay the bill.

Section 6. Any member losing or destroying his/her Class “A” Uniform, whether it is his/hers or someone else in the Department that said member will be responsible for the replacement costs.

Section 7. Any member who possesses a Class “A” Uniform must attend and march in the following parades: Memorial Day parade, Oneida County Convention, and at least 2 additional parades. The Parade Chairperson(s) will determine the additional parades for the calendar year. Failure to attend the two (2) additional parades will result in the member returning the Class “A” Uniform. If the member desires a Class “A” uniform again, a written request must be presented to the Board of Directors. Such request(s) will be at the discretion of the Board of Directors. Work, school, family, or family emergencies are the only acceptable excuses. No points will be awarded. (*Revised 5/10 & 6/18 & 11/19*)

Article 15

Fire Limits

Section 1. Officially, the limits of this Department shall be the Village of Whitesboro, the contract area of the Town of Whitestown, and all other agreements by the mutual aid system.

Section 2. Members of this Department are expected to respond to all emergency responses regardless of time, weather, or location.

Article 16

Policy on Digital Signage

Section 1. To establish guidelines for digital signage, which serves as a visual communication medium to inform the Whitesboro Community. The Standard Information displayed includes (but is not limited to): events, community news and recruitment announcements.

Digital signage offers the opportunity for organizations to publicize events or broadcast announcements that are of interest to the entire Whitesboro Volunteer Fire Department coverage community.

Section 2. Policies:

It is the policy of Whitesboro Volunteer Fire Department to provide a visual communication medium for informational purposes. Whitesboro Volunteer Fire Department reserves the right to set and enforce the guidelines established in this policy.

1. Whitesboro Volunteer Fire Department has the right to review, approve, and reject content if ads are not deemed appropriate.

a. Whitesboro Volunteer Fire Department has the right to disallow and take down any ads.

b. Ads may not include any inappropriate language or images.

c. Ads may be rejected based on conflict of interest with Whitesboro Volunteer Fire Department.

d. Whitesboro Volunteer Fire Department is not responsible for the accuracy or completeness of any content submitted for display on the digital signage screens, nor for any technical difficulties that prevent the timely display of submitted content.

e. Organizations that wish to display content on the digital signage must submit their content on the appropriate template to the Board of Directors for approval ten days prior to the date the slide is to appear on the digital signage. Requests should include complete details including event date, time, location, and title.

f. Whitesboro Volunteer Fire Department may ask to limit the number of ads running from a single organization.

Section 3. Compensation:

Whitesboro Volunteer Fire Department reserves the right to assess fees for organizations requesting to display on the department sign per Board of Directors approval

1. Nonprofits organization are subject to a \$100 fee for a two-week posting

2. Businesses that have supported the department with a minimum donation of \$200 are eligible for (1) one week posting during current fiscal year.

3. Businesses that have supported the department with a donation over \$200 are eligible for (3) one week posting during current fiscal year.

4. Businesses that meet either of the above criteria and include messaging supporting recruitment are eligible for an additional week during the current fiscal year.

Article 17

Amendments and Alterations of the By-Laws

Section 1. The By-Laws of this Department shall not be altered, amended or digressed from, without two-thirds of the members present and voting at a regular meeting, and all proposed alterations shall lay over one month, and must be in writing.

Section 2. The word he and him in the context of the By-Laws shall also mean she or her.

Section 3. All additions, deletions or alterations to these by-Laws will be recorded on Appendix 1, By-Law Change Log which will be made a part hereto these By-Laws. Added (5/00)

Glossary

Able-bodied person: Any individual who passes the Department approved physical and has received the proper paperwork from the certifying Doctor or his/her representative.

Active member: A requirement of a member for their first year in the Department and continual years if this is the status they request.

Active service: Whereas a member participates in all department functions and events

Apparatus: Any Whitesboro Fire Department or Village of Whitesboro owned vehicle of fire truck(s).

By-Laws: Policy accepted by the membership of the Department including duties of members, officers, and all general 'laws' of the Department.

Consenting member: Whitesboro Fire Department member, not including 16/17 members who represent a 16/17 member while at the station.

Emergency responses: Any response that requires the members to respond with great cause for the purpose of providing emergency medical care, technical rescue, motor vehicle incidents, hazardous materials incidents to include but not limited to fuel spills, gas smells, carbon monoxide alarms, and unknown odors, all types of fires.

Firefighter 16/17: A person at least sixteen (16) years old but less than eighteen (18) years old

Good standing: Any member who has fulfilled his/her membership requirements and is not indebted to the department for any monetary reasons, or any other reason.

Incident Commander (IC): Person in charge of an incident or emergency may or may not be an officer

Line Officer: An elected person of the Department, consisting of the Chief, Assistant Chief(s), Captains(s), and Lieutenant(s).

New York State Firefighter Essentials: A course instructing the basics of firefighting skills taught by a state certified instructor

New York State Firefighter 1: A course instructing the basics of firefighting skills taught by a state certified instructor.

Quarterly Training Analysis Session: A Three-month evaluation of the 16/17 firefighter conducted by the training division.

Glossary

Usual occupation: One's normal or full-time job that is 40 hours or more and is able to respond while at their usual place of occupation.

SCBA: Self Contained Breathing Apparatus

Social events: Any event that the department uses department money to pay for to include but not limited to Installation banquet, family clam bake, bowling, softball, Christmas parties, Halloween parties, retirement parties.

Operating Instruction is a written policy containing conduct information, response procedures, and general Department rules developed by the line officers of this department.

Training Division: A group of officers consisting of the Assistant/Deputy Chief, an Captain, and a Lieutenant with the responsibility of planning and directing all learning activities of this Department

Delete Appendix 1, keep revision under sections that are altered/changed.

Appendix 1
By-Law Change Log

<u>Date</u>	<u>Article & Section</u>	<u>Activity</u>
7/95	A8 S1	Revised
8/9	A4 S6	Revised
11/95	A1 S1(a)	Revised
11/95	A10 S4	Revised
11/95	A10 S5	Revised
11/95	A3 S1 (a)	Revised
11/95	A7 Title A S5	Revised
11/95	A7 Title B S12	Revised
11/95	A8 S17	Revised
3/97	A10 S1	Revised
3/97	A2 S4	Revised
3/97	A2 S5	Revised
3/97	A3 S3	Revised
3/97	A5 S11	Revised
3/97	A5 S4	Revised
3/97	A9 S7	Revised
4/97	A7 Title B Junior FF	Revised
8/97	A 1 S1(a)	Revised
8/97	A 13 S 8	Revised
8/97	A 1 S1(a)	Revised
8/97	A 7 EMT S1(c)	Revised
8/97	A 7 EMT S 1(k)	Revised
8/97	A 7 Fire Police S 1 (a)	Revised
8/97	A 7 Fire Police S 1(f)	Revised
8/97	A 7 Title B S 1(h)	Revised
1/98	A 5 S 9 (a)	Revised
1/98	A 6 S 1 Title E	Revised
1/98	A 7 Title B S 5	Revised
1/98	A 7 Title S 8	Revised
7/98	A 5 S 9 (a)	Revised
9/98	A 5 S 8	Revised
9/98	A 7 EMT S 1(e)	Revised
9/98	A 7 Fire Police S 1(d)	Revised
9/98	A 7 Title A S 1(b)	Revised
9/98	A 7 Title A S 6	Revised
9/98	A 7 Title B S 13	Revised
9/98	A 7 Title B S1(b)	Revised
9/98	A 7 Title B S 2	Revised

Date	Article & Section	Activity
9/98	A 8 Special meetings S 1	Revised
9/98	A 9 S 7	Revised
2/99	A 3 S 1	Revised
2/99	A 4 S 7	Revised
2/99	A 4 S 6	Revised
2/99	A 4 S 8	Revised
5/99	A 3 S 2(a)	Revised
5/00	A 15 S 3	Added Appendix 1
5/00	A 5 S 3(a)	Added Executive law Arson background
2/02	A 1 S 1	Added Assistant Treasurer
2/02	A 2 S 6(b)	Delete acting Treasurer & add Assistant Treasurer
2/02	A 3 S 2(b)	Delete all officers shall maintain the department level 3 certification outlined in the department safety policy
2/04	A3 S2	Added must be a certified level III or level IV firefighter
2/02	A3 S2(a)	Added must be a certified level III or level IV firefighter
2/02	A3 S2(b)	All officers shall maintain the Dept's Level III certification as outlined in The Department's safety policy
2/02	A7 Active S1(d)	Revised. Attend 32 hours of training per calendar year. This includes mandatory OSHA.
2/02	A7 Title B Active S1(a)	Same as above
2/04	A7 Title B Fire Police S1(a)	Same as above
2/04	A7 Title B EMT S1©	Same as above
2/04	A7 Title B	Revised from 36 hours
3/03	A1 S1(a)	Revised: At no time shall the President or Vice President Simultaneously hold the position of Chief or any Assistant Chief to Present

<u>Date</u>	<u>Article & Section</u>	<u>Activity</u>
3/03	A10 S3	Revised: The president or the fund drive chairman will be the only officers or members who will receive any excuses. All excuses will be in writing and given to either the president or chairman at least one (1) day prior to the beginning of the fund drive night that the member will miss. If a member can not attend the night session, the day sessions will count for fund drive attendance. No excuses will be accepted after the fund drive is over. In case of an emergency, other suitable means of communication will be accepted. Family, work, or school are the only acceptable excuses. To present
3/03	A8 Annual meeting	Revised the order of meeting from: 10. Announcement of election of officers. 11. Appointment of Chair to run the meeting 12. Appointment of tellers 13. Election of officers 14. Oath of officers 15. Propositions of membership 17. Unfinished business 18. New business to present
3/05	A2 S3	Delete the \$5.00 initiation fee
3/05	A2 S 17	Add entire section
3/05	A2 S19	Add entire section
3/05	A2 S20	Add entire section
3/05	A2 S21	Add entire section
3/05	A2 S22	Add entire section
3/05	A3 S1	Add entire section
3/05	A3 S2 Title B	Revise entire article with 16/17
3/05	A3 S1 Title A	Added "d"
3/05	A3 S6 Title A	Addition
3/05	A3 S1 Title B Active	Add : d, h, & i"
3/05	A3 S2 title B Active	Revised
<u>Date</u>	<u>Article & Section</u>	<u>Activity</u>
3/05	A3 S5 Title B Active	Revised
3/05	A3 S13 Title B Active	Revised

3/05	A3 S1 Title B Fire Police	Revised “a, f, g, h”
3/05	A3 S1 Title B EMT	Revised “a, b, f, k”
3/05	A3 Title B Jr. Firefighter	Revised entire article
3/05	A4 S1	Addition
3/05	A4 S1	Revised/addition “b,c,d”
3/05	A5 S10	Addition
3/05	A6 S1	Addition “a, b, c”
3/05	A6 S2(a)	Revised
3/05	A8	Addition entire section
3/05	A9 S22	Addition entire section
3/05	A9 S2	Revised
3/05	A11 S1	Revised
5/10	A2 S2	Revised
5/10	A2 S10	Revised
5/10	A3 S2c	Addition
5/10	A14 S7 – Class “A” Uniform deposit Fee	Deleted
5/10	A14 S8 removed to become S7	Revised
1/11	A3, S1, S2, S2a, S2b	
	Classification of Membership	Revised
1/11	A3, S3, S4, S5, S6 - Civil Member	Revised
1/11	A3, S7 & S8 - Civil Member	Addition
1/11	A3, S1 - Life Member	Revised
1/11	A3, S2 - Life Member	Deleted – “The active life member
	must fulfill the same requirements as the active civil or active member. Both	
	memberships may vote on all officers.”	
1/11	A3, S1 - Retired Life Member	Revised
9/11	A5, S4 – Recording Secretary	Revised
9/11	A5, S5 – Corresponding Secretary	Revised
9/11	A5, S6 – Treasurer	Revised
10/11	A3, S7 – Active Member	Revised
10/11	A3, S1a – Civil Member	Addition
5/12	A2, S13 – Membership	Revised
5/12	A3, S1a – Civil Member	Addition
5/12	A3, S2a – Classification of Membership	Revised
5/12	A3, S2b – Classification of Membership	Revised
8/13	A2, S2c – Membership	Addition
8/13	A3, S5 - Honorary Member	Addition
5/17	A2, S21 – Membership	Addition
5/17	A2, S1 – D – Civil Member	Addition
5/17	A2, S1 – L – Active Member	Addition
4/18	A2, S2d – Membership	Addition
4/18	A2m S4 – Membership	Deleted “A copy of the by-laws
	and S.O.G’s will be issued to the candidate upon acceptance into the department.	
4/18	A2, S9a	Revised
4/18	A3, 2b - Classification of Membership	Revised
4/18	A3, S1, Sub L -	Revised
4/18	A3, S4, Sub E	Revised

4/18	A5, S1	Addition
4/18	A5, S5 to all membership candidates,”	Deleted “and copies of the by-laws
4/18	A6, S1 – Line Officers	Revised
4/18	A7, S3,4,&5 – Duties of Line Officers	Revised
4/18	A7, S5a & 5b – Duties of Line Officers	Addition
4/18	A7, S7 - Safety Officer	Deleted
4/18	A7, S8 - FP and Public Edu Officer	Deleted
4/18	Glossary – NYS Firefighter Essentials	Deleted
4/18	A14 – Uniforms	Revised Title
8/18	A2, S22	Addition
8/18	A2, - 16/17 Program - S2, Sub D be allowed to leave school for any alarm or function unless it has been approved by the school administrator and or parent/guardian.”	Deleted “16/17 members will not
8/18	A3 – Civil Member Sec 1 Sub C	Revised
8/18	A3 – Civil Member Sec 5	Revised
8/18	A3 – Active Member Sec 1 Sub H	Revised
8/18	A11 – Excuses – Sec 4	Revised
8/18	A14 – Excuses Sec 1A	Addition
8/18	A14 – Excuses Sec 7	Revised
11/19	A3,S2a – Classification Of Membership attend an in-house training session for three (3) months in a row, such member will be automatically placed on a 90-Day In-Service Suspension by the Training Officer. If an in- house training session is not obtained during the 90-day In Service suspension, such member may change status to Civil (in accordance to <i>Article 3 – Civil membership – section 1a</i>), or such member will be expelled. This will <u>not</u> apply to any Active member who has already fulfilled their yearly training requirements. (Revised 5/2012)”	Deleted – “If a member fails to
11/19	A3, S1 & S1,D – Civil Member	Revised
11/19	A3,S1a – Civil member shall not consist of more than 20 percent Civil Members. Any request to change status to Civil must be dated and submitted in writing. If during such request, a Civil position is not available, the request will be tabled each month and such member will adhere to the Active Membership requirements, until a Civil position is available. (<i>Added 10/11</i>). If the Department Active Rolls decrease after the 20 percent Civil member limitation is reached, those Civil members will be grandfathered into the rolls, and will remain Civil members. Civil members will no longer be accepted into the Rolls until stated percentage is again reached, either by an increase in Active members, or decrease in Civil members, whichever comes first. (<i>Added 5/2012</i>)”	Deleted – “The Department Rolls
11/19	A3,S1,L – Active Member	Revised
11/19	A6,S2 – Line Officers	Revised
11/19	A7,S4 – Duties of Line Officers	Revised
11/19	A7,S5A – Duties of Line Officers	Revised
11/19	A7, S5B – Duties of Line Officers	Revised
11/19	A9,S18 – Meetings	Revised

11/19	A11,S4 – Excuses	Revised
11/19	A14,S7 – Class “A” Uniforms	Revised

Date	Article & Section	Activity
3/05	A3 S5 Title B Active	Revised
3/05	A3 S13 Title B Active	Revised
3/05	A3 S1 Title B Fire Police	Revised “a, f, g, h”
3/05	A3 S1 Title B EMT	Revised “a, b, f, k”
3/05	A3 Title B Jr. Firefighter	Revised entire article
3/05	A4 S1	Addition
3/05	A4 S1	Revised/addition “b,c,d”
3/05	A5 S10	Addition
3/05	A6 S1	Addition “a, b, c”
3/05	A6 S2(a)	Revised
3/05	A8	Addition entire section
3/05	A9 S22	Addition entire section
3/05	A9 S2	Revised
3/05	A11 S1	Revised
5/10	A2 S2	Revised
5/10	A2 S10	Revised
5/10	A3 S2c	Addition
5/10	A14 S7 – Class “A” Uniform deposit Fee	Deleted
5/10	A14 S8 removed to become S7	Revised

Date	Article & Section	Activity
5/20/25	Article 2, section 32a – changes to application for criminal background check	Revised
5/20/25	Classification of membership – currently 5, added a 6 th – <i>retired chief</i>	Revised
5/20/25	Article 3, Section 4. Failure to attend will result in the loss of voting rights on all money matters and will not be allowed to participate in anything the department would fund such as: any or all social events or activities, bowling, clam bakes, parties, softball, family bakes, installation banquet, participating in parades, posing a Class “A” Uniforms.	Revised
5/20/25	Article 3 Section 9 All members are required to attend annual training for Sexual Harassment and Work Place Violence per Village requirements. No outside training will be accepted. Both topics must be completed on an annual basis. Failure to complete training will result in a 90-day suspension	Revised
5/20/25	Article 3 Section 9 All members are required to attend annual training for Sexual Harassment and Work Place Violence per Village requirements. No outside training will be accepted. Both topics must be completed on an annual basis. Failure to complete training will result in a 90-day suspension	Revised
5/20/25	Article 3 Section 12 The first member arriving at the fire station in answering an alarm shall be in charge of the alarm room.	Deleted

5/20/25	Civil members, section 5a - take out inspection day, requirement of participation in 2 parades changed to 1 parade	Revised
5/20/25	Civil member duties – the President is responsible for the enforcement of this section	Revised
5/20/25	Article 16 – moved to article 17. In its place, there is a policy of digital signage (policy for the digital sign out front of the department). New policy explained.	Revised
5/20/25	Article 32a – background check may be requested by Board of Directions	Revised
5/20/25	Classification of membership – Retired chief of 5 years can participate in fundraisers at their discretion	Revised
5/20/25	Section 4 – consequences for civil members not performing as required	Revised
5/20/25	Article 3 – inspection day taken out. Memorial Day parade, county parade, and 1 other parade mandatory for civil members.	Revised
5/20/25	Section 7 – president is responsible for enforcing the requirements for civil members.	Revised
5/20/25	Section 1k Member(s) will have a curfew of 10:00 PM Sunday through Thursday while school is in session, otherwise Department by-laws will be followed.	Deleted
5/20/25	Section 2a. Member(s) will response respond to the station for all alarms. regardless of if they must pass the incident to get to the station, Unless directed otherwise by the Incident Commander, or other Line Officer.	Revised
5/20/25	Section 2 : Eligibility for Assistant Chief and Deputy Chief. Any member who has served five (5) years of good active service and has been a Captain or Lieutenant for two (2) years, in the Whitesboro Fire Department, has and completed: 1. New York State Essentials, /New York State BEFO or equivalent 2. New York State Firefighter I/ IFO or equivalent 3. Completes in house pump or state pump operations 4. Whitesboro Fire Department in house SCBA certification to Level III Firefighter level III firefighter (annual tower recertification optional), 5. Completes NIMS 100, 200, 300, 400, 700 & 800 6. Possess and maintains a New York State Driver’s License 7. Drive and operate all apparatus of the department	Revised
5/20/25	Section 3. Eligibility for Captain or Lieutenant. Any member who has served two (2) years in the Whitesboro Fire Department and in good standing and is twenty-one (21) years of age, and has the following prerequisites prior to being elected into the position: 1. New York State Essentials, /New York State BEFO or equivalent 2. New York State Firefighter I/ IFO or equivalent 3. Completes in house pump or state pump operations 4. Whitesboro Fire Department in house SCBA certification to Level III Firefighter (annual tower re-certification optional),	Revised

	<p>5. Completes NIMS 100, 200, 700 & 800</p> <p>6. Possess and maintains a New York State Driver's License</p> <p>7. Drive and operate all apparatus of the department</p>	
5/20/25	Section 2c. There shall be two (2) positions for the position of Deputy Chief. Following the Incident Command system, the Deputy Chiefs have the same authority for each Car number. For Annual election purposes, Car 3 will be elected first, followed by the election for Car 4. The designation of Car 3 and Car 4 is for Incident Management purposes only; such position of Deputy Chief shall have the same authority for each Car number	Revised
5/20/25	Section 2d. There shall be two (2) positions for the position of Captain. Following the Incident Command system, the Captains have the same authority for each Car number. For Annual election purpose, the positions of Captain will be voted on separately at the annual meeting. The position of Car 5 will be elected first, followed by then the election for Car 6. The designation of Car 5, and Car 6 for Incident Management purposes only; such position of Captain shall have the same authority for each Car number.	Revised
5/20/25	Section 2e. There shall be two (2) positions for the position of Lieutenant. Following the Incident Command system, the Lieutenants have the same authority for each Car number. For Annual election purpose, the positions of Lieutenant will be voted on separately at the annual meeting. The position of Car 7 8 will be elected first followed by the election for Car 8 . The designation of Car 7 and 8, are for Incident Management purposes only; such position of Lieutenant shall have the same authority for each Car number. (Modified	Revised
5/20/25	Section 2. A member may not be expelled without being first suspended for a period of at least thirty (30) days, until the next regular meeting. This does not pertain to training requirements. The member shall be provided by the President a written copy of all charges against themselves, tighter together with a notification of the time and place at which the hearing will take place. He/she shall be entitled to appear and be heard, together with proof in his/her defense. Failure to appear at such a hearing, unless having previously excused, shall be considered as a plea of guilt.	Revised
5/20/25	Section 18. Alcohol, smoking, vaping or any drugs will be prohibited during any meeting	Revised
5/20/25	Article 13 Section 15. The membership will not donate funds to any requesting agencies, fire department, civil function, community organization, or schools over \$100.00	Revised
5/20/25	Section 1. The regular meeting of the Department shall be the first Monday of each month at 7:00 PM, unless the meeting comes on a holiday or on the eve of a holiday, if a special function or	Revised

	event falls on the meeting night or the night prior to the meeting night, or the death of a member, the meeting will be held the following Monday.	
5/20/25	Section 2. The annual meeting will be held the first Monday of December for the election of officers. No member in debt to the Department monetarily or those members failing to obtain their required training sessions as November 30rd. as reported by the training Officer prior to the election will be allowed to run or vote for an elected position. Once the announcement is made for the election of officers, no business or discussions will take place not pertaining to the election of officers. All civil and Line Officers except the Directors, whose terms of office have not expired, shall be chosen annually by a written ballot: a majority of all legal votes cast being necessary for an election	Revised
5/20/25	Section 2a. All officers take effect January 1st. Officers will be elected by majority votes cast. All financial accounts and spending will be frozen upon the completion of the election of officers, until January 1st with the exceptions of emergency procurement or funds required to support prior scheduled community events (Ex: The Breakfast with Santa event). Emergency procurement is defined as an expenditure that is critical to maintaining operational safety and compliance. The procurement authorization needs to be approved by the outgoing Chief, and the newly elected Chief and President	Revised
5/20/25	Section 5i. Four (4) hours of in-house Hazardous Materials Awareness. Section 5i. All new members must attend Sixteen (16) hours of Hazardous Materials Operations training. Section 5ii. Four (4) hours of in-house Hazardous Materials Operations refresher training.	Revised
5/20/25		Revised

