

**UNION VALE FIRE DEPARTMENT
RULES AND REGULATIONS FOR ACTIVE FIRE-PERSONS**

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ARTICLE ONE
NAME - PURPOSE – TERRITORY

I. - The name of this Organization shall be **UNION VALE FIRE COMPANY INCORPORATED.**

II. - The object of this Organization shall be as follows:

- A. To provide fire protection to the territory in which the operations of the Organization are principally conducted and the adjacent thereto and such other places as required by the Mutual Aid System.
- B. To foster interest in all matters pertaining to the Volunteer Fire Service and the welfare of the volunteer Firefighters. The territory in which the operations of this Organization shall be principally conducted is as follows:

III. - The Union Vale Fire Company shall be composed of the following departments

- A. Fire Department
- B. Rescue Squad
- C. Fire Police
- D. Auxiliary

IV. - All that territory in which lies within the boundaries of the Town of Union Vale, County of Dutchess, State of New York, known as the **UNION VALE FIRE DISTRICT.**

ARTICLE TWO
MEMBERSHIP

I. - **ALL MEMBERS** - Members in the Fire Company shall be divided into two (2) classifications; Active Fire Members and Social Members. All members must follow the Union Vale Fire District Policies.

A. **ACTIVE MEMBERS-** Fire membership shall be confined to persons of the age of at least sixteen years, and shall meet such additional requirements as may be contained in any law or regulation applicable to this organization. Active Members shall be required to perform all fire and rescue functions for which they are qualified including but not limited to service at fires, emergencies, attendance at meetings, inspections, drills, schools of instruction, parades, and other fire related functions as described by these By-laws.

B. **SOCIAL MEMBERS-** Any person may become a Social Member of this Company, provided they have passed their eighteenth birthday at the time of application and have been approved by the Investigating Committee, and then two-thirds vote of approval by the members of the Company will be required. They shall pay the sum of five dollars per year dues and CANNOT vote for or hold any firematic office. They may, at the pleasure of the President, serve on any social committee. The number of Social Members MAY NOT exceed fifty percent of the number of Active Members, Active members reverting to Social Member status, may do so even if the limitation has been reached. They WILL NOT perform fire fighting, rescue, fire police, or other fire related functions.

II. – SUBCLASSIFICATIONS

A – **ACTIVE LIFE MEMBERS**—An active member of the Company, upon completion of fifteen (15) years of duty with the Company or attaining the age of sixty-five (65) with five (5) years of duty, may become a Life Member. Life Members shall be exempt from payment of dues and assessments specified in Article 10.

B - **INACTIVE LIFE MEMBERS** -Social members or active members who have had their status changed to inactive, and have attained completion of fifteen (15) years of duty with the Company or attaining the age of sixty-five (65) with five (5) years of duty, shall become a inactive Life Member. Inactive Life Members shall be exempt from payment of dues and assessments specified in Article 10. Active Life membership and Inactive Life membership shall be conferred at the Company Inspection dinner following the attainment of Life member eligibility.

III. - **HONORARY MEMBERS-(Social)** - A person, who through some extraordinary deed or service rendered to the Company may, upon the suggestion by a member and by approval of two-thirds vote of the members present and voting, be elected as an Honorary Member. Honorary Members are not eligible for fire duty, to hold office or have a voice in meetings except in the field of service, which they performed for the Fire Company. They shall enjoy all other social privileges. Honorary membership may be conferred at any regular meeting by two-thirds vote of approval by members present and voting. There shall be no fee.

ARTICLE THREE ATTAINMENT OF MEMBERSHIP

I. - Application for membership as a Active or Social Member must be in writing on an approved application form and signed by the applicant.

II. - The application form should be sent or taken to the Fire Company at the next regular meeting. After being received, the applicant will be interviewed by the Investigating committee, which shall consist of the company vice-president and two other officers, ½ hour prior to the company meeting. The applicant must be present at this meeting to be introduced to the membership, except when excused by the Chief for acceptable reasons.

III. - The Investigating Committee shall return the application form, with a recommendation for approval or disapproval, at the regular meeting. The membership, at this meeting will vote, in secret ballot, to accept or reject the applicant as a member of the Fire Company. Two thirds of members present and voting must cast a favorable vote for applicant's acceptance. Chairperson of the meeting must inform members as to the tally of the votes. Applicant can be absent from this meeting. If not accepted, the applicant will be notified and must wait six months from the date of rejection before applying again for membership.

IV. - If accepted for active membership, applicant must complete firefighter one or its equivalent, EMT, CFR, or scene support. Completion of these classes must be within eighteen (18) months of the date of acceptance, or member will be dismissed from the company. The fire chief may waive the above requirement at his discretion.

**ARTICLE FOUR
OFFICERS AND THEIR SELECTIONS**

I. - Officers of this Fire Company shall be divided into two groups, Firematic and Non-Firematic.

A. FIREMATIC OFFICERS- Shall have complete control over all fire-fighting functions, including equipment, apparatus, firematic procedures, fire rules and regulations and fire police. The Firematic Officers shall consist of one Chief, one First Assistant Chief, one Second Assistant Chief, two Captains, two First Lieutenants, two Second Lieutenants, a Fire Police Captain, two Fire Police Lieutenants, a Rescue Chief, a Rescue Captain, two Rescue Lieutenants, a Training Officer, and a Safety Officer. The Positions of Training officer and Safety Officer are to be appointed by the Chief.

B. NON-FIREMATIC OFFICERS- Shall have control over all fund raising social functions, non-firematic equipment, social procedures, and social rules and regulations. Social Officers shall consist of President, Vice President, Treasurer, Secretary, Board of Directors, Sergeant-At-Arms, and Chaplain.

II. -Terms

A. The term of office of the Chief and the Assistant Chiefs shall be specified by the town laws of the State of New York.

B. The term of office for each of the Officers, except the Chiefs, shall be one year, starting January 1 and ending December 31. In the event of failure to fill an office at an annual meeting, the Officer in office shall hold over until a successor is chosen. A vacancy in any elected office may be filled by an election at any regular meeting. The term of any Officer, elected after the annual meeting shall expire at the conclusion of the annual meeting following their election. Vacancies in Line Officer positions may be filled by appointment by the Chief until an election is held. Vacancies in social positions may be filled by appointment by the President until an election is held

III. – Elections

A. All Officers, except the Chaplains, who are appointed by the President, and the Training Officer, Safety Officer, who are appointed by the Chief, and the Rescue Chief, Rescue Captain, and Rescue LTs, who shall be elected by the Rescue Squad, shall be elected by ballot at the annual meeting.

B. A candidate, running for office, must receive a majority of votes (one more than half) of the members present and voting at any election to be declared elected. Should no candidate have a majority of votes after two ballots have been given, the two candidates having the most votes in the second ballot shall be the only candidates on the third ballot. The candidate having the most votes in the third ballot must be declared the winner for that position.

C. This selection of Officers shall be made by the eligible voters of the Union Vale Fire Company. The chief officers must be approved by the Fire Commissioners of the Union Vale Fire District.

IV. - The president shall appoint three (3) members to the Nominating Committee at least two (2) months prior to each election. They shall receive the determine eligibility of voters and officers, ballots, count the votes, and announce the results and perform any other election related duties as requested by the company president.

V. - Active and Social Members who meet the requirements of article 10 in good standing and not in arrears in dues shall be entitled to vote at an election for all officers. Social Members shall be entitled to vote for Social Officers only. Members not entitled to vote SHALL NOT be eligible for election to any office.

VI. - Any member who is not elected to membership by the September meeting shall not be eligible to vote at the annual meeting.

VII. - No member can be elected or appointed to serve as a Firematic Line Officer in the Fire Company unless they have attained the level of Senior Firefighter, as per Article 5 Section 9 of these Bylaws. This does not include Rescue Squad officers or Fire Police officers. The Chief of the Department or in his absence, the ranking line officer, and the nominating committee shall be the sole authority in determining whether a completed course is equivalent of those required in Article 5 Section 9.

VIII. - Any candidate for office may be required to state their qualifications for the position desired, which shall include time in the company, training and previous offices held. 9 - On the night of the election, any candidate for office may request a recount of the ballots cast.

ARTICLE FIVE DUTIES OF FIREMATIC OFFICERS, FIREFIGHTERS and SOCIAL OFFICERS:

1 - **CHIEF OF THE COMPANY**- The Chief is in complete charge and command of all fire functions, activities, operations, equipment and fire personnel of the entire Company. The duties of the Chief shall include:

A. All duties specified in Article 176A of the town laws, as amended.

B. Complete charge at a fire scene.

C. Assigning Officers and fire personnel to keep fire equipment and stations in good condition and ready for service at all times. The Chief must be notified, as soon as possible, when apparatus is removed from service.

D. Appointing a Training Officer or Officers. The Chief shall check that proper training programs are established.

E. Appointing a Safety Officer. The Chief shall check that Safety procedures are established.

F. Delegate fire personnel to keep proper and accurate records of fire activities, equipment, personnel and training and eligible voters.

G. Notify the Board of Fire Commissioners of the need of funds to buy, repair, and maintain fire equipment needed for the safety of Firefighters and the community.

H. All press releases and information on fires and other emergencies must be made by

the Chief or Acting Chief.

I. The power to suspend any member refusing to obey an order or failing to perform their duties in accordance with provisions of Article 2.

II. - **FIRST ASSISTANT CHIEF and SECOND ASSISTANT CHIEF**- They shall assist the Chief in the performance of the Chief's duties. They shall perform the duties specified in Article 176A of the town laws, as amended. In the absence of the Chief, the First Assistant Chief shall become Acting Chief. In the absence of the Chief and First Assistant Chief, the Second Assistant Chief shall become Acting Chief.

III. - **RESCUE CHIEF**: The Rescue Chief shall be in charge of patient care at all scenes, overseeing and operations of the Rescue Squad, and reporting to the Chief of the Company. The Rescue Chief shall define the responsibilities of the other officers of the Rescue Squad. The Rescue Chief will work with the Chief and/or Incident Commander to maintain the highest level of patient care at all times.

IV. - **FIRE CAPTAINS**- The Captains shall be elected one to each station, and one for Fire Police. They shall be responsible to the Chief and the Assistant Chiefs. Duties of the Captains shall include:

A. The care and maintenance of the station to which elected.

B Assuring that all equipment is ready for service at all times.

C. Assuring that all active personnel in their divisions are qualified in all needed functions, and in the handling of all equipment.

D. Approval of qualification of firefighters to drive District apparatus.

E Assuring that personnel are in place at an emergency scene with the proper equipment deemed necessary to perform their duties.

F. The cooperation and coordination of personnel activities with other law enforcement and fire personnel on the scene.

G. Must have been a Lieutenant for 1 year.

V. - **FIRST LIEUTENANTS** - The First Lieutenants shall be elected one to each station. They shall be responsible to the Captains, Assistant Chiefs and the Chief. The First Lieutenants' duties shall include:

A. The proper checking and maintaining of fire apparatus and equipment in their station.

B. Training, with the Chief's approval, of Firefighters who will drive fire apparatus.

C. In the absence of the their Captain, the First Lieutenants, Rescue Lieutenant, and Fire Police Lieutenant shall become Acting Captain and perform Captain's duties.

VI. - Two **SECOND LIEUTENANTS**- The Second Lieutenants shall be elected one to each station. They will assist the First Lieutenant and the Captain in their station in the performance of their duties. They will instruct new Firefighters in proper method of doing truck check. In the absence of First Lieutenants in their station, the Second Lieutenant shall become Acting First Lieutenant and perform First Lieutenant's duties.

VII. - TRAINING OFFICER- The training Officer shall be appointed by and be responsible to the Chief for the planning and scheduling of training courses and programs for all Firefighters in the Company. The Training Officer's duties shall include:

- A.** Assuring the proper instruction of all Firefighters in the use of all fire tools, equipment and apparatus.
- B.** Assuring the proper instruction of all Firefighters in methods and technique for approaching, fighting, containing, ventilating, and extinguishing all types of fires.

VIII. - SAFETY OFFICER- The Safety Officer shall be appointed by and be responsible to the Chief for the on going safe operation of the Fire Company, and the proper safe condition of all equipment and personnel within the chief's authority. The Safety Officer need not be the incident command system safety officer as determined by the incident command officer. The Safety Officer's duties shall include:

- A.** Monitoring of all Firefighters during the use of fire tools, equipment and apparatus.
- B.** Monitoring of Firefighters safety during approaching, fighting, containing, ventilating and extinguishing all types of fires.
- C.** The receiving of the names of all new Firefighters so that safety procedures are reviewed with each member.
- D.** The evaluation of all Firefighters as to their knowledge of safety procedures for firematic functions.

IX. - SENIOR FIREFIGHTER- Must meet all of the requirements of a Fire-fighter plus:

- A.** Completed the New York State Certified courses in Firefighter 1, New York State Pump Operator, Fire Behavior and Arson Awareness or their equivalent.
- B.** Completed Hazardous Material Training.
- C.** Be an active Firefighter for two (2) years, with a minimum of one (1) years in the Union Vale Fire Company.

X. - FIREFIGHTERS- Firefighters shall at all time act in a professional and well behaved manner. They shall never act in any manner, which will demeanor downgrade the Fire Company.

- A.** They will protect and look after each other at the fire scene.
- B.** They will willingly help each other and the Officers in any way they can.
- C.** They will welcome new members and teach them all they can.
- D.** They must wear full gear at an emergency scene including helmet, boots, coat and gloves.
- E.** They must obey orders of Officers.

F. They will report to an Officer when arriving on a fire scene and must report to same Officer, if possible, or another Officer before leaving a fire scene.

G. They will report back to the fire station to help get equipment back into service except when excused by an Officer.

H. They will return all equipment and furnishings to their proper place after using it or inform an Officer as to location of equipment.

I. They will be responsible to sign their own name in the station log book.

J. They will help in social functions.

K. They WILL NOT operate fire apparatus or participate in fire-fighting activities under the influence of alcohol or other substances, which will affect their physical capabilities.

XI. - FIRE POLICE- The Fire Police Captain will be responsible to the Chief for carrying out such orders as may come under the sphere of Fire-Police duties. Fire Police will be required to attend such schools and courses as may be directed by the Chief. They shall have the power of peace officers to:

A. Regulate traffic at the scene of an emergency.

B. Protect Fire Fighters on duty from interference by the public.

C. Protect the general public at the scene of emergencies by keeping them at a safe distance.

D. Protect the property involved in the emergencies.

E. Report any suspicious actions or suspicion of arson to the Chief or Officer-In- Charge immediately.

F. They shall cooperate with regular police agencies in all cases.

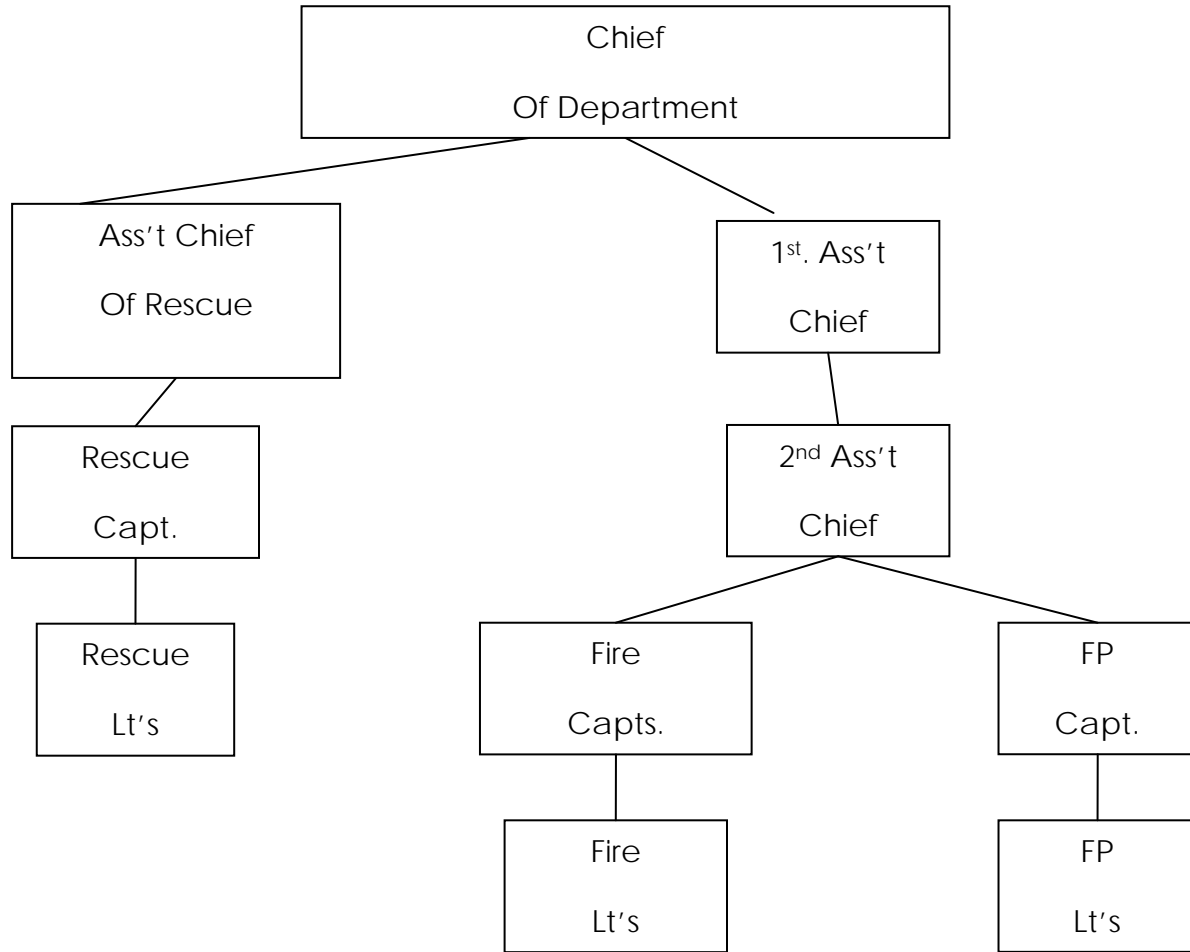
G. They shall be sworn in as Peace Officers by the Town Clerk.

H. They shall assist the Company when it is called for Mutual Aid, at which time they shall be under the control and jurisdiction of the Officer-In-Charge of the calling Fire Dept.

XIII. - FIRE POLICE LIEUTENANTS - They shall be responsible to the Captains, Assistant Chiefs and the Chief. The Fire Police Lieutenants' duties shall include:

A. In the absence of the their Captain, the First Lieutenants shall become Acting Captain and perform Captain's duties.

XIV. - Chain of Command –



DUTIES OF SOCIAL OFFICERS

I. - **PRESIDENT**- The President shall be elected by and be responsible to the membership of the Fire Company. President's duties shall include:

A. Presiding as Chairman at all meetings including regular monthly and special meetings, in accordance with recognized parliamentary procedures. The President must abide by the wishes of the majority of members at any meeting.

B. Calling of special meetings when they are necessary for the good of the Company or upon request of five or more members on matters of importance to the Company.

C. Being in charge of all social functions and activities including equipment, personnel,

and operations.

D. Appointing of personnel to Fire Company committees including Uniform, By-law, House-use, Historian, Nominating and Fundraising.

E. Enforcement and observance, by the members, of the Fire Company Constitution and By-laws.

F. Signing of all bills presented to the Treasurer for payment after being read to and approved by the membership.

G. Spending of funds of the company, with approval of the membership, for items in excess of two hundred dollars necessary to improve, repair, replace and maintain equipment needed for the operation of social functions and activities.

H. The President may spend two hundred dollars or less for non-firematic equipment or activities without the approval of the membership. The President must make a report to the membership at the next meeting of such expenses.

I. Installing of newly elected Officers and accepted new members.

J. Being responsible for the safekeeping of the Company's documents and informing location of same to Board of Directors.

K. Suspending any member from voting in the annual election who has not paid dues for that year.

L. The President SHALL NOT vote on any motion or subject presented to membership during a meeting, except when there is a tie vote. The President may then vote to decide the issue. The President may vote for Officers and new members.

M. Provide a list of members, active in Social functions, eligible to vote to the Nominating Committee prior to the Annual meeting.

II. - VICE PRESIDENT- The Vice President shall be elected by the membership. The Vice President shall assist the President in any way needed. The Vice President's duties shall include:

A. When the President is absent the Vice President will perform the President's duties and functions.

B. Act as Chairman of the Investigating Committee.

C. Be responsible to give names, addresses, and phone numbers of newly accepted members to the Chief, Training Officer, Secretary, President and Secretary for training, record-keeping and notification purposes.

D. Be responsible that new members be notified of all social functions and work details. The Vice President will follow up on new member's participation in Fire Company social functions.

E. Shall be responsible to delegate a member to call other members to donate a dish for

Funeral Lunching.

III. - TREASURER- The Treasurer shall be elected by the membership. The Treasurer shall be responsible for the recording of all Fire Company funds. The Treasurer's duties shall include:

- A.** Making a monthly report, at the monthly meeting, of all Company funds in the treasury, including total amount received and spent since the last meeting. Committees with money outstanding must submit a monthly report to the Treasurer.
- B.** Receiving of all donations and earnings belonging to the Fire Company from all personnel and activities.
- C.** Keeping records of all credits and debits involving Fire Company and Fire Company's funds.
- D.** Filing with the Board of Directors and the President, the names, addresses and account numbers of all banks in which the Fire Company has funds, certificates, loans, etc., therein.
- E.** Paying of all bills, by check whenever possible, after they have been approved by the membership and signed by President. Paid bills and canceled checks will be kept on file until legally useless. All persons spending one hundred dollars or more of the Company's funds must notify the Treasurer to be sure funds for spending are available. The Treasurer will submit, at the monthly meeting, the total amount of money spent on bills for each month.
- F.** Collecting of dues.
- G.** The Fire Company shall pay for all material necessary for the Treasurer to perform his/her duties properly.

V. - SECRETARY- The Secretary shall be elected by the membership. The Secretary's duties shall include:

- A.** Recording the proceedings and minutes of membership, Board of Directors and Executive Committee meetings.
- B.** Keeping of all minutes, and forwarding all records and important documents to the District Secretary.
- C.** In charge of correspondence of the Company under supervision of the President.
- D.** Reading of incoming correspondence at the monthly meetings.
- E.** Sending of condolence material to the immediate family of deceased members
- F.** Sending of get-well correspondence to sick members.
- G.** Arranging for deceased member's names to be enrolled on a Memorial Plaque when

authorized by the membership. The Secretary will offer any help the Fire Company can give to assist families of sick or deceased members.

F. Collecting of dues.

G. The Fire Company shall pay for all material necessary for the Treasurer to perform his/her duties properly.

VI. - BOARD OF DIRECTORS The Board of Directors shall consist of three (3) members of the Fire Company. The members of the Board of Directors shall be elected for a three (3) year term by a majority of the eligible voters present at the annual meeting. One Board member will be elected at each annual meeting to replace the Board member whose term expired. When a Director resigns or leaves office before the three (3) year term expires, the membership at the next regular meeting shall elect another Board member to serve the remainder of the unexpired term.

The Board of Directors duties shall include:

A. Holding of one meeting every three months and at any time they deem it necessary or when asked to be convened by the membership, President, Treasurer or Chief.

B. Immediately prior to the annual meeting and at such times they deem it necessary, the board shall examine the accounts of all Committees and the Treasurer. These examinations shall include verification of all bank balances, certificates of savings and records of all outstanding funds of the Fire Company. All bills against the Company and canceled checks covering these bills shall be checked. A report, in writing, shall be made to the President after each such meeting for presentation to the membership. The annual meeting must have a Board of Director's report. Any serious discrepancy shall be reported to the membership at a special meeting.

C. Responsibility to make it known to the membership when funds are low or unavailable for items membership has voted to buy. A sum of \$2500 will be held in the Company Treasury to be used only in emergencies. Only the membership, after being notified that funds are that low, can approve spending any part of this \$2500.

D. Responsibility for assisting the Treasurer in compiling the records and paperwork for an annual audit of the Fire Company finances by a certified auditor or auditing company.

E. A member of the Directors must co-sign any check over the amount of \$1,000, or any check made out to cash.

VII. - SERGEANT-AT-ARMS- The Sergeant-At-Arms shall be elected by the membership. The Sergeant-At-Arms' duties shall include:

A. Responsible to keep order and proper decorum at meetings.

B. Shall take names of all members present at meetings and give them to Secretary for filing. Each member shall sign their own name on an attendance sheet.

ARTICLE SIX COMMITTEES

I. – STANDING COMMITTEES AND SPECIAL COMMITTEES will be appointed by the President, pursuant to resolution adopted at any meeting of the Company. They shall be appointed by the President at the first regular meeting following the annual meeting. The president shall also appoint Stewarts for both stations.

II. - INVESTIGATING COMMITTEE - It shall consist of three members. It shall be the duty of the Investigating Committee to rigidly investigate the character and qualifications of all persons proposed for membership in this Company and to report same at the next regular meeting. The Vice President, as Chairman of this Committee will appoint two Line Officers or a Line Officer and a Director, as members of this Committee. No member, while serving on this Committee, can propose candidates for membership.

III. - UNIFORM COMMITTEE - It shall be the duty of the Uniform Committee to see that all uniforms, banners and parade equipment are kept clean and stored as directed by the Company. They are empowered to pick up any uniform, at any time, if it shows evidence of misuse or neglect.

IV. - HOUSE-USE COMMITTEE - The house use Committee shall be appointed annually by the President. The names and phone numbers of these members will be posted on the bulletin board of both stations. Anyone wanting to borrow or use any equipment from the firehouse must get permission from one of these members before removing item(s). The member granting permission must make a record of the item taken including date, name of item, number, where from, condition and for how long. The same member will be responsible that items are returned and make a record of the date returned and condition. If there is a failure to return items on time, the member will report to the President for further action.

VI. - EXECUTIVE COMMITTEE - The Executive Committee shall consist of the President and Vice President, a social officer, the Chief and a line officer. The Executive Committee shall perform as described in these By Laws and will govern all disciplinary action brought to their attention. This committee shall take action as is required on any matter that may arise. It will be incumbent upon the committee to inform all involved parties of the time and purpose of the Executive Committee meeting prior to that meeting. They shall be responsible to report at the next regular meeting on such action, as they have taken. NO meeting shall take place without a quorum.

VIII. - NOMINATING COMMITTEE - The Nominating Committee shall consist of three members appointed annually, by the President, at least two months prior to the annual meeting. They shall elect one of their members to be Chairman. Members of this Committee cannot be nominated for any office while on this committee. The duties of the Nominating Committee shall include:

A. Receiving the names of all members who are nominated or want to run for any office, which will be voted for in the annual election. They shall post, on bulletin boards of both stations, notice of the date of the annual election. Space shall be available for members to write on the notice their name and the office for which they want to run.

B. Obtain lists of eligible voters from the Chief and President.

C. Investigation of all members running for office as to their eligibility and qualifications as per these By-laws.

D. When an office has no candidate's names, they shall approach members who they know to be qualified, and ask them to run for that office.

E. On the night of the annual meeting for the election of Fire Company's Officers, the Chairman of the Nominating Committee shall preside over the election of Officers. The other two members of the Committee will act as the official counters of the ballots. The Chairman will present the name of each candidate(s) for the office to be elected next. After each office election, the Chairman will give the vote count of each candidate and declare a winner.

ARTICLE SEVEN MEETINGS TIME - DATE – PLACE

I. - Regular meetings shall be held on the third Tuesday of each month. When a regular meeting shall fall on a Holiday, said meeting may be omitted if so elected by the members and the Organization shall meet at the next regularly scheduled meeting.

II. - The annual meeting shall be held on the first Thursday after the first Tuesday of December of each year.

III. - Special meetings shall be called, when necessary for the good of the Company, by the President or on request of five or more members. Notice of special meetings shall be posted, in both firehouses, at least three days before the date of the meeting and shall be toned out on the day before the meeting by the Chief. Only items on the agenda for the special meeting will be covered.

IV. - All regular and special meetings shall be held at the firehouse at 7:30 P.M. when circumstances and conditions permit. Otherwise time and place of meeting will be decided by the President.

V. - Twenty-five percent (25%) of all members shall constitute a quorum for all regular and special meetings.

VI. - Twenty-five (25) % eligible voters (members) shall constitute a quorum for the annual meeting.

ARTICLE EIGHT RULES OF ORDER AT MEETINGS

I. - The presiding Officer shall take the chair at the hour specified for the meeting. The meeting shall be conducted in accordance with the Constitution and By-laws of the Organization.

II. - The procedures for all meetings shall be governed by Robert's Rules of Order, Revised.

III. - At all regular meetings of the Company the following order of business shall be observed:

Order of Business

- 1 - The presiding Officer shall call the meeting to order.
- 2 - All members present will rise and face the flag and the Sergeant-At-Arms will lead the members in the pledge to the flag.
- 3 - Reading of minutes of the previous meeting.
- 4 - Report of Officers and Treasurer's report.
- 5 - Reports of Committees, Standing and Special.
- 6 - Readings of communications and bills.

- 7 - Unfinished business (see minutes of last meeting).
- 8 - New business.
- 9 - Reading of candidates' applications for membership and introduction of candidates.
- 10 - Report of Investigating Committee and election of those candidates reported on.
- 11 - Open discussion on affairs of the Company and related subjects.
- 12 - Chief's remarks.
- 13 - Adjournment.

ARTICLE NINE DUES

I. - The annual dues for Fire Members shall be two (\$2.00) dollars and for Social Members, Five (\$5.00) dollars, payable at or before the NOVEMBER meeting. Members in arrears for dues at the annual meeting shall forfeit their voice and vote before the said annual meeting and all regular and special meetings thereafter until said dues in arrears are paid. If it is found that a member has failed to pay their dues by the second meeting following the annual meeting, they shall be automatically dropped from the rolls of the Company and shall be notified of this action by the Secretary. Members in good standing and not in arrears in their dues at time of their induction, enlistment, or recall to active duty in the Armed Forces of the United States or United Nations shall be excused from payment of further dues until the NOVEMBER meeting following his / her release from active duty. Failure to do so will result in member being automatically dropped from the rolls of the Company. The Secretary shall, give a yearly membership card to all paid members.

II. - The Secretary will make a notation on the newsletter for the months of September, October, and November specifying that dues are due. Further, the Secretary will publish the names of the members who are delinquent in payment of dues at the annual meeting and each meeting thereafter.

ARTICLE TEN DUTY REQUIREMENTS

I.- Union Vale Fire Company and shall operate on a point system to determine the activity level of the membership.

A. Union Vale Fire Company Activity points will be awarded as follows:

a. Dispatched calls will have one point per call

b. Training

- A) for classes less than 20 hours, 1 point per hour up to 5 points
- B) 20-45 hours you get 5 points plus 1 per hour up to 10 points
- C) 45-100 hours get 15 points
- D) 100+ hours you get 25 points.

c. Drills and work details are required to be 2 hours long and get 1 point even if activity goes 8 hours.

d. Meeting attendance awards 1 point for attending meetings (fire company, explorer, rescue squad, etc.) Board Meetings don't count.

e. Miscellaneous activities will earn 1 point per the following activities in which you actually participate in. The activities are District approved work details, truck/equipment checks, wakes/memorials, fire prevention, explorer activities.

II.- Active members will be required to fulfill the following requirements during the duty year

A. All district requirements for active membership (see appendix), including full participation in 15 calls (15 points) accumulating at least 3 points for the completion of work details or truck checks, and accumulating 3 points for the completion of training or drill exercises. Point totals for the above mentioned activities will be credited as described in Article 10, Section 1, paragraph A of these bylaws. Social members are excused from this requirement. It is the responsibility of every member to know all district policies. The District Requirements must be fulfilled between January 1 and November 30 of each year.

B. The Fire Company adds the following stipulations

1) Active members must complete the following in order to vote in the annual election, and in order to run for firematic officer (line officer) positions. The duty year for the Fire Company will run from December 1 to November 30.

a. must fully participate in 25 calls per year.

b. In addition, must accrue an additional 25 points in the areas drills, truck checks, training, or work details

c. participation and/or attendance in any mandatory activities that may arise throughout the year as determined by the District Chief. The District Chief may also excuse members from this requirement, should just cause be found for non-participation.

2) In order to retain social member status, the member must have completed in one duty year a total of 15 points. Failure to obtain 15 points will result in suspension from the Union Vale Fire Department unless this requirement is waived by the President, due to special circumstances. Points may be accrued in the following:

a) Attendance in meetings – one point

b) Miscellaneous Activities (fundraising activities, company programs, etc) - one point

c) Elected or Appointed Positions (1 point per year of service)

e) Serving on a committee – one point

d) Further activities defined by the President

3) Active members and social members who join throughout the year will have points prorated from the time they join.

4) Members who are on medical, educational or military leave will have their points prorated during their leave period.

III. - Decisions concerning whether a member actually fully earned an activity or duty point will be left to the Officer in Charge of the function.

IV. - The Chief, for the good of the Fire Company, may excuse any active member from firematic company duty requirements.

V. - The President of the Company, for the good of the Company, may excuse any social member from social duty requirements.

VI. - Any active member who fails to meet the requirements of the district will have their membership status changed to that of a social member. Any member failing to meet the requirements of the fire company for a social member will be dropped from membership.

VII. - Fire members must be faithful in the performance of their duties and must obey orders and comply with all duly adopted rules and regulations in respect to their conduct.

VIII. - In the absence of a Chief, Line Officer, or Senior firefighter, The driver of the first truck on the scene will be in charge of the incident until relieved by a Senior Firefighter or a Line Officer or Chief. The first Senior Firefighter on the scene will be in charge of the incident until relieved by a Line Officer.

ARTICLE ELEVEN DISCIPLINARY ACTION

I - Any member suspended by the Officer in Charge for any act during a fire or firematic function dealing with insubordination or risk to live, limb or property shall have their disciplinary action handled by the Board of Commissioners.

II. - Charges may be filed against a member, by any other member, for violation of these bylaws, infractions of the house rules or conduct unbecoming of a Fire member, provided that such charges are in writing and signed by the person(s) making the charges and further, that a copy of these charges be presented to the Executive Committee, which will notify the accused member and determine whether the matter shall be handled by the Executive Committee or referred to the Fire District for further action.

III. - Any member accused of a matter to be handled by the Executive Committee shall appear before at least a quorum of the Executive Committee for a hearing no later than one week after being presented with the charges. The accused member shall have the right to counsel, to call witnesses, and to face the accuser(s). The Executive Committee, upon consideration of the evidence presented, by majority decision, shall take one of the following courses of action:

- A. Dismiss the charges.
- B. Reprimand the accused member.
- C. Suspend the accused member for a period not to exceed three months.
- D. Removal from office.
- E. Expel the accused member from the Fire Company.

The Executive Committee reserves the right to refer any matter to the District at any point in the proceedings.

IV. - If the accused is a member of the Executive Committee, this member may not sit on the Executive Committee during this case, and the President will appoint a replacement.

V. - Minutes of the hearing shall be taken by the Secretary and placed in the official book of record of the Company.

ARTICLE TWELVE APPEALS

I. - Action taken by the Executive Committee may be appealed within sixty (60) days by the accused member to the membership of the Company at a regular or special meeting. The accused member shall retain the right to counsel, to call witnesses, and face the accuser(s). Any member shall have the right to question any witness or the accused member. After all the evidence has been presented, the accused member and the accuser(s) shall be excused from the meeting room and the President shall call for a vote by secret ballot.

II. - The first vote shall be for dismissal of the charges and it shall require a two-thirds vote of the members present and voting. If a two-thirds vote is not received, a second vote shall be called for. The second vote shall be for a reduction of the penalty and shall require a two-thirds majority of those members present and voting for such a reduction. The new penalty shall then be decided by a simple majority of those members present and voting. Failure to obtain a two-thirds majority on either vote shall result in the upholding of the action of the Executive Committee.

ARTICLE THIRTEEN REINSTATEMENT

I. - Any member dropped from the rolls for nonpayment of dues cannot reapply for membership for one (1) full year, at which time the member may submit an application for membership subject to all requirements of **Article 3**.

II. - If a member leaves the company in good standing (in accordance with **Article 2** of these By-laws) under his or her own volition, then the member may, by letter to the President, ask for reinstatement at the next regular meeting. The Company shall, by majority vote, decide if the reinstatement shall be voted on at that meeting or be conducted in accordance with **Article 3** of these By-laws. If it is decided to be voted on at the meeting the letter is read, then a two-thirds vote of the members present is required for reinstatement.

III. - A member expelled from the Company shall not be eligible for reinstatement.

ARTICLE FOURTEEN DELEGATES

I. - The Company President shall be responsible for the selection of delegates to represent the Company at conventions, assemblies or sessions of organizations, which this Company is a member thereof.

II. - Such delegates may be furnished funds to defray reasonable expenses while attending such conventions, sessions, or assemblies, as approved by the fire company. Delegates will be required to furnish satisfactory vouchers for expenses claimed, and the Treasurer will honor all duly submitted vouchers.

ARTICLE FIFTEEN

RESIGNATIONS

I. - Resignations shall be presented in writing, and presented to the Company President.

ARTICLE SIXTEEN UNION VALE AUXILIARY

I. - The Union Vale Fire Company Auxiliary shall be recognized by the Fire Company as a supporting organization and as such, members of the Fire Company will assist them in their functions.

ARTICLE SEVENTEEN AMENDMENTS

I. - This Constitution and By-Laws may be amended at any regular meeting, annual meeting, or a special meeting called for that purpose, by a three-fourths vote of the members present and voting, provided the proposed amendments shall have been submitted in writing and read at one previous regular meeting and a notice then given when the same would be called up for action.

II. - This Constitution and By-laws shall be effective **March 18, 2008**, Adopted by the membership at the meeting on **March 18, 2008**. **This REVISION supersedes all other REVISIONS**

**UNION VALE FIRE COMPANY
RULES AND REGULATIONS FOR ACTIVE FIREFIGHTERS
16 TO 18 YEARS OF AGE**

Firefighters in this category will:

1. Not be permitted to consume any alcoholic beverage of any kind on Company property or at any Company functions of any measure. Violations of this rule will mean immediate dismissal from the Company.
2. Be directly responsible to the Chief, Assistant Chiefs, or the Officer-In-Charge in regard to their behavior in the engine room, at fires, drills, parades and all emergencies.
3. Obey all traffic laws and control their cars going to and from the firehouse, fires, and emergencies of any kind. The Fire Company will not be responsible or tolerate violations by its members.
4. Not be permitted to drive any Company fire apparatus. When riding in any fire apparatus, Firefighters will do so only in the cab.
5. Not enter a burning building, burning field, or danger area unless so directed by the Officer-In-Charge.
6. Not authorized to use a blue light until their 18th birthday.
7. Not be permitted in the firehouse with a nonmember unless an active member over the age of 18 is present.
8. Meet all basic minimum requirements for active Firefighter and obey all rules and regulations which are in effect.
9. Must have parent's written approval to join the Fire Company.

I have read the above Rules and Regulations and give permission for my son/daughter to join the Union Vale Fire Company.

I further understand the activities in which my son/daughter will be participating and give my permission for my son/daughter to participate in all the activities of the Union Vale Fire Company and Union Vale Fire District.

Signature of Parent or Guardian Date

I have read and understand the above Rules and Regulations and will comply with them as a 16-18 year old Firefighter.

Signature of 16-18 year old applicant

Appendix One

DISTRICT ACTIVE MEMBER STATUS REQUIREMENTS

A-083

Date: 04/09/2007

To become an active member of the Union Vale Fire District you must

- 1) Get approval through the Union Vale Fire Company
- 2) Have the appropriate physical by the Union Vale Fire District's Vendor, which includes passing a drug screen
- 3) A Background check will be done
- 4) Supply the Secretary with the appropriate forms

To maintain an active status in the Union Vale Fire District the member must meet all of the requirements below. In addition, the following requirements must be completed between January 1 to December 31. All attendance records will be on the calendar year and recorded on forms provided by the district.

- 1) Comply with the minimum requirements for the category of membership (i.e. Interior, Exterior, EMT, Driver, Fire Police)
- 2) Comply with the rules and requirements of Fire Company Bylaws
- 3) Have a physical, by the Union Vale Fire District's Vendor, per district policy, depending on age either every year, every two years, or every three years
- 4) Pass a drug screen if you are randomly chosen
- 5) Have responded to a minimum of 15 calls in calendar year
- 6) Attend OSHA class by October 1
- 7) Take a Blood borne Pathogen Class, if not part of OSHA class
- 8) Participate in a minimum of 3 drills and/or training classes
- 9) Participate in at least 3 work details or truck checks
- 10) All members currently in High School must present a copy of every report card to the Chief. If the majority of grades are below 70 and/or there are excessive absences then the member may be suspended until the grades and/or absences improve

If an active Firefighter is in default of any of the district's requirement at the July meeting, the Chief of the Department will notify them. Loss of active status may result if the member defaults for two (2) consecutive six (6) month periods.

If an active Firefighter has extenuating circumstances (e.g. overtime work, college, medical, state fire courses, or military leave) and fails to meet their minimum requirements, a letter shall be sent to the Board of Fire Commissioners by Dec 31 so the Board can approve or disapprove the request at the reorganizational meeting.

If a firefighter has been removed from active status due to delinquency or wants to change status from social or life to active, the person must submit their request to the Union Vale Fire Company and be approved by the Board of Fire Commissioners. The Board of Fire Commissioners may also require the member to attend additional training.

Appendix Two

DISTRICT CODE OF CONDUCT

#A-086

Date: 11/27/2007

PREAMBLE: It is the responsibility of every member of The Union Vale Fire Department to establish and maintain the public trust and respect of the community, and to ensure all operations of the department are carried out efficiently and ethically. Each member is expected to comply with these standards and conduct themselves appropriately in the spirit for which these standards are intended.

ARTICLE I: As a member of a professional Emergency Services Organization, I will make a commitment to The Department, the public I serve, and to my fellow firefighters to familiarize myself with the rules, regulations, policies, and standard operating procedures of this department. I will maintain knowledge of the geographical area served by The Department, including conditions, routes of travel and locations of suitable water supplies. I will respond in a timely manner to fires, medical services, and other emergencies to which this department is called, while at all times obeying the rules of the road with due regard to the safety of others.

ARTICLE II: I will attend all training drills, meetings, and other events, on and off site, where I am expected, and befitting my position in this organization, I will present myself in appropriate attire. I will earnestly learn and practice the skills required to do my part in making this department an efficient emergency response organization. I will also do my share of any maintenance work that is required to be performed on apparatus, equipment, and department facilities. Appropriate Attire is designed to promote a healthy, safe, and distraction-free environment. This includes but is not limited to no flip-flops or open toed shoes, no provocative clothing, no visible body piercing other than ears, no dangling jewelry, no sexually explicit logos, and any tattoos of an obscene or lewd nature must be covered at all times.

ARTICLE III: There will be no campaigning for public elections in uniforms or clothing that has the Union Vale Fire District, Fire Company or Rescue Squad seal or logo on them.

ARTICLE IV: Once committed to an emergency, I will perform all duties assigned to me to the best of my ability and training. I will not leave my assigned duty without the permission of the officer in charge while at emergency scenes or training, and will assist in returning all apparatus and equipment to a state of readiness after each emergency call, training session, and when otherwise requested.

ARTICLE V: I will conduct myself at all times in a manner that is in keeping with the good reputation, order, and discipline of The Department, to treat my fellow firefighters and emergency medical personnel with respect and professionalism, and strive to maintain a harmonious work environment that is free of negativity, bias, and profane language while working at emergencies, while in and around the fire stations, and at training sessions. (See Sexual Harassment Policy) I will also remain respectful of the emotions and sensitivities of the victims, families, and associates of the incidents to which we respond, and will not supply information relative to The Department or its operations thereof unless authorized by a Chief Officer of this department. I shall refer all requests for information to the Fire Chief or his Designated Information Officer.

ARTICLE VI: I understand that all items of issue are the exclusive property of this department and shall be returned as directed by the Chief. While in my possession I will properly maintain all equipment and department properties issued or assigned to me, familiarize myself with their use, and will be responsible for any loss or damage due to negligence on my part. I will, if injured or involved in an accident while responding to, at, or returning from a department function, immediately report the incident to the Chief of The Department or his authorized representative. If at any time I feel I cannot comply with the rules and regulations of The Department, I shall voluntarily resign.

Appendix Three

DISTRICT CODE OF ETHICS

A-070

Amended: 11/27/2007

The Union Vale Fire District of the Town of Union Vale, County of Dutchess, hereby adopts the following Code of Ethics setting forth for the guidance of its officers and employees the standards of conduct reasonably expected of them.

PART 1: DEFINITIONS

- 1) "Contract" means any claim, amount or demand against or agreement with the Fire District, express or implied, and shall include the designation of a depository of public funds and the designation of a newspaper, including but not limited to an official newspaper, for the publication of any notice or resolution or other proceeding where such publication is required or authorized by law.
- 2) "Interest" means a direct or indirect pecuniary or material benefit accruing to a Fire District officer or employee as the result of a contract with the Fire District which such officer or employee serves. For the purpose of this Code of Ethics, a Fire District officer or employee shall be deemed to have an interest in the contract of:
 - A spouse, minor child or dependent, except a contract of employment with the Fire District which such officer or employee serves,
 - A firm partnership or association of which such officer or employee is a member or employee,
 - A corporation of which such officer or employee is an officer, director or employee, and
 - A corporation of which any stock is owned or controlled directly or indirectly by such officer or employee.
- 3) "Officer or Employee" means a Fire District Commissioner, Fire District Secretary, Fire District Treasurer, Fire District Deputy Treasurer, Fire District Chief, Fire District Assistant Chief and employees of the Fire District (included but not limited to paid firefighters and paramedics). No person shall be deemed to be a Fire District Officer or Employee solely by reason of being a volunteer firefighter, except a Fire Chief or Assistant Fire Chief.

PART 2: CONFLICTS OF INTEREST

No officer or employee of the Fire District shall have any interest in any contract with the Fire District of which he or she is an officer or employee, when such officer or employee, individually or as a member of the Board of Fire Commissioners, has the power or duty to negotiate, prepare, authorize or approve the contract or authorize or approve payment thereunder.

No officer or employee of the Fire District shall audit bills or claims under a contract in which such officer or employee has an interest.

No officer or employee of the Fire District who has an interest in a contract shall appoint an officer or employee who shall have the power to negotiate, prepare, authorize, or approve such contract or authorize or approve payment thereunder or audit bills or claims under such contract.

No officer or employee of the Fire District shall have an interest greater than 5% of the outstanding stock in a bank or trust company designated as a depository, paying agent, registered agent or for investment of funds of the Fire District.

PART 3: DISCLOSURE OF INTEREST

Any Fire District officer, employee, volunteer, or family member who has, will have, or later acquires an interest in any actual or proposed contract with the Fire District of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the Board of Fire Commissioners as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of the Fire District minutes. Once disclosure has been made with respect to an interest in a contract with a particular person, firm, corporation, or association, no further disclosures need be made with respect to additional contracts with the same party during the remainder of the year.

PART 4: PROHIBITED ACTIONS

No Fire District officer, employee, or volunteer shall, directly or indirectly, solicit any gift, accept, or receive any gift in the performance of his or her official duties that was intended as a reward for any official action on his or her part. This does not prohibit fundraising or gifts to the District.

No Fire District officer, employee or volunteer shall disclose confidential information acquired in the course of official duties or use such information to further his or her personal interest. Unless the disclosure is required in the course of performing his or her official powers and duties.

No Fire District officer or employee shall receive or agree to receive compensation from others for services to be rendered in relation to any matter pending before the Board of Fire Commissioners.

PART 5: APPEARANCE OF IMPROPRIETY

No officer, employee, or volunteer of the Fire District shall create an appearance of impropriety, by giving the impression that he or she will exercise or perform his/her official duties on the basis of family, private business or social relationships, or any consideration other than the welfare of the Fire District.

PART 6: RECUSAL AND ABSTENTION

1) Except as otherwise required by law, no officer, employee or volunteer may participate in the discussion or vote on any matter, or perform any other official powers or duties in which the following people have an interest in the matter:

The officer, employee, or volunteer

A family member of the officer, employee or volunteer

A family member of the spouse of the officer, employee or volunteer

2) In the event Part 6.1 prohibits an officer, employee, or volunteer from performing his/her official powers or duties then they must refer the matter to their immediate supervisor, if none then the Board of Fire Commissioners.

PART 7: PRIVATE EMPLOYMENT IN CONFLICT WITH OFFICIAL DUTIES

1) No officer, employee, or volunteer may accept employment or engage in any business or professional activity which:

Impairs the person's independence of judgment in the performance of his/her official powers and duties.

Is likely to require disclosure of confidential information gained by reason of serving as an officer, employee, or volunteer.

Requires representation of a person or organization other than the Fire District in connection with litigation, negotiations or any other matter to which the Fire District is a party.

2) No officer, employee, or volunteer may: represent another person or organization before the Board of Fire Commissioners render services to another person or organization in relation to any matter which must come before the Board of Fire Commissioners render services to another person or organization in relation to any matter which is pending before the Board of Fire Commissioners

3) This Part/Section does not prohibit an officer, employee or volunteer from:

Representing themselves or their spouses or minor children before the Board of Fire Commissioners or any other body or officer of the Fire District.

Asserting a claim against the Fire District on his/her own behalf or on behalf of their family

Performing services pursuant to a lawful and duly authorized contract with the Fire District, provided, that the contract, if over \$1000, was awarded through competitive bidding or some other competitive process.

PART 9: POSTING/DISTRIBUTION

A copy of this code, as adopted by resolution of the Fire District, shall be distributed to every officer and employee of the Fire District.

PART 10: ENFORCEMENT

Any officer, employee, or volunteer who violates this code of ethics may be fired, suspended, or removed from office, employment, or membership in the fire department in the manner provided by law.