

# **BY-LAWS**

## **Silver City Volunteer Fire Department**

**(Rev: 02/19/2007)**

TABLE OF CONTENTS

TABLE OF CONTENTS ..... 1

ARTICLE I: NAME ..... 1

ARTICLE II: PURPOSE ..... 1

ARTICLE III: MEMBERSHIP..... 1

    a) Firefighter Membership ..... 2

        ACTIVE FIREFIGHTER ..... 2

        INACTIVE FIREFIGHTER ..... 3

    b) Support membership..... 3

    c) Cadet membership ..... 3

    d) Exempt membership ..... 3

    Membership Cap and Waiting List ..... 4

ARTICLE IV: MONTHLY BUSINESS MEETING..... 4

ARTICLE V: ORGANIZATION OFFICERS..... 4

    Officer Duties..... 5

        Fire Chief: ..... 5

        Assistant Fire Chief: ..... 5

        Senior Fire Captain: ..... 6

        Fire Captains [When offices exist]: ..... 6

        EMS Captain: ..... 6

        Secretary: ..... 7

        Treasurer: ..... 7

        Training Officer: ..... 7

        Cadet Advisor: ..... 7

        All Members: ..... 8

ARTICLE VI: ELECTIONS..... 8

ARTICLE VII: IMPEACHMENT OF THE CHIEF ..... 8

ARTICLE VIII: HONOR ROLL ..... 9

ARTICLE IX: AMENDMENTS ..... 9

ARTICLE X: HONOR ROLL ..... 9

ARTICLE XI: OATH OF OBLIGATION TO THE MEMBERSHIP AND  
DEPARTMENT..... 9

ARTICLE XII: CHARGES TO THE OFFICERS..... 10

**BY – LAWS**  
**Silver City Volunteer Fire Department**

(Rev.-09/26/2005)

ARTICLE I: NAME

This organization shall be known as the SILVER CITY VOLUNTEER FIRE DEPARTMENT, Inc.

ARTICLE II: PURPOSE

We are formed as an organization to provide protection of life, property and health, and to promote fire prevention and to provide public assistance.

ARTICLE III: MEMBERSHIP

Any resident of Silver City or adjacent communities at least 18 years of age may apply for membership. Any resident between 16 and 18 years old may apply to become a cadet. Upon acceptance of application by this department's Fire Chief, the applicant shall be placed on the roster under probationary status for a minimum of 3 months. The application may be rejected at any time during the probationary period by order of the Fire Chief and/or approval of such motion by the department's membership.

Applicants from other fire departments within Lyon County and surrounding counties may be eligible for membership status if SCVFD requirements have been met within their former departments, and provided that time out of the fire service was not longer than 3 years. No applicant shall be denied based on race, color, religion, sexual orientation, or gender. No member or applicant shall be denied member status because of political beliefs and/or membership or association with any other organization.

The Silver City Volunteer Fire Department shall fully uphold the Constitution of the United States of America and the Bill of Rights as it applies to each and every volunteer member as a citizen of this country. No member shall be required to surrender his or her civil rights as a condition of membership.

**BY – LAWS**  
**Silver City Volunteer Fire Department**

There shall be three types of membership: Firefighter, Support, and Cadet. There shall be three status levels of Firefighter membership that include: Active, Inactive, and Exempt. These status levels are guidelines and may be altered according to specific situations (i.e., work or school schedules). Exceptions to these guidelines will be made by the fire chief and/or a majority vote of the membership. There shall be three levels of Support membership that include: Auxiliary, Associate, and Exempt. Each level is defined as follows:

**a) Firefighter Membership**

Firefighter applicants in probationary status must attend 40 hours of introductory level training to become eligible for membership. To become a Firefighter this training must include at least 32 hours of firefighting training with no more than 8 hours of medical training counting toward the 40 hours. To become an EMS first responder this training must include at least 20 hours entry level firefighting and 20 hours first responder medical training. Any applicant seeking only EMS first responder status may attend medical and rescue emergencies, and may attend fire emergencies but as a medical standby only. An applicant in probationary status may become eligible to run calls after the first 24 hours of training. All time spent working emergencies shall be counted toward training hours. Upon completion of the 40 hours of training and the minimum time requirement the firefighter applicant in probationary status becomes eligible for membership. The membership may approve applicant as a member by majority vote.

**ACTIVE FIREFIGHTER**

For a firefighter member to maintain active status they must meet a minimal amount of requirements. An active member may be evaluated at any time to ensure requirements are fulfilled. An annual review of all members will be completed by the Fire Chief prior to each election. The requirements shall be as follows. A firefighter must maintain a minimal response of 20% of all calls in a six-month period. A firefighter must complete a minimal level of training based on their years of service. A firefighter with less than 5 years of service must complete 12 hours in a six-month period. A firefighter with 5 to 10 years of service must complete 10 hours in a six-month period. And a

**BY – LAWS**  
**Silver City Volunteer Fire Department**

firefighter with over 10 years of service must complete 8 hours in a six-month period. A firefighter must also attend at least 3 business meetings and three non-business type meetings in a six-month period.

**INACTIVE FIREFIGHTER**

If firefighter does not meet active firefighter requirements, they may become inactive. An inactive firefighter may again become active when the member meets and maintains active requirements within 3 months of notification of inactive status. If a member does not meet active requirements after the 3 months, the member may be moved to support membership status.

**b) Support membership**

To become a support member, the applicant must attend 3 meetings and perform at least 3 firehouse duties in a six-month period. At this time, the membership may approve the applicant as a member, by majority vote. A support member is entitled to all membership benefits and may respond on emergency calls but only in a support capacity. If a member does not meet support membership requirements, their membership status may be revoked.

**c) Cadet membership**

See District Standard Operating Procedure Admin 17 for cadet membership. As part of the Cadet program, there needs to be assigned a Cadet Advisor. The Cadet Advisor shall be appointed by the Fire Chief when necessary.

**d) Exempt membership**

Any member may become exempt with the approval of majority of the membership present. Eligibility for exemption shall be automatically attained after serving 15 years of active service. Members shall become eligible for exemption if they incur disabilities, whether or not they are from the fire service.

**BY – LAWS**  
**Silver City Volunteer Fire Department**

Exempt members are not required to attend meetings or emergency calls but they may do so at their own discretion. However, if the exempt member wishes to respond to emergencies, they must meet active firefighter status. When attending meetings and/or emergencies, the same rules and regulations and by-laws as the active membership will govern them. The exempt member shall be allowed to cast a vote in the election if they retain their active status.

**Membership Cap and Waiting List**

The number of members shall be capped with a floating cap. This floating cap is based on 10 active firefighter members. This cap may be increased in order to accommodate up to 10 active firefighter members that live within 5 minutes travel time of the Silver City Firehouse. Support membership shall be capped at half of the current active firefighter membership. Cadet membership shall be capped at one third the current active firefighter membership. In the event that membership numbers reach the cap, a waiting list shall be established. The waiting list will be kept as part of the membership list.

ARTICLE IV: MONTHLY BUSINESS MEETING

There shall be a monthly business meeting held on the second occurrence of the day chosen by approval of a majority vote of membership present at the previous business meeting. The Fire Chief may reschedule the monthly business meeting as necessary. All meetings shall be chaired by the Fire Chief or Acting Chief. All meetings shall be governed by a flexible Robert's Rules of Order. Only Active Members may vote.

ARTICLE V: ORGANIZATION OFFICERS

There shall be established within this organization the following offices: Fire Chief, Assistant Fire Chief, Senior Fire Captain, Secretary, and Treasurer. The offices of Secretary and Treasurer may be combined with a majority vote of the membership. These offices shall be filled by nomination and election from the membership. There shall also be offices for Training Officer and EMS Captain, which shall be filled by appointment by the Fire Chief. Additionally, the Fire Chief has the ability to create or remove offices of captain as deemed necessary with approval of the membership. The Fire Chief may

## **BY – LAWS**

### **Silver City Volunteer Fire Department**

appoint personnel to the newly created fire captain office(s) with subsequent approval of the membership or may defer filling of the positions until the next election. All other special duties and vacancies that may occur in offices shall be appointed by the Fire Chief. The Fire Chief may also create and appoint the office of Cadet Advisor whenever the department has cadet members. There shall be an executive board consisting of the Fire Chief, Assistant Fire Chief, Fire Captain(s), and the Secretary, and it shall meet only when deemed necessary.

### **Officer Duties**

#### **Fire Chief:**

The Fire Chief's duties are to oversee the organization, its membership, the firehouse, all its apparatus and equipment, to oversee the operations of the organization to the benefit of its response area, to oversee emergency operations as incident commander or to act in another function within the incident command system. The Fire Chief shall uphold and enforce the by-laws at all times, see to the training of all members of the organization, and to ensure the upkeep of apparatus and equipment, so that the organization is at all times prepared to respond to all emergencies and public services that we may be called out upon. The Chief is responsible for enforcing all rules and regulations that have been accepted by the organization. The Chief shall serve as the President of the Corporation. The Chief shall report on the state of the organization to the membership each month. To carry out these responsibilities and duties the Chief shall have the authority to suspend any member of the organization for just cause. The Chief is also responsible for providing leadership and direction for the organization and its membership as directed by the membership. The Chief is also responsible for representation of the fire department to the Central Lyon County Fire District, its staff, and to the Central Lyon County Fire Board and shall act as a liaison between the membership, the District, and the FireBoard. The chief may appoint any member to act as liaison between the membership, the District, and the FireBoard.

#### **Assistant Fire Chief:**

The Assistant Chief's duties are to aid and assist the Fire Chief, to assume the Chief's responsibilities and authority when the Chief is absent, incapacitated, or as appointed by

**BY – LAWS**  
**Silver City Volunteer Fire Department**

Fire chief, to oversee the maintenance of the firehouse, its apparatus and equipment, and to be prepared to oversee emergency operations as the Incident Commander in the absence of the Chief, or to assume another function within the incident command system. The Assistant Chief shall serve as the Vice President of the Corporation, and shall report on monthly fire calls and items concerning the firehouse at the monthly organizational meeting.

**Senior Fire Captain:**

The duties of the Senior Fire Captain are to aid and assist the Chief and Assistant Chief, to assume the responsibilities of the ranking officers when they are absent or incapacitated and to take command of a crew of firefighters and supervise them in such a manner that the job assigned them is done in as efficient and safe a manner as possible. The Senior Fire Captain will oversee the maintenance, operation and inventory of the apparatus, all the equipment and the bay, so that at all times this department is prepared to respond to all emergencies and public services that we may be called upon, and to keep a record of these activities. The Senior Fire Captain shall assist the other captains (when applicable), in performing their duties when necessary, and shall also serve as a Director in the Corporation. The Senior Fire Captain shall report on items regarding the apparatus as well as any other items of concern at the monthly organizational meeting.

**Fire Captains [When offices exist]:**

The duties of the Fire Captains are to aid and assist the Chief, Assistant Chief, and Senior Fire Captain, to take command of a crew of firefighters in the absence of the senior fire captain and supervise them in such a manner that the job assigned them is done in as efficient and safe a manner as is possible.

**EMS Captain:**

The duties of the EMS Captain are to correspond with the Central Lyon County Fire district on medical issues, to oversee medical awareness and training of membership and to keep track of training and training needs of EMS personnel on the department, to oversee the maintenance of medical equipment, to make sure medical supplies are

**BY – LAWS**  
**Silver City Volunteer Fire Department**

stocked and that outdated supplies are replaced, and to report on medical issues within the District at the monthly organizational meeting as well as any other items of concern.

**Secretary:**

The duties of the Secretary are to keep a journal of minutes of all business meetings of the organization, to keep a roster of all members and to contact them for all meetings, training, and other fire department functions, to manage records of all fire calls, public assistance, training, and maintenance on computer and paper files and to manage paper files in filing cabinet. The Secretary shall also serve as Secretary for the Corporation.

**Treasurer:**

The duties of the Treasurer are to keep a ledger of all financial transactions of the organization, to maintain and manage the organization's finances, to make a report to the organization each month on the organizations finances and to present all records for audit on notice from either the Chief or majority approval of such a motion by the membership.

**Training Officer:**

The duties of the Training Officer are to assist the Fire Chief in training all Emergency Responder members of the organization, to establish an in-house training schedule for at least 6 months, to conduct in-house training, to record and track training hours for all members, and to identify training needs. The Training Officer shall promote and encourage membership participation in District training activities, keep training notices and training board up-to-date, and to report training opportunities and training accomplishments at monthly organization meetings.

**Cadet Advisor:**

The duties of the Cadet Adviser are to assist the Fire Chief in managing the Cadet program in accordance with policies established by SOP Admin 17 by the District.

**BY – LAWS**  
**Silver City Volunteer Fire Department**

**All Members:**

The duties of all members of the organization are to aid and assist the officers in their work. All members are expected to govern their public lives in such a manner so that all members will be proud to be a part of this organization. All members shall serve the general public in such a manner so that the residents of our response area will be proud to claim us as their fire department, and will be confident in our ability to protect and serve them. All members must EARN the respect of the public that our organization deserves.

ARTICLE VI: ELECTIONS

Nominations for all elected officers will be held at the January business meeting each year. The offices of Fire Chief, Assistant Chief and Fire Captain(s) can only be elected from active firefighters. The offices of Secretary and Treasurer can be elected from the general body of the membership. Nominations for all elected offices shall remain open until the election. Election shall be held at the February business meeting. The vote for elected officers will be by secret ballot and the candidate with the majority of votes wins the election or, if there is only one candidate, by acclamation approval of majority of membership present. In the case of a tie, there shall be a recast of the ballots to vote on the tying members. The order for the election shall be: Fire Chief, Assistant Chief, Senior Fire Captain, (Fire Captain(s) -when applicable), Secretary, and Treasurer. Immediately following the election, the newly elected Fire Chief shall appoint the following offices: EMS Captain and Training Officer. All elected officers shall serve a term of one year.

ARTICLE VII: IMPEACHMENT OF THE CHIEF

To impeach the Chief a written notice shall be sent to the Membership of the department and/or the Executive Board. Any member of this organization may present charges against the Chief. The Membership shall examine the charges and any member may present the charges to the Chief. The Chief shall have a chance to reply. After examining the charges, the membership may, by two-thirds vote of entire membership present, remove the Chief from office.

**BY – LAWS**  
**Silver City Volunteer Fire Department**

ARTICLE VIII: HONOR ROLL

There shall be an HONOR ROLL for the deceased members of the department. All deceased members, regardless of their standing, at time of death, with the exception of members who have been expelled, are to be entered upon the HONOR ROLL in tribute to their service. The HONOR ROLL shall be attached to these by-laws in Article X.

ARTICLE IX: AMENDMENTS

These by-laws may be amended by a two-thirds majority vote of the membership at any regular business meeting provided the proposed amendment shall have first been read at the regular business meeting preceding the vote.

ARTICLE X: HONOR ROLL

James (Buzz) West	Edward Williamson	John Carpenter
Debra (Poppy) Spelman	Richard (Dick) Dahlman	Sandy McCormick
Mary Nichols	Don Knudsen	Ray Muller
Cliff Sullivan	J.R. Wonderlich	
Walter Pedlar	Lynn Hughes	

ARTICLE XI: OATH OF OBLIGATION TO THE MEMBERSHIP AND  
DEPARTMENT

I, (your name), upon my sacred honor, do promise and swear that I will obey and support the officers of this company and its by-laws to the best of my ability; that I will be careful not to jeopardize the lives or persons of my fellow firefighters through any negligence on my part; I hereby promise to so conduct myself in the discharge of my duties that no member of this company shall have cause to complain; further, I promise to so conduct my civil affairs in such a manner that it reflects to the credit of the entire company.

I hereby promise to attend any and all emergencies that our company shall be called out on, providing that I am available and qualified to do so. It shall be my special aim to save life and property threatened by fire, and be careful in the use of water,

**BY – LAWS**  
**Silver City Volunteer Fire Department**

chemicals, axes, and so forth, so that no life, and as little property as possible, shall be injured by their use. I will not under any circumstances take any article or articles from a building or buildings during the progress of a fire, or retain possession of the same, or permit others to do so. I will endeavor to attend all meetings and emergency calls and exert myself to become proficient in the art of fighting fires and controlling emergencies.

I will treat my fellow members with the respect and dignity with which I would wish to be treated, and at no time will I malign or slander a fellow member. I will treat the general public, whom I serve, with the same courtesy and respect with which I would wish them to treat me.

If through any fault of mine in disobeying the by-laws of this company, it should become necessary to suspend or drop me from the roster of this company, I shall hold no one at fault but myself, and shall not hold malice against any officer or member of this company, who in the performance of their duty was instrumental in my dismissal.

ARTICLE XII: CHARGES TO THE OFFICERS

You have been selected by the members of this organization to hold the highest positions within its powers to bestow, and you must indeed feel the confidence which this organization has in your abilities and integrity, and should so conduct the affairs of your several offices that the organization will have no regret for bestowing them upon you.

The fact that this department is a volunteer fire department is a fact of no importance; the people of this community are depending upon you just as much as if you were drawing a salary, and each and ever one of you should feel that any mistakes you may make may cost someone a life or life savings. Each and every one of you should feel this responsibility and so conduct yourself in the performance of your office.

Be honest with the members of this organization and the general public. Make people see that it is an honor to belong to our organization; and you should see that when there is a vacancy, that it is properly filled. It is up to you, the officers, to create and keep up an interest in this important work. The Fire Chief, Assistant Chief, Fire Captains, Secretary, and Treasurer are to conduct your civil affairs in such a manner that it reflects to the credit of the entire company.

To the Chief and Assistant Chief fall the duty of conducting the business of this company in an orderly manner. To the Fire Chief and Assistant Chief also falls the duty of dealing with the members and the apparatus so that there is no doubt that our company

**BY – LAWS**  
**Silver City Volunteer Fire Department**

is a credit to the community. To the Chiefs and Fire Captains, see that the apparatus are always in the best possible condition, and treat your firefighters as you would wish to be treated. Never ask a firefighter to do anything that you would not do yourself.