

Coventry Volunteer Fire Department By -Laws  
Last amended May 13, 2012

The Coventry Volunteer Fire Association, Incorporated

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This is a true and exact copy of the By-Laws of the Coventry Volunteer Fire Association, Incorporated as revised and Adopted by the Association, by its vote on May 13, 2012. This copy is taken from the copy filed with the minutes of the regular monthly meeting of the Association held on the same date.

These By-Laws supersede and replace all By-Laws and Amendments thereto, prior to May 13, 2012

Lila Smith Secretary of the Association

*Lila Smith 5/13/2012*

Secretary Initials *LS*

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**ARTICLE 1 NAME**

The name of this organization, located within the bounds of the Town of Coventry, Connecticut and duly incorporated under the laws of the State of Connecticut, January 1, 1936, shall be “The Coventry Volunteer Fire Association, Incorporated.”

**ARTICLE 2 PURPOSE**

This Association shall be duly organized under proper leadership and discipline in such manner that it can be rapidly mobilized for the protection of life and property in case of emergency, fire and other catastrophes. The Association shall have the right to buy and sell and the power to hold in ownership, in its own name and on its own behalf, any and all equipment (including vehicles) and real property, necessary for effectively carrying out this purpose.

**ARTICLE 3 MEMBERSHIP**

Section 1 a) Any person, 18 (eighteen) years of age or older, may be elected to membership in the Association, provided that he/she is regarded as a proper person, affirms his willingness to assume the obligations of the membership and files with the membership committee, a doctor’s certificate and a completed application and dues.

b) Any person between the ages of 14 (fourteen) through 17 (seventeen) may apply for membership in the Association as a Junior Member. A parent or guardian must accompany the applicant at their membership interview. Written consent of the parent or guardian will also be a requirement for membership.

Section 2 Dues for all members shall be \$3.00 (three dollars) per year, due payable once each year at the Annual Meeting.

- a) Members elected to the Association in April or May shall be considered paid-up members until the Annual Meeting in the next calendar year.
- b) Once paid, no dues shall be refunded, except that a person whose application for membership has been rejected by the Association, shall have his/her dues refunded at once.
- c) Any member of this Association in good standing who is drafted or enlists into the Armed Forces, shall have his/her dues waived until his/her discharge. His/her dues will be due and payable at the next Annual Meeting following said discharge.

Section 3 Applications for membership may be accepted throughout the year and shall be voted on by the Application, on recommendation of the Membership Committee, at any Association meeting in which new business is conducted.

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Section 4 New Members shall be placed on Probation following their election to membership.

a) Members joining as Fire/EMS will have 1 year to complete the following Probationary Requirement.

1) Certification as a Emergency Medical Responder or Emergency Medical Technician as authorized by the State of Connecticut Office of Emergency Medical Services.

2) Attendance at a minimum of twenty-four (24) department drills and training as required by the Board of Fire Officers.

3) Attendance at all mandatory drills as required by the Board of Fire Officers.

4) Attendance at 50% of the Regular Monthly Meetings.

5) Obtain a minimum of one hundred and twenty (120) points

b) Members joining as Fire Police only will have 1 year to complete the following Probationary Requirements.

1) Must enroll and successfully complete a State of Connecticut Traffic Control class approved by the Board of Fire Officers.

2) Attendance at a minimum of twenty-four (24) department drills and training as required by the Board of Fire Officers.

3) Attendance at all mandatory drills as required by the Board of Fire Officers.

4) Attendance at 50% of the Regular Monthly Meetings.

5) Obtain a minimum of one hundred and twenty (120) points

c) Auxiliary: NO PROBATIONARY PERIOD AND NO REQUIREMENTS.

d) Changing Probationary Status: A member requesting a change of probationary status must submit the request in writing to the Board of Fire Officers for approval.

Any probationary member that meets the above requirements shall make a written request to the Fire Officers to become a regular member. The Fire Officers shall recommend to the Association to remove said member from probation and place them into regular membership.

Section 5 A member must be at least 21 (twenty-one) years of age and a member of the Association in good standing for at least 2 (two) years in order to be eligible to hold elective office in the Association.

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- Section 6 Life Membership (paid-up members). At its discretion, the Association may at any time elect to life membership, any person who is or has been a member of the Association and who, over the years has performed outstanding service to the Association. In such cases, payment of dues shall automatically be waived, and the residency-employment requirement shall not apply. Member shall have all the rights and privileges of membership in the Association for life. All members having been a member for 25 (twenty-five) years shall automatically become a Life Member. By vote of the Association, past Chiefs shall ordinarily become Life Members.
- Section 7 Honorary Membership. At its discretion, the Association may at any time elect to honorary membership for a definite or indefinite period of time, any person, members, or non-member, whom it deems worthy of such distinction. In such cases, the residency-employment requirement shall not apply. Honorary members shall have all the rights and privileges of membership in the Association, including the voice in Association meetings, except the right to vote, to hold office (elective or appointive). Dues shall not be required of honorary members.
- Section 8 Associate Members. At its discretion, the Association may at any time elect any person as an Associate Member. This person shall be a member of the Association and have all the rights and privileges of membership in the Association, except the right to nominate or vote for Fire Officers. This person shall not participate in any firefighting activities and will not be covered by any Association insurance. Payment of dues shall be at the discretion of the Association at the time of election as an Associate Member.
- Section 9 Auxiliary Membership  
a) Any person sixteen (16) years of age or older may be elected into the CVFA Auxiliary. Auxiliary members shall have the rights & privileges of membership in the Association, including a voice in Association meetings, EXCEPT the right to vote or hold office (elected or appointed) in the Association. Auxiliary members will be covered by the Association insurance. Dues will be required of Auxiliary members.
- Section 10 Suspension of Membership  
a) Any member guilty of conduct unbecoming of the member, or guilty of infraction of the rules, regulations, or discipline as set up by the Association, Board of Fire Officer, or House Committee, shall be subject to suspension of his/her membership privileges for a period of not less than 30 (thirty) days and not more than 180 (one hundred eighty) days for each offense.  
1) Any member found guilty of gross misconduct or serious infraction may have his/her membership terminated.

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- 2) In cases of emergency, the Chief shall have the power to suspend a member for due cause on-the-spot, provided that such action by the Chief is reviewed and approved by the Board of Fire Officers within 7 (seven) days following said action.
  - 3) Indefinite suspension from emergency related activities will be incurred by a member accused of a felony, pending the outcome of said accusations. The Association Secretary shall notify the member of his/her suspension by registered mail.
- b) Appeal of Suspension.
- 1) A member placed on suspension shall have the right to appeal his/her suspension in writing to the Board of Directors within 7 (seven) days of receipt of notification of suspension. The suspended member may be present at the Appeals hearing. Said member shall be notified by the Association Secretary of the time, date and place of the Appeals hearing by registered mail. Action of Board of Directors is final.
- c) A suspended member shall forfeit all rights and privileges of membership in the Association for the duration of his/her suspension, and upon receipt of notification of suspension by registered mail, shall be required to turn in immediately all Association and firefighting equipment and keys in his/her possession.
- Termination of Membership
- a) Any member in good standing may at any time tender his/her resignation and retire.
  - b) Any member who fails to pay his/her dues when due and payable shall be notified in writing of his/her delinquency by mail by the Association Secretary within 45 (forty-five) days following the Annual Meeting. If the dues continue to remain unpaid, that persons membership shall automatically be terminated on the 30<sup>th</sup> (thirtieth) day following the sending of said notice.
  - c) One month prior to the end of the probationary period, the Training Officer shall notify the probationary member of their failure to meet the requirements in Article 3, Section 4. the probationary member will then have a month to make a written request to the Fire Officers to extend his/her probationary period. The Board of Fire Officers shall review the request and make a recommendation to the Association for approval or denial of the probation extension. If a member does not request an extension of probation they shall be automatically terminated. The Secretary of the Association shall inform any member of the termination by Certified Return Receipt mail within 7 (seven) days. The member shall turn in all Department/Association gear/equipment within 2 (two) weeks.

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- d) The membership of any person who has been placed under suspension more than twice in any one calendar year shall automatically be terminated. The Secretary of the Association shall inform the member of such action by registered mail.

**Article 4 Association Officers**

Section 1 The officers of the Association shall consist of:

- a) A President and a Vice-President who shall be elected by the Association at its Annual Meeting for terms of 2 (two) years.
- b) A Secretary, an Assistant Secretary and 3 (three) members at large, who shall be elected by the Association at its Annual Meeting for terms of 1 (one) year.
- c) No elected member of the Board of Fire Officers may hold an elected position on the Board of Directors.

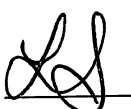
Section 2 The Officers of the Association shall also consist of a Treasurer and an Assistant Treasurer, appointed by the Board of Directors at the first meeting of the Board following the Annual Meeting of the Association, for terms of 1 (one) year.

**Article 5 Duties of the Association Officers**

Section 1 President. The President shall preside at all Association meetings, preserve order, see that parliamentary rules are observed, keep discussions within reasonable bounds, expedite all Association business as called for by the Association or Board of Directors members and shall have the authority to delegate the use of the Firehouse and its furnishings, other than fire and ambulance equipment. He/she shall, at the end of each fiscal year, and at such other times as ordered by the Board of Directors, have the Records of the Treasurer audited by an accountant and a report submitted in writing to the Association.


Section 2 Vice President. The Vice President shall assume and carry out all duties and responsibilities of the President in the latter's absence.

Section 3 Secretary. The secretary shall keep accurate minutes of all regular and special meetings of the Association and Board of Directors. He/she shall attend to all correspondence, keeping a duplicate record of same on file. He/she shall see that an accurate and up-to-date roster of the of the Association together with their classifications, is posted in a conspicuous place within the Firehouse at all times. He/she shall perform such other duties as called for in these by-laws and as usually pertain to the office of Secretary.

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- Section 4      Assistant Secretary. The Assistant Secretary shall assist the Secretary as needed upon the latter’s request, and shall assume and carry out all duties and responsibilities of the Secretary in the latter’s absence. He/she shall receive and record all dues and turn such funds over to the Treasurer. He/she shall be a member of the Membership Committee.
- Section 5      Treasurer. The Treasurer shall deposit all funds received by the Association as soon as possible, in the depository designated by the Board of Directors. He/she shall pay all bills from their respective accounts upon approval by the Association, at any regular meeting. He/she shall keep an accurate record of all receipts and disbursements of the Association. He/she shall send requests for donations for the use of the ambulance. He/she shall prepare an Annual Report to be presented to the Association meeting in July, and such other reports as may be requested by the Board of Directors. He/she shall be bonded for at least the amount of the annual liquid assets of the Association.
- Section 6      Assistant Treasurer      The Assistant Treasurer shall assist the Treasurer as needed upon the latter’s request, and shall assume and carry out all duties and responsibilities of the Treasurer in the latter’s absence. He/she shall be bonded for at least the amount of the annual liquid assets of the Association.
- Section 7      Members-at-Large.  
The 3 (three) members-at-large shall be representatives of the floor.
- Article 6      ASSOCIATION MEETINGS**
- Section 1      Unless otherwise ordered by the Association or the Board of Directors, the regular meetings of the Association shall be held on the second Sunday of each month at 7:00 o’clock (1900 hours) for the conduct of business of the Association & roll call shall be read at 8:00 o’clock (2000 hours)
- Section 2      Unless otherwise ordered by the Association or the Board of Directors, the regular meeting on the second Sunday of June shall be the Annual Meeting, and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.
- Section 3      17 (seventeen) members shall constitute a quorum.
- Section 4      Only members, honorary members, Associate members, and invited guests may attend Association meetings.


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- Section 5 Junior Members may voice their opinions at any meeting. They may not vote on any issue in which a motion has been made. A Junior Member may not vote in any election.
- Section 6 The Executive Board shall have the power to call a special meeting of the Association, whenever a majority of them deem it necessary. Such meetings to be held at such time and place, within the Town of Coventry, and the purpose of the meeting shall be specified in the notice thereof.
- Section 7 Upon the written request of 15 (fifteen) members in good standing, the Secretary shall call a meeting of the Association, the purpose of said meeting to appear on the notice of the meeting.
- Section 8 A notice of a special meeting of the Association shall be posted in a conspicuous place inside the firehouse at least 7 (seven) days before such meeting and remaining there until the time of the meeting. Said notice shall state the reason for the call.

**Article 7 BOARD OF DIRECTORS**

- Section 1 The Board of Directors shall consist of the following: the President, Vice President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer of the Association the Chief and Deputy Chief of the Fire Department and 3 (three) members of the Association elected as members-at-large of the Board.
- Section 2 The Board of Directors shall constitute the Executive branch of the Association and shall be responsible for the execution, through its officers, of all business and policy, and shall have the power to overrule or modify the action of any officer or officers, or committee of the Association or Fire Department with the final approval of the Association.
- Section 3 The Board of Directors shall hold at least six (6) meetings each year, the first to be held within 30 (thirty) days following the Annual Meeting, shall hold special meetings when called by the Chairmen of the Board, or at the written request of 3 (three) members of the Association in good standing.
- a) (7)Seven members of the Board of Directors shall constitute a quorum for the conduct of business.
  - b) The Board of Directors shall be governed by the majority vote of its members present and voting, a quorum being present.
  - c) The President of the Association shall be the Chairmen of the Board of Directors.

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- Section 4 At the first meeting of the Board of Directors following the Annual Meeting, the Board of Directors shall appoint from the Association membership, a Treasurer and an Assistant Treasurer, shall approve the Surety Company by which these two officers shall be bonded, and shall designate the depository in which the Association funds shall be deposited.
- Section 5 The Board of Directors shall authorize all expenditures, shall have general oversight of all Association finances and may order audit of the Treasurer's records at any time.
- a) It shall not contract any indebtedness beyond the income of the Association.
  - b) It shall present the Annual Budget and the Annual Report to the Town of Coventry.
  - c) It shall have the power to negotiate any contracts with the Town or with individuals relative to firefighting, emergencies and any other services provided by the Association.
- Section 6 All new business of the Association shall first be considered by the Board of Directors.
- a) It shall receive members' or committee' reports and recommendations.
  - b) It shall submit all new business, reports and recommendations to any regular meeting of the Association for its action, if in its opinion it is desirable to do so.
- Section 7 Any elected position on the Board of Directors which becomes vacant, may be filled by another member of the Association to complete the unexpired term of office by special election, on recommendation of the Board of Directors and in accordance with the provisions of these by-laws at any regular monthly meeting of the Association.
- Section 8 The Board of Directors shall act as a Board of Appeals for disciplinary decisions of the House Committee or Fire Officers at the written request of the party or parties involved. When acting as an appeals Board, the Board of Directors shall replace any member of the Board of Directors that is also a member of the committee or board which initiated the disciplinary action being appealed.
- Section 9 Notice of a special meeting of the Board of Directors may be by notifying all members of the Board of Directors by written notice or by phone as directed.

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**Article 8 COMMITTEES**

Section 1 At the first regular meeting of the Association following the Annual Meeting, the President shall appoint the following committees for term of one (1) year:

- a) Membership committee. The membership committee shall consist of not less than (3) three members, (2) two of which will be the Assistant Secretary of the Association and a Fire Officer. This committee shall receive all applications for membership in the Association, shall conduct a thorough investigation of each applicant and shall act upon each application before submitting same to a regular meeting of the Association for its action, as provided in these by-laws. Through the Assistant Secretary of the Association, it shall receive and record all dues and shall notify the Secretary of the Association at once of all delinquent dues. It shall keep an accurate and up-to-date roster of all members of the Association, together with the dates of their election to membership, their attendance at all meetings of the Association and their suspension(s) from membership, if any, and file same with the Secretary of the Association.
- b) House committee. The House committee shall consist of 5 (five) members. It shall be responsible for all house rules concerning conduct within or about the firehouse and shall submit same to the Association for adoption. It shall see that these rules are observed and proper conduct is maintained at all times. It shall handle all disciplinary action necessary due to misconduct within or about the firehouse or infraction of the house rules and shall have the power to suspend members in this regard. The committee shall act on any written report submitted to it by any member of the Association of misconduct or infraction of these rules.

Section 2 Publicity committee. The Publicity shall consist of Chief and/or his/her designee & the President. It shall be responsible for the release of any and all information and news as pertains to the Association and Fire Department, including Association and Fire Department business, activities, fires, etc. Any Information released in regards to fire department activities shall follow the pre-printed Press-Release Guide (Appendix A)

Section 3 The President may at any time appoint such other committees as need shall dictate.

**Article 9 Fire Department**

Section 1 Purpose. The Fire Department is an integral department of the Association, shall be under its jurisdiction and shall be duly organized under proper authority and discipline, in such manner that it may be readily mobilized to provide firefighting, rescue, search, ambulance service, emergency assistance and first aid and other such services in keeping with this purpose, when called upon to do so.

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Section 2 Membership. Any members in good standing of the Association, may be a member of the Fire Department (herein called a firefighter), provided he/she states his/her compliance with the rules and purpose of the Department, participates in such drills in firefighting and/or first aid, as may be required by the Board of Fire Officers, meets such other standards for membership in the Fire Department as may be set up by the Board of Fire Officers, and is approved as a Firefighter by the Board of Fire Officers.

- a) All persons who are members in good standing of the Association as of December 31, 1971, shall be classified as Firefighters for the duration of their membership in the Association.
- b) Members received into the Association after December 31, 1971, shall meet such standards for classification as a Firefighter as may be set up by the Board of Fire Officers.
- c) All standards required by the Board of Fire Officers for classification as a Firefighter shall be approved by the Board of Fire Officers.


Section 3 Meeting. The Fire Department shall meet at such times as may be ordered by the Fire Officers, or on the petition of five (5) Firefighters in good standing. The Chief, or in his/her absence the Deputy Chief shall preside at such meetings. The Secretary of the Fire Officers shall record the minutes and file a copy of the same with the Secretary of the Association following the meeting. A quorum shall consist of 14 (fourteen) firefighters in good standing.

Section 4 The Fire Department may set up such rules of procedure as it deems necessary for its discipline, for the effective and efficient operation of the Department and for the conduct of its business, provided that such rule and any changes therein are approved by the Association and do not conflict with any provisions of these By-Laws.

Section 5 Drivers of vehicles can be a member of any department or a member of Coventry Volunteer Fire Association, Incorporated and shall meet such standards for drivers, as set up by the Board of Fire Officers.

**Article 10 Fire Officers**

1. Chief
2. Deputy Chief
3. Assistant Chief
4. First Captain
5. Second Captain
6. First Lieutenant
7. Second Lieutenant

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- Section 1 Terms of elected Fire Officers.
- a) The elected Chief Fire Officer's shall be a Chief, a Deputy Chief and an Assistant Chief. This Chief position will be elected for terms of 4 (four) years, the Deputy Chief and Assistant Chief will be elected for terms of 2 (two) years by the Firefighters meeting the participation requirements set forth by the Board of fire Officers said election for Chief shall take place at the Annual Meeting of the Association with the next election in June 2015 and said election for Deputy Chief and Assistant Chief shall take place at the Annual Meeting of the Association with the next election in June 2011.
  - b) Other elected Fire Officers will be 2 (two) Captains and 2 (two) Lieutenants. The 2 (two) Captains will be elected for terms of 2 (two) years and 2 (two) Lieutenants will be elected for terms of 1 year, by the Firefighters meeting the participation requirements set forth by the Board of fire Officers at the Annual Meeting of the Association with the next election in June 2011.

Section 2 Eligibility: An Fire Officer of the Department must meet the following criteria to run:

- a. To be elected as Fire Chief
  1. Be approved as a driver/operator of all apparatus by the board of fire officers and hold a minimum of a valid State of Connecticut Class C operator's driver license with a "Q" restriction and Safe Boating Certification.
  2. Be certified as a Fire Officer I and/or Fire Instructor I
  3. Be certified as a Emergency Medical Technician
  4. Be a minimum of 21 years old
  5. Have a minimum of five consecutive years of active membership prior to election. Active membership define as a firefighter meeting the participation requirements set forth by the Board of fire Officers
- b. To be elected as Deputy Chief or Assistant Chief
  1. Be approved as a driver/operator of all apparatus by the board of fire officers and hold a minimum of a valid State of Connecticut Class C operator's driver license with a "Q" restriction and Safe Boating Certification.
  2. Be certified as a Fire Officer I and/or Fire Instructor I
  3. Be certified as a Emergency Medical Technician
  4. Be a minimum of 21 years old
  5. Have a minimum of four consecutive years of active membership prior to election. Active membership define as a firefighter meeting the participation requirements set forth by the Board of fire Officers

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- c. To be elected as First Captain or Second Captain
  - 1. Be approved as a driver/operator of all apparatus by the board of fire officers and hold a minimum of a valid State of Connecticut Class C operator's driver license with a "Q" restriction and Safe Boating Certification.
  - 2. Be certified as a Fire Officer I and/or Fire Instructor I
  - 3. Be certified as a Emergency Medical Technician
  - 4. Be a minimum of 21 years old
  - 5. Have a minimum of three consecutive years of active membership prior to election. Active membership define as a firefighter meeting the participation requirements set forth by the Board of fire Officers
- d. To be elected as First Lieutenant or Second Lieutenant
  - 1. Be approved as a driver/operator of all apparatus by the board of fire officers and hold a minimum of a valid State of Connecticut Class C operator's driver license with a "Q" restriction and Safe Boating Certification.
  - 2. Be certified as a Firefighter II
  - 3. Be certified as a Emergency Medical Technician
  - 4. Be a minimum of 21 years old
  - 5. Have a minimum of two consecutive years of active membership prior to election. Active membership define as a firefighter meeting the participation requirements set forth by the Board of fire Officers

The requirement of Fire Instructor I and/or Fire Officer I for Chief, Deputy Chief, Assistant Chief, First Captain and Second Captain will take effect with the election of June 2015; the consecutive years requirement will begin with the 2015 elections or when the term of Officer from 2014 election expire, the remainder of the requirements for all officer position will begin with the June 2011 election

**Section 3**

**Meeting.**

The Fire Officers shall meet regularly, once each month, on a date to be determined by themselves and at the call of the Chief or Deputy Chief at such other times as may be necessary.

- a) The Chief, or in his/her absence, the Deputy Chief, shall preside at the meeting.
- b) At the first meeting of the Fire Officers following the Annual Meeting of the Association, the Fire Officers shall appoint a Fire Officer to serve as Secretary of the Fire Officers
- c) The Fire Officers may take such action and conduct such business at their meetings as may normally or of necessity come under their responsibility.
- d) The Fire Officers shall handle all disciplinary matters pertaining to firefighting matters and shall have the power of suspension of membership in this regard.

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- e) The Fire Officers shall assist the Training Officer in the conduct of drills, for the firefighters ,as the Fire Officers or the Training Officer may request or direct
- f) The Fire Officers shall approve all First Aid and Assistant First Aid personnel.
  - 1) First Aider can be a member of any fire department or a member of Coventry Volunteer Fire Association, Incorporated and shall meet such standards for Fist Aiders, as may be set up by the Board of Fire Officers.
  - 2) Assistant First Aid personnel. An Assistant First Aider can be a member of any fire department or a member of Coventry Volunteer Fire Association Incorporated and shall meet such standards for assistant First Aider, as may be set up by the Board of Fire Officers.
  - 3) Such other standards as may be required by the Board of Fire Officers, for First Aider and Assistant First Aider.
- g) The Fire Chief shall appoint officers as provided in these By-Laws.

Section 4      Engineers. The Engineers shall be a Chief Engineer and at least 1 (one) Engineer for each vehicle of the Association, appointed for terms of 1 (one) year by the Fire Chief, at the first meeting of the Association following the Annual Meeting. Assistant Engineers may be appointed at the discretion of the Fire Chief.

Section 5      Fire Police Supervisors. The Fire Police Supervisors shall be (1) Captain of Fire Police and (1) Lieutenant of Fire Police and shall be elected for terms of 1 (one) year, by the Firefighters at the Annual Meeting of the Association. Only those persons 21 (twenty-one) years of age or older, who have been members in good standing of the Association for at least 2 (two) consecutive years, who holds a current Traffic Control for Emergency Responders certificate or equivalent by the State of Connecticut and have been appointed as “Fire Police” by the Fire Chief in accordance with CGS 7-313a ;shall be eligible for Fire Police Supervisors.

Fire Police Officer At least four (4) members of the Association shall be appointed as Fire Police Patrolmen/Patrolwomen for terms of 1 (one) year, by the Fire Chief, at the first meeting of the Association, following the Annual Meeting,

Section 6      Training Officer. At least 1 (one) member shall be appointed by the Fire Chief, as a Training Officer at the first meeting of the Association, following the Annual Meeting, for a term of 1 (one) year.

Section 7      Emergency Medical Services Officers (EMS Officers). The EMS Officers shall be (1) Captain and (1) Lieutenant and shall be elected for terms of 1 (one) year, by the Firefighters at the Annual Meeting of the Association. Only those persons 21 (twenty-one) years of age or older, who have been

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members in good standing of the Association for at least 2 (two) consecutive years and who holds a current valid Emergency Medical Technician certification and has held a Emergency Medical Technician certification for at least 2 (two) consecutive years, as authorized by Office of Emergency Medical Services, State of Connecticut shall be eligible for EMS Officer.

**Article 11 DUTIES OF FIRE OFFICERS**

- Section 1 Chief. The Chief shall be the head of all units and shall be in command of them on any and all occasions, having full authority over the men/women and equipment. He/she shall see that the equipment is adequately housed and that the equipment, the housing and the alarm systems are maintained and that the apparatus is ready for service. When needed he/she shall immediately order any repairs, not to exceed \$2000.00 (two thousand dollars) and shall issue orders for the inspection of the equipment. He/she shall keep an accurate record of all alarms, including regular Association meetings and Annual written report to the Annual Meeting of the Association. He/she shall appoint such officers as called for him/her to appoint in these by-laws. He/she shall devise duties among the Fire Officers and firefighters, these to be respected by all members, and shall report all grievances to the Fire Officers for a solution. He/she shall be a member of the Board of Directors.
- Section 2 Deputy Chief, Assistant Chief, Captains, Lieutenants. The Deputy Chief, Assistant Chief, 2 (two) Captains, and the 2 (two) Lieutenants shall be responsible to the Chief and in his/her authority shall descend in order to his/her officers. The Deputy Chief shall be a member of the Board of Directors.
- Section 3 Secretary. The Secretary of the Board of Fire Officers shall keep accurate minutes of all Board of Fire Officer Meetings and see that copies are filed with the Secretary of the Association, after each meeting of the Board of Fire Officers.
- Section 4 Engineers. The engineers shall be responsible to the Chief Engineer, who shall be responsible to the Fire Chief for the equipment they are assigned, keeping an accurate inventory of the same and filing a written copy of this inventory to the Secretary of the Association.
- Section 5 Fire Police. The Fire Police shall be responsible to the Chief. Under the direction of the Officer in Charge, the Fire Police shall direct traffic whenever necessary, on all calls and shall enforce all laws, rules and regulations pertaining thereto.

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- Section 6 Training Officer. The Training Officer shall be responsible for the conduct of all drills. He/she shall regularly set up drills for all new members. He/she shall organize such other drills for any and all members as may be directed by the Chief. He/she may request the assistance of any and all of the First Officers in the conduct of drills and may assign responsibilities to the Officers in this regard.
- Section 7 Emergency Medical Services Officers. The Emergency Medical Services Officers shall be Familiar with regulations, orders and training regarding Emergency Medical Services. He/She shall be responsible for ambulance reports reviewing and submitted to the proper agency. He/she shall manage the overall training, maintenance and operational readiness of the Emergency Medical Services, including inventory and ordering supplies. The EMS officers cannot assume control of a hazardous scene that is in control of the Fire Officer (i.e. Motor Vehicle Collision, Structure Fire, etc.), however may assume command at an EMS incident during the absence of or when delegated by a fire officer
- Section 8 Any elected Fire Officer who resigns his/her office, or who fails or is delinquent in the performance of the duties of his/her office, or in his/her new responsibilities to the Association, may be replaced by another member to fill his/her unexpired term of office, by special election, on recommendation of the Board of Directors and in accordance with the provisions of these by-laws, at any regular monthly meeting of the Association in the case of resignation, notice of said special election shall be posted at least 1 (one) week in advance of said election. In the case of an officer being removed in accordance with the provisions outlined above, that officer shall be given due notice and a hearing, if requested, and then notice shall be given to the Association in the same manner as for vacancie
- Section 9 Captain and Lieutenant of Fire Police. The Captain and Lieutenant of Fire Police shall be Familiar with regulations, orders and training regarding Fire Police. He/She shall be responsible for fire police reports reviewing and submitted to the proper agency. He/she shall manage the overall training, maintenance and operational readiness of the Fire Police, including inventory and ordering supplies. The Captain and Lieutenant of Fire Police cannot assume control of a hazardous scene that is in control of the Fire Officer (i.e. Motor Vehicle Collision, Structure Fire, etc.), however may assume command at an road closure incident during the absence of or when delegated by a fire officer

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**Article 12 NOMINATIONS AND ELECTIONS**

**Section 1** Nominations. Nominations for Association Officers and Fire Officers shall be from the floor at the regular meeting of the Association in May, subject to the provisions of these by-laws. Only members of the Association in good standing and Life members may nominate candidates for Fire Officers. No nominations may be made at the Annual Meeting, except in the case where a nominee withdraws his/her name from nomination for a regular office and no other candidate has been nominated for that office. This office shall be open for nominations from the floor at the Annual Meeting, subject to the provisions of these by-laws.

**Section 2** Elections. Elections for all offices at the Annual Meeting shall be by paper ballot, except in the case of those offices in which is no contest, in which case election may be made by voice vote.

a) Only firefighters meeting the participation requirements set forth by the Board of fire Officers may vote for Fire Officers. Only Association members who are active; active defined as meeting the participation requirements set forth by the Board of Fire Officers may vote for Board of Directors (Association) members. Absentee Voting, shall be allowed by proxy or in writing for firefighters or Association members who are active and only for elections.

b)The method of voting for the Captains and Lieutenants and the 3 (three) members-at-large to the Board of Directors, shall be as follows:

- 1) Captains. The voter shall vote for 2 (two) nominees and the 2 (two) candidates for this office receiving the greatest number of votes shall be declared elected.
- 2) Lieutenants. The voter shall vote for 2 (two) nominees and the 2 (two) candidates for this office receiving the greatest number of votes shall be declared elected.
- 3) Members-at-large to the Board of Directors. The voter shall vote for 3 (three) candidates and the 3 (three) candidates receiving the greatest number of votes shall be declared elected

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**ARTICLE 13 PARLIMENTARY AUTHORITY AND STANDING RULES**

Section 1 Robert's Rules of Order, Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the provisions of these by-laws.

Section 2 Order of Business. The order of business at all Association meetings shall be as follows:

- a) Call to order
- b) Secretary's minutes
- c) Treasure's report
- d) Chief's report
- e) Fire Officers minutes
- f) Committee reports
- g) Communications
- h) Bills and action thereon by the Association
- i) Applications for membership
- j) Elections to membership when the Association votes to take such action as provided in Article 3, Section 3.
- k) Miscellaneous business
- l) Board of Director's report (including any new business and action thereon by the Association)
- m) Auditor's report (Association meeting in July)
- n) Nominations from the floor (may meeting)
  - 1) Fire Officers
  - 2) Association officers
- o) Election of officers (Annual Meeting)
  - 1) Fire officers
  - 2) Association officers
- p) Roll call 8:00 p.m.
- q) Adjournment

Section 3 Action on all business at Association meetings shall be decided by a majority vote, a quorum being present, with the exception of suspension and amendment of the by-laws.

Section 4 The fiscal year of the Association shall be July 1 through June 30.

Section 5 All officers and committee members of the Association and Fire Department shall assume their duties at once, upon their election or appointment and shall serve until their successors are elected or appointed

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**ARTICLE 14   SUSPENSION AND AMENDMENT OF BY-LAWS**

Section 1       Suspension of by-laws. Nothing contained in these by-laws shall be suspended for any reason , with the exception of Article 13, Section 2, “Order of Business”, the order of which may be suspended at any meeting of the Association for that meeting only, by vote of three-quarters (3/4) of the members present and voting, a quorum being present.

Section 2       Amendment of by-laws. Any amendment of these by-laws may be offered in writing, provided it is signed by at least 5 (five) members in good standing of the Association, at any meeting of the Association and after discussion shall be referred to the Board of Directors. A copy of the proposed amendment shall be posted by the Secretary in a conspicuous place within the Firehouse at the end of the meeting at which it is offered and shall remain posted until a decision of the Association is obtained.

- a) The Board of Directors at its first meeting following the meeting of the Association, at which the proposed amendment was offered, shall review the proposal and take any action it deems appropriate in recommending it to the Association for its action.
- b) The proposed amendment shall then be submitted by the Board, with its recommendations, if any, to the next regular meeting of the Association following the meeting of the Board, for the Association’s action. At this meeting of the Association, the amendment shall be declared adopted and shall become a part of these by-laws, provided it receives the affirmative vote of (3/4) three-quarters of the members present and voting, a quorum being present

Secretary Initials 

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**APPENDIX A**

Press Release Guide:

Day/Date/Time of call: Location of Call: Situation Found; Actions Taken; # Civilians Injured; # Firefighters Injured; Transported to (Local Hospitals); # Civilian casualties; # Departments Responding; Approximate # of Personnel; How long to Put Fire under Control

Rules:

- Never give out names of injured/casualties. Its OK to refer to HIPAA
- Never, ever lie to Press
- Use handwritten notes or written press releases form in paragraph format(it's OK to use notes)
- If you don't feel comfortable answering a question, you can use "I can't give you that information right now due to the ongoing investigation."
- If one press agent requests that he/she receive further information first, agree to that. If multiple agents ask the same question, advise the remainder of the Press Conference.

Example " On Monday, January 12<sup>th</sup>, 2004 at 02:41 am Coventry Volunteer Fire Association responded to a reported structure fire at 1234 Main Street Upon arrival firefighters found a 2-story frame building with fire showing from the front side of the structure. An internal fire attack was initiated & the firefighters were successful in extinguishing the flames. Extensive overhaul is now in progress & we will remain on scene until our work is completed. There was 1 child & 2 adult civilian injuries but the extent of injuries is unavailable. They were all transported to a local hospital. In total there were 2 area departments that assisted with approximately 30 firefighters on scene. It took approximately 1 hour to get the fire under control. We will hold another press conference if more information becomes available. You may also contact the Fire Marshal's office at 860-742-4054. I want to thank you for your cooperation & patience. I will now answer any questions if I can.

Secretary Initials

