

Citizens Hose Company By-laws, 2007

By-laws

Preamble

These by-laws of the Citizens Hose Company are the latest in a series of revisions which have taken place over the life of the Company. Over the years, the by-laws have reflected the needs of the Company and the citizens it serves. Their amendment from time to time, including this current complete revision, reflect the need for a document which speaks in a modern world, and enables Citizens Hose Company to achieve the highest possible degree of firefighting and emergency medical services to the area which it serves.

Guiding Principles

Citizens Hose Company is unique in its organization. It is a private company, and yet its firefighters constitute the Shortsville Fire Department. The major firefighting apparatus belongs to the Village of Shortsville, but Citizens Hose Company owns its ambulances, fire rescue van and much other equipment. Citizens Hose Company is autonomous, and yet the Chief of Citizens Hose Company is also the Chief of the Shortsville Fire Department. The Village of Shortsville funds some of the equipment used in firefighting, but Citizens Hose Company itself is a highly endowed private organization with its own separate governing board and independent finances.

During most of the twentieth century, members of Citizens Hose Company have served both the Shortsville Fire Department and Citizens Hose Company. The honorable service provided and the longevity of the Company attests to the workability of the arrangement.

However, looking to the future, this document needs to recognize and clarify the management and operation of the Company, inside the corporation itself, and outside, in the community, where there is a coming together of the Citizens Hose Company and the Shortsville Fire Department.

These by-laws therefore reflect the following guiding principles:

- 1. That Citizens Hose Company is a private corporation;*
- 2. That the governance of the Company is achieved through its by-laws and from no other or different source;*
- 3. That the firefighting and emergency medical services provided by the Company are equal, and separate;*
- 4. That inside the Company, there is absolute equality between the Chief and the Assistant Chief-EMS;*
- 5. That inside the Company, the board of Directors manages the affairs of the Company, subject to the majority rule of the members of the Company, and that both the Chief and the Assistant Chief-EMS are answerable to the Board of Directors;*
- 6. That outside the Company, the Fire Chief commands all aspects of any scene where Shortsville Fire Department equipment is present;*
- 7. That outside the Company, the Assistant Chief-EMS commands all medical aspects of any scene where Citizens Hose company responds;*
- 8. That the firefighters and EMS personnel of the Citizens Hose Company work together as a team to serve and protect the residents within the territory of the Company.*

ARTICLE I: NAME, PURPOSE AND TERRITORY

SECTION 1 – NAME

The name of this organization, hereinafter referred to as the Company, shall be Citizens Hose Company of Shortsville, NY, Inc.

SECTION 2 - PURPOSE

The purpose of the Company shall be as follows:

- A. To participate in the preservation of life and prevent loss of property through the operation and maintenance of emergency response vehicles, including ambulance, and related services;*
- B. To maintain suitable quarters for use of the members of the Company as a place of meeting and for the social and recreational use thereof by said members;*
- C. To take by gift and/or bequest, in trust or otherwise, for any purpose including education, art, health charity or other proper use, monies and properties upon such terms as may be described by grant or donor and accepted by the Company in furtherance of its business;*
- D. To foster interest in volunteerism;*
- E. To inculcate love of country, good citizenship, civic virtue and self-sacrifice through the spirit of service of the highest type in the protection of life and property without the hope of fee or reward.*

SECTION 3 – TERRITORY

The territory in which the operation of the company shall be conducted shall be as follows:

- A. The incorporated village of Shortsville, Ontario County, State of New York;*
- B. Such additional areas, designated as a Fire or Ambulance district, as may be determined by a contract with same;*
- C. Other or adjacent territories when requested by proper fire or police authority for the purpose of emergency or mutual aid.*

ARTICLE II: MEMBERSHIP

SECTION 1 – CLASSES

*Members in the Company shall be divided into four (4) classes:
Active, Honorary, Life, and Inactive*

SECTION 2 – ACTIVE MEMBERS (Highlighted items on hold, 2002)

- A. Active members shall be persons of at least 21 years of age, or 16 years with parents or guardian's written consent, who are citizens of the United States, of good moral character and sound body, who shall meet with the approval of the Company, and who shall also meet such additional requirements as may be contained in any law or regulation applicable to the Company.*

- B. *Minimum standards required to maintain active membership:*
- a. *Within the first two years of membership, members are required to complete the following training courses:*
 - i. *NYSOFPC Basic Firefighter or equivalent OR*
 - ii. *NYS EMT Certification*

Extensions for these requirements may only be granted by the Board of Directors upon written request showing cause.
- C. *Active members shall reside, or conduct their customary and usual employment either within the corporate boundaries of the Village of Shortsville, New York or within the geographical boundaries of the existing area designated as an ambulance district, under contract for fire protections, unless otherwise allowed membership by a vote of the Company. The number of active members residing outside of the corporate boundaries of designated districts shall not exceed that delineated in applicable New York State law or regulation.*
- D. *Active members, in order to remain on the active membership list, are required to attend, from November 1st to October 31st:*
- a. *Carnival week: Friday night, mandatory plus three (3) additional worked shifts, 1800 hrs. until released.*
 - b. *Fundraising and/or Social Committees:*
 - i. *Each member shall participate in two fundraising and/or social committees (excluding carnival)*
 - c. *OSHA requirements – Meet annual training as required for duties performed requirements:*
 - i. *General Hazard Recognition*
 - ii. *Fire Station Safety*
 - iii. *Response Safety*
 - iv. *Fire Scene Safety*
 - v. *Protective Clothing*
 - vi. *Self-Contained Breathing Apparatus*
 - vii. *Tool & Equipment Safety*
 - viii. *Recent Developments in Fire Safety*
 - ix. *Physical for Interior Firefighters*
 - x. *Blood borne pathogens*
 - d. *CHC training*
 - i. *Current CPR card*
 - ii. *AED-Defibrillator-quarterly (medics)*
 - iii. *CHC Driver Training (drivers)*
 - e. *Six regular business meetings, and any 42 of the following:*
 - i. *Fire calls*
 - ii. *EMS calls*
 - iii. *Parades – If have uniform, must make three*
 - iv. *Department training other than OSHA requirements*
 - v. *Committee meetings other than stated in Sec. D. b.-i. above*
 - vi. *Funeral calls*
 - vii. *Continuing education for Fire or EMS*
 - viii. *Any member who commits to a duty night shall receive ½ point for each night in addition to any calls taken*
- E. *Active members who, for reasons beyond their control, cannot meet the requirements as outlined in this article, shall notify the Secretary, in writing, of his or her reasons for not meeting these requirements. Waivers of these requirements may only be granted by the Board of Directors.*

- F. No member will be retained in the Company who is accepted for membership in any other volunteer fire company.
- G. Any member transferring from another company must meet all the qualifications of a new member.
- H. All new applicants for membership into the Company, shall, at the time of their acceptance, be accepted into the Company on an active basis for a one-year probationary period. Members shall be subject to review by the Board of Directors at three (3) months for participation in Company activities. At six (6) months the member will meet with the Board of Directors for review.
- I. All active members shall have voting rights.

All active members shall have voting rights, providing Article II: Section 2, paragraph D, is up to date. If requirements have not been met (to date), or a waiver granted by the Board of Directors, has not been issued, then the member will forfeit their right to vote, drive a Citizens Hose Company or Village owned vehicle, or be on any Fire or EMS scene, until requirements have been brought up to date.

SECTION 3 – HONORARY MEMBERS

- A. Any person shall be eligible to become an honorary member in recognition of achievement or service without the prerequisites or obligations of the Company. Such persons shall have no rights or privileges of any character by reason thereof, except upon invitation of the Company.

SECTION 4 – LIFE MEMBERS

- A. Members who have served twenty (20) or more consecutive years (time in military service to be counted), at least fifteen (15) years of which were in active status, shall become eligible for life membership.
- B. Life membership may be granted by a special vote of the Company upon recommendation of the Board of Directors.
- C. Life members shall be entitled to all the privileges and may perform all the duties of Active members, except as stipulated in Article II: Section 4, paragraph E.
- D. Life members may perform all duties of an active member when all training requirements are met.
- E. Voting privileges will be granted to life members if they attend ten (10) functions per year including but not limited to meetings, fundraisers, and parades. Exemptions can be granted by the Board of Directors and voted on by the general membership. Voting privileges will be determined as of the first of November each calendar year. The secretary shall determine which members have obtained this right and will be allowed to vote after said date until the following year's determination.

SECTION 5 – INACTIVE MEMBERS

- A. An inactive member is declared by the Board of Directors, and remains I inactive until placed on the active rolls by the Board of Directors.
- B. Inactive members shall have no vote in Company affairs.
- C. No member may hold inactive status for more than one (1) year.
- D. To provide the Board of Directors the ability to properly and efficiently administer the membership roles the Board can, on its own authority, begin a membership termination for inactivity by the following steps:

- a. *If a member has been inactive without due cause for a period exceeding 1 year and has not demonstrated, in meaningful actions, a desire to remain an active member in the company then parts 2, 3, 4 may be initiated.*
- b. *A reasonable attempt must be made to contact the member notifying them of the pending membership termination for inactivity process. That member will have 7 days to formally respond regarding their membership intentions.*
- c. *If the member formally responds that he/she wants to continue active membership and takes meaningful actions to become active then this process will cease pending a future Board review.*
- d. *If the member formally responds that he/she does not want to continue membership then that notification will serve as a resignation.*
- e. *If, after the 7 day period, the member does not formally respond then the Board will have the option and authority to terminate that person's membership by a majority vote at a regular or special Board meeting.*
- f. *The Board will report at any appropriate general membership meeting as to any completed or ongoing termination actions. Board actions will not be contingent on any membership notification.*
- g. *Nothing in this section will, by itself, be cause to decline a future membership application.* AM 1-4-05

ARTICLE III: ATTAINMENT OF MEMBERSHIP

SECTION 1 – PROPOSALS FOR MEMBERSHIP

Proposal for membership must meet current application requirements. It must be presented at any meeting of the Company. All such applications shall be referred to a committee of two or more appointed by the President of the Company for investigation. The committee shall report to the President at any meeting of the Company unless the time of report shall be extended at such meeting. After the report of the committee is received, a secret ballot shall be taken. If less than a majority vote is obtained, membership shall be denied. Otherwise, the applicant shall be declared elected to membership. A rejected applicant may not again apply for membership until at least six months have elapsed from the time of his or her latest rejection. All new members are subject to a 1 year probationary period as specified in Art. II, Sec 2, Part H. AM 1-4-05

All new members must consent to a search of their records at the New York State Department of Motor Vehicles and New York State Law Arson Awareness.

SECTION 2 – MEMBERS OF ANOTHER COMPANY

No person shall be considered for membership, who is, at the time of application, a member of another volunteer fire company.

SECTION 3 – HONORARY MEMBERSHIP

Honorary membership may be granted by a majority vote at any regular meeting of the Company.

SECTION 4 – LIFE MEMBERSHIP

Life membership may be granted at any regular meeting of the Company, only upon recommendation of the Board of Directors and a subsequent majority vote of the Company.

SECTION 5 – EXEMPT MEMBERSHIP

Exempt membership may be granted by the Board of Directors upon written application or the attainment of sixty-five (65) years of age, provided that the applicant has complied with these by-laws.

ARTICLE IV: OFFICERS AND THEIR SELECTION

SECTION 1 – OFFICERS

- A. The inside officers of the Company shall consist of six directors, three trustees, president, vice-president, secretary, EMS secretary, treasurer, parade drillmaster, training officer, radio captain, safety officer and station custodian. “Inside” officers are those who have authority as granted under these by-laws within the four walls of the Company itself.*
- B. The outside officers of the Company shall consist of Fire Chief, First Assistant Chief, Second Assistant Chief, Assistant Chief – EMS, one (1) Lieutenant for each unit of mobile equipment except the ambulance which shall have two (2) lieutenants and Fire Police Captain. “Outside” officers are those who have authority outside the four walls of the company itself, namely, in the larger community.*
- C. All Active, Exempt and Life members are eligible for inside and outside offices.*

SECTION 2 – TERMS OF OFFICE

- A. The term of office for each officer, except those of Director and trustee, shall be for two (2) calendar years, namely, January 1 through December 31 of successive years.*
- B. The term of office for Director shall be three (3) calendar years. Two Directors shall be chosen each year.*
- C. The term of office for Trustee shall be three (3) calendar years. One trustee shall be chosen each year.*
- D. All officers shall faithfully and responsibly perform their duties as determined by the Board of Directors. Failure to do so shall be deemed grounds for immediate removal from office as provided elsewhere in these by-laws.*
- E. Any office vacated by means of resignation, removal or any other means shall be filled by a special election to be held within fifteen (15) calendar days of the vacancy provided the normal term of office has at least ninety (90) days remaining. All members eligible to vote must be notified in writing at least five (5) days prior to such meeting.*
- F. Any office vacated by means of resignation, removal or any other means shall be filled by Board appointment within fifteen (15) days of the vacancy if the normal term of office has less than ninety (90) days remaining.*
- G. No one person shall occupy two (2) inside or two (2) outside positions simultaneously unless granted approval from the Board of Directors.*

SECTION 3 – NOMINATIONS AND ELECTIONS

- A. A nominating committee, composed of three members, shall be appointed by the President at the November monthly meeting. Their purpose is to select a slate of nominees for the elective positions.*

- B. *The nominating committee shall report its nominees to the Company at the December monthly meeting.*
- C. *Election of officers shall be held at a special meeting on the third Tuesday in December. At this time, additional nominations may be made, by any member eligible to vote, from the floor. Quorum shall consist of fifteen (15) eligible voting members.*
- D. *At the time of elections, the President shall appoint at least two (2) tellers who shall list the nominations, receive the ballots, poll the votes and return the results to the President.*
- E. *All officers shall be elected by secret ballot by a majority vote of the eligible members present and voting.*
- F. *The nominating committee shall nominate not more than two (2) nominees for each position. In the case of three (3) or more contestants for an office, should no contestant receive a majority of the votes cast, the contestant having the least number of votes shall be dropped from the next ballot and only the remaining contestants shall appear on the next ballot. This shall continue until one contestant has received a majority of the votes cast. For those offices where one or more vacancy may exist (e.g. director), a separate ballot shall be taken for each vacancy.*
- G. *In the event that only one person is nominated for any office, a motion may be entertained and properly seconded instructing the Chair to have the Secretary record one ballot for the election of said person to office and this shall constitute a waiver of a secret ballot.*
- H. *In the event of failure to fill an office at the regular election meeting, the Fire Chief or Assistant Chief – EMS will assume duties for outside positions vacated and the President will assume duties for inside positions vacated until a special election is held.*
- I. *Active, Exempt and Life members shall be entitled to vote at an election of officers.*
- J. *Order of election shall be from lowest number, as listed in Article V, to the highest number.*

ARTICLE V: DUTIES OF OFFICERS

SECTION 1 – DIRECTORS

The Directors shall exercise such duties as are delegated to the Board of Directors.

SECTION 2 – PRESIDENT

It shall be the duty of the President to preside at all meetings of the Company in accordance with recognized Parliamentary procedure; to call special meetings when in his judgment they are necessary or upon written petition of ten (10) Active members; to appoint committees and to endorse observance of the By-Laws of the Company. He or she shall not vote on any question other than the election of officers and new members except in the case of an equal division of the vote when his vote shall then decide.

SECTION 3 – VICE-PRESIDENT

The Vice-President shall assist the President in the discharge of his or her duties and in the case of the President's absence or disability shall assume the duties of the President. Should the office of President become vacant, he or she shall assume the duties of the President until the vacancy has been filled at a special election.

SECTION 4 – SECRETARY

The Secretary shall call the roll at every meeting and record accurately the proceedings of said meeting; act as Secretary of the Board of Directors and record the proceedings of said Board; preserve all papers, letters and transactions of the company, notify all newly elected members, through their sponsors, of their election into the Company and attend to all correspondence. He or she shall also perform such other duties as are incidental to his or her office or as may be imposed upon him or her by the Company or the Board of Directors. The Secretary shall be compensated annually in an amount determined by the Company. The Secretary shall notify the Village Board in writing of:

- A. List of newly elected officers*
- B. Any changes in membership, all within two (2) weeks of their occurrence.*

This office shall be bonded.

SECTION 5 – TREASURER

The treasurer shall receive all monies due to the Company, pay all bills against the Company; keep an accurate account of all receipts and disbursements; deposit all monies received by him or her belonging to the Company in a bank or banks designated by the Board of Directors; complete and file all necessary tax forms. No money shall be withdrawn from any bank or banks unless authorized at a regular, annual or special meeting. He or she shall make a report as soon as possible following the end of the fiscal year. The Treasurer shall be compensated annually in an amount determined by the Company.

This office shall be bonded.

SECTION 6 – TRUSTEES

The Trustees shall have charge of all property belonging to the Company, except the fire fighting equipment which is under the supervision of the fire Chief and the uniforms which are under the supervision of the Parade Drillmaster. They shall make an annual inventory report of all said property, and will submit an annual report at the first meeting in February.

SECTION 7 – STATION CUSTODIAN

The Station Custodian shall have charge of the Company rooms and shall keep same in clean and orderly condition, including the upper and lower level vehicle storage areas. He or she shall be responsible to the Trustees for all the property of the Company which is kept in the Company rooms and shall be responsible for all material and equipment contained or stored therein which is not specifically assigned to another officer or which is specifically associated with a particular piece of equipment. He or she shall keep an inventory of all such equipment and/or material in his or her charge. The Station Custodian shall be compensated in an amount fixed by a majority vote of the Company.

SECTION 8 – FIRE CHIEF (amend 8-7-07)

- A. *The Chief shall be in command at all times, and his or her authority when the Company is on duty shall be absolute and without question, except as to medical matters, which shall come under the exclusive command of the Assistant Chief – EMS. The actions of the Chief shall be subject to review and appeal to the Company at a regular meeting. He or she shall be in command of the Department, except as to medical matters, which shall come under the exclusive command of the Assistant Chief – EMS, whether at a fire, at an alarm of fire or a drill and shall superintend the operations of the members in the performance of their duties and enforce the rules of the Department. In addition, he or she shall be responsible to the Village Board and have the following duties:*
- a. *Have fire alarm systems tested weekly and report to the Village Board if not in working order.*
 - b. *Recommend to the Village Board such additions, alterations or repairs to the property of the Fire Department, as he or she may deem necessary to its efficiency.*
 - c. *Report to the Village Board and the Citizens Hose Company, and recommend to the Company for disciplinary action any member whose conduct warrants the same.*
 - d. *Make temporary or urgent repairs or alterations, with immediate request for Village Board approval.*
 - e. *Report to the Code Enforcement officer for action any instance he or she may discover where the fire hazard is increased by carelessness of an individual owner or tenant, or the possibility of increase in risk of life or traffic because of neglect to provide for the safety of the community.*
 - f. *Make any necessary reports required, including an annual report to the Village Board and Fire Company.*
- B. *The Chief shall be reimbursed for Company related expenses.*

C. Eligibility requirements: the same as those requirements for Assistant Chief, plus;

1	<i>One (1) year as an Assistant Chief</i>	2	<i>Valid New York State license</i>
3	<i>Current physical exam</i>	4	<i>Minimum of five (5) years a member of the Company</i>
Training requirements			
5	<i>Hazardous Materials Operations</i>	6	<i>Fire Officer 1</i>
7	<i>NIMS-IS-100, IS-200, IS-300, IS-700</i>		
8	<i>Live Fire Training Safety and Conducting Live Fire Training Evolutions</i>		
9	<i>OSHA training requirements must be up to date at time of candidacy</i>		

SECTION 9 – EMERGENCY MEDICAL SERVICES ASSISTANT CHIEF (ADDED 12/92)

(amend 8-7-07)

- A. *The Assistant Chief – EMS shall have absolute charge of Emergency Medical services of the Department including, but not limited to the following:*
- a. *Attend to the overall administration of EMS. This includes establishing goals, setting priorities and continually assuring that CHC gives quality EMS service.*
 - b. *Assure that rig checks are being done on a daily basis.*
 - c. *Assure that the ambulances are properly supplied.*
 - d. *Assure that oxygen is ordered on a weekly basis.*
 - e. *Schedule monthly EMS meetings and prepare agenda.*

- f. Conduct or provide for regular training drills.
- g. Establish liaison with other companies and Ontario County EMS coordinator.
- h. Attend to all correspondence relating to EMS.
- i. Prepare required reports:
 - i. Review, correct and submit PCR's to FLREMS every month.
 - ii. Prepare and submit Thruway reports every month.
 - iii. Prepare a list of the attendance by EMS personnel at all calls each month.
 - iv. Prepare and submit annual Assistant Chief – EMS's report to the Company.
- j. Attend to the certification requirements for CHC/EMS with New York State.
- k. Assure that the ambulances are registered and insured each year.
- l. The Assistant Chief – EMS is in charge of all CHC/EMS medical records and equipment.
- m. Post training notices (EMT courses, etc) promptly on receipt from Ontario County EMS.
- n. Distribute information about changes in protocols received from Ontario County EMS or New York State Department of Health (NYSDOH).
- o. Implement the CHC MCI plan.
- p. The Assistant Chief – EMS is in charge of EMS at all scenes.
- q. Secure all medical records and protect the absolute confidentiality of same.

B. Eligibility requirements:

1	Twenty-one (21) years of age	2	Valid New York State driver's license
3	Current physical exam	4	Four (4) years a member of the Company
5	NYS Emergency Medical Technician with a minimum of three (3) years experience		
6	Minimum of one (1) year experience as crew chief		
<i>Training requirements:</i>			
7	Emergency Vehicles Operators Course	8	NIMS-IS-100, IS-200, IS-300, IS-700
9	Introduction to Fire Officer must be completed within the first year	10	Hazardous Materials Operations
11	OSHA training requirements must be up to date at time of candidacy.		

SECTION 10 – ASSISTANT FIRE CHIEFS (amend 8-7-07)

- A. The Assistant Fire Chiefs shall see that the orders of the Fire Chief are promptly and thoroughly executed, and, when their presence at fires is not elsewhere required, they shall keep in close touch with the Fire Chief in order to receive and execute commands.
- B. In the absence of the Fire Chief, the Assistant Fire Chiefs shall assume command.

C. Eligibility requirements:

1	Twenty-one (21) years of age	2	Valid New York State Drivers License
3	Current physical exam	4	Four (4) years a member of the Company.
5	One (1) year as Fire lieutenant or Fire captain		
Training requirements:			
6	NYS Emergency Vehicle Operators Course or equivalent with Board approval,		
7	Introduction to Fire Officer	8	NIMS-IS-100, IS-200, IS-700
9	Pump Operator Course	10	Hazardous Materials Operations
11	NYSOFPC Basic Firefighter or equivalent	12	Initial Fire Attack Course
13	Fire Officer 1 completed within the first year		
14	Safety and Survival Course	15	Current CPR
16	Live Fire Training Safety and Conducting Live Fire Training Evolutions to be completed within the first year		
17	OSHA training requirements must be up to date at time of candidacy		

SECTION 11 – FIRE CAPTAIN (amend 8-7-07)

A. The Fire Captain under the jurisdiction of the Fire Chief shall have charge of all fire-related and mobile equipment and shall report to the Fire Chief any damaged or lost equipment. He or she shall insure that standard operating procedures are followed.

B. Eligibility requirements:

1	twenty-one (21) years of age	2	valid New York State driver's license
3	current physical exam	4	three (3) years a member of the Company
Training requirements:			
5	Emergency Vehicle Operators Course	6	NIMS-IS-100, IS-200, IS-700
7	Introduction to Fire Officer	8	Hazardous Materials Operation
9	Pump Operators course	10	Initial Fire Attack (initial fire attack is not required if candidate has Firefighter 1
11	NYSOFPC Basic Firefighter or equivalent	12	current CPR
13	OSHA training requirements must be up to date at time of candidacy		

SECTION 12 – FIRE LIEUTENANTS (amend 8-7-07)

A. Fire Lieutenants shall be elected at the general election beginning 12/95.

B. There shall be two Fire Lieutenants. Each will be of equal rank, and assigned one Fire Department vehicle and one Citizens Hose Company vehicle. am9-6-05

C. Eligibility requirements:

1	Twenty-one years of age	2	Valid New York State driver's license
3	Current physical exam	4	Two years a member of the Company
Training requirements:			
5	Emergency Vehicle Operator Course	6	NIMS-IS-100, IS-700
7	Initial fire attack and introduction to fire officer must be completed within first year of office (or equivalent courses with Board of Directors approval)		
8	Essentials of Firefighting	9	Hazardous Materials operations
10	Pump Operator	11	Current CPR
12	OSHA training requirements must be up to date at time of candidacy		

SECTION 13 – PARADE DRILLMASTER

The Parade Drillmaster shall have charge of all parade equipment and shall report any damage or loss of same at the next regular meeting. He or she shall act as drillmaster and have charge of the company at all parades. He or she shall also submit an annual report at the first meeting in February. The Parade Drillmaster will work up the parade schedule for the season for approval by the Company.

SECTION 14 – FIRE SAFETY OFFICER

The Fire Safety Officer will be appointed as needed by the Chief. The Fire Safety Officer shall set up fire safety and prevention programs for the Company and the community. He or she shall report on any new fire codes to the Company.

SECTION 15 – RADIO CAPTAIN

The Radio Captain shall have charge of all radio equipment, sound equipment, record qualified operators and report to the Company any necessary repairs and replacements to the equipment. It shall be his or her responsibility to maintain all licenses, permits and call logs in order and to maintain written inventory of equipment (e.g. pagers, chargers, radios, etc.) annually.

SECTION 16 – EMS CAPTAIN (amend 8-7-07)

A. The EMS Captain, under the jurisdiction of the Assistant Chief – EMS, shall have charge of the ambulance and its equipment and all first-aid equipment on emergency vehicles. He or she shall inventory equipment and shall report to the Company any damage or loss of equipment and necessary replacement items. He or she shall be responsible for ordering supplies under instructions from proper authority. He or she shall make sure standard operating procedures are followed.

B. Eligibility requirements:

1	Twenty-one (21) years of age,	2	Valid New York State driver’s license
3	Current physical exam	4	Three (3) years a member of the Company
5	Certified NYS Emergency Medical Technician with minimum of two (2) year experience		
Training requirements:			
6	Emergency Vehicle Operator Course	7	NIMS-IS-100, IS-200, IS-700,
8	Introduction to Fire Officer must be completed within the first year	9	Hazardous Materials Operations,
10	Current CPR		
12	OSHA training requirements must be up to date at time of candidacy		

SECTION 17 – EMS LIUETENANTS (amend 8-7-07)

There Shall be one EMS lieutenant for both ambulances, who shall be elected beginning 12/05.

B. Eligibility requirements:

1	Twenty-one (21) years of age	2	Valid New York State driver's license
3	Current physical exam	4	Two (2) years a member of the Company
5	Certified NYS Emergency Medical Technician		
Training requirements:			
6	Emergency Vehicle Operator Course or equivalent	7	NIMS-IS-100, IS-200, IS-700
8	Introduction to Fire Officer must be completed within the first year	9	Hazardous Materials Operations
10	Current CPR	11	
12	OSHA training requirements must be up to date at time of candidacy		

SECTION 18 – EMS SECRETARY

The EMS Secretary shall receive all EMS monies donated to Citizens Hose Ambulance and deposit such monies within CHC accounts. The EMS Secretary shall also conduct all correspondence pertaining to the operation of EMS, shall call the roll at every EMS meeting and shall record accurately the proceedings of such meetings. The EMS Secretary shall perform such other duties incidental to the office or as directed by the Assistant Chief – EMS. The EMS Secretary will be compensated annually by an amount set by the Company. This office shall be bonded.

SECTION 19 – TRAINING OFFICERS

There shall be two (2) training officers, one (1) fire and one (1) EMS.

- A. The Fire Training Officer shall be appointed by the Chief. The EMS Training Officer shall be appointed by the Assistant Chief-EMS. The Training Officers shall work in concert.
- B. Under the direction of the Chief and the Assistant Chief-EMS, the Training Officers shall schedule and implement the training for the department. He or she shall be responsible for obtaining qualified instructors, appropriate training aides and securing the use of training locations and facilities. He or she shall receive, post and promulgate all notices of training activities not directly sponsored by this department. He or she shall conspicuously post or otherwise promulgate the department training schedule every six (6) months.

SECTION 20 - FIRE POLICE CAPTAIN(*amend 8-7-07*)

A. Eligibility requirements:

1	Twenty one (21) years of age	2	Valid New York State Drivers License
3	Current physical exam	4	Must have at least three (2) years membership in the Company
Training requirements:			
5	NYS Emergency Vehicle Operator Course	6	NIMS-IS-100, IS-200, IS-700
7	NYS Fire Police Course	8	Hazardous Materials Operations
9	Current CPR		
10	OSHA training requirements must be up to date at time of candidacy		

SECTION 21 – INVESTIGATING COMMITTEE

An investigating committee, composed of three (3) members shall be appointed by the President at the annual meeting. The term of office shall be for three (3) years with one (1) member being appointed each year.

SECTION 22 – DISPUTE RESOLUTION COMMITTEE

There shall be a dispute resolution committee as described in Article X, section 2. Any person that does not meet current requirements to run for a position and would like to, may write a letter to the Board of Directors. The Board of Directors may grant approval to run for the position.

SECTION 23 – CHC VEHICLE OPERATOR

Eligibility requirements: 18 years of age, valid NYS drivers license, EVOC or equivalent within 2 years, CHC driver training prior to driving. AM 3-6-01

SECTION 24 – DESIGNATED OFFICER (Ryan White Care Act) (*amend 12-5-05*)

- A. *Appointed by the Assistant Chief, EMS, the Designated Officer must maintain the confidentiality of all information acquired in the course of fulfilling their responsibility for occupational exposure.*

- B. *Responsible for assuring the organization receives appropriate exposure evaluation and information, is the main point of contact for reports of possible exposure events from Emergency Response Employee and hospitals that identify a patient transported with a high risk communicable disease, assess information to determine exposure, initiate a request with the medical facility to assure appropriate follow-up, contact Community Public Health if information insufficient to determine exposure, communicate findings from medical follow-up.*

ARTICLE VI: CHAIN OF COMMAND

SECTION 1 – INSIDE THE COMPANY

A. *The chain of command inside the company shall be as follows:*

As to Firefighting

Board of Directors

Chief

First Assistant Chief

Second Assistant Chief

Captain

As to EMS

Board of Directors

Assistant Chief – EMS

Captain

Crew Chief

B. *Following this chain of command, both the Chief and the Assistant Chief – EMS are answerable to the Board of Directors. Both the Chief and the Assistant Chief – EMS have absolute command of their respective fields, namely, the Chief, firematics; the Assistant Chief – EMS, medical matters.*

SECTION 2 – OUTSIDE THE COMPANY

A. *Chain of Command outside the Company shall be as follows:*

a. As to Firefighting

Chief

First Assistant Chief

Second Assistant Chief

Fire Captain

Fire Lieutenant

Senior Firefighter

Highest Ranking Past Outside Officer

As to EMS

Assistant Chief EMS

EMS Captain

Crew Chief

B. *At any outside scene, whenever equipment of Shortsville Fire Department is present the Chief or highest-ranking firefighter has absolute command of the entire and overall scene.*

C. *At any outside scene, regardless of whether equipment of Shortsville Fire Department is present, the Assistant Chief – EMS or highest-ranking Medic has command of all medical matters.*

D. *At any outside scene, no chief or assistant chief shall exercise authority over any medical decision, and no medical personnel shall exercise authority over any scene command without justifiable cause.*

ARTICLE VII: BOARD OF DIRECTORS

SECTION 1 – BOARD OF DIRECTORS

A. *The Board of Directors shall consist of six (6) directors. The Fire Chief, President, Vice-President, First and Second Assistant Fire Chief, and Assistant Chief – EMS are voting members and none of whom can be elected as a director. The Fire Secretary, and Treasurer are non-voting members, none of whom can be elected as a director. Seven (7) of its voting members shall constitute a quorum necessary for the transaction of business.*

B. *The Board of Directors shall meet regularly during the year, and at such other times as requested by the Chairman or Vice-Chairman.*

- C. *At its regular January meeting, the Board of Directors shall choose from its director members, a Chairman and a Vice-Chairman for the ensuing year. The Company President, the Assistant Chief – EMS, and the Fire Chief shall not be eligible for the Chairmanship or Vice-Chairmanship of the Board.*
- D. *The Secretary of the Company shall act in the capacity of Secretary of the Board of Directors.*
- E. *The Board of Directors shall have the following duties:*
 - a. *Manage the overall affairs of the Company, and have charge of the affairs of the Company between regular meetings of the organization. The Board of Directors shall have power and authority to do all things necessary to the best interests of Citizens' Hose Company not expressly granted to the general membership and not forbidden to the Board by these by-laws.*
 - b. *Report regularly to the Company as to the conduct of its affairs.*
 - c. *Manage the financial affairs of the Company, including designating the bank or banks in which the funds of the organization shall be deposited, overseeing the investment of the funds of the Company, and doing all things necessary to the fiscal well-being of the Company not expressly reserved to the general membership or forbidden to the Board by these by-laws.*
 - d. *At its discretion, examine the books and accounts of any of the officers of the organization, and attend to the bonding of any officers, if necessary.*
 - e. *Administer such duties regarding membership, suspension of membership, loss of membership, imposition of probation, review of membership rolls, and dispute resolution as are expressly granted to the Board by these by-laws.*
 - f. *Determination of the granting and presentation of awards and expressions of appreciation of service as are appropriate.*
 - g. *Review and approve all proposed changes to the By-Laws prior to their presentation to the general membership, and recommend by-law changes, and shall review and approve all standard operating procedures prior to their implementation.*

ARTICLE VIII: MEETINGS

SECTION 1 – REGULAR MEETINGS

Regular business meetings shall be held on the first Tuesday of each month, and shall be held, minimally, once in each month.

SECTION 2 – SPECIAL MEETINGS

Special meetings shall be held subject to the call of the President. The notice thereof shall specify for what purpose the meeting is being held and shall state that other business may be conducted at said meeting.

SECTION 3 – HOLIDAYS

When a regular or annual meeting shall fall on a holiday, said meeting shall be held on the same day of the following week.

SECTION 4 – LOCATION AND TIME

All meetings shall be held at the Company rooms and shall be called to order at such time as is decided upon by the majority of the active members or at such other place as designated by the President.

SECTION 5 – QUORUM FOR REGULAR OR SPECIAL MEETING

Ten active members shall constitute a quorum for all regular or special meetings.

SECTION 6 – LACK OF QUORUM

Should a quorum not be present at a regular, special or annual meeting, the presiding officer shall allow thirty (30) minutes to elapse following the official time of call to order and shall then adjourn the meeting for want of a quorum.

SECTION 7 – PERSONS PRESENT AT MEETING

No person not a member of the company shall be permitted to be present at any meeting unless by consent of the company

ARTICLE IX: DUTY REQUIREMENTS

SECTION 1 – PERFORMANCE OF DUTIES

Active members must be faithful in the performance of the duties and must obey the orders of officers and comply with duly adopted rules and regulations respecting their conduct. The failure to carry out duty or to obey orders may result in a disciplinary action authorized by these by-laws.

SECTION 2 – REVIEW AND APPEAL OF ORDERS

All orders issued by officers of the Company are subject to review and appeal at a regular or special meeting of the Company.

SECTION 3 – CREDIT FOR ATTENDANCE

Active members, in order to receive credit for attendance at Fire Department functions must sign in personally, unless specifically excused from doing so by the officer in command.

ARTICLE X: CODE OF CONDUCT & DISPUTE RESOLUTION

SECTION 1 – CODE OF CONDUCT

Notwithstanding any provision of these By-Laws inconsistent herewith, the following standards of conduct shall be observed by all members of Citizens' Hose Company: Members shall regard members of this and other departments with respect deserved by a professionally trained firefighter or EMS provider. Members shall refrain from making remarks which disparage another member in the eyes of other members or the general public.

- A. *Members shall be expected to address concerns associated with Citizens' Hose Company within the Company itself, and not outside the Company.*
- B. *Members shall maintain good moral character, refraining from any and all conduct which tends to bring Citizens' Hose Company or its membership into ill repute.*
- C. *Members shall perform their duties conscientiously, and shall not in any respect neglect said duties or be derelict in the performance of said duties. On those occasions when a member cannot for good reason, perform the duties customarily associated with his or her position, said member shall immediately report pertinent information to his or her superior officer and shall, whenever feasible, secure the assistance of another member to cover his or her duties.*
- D. *Members shall refrain from conduct offensive to other members, including habitual intoxication, inappropriate language and/or disrespectful behavior.*
- E. *Members shall respect the qualifications and training of other members, shall avoid interfering with other members in the conduct of their duties, shall not assume a command-like position or attitude where unwarranted, and shall make every effort to cooperate with other members.*
- F. *Members shall not engage in personalities to the disruption of the business of Citizens' Hose Company.*

SECTION 2 – DISPUTE RESOLUTION COMMITTEE

In the interest of promoting harmony and mediating the inevitable conflicts and disagreements which occur in any organization, the Dispute Resolution Committee is hereby established.

Should a member have a dispute with another member, that member shall have a duty to make a reasonable and civil attempt to resolve the same with the other member. Should that attempt fail, then either member may request any Chief, Captain or the Assistant Chief – EMS for assistance in resolving the dispute.

If such attempts to resolve the dispute fail, then, and only then, shall the services of the Dispute Resolution Committee be invoked.

The Dispute Resolution Committee shall consist of three (3) members of the Company who shall be appointed by the Chairman of the Board of Directors, who shall make his or her selection from a group of up to seven members from the general membership willing to serve in said capacity. Neither the Chiefs, the Assistant Chief – EMS nor the Chairman of the Board of Directors shall be members of the Committee. No person shall serve on the Committee on any matter pending before the Committee in which he or she shall be a participant, or in which he or she has a personal interest.

The Dispute Resolution Committee shall meet upon the written or oral request of any member who shall have a disagreement, complaint or grievance with or about another member. The Dispute Resolution Committee shall invite the contending parties to a private meeting as soon as practicable, and preferably within three (3) to five (5) days, following the lodging of the request. The Committee shall attempt to mediate the disagreement, complaint or grievance after notice and opportunity to be heard by both or all parties.

The Committee shall hold its proceedings in confidence and shall not repeat or report on its proceedings unless the welfare of the Company requires further action. The Committee shall not record its proceedings. All appearances before the Committee shall be voluntary only, and on adequate, but not necessary written, notice to all parties.

All members of the Committee shall regard those appearing before the Committee with respect and patience, and shall endeavor to achieve an accommodation between disputants wherever possible.

Those person who avail themselves of the opportunity to meet with the Dispute Resolution Committee shall remember that perfect harmony in human affairs is not always possible, that others do not necessarily share one's own views, and that reasonable men and women can, and often do, disagree. Further, all members shall recognize that service to others is the purpose and goal of Citizens' Hose company, and that this calling is paramount over sometimes-fallible human conduct.

The sole purpose of the Dispute Resolution Committee shall be to promote harmony, to eliminate misunderstandings and to resolve disputes. No part of the duties of the Dispute Resolution Committee shall be considered disciplinary. However, the Dispute Resolution Committee shall have the power to refer substantial breaches of appropriate conduct to the Executive Committee for any proceedings or actions which it is authorized to conduct under Article XI of these By-Laws.

ARTICLE XI: SUSPENSION, EXPULSION & MEMBERSHIP ROLLS

SECTION 1 – SUSPENSION

A member may be suspended by the Board of Directors whenever, in the opinion of not less than six (6) of its members, there has been either of the following:

- A. Substantial dereliction of duty; and/or*
- A. Serious violation of the Code of Conduct*

In determining whether to suspend a member, the following procedure shall be followed:

- A. A complaint shall be made in writing by a member of the Company*
- B. The members of the Board of Directors shall be notified of a meeting Oral or telephonic notice shall suffice.*
- B. It shall not be necessary for the Board of Directors to give notice to the member about whose conduct there has been a complaint in those cases where there is a threat of imminent or serious harm to the Company. If no such threat exists, then notice shall be given to the affected member if the same can reasonably be given by any means, including orally or telephonically.*
- C. The affected member shall be given the right to be heard in those cases where notice must be given.*
- D. Any suspension shall be fore such length of time and under such terms and/or conditions as the Board of Directors shall determine.*
- E. Notice of any suspension shall be given to the suspended member by any means chosen by the Board of Directors, but the inability to give actual notice shall not affect the validity of the suspension.*

- F. *Notice of any suspension shall be given to the Secretary, the Chiefs and the Assistant Chief – EMS.*
- G. *Any member suspended for any period of time or for any reason must return all CHC owned property provided to that member during the course of their membership.* AM 8-2-05

Notwithstanding the foregoing, the Chiefs and/or the Assistant Chief – EMS shall have the authority to suspend summarily any member whose conduct seriously jeopardizes Citizens' Hose Company, any of its members, or any other person, subject to the later confirmation of said suspension by the Board of Directors. The Board of Directors shall also have the right to place a member on probation, as an alternative to suspension, following the same procedure as outlined above, for such length of time and on such terms as it shall determine.

SECTION 2 – EXPULSION

No member may be expelled from Citizens' Hose Company without a vote by the Company unless that member is found to have exceeded a continuous 1 year period of inactivity as defined in (Art. II, Sec. 5, Parts A,B,C,D,) AM 1-4-05

A. Grounds for expulsion shall consist in the following:

- a. *Substantial dereliction of duty; and/or*
- b. *Serious violation of the Code of Conduct*
- c. *Being inactive for a period of one (1) year*

B. Prior to any member being expelled, the following procedure must be followed:

- a. *A complaint shall be made in writing by a member of the Company*
- b. *The members of the Board of Directors shall be notified of a meeting. Oral or telephonic notice shall suffice.*
- c. *It shall be necessary for the Board of Directors to give notice to the member about whose conduct there has been a complaint. Such notice shall be given to the affected member if the same can reasonably be given by any means, including orally or telephonically.*
- d. *The affected member shall be given the right to be heard.*
- e. *The Board shall hear all relevant evidence pertaining to the complaint, and shall then make a report and recommendation to the general membership, which shall vote on whether or not to expel the member in question. Said vote shall take place after the giving of the notice specified below.*
- f. *The accused member shall be served with written charges at least seven (7) days prior to the meeting at which said charges shall be presented, together with a notice that said charges will be taken under consideration by the Company at said regular or special meeting, and that a vote to consider expulsion will be taken. If notice of the meeting cannot with reasonable diligence be served, the vote may nevertheless be conducted. The affected member shall be given the opportunity to be heard.*
- g. *The vote shall be by secret ballot.*
- h. *Following any expulsion, notice shall be given to the expelled member by any means chosen by the Board of Directors, but the inability to give actual notice shall not affect the validity of the expulsion.*
- i. *Notice of any expulsion shall be given to the Secretary, the Chiefs and the Assistant Chief – EMS.*

SECTION 3 – MEMBERSHIP ROLLS

It shall be the duty of the Board of Directors to review the membership rolls annually, commencing with the first meeting in January, and more often, at the Board's discretion.

Should it appear that a member has not participated sufficiently in the affairs of the Company, the Board shall send a letter of encouragement to said member, and shall record the date and content of said letter.

Should it appear that a member has not responded to said letter, and continues not to take an active roll in the affairs of the Company, then the Board of Directors shall send said member a letter requesting said member to inform the Board whether or not he or she intends to remain active. The Board shall record the date and content of said letter.

ARTICLE XII: RESIGNATIONS AND LEAVES

SECTION 1 – RESIGNATION

Resignations shall be presented in writing to the Secretary but shall not be accepted by the Company if said member is under charges, indebted to the Company or has not turned over to the Company all property belonging to the Company.

SECTION 2 – LEAVES OF ABSENCE

Leaves must be requested by writing to the Secretary and shall be forwarded to the Board of Directors for a recommendation. The recommendation by the Board shall be presented at the next regular meeting of the Company. Leaves of over three (3) months may be granted for sickness or personal reasons. Anyone holding office, whether inside or outside, requesting a leave in excess of three (3) months will vacate the office and the office will be filled in accordance with ARTICLE IV SECTION 2, E) and F). Persons granted a leave of absence shall be required to turn in all Citizens' Hose Company equipment, and are not permitted active participation in Company affairs, functions or calls.

SECTION 3 – MILITARY PERSONNEL

Nothing contained in these By-Laws shall contravene federal or state law pertaining to soldiers, sailors or military personnel.

ARTICLE XIII: REINSTATEMENT

SECTION 1 – REINSTATEMENT AM 8-2-05

Any member who has resigned or been expelled from the Company can be reinstated by obtaining the favorable recommendation of the Board of Directors to the general membership for reinstatement. Reinstatement may occur only upon; the majority vote of the general membership at any regular meeting. In either case described above the person will return to the company under all requirements and conditions for a new member. The Board will also, based on the circumstances of the resignation or expulsion, decide whether and/or how to recognize and give credit for past service.

ARTICLE XIV: AMENDMENTS

SECTION 1 – NOTICE OF AMENDMENT

The By-Laws may be amended at any meeting of the Company, provided the proposed amendment shall have been submitted in writing to the Secretary and notice is then given to each active member when said amendment shall be called up for the consideration of the Company. A notice describing said amendment shall be posted at the Fire Hall.

SECTION 2 – BOARD OF DIRECTORS

The proposed amendment shall be reviewed by the Board of Directors so that it may be presented in correct form for the consideration of the Company.

SECTION 3 – VOTE ON AMENDMENT

Provided that the number of active members present is not less than twenty (20), said amendment may be adopted at its first reading. Otherwise, said amendment shall be held over until the next regular meeting and notice given when it shall be called up for final action.

ARTICLE XV: FISCAL YEAR

The fiscal year for the Citizens' Hose Company shall run from January 1 to December 31.

ARTICLE XVI: AUTHORITY TO EXPEND FUNDS

A. Notification of meeting for single expenditures in the amount of \$2500.00 or greater amount must be made to the membership, in writing, at least five (5) days in advance of the vote. Motions will be carried by a simple majority vote. Exemptions are fundraisers and goodwill projects.

B. Any expenditure over \$5,000 must have two (2) signatures on check.

ARTICLE XVII: GENERAL RULESAM3-1-05

SECTION 1 –ALCOHOL POSSESSION AND COSUMPTION ON COMPANY PROPERTY

A. Alcohol may only be possessed and/or consumed on Company property providing:

a. Consumption is limited to those 21 years of age or older

b. Prior permission is obtained from a legal quorum of the Company Membership or the Board of Directors.

c. A member of the Board of Directors is present at the function during the period that the alcohol is possessed or consumed unless prior approval of the Board of Directors or Company Membership to consume alcohol without a Board member present AM 10-4-94

Citizens Hose Company By-laws, 2007
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