

CONSTITUTION AND BY LAWS

PITTMAN CENTER COMMUNITY VOLUNTEER FIRE DEPARTMENT

Revised 12-5-11

ARTICLE I

Section 1: The Pittman Center Community volunteer fire Department is a chartered, non-profit volunteer fire department under the direction of the seven (7) member Board of Advisors. The seven person board shall consist of five (5) from the fire department, and two (2) from the community at large.

Section 2: The objective is to provide emergency fire service for the area extending to a fifteen (15) minute response time for the control headquarters.

Section 3: the purpose of these By-laws: To make it possible for a group of volunteer firefighters to serve together in an orderly, effective manner to offer the best possible protection for the community which it serves.

ARTICLE II

ACTIVE MEMBERSHIP

Section 1: Eligibility for new or reinstated membership

- (A) All applicants must be in least 18 years old.
- (B) All applicants must have a high school diploma or successful completion of GED test.
- (C) All applicants must possess a valid Tennessee driver's license. Must have held a valid license for twenty-four (24) successive months, without suspension or revocation, preceding the date of application.
- (D) All applicants must pass a drug test and FBI background check.
- (E) All applicants must not use any alcohol or prescribed or non prescribed drug(s) that would impair their judgment or physical skills while operating at any fire department activity.

- (F) All applicants must be in good physical condition and able to perform essential function of a firefighter.
- (G) All applicants must attend the required minimum number of drills/training hours, work sessions, emergency responses and stand-by as set by department policy.
- (H) All applicants must live and maintain residency with a ten (10) minutes drive time obeying posted speed minutes drive time obeying posted speed limits to any station or live in response area.
- (I) All applicants shall obey the reasonable orders of all individuals above them in the fire department command structure.
- (J) When the active roster reaches fifty (50) members, all new applicants after approval shall be put on file to be considered when a vacancy occurs.
- (K) All applicants will attend rookie school within eighteen (18) months of active membership and attend the sixteen (16) hour introduction to Fire and Emergency Services class. Also they must achieve FF I within twelve (12) months of completion of rookie school.
- (L) Auxiliary Membership – Member(s) on the auxiliary roster may participate in all fire department activities except firefighting, responding emergency traffic, or being in the IDLH ¹ environment on any scene. This member does not have voting privileges or may not hold any office. This position is appointed by the Chief. Any equipment issued to this member will be done at the discretion of the Chief. If this member would like to move to active status, they must meet all requirements set forth in Article II Sections 1 and 2. No level of training is required to maintain this status. This membership status is not eligible for Firefighter license plates (F-tags).
- (M) Lifetime Membership – A Member who has been active for 20 continuous years or more may be voted to this status by the active membership. No level of participation or training is required. A member with lifetime status may retain voting privileges and be eligible for a seat on The Board of Advisors. Members may participate in all fire department activities and retain fire department equipment at the Chief's approval. These members are also eligible for Firefighter License Plates (F-tags).

Section 2: Election to Membership

- (A) Applicants must meet all eligibility requirements to be voted on.
- (B) All applicants shall be voted on by secret ballot after attending three (3) consecutive meetings/drills.

¹ Immediately Dangerous to Life or Health

- (C) Eighty (80) percent of the members present must approve an applicant for membership. Those not voting will be considered casting a “NO” vote.
- (D) All new members will be put on a six (6) month probation period. During this period, the member may resign or be excused from the department with no fault or liability by the members of the department.
- (E) The member will attend business meetings, drills and respond to calls in a non-emergency manner. Member will not participate in activities in the IDLH unless directed by command.
- (F) Member will be issued equipment at the discretion of the Chief.
- (G) During the probation period, member will have a sponsor who will instruct member in the department operations, equipment and familiarize the member with their roles and responsibilities and with other members.
- (H) At the end of the probation period, the member will be voted on for full membership.

Section 3: Dismissal of Membership/Discipline of Member

- (A) The resignation of any member shall be made in person or in writing and filed with the Chief, who shall report same to the membership. All equipment shall be turned in at this time.
- (B) A member will be dropped from the roll if he/she has missed four (4) regular meetings/drills in succession without due cause and reporting to the Chief. The chief may have the department to act upon such cause at their discretion, which includes Board Members and Officers.
- (C) All members must attend 50% of drills, 25% of calls and 50% of fundraising, taking into consideration members work schedule. This shall apply for a six (6) month period of time to be reviewed each April and October at a regular business meeting.
- (D) Any member reporting to a fire, meeting, drill, or function of the fire department under the influence of drugs and/or alcohol, may be directed by the Chief or designate to immediately submit to appropriate testing procedures and upon positive test results, will be dismissed from the department. A member who declines testing will be immediately terminated.
- (E) The Chief shall have the authority to reprimand, suspend or dismiss any member for violation of department rules & regulation, unsafe conduct, insubordinate or disrespectful action deemed to be not in the best interest of the department. This also included theft of personal or department property, causing dissention within the department, discussing confidential department business with the public or making negative comments about the department or its members to the public.

- (F) Any member(s) receiving more than three (3) written reprimands and/or two (2) suspensions within a twelve (12) month period may be dismissed from the department.
- (G) Any member suspended will leave all gear/equipment at the station until suspension is over. This member cannot attend drills, calls, meeting or any fire department function and cannot use any fire department facilities or be on any fire department property during his/her suspension.
- (H) Any member who resigns or is dismissed from the department has thirty (30) days to return all Fire Department issued equipment or legal action will be taken.

Section 4: Reinstatement

- (A) A member may be reinstated by meeting the same requirement as a new member stated in Article II, Sections I & II except those dismissed under Article II, Section III (D). This member must agree to submit to periodic drug/alcohol testing for no less and twelve (12) months and receive 100% of membership vote.

ARTICLE III

Section 1: Business Meetings

- (A) A majority of the members present shall constitute a quorum (over 51%).

Two (2) business meetings will be held each month at the discretion of the department.

Section 2: Special Meetings

- (A) An executive meeting will be held once each month or when deemed necessary by the Chief.
- (B) The Chief may call a special meeting at any time.
- (C)

ARTICLE IV

Section 1: Officers

- (A) Elected officers of the department shall be: Chief, three (3) Assistant Chiefs, Secretary and Treasurer. All positions shall be (2) year terms with no term limits. The election of Chief, Secretary and Treasurer shall be held in the year ending in an even number. The election of Assistance Chiefs shall be held in a year ending in an odd year.
- (B) All elected officers shall be subject to the approval of the Board of Advisors.
- (C) All officers shall serve in their respective capacities both with regard to the fire department and its meeting and the Board of Advisors and its meetings.
- (D) To hold the position of Chief or Assistant Chief, you must be a state certified Firefighter II and attend a minimum of two (2) hours of Officer Training per year and a state required Chief's class.
- (E) To hold the position of Captain or lieutenant, you must be at least a State-certified Firefighter I as well as a minimum of two (2) hour per year of Officer's training.
- (F) To hold the position of Training Officer, you must be at least a State Certified Instructor I and take training classes when available.
- (G) Department shall have up to 3 captains and 3 lieutenants to be appointed by the chief on the recommendation of the management team. Team will consist of current assistant chiefs, captains and safety officer.
- (H) An appointed officer must be on the department for a period of 1 year before they are eligible to hold that position.
- (I) If someone goes out of office not meeting current standards, they must meet current standards in order to be re-elected or appointed to any position.

Section 2: Election to Office

- (A) All elections will be by secret ballot.
- (B) The Chief, Assistant Chiefs, Secretary and Treasurer shall be elected or re-elected every two (2) years by the Fire department and approved by the Board of Advisors.
- (C) All other officer and supervisory positions shall be created and filled by appointment by the Chief.
- (D) All elections and business transactions shall have a majority vote of the members present and voting to pass.

- (E) All appointments and elected positions shall be subject to recall providing a written statement of why a recall has been requested and a petition signed by 51% of the fire department membership and be presented to the Board of Advisors who shall upon receipt of same, declare the position vacant and order the election as soon as practical after seven (7) day notice to the membership of the fire department.

Section 3: Duties, Requirements and Responsibilities of the Chief

- (A) The Chief shall be the executive of the Fire Department and the Chairman of all appointed committees.
- (B) The Chief of the fire department shall perform such duties as may be required by the Board of Advisors. He shall be responsible for maintaining proper discipline, the issuance of adequate instructions and the manner in which the work of the department is performed, seeing that the services of the department are maintained at maximum efficiency and that the fire station and equipment is maintained in proper condition, kept clean and ready for service.
- (C) He shall arrange for each new appointee to his command to be instructed thoroughly and shall see that no member is assigned to any important detail until he is thoroughly familiar with the duties to be performed.
- (D) At fires, he shall have absolute control and command over all members of the department and all apparatus and equipment belonging to the department and shall direct such measures that he deems proper for the extinguishment and control of fires.
- (E) During the absence or disability of any officers or other member of the department, the Chief may detail an officer or member to the position temporarily vacant.
- (F) The Chief shall be responsible to oversee the following:
 - a. Hose – after use, hose shall be cleaned thoroughly and be examined carefully by the officer in charge for defects and shall be checked for burns and damaged couplings.
 - b. Nozzle and Couplings – care should be taken handling the nozzle and hose couplings. Gaskets and nozzle tips should be inspected regularly.
 - c. Apparatus – after a fire or drill, the driver will be sure the apparatus is full of gas, oil, etc., and ready for use at the next alarm.
 - d. Inspection and Tests – all fire trucks and pumpers shall be checked monthly for operation to make sure they are in perfect working order.
- (G) The Chief will inspect the equipment of each member not less than once every three (3) months.

- (H) The Chief must be at least a State Certified Firefighter II, attend state required Chief's classes and attend at least one (1) state required Chief Officer Class per year.

Section 4: Duties and Responsibilities of the Assistant Chief

- (A) The Assistant Chief shall have the powers and exercise the duties of the Chief in case of the Chief's absence or incapacity.

Section 5: Duties and Responsibilities of the Training Officer

- (A) The Training Officer shall be an officer of the department, appointed by the Chief, and shall be charged with the fulfillment of the duties required.
- (B) She/he shall conduct regular drills or instructions in accordance with such regulation as required.
- (C) She/he shall see that such drills and instructions continue for not less than two (2) hours, unless a fire should interrupt, and are participated in by every member of the fire department. Officers included.
- (D) She/he shall drill operators in the use of pumping units. These drills shall consist of attaching to the hydrants, drafting, and booster operations or any firefighter functions
- (E) She/he shall give instructions to the firefighters in the operations and care of the apparatus.

Section 6: Duties and Responsibilities Secretary

- (A) The Secretary shall be elected by the membership and shall keep the department records, reports and shall perform other clerical duties as the Chief may require.
- (B) The secretary shall, through the Chief, return all incomplete or inaccurate reports to the commanding officer(s) for completion or correction.

Section 7: Duties and Responsibilities of Treasurer

- (A) The Treasurer shall be elected by the membership and keep all fire department financial records.
- (B) The Treasurer shall keep the department informed on all financial matters.

- (C) The Treasurer shall give a financial report at least once a month.
- (D) The Treasurer shall keep all departments financial accounts balanced and shall move funds as necessary pending notification of the Chief. She/he shall notify the department of the move at the next business meeting.
- (E) The Treasurer shall see that proper signatures are maintained on all accounts.

ARTICLE V

PROCEDURES AND PRACTICES

Section 1: Command

- (A) The Chain of command shall consist of the following: Chief, (Assistant Chief shall be in command if the Chief is absent or so orders); Captains, (Occupant of right front seat, in Captain's absence, becomes an acting Captain.
- (B) While serving temporarily in any grade, an officer shall have the power and duties, but not the rank of the regular officer of such grade; he/she shall be held responsible and his/her authority shall be the same as that of such regular officer and he/she shall be recognized.
- (C) When a superior officer arrives, the officer in temporary command shall state briefly the condition found, the action taken, the condition of the fire and the status of the manpower and equipment.
- (D) A report on each fire will be made. The Captain in charge is responsible for such report. Each man is responsible for getting his name on the roll at each fire.
- (E) If the conditions surrounding a fire are of a suspicious nature, indicating arson or incendiarism, the commanding officer shall make a rigid investigation and shall preserve all evidence for future investigation.

Section 2: Answering Alarms

- (A) No persons other than members of the Department shall be permitted to ride on the fire equipment when on a call. The Chief may give specific approval for equipment to be used to promote good will or community relations.
- (B) Upon receiving an alarm, the firefighter first on duty shall start the motor on the apparatus, but will not respond until one (1) other member of the firefighting force has arrived to accompany him/her. This section may be modified at the discretion of the Chief or Command.

- (C) She/he shall not mesh transmission gears until the building doors are fully opened and secured.
- (D) She/he shall keep himself informed of road conditions as posted in the fire station and be guided thereby.
- (E) In responding to a fire, he/she shall employ all proper dispatch consistent with safety.

She/he shall start slowly and drive carefully and shall sound or cause to be sounded frequently the siren or other warning signals.
- (F) When driving, he shall keep a sharp look-out ahead so as to avoid accidents and maintain full control of his/her apparatus. Every effort shall be made to avoid accidents or injuries to person or damage to property.
- (G) She/he shall reduce speed to suit the conditions when passing through crowded thoroughfares, turning corners, rounding curves, approaching road crossings, or when the view is obstructed. Maximum speed when answering and alarm shall not exceed ten (10) MPH over the posted speed limits.
- (H) If necessary to avoid collision or the running down of pedestrians, the apparatus shall be brought to a full stop.
- (I) She/he shall remove unused apparatus a safe distance from a burning building, etc.
- (J) When an Officer or member arrives at a fire, he shall report to the Officer in charge.
- (K) Clothing – When on a call, member will wear the proper protective clothing and equipment.
- (L) Apparatus – No member shall shut off the water, or move or tamper in any manner with the mechanism attached to the pump except at the request of the operator. When apparatus is in operation regardless for drill or actual firefighting, operator **shall not** leave his/her post except under very dire emergency conditions.
- (M) Assignment – Members shall remain near their apparatus when it is not engaged in active duty unless called upon.
- (N) Conduct – While at a fire, the greater degree of silence, compatible with an efficient discharge of duty shall be required. Noisy or boisterous conduct shall be sufficient cause for censure by the commanding officer.
- (O) A member shall notify his immediate superior of any injury to himself received in the performance of his duty within twenty-four (24) hours of receipt of said injury. The superior shall then pass this information to the Chief and Secretary for insurance reporting and for other purposes.
- (P) A member shall not leave the fire scene until relieved by the Officer in charge.

- (Q) No fire department vehicle over half (1/2) ton will leave any station on emergency traffic with no less than two (2) personnel unless directed by ranking Officer in charge.

ARTICLE VI

GENERAL INFORMATION

Section 1: Duties and Responsibilities of the Members

- (A) Each member of the department will be fully responsible for all department equipment issued to him/her.
- (B) It shall be the duty of an active member to respond to emergency calls, attend drills, regular meetings, courses in fire training, as well as fund raising.
- (C) A member must attend twenty-five percent (25%) percent of the scheduled drills and the called drills and shall attend twenty percent (20%) of the fires on which the alarm is set, taking into consideration day and night time firefighters. Members are also required to attend fifty percent (50%) of fundraising. This shall apply for a six (6) month period of time to be review the first Thursday each April and the first Thursday in October at the regular business meeting.
- (D) It is also necessary that a member assume other duties: participation in special assignment, fund raising, and committee work, and above all, in general giving a cheerful hand whenever needed. Any department member may serve on any committee including on The Board.
- (E) Each member shall note carefully the location of hydrants, study their operations and exercise great care in opening and closing them. She/he shall see that all caps are properly adjusted after they have been used.
- (F) All equipment, air packs, etc., shall be inspected frequently and each tool and appliance kept in the best of condition for proper service.
- (G) A vehicle shall not be driven over a line of fire hose, unless it is absolutely unavoidable.
- (H) Members shall report changes of residences, telephone numbers, illness, etc., to the Chief.
- (I) Complaints against other members of the Department including superior Officers, made by members of the department, shall be submitted to the Chief either orally or in writing.
- (J) A member shall be reprimanded if by his/her conduct he/she tends to bring reproach upon the department.

- (K) Lounging or loitering about the fire station by undesirables shall be prohibited.
- (L) A member shall not give information relative to the affairs of the department to an unauthorized person. (This includes Board Members.)
- (M) Good public relations can be created by treating the public courteously and with consideration, taking special care to avoid unnecessary damage to or soiling of private property at fires and cleaning up carefully at the fire.
- (N) **All** turnout gear shall be worn at all drills, training and calls.
- (O) Seatbelts will be worn at all times while any fire department vehicle is in motion. If seat belt malfunctions, that seat will not be occupied. If the driver's seatbelt is malfunctioning, the vehicle is out of service until repaired. If you cannot be secured by a seat belt, you cannot ride in vehicle.
- (P) The Chief can spend up to five hundred dollars (\$500.00) without department approval, except in an emergency or dire situation in which limit can be extended.
- (Q) The Department will not pay for any classes that have not been approved by the Chief or the Department.
- (R) Any member who does not pass, complete, or pass any required test will reimburse the Department for all cost and fees incurred from that class.
- (S) The Department will pay for 1st time testing only. After that, the member will pay all testing fees.
- (T) Any member who does not reimburse the Department within thirty (30) days of final attempt of test will be suspended until reimbursement is made. If reimbursement is not made in ninety (90) days, member will be dismissed from the Department and legal action will be taken.
- (U) The Department will pay for any active member to go to First Responder or EMT school only after member has achieved State FFI Certification.

Section 2: Amendments to By-Laws and Regulations

- (A) All rules and regulations are subject to be changed hereafter, after two (2) readings and approval by the Board of Advisors.

