

Elmwood Volunteer Fire Department

BY-LAWS

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SECTION ONE

OFFICERS

Article 1- Chief: The purpose of the Chief of the fire department will be as follows:

- A. To oversee operations of the department during calls, meetings, parades, and training sessions.
- B. To keep fire department equipment operational condition.
- C. To delegate authority to someone for the purpose of filling out the fire marshals report.
- D. To call special meetings.
- E. To preside over meeting in the absence of the department President and Vice-president.

Article 2- Assistant Chief: The purpose of the fire department Assistant Chief will be as follows:

- A. To take place of the Chief during an absence.
- B. To assist the Chief in operations of the fire department.

Article 3- Captain: The purpose of the fire department Captain will be as follows:

- A. To be in charge of training sessions.
- B. To take charge of department when Chief and Assistant Chief are unavailable.

Article 4- Lieutenant: The purpose of the fire department Lieutenant will be as follows:

- A. To take charge of the department when the Chief, Assistant Chief, and Captain are unavailable.

Article 5- Maintenance Officer: The purpose of the maintenance officer will be as follows:

- A. To oversee the maintenance of trucks and equipment.
- B. To see that maintenance and repair is completed by the proper people.
- C. Maintenance on any equipment must be authorized by chief or assistant chief as per section 4 article 8.

Article 6- President: The purpose of the fire department President will be as follows:

- A. To oversee department meetings and maintain order at such meetings.
- B. To oversee elections.
- C. To appoint committees.

- D. To take charge of department when Chief, Assistant Chief, Captain and Lieutenant are absent.
- E. The President will not vote at meetings, with the exception being to break a tie vote.

Article 7- Vice-president: The purpose of the Vice-President of the fire department will be as follows

- A. To take over duties of the President during an absence.

Article 8- Secretary/Treasurer: The purpose of the Secretary/Treasurer of the fire department will be as follows:

- A. To keep an accurate listing of all the fire department members.
- B. To keep accurate minutes of meetings.
- C. To be in charge of all correspondence for the fire department.
- D. To keep an accurate account of all funds, receipts, and pay bills.
- E. To be responsible for making reports of financial status at regular meetings.
- F. To be responsible for all deposits and withdrawals of the fire departments accounts.
- G. To be in charge of the fire department when all previously mentioned officers are unavailable.

SECTION TWO

ELECTION OF OFFICERS

Article 1: Fireman must have 5 years of active experience with the Elmwood Volunteer Fire Department and know how to operate all equipment before being able to be elected to the offices of Chief or Assistant Chief

Article 2: fireman must have 3 years of active experience with the Elmwood Volunteer Fire Department and must also have all equipment experience before being able to be elected to the offices of Captain or Lieutenant.

Article 3: The election of officers will be by ballot during the first meeting held in December. A minimum of 3 years with the Elmwood Volunteer Fire Department is required to be a candidate for being elected as an officer.

SECTION THREE

UNIFORMS

Article 1: No member shall report to a fire or rescue call without proper bunker gear.

Article 2: All bunker gear will comply as closely as possible with State, Federal, and OSHA standards.

Article 3: Bunker gear will be kept in the fire house at all times with the exception for training or other reasons upon approval.

SECTION FOUR

PROTOCOL

Article 1: When responding to calls, all members will obey all traffic laws. Members will not exceed posted speed limit by more than 10 mph in department owned or private vehicles with a red light. Operation of any vehicle in an unsafe manner will not be tolerated at any time.

Article 2: No truck shall leave the firehouse with only one person and the new truck with no less than 4 people unless this is completely unavoidable.

Article 3: No truck shall leave the firehouse until the driver is reasonably sure of the location of the call.

Article 4: There will be no riders on the back of any truck at any time.

Article 5: No member shall operate vehicles while under the influence of alcohol, illegal drugs, or mind altering drugs that are deemed legal.

Article 6: Only fire and rescue equipment will be taken to the scene of auto accidents. Personal vehicles will be allowed only when there is a call for the need of additional manpower. Even then personal vehicles will be kept to a minimum.

Article 7: During the spotting of, or actual tornadoes, the generator must be left at the firehouse for the purpose of operation the base radio unit.

Article 8: Any damage to or mechanical problems with equipment under the department control must be reported to the Chief or Assistant Chief as soon as possible, so the problem can be corrected.

SECTION FIVE

ADMISSION OF A MEMBER

Article 1: Any person wanting to become a member of the fire department must fill out an application form, an insurance card, and a release form. These must be returned to a present member of the fire department for presentation at the next meeting. The chief and/or secretary will keep release form in confidence.

Article 2: Any person applying or instated to the fire department must be 18 years of age and have a current drivers license with a good driving record. Exceptions: Cadets whom will abide by [cadet guidelines](#).

Article 3: All applications will be reviewed by the fire department officers and discussed with the members at a regular meeting. The application will then be voted on by the present members. The applicant will not be present at such meeting. The application must receive a majority vote to be approved.

Article 4: New members will be placed on a probationary period lasting no less than 6 months and no longer than 1 year. After said time limit has expired, the applicant will be evaluated and approved or denied by a vote of the fire department members.

Article 5: New members will receive instructions on operation of fire department equipment before being allowed to actually operate it.

Article 6: While on probation, new members will attend all meetings, drills, and special functions of the fire department. Being excused from these duties must come from the Chief or Assistant Chief prior to the actual event.

Article 7: All members on probation must take CPR training and obtain a current CPR card. This is done during the probationary period if possible, or as soon as classes for instruction become available.

Article 8: Members on probation will not be allowed, during any proceedings, to vote.

SECTION SIX

MEMBERSHIP

Article 1: All current members are asked to obtain CPR training and maintain a current CPR card.

Article 2: Each fireman is entitled to the full benefits of insurance required by law or provided by the Elmwood Rural Fire Protection District.

Article 3: All members must live within the Elmwood Fire Protection District.

Article 4: Maintenance of personal fire department equipment is the sole responsibility of the person to whom it was issued. This included all bunker gear, pagers, etc. Lost or damaged equipment must be reported immediately to a department officer at the scene of occurrence.

Article 5: All members must report any injury, no matter how minor, to the officer in charge at the scene, as soon as possible.

Article 6: Upon retirement, any member serving 10 or more consecutive years will be placed on the Honor Board.

SECTION SEVEN

TRAINING

Article 1: Training meetings will be held on the 4th Monday of each month. Special training will be held when prior notice is given. Fireman will only be excused from training by letting any officers know prior to the training event.

SECTION EIGHT

SUSPENSION – EXPULSION – GRIEVANCES

Article 1: Any grievance with a member of the fire department shall be made in writing and presented to the Chief or President. The grievances will then be handled by the officers of the department.

Article 2: Any members acting as a delegate of the Elmwood Fire District shall conduct themselves in a courteous manner and not misrepresent or demean the Elmwood Fire District in any manner.

Article 3: any member found driving a department vehicle under a suspended or revoked drivers license will be placed on probation, during this time said member would not be allowed to drive department vehicles. Probation may be revoked after said member can show proof of a valid drivers license.

SECTION NINE

EMERGENCY VEHICLES

Article 1: Operation of the department vehicles by unauthorized personnel is strictly forbidden.

Article 2: While on emergency calls, the red lights will be used at all times. The siren should be used only as deemed necessary.

Article 3: Any member who is involved in a traffic accident or receives a summons for a traffic violation while responding to a call shall be placed on probation until the department officers can see just cause for the action or decide upon suspension.

SECTION TEN

PRIVATE VEHICLES

Article 1: Any member responding to a call with a personal vehicle and a red light must first obtain a red light permit from the Cass County Sheriffs office through the Fire Chief.

SECTION ELEVEN

AMENDMENTS

Article 1: By-laws may be altered or changed by majority vote of the members present at any regular meeting, provided notice of alternation and notice of upcoming vote has been given at the previous meeting. Notification of this kind shall be made before final action can be taken.

Article 2: These by-laws will be reviewed every 3 years and rewritten when necessary.