

# **ELMWOOD RESCUE SQUAD**

## **BY- LAWS**

**Revised**  
May 29, 2004

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## **ARTICLE I – MEMBERSHIP**

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### **Section 1. Eligibility**

No applicant shall be eligible for membership who has any criminal charges pending presently or who has been convicted of any criminal offenses, other than minor traffic violations, during the past 10 years. This provision may not be waived except by a unanimous vote of the members present and voting at any regular meeting, and the members find that such approval will not adversely affect the public confidence and support of the organization.

### **Section 2. Application**

All applications shall be presented, in writing, at a regular meeting and by a member in good standing. Each application must be approved by a 75 % percent vote of the members at the meeting. An applicant who is rejected will not be reconsidered for at least six months after such rejection.

### **Section 3. Dropping from the Rolls**

Any member who moves outside the district served by this department will be automatically dropped from the rolls and all property of this department in their possession must be returned to this department within 5 days. Any member may also request that they be dropped from the rolls by notifying the departmental captain, and by returning all department equipment in their possession. Any former member, who was dropped from the rolls (not expelled), will be considered for membership under Section 2.

### **Section 4 Criminal Charges**

Any member who has been charged with, and is awaiting trial for, any felony, or with possession of any illegal drugs, shall be placed on suspension pending the outcome of the trial, or the dropping of such charges. If the member is tried and convicted of, or pleads guilty to, such charges, the member shall automatically be expelled from the department.

### **Section 5 Probation**

All new members must serve a probationary period of one ( 1 ) year (this would include EMT-B classes) and complete a United States Department of Transportation Emergency Medical Technician Ambulance course and American Heart Association course of Basic Life Support for health care providers. This training must commence as soon as possible after approval of application. At the end of the six-month probationary period and completion of required training, the member shall be confirmed for full membership by a majority vote at the first business meeting.

### **Section 6 Retirement**

Any member having fifteen years or more of service in good standing with this department may request in writing to the captain that they be placed on the retired rolls. At age 85 a member will automatically be placed on the retired rolls. A member with less than fifteen years service, but due to medical reasons, may submit a written request to be placed on the retired rolls. Voluntary

retirement status will be granted by a majority vote of the members at the business meeting. A retired member shall have all rights of an active member with the exception that they shall not have voting privileges. A retired member may serve on any committee appointed by the captain.

### **Section 7. Suspension**

Members may be suspended only as provided for in these bylaws. Any member on suspension shall not participate in any rescue calls. They may attend business meetings and drill meetings, but will not be permitted voting privileges. Departmental equipment may, at the discretion of the captain, be recalled pending resolution of the suspension.

### **Section 8 Expulsion**

Members may be expelled from the department only as provided for in these bylaws. Have once been expelled, a former member can only be reinstated to membership by a 100 percent vote of all active members present at the business meeting.

## **ARTICLE II – DUTIES**

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### **Section 1. Duties of Members**

Each member shall, at the sounding of an alarm, report to the fire station as quickly as is safely possible, and shall use their best exertions in the discharge of such duties as the member in charge may direct.

Each member shall maintain a current State of Nebraska Department of Health Certificate of Competency, and a current CPR card.

Every member shall attend all meetings and drills whenever possible, to dispatch normal business and to receive training, in order that this department may become an effective team in time of need.

Any member of this department who misses three meetings per calendar year without acceptable excuse, shall be subject to disciplinary action under ARTICLE VIII.

### **Section 2. Duties of the Captain**

It shall be the duty of the captain to reside at all business meetings.

### **Section 3. Duties of the Lieutenant**

It shall be the duty of the lieutenant to preside at business meetings in the absence of the captain.

### **Section 4. Duties of the Secretary/Treasurer**

It shall be the duty of the secretary/treasurer to record the minutes of all business meetings, and to handle and report on departmental funds. The secretary/treasurer shall be responsible for taking roll at all business meetings and drill meetings.

## **Section 5. Duties of the Training Officer**

It shall be the duty of the training officer to preside at all drill meetings. Instruction of drills and or delegate duties to other members to preside over drill meetings.

## **Section 6. Duties and responsibilities of the Ridealong**

### **ELMWOOD RESCUE**

### **RIDE-A-LONG PROGRAM**

#### **A. PURPOSE**

1. To give prospective members an opportunity to ride along on actual rescue calls for a period of 90 days. This will help the prospective member decide if he/she desires to become a member of the Elmwood Rescue Squad.
  - a] EXCEPTION; An individual who is already an EMT- A or B with a valid Nebraska certification will ride along for 30 days.
2. To give officers and members a chance to observe a prospective member's manner and attitude during rescue calls. This will help officers and members decide if the Elmwood Rescue Squad will invest in membership and training of the Ride-A-Long candidate

#### **B. APPLICANTS FOR THE RIDE-A-LONG PROGRAM**

1. Any person wishing to become a member of the Elmwood Rescue Squad must first participate in the Ride-A-Long program.

#### **C. HOW TO ENTER THE RIDE-A-LONG PROGRAM**

1. Any person interested in participating in the Elmwood Rescue Squad Ride-A-Long program must first fill out an application form which may be obtained from any current member of the squad.
2. Application must be filled out, turned in, and signed by one sponsoring current member of the squad.
3. If said applicant is accepted by the squad, he/she will fill out the necessary insurance forms supplied by the squad secretary. The squad secretary will submit the forms, and inform the Ride-A-long when he/she is cleared to ride the squad.
4. The Ride-A-long will be issued a pager, and a copy of the By-Laws. The rules and regulations of the program will be explained by the Training officer.

#### **D. RIDE-A-LONG RULES**

1. Ride-A-Long personnel are NOT members of the Rescue Squad.
2. A Ride-A-Long may only go as an observer and as crew capacity dictates. The Ride-A-Long cannot drive, cannot participate in hands-on

patient care, cannot fill out NARSIS forms or use the radio, UNLESS, he/she is instructed to do so by the person or persons in charge of the call and or patient. Violation of any of these rules will be just cause for immediate dismissal from the program. Such action will be carried out by a majority vote of squad membership. The individual who stands in violation will have no possibility for entering into Squad membership.

3. A Ride-A-long may help carry jump kits, oxygen kits, the cot, and other squad equipment as directed by squad member on that call.
4. Squad calls are private and privileged information that is not to be discussed with outsiders. The patients name and problems are not to be revealed to the public.
5. Ride-A-Longs will not respond to a rescue call under the influence of alcoholic drink or any controlled substance. [Influence is defined as any alcoholic drink or controlled substances of any kind or amount].
6. Ride-A-Longs should conduct themselves in a professional and responsible manner, using common sense as any situation warrants.
7. The Ride-A-Longs will follow all instructions by the EMT and person in charge on the rescue call.
8. At the end of the rescue call, the Ride-A-long will help in the cleanup and restocking of supplies on the squad.
9. The Ride-A-Long is required to attend the monthly business meetings and training sessions as part of the orientation process, but will not be able to vote on any issues.

#### E. COMPLETION OF THE RIDE-A-LONG PROGRAM

1. After 90 days and a minimum of 4 rescue calls {30 days and a minimum of 2 rescue calls for the already documented Nebraska EMT- B}, the Ride-A-Long's application will be submitted to the membership for a 75 percent majority vote of the membership in attendance at the next regular monthly meeting as to whether or not to accept the applicant into membership.
2. If the Ride-A-Long is accepted into membership he/she will be eligible to begin training in squad procedure as an EMT.

#### F. PROBATION

1. All new members must serve a probationary period of six months and complete a United States Department of Transportation Emergency Medical Technician Basic course and an American Heart Association course of Basic Life Support for Health Care Providers. This training must commence as soon as possible after the Ride-A-Long program and after approval of application. At the end of the six month probationary period and completion of required training, the member shall be confirmed for full membership by a majority vote at the first regular business meeting.
2. When a new member begins his/her EMT training said person will pay from his/her own purse the tuition, books, vaccinations, required wearing apparel and any other expenditures associated with the E.M.T- B class. Once the person starts the class, he/she may turn in the receipts and will receive ½ reimbursement. Upon completion of class which includes

passing the National Registry Exam said person will receive ¼ reimbursement, and after a period of 6 months of being on the squad and answering calls said person shall receive the remainder ¼ of the tuition. If said person does not complete the E.M.T. B. course or does not pass the National Registry Exam, resigns or moves from the responding area said person shall reimburse the full amount within 30 calendar days to the Elmwood Rural Fire District.

### **ARTICLE III – MEMBERSHIP OATH**

Repealed May 2004

### **ARTICLE IV – MEETINGS AND DRILLS**

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#### **Section 1. Business meetings**

There shall be a regularly scheduled business meeting held once each month. The captain shall reside at this meeting. Minutes of these meetings shall be recorded and read at the next business meeting. The secretary shall record attendance at these meetings. The Training Officer will have a drill practice at each meeting and record attendance.

All business meetings shall be conducted according to Roberts Rules of Order.

One half of the active members shall constitute a quorum for the transaction of normal business at any regular or special business meeting.

When a question is put, every member present must vote in favor of, opposed to, or in abstention of the question. Any member having direct personal interest in the question may abstain from voting on that question.

Simple majority votes may be by voice, by show of hands, or by secret ballot, at the discretion of the chair. When a percentage vote is required, it shall be by show of hands, or by secret ballot, at the discretion of the chair. Election, preferred charges, and membership may be a show of hands or secret ballot, at the discretion of the chair.

#### **Section 2. Drills**

There shall be a regularly scheduled drill meeting which will be held after the business meeting each month. The Training Officer shall preside at these meetings. No minutes are required for drill meetings, but the Training Officer shall record attendance.

#### **Section 3. Special Meetings**

The captain or the lieutenant may call a special meeting with no less than 24 hours notice. The calling of a special meeting may be called anytime as long as every member is notified of the meeting.

## **ARTICLE V – ELECTION OF OFFICERS**

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### **Section 1. Procedures**

Elections shall be held at the regularly scheduled January business meeting and will be come effective immediately. The minimum requirements for any office shall be one year of membership in good standing excluding probationary time and suspension time served.

### **Section 2. Terms**

All officers shall be elected for a term of one year. If, for any reason, an officer is unable to complete their term of office, a special election shall be called in order to elect a replacement. The term of the replacement officer shall be the same as the officer they are replacing.

### **Section 3. Election**

The following defines the offices that are to be filled by election and the order in which they are to be filled:

1. Captain
2. Lieutenant
3. Secretary/Treasurer
4. Training Officer

## **ARTICLE VI – EMERGENCY VEHICLES**

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### **Section 1. Operation**

All drivers of Emergency Vehicles must have a current Nebraska operators license and must be at least 19 years of age. Members with suspended or revoked operators licenses shall not operate any emergency response vehicle used by this department.

Operation of Emergency Vehicles by other than rescue squad personnel or designated Elmwood Emergency personnel, with proper training, is strictly forbidden.

While on emergency runs, the red lights will be used at all times and the siren shall be used as deemed necessary. All traffic laws are to be obeyed on all emergency runs. (Non-emergency runs able to be made without red lights or siren and all traffic laws are to be obeyed.)

No vehicle operator shall be asked or encouraged to operate the vehicle in excess of that operator's capabilities or wishes.

The driver's duty on all runs is to operate the vehicle, the red lights and the siren and including operation of the radio, unless there is a trained person able to operate the radio in the passenger seat.

There shall be at all times (2) two EMT'S in the patient compartment when transporting a patient or patients to the hospital or other receiving facility.

All potential drivers will relinquish the driver's position to another member if they had been drinking any alcoholic beverages prior to the call.

### **Section 2. Violations**

Any member who is involved in a traffic accident or receives a citation for any moving traffic violation while driving any emergency vehicle, shall incur a mandatory suspension of 72 hours upon notification by the captain and may be subject to additional action under ARTICLE VIII.

Any member cited for DWI, Drinking and Driving or Driving while under the influence of any illegal drugs while operating any emergency vehicle shall incur a mandatory expulsion.

## **ARTICLE VII – APPROPRIATIONS AND EXPENDITURES**

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No appropriation of any funds of this department shall be made except by a majority vote of the members present at any business meeting.

## **ARTICLE VIII – PREFERENCE OF CHARGES**

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Any member may prefer charges against another member by submitting a signed, written complaint to the captain. The captain will call a special meeting. At that meeting the accused member will be given opportunity to respond to the complaint. After all discussion has been concluded, the complaint will be resolved by motion and vote of all of the members present at the meeting (excluding the charged member). By motion and vote, the membership may choose to: A) drop the complaint, B) suspend the accused member for a specified period – majority vote required – or, C) expel the accused member – 75 percent vote required.

The following conducts may be deemed actionable under this article:

1. Participation in a rescue call while in any state of intoxication.
2. Rude or obnoxious behavior to a patient, bystanders, family of a patient, or to other members of the department.
3. Unprofessional behavior at the scene of in the presence of a patient or bystanders.
4. Any activity that endangers anyone at the scene of a call or while on a drill.
5. Any other actions that might be detrimental to the image, reputation and effectiveness of this department.

## **ARTICLE IX – AMENDMENTS**

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The bylaws may be altered or amended, or added to at any business or special meeting by a 75 % vote of the members present, provided notice has been given at the last regular meeting, or by written notice of such intended change

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