

# Haddam Volunteer Fire Company

## BY-LAWS



**November 1998**

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**HADDAM VOLUNTEER FIRE COMPANY**  
**BY-LAWS**

**ARTICLE I**

SECTION 1. The organization shall be known as the **HADDAM VOLUNTEER FIRE COMPANY.**

SECTION 2. MISSION STATEMENT:

The Officers and Firefighters of the Haddam Volunteer Fire Company are dedicated to the priorities of Life Safety, Incident Stabilization and Property Conservation in the delivery of fire suppression, rescue, emergency medical response and fire prevention education activities, conducted in a safe and appropriate manner in compliance with approved standards and practices of the Authority Having Jurisdiction.

SECTION 3. Implementation of the Company's By-Laws and Standard Operating Guidelines shall not knowingly discriminate against its Officers, members or applicants for membership on the basis of race, creed, age, gender or sexual orientation.

**ARTICLE II**

SECTION 1. The Officers of the Company shall consist of Line Officers, Administrative Officers, and Engineering Officers who provide operational leadership for the Fire Company:

- A). The Line Officers of the Company shall consist of a Chief, First Assistant Chief, Second Assistant Chief, Third Assistant Chief, and three (3) Captains.
- B). The Administrative Officers of the Company shall consist of a Recording Secretary, Equipment Secretary, Treasurer, Data Terminal Operator and Training Officer.
- C). The Engineering Officers of the Company shall consist of a Communications Engineer, Mechanical Engineer, and Building Engineer.

SECTION 2. The Permanent Committees of the Company shall consist of a Grievance Committee, Standing Committee, Nominating Committee, Examining Committee, House Committee, Representative to the Board of Directors, Chaplain, Press Secretary, Mechanics, Fire Police, Consultant Chief, Junior Advisors, Water Study, Merit Service Retirement Board Representative, Fire Prevention and Community Education, Forest Fire Committee, Membership Committee, and Crisis Committee.

**ARTICLE III**

SECTION 1. The first responsibility of the Line Officers of the Company is for the life safety of the Firefighter.

The second responsibility of the Line Officers is to develop and implement Standard Operating Guidelines. When drafted and reviewed, these must be presented to the Company at a monthly meeting, posted until next Regular Meeting, then voted on at that meeting. (see ARTICLE XV)

The third responsibility of the Line Officers is to see that all Town of Haddam property and equipment under their control is properly inventoried and maintained. Items under their control are those items purchased with Town funds, maintained with Town funds, or those items turned into and accepted from the Town by the Fire Company.

The fourth responsibility of the Line Officers is to establish a budget to be submitted to The Haddam Volunteer Fire Department Board of Directors, no later than December 1.

Once the budget has been approved at a Town meeting, the Line Officers shall be responsible to see that the Town funds are spent on those items budgeted. Approval by the Board of Directors is needed for budget amendments (e.g., emergency situations, special purchases). Should additional funds be needed, the Line Officers must approach the Board of Directors for approval.

SECTION 2. The **CHIEF** shall:

- A). enforce Standard Operating Guidelines governing the use of all fire apparatus and property. The Chief may temporarily alter the Guidelines as may seem expedient, but must confer with the other Line Officers within 48 hours of this decision
- B). have command at all activities to which the Company responds and/or attends. In the Chief's absence the "Chain of Command" will prevail
- C). have charge of all property and fire apparatus. The Chief also shall ensure that it is properly maintained
- D). be the Moderator at all Officer, Regular, Annual, and Special Meetings. At the Chief's discretion, a Moderator may be elected as the "First Order of Business" by a hand vote of the eligible voting members present. The Moderator shall vote only to make or break a tie vote
- E). delegate duties for the benefit of the Company. Such duties include, but are not limited to:
  - 1). developing, maintaining, and updating pre-plans of major buildings
  - 2). filing and follow up of State Highway run forms, insurance and accident claims, and blue light permits
  - 3). establishing training, safety procedures, and Standard Operating Guidelines for the Company's emergency medical responders
  - 4). investigating any accidents involving Company/Town-assigned property and / or members
  - 5). preparing budgets for needed equipment
  - 6). establishing a schedule for hose, ladder and apparatus pump testing. A qualified contractor shall perform the testing in accordance with applicable standards
  - 7). Developing Standard Operating Guidelines for training, use, and qualification procedures on apparatus and equipment, in accordance with applicable standards
  - 8). developing Standard Operating Guidelines governing driver training procedures and arranging for Class II drivers' tests. Operating Guidelines must reflect the requirements of the Connecticut Department of Motor Vehicles' commercial driving test
- F). notify the First Assistant Chief in the event that (s)he will be out of town for more than twenty-four (24) hours
- G). assign an Assistant Chief, Captain, and a House Committee Member to each of the three (3) stations
- H). assign an Officer or Firefighter to each of the major fire apparatus
- I). call Special Meetings of the Company or Officers
- J). submit all Town bills to the Department Treasurer no more seven (7) days after receiving and approving them
- K). comply with the Departmental By-Laws of the Haddam Volunteer Fire Department, Inc.
- L). assure that all Firefighters follow the Standard Operating Guidelines and these By-Laws

- M). have suspension authority as outlined in ARTICLE IX of these By-Laws
- N). show respect for and have authority over Company Firefighters
- O). at the April Regular Meeting, appoint the following positions: Nominating Committee, Examining Committee, House Committee, Press Secretary, Mechanics, Fire Police, Junior Advisors, Water Study Committee, Fire Prevention and Community Education Committee, Forest Fire Committee, Membership Committee, Training Officer and Crisis Committee
- P). under rare and extenuating circumstances where time is of the essence, authorize the expenditure of a maximum of \$200 from the General Fund. Such expenditure is to be reported at the next Regular Meeting. This type of expenditure is not to be exercised more than five (5) times per term of office
- Q). have a two (2) year term of office, and not exceed two (2) consecutive terms

SECTION 3. The **FIRST ASSISTANT CHIEF** shall:

- A). perform the duties of the Chief during the Chief's absence
- B). aid fellow Officers in carrying out the orders as issued
- C). have the authority to call Special Meetings of the Company or Officers
- D). serve on the Standing Committee
- E). have suspension authority as outlined in ARTICLE IX of these By-Laws
- F). perform duties delegated by the Chief
- G). be a minimum physical classification of Class II Firefighter
- H). have a two (2) year term of office

SECTION 4. The **SECOND ASSISTANT CHIEF** shall:

- A). perform the duties of the First Assistant Chief during the First Assistant Chief's absence
- B). aid fellow Officers in carrying out the orders as issued
- C). serve on the Standing Committee
- D). have suspension authority as outlined in ARTICLE IX of these By-Laws
- E). perform duties delegated by the Chief
- F). have a two (2) year term of office

SECTION 5. The **THIRD ASSISTANT CHIEF** shall:

- A). perform the duties of the Second Assistant Chief during the Second Assistant Chief's absence
- B). aid fellow Officers in carrying out the orders as issued
- C). serve on the Standing Committee
- D). have suspension authority as outlined in ARTICLE IX of these By-Laws

- E). perform duties delegated by the Chief
- F). have a two (2) year term of office

SECTION 6. The **CAPTAINS** shall:

- A). plan and execute all drills as outlined in ARTICLE III, Section 14
- B). keep accurate records of all drills  
 These records must consist of a description of the drills, instructor(s) name(s) and credentials, apparatus and equipment used, time drills started and ended. These records must also include an accurate attendance record signed by each Firefighter. The records will be kept in the Company computer and also in a locked file cabinet.
- C). train fire personnel in the specific area(s) assigned by the Training Officer
- D). conduct a minimum of twenty (20) drills per year
- E). aid fellow Officers in carrying out the orders as issued
- F). assist in keeping an accurate inventory of the equipment on the specific fire apparatus which was assigned by the Chief

Captains must make sure all equipment on these apparatus is in proper working order. They must inspect the SCBA units on these apparatus monthly and record these inspections in a log book.

- G). have suspension authority as outlined in ARTICLE IX of these By-Laws
- H). post and maintain a six-month training schedule
- I). have a two (2) year term of office

SECTION 7. The **RECORDING SECRETARY** shall:

- A). keep accurate minutes of all meetings, using any method to record these minutes. A copy must be kept in a bound book in a locked file cabinet.
- B). maintain a roster of all active members, and call same at each meeting
- C). have five (5) days to notify any person who was not in attendance at the meeting at which said person was elected a Firefighter
- D). collect mail from the Company Post Office Box at least weekly. Sort such mail and ensure that the responsible Officer, Firefighter, Committee or organization receives same
- E). upon receiving a petition signed by ten (10) Firefighters, issue a call for a Special Meeting. This meeting must convene within seven (7) days of the receipt of the petition;
- F). have three (3) days to deliver to a successor all papers, property, and books belonging to the Company. These books shall be accurate, up-to-date, and endorsed by the Examining Committee
- G). distribute all ballots used at the Regular and Annual Meetings and tally same
- H). report all accepted By-Laws changes in the minutes of the monthly meeting and ensure that said changes are entered in the master By-Laws document

- I). notify member(s) involved in a suspension action, and any witnesses thereof, of the time and place of the Executive Session meeting called to discuss said action
- J). notify member(s) involved in but absent from a suspension or dismissal hearing through certified mail, "return receipt requested", of the results of said hearing
- K). assure that all necessary correspondence and documentation relating to suspension, dismissal, disciplinary and/or grievance action(s) and outcome(s) are appropriately filed. Copies of actions taken must be included in the personnel file of the individual(s) involved; copies of any rescinded action(s) are to be removed from said personnel file(s)
- L). issue correspondence as directed by the Chief or stipulated by Company policies
- M). have a two (2) year term of office

SECTION 8. The **EQUIPMENT SECRETARY** shall:

- A). maintain an accurate inventory of all Personal Protective Equipment (excluding SCBA), dress uniforms, keys, badges, photo ID's and marker plates issued to Firefighter. This inventory must be kept in the Company computer and also in a locked file cabinet
- B). use discretion in issuing dress uniforms to those Firefighters requesting them
- C). ensure that all equipment issued is returned upon notification of a member's termination or leave of absence, within 72 hours of notification
- D). maintain an adequate supply of usable Personal Protective Equipment to meet the Company's needs
- E). submit a budget for needed turn-out gear to the Chief by the November Officers' meeting
- F). have three (3) days to deliver to a successor all papers, property and books belonging to the Company. These books shall be accurate, up-to-date and endorsed by the Examining Committee
- G). have a two (2) year term of office

SECTION 9. The **TREASURER** shall:

- A). receive all money belonging to the Company
- B). keep an accurate account of all receipts and disbursements
- C). pay all bills when so ordered by the Company
- D). submit a report at each Regular Meeting of all receipts and disbursements since the last Regular Meeting
- E). submit a quarterly statement of all bank balances
- F). submit a statement at the Annual Meeting of the total receipts and disbursements for the preceding calendar year
- G). be bonded by a bonding company
- H). have three (3) days to deliver to a successor all papers, property, and books belonging to the Company. These books shall be accurate, up to date, and endorsed by the Examining Committee

- I). chair the Grievance Committee
- J). have a two (2) year term of office

SECTION 10. The **COMMUNICATIONS ENGINEER** shall:

- A). see that all radios, sirens, alarms, electronic equipment and emergency warning lights are in working order and ready for service
- B). maintain an accurate inventory of communications equipment assigned to Firefighters  
This inventory must be kept in the Company computer and also in a locked file cabinet.
- C). upon termination or leave of absence of a Firefighter, notify the Equipment Secretary of the serial numbers of the radios assigned to that Firefighter
- D). maintain an adequate supply of usable communications and spare parts to meet the Company's needs
- E). submit a maintenance budget and a purchase budget for communications equipment to the Chief by the November Officers' Meeting
- F). handle all complaint forms with Valley Shore Emergency Communications
- G). have a two (2) year term of office

SECTION 11. The **MECHANICAL ENGINEER** shall:

- A). ensure that all fire apparatus is in proper working order for active service
- B). keep accurate repair and maintenance records. These records must be kept in the Company computer and also in a locked file cabinet
- C). be the supervisor to the two (2) Mechanics and represent them at Officers' Meetings
- D). ensure that all routine maintenance and repairs to the fire apparatus are made by qualified individuals
- E). advise the Chief of any major repairs or maintenance that exceeds normal budgeted amounts
- F). submit a truck maintenance budget to the Chief by the November Officers' Meeting
- G). have a two (2) year term of office

SECTION 12. The **BUILDING ENGINEER** shall:

- A). be the supervisor of the House Committee and represent the Committee at the Officers' Meetings
- B). establish Standard Operating Guidelines for the use of the buildings and non-firefighting equipment therein. The guidelines are to be presented to the Officers and, once approved by the them, presented to the Company for approval. Once approved by the Company, they will become part of the Operating Guidelines.
- C). submit a building maintenance budget and a purchase budget to the Chief by the November Officers' Meeting
- D). have a two (2) year term of office

SECTION 13. The **DATA TERMINAL OPERATOR** shall:

- A). have the working knowledge to operate the computer system
- B). input and maintain the inventory, attendance, pension points, By-Laws and other records as required
- C). submit a computer maintenance budget and purchase budget to the Chief by the November Officers' Meeting
- D). inform the Chief immediately of any computer problems
- E). post a pension point report monthly
- F). assist the Fire Marshal with computer information needed for NFIRS reports
- H). request that the Chief appoint assistants as needed
- I). have a two (2) year term of office

SECTION 14. The **TRAINING OFFICER** shall:

- A). be appointed by the Chief at the April Regular Meeting
- B). have a minimum five (5) years' experience as a Firefighter or have a minimum of three (3) years' experience as a Firefighter with a minimum Certification of Firefighter I
- C). plan and coordinate all Company training
- D). work with the Line Officers to develop six (6)-month training schedules
- E). plan and schedule annual refresher training
- F). schedule guest instructors
- G). maintain personnel training records on a computer file
- H). review and approve requests for outside training
- I). be familiar with and ensure that all training required by OSHA, EPA, NIOSH, NFPA, etc. is accomplished and documented
- J). develop and maintain a training library
- K). serve as Company Safety Officer unless otherwise directed by the Chief

**ARTICLE IV**

SECTION 1. The **GRIEVANCE COMMITTEE** shall:

- A). consist of the Treasurer, Equipment Secretary, Communications Engineer, Mechanical Engineer, Building Engineer, and four (4) Firefighters elected at the Annual Meeting
- B). hear all written complaints from any member(s) who feel that a Line Officer's interpretation of the Company's Standard Operating Guidelines or By-Laws violates the document(s)
- C). convene within seven (7) days of the receipt of a written grievance

- D). have all parties involved in the grievance appear before it and listen to all arguments
- E). have up to thirty (30) days to review all arguments, the Company's Standard Operating Guidelines, and/or By-Laws before reaching a decision
- F). be chaired by the Treasurer who will:
  - 1). appoint a Committee Member to record the minutes at all meetings
  - 2). excuse any Committee Member involved in the grievance to be heard
  - 3). if unable to attend, appoint a Committee Member to act as chairperson
  - 4). once a decision is reached, call all parties involved together and inform them of the Committee's decision
  - 5). submit a report of the completed grievance action at the Company's next Regular Meeting
- G). have a two (2) year term of office

**Note:** Any decision must be made by the majority of the committee members present. The decision of the Grievance Committee shall be recorded as final.

SECTION 2. The **STANDING COMMITTEE** shall:

- A). consist of the First, Second, and Third Assistant Chiefs
- B). process all membership applications received from the Membership Committee; This will include a thorough investigation of the applicant's fitness and availability for membership.
- C). when their investigation is complete, return the application to the Membership Committee
- D). submit a report and recommendation for said applicant at the Regular Meeting when the applicant's membership is being considered
- E). provide the forms for balloting when necessary
- F). upon the completion of each apprenticeship period, review the records of the Firefighter Apprentice for satisfactory compliance with all requirements, notifying each Firefighter Apprentice of the results
- G). at the Regular Meeting following the completion of the Firefighter's apprenticeship, submit a report as to the status of the Firefighter Apprentice
- H). appoint any Officer or Firefighter to fill the vacated position of any Officer or elected Permanent Committee member for the remainder of the unexpired term of office
- I). when asked by the Chief, investigate any incident that may require disciplinary action
- J). have a two (2) year term of office

SECTION 3. The **NOMINATING COMMITTEE** shall:

- A). consist of two (2) Firefighters who are appointed by the Chief at the April Regular Meeting
- B). poll all Officers and Firefighters to determine their desire for candidacy for any elected and appointed positions
- C). produce a slate of candidates to fill the positions of Company Officers, elected Permanent Committees, and Department Representatives
- D). produce a list of candidates wishing to fulfill the positions appointed by the Chief at the April Regular Meeting
- E). follow the nominations procedures for Company elections:
  - 1). Elections will be held every other year, in the odd year.
  - 2). At the January Regular Meeting, the Nominating Committee shall present a slate of candidates for Company Officers and/or Permanent Committees. At that time other candidates may be nominated from the floor. The Nominating Committee will add these names to the slate of candidates to be voted upon at the February Annual Meeting.
  - 3). The Nominating Committee shall provide the Recording Secretary with the forms for balloting two (2) weeks prior to the Annual Meeting. The ballots shall contain the position to be filled, the names of the candidates running for each position, as well as blocks to vote YES.
- F). follow the nominations procedures for Departmental elections:
  - 1). Elections will be held every three years, in accordance with the Haddam Volunteer Fire Department By-Laws.
  - 2). At the November Regular Meeting, the Nominating Committee shall present a slate of candidates for Departmental Officers. It shall be posted until the December Regular Meeting at which time other candidates may be nominated from the floor. The revised slate of candidates will be added to the Haddam Neck slate of candidates and the combined slate will be posted until the January Departmental Meeting.
- G). have a two (2) year term of office

SECTION 4. The **EXAMINING COMMITTEE** shall:

- A). consist of two (2) Firefighters who are appointed by the chief at the April Regular Meeting
- B). inspect the books and records of the Recording Secretary, Equipment Secretary, Treasurer and Data Terminal Operator
- C). endorse these books and records if they are accurate and up to date
- D). present a report of their findings at the February Regular Meeting
- E). upon the resignation of the Recording Secretary, Equipment Secretary, Treasurer, or Data Terminal Operator, inspect the books and records of the resigning Officer and deliver a report at the next Regular Meeting
- F). examine any books or records belonging to the Company at the Chief's request
- G). have a two (2) year term of office

SECTION 5. The **HOUSE COMMITTEE** shall:

- A). consist of the elected Building Engineer and three (3) Firefighters who are appointed at the April Meeting
- B). ensure that all non-fire fighting equipment, buildings and grounds are properly maintained
- C). schedule, organize, and supervise all working details for the maintenance of such equipment, buildings, and grounds
- D). develop, post, and enforce guidelines which have been approved by the Company, for the use of non-firefighting equipment, buildings, and grounds
- E). provide and maintain an adequate level of supplies at all three stations to perform their duties
- F). have a two (2) year term of office

SECTION 6. The **REPRESENTATIVES TO THE BOARD OF DIRECTORS** are as follows:

- A). The **Company Representative** to the Haddam Volunteer Fire Department Board of Directors shall:
  - 1). be elected at the Annual Company Meeting
  - 2). be any Firefighter with two (2) years of service with the Company or an Active Life Member
  - 3). attend Haddam Volunteer Fire Department Board of Directors' Meetings
  - 4). present a report of each Board of Directors' meeting at the next Regular Meeting
  - 5). meet all requirements as a Firefighter or Active Life Member
  - 6). have a two (2) year term of office
- B). The **Chief** is a Member of the Haddam Volunteer Fire Department Board of Directors by virtue of the Departmental By-Laws.
- C). **The President, Vice President/Treasurer**, and the **Secretary** to the Haddam Volunteer Fire Department Board of Directors shall:
  - 1). be elected in accordance with the Haddam Volunteer Fire Department By-Laws
  - 2). maintain their status as a Firefighters

SECTION 7. The **CHAPLAIN** shall:

- A). be elected at the Annual Meeting
- B). visit hospitalized Firefighters
- C). send fruit baskets, flowers, cards, or any appropriate gifts to such Firefighters
- D). when notified, shall see that the Black Bunting is hung for any Firefighter who has died
- E). shall organize wake and funeral details for a deceased Firefighter if requested by the family

- F). be authorized to buy fruit baskets, flowers, cards, or appropriate gifts for ill or injured Firefighters and/or for the family of a deceased Firefighter
- G). present a report of authorized expenditures at the next Regular Meeting
- H). chair the Crisis Committee and call the committee to order as the need arises
- I). have a two(2) year term of office

SECTION 8. The **PRESS SECRETARY** shall:

- A). be a Firefighter appointed by the Chief at the April Regular Meeting
- B). act as the official Haddam Volunteer Fire Company spokesperson and photographer
- C). see that the Chief approves all statements prior to their release to the news media
- D). submit monthly and year-end news releases of the Company's fire activity to local media
- E). submit news releases for major emergency calls and activities to local media
- F). maintain a Company photograph album
- G). have a two (2) year term of office

SECTION 9. The **MECHANICS** shall:

- A). be two (2) Firefighters appointed at the April Regular Meeting
- B). work under the supervision of the Mechanical Engineer
- C). perform all scheduled and unscheduled maintenance of fire apparatus
- D). inform the Mechanical Engineer of all work performed
- E). have a two (2) year term of office

SECTION 10. The **FIRE POLICE** shall:

- A). consist of Firefighters with a minimum of two (2) years of service with the Company
- B). be appointed by the Chief at the April Regular Meeting in an election year
- C). control traffic and maintain security of designated areas at emergency sites
- D). have a two (2) year term of office

A member of the Fire Police shall be appointed by the Chief to serve as **Chief of Fire Police**.

The **Chief of Fire Police** shall:

- 1). be the supervisor of all Fire Police
- 2). establish Standard Operating Guidelines governing the Fire Police  
All Guidelines shall be approved by the Officers. Once the Officers have approved these Guidelines they will be presented to the Company for approval.

- 3). see that all Fire Police comply with State regulations
- 4). make all requests for equipment through either the Radio Engineer or the Second Assistant Chief

SECTION 11. The **CONSULTANT CHIEF** shall:

- A). be a Chief who has served a minimum of one (1) full term of office and not sought, is ineligible for or has been defeated for re-election
- B). assist the incumbent Chief upon request
- C). shall have the rank of Firefighter and shall be exempt from all attendance requirements for Company meetings
- D). continue to meet all other obligations of a Firefighter
- E). hold this position for two (2) years
- F). at the end of the two(2) year Consultant Chief term, gain the title of **Past Chief** for life

The **Past Chief** shall:

- 1). have the rank of Firefighter and as such be obligated to meet the requirements of a Firefighter
- 2). be eligible for Life Membership with the Company

SECTION 12. The **JUNIOR ADVISORS** shall:

- A). consist of a minimum of two (2) Firefighters appointed by the Chief at the April Regular Meeting
- B). have a minimum of two (2) years of service with the Company
- C). act as supervisors of the Haddam Junior Volunteer Fire Department
- D). act as a liaison between the Haddam Volunteer Fire Company and the Haddam Junior Volunteer Fire Department
- E). ensure that the Juniors comply with the By-Laws and Standard Operating Guidelines of both the Haddam Volunteer Fire Company and the Haddam Junior Volunteer Fire Department as well as State and OSHA requirements
- F). have a two (2) year term of office

Section 13. The **WATER STUDY COMMITTEE** shall:

- A). consist of a minimum of two members appointed by the Chief at the April Regular Meeting in an election year
- B). meet with all new developers upon the request of the Planning and Zoning Commission, or the Haddam Town Engineer
- C). meet with the developers, engineers and the Town of Haddam Engineer to establish water supply requirements for a proposed development

- D). update current water resource maps
- E). periodically inspect and test all water supplies, reporting their findings to the Officers
- F). keep updated guidelines for the Town of Haddam Engineering Department and Planning and Zoning Commission
- G). have a two (2) year term of office

Section 14. **MERIT SERVICE RETIREMENT BOARD REPRESENTATIVE**

Representation consists of a Firefighter or Active Life Member appointed to a three(3)-year term by the Board of Selectpersons from a list submitted by the Company Chief. Eligible candidates are solicited by the Nominating Committee and a list is forwarded by the Chief to the Fire Department Board of Directors.

Section 15. The **FIRE PREVENTION AND COMMUNITY EDUCATION COMMITTEE** shall:

- A). consist of a minimum of two Firefighters appointed by the Chief at the April Regular Meeting in an election year
- B). work with the Fire Marshal's Office to develop a program for the purpose of educating the community in fire prevention
- C). upon the request of an organization work out a schedule to present community fire prevention programs
- D). develop programs, in coordination with the Press Secretary, to increase community awareness of the actual workings of the Haddam Volunteer Fire Company
- E). have a two (2) year term of office

Section 16. The **FOREST FIRE COMMITTEE** shall:

- A). consist of a Firefighter appointed by the Chief at the April Regular meeting in an election year
- B). submit necessary paperwork to the State of Connecticut to request payment of Firefighters and the Fire Company for efforts at large brush fires
- C). arrange for DEP certification courses for members who are not yet certified by the State for reimbursement at the higher pay grade
- D). have a two (2) year term of office

Section 17. The **MEMBERSHIP COMMITTEE** shall:

- A). consist of a minimum of two Firefighters appointed by the Chief at the April Regular meeting in an election year
- B). coordinate and conduct membership drives when deemed necessary
- C). receive all applications for membership to the Company and forward the to the Standing Committee
- D). assign a Firefighter to help the Firefighter apprentice meet all the requirements of the apprenticeship

- E). review the Apprentice's performance and inform the Standing Committee when the apprentice has completed all requirements
- F). have a two (2) year term of office

Section 18. The **CRISIS COMMITTEE** shall:

- A). consist of the First Assistant Chief, the Chaplain and one member from the Company appointed by the Chief at the April Regular Meeting in an election year
- B). determine if a Firefighter is eligible to receive a benefit from the Crisis Fund per Article XIV, Section 2
- C). obtain a benefit check from the Treasurer
- D). present the benefit check to the Firefighter
- E). report the expenditure at the next Regular Meeting
- F). have a two (2) year term of office

## ARTICLE V

SECTION 1. Minimum qualifications for Company Officers and Members of Permanent Committees:

- A). **CHIEF:** Must have held a previous Line Officer's position, and served seven (7) years in this Company. Must be a minimum Firefighter Class II physical classification.
- B). **ASSISTANT CHIEFS:** Any Officer or Firefighter with a minimum of five (5) years of firefighting experience, having served at least three (3) of those in this Company. Must be a minimum Firefighter Class II physical classification.
- C). **CAPTAINS:** Any Officer or Firefighter having served at least three years in this Company. Must be a minimum Firefighter Class II physical classification.
- D). **TRAINING OFFICER:** Any Firefighter with five (5) years' experience or with a combination of three years' firefighting experience and a minimum Firefighter I certification
- E). **ADMINISTRATIVE AND ENGINEERING OFFICERS**  
**GRIEVANCE COMMITTEE**  
**NOMINATING COMMITTEE**  
**EXAMINING COMMITTEE**  
**REPRESENTATIVE TO THE BOARD OF DIRECTORS**  
**PRESS SECRETARY**  
**MECHANICS**  
**FIRE POLICE**  
**JUNIOR ADVISORS**  
**WATER STUDY COMMITTEE**  
**MERIT SERVICE RETIREMENT BOARD REPRESENTATIVE**  
**FIRE PREVENTION AND COMMUNITY EDUCATION COMMITTEE**  
**FOREST FIRE COMMITTEE**  
**MEMBERSHIP COMMITTEE**  
 Must be a Firefighter or Active Life Member with a minimum service of two (2) years in the Company.
- F). **HOUSE COMMITTEE:** Any Firefighter or Active Life Member is eligible to serve in this capacity. There is no minimum year service requirement.

- G). **CHAPLAIN:** Any member is eligible to serve in this capacity. There is no minimum year service requirement.

## SECTION 2. ELECTIONS

- A). Officers and elected Permanent Committee members are elected at the Annual Meeting held on the first Monday of February. Voting shall be by written secret ballots, which are prepared by the Nominating Committee and distributed by the Recording Secretary. The Recording Secretary shall ensure all ballot recipients are eligible to vote. The Recording Secretary may appoint assistants who are non-voting members to tally the votes cast for each candidate.
- B). A member's name may appear on the ballot for more than one position. In the case of a member being elected to more than one position, the elected member shall decide which position to hold; the remaining position(s) will default to the member with the next highest vote count.

## SECTION 3. VOTING

The Recording Secretary and a member of the Examining Committee, or an Officer selected by the moderator, shall check all ballots for the following:

- A). more ballots counted than the combined total of eligible voters at the meeting. If such a condition exists, the Recording shall declare a voting irregularity and a new election will be held the following Monday
- B). any ballot which has no YES votes per position will be accepted but considered an abstention vote
- C). any ballot considered void:
- a ballot received with write-in candidate(s)
  - any ballot with more than one (1) "YES" vote per singular elected position
  - proxy votes

## SECTION 4. BALLOTING

- A). A majority of YES votes of the acceptable ballots cast is required to elect a candidate.
- B). The Recording Secretary will submit a detailed report of the balloting on each candidate and include the number of YES votes on ballots received, the number of abstentions, and the number of rejected ballots for each candidate.
- C). Balloting is still necessary for any candidate(s) running unopposed.
- D). In the event of a tie vote, another secret ballot will be taken for the position(s) in question until the tie is broken.

## SECTION 5. UNFILLED POSITIONS

In the event the Nominating Committee is unable to fill the slate of candidates and no nominations from the floor were available, elections will be held for those positions which have candidates.

At the March Regular Meeting following elections, the Chief shall present a list of candidates chosen for the unfilled positions. The Chief will open the meeting for nominations from the floor. If nominations from the floor are received, a secret ballot will be taken. Under these conditions, handwritten ballots by the voting members will be considered acceptable. In the event no nominations from the floor are received, the Chief's list of candidates will be appointed as if elected.

## **ARTICLE VI**

SECTION 1. If at any time any Officer or elected Permanent Committee member becomes unable to fulfill the obligations of the office, the individual must resign by sending a Letter of Resignation to the Chief stating the intention to resign the office being held. At the Regular Meeting following the receipt of the Letter of Resignation, the Standing Committee shall act in accordance with Article IV, Section 2 of these By-Laws. In the event of the Chief's resignation, the letter is to be sent to the First Assistant Chief.

SECTION 2. If at any time an appointed Permanent Committee member becomes unable to fulfill the obligations of the office, the individual must resign by sending a Letter of Resignation to the Chief stating the intention to resign the office.

At the Regular Meeting following the receipt of the Letter of Resignation, the Chief shall appoint a qualified Firefighter to fill the vacated position for the remainder of the unexpired term. In the event of the Chief's resignation, the letter is to be sent to the First Assistant Chief.

## **ARTICLE VII**

SECTION 1. **MEMBERSHIP** - Membership in the Company shall consist of the following classes:

- A). Firefighter Apprentice
- B). Firefighter  
(Physical classification — Class I,II,III – to be determined by Department physician)
- C). Daytime Firefighter
- D). Day Squad
- E). Associate Firefighter
- F). Veteran Driver
- G). Officer
- H). Life Member
- I). Honorary Member
- J). Junior Firefighter
- K). Women's Auxiliary

SECTION 2. The **FIREFIGHTER APPRENTICE** shall:

- A). not have voting privileges in the Company
- B). continue to reside in the Town of Haddam
- C). serve as a Firefighter Apprentice for one (1) year\*
- D). attend eight (8) of the Regular Meetings
- E). not miss more than three (3) drills
- F). complete any training requirements set for Apprentices under the Standard Operating Guidelines
- G). work on a minimum of one (1) committee/special project. The Firefighter apprentice can be assigned to assist either the Building Engineer or Mechanical Engineer

- H). maintain a Satisfactory Fire Attendance Record
- I). not be eligible for a leave of absence\*\*
- J). complete within the term of apprenticeship, all requirements for the rank of Firefighter or the Apprentice shall be dropped from membership in the Company. Under extenuating circumstances, the Line Officers may extend this time period
- K). respect, honor and adhere to the By-Laws and Standard Operating Guidelines of the Company
- L). show respect for the Officers and the other Firefighters of the Company
- M). obey the orders of superior Officers
- N). conduct oneself in a manner that will bring credit to oneself and to the Haddam Volunteer Fire Company

\*The Standing Committee may approve a three (3) month apprenticeship for those apprentices who qualify by serving eighteen (18) or more months as a Junior Firefighter in Good Standing. The Standing Committee may approve a six (6) month apprenticeship for those apprentices who qualify by serving twelve to eighteen (12-18) months as a Junior Firefighter in good standing. The Standing Committee may also approve a reduced apprenticeship for those apprentices who qualify by having previous firefighting experience.

\*\* The Standing Committee may give special consideration to members of the Haddam Junior Fire Department who have successfully completed no less than 12 months of service.

**SECTION 3. The FIREFIGHTER shall:**

- A). continue to reside in the Town of Haddam. Any Firefighter leaving town will have a ninety (90) day grace period before said individual's membership is terminated
- B). attend eight (8) Regular Meetings and fifteen (15) drills per year  
Any Firefighter anticipating the inability to meet this requirement is obligated to send a letter to the Company explaining the reasons. At the Regular Meeting following the receipt of the letter, the Company will act on the letter and will either excuse or not excuse the Firefighter from this obligation.
- C). be subject to a Fire Attendance Record review every six (6) months by the Line Officers and receive a Satisfactory Rating
- D). work on a minimum of one (1) committee/special project per year
- E). respect and adhere to the By-Laws and the Operating Guidelines of the Company
- F). obey the orders of superior Officers
- G). show respect for the Officers and other Firefighters of the Company
- H). conduct oneself in a manner to bring credit to oneself and to the Company

**SECTION 4. The DAYTIME FIREFIGHTER shall:**

- A). be any Firefighter Apprentice, Firefighter, or Officer who is available for daytime emergencies
- B). receive approval of the Company for Daytime Firefighter status

- C). be excused from attending Regular Meetings and night drills but must attend two-thirds (2/3) of all drills scheduled for Daytime Firefighters.
- D). continue to meet all other obligations of a Firefighter Apprentice, Firefighter, or Officer

Note: It is up to the Officers to ensure that daytime Firefighters are provided access to any scheduled training programs offered by the Company.

**SECTION 5. The DAY SQUAD MEMBER shall:**

- A). continue to reside in the Town of Haddam
- B). make a majority of the daytime calls
- C). attend a minimum of six (6) Regular Meetings per year
- D). keep current on new apparatus, tools and techniques
- E). serve on a minimum of one (1) committee/special project per year

Note: The responsibilities of the Day Squad Member apply to those Firefighters designated as Day Squad effective with the 1993 edition of these By-Laws. No new Day Squad members are accepted after March, 1993.

**SECTION 6. The ASSOCIATE FIREFIGHTER shall:**

- A). be a Firefighter from another Fire Department who is employed in the Town of Haddam or a bordering town
- B). file an application with the Company
- C). present a physical report from either his/her Department or personal physician
- D). present a letter from his/her Chief stating that the Firefighter is in good standing and the extent of the firefighting training received through the home company
- E). present a letter from his/her employer stating that the Firefighter will be allowed to respond to calls during working hours
- F). be ineligible to sign up for the Department Pension Plan
- G). answer as many calls during working hours as the firefighter's employer will allow
- H). attend a minimum of six (6) drills per year
- I). comply with the By-Laws and adhere to the Standard Operating Guidelines of the Company
- J). obey the orders of one's superior Officers
- K). show respect for the Officers and other Firefighters of the Company
- L). conduct oneself in a manner to bring credit to oneself and to the Fire Company

**SECTION 7. The VETERAN DRIVER shall:**

- A). comply with ARTICLE VII, Section 3, paragraphs A,C,D,E,F, G and H
- B). attend six (6) Regular Meetings and eight (8) drills per year, including all mandatory drills such as SCBA training, HazMat and Bloodborne Pathogens

- C). keep current on new apparatus, tools and techniques
- D). have a minimum of fifteen (15) years of service with the Company
- E). be qualified to drive the Rescue Truck (5-13) and any one of the Main Apparatus (1-13, 3-13, 6-13)
- F). be a driver in good standing
- G). hold the proper firefighter classification as outlined in the Operating Guidelines of the Company
- H). submit a letter to the Company stating his/her intention to become a Veteran Driver.

## SECTION 8. OFFICERS

An Officer, in addition to meeting the requirements of a Firefighter, must perform the duties of the office held, as written in Article III of these By-Laws. If five (5) or more Firefighters and/or members feel that an Officer is not performing the designated responsibilities, they can present their case at an Officers' meeting. The Officers should take appropriate actions as outlined in Article IX. If the Company membership feels the Officers did not take appropriate actions they may grieve the Officers' decision.

## SECTION 9. LIFE MEMBERSHIP (Active and Inactive)

After fifteen (15) years of service, a Past Chief, Officer, or Firefighter is eligible to apply for Life Membership. The individual's written application for Life Membership will be read to the Company at the first Regular Meeting following its receipt. The application will then be posted and voted on by a simple majority of voting members present at the next Regular Meeting.

An **Active Life Member** is a member who upon receiving Company approval for Life Membership status shall:

- A). not be permitted to participate at any drills or calls
- B). not drive any apparatus
- C). be eligible to run for an Administrative office, Grievance, House, Nominating committees, Chaplain, and/or Representative to the Board of Directors
- D). retain use of Company property such as hall, tables, chairs, etc.
- E). retain voting rights, as long as the Life Member has attended a minimum of eight (8) Regular Meetings during the preceding twelve (12) months
- F). be eligible to serve on committees or special projects
- G). retain a Dress Uniform if same has been issued
- H). be issued a Life Membership badge
- I). be entitled to a dinner to honor Life Members once a year, given by the Company
- J). return all used firefighting equipment and personal protective equipment (PPE)

An **Inactive Life Member** is a member who upon receiving Company approval for Life Membership Status shall:

- A). be exempt from maintaining Firefighter status as outlined in Article VII, Section 3
- B). not be permitted to participate at drill or calls

- C). not be permitted to drive any apparatus
- D). not retain voting rights
- E). not be able to serve on Committees or special projects
- F). upon request, may retain a dress uniform if one had been issued
- G). be issued a Life Membership badge
- H). be ineligible to seek elected office
- I). be entitled to a dinner to honor Life Members once a year, given by the Company

Note: A Life Member who wishes to become a Firefighter again must follow the procedures outlined under Article VIII, Section 1.

Once the application has been approved the individual loses Life Member Status and becomes a Firefighter Apprentice. When eligible to apply for the Department Pension Plan, he/she may do so. Years of service prior to July 1, 1990 will not count towards the pension plan. When the former Life Member, now Firefighter, is ready to leave active service again, a letter must be submitted to the Line Officers requesting a return to Life Member status. Following a review of the request, the individual may be returned to Life Member status.

#### **SECTION 10. HONORARY MEMBERSHIP**

To be eligible for Honorary Membership, a person must exceptional support and/or services to the Fire Company over an extended period of time. The individual's name must be submitted on an application form by a voting member at a Regular Meeting. The application must then be posted and voted on by secret ballot at the next Regular Meeting.

An **HONORARY MEMBER** shall:

- A). not have voting privileges in the Company
- B). be issued an Honorary Member's badge
- C). be entitled to attend all Fire Company social events
- D). remain an Honorary Member unless voted out by the Company

#### **SECTION 11. THE HADDAM JUNIOR VOLUNTEER FIRE DEPARTMENT**

The Haddam Junior Volunteer Fire Department is a self-governing organization within the Haddam Volunteer Fire Company. Junior Firefighters are subject to the By-Laws and Operating Guidelines of both organizations. Junior Firefighters shall not have voting privileges in the Haddam Volunteer Fire Company. Their application for membership will be given priority over all others. A representative of the Junior Volunteer Fire Department should be present at Regular Company and Officer Meetings.

#### **SECTION 12. THE WOMEN'S AUXILIARY OF THE HADDAM VOLUNTEER FIRE COMPANY**

The Women's Auxiliary of the Haddam Volunteer Fire Company is a self-governing organization within the Haddam Volunteer Fire Company. The Women's Auxiliary is subject to the By-Laws and Operating Guidelines of the Haddam Volunteer Fire Company only when operating under emergency situations or official functions. Members of the Women's Auxiliary will not have voting privileges in the Haddam Volunteer Fire Company. A representative of the Women's Auxiliary is welcome to attend Regular Company Meetings and/or Officers' meetings.

## ARTICLE VIII

### SECTION 1. ELIGIBILITY

Any individual residing in the Town of Haddam, age eighteen (18) or older and of good moral character, shall be eligible to apply for membership. All applications for membership shall be made out on the prescribed form.

All applications shall be accompanied by a physician's report of physical examination dated within the past three (3) months. The application and physical examination report will be given to the Standing Committee. The Standing Committee will act in accordance with Article IV, Section 2, of these By-Laws.

SECTION 2. A candidate for membership must receive an endorsement from the Standing Committee to be accepted as an Apprentice Firefighter.

SECTION 3. Each applicant endorsed for Apprentice Firefighter status shall take the following pledge to affirm a clear understanding and acceptance of the responsibilities of Firefighters within the Company:

***"I solemnly swear to do my duty as a Firefighter, to answer all alarms, day or night, to which my Company shall respond whenever it is in my power to do so; to respect and honor the By-Laws and the Operating Guidelines of the Company; to obey the orders of my superior Officers, and to always conduct myself in a manner to bring credit to myself and this Company, so help me God."***

Following administration of the oath, the Firefighter Apprentice will be presented a copy of the Company By-Laws, Department By-Laws, Standard Operating Guidelines and a badge of the Company.

## ARTICLE IX

### SECTION 1. **EXTENSION OF APPRENTICESHIP, SUSPENSION OF BLUE LIGHT PERMIT WRITTEN WARNING, SUSPENSION OR DISMISSAL**

A). Reasons for Extension of Apprenticeship:

Under extenuating circumstances a Firefighter Apprentice may not be able to fulfill the responsibilities stated under Article VII, Section 2. The Line Officers may extend the length of the apprenticeship. In no case shall the apprenticeship be longer than eighteen (18) months.

B). Reasons for Suspension of Blue Light Permit:

If the Line Officers find that a Firefighter has misused the blue light under Connecticut D.M.V. laws and Connecticut State Statutes, they can suspend the Firefighter's Blue Light Permit for any given length of time.

C). Reasons for a Written Warning:

- 1). Failure to adhere to the By-Laws of the Company
- 2). Failure to adhere to the Operating Guidelines of the Company

D). Reasons for a Suspension:

- 1). Two (2) or more written warnings over a one (1) year period
- 2). Appearing to be under the influence of drugs and/or alcohol at any drill, meeting, or alarm to which the Company responds or attends

- 3). To have lied during the Standing Committee's investigation of an incident that requires disciplinary action
  - 4). Fighting and/or threatening at any activity to which the Company responds or attends, or on Company property
  - 5). Insubordination to the orders of a Line Officer at any activity to which the Company responds or attends
  - 6). Refusal to accept and respond to official Fire Company correspondence
  - 7). Tampering with Fire Company and/or personal property
- E). Reasons for a Dismissal:
- 1). Theft of Fire Company and/or personal property
  - 2). Deliberate destruction of Fire Company and/or personal property
  - 3). Serving / Providing alcohol to a minor at any activity to which the Company responds or attends, or on Company property
  - 4). Use or possession of illegal drugs on Company property or while attending any activity to which the Company responds and/or attends
  - 5). Unlawful possession of any deadly weapon as defined by State law while attending any activity to which the Company responds or attends, or while on Company property. The exceptions to this are Firefighters and/or members who are on-duty police officers and Firefighters and/or members who are performing a ceremonial function.
  - 6). More than two (2) suspensions over a period of two (2) years
  - 7). Failure to meet written performance criteria for apprenticeship within eighteen (18) months
  - 8). Refusal to accept and respond to official Fire Company correspondence two or more times within a 30-day period
  - 9). A member failing to receive a Satisfactory Rating [ in accordance with Article VII, Sec. 3 subparagraph C. (p.17) ], at the Line Officers' six(6) month and/or Annual Attendance Record review meeting will be subject to dismissal at the discretion of the Line Officers.

## SECTION 2. HEARINGS

Suspension or dismissal hearings shall be made by an Executive Session meeting of the Line Officers. If the parties involved are not in attendance at the Executive Session, the Recording Secretary shall notify the member(s) involved by certified mail ("return receipt requested") of the results of the meeting. A member who disagrees with the action taken has ten (10) days to file a grievance. The ten (10) days will start from the date of notification, whether it be in person at the Executive Session of the Line Officers, or by receipt of a certified letter.

## SECTION 3. SUSPENSION AUTHORITY

All Line Officers have the authority to suspend members for a maximum of forty-eight (48) hours. The Line Officer who has suspended the member(s) will be responsible to see that an Executive Session meeting of Line Officers is convened within two (2) days of the suspension. At that time the suspension will be reviewed. The Recording Secretary shall notify the member(s) involved in the suspension and any witness thereof, of the time and place of the Executive Session meeting.

#### **SECTION 4. STATUS WHILE UNDER SUSPENSION**

Any member under suspension:

- A). forfeits the privileges accorded under these By-Laws
- B). shall not attend any activity to which the Company responds or attends
- C). shall not be permitted on Company property except for meetings of the Executive Session or Grievance Committee

#### **SECTION 5. DISMISSAL**

Any member(s) dismissed shall return all Company equipment and property to the Equipment Secretary within forty-eight (48) hours.

Note: Any correspondence related to a rescinded suspension or dismissal action shall not be retained in the respective Firefighter's personnel file.

### **ARTICLE X**

#### **SECTION 1. REGULAR MEETINGS**

The Regular Meeting shall be held on the first Monday of each month at 7:00 P.M. except when a Town meeting or holiday falls on that date. In that instance, the meeting shall be held on the following Monday.

#### **SECTION 2. ANNUAL MEETING**

The Annual Meeting shall be held on the first Monday in February at 7:00 P.M., except when a town meeting or holiday falls on that date. In that instance, the meeting shall be held on the following Monday.

#### **SECTION 3. SPECIAL COMPANY MEETINGS**

A Special Company Meeting may be called at any time by the Chief, First Assistant Chief, or Recording Secretary when petitioned. The membership shall be given a minimum of twenty-four (24) hours' notice of said meeting. The Regular Order of Business may be waived for Special Meetings.

#### **SECTION 4. QUORUMS**

The quorum for Regular, Annual, and Special Meetings shall be not less than fifteen (15) voting members.

#### **SECTION 5. ORDER OF BUSINESS**

- A). Elect Moderator (optional)
- B). Roll Call of Officers and Members
- C). Reading of Unapproved Minutes (Company and Officers' Meetings)
- D). Report by the Company's Representative to the Board of Directors
- E). Communications
- F). Treasurer's Report(s)
- G). Promotions to the Rank of Firefighter
- H). Applications for Membership and Standing Committee Report(s)

- I). Election(s) of Life Members, Honorary Members, New Member(s) and Pledge, notice of membership status changes
- J). Report of Committees
- K). Unfinished Business
- L). Company Elections
- M). New Business
- N). Future Meetings and Drills
- O). Good and Welfare of the Company
- P). Adjournment

**SECTION 6. OFFICERS' MEETINGS**

An Officers' Meeting should be held within seven (7) days prior to the Regular/Annual Meeting. The exact date and time of the meeting shall be established by the Officers. The quorum for Officer's Meetings shall not be less than six (6) Officers, including a moderator. The Officer's Meetings should be strictly for discussions among the Chief and all the Officers reporting to the chief. The Chief and the Officers should work on updating and adding to the Standard Operating Guidelines, budgets, inventories, PrePlans and any other items important to the workings of the Company in the Fire Service. Any members wanting to have a discussion with the Officers must contact the Chief or a Line Officer within twenty-four (24) hours of the meeting to be placed on the agenda.

**SECTION 7. EXECUTIVE SESSION**

Executive Session will consist of Line Officers and the Recording Secretary. Executive Session will be used when discussing personnel matters or other sensitive information. A quorum shall not be less than five (5) Line Officers including a moderator. The Recording Secretary does not have a vote in Executive Session.

If the discussion involves any member(s), said individual(s) should be present.

**SECTION 8. A SPECIAL OFFICERS' MEETING OR EXECUTIVE SESSION** may be called at any time by the Chief or First Assistant Chief. Quorum requirements are the same as a normal Officers' Meeting or Executive Session.

**SECTION 9. REGULAR AND SPECIAL DRILLS** will be announced by the Captains at the Regular Meeting preceding the drill. To obtain credit for attendance at drills, a member must sign the attendance sheet.

**SECTION 10.** All Meetings shall be conducted under Robert's Rules of Order.

**ARTICLE XI**

**SECTION 1. DRIVERS**

All Fire Apparatus will be driven by Officers or Firefighters. Drivers must hold a valid motor vehicle operator's license for the class for the respective Fire Apparatus they are operating.

**SECTION 2. QUALIFICATIONS**

All apparatus shall be operated by a qualified driver. To become a qualified driver, a Firefighter must:

- A). hold the rank of Firefighter or Officer

- B). be recommended by the Officers as a suitable candidate for driver training;
- C). take a Driver Training Course under the Guidelines established by the designated Assistant Chief
- D). upon completion of the Driver Training Course, satisfactorily demonstrate the ability to operate the specified apparatus
- E). Driver trainees neither have to hold the rank of Firefighter nor possess the proper class license, but they must have a valid operator's license

**SECTION 3. RESPONSIBILITY**

The driver's responsibilities are covered under the Operating Guidelines of the Company.

**ARTICLE XII**

**SECTION 1. AMENDMENTS**

Amendments to Company By-Laws may be made at a Regular Meeting by a two-thirds (2/3) vote of the voting members present. The notice of such amendment must have been given in writing and posted at the previous Regular/Annual Meeting. Company By-Laws are to be reviewed and updated every five (5) years.

SECTION 2. Upon approval of the Company, these By-Laws shall become effective, thereby superseding any and all other previous By-Laws and Amendments.

SECTION 3. All subsequently accepted changes to these By-Laws must be recorded in the minutes of the monthly meeting when approved and entered into the master By-Laws document.

**ARTICLE XIII**

**SECTION 1. LEAVE OF ABSENCE**

Firefighter Apprentices are not eligible for a leave of absence, except as noted in ARTICLE VII, Section 2, paragraph 1.

Upon written notification to the Chief, a Leave of Absence:

- A). shall be granted to any Officer or Firefighter who is recalled to active military duty or drafted into military service
- B). if for other than military conscription, may be granted by the Line Officers in increments of up to one year, with an annual review. The Firefighter must state the effective date and anticipated duration of the requested leave. Approval will be based on a review of the Firefighter's past performance. The Firefighter will be notified by certified mail ("return receipt requested") whether the leave is granted, and the disposition of the request for Leave of Absence will be reported at the next Monthly meeting

Note: An Officer or elected Permanent Committee Member who is granted a Leave of Absence shall resign the office being held.

**SECTION 3. RESPONSIBILITY WHILE ON LEAVE OF ABSENCE**

All Firefighters on a leave of absence shall return all turn-out gear and radios to the Equipment Secretary within forty-eight (48) hours. They shall not respond to any call, participate in any drill, nor drive any apparatus. They shall be permitted to retain the use of Company property (tables, chairs, hall) and may attend social events.

Upon completion of the Leave of Absence, the member shall requalify on mandatory training requirements, if not current, and complete an orientation to new equipment and procedures since the leave period began. The member shall be issued personal protective equipment (PPE). Members who were drivers must be requalified on apparatus.

#### **ARTICLE XIV**

##### **SECTION 1. BENEFIT FUND**

The BENEFIT FUND is to be used the funeral expenses of a deceased Life Member who was a Life Member prior to January 1, 1965. Each member's estate shall receive an amount of one-hundred dollars (\$100.00).

##### **SECTION 2. CRISIS FUND**

The Crisis Fund was established February 1, 1988 to provide eligible firefighters, including apprentices, a \$200 benefit per incident.

Qualification requirements:

- A). to be out of work for two or more weeks due to illness, disability or injury (does not have to be a firefighting-related incident)
- B). to experience hardship family matters (e.g., illness, hospitalization or death which requires extensive travel).

#### **ARTICLE XV**

##### **SECTION 1. STANDARD OPERATING GUIDELINES**

The Standard Operating Guidelines represent general guidelines demonstrating the expectations for Company Firefighters. The By-Laws of the Haddam Volunteer Fire Company continue to govern the overall operation of the Company, while the Standard Operating Guidelines serve to bring the Company into compliance with the Conn. OSHA and NFPA regulations.

The Standard Operating Guidelines are not intended to cover every situation or detail of all emergencies to which the Company responds. Instead, the Standard Operating Guidelines represent a framework for Firefighters' safety . Situations not specifically addressed must be handled in a manner consistent with each Firefighter's training and experience, using safety as a primary concern. (See ARTICLE III, Section 1).

It is the responsibility of the Line Officers to develop and implement Standard Operating Guidelines. When drafted and reviewed, these must be presented to the Company at a Regular Meeting, posted until next Regular Meeting, then voted on at that meeting. (see ARTICLE III, Section 1, paragraph 2).

# AMENDMENTS

Date	To Replace/Amend	Date Posted	Date Approved / Rejected
<b>New Text:</b>			

Date	To Replace/Amend	Date Posted	Date Approved / Rejected
<b>New Text:</b>			

# AMENDMENTS

Date	To Replace/Amend	Date Posted	Date Approved / Rejected
<b>New Text:</b>			

Date	To Replace/Amend	Date Posted	Date Approved / Rejected
<b>New Text:</b>			

# INDEX



