

BY-LAWS

TRINITY CENTER VOLUNTEER FIRE DEPARTMENT

ARTICLE I

Meetings

Section A. (1) The regular meetings of this organization shall be held at 7:00 P.M. on the first Wednesday of each month at the firehall. Additional training meetings may be held as required.

(2) Five members shall constitute a quorum to transact business.

(3) The Chief or his designee will preside at all meetings.

(4) Business shall proceed in the following order:

- a. Roll call.
- b. Reading of minutes of previous meeting and log entries.
- c. Report of officers and committees.
- d. Election of officers (at annual meeting only).
- e. Presentation of bills.
- f. Presentation of candidates for membership.
- g. Balloting of new members.
- h. Unfinished business.
- i. New business.
- j. Program.
- k. Adjournment.

(5) Unless otherwise stipulated herein, Roberts Rules of Order shall govern the conduct of all meetings.

Section B. Annual meetings of this organization shall be at 7:00 P.M. on the third Wednesday of January of each year.

Section C. Special meetings may be called by any Officer of the Department upon proper notice of at least 24 hours in advance to all members in residence. No business shall be transacted at special meetings except that for which the meeting was called.

ARTICLE II

Election of Officers

Section A. All elective officers shall be nominated and elected at the annual meeting. The election shall be by secret ballot and the candidate receiving a majority of all votes cast shall be declared elected. No member shall hold two elective offices at one time.

Section B. At all elections of officers the Chief shall appoint two members to act as tellers, who shall receive the ballots, ascertain that the number received is correct and report the number cast for each candidate.

Section C. Should a vacancy occur in any elective office, such vacancy shall be filled by appointment by the Chief until the next regular meeting when the same shall be filled by election.

ARTICLE III

Officer Duties and Qualifications

Section A. Duties and Qualifications of the Chief.

Qualifications

1. DESIRABLE EXPERIENCE AND EDUCATION

Experience: Six years of recent experience in firefighting and fire prevention work, including three years in a responsible supervisory capacity.

Education: Equivalent to satisfactory completion of two years of college level work in fields related to firefighting, fire prevention and fire administration. Additional supervisory experience may be substituted for college level work on a year-for-year basis. (A college degree in fire science is desirable but not essential.)

2. NECESSARY SPECIAL QUALIFICATIONS

Possession of an advanced first-aid certificate. Possession of a valid California motor vehicle operator's license. Possession of a restricted radio-telephone license.

Duties

3. a. He shall be responsible for the organization and training of the department members to insure ongoing, safe and competent protection of life and property within the District.
- b. He shall respond to fires and other emergencies and exercise overall supervision of the activity at the scene of such emergency.
- c. He shall insure that all fire department property and equipment is in good order and repair at all times for service.
- d. He shall determine, to the extent possible, the cause of all fires occurring in the District and keep a record thereof.
- e. He shall report to the Board of Directors of the Trinity Center Community Services District all violations of fire ordinances applicable to property within the District and assist in the enforcement

- thereof.
- f. Participate in Trinity County Fire Chiefs Association.
- g. Negotiate all mutual aid and other governmental contracts affecting the Fire Department for the approval of the Trinity Center Community Services District.
- h. Develop long range plans and programs to provide appropriate fire prevention and fire fighting services by the Department.
- i. Prepare proposed budget for necessary materials and capital outlay once a year to be submitted to the Trinity Center Community Services District's Board of Directors for their Annual Budget Hearing and control budget expenditures.

Section B. Duties and Qualifications of the Assistant Chief.

1. Qualifications

- a. A regular member of the Fire Department for a minimum of two years.
- b. Possess a valid California motor vehicle operator's license, advanced first-aid certificate and possess a restricted radio-telephone license.
- c. Any of the above may be waived by the Chief if he deems the candidate qualified.

2. Duties

- a. Assist the Chief in the performance of his duties.
- b. Perform the duties of the Chief in his absence.
- c. Supervise placement of the equipment in the proper position for efficient operations and decide on the best method and equipment to use in extinguishing the fire and saving lives under the direction of the Chief.
- d. Assist in planning and supervising the training of Volunteer Members.
- e. Conduct fire drills in the school.
- f. Maintain records and prepare reports as the Chief requires.

Section C. Duties and Qualifications of First Captain.

1. Qualifications

- a. A regular member of the Fire Department for a minimum of twelve months.
- b. Possess a valid California motor vehicle operator's license, advanced first-aid certificate and possess a restricted radio-telephone license.
- c. Any of the above may be waived by the Chief if he deems the candidate qualified.

2. Duties

- a. Perform the duties of the Assistant Chief in his absence.

- b. Be responsible for the operational maintenance of his assigned vehicle and all of the equipment thereon.
- c. Maintain a permanent record of all training activities of the Department Members.

Section D. Qualifications and Duties of Second Captain.

1. Qualifications

- a. A regular member of the Fire Department for a minimum of twelve months.
- b. Possess a valid California motor vehicle operator's license, advanced first-aid certificate and possess a restricted radio-telephone license.
- c. Any of the above may be waived by the Chief if he deems the candidate qualified.

2. Duties

- a. Perform duties of the First Captain in his absence.
- b. Be responsible for the operational maintenance of his assigned vehicle and all of the equipment thereon.
- c. Maintain a permanent record of all training activities of the Department Members.

Section E. Qualifications and Duties of Secretary/Treasurer.

1. Qualifications

- a. A regular member of the Fire Department.

2. Duties

- a. Keep a permanent record of all meetings and read the minutes of the previous meeting at each regular meeting for the approval of the members.
- b. Shall maintain a permanent record of all emergencies attended by the Department including the date, time, location, equipment used, extent of damage, etc.
- c. Maintain a permanent record of attendance to all functions of the Department by each member and report absentees to the Chief.
- d. Keep a true and detailed account of all monies received and spent by the Department and report same at each meeting.
- e. Notify each candidate of his acceptance in the Department and provide him a copy of the Constitution and By-Laws.
- f. Maintain a permanent record of all correspondence to and from the Department.

ART ICEL IV

Duties of the Members

Section A. Every member of the Trinity Center Volunteer Fire Department will endeavor to comply to the best of his ability with the following rules and regulations.

- a. Report to all meetings and emergencies.
- b. Respect and promptly comply with all instructions given by the senior officer-in-charge.
- c. Exercise proper precautionary safety measures to avoid injury to himself and others.
- d. Adhere to all traffic laws when reporting to an emergency in a private vehicle.
- e. Never appear at a meeting or emergency under the influence of alcohol or any other drug.
- f. Obtain a Standard First-Aid Certificate and Cardiac Pulmonary Resuscitation Certificate.
- g. Preserve any and all evidence on fire origination and notify officer-in-charge.
- h. Report all injuries to officer-in-charge.
- i. Maintain a clean station and apparatus at all times.
- j. Learn proper and effective use of all equipment in the Department.
- k. Recruit new members to the Department.
1. No member shall drive or operate any fire apparatus until he has been certified in writing by Department Officers.

ARTICLE V

Discipline

Section A. Impeachment of Officers

- (1) The Chief and any Elective Officer of the Department, for abuse of his authority or misconduct in his office, may be impeached. Elective Officers may be removed from office by written secret ballot of two-thirds majority of the total membership. Impeachment proceedings of the Chief shall be held before the Trinity Center Community Services District Board of Directors.
- (2) Charges, in writing, against said Officer shall be presented to him signed by a member of the Department or by the Chief, at least ten days prior to a regular meeting. Such Officer shall be entitled to defend himself at such meeting against such charges, either in person or by a representative.

Section B. Expulsion of a Member

A member of the Department may be expelled by the Chief or two-thirds

majority of the members present at a regular meeting for cause. Some of the causes are:

- (1) Failure to abide by the Constitution and By-Laws of the Department.
- (2) Failure to respond to meetings and emergencies without an excuse received from an Officer of the Department. Typical shall be for illness or business conflict.
- (3) Charges, in writing, against said member shall be presented to him signed by a member of the Department or by the Chief, at least ten days prior to a regular meeting. Such member shall be entitled to defend himself at such meeting against such charges, either in person or by a representative.

ARTICLE VI

Amendments

Section A. No part of these By-Laws shall be repealed, annulled or amended unless the amendment or proposition has been submitted in writing to each member at his last known address, at least fifteen days prior to a regular meeting, said amendment or proposition to be stipulated in written notification. When two-thirds of the members present at such meeting vote by secret ballot in favor of such action and subsequent approval by the Trinity Center Community Services District is obtained, it shall take effect.

Section B. The previous By-Laws are hereby repealed and annulled.

The foregoing By-Laws of the TRINITY CENTER VOLUNTEER FIRE DEPARTMENT are

APPROVED:

/s/ Robert R. Hamilton Date 8/22/1984
Chief
Trinity Center Volunteer Fire Department

/s/ Jerald A Meyer Date 11/13/1984
Chairman
Trinity Center Community Services District