

**BARREN RIVER VOLUNTEER
FIRE DEPARTMENT
BY-LAWS**

APPROVED AS REVISED
10/30/19

CHAPTER 1
ORGANIZATION

SECTION I

The Barren River Volunteer Fire Department shall provide Fire Protection Services in the Barren River District as a non-profit corporation.

SECTION II

The entire management and direction of the department shall be vested in the Board of Directors. The Board will consult with the Fire Chief on matters of general management and have entire control over financial matters.

SECTION III

The Fire Department will maintain a force of active firefighters and fire officers sufficient to provide adequate response to fire and rescue emergencies in their district and the other county agencies. Fire fighting members will meet minimum qualifications set forth in other sections of this document and the Standard Operation Guidelines.

SECTION IV

The Department shall retain the physical facilities, apparatus, and equipment assigned for fire and rescue emergencies.

CHAPTER II
MEMBERSHIP TYPES AND QUALIFICATIONS

SECTION I *Sustaining Members*

A. Sustaining members of the department are those individuals, families, groups, businesses, or institutions who pay annual fees to the Department for Fire protection services. Sustaining members may attend the annual meeting of the Department and actively participate in items of discussion and vote in the election for members of the Board of Directors.

B. Sustaining membership fees shall be determined by Warren Co Fiscal Court ordinance 04-23(Ordinance regulating the collection of subscriber fees/Membership dues for Fire Departments) and subsequent amendments.

SECTION II *Active Members*

A. Active members of the Department are those individuals who actively engage in fire fighting and emergency operations of the Department. Active membership is open to any one who meets the following requirements:

1. Must be 18-years of age.
2. Must have successfully completed application
3. Must have successfully completed the Departments probation procedure.

4. Must have successfully completed the Kentucky Basic Course for Fire Fighters set forth by the Kentucky Commission.
 5. Must have met requirements of the Kentucky Commission on Fire Fighting Standards for Certification as a Fire Fighter.
 6. Non-certified firefighters must at least acquire 20 hours of training at the BRVFD over a one-year period.
 7. Must agree to work within the Standard Operating Guidelines.
 8. Must sign and comply with code of conduct
 9. Must satisfy current minimal annual training and certification standards established by the BRVFD and the Kentucky Fire Commission.
 10. MUST PASS THE ACTIVE MEMBER EVALUATION ASSESSMENT DONE ANNUALLY (SEE SECTION D)
- B. Active members are entitled to participate and vote in the monthly department meeting, which is to be announced. Active membership status entitles the member to be issued protective clothing and to actively participate in the fire fighting and other emergency activities of the Department. Line Officer ranks of the Department shall be open to active member only.
- C. Any active member who is under the care of a physician must so notify the Fire Chief of the Department who will then determine if and how the members fire fighting activities should be modified for the term of the care period. A copy of the fire fighters medical records can be requested if determined by the Fire Chief.
- D. ALL FIRE FIGHTERS, OFFICERS, AND CHIEF WILL PARTICIPATE IN AN EVALUATION ASSESSEMENT WHICH WILL BE DETERMINED YEARLY TO PROVIDE THE BOARD WITH CRUCIAL INFORMATION ON THE OVER ALL STATUS OF THE STAFFING OF THE DEPARTMENT. THE EVALUATION COULD END UP WITH POSITIVE OR NEGATIVE RESULTS. THE BOARD HAS OVER ALL CONTROL OF THE DEPARTMENT AND WILL USE THIS ASSESSMENT TO CORRECT OR PRAISE ANY CIRCUMSTANCE THAT COULD RESULT OF THE YEARLY ASSESSMENT. SEE STANDARD OPERATING GUIDELINES FOR FURTHER DETAIL.

SECTION III *Junior Members*

- A. Junior Membership is open to youths between 16 and 18 years of age. Junior members may participate in fire fighting activities on the Department in a support position only with written consent of parent or guardians and the officer in charge. Qualifications are as follows:
1. Must be between the ages of 16 and 18.
 2. Must complete the Departments probation procedures
 3. Must successfully complete Unit 1 of the Kentucky Basic Course for fire Fighters before the age of 18.
 4. Have written consent of the parent OR guardian signed within the probation period.
- B. All junior members shall adhere to the Standard Operating Guidelines.
- C. Juniors members of the Barren River Fire Department shall not exceed 6 members at any given time.

SECTION IV *Applications for Membership*

- A. Applications for Membership must be made in writing on the form provided to each. Completed applications will be submitted to the Fire Chief(s) and approved by the Board of Directors.

- B. Upon acceptance of the applicant the chief officers, will meet the applicant and officially establish the effective date of probation.
- C. The Fire Chief(s) will perform a background check and any other investigation deemed necessary on the character and qualifications of the applicant, and will report such findings to the Department.
- D. The probation period shall consist of three months (90 days) following official acceptance of the application, unless extended by the fire chief(s) or waived upon presentation of evidence that the applicant is currently Kentucky Basic Certified Fire Fighter.
- E. The probationer shall not be permitted to ride in the Department's apparatus on emergency call until granted permission by the fire chief(s).
- F. During the probation period the applicant must
 - 1. Successfully complete Unit 1 of the Kentucky Basic Course for Fire Fighters.
- G. Meeting and drill attendance requirements of an individual may be waived if the following procedure is followed:
 - 1. Requested in writing by the probationer
 - 2. Recommended by the Fire Chief(s)
- H. Probation time shall count in computing years of service.

NO PERSONS SHALL BE DISCRIMINATED AGAINST AS TO TYPE OF MEMBERSHIP AS SET FORTH HERIN UPON RACE, CREED, SEX, OR AGE.

SECTION V *Board of Directors*

- A. Membership status of members elected to the Board of Directors shall be that of Member of the Board. No more that two active fire fighting Line officers may serve as Directors at any time.
- B. Members of the Board shall have the privilege of engaging in the social and recreational activities of the Department and are invited to attend the monthly meetings and drills. Members of the Board, not otherwise involved as active fire fighters, may engage in fire fighters activities ONLY with the approval of the Fire Chief(s).

SECTION VI *Honorary Members*

- A. Any person who has been outstanding in service for the benefit and advancement of the Department, may, by action of the Department, be approved for Honorary Membership. The motion will be tabled and voted at the next monthly meeting. A 3/4 vote of all active members present and approved by the Board of Directors shall be necessary to award an honorary membership.

CHAPTER III

MEETINGS

SECTION 1 *Annual Meeting*

- A. The Department shall hold an Annual Meeting of Sustaining Members within the first 120 days of new fiscal year at a time and date set by the Board of Directors and Fire Chief

- B. The agenda for this meeting will be:
 - 1. Report of the Board of Directors
 - 2. Report of the Secretary
 - 3. Report of the Treasurer
 - 4. Report of the Fire Chief
 - 5. Old Business
 - 6. New Business
 - a. Nomination & Election of Board of Directors
 - b. Installation of Line Officers designated by the Fire Chief
 - 7. Board Meeting
 - a. Nominations & Election of Board of Directors & Officers

- C. Fiscal year shall commence July 1 and conclude following June 30 of such year.

CHAPTER IV

DRILLS

SECTION 1 *Monthly Drills*

- A. The department should conduct at least one-3 hour drill monthly. The date and time of the drill will be posted in each fire station at least 10-days prior to the drill and/or notification will be made by pagers announcements and/or schedules to be available at the station at the beginning of each month.

CHAPTER V

OFFICERS, QUALIFICATION, TERMS OF OFFICE

SECTION 1 *General*

- A. The department shall have a Board of Directors composed of seven (7) members. Members of the Board of Directors shall be:
 - 1. Residents or Property owners of the Barren River Fire district with exception to the firefighter positions that may live out of the district as long they are active.
 - 2. At least 21-years of age

3. Sustaining members in good standing
- B. A quorum of the board of directors will consist of THREE members.
- C. Directors shall each serve a term of two years with FOUR Directors being elected one year and THREE directors being elected alternate years.
- D. Directors will be elected at the annual meeting of the sustaining members. A 2/3-majority vote of the Sustaining members present shall be required to elect a Director.
- E. A maximum of two Board members may hold Fire Department line offices.
- F. There shall be no more than three Directors who are Active Fire Members.
- G. If a vacancy occurs on the Board of Directors, the Board shall appoint a sustaining member to that position.

SECTION II *Monthly Meetings*

- A. The board of directors shall conduct a monthly meeting on the fourth Monday of each month. Business at this meeting will concern the day-by-day operation of the department. The agenda shall be as follow:
 1. Report of the Treasurer
 2. Report & Minutes from the Board of Director's meeting
 3. Old Business – Read, make notes of corrections, and approve
 4. New Business
 - a. Board business items for discussion
 - b. Report from Fire Chief
 1. Items discussed at firefighter meetings subject to approval
 2. Report of Line Officers Status
 3. Report of committees/projects
 4. Firefighter status
 5. Items that require board approval (supplies, equipment, and repairs)
 6. Items for consultation with board
 - c. Expenditure approval (Bank transactions, invoices, reimbursements etc)
 - d. Open Floor discussion
- B. The board of directors will hold a monthly meeting to act on resolutions, appropriations, and other actions of the Active members taken at their regular monthly meeting, and to conduct other business that may be required for the orderly functioning of the Department.

SECTION III *Board Officers*

- A. The board of Directors will elect from its membership a Chairman, Vice-Chairman, Secretary, and Treasurer.
 1. Chairman- Shall preside at all Board of Directors meetings and the Annual Meeting of sustaining members. The Chairman will appoint any special committees deemed necessary by the board. The Chairman will be the Chief Executive of the Department. All items not under the specific or implied authority of any other department officer shall be referred to the Chairman for action. The Chairman will be elected at the first Board meeting after the Annual Meeting. The term of office shall be one year. In the absence of the Chairman, the Vice-Chairman will act in place.

2. Vice-Chairman- Shall be elected by and from the board at the first monthly meeting of the board following the annual meeting. The Vice-Chairman will preside at Board meetings in the absence of, or at the request of, the Chairman of the Board. The term of office shall be one year.
3. Secretary- Shall be elected by and from the board and shall answer all correspondence and report the Board's action to the department at monthly meetings. The secretary shall be responsible for reporting all department actions to the board and shall perform all other duties attendant to the office. The term of office shall be one year.
4. Treasurer- Shall be elected by and from the board and shall receive and disburse monies from the department's funds upon approval of the Board, Active members, and the Annual meeting of sustaining members. The treasurer shall sign all checks and perform all other duties pertaining to the office and shall deposit all monies. The Warren County Fiscal Court will legally bond the Treasurer. The term of office shall be one year unless deemed longer by the board of directors.

SECTION V *Line Officers*

1. Line officers- The order of descending rank of line officers shall be: Fire Chief, Deputy Chief, Assistant Chief(s), Captain(s). However, this is not to indicate that all duties, responsibilities, authority and privileges designated to the Fire Chief, Deputy Chief, Assistant Chief, Captain(s) shall automatically fall upon the remaining firefighters in the absence of the Fire Chief, Deputy Chief, Assistant Chief(s), Captain(s).
2. Officer Training- Line officers must attend a minimum of thirty (30) hours of scheduled department drills per year.
3. Fire Chief- Shall act as fire fighting officer and administrator for the day-to-day operations of the department. The fire chief will be elected by 3/4-majority vote of the active members of the department in alternate years. The term of office shall be two years. The requirements for Fire Chief are:
 - a. Shall have been an Active member for two years prior to assuming office
 - b. Must have a minimum of five years experience with an organized fire department, two years as a member of the Barren River Fire Department
 - c. Must be 25-years of age or older
 - d. Must be approved by the board directors
 - e. Must maintain Active membership status during his/her term of office
 - f. Must be a certified Kentucky volunteer fire fighter

The Fire Chief shall have the authority to appoint and recall the following line officers: Deputy Chief, Assistant Chief, and Captain(s). The board of directors should be advised of appointments and recalls. The fire chief shall have full command of the personnel, equipment, and properties of the department subject to the provisions of the By-Laws. The fire chief shall be an ex-officio member of all committees and the board of directors.

The Fire chief shall at his/her disposal a contingency fund not to exceed \$250.00 each month. These monies are to be used on in maintenance of buildings and/or equipment. A strict accounting of any monies spent shall be presented at the Board of Directors meeting following the purchase(s).

The Fire Chief shall have the authority to suspend or place on probation an active member until time when the Fire Chief's and line officers can meet within 14 days to discuss the suspension or probation. If the 14-day period is not met, the charges will be dismissed and firefighter reinstated. The fire chiefs will then make their recommendations to the Board Members. It shall take a 3/4-majority vote of the board members present to expel someone.

4. Deputy Chief- Shall be appointed by the fire chief and approved by the board of directors. The deputy chief(s) shall meet the following requirements:
 - a. Shall have been an active member for the year prior to assuming office
 - b. Must have a minimum of four years experience with an organized fire department, one year as a member of the Barren River Fire Department.
 - c. Must be at least 25-years of age
 - d. Must maintain active membership status during the term of office
 - e. Must be approved by the board
 - f. Must be a certified Kentucky volunteer fire fighter

The Deputy chief shall act as an assistant to the fire chief having such authority and duties as designated by the fire chief, act as fire fighting officer(s), and shall assume the duties of the fire chief at such times determined by the fire chief or Board of directors.

5. Assistant Chief- May be appointed by the fire chief and approved by the board of directors. The Assistant Chief(s) shall meet the following requirements:
 - a. Shall been an active member for the year prior to assuming office
 - b. Must have a minimum of four years experience with an organized fire department, one year as a member of the Barren River Fire Department.
 - c. Must be at least 25-years of age
 - d. Must maintain active membership status during the term of office
 - e. Must be approved by the Board of Directors
 - f. Must be a certified Kentucky volunteer fire fighter

The Assistant chief shall act as an assistant to the fire chief and/or deputy chief and having such authority and duties as designated by the fire chief, act as fire fighting officer(s), and shall assume the duties of the deputy chief and/or the fire chief at such times determined by the fire chief or Board of directors.

6. Staff Officers- The fire chief may appoint a safety officer, Fire Prevention Officer, Training Officer, Medical Officer and Engineer. Other individuals whom are qualified, who express an interest in performing such duties, and who are Active members of the department may be appointed by the chief with approval of the Board of Directors.
 - a. Safety officer- The fire chief shall appoint a safety officer at any incident or training when required. The safety officer shall also be designated as the infection Control officer. The Safety officer, or in his or her absence a designee of the fire chief or incident Commander, will be responsible for safety at each incident response or training exercise.
 - b. Fire Prevention Officer- The fire chief may appoint or designate a Fire Prevention Officer with the responsibility of establishing and maintaining a fire prevention program. Such a program should include inspections, public relations, and educational activities, and such activities that would benefit to the department and public in the area of Fire Prevention and Fire Protection.

He/she shall work with and under direct supervision of the fire chief or other designated line officer, and having such authority designated by the fire chief.

- c. Engineer- The Fire Chief shall appoint and delegate the responsibility for the maintenance and repair of all vehicles, fire fighting equipment and buildings of the department. The fire chief may also accept other assistance for the Engineer, but it shall be approved. He/she shall work with and under directly the fire chief or designated Line Officer, and have such authority as designated by the fire chief.
- d. Training Officer- The fire chief may appoint and delegate the responsibility for developing, scheduling, and conducting the monthly drills, driver and pump operator training, special drills, and other training activities. The training officer shall work with and directly under the supervision of the fire chief or other designated Line officer, and shall have such authority as designated by the fire chief.
- e. Medical Officer- The fire chief may appoint and delegate the responsibility for the medical officer to provide medical supplies inventory and EMT/ First Responder qualifications and certification to the Fire Chief(s).

CHAPTER IV

ADMINISTRATIVE PROCEDURES

SECTION 1

- A. Annual Meetings
 - 1. The annual meeting will be held within 120 days of commencement of new fiscal year at a date, time and location set by the board of directors and fire chief
 - 2. Sustaining members shall constitute a quorum for the transaction of business.
 - 3. Roberts Rules of Order shall govern the procedures of all meetings.
 - 4. Absentee votes may be cast in elections only provide the ballots are placed in sealed envelopes signed by the member on the face of the envelope, and filed with secretary prior to the call to order of the meeting.
- B. Departmental Meetings
 - 1. Will be held at the Fire Station monthly on a date and time scheduled by the fire chief or line officers.
- C. Training Sessions
 - 1. Will be held monthly at such time and place as designated by the fire chief or training officer.

CHAPTER V
NON-MEMBERS

SECTION 1

Non-members emergency responses are those occasions when a non sustaining member, individual, business, or institution and/or sustaining member who has failed to renew membership within a sixty-day (60) grace period requires the services of the Barren River Fire Department. The cost of each non-member response will be determined annually by the Board of Directors.

CONCLUSIONS

The By-laws are designed to cover conclusively all functions of the Barren River Volunteer Fire Department.

The By-laws may be amended only by a 3/4-majority vote of sustaining member present at a duly called annual meeting.

A By-law change or amendment may not be voted upon unless each Sustaining member has a thirty-day (30) notice of the annual meeting of the Barren River Fire Department. The requirement for such a notice may be satisfied by the Board of Directors, meaning that a notice be either mailed or by other means. The By-law change or amendment may or may not be voted upon at the annual meeting of the Barren River Fire Department and its Sustaining Membership.