

TONY VOLUNTEER FIRE DEPARTMENT

Department BYLAWS

Updated: August 2017



BYLAW COMMITTEE:

President Heath Jones (Chairman)

Secretary Janice Reed

Assistant Chief Tray Hunt

District Chief John Penny

Lieutenant Garrett Jones

Firefighter/EMT Kelsey Black

Firefighter Howard Reed

TONEY VOLUNTEER FIRE DEPARTMENT

1-1 The purpose of these Bylaws is to establish rules and regulations for the operation of the Toney Volunteer Fire & Rescue Department (to be known as the "Department" or "TVFD"). In the event of conflict between these Bylaws and the Certificate of Incorporation, the Certificate of Incorporation shall prevail.

1-2 It is the intent of these Bylaws to provide working rules and regulations for members' conduct, eligibility, and for Chain of Command and to establish those mutually acceptable guidelines designed to assure the continued operation of the Department's goals of protecting life and property from fire and disaster.

ARTICLE II AMENDMENTS

2-1 These Bylaws may be amended at any time. Proposed changes to the Bylaws must be submitted to the Secretary no less than 24 hours prior to a scheduled business meeting.

2-2 Once the proposed changes have been recorded and then read by the Secretary at the business meeting the proposed changes may be discussed. The decision and vote upon any proposed changes shall be delayed for a period of 30 days.

2-3 The changes shall be carried and shall become a part of this document upon a two-thirds majority vote of those present at that meeting, provided one-half of the eligible members are present or represented by an absentee ballot. In the event a majority vote is not accomplished, the amendment shall be tabled and resubmitted as provided in paragraph 2-2 of this article.

2-4 Any proposed changes submitted shall be reviewed by the Secretary and the Chief to determine conflict with the Charter. In the event a conflict is noted, the Chief shall state and request the author to either modify or to withdraw the proposed change.

ARTICLE III MEMBERSHIP

TONEY VOLUNTEER FIRE DEPARTMENT

3-1 Membership in the TVFD shall be open to any person of good character who is interested in fire suppression and protection, in emergency medical services, or in a support function.

3-2 Upon successful completion of a background check, all proposed members shall be fully aware of and shall fully obey each rule of the Department; all proposed members must read, must acknowledge by signature, and must understand these Bylaws upon making application to the Department.

3-3 FIREFIGHTER

Firefighter is open to any person 19 years of age or older and is able to meet the physical ability requirements of the position.

3-4 RETURNING FIREFIGHTER

If a firefighter resigns from the Department, that firefighter will have 30 days in which to reinstate without recourse. If the firefighter leaves for a period greater than 30 days, that firefighter will lose any rate or any time-in-service and will be required to re-apply for membership and will be required to meet all new applicant requirements.

3-5 EMERGENCY MEDICAL TECHNICIAN (EMT)

Emergency Medical Technician is open to any person licensed by the State of Alabama to give emergency care at the EMT level. TVFD is licensed as a Basic Life Support (BLS) provider. Any person possessing a higher license may only operate at the EMT level.

3-6 SUPPORT MEMBER

Support membership is open to any person showing an interest in the goals of the Department and who wishes to aid the Department in some way other than fire suppression or emergency services. A Support Member will have no voting rights and will not respond to an emergency event unless requested to do so by the Incident Commander (IC) or by an officer of the Department.

3-7 LIFE MEMBER

TONEY VOLUNTEER FIRE DEPARTMENT

This category may also be known as an "Advisor". The member must have 20 years of continued service with TVFD. Life Members will retain full voting rights.

3-8 APPLICATION

All membership applications shall be reviewed by the President, the Chief, the Assistant Chief, and/or the Senior Ranking District Chief and shall be presented to the membership at the next business meeting. Any person desiring membership shall be required to show a continued interest for a period of 90 days prior to the actual admission or rejection of the applicant. The acceptance of new members must be by a majority vote, provided one-half of the eligible voting members are present. Continued interest includes such items as attending meetings and responding to emergency calls. The applicant will only be permitted to observe operations; the applicant is not authorized to perform any firefighting or emergency support duties unless directed by the Incident Commander of the scene.

3-9 DUAL MEMBERSHIP

At no time shall an applicant, probationary member, or any status member have a dual membership, temporary membership, or appointed membership with another volunteer fire department. Any member, applicant, or probationary member who refuses to terminate the other membership will be immediately terminated from the TVFD.

DUTIES AND LIMITATIONS

3-10 FIREFIGHTER

Duties shall be assigned by the Chief, Assistant Chief, or a Fire Suppression Officer. No member shall drive any apparatus until certified to do so by the Training Officer. To operate an apparatus, a firefighter must be at least 21 years of age, must possess a valid driver's license, and must be certified on that particular apparatus. Any potential firefighter must complete Firefighter I certification designated by the Alabama Fire College within the first 2 years of obtaining membership with the TVFD. Any member who does not complete FFI within two years of initial acceptance will be moved to a support status and will not engage in firefighting duties and will not respond in a Department apparatus.

3-11 SUPPORT MEMBER

TONEY VOLUNTEER FIRE DEPARTMENT

Duties shall be those assigned by mutual agreement of the support member and the Department's elected/assigned officers. Support members cannot operate Department vehicles unless instructed by the Chief, the Assistant Chief, the President, or the IC of an active event. Support members, based on appropriate direction by an officer, shall respond a Departmental vehicle to non-emergency or community activities only. Support personnel are to only respond to emergency scenes when specifically requested by the IC or an officer.

3-12 EMT

3-12a Duties shall include the performance of patient care up to the level of EMT as administered by the Alabama Department of Public Health, EMS division (ADPH EMS) and the Department of Transportation (DOT). The EMT will assist the Advanced Life Support (ALS) provider in patient care as needed. Patient care responsibility will be relinquished to the ALS provider upon their arrival. The EMT will coordinate with the IC or Fire Ground Commander (FGC) in order to expedite actions required to accomplish good patient care.

3-12b A member who possesses a level higher than EMT may assist at that level after obtaining permission from the ALS provider. "Freelancing" without permission from the ALS provider will not be tolerated and may result in disciplinary action.

VOTING

3-13a Firefighters in good standing shall have full voting rights. The most up-to-date requirements to be considered in good standing may be found in the appropriate Standard Operating Guideline (SOG).

3-13b Elected Officers, Life members and/or advisors shall have full voting rights.

3-13c Firefighters in good standing may submit signed absentee ballots. The absentee ballots will be accepted "as is" and will remain sealed until the official vote count.

ARTICLE IV

TONEY VOLUNTEER FIRE DEPARTMENT

OFFICERS

4-1 The elected officers of the TVFD shall consist of the Fire Chief, the President, the Secretary, and the Treasurer.

4-2 Elected officers shall be nominated at the monthly business meeting in November of even numbered years. Elections will be held at the December business meeting. Elected officers will assume duties in January of odd numbered years.

4-3 If an elected officer resigns, the Chief shall appoint a member to fill the vacancy for a period of 90 days at which time a special election will be held to permanently fill the position.

4-4 Officers shall be elected by majority vote provided two-thirds of the eligible voting members are present. Eligibility requirements may be found in Article V of these Bylaws.

4-5 The Chief may appoint the following officers: Assistant Chief, Senior District Chief, District Chiefs, Line Officers, Truck Officers, Property Officer, Safety Officer, EMS Captain, EMS Lieutenant, Training Officer, Maintenance Officer, Communications Officer, Public Information Officer, and Facilities Manager. The Chief may assign additional duties to the appointed officers and shall attach such additional duties to the Bylaws. The number of officers shall be at the discretion of the Chief consistent with good firefighting/EMS practices.

ARTICLE V DUTIES OF OFFICERS

5-1 FIRE CHIEF

The Fire Chief (known as the "Chief") will administer, plan, direct, and control all aspects of the Department's fire suppression, fire prevention, EMS, and rescue activities. The Chief will administer applicable local, county, and federal fire codes and regulations. The Chief shall preside at all meetings and shall represent TVFD at all Madison County Association of Volunteer Fire Departments (MCAVFD) and Alabama Association of Volunteer Fire Departments (AAVFD) meetings. The Chief shall appoint committees and shall assign duties as required and will have supervisory authority over all Department members. The Chief shall have the right to sign checks for the Department. The Chief shall enforce the Bylaws, regulations, and guidelines.

TONEY VOLUNTEER FIRE DEPARTMENT

The Chief must have a minimum of seven years of service with TVFD, must have obtained Firefighter II certification designated by the Alabama Fire College, and must possess a valid EMT license.

5-2 ASSISTANT CHIEF/SENIOR DISTRICT CHIEF

The Assistant Chief will implement and will ensure that members follow departmental rules, policies, and procedures. The Assistant Chief shall assume the duties of the Chief in the event of the Chief's absence but will not possess authority to sign checks for the Department. In the event the position of Assistant Chief has not been filled or being utilized by the current Chief as a part of their command staff, the Senior District Chief will assume the duties of the Chief.

5-3 DISTRICT CHIEF

The District Chief will implement and will ensure that members follow departmental rules, policies, and procedures. The District Chief will participate in the training of members and will direct operations at an emergency event until a higher ranking officer arrives. The District Chief receives direction from and will report to the Chief, the Assistant Chief, or the Senior District Chief of any activities of special concern.

5-4 CAPTAIN

The Captain will ensure that members follow departmental rules, policies, and procedures. The Captain will participate in the training of members and will direct operations at an emergency event until a higher ranking officer arrives. The Captain receives direction from and will report to the Chief, the Assistant Chief, or the District Chief of any activities of special concern.

5-5 LIEUTENANT

The Lieutenant will ensure that members follow departmental rules, policies, and procedures. The Lieutenant will participate in the training of members and will direct operations at an emergency event until a higher ranking officer arrives. The Lieutenant receives direction from and will report to the Chief, the Assistant Chief, District Chief, or Captain of any activities of special concern.

5-6 PRESIDENT

TONEY VOLUNTEER FIRE DEPARTMENT

The President shall preside over business meetings in the absence of the Chief. The President shall be responsible for the administrative functions of the Department. The President shall handle all membership applications and shall maintain records of such. In the event of the President's absence, the Assistant Chief or the Senior District Chief shall assume the duties of the President. The President must have a minimum of five years of service with TVFD.

The President's position is for administration purposes and is not intended to be involved in the daily operations of fire suppression or emergency events except on a consulting basis. The President will work closely with all elected officers.

5-6a DEPARTMENT DUTIES

1. Accept, process, and file all membership applications.
2. Maintain a personnel file on all members.
3. Serve as the contact for the Department insurance carrier.
4. Investigate, process, and file all accident and loss claims.
5. Ensure proper accident reports and insurance claim forms are placed in all Department vehicles.
6. Secure and file Bills of Sale, titles, tags, contracts, lease agreements, and other relative paperwork on all Department vehicles and property.
7. Maintain record of all meeting minutes and Treasurer's reports.
8. Serve as chairperson on rewrites, updates, or additions to the Bylaws.
9. Monitor fuel consumption.
10. Assist in applying for federal, state and local grants.
11. Keep track of members who are eligible to receive length of time or other awards.
12. Keep track of members who are required to complete FFI or FFII recertification.
13. Collect payment and process paperwork for those members who wish to obtain accidental death and dismemberment insurance from the AAVFD.
14. Compile proper paperwork and forms for Insurance Service Office (ISO) recertification.
15. Maintain and file contracts and agreements on fundraising projects.
16. Co-sign on loan agreements and possess check writing privileges.
17. Promote positive public relations in the community.
18. General record keeping.

5-6b COUNTY DUTIES

TONEY VOLUNTEER FIRE DEPARTMENT

1. Attend Chiefs/Presidents and MCAVFD meetings.
2. Serve on various MCAVFD committees.
3. Monitor county mil tax budget.
4. Submit and file payment requests to the county purchasing office for any funds received from the county mil tax budget.
5. Monitor payments from the county mil tax budget which are provided to the county maintenance garage.
6. Monitor utilities and communications payments received from the county mil tax budget.
7. Work closely with the MCAVFD President.
8. Submit specifications to the county purchasing office for items subject to the bid process.
9. Acquire from the county purchasing office all vehicle tags for Department vehicles.
10. Maintain a working relationship with local and state Elected Officials.
11. Attend county commission meetings for fire related issues.

5-6c STATE DUTIES

1. Maintain a working relationship with the president of the AAVFD.
2. Attend the annual AACFD conference and dinner when possible.
3. Attend firefighter appreciation events.
4. Know who to contact and how to process claims in the case of a death in the line-of-duty.
5. Arrange for a state honor guard to stand by at a member's funeral.
6. Know, correspond, and work with district state legislators.

5-7 SECRETARY

The Secretary shall record detailed minutes at all official Department meetings. The Secretary shall be responsible for all attendance records and official Department communications and/or documents sent and received. The Secretary shall inform the Department of all correspondence at the direction of the Chief or the President. The Secretary must have a minimum of two years of service with TVFD.

5-8 TREASURER

The Treasurer shall receive, record, and deposit all monies of the Department. The Treasurer will ensure all bills are paid on time, will keep all receipts, and will account for all disbursements and funds-on-hand as well as those committed. The Treasurer will provide a monthly financial statement of the Department's financial status. The Treasurer will process all purchase orders and will keep accurate records of such. The Treasurer will provide donation

TONEY VOLUNTEER FIRE DEPARTMENT

receipts when requested. The Treasurer must have a minimum of three years of service with TVFD.

5-9 PROPERTY OFFICER

The Property Officer shall be responsible for the recording of all properties belonging to the Department and the property of the agencies consigned, loaned, or otherwise in use by the Department. The Property Officer will conduct an inventory of Department property twice each year (semi-annually).

5-10 EMS CAPTAIN

The EMS Captain shall be directly responsible for the EMS program including correspondence with outside public safety agencies. The EMS captain shall mediate all disputes among EMTs or among EMTs and firefighters. The EMS captain may suspend an EMT committing a life threatening act toward a patient. A Special Review Board (SRB) will be convened to investigate charges and will recommend additional disciplinary actions. The EMS captain shall keep records of and is responsible for procuring EMS supplies and equipment. The EMS Captain will be responsible for EMS reports and staffing duties. The EMS Captain will report to the District Chief assigned by the Chief.

5-11 EMS LIEUTENANT

An EMS Lieutenant may be appointed if necessary. The EMS Lieutenant shall assume the duties of the EMS Captain as needed. The EMS Lieutenant will be assigned specific duties, as needed, by the Chief or the EMS Captain.

5-12 SAFETY OFFICER

The Safety Officer shall be the overseer of the Department for safety concerns. The Safety Officer will be on constant lookout for any safety problems on or off an active event. If an unsafe condition is discovered, the Safety Officer has the authority to stop all operations and will report the event to the IC and/or the Chief. In the absence of the appointed Safety Officer on an active event, a Safety Officer will be appointed by the IC. The Safety Officer on an active event must be a line officer. The appointed Safety Officer will constantly monitor all actions and all equipment in-use and any defects to be repaired or replaced. The appointed Safety Officer must have or obtain Fire Department: Incident Safety Officer certification designated by the Alabama Fire College.

5-13 TRAINING OFFICER

TONEY VOLUNTEER FIRE DEPARTMENT

The Training Officer will be responsible for the proper training of all Department personnel. The Training Officer must be certified at the level of Fire Apparatus Operator/Driver as designated by the Alabama Fire College. The Training Officer shall coordinate all training for the Department and will be responsible for the training and certification of all firefighters on all apparatus and all fire/rescue equipment. The Training Officer will be responsible for all records of training and all certifications consistent with ISO standards. The Training Officer will ensure that any member desiring to respond in any Department vehicle has successfully been certified to operate that vehicle.

5-14 TRUCK OFFICER

The Truck Officer will be appointed by the Chief for each Department vehicle and will maintain proper inventory of equipment for that vehicle. The Truck Officer is authorized to conduct training of that specific vehicle and will inform the Training Officer of those members who have successfully completed all training requirements. The Truck Officer must ensure that the vehicle is in a state of readiness and will report any problems to the station assigned officer. The Truck Officer has the authority to place a vehicle out-of-service if it is deemed the vehicle could present a hazard to other members or the community.

5-15 FACILITIES MANAGER

The Facilities Manager shall be responsible for coordinating maintenance and alterations to the stations' premises. The Facilities Manager will report monthly to the Department.

5-16 INCIDENT COMMANDER

The Incident Commander (IC) is in charge of an active event and may serve as the PIO in the event the appointed PIO is not present at the event. The IC will be the senior officer or senior firefighter on the scene.

5-17 BOARD OF DIRECTORS

A body known as the Board of Directors (BOD) shall consist of no less than two elected officers, two appointed officers, and two members-at-large and will address any extenuating situations which may arise within the Department. The BOD shall approve any decision authorized within these Bylaws requiring a timely decision. The BOD is defined in the Articles of Incorporation, as further defined by the Bylaws.

5-18 LINE OFFICERS

TONEY VOLUNTEER FIRE DEPARTMENT

Line Officers will be appointed by the Chief. Line Officers may be designated as the Assistant Chief, District Chiefs, Captains, and Lieutenants. Any Line Officer must have certification to at least the FFI level which includes a 160-hour certified course of training and two years of active service in good standing with the TVFD. The Chief and the Training Officer will determine if a member has the equivalency of training at the FFI level.

5-19 COMMUNICATIONS OFFICER

The Communications Officer shall be responsible for communications equipment repair, issuing new personnel numbers, communications between the Department and County Fire Dispatch (CFD) in administrative matters, and shall represent the Department at MCAVFD meetings.

5-20 PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) will be the liaison between the Department and the public which includes media sources. The PIO is responsible for issuing press releases, answering queries from the media, and for arranging interviews with other interested parties. The PIO will report directly to the Chief.

ARTICLE VI ON-DUTY LIMITATIONS

6-1 The purpose of this article is to define the attendance at any regular meetings (business, training, or maintenance), any other properly called meeting or gathering for pleasure or business, or any execution of Department duties whether for emergency response or community activity.

6-2 Each Tuesday shall be a scheduled meeting session, beginning at 7:00 p.m. as follows:

First	Training
Second	Work
Third	Business Meeting
Fourth	Work
Fifth	Free night or on-call, as declared by the Chief

TONEY VOLUNTEER FIRE DEPARTMENT

6-3 An Officers' meeting will be held prior to the Business Meeting or at the Chief's discretion.

6-4 During Department meetings/functions there will be NO TOBACCO USE in the room or the area where the event is being conducted. According to government standards, no tobacco use will be allowed within a 50 feet radius of any building or event. This includes requirements established by other departments which have eliminated all tobacco use at all events.

6-5 No member shall consume any type of alcohol or drugs or shall appear to be under the influence of these while performing any Department duties. Any person appearing to be under the influence will be asked to leave and will be subject to disciplinary action. The exception to this will be the consumption of medication prescribed by a licensed physician which does not alter the member's ability to perform duties. The member must be able to perform duties without any modifications.

6-6 No member will, by his/her actions, knowingly place another person in the position of jeopardy or hazard.

6-7 All members shall follow the department's Chain of Command. Emergency operations shall be directed by the IC or FGC and any directives by any Line Officer will be obeyed immediately. In the event of multiple Department operations, each member shall be bound by the County's mutual aid agreement between departments.

6-8a Any member missing four consecutive meetings, without proper notification (Unexcused), will be considered not in good standing and may be subject to action by the Review Board. In order to return to a status of good standing, the member must attend four of six consecutive meetings. Missed meetings may be excused for death, sickness, vacation, schooling, or work-related reasons with proper notification. To obtain an excused absence, the member must notify their Officer prior to the meeting start time.

FIREFIGHTER/EMT - Minimum yearly participation is 12 training sessions, 10 maintenance/work night sessions, and 10% of monthly emergency alarms.

OFFICERS - Minimum yearly participation is 12 training sessions, 10 maintenance/work night sessions, and 15% of monthly emergency alarms.

6-8b If a member does not meet the quarterly minimum requirement, the Chief, or the Chief's designated officer, will issue a written warning. If the member fails to meet the minimum requirements for any two consecutive quarters, the Chief and the Review Board will consider revoking the individual's

TONEY VOLUNTEER FIRE DEPARTMENT

membership in the Department. Over any period of time, continued failures to meet the required minimum participation levels will result in termination of membership. Failure to meet the minimum participation requirements shows either a lack of dedication or too many conflicts with other activities and obligations. Minimum participation is required to assure the member is aware of changes in the Department, maintains proper training levels, and is developing team interactions and relationships which are critical to safety and efficient operations within the Department. Unless extenuating circumstances exist, members whose response rates fall below the required minimums shall be disciplined in the following manner:

- **First occurrence: evaluation of participation by Review Board*;
oral reprimand**
- **Second occurrence: written reprimand; possible suspension**
- **Third occurrence: expulsion by Board of Directors**

6-8c Members who are under any disciplinary action must continue to attend all training sessions, assigned maintenance sessions, and other required functions unless excused in advance by the member in charge of the function and the Chief. The member must respond to calls when available. If participation does not improve during these periods, membership may be revoked and **the member will return all assigned equipment to the Department within 48 hours of dismissal.**

* The Review Board consists of Chief, President, District Chief, and one randomly selected active firefighter. Consult the appropriate SOG for further explanation for this requirement.

ARTICLE VII SUSPENSIONS AND DISCIPLINARY ACTIONS

7-1 The Chief shall have the authority to relieve any member from duties at any time for just cause. The member may appeal the removal from the Department through the Disciplinary Review Board process.

7-2 "Just cause" includes, but is not limited to, intentional defamation of the Department, theft, blatant and intentional violations of the Department Bylaws or the Certificate of Incorporation, or intentionally endangering other members lives or a patient's life.

7-3 A Disciplinary Review Board shall consist of two elected officials, one line officer, and two members-at-large. The Disciplinary Review Board members will be randomly drawn. After the random drawing, the remaining line officers

TONEY VOLUNTEER FIRE DEPARTMENT

will be included in the drawing for members at large. The Chairman of the Disciplinary Review Board shall be elected for each event. It is the responsibility of the Chairman to determine if a conflict of interest exists with any of the members of the Board and will decide if a Board member should be replaced. No member of the Disciplinary Review Board will have a vested interest in the plaintiff or defendant either by blood or by marriage.

7-4 A Disciplinary Review Board shall be formed in the event a member in good standing has brought written charges against another member or if a member has been temporarily suspended.

7-5 Requests for a Disciplinary Review Board and the charges being brought must be submitted in writing and will be presented to the Chief or to the Assistant Chief, as appropriate.

7-6 Should there be a charge against an elected official, that official shall not be a member of the Disciplinary Review Board. That position shall be replaced by a Line Officer which is chosen in a random drawing.

7-7 Neither the plaintiff nor the defendant will be allowed to serve on the Disciplinary Review Board.

7-8 It shall be the duty of the Chief or the Assistant Chief to assure that the concepts of the Department's regulations/guidelines are enforced. The Chief or Assistant Chief shall have the right to temporarily suspend any member from the Department for a period of 30 days. If the member feels the suspension is unjust, that member has the right to ask for a Disciplinary Review Board to be formed.

7-9 The Disciplinary Review Board must meet within 14 days of the request. In the event the Disciplinary Review Board fails to meet within 14 days, all restrictions associated with the suspension shall be waived.

7-10 In the event that a breach of regulation/guideline is determined, such action will be reported in writing to the Chief or to the Acting Chief. The Disciplinary Review Board shall then decide a course of action to be taken.

7-11 The Disciplinary Review Board's decision will be governed by the Bylaws. In the event an incident is not covered by the Bylaws, the Disciplinary Review Board will have the authority to render a decision based on an agreement of the majority of its members.

7-12 The Disciplinary Review Board's decisions shall be given in writing to the individual charged. After the individual has been informed, the results and

TONEY VOLUNTEER FIRE DEPARTMENT

charges will be made public. Decisions rendered shall be final and no additional appeals may be entered.

ARTICLE VIII COURTESY INSPECTIONS

8-1 If contacted by an individual or business, TVFD may perform a courtesy inspection of private or public buildings. These "inspections" will be deemed a pre-fire planning event since TVFD is not authorized to perform actual fire code inspections.

8-2 When an inspection is requested by the owner or tenant of a building, the Chief will be notified of the request and will assign Department personnel to perform the courtesy inspection.

8-3 The Chief will arrange a time and date with the owner or tenant and will inform the inspection team. No inspection will be carried out by one individual. The Department will not engage in an unannounced inspection.

8-4 All courtesy inspections shall be carried out by no less than two certified firefighters with the owner or tenant being present on the tour.

8-5 The result of an inspection shall be reviewed by the Chief and/or the Assistant Chief/District Chiefs for further action. The inspection team will mark no official determination of building code violations unless a licensed inspector is in attendance and the licensed inspector signs the inspection form. The county's Fire Marshal's Office or Authority Having Jurisdiction is responsible for performing an official fire inspection.

ARTICLE IX DIRECTIVES

The Chief may issue department operational directives as the need arises but shall limit those to operational procedures and will assure that such directives will not conflict with the Certificate of Incorporation or these Bylaws.

ARTICLE X EQUIPMENT AND PROPERTY

10-1 The Property Officer will take charge of all Department property. The Property Officer will issue personal protective equipment (PPE) and all related

**17
5/15/17**

TONEY VOLUNTEER FIRE DEPARTMENT

equipment to each member. Used gear may be issued to new applicants if available.

10-2 Each member will sign for all gear issued and will need to note its condition at the time. When a member resigns from the Department, that member must turn in all gear to the Property Officer. That member must reimburse the Department for any missing or damaged gear. Members will be given credit for normal wear and tear. Payment rates and schedules will be set by the Review Board.

10-3 The use of TVFD equipment, apparatus, PPE, and/or supplies for anything other than TVFD functions must be approved by the Chief, the Assistant Chief, or a District Chief. Any equipment, apparatus, PPE, or supplies removed from the TVFD district in support of other departments for mutual aid or training must be requested by the mutual aid department or the County Fire Dispatch. Those items must be approved by the Chief, the Assistant Chief, or a District Chief prior to being transported or utilized. Any equipment, apparatus, PPE, or supplies used shall be returned in the same working order and condition they were in prior to use. At no time shall a member self-dispatch Department equipment, apparatus, PPE, or supplies prior to a mutual aid request. An exception will be granted if the incident is unintentionally discovered prior to being dispatched or requested.

ARTICLE XI PERSONAL PROPERTY DAMAGE

11-1 Personal property damage will not be the responsibility of the Department. In the event that Department property is damaged, lost, or stolen and that property cannot be recovered by the individual's insurance coverage, the Department may be asked to assist in recovering damages. If the Department is asked to assist, a three member Property Damage Committee will convene. Any member may request that the Property Damage Committee convene by submitting a written request to the Chief or to the Property Officer.

11-2 The Property Damage Committee will consist of one elected officer, the Property Officer, and one member-at-large. The elected officer and the member-at-large shall be drawn from names in a hat. The plaintiff's or defendant's name will be removed from all consideration. The member-at-large cannot be related, either by blood or by marriage, to the plaintiff or the defendant. The chairman of the Property Damage Committee will be elected by the members of the Property Damage Committee and will have the responsibility of deciding if any members of the Property Damage Committee have a vested interest in the plaintiff or defendant and will have the power to

TONEY VOLUNTEER FIRE DEPARTMENT

remove and replace that Property Damage Committee member in the same fashion as the original member was selected.

11-3 The plaintiff and the defendant have the right to give testimony to the Committee before any decision is rendered.

11-4 The Property Damage Committee's decision shall be given in writing to the plaintiff or defendant and filed in a property damage folder maintained by the Property Officer. All decisions rendered shall be final.

11-5 In the event a majority of the Property Damage Committee feel that disciplinary action or suspension may be warranted, the Property Damage Committee chairman will request a Review Board for further investigation. Members of the Property Damage Committee cannot request a Review Board as a result of information disclosed regarding this Property Damage Committee's investigation.

ARTICLE XII TRAINING FUNDS AND CONTRACTS

12-1 All members in good standing are eligible to receive funds for fire or EMS training. All members that receive reimbursement after successful completion of a training course will be required to sign a training agreement that is issued between the Department and the trainee. The training agreement will state the terms of the agreement which will include the amount disbursed, the specific type of training, the length of obligated service, and all other pertinent facts related to the agreement.

12-2 All requests for fire-related continuing education training must be approved by the Training Officer. All requests for EMT training and EMT Continued Education Unit (CEU) classes must be approved by the EMS Captain or EMS Lieutenant.

12-3 All training agreements must be completed and submitted for approval prior to the training event if reimbursement is expected.

12-4 The Department will fund the following classes: Certified Volunteer Firefighter I (FFI) and Certified Volunteer Firefighter II (FFII), Hazardous Materials (HAZMAT) training, fire management, officer training, and EMT training. Any other training may be approved after appropriate justification is provided and any specific terms are worked out including an appropriate time for proper consideration of the training event.

TONEY VOLUNTEER FIRE DEPARTMENT

12-5 TRAINING FUNDS REVIEW BOARD

A Training Funds Review Board (TFRB) shall be convened upon a member's departure with a fire service training agreement in place or if a member cannot complete his/her training. The TFRB has the authority to review the service agreement and to decide if repayment is needed and will decide the terms of such repayment. The Property Officer shall have the authority to carry out the decision of TFRB by reclaiming TVFD property from the previous member. The TFRB has the authority to commute debt repayment based on service to the Department if a member resigns from the Department for reasons beyond his/her control.

12-6 The TFRB shall be convened in the same manner as the Disciplinary Review Board. The TFRD's decision is final.

12-7 If a member chooses to pursue EMT certification, the member must initially fund the training, will secure and provide receipts, and may be reimbursed once the member has acquired EMT certification. Upon repayment the member must serve two years of active membership in good standing to avoid repayment of the funds. Shorter courses will be decided upon a case-by-case basis by the TFRB if the member leaves service to the TVFD. The time commitment served will begin when the certification is officially documented.

ARTICLE XIII REIMBURSEMENT POLICY

13-1 The TVFD has been given the authority to submit requests to insurance agencies for reimbursement of time, manpower, and equipment usage rendered during fire, emergency response, and motor vehicle accident events.

13-2 The request for reimbursement will be in the amount of no greater than \$1,000.00. The amount to be reimbursed will be submitted to the insurance agency of the customers for which service was rendered.

ARTICLE XIII SOCIAL MEDIA POLICY

TONEY VOLUNTEER FIRE DEPARTMENT

14-3a The purpose of this article is to define and regulate the use of social media by TVFD members.

14-3b DEFINITIONS

14-3b.1 Social media: forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content. The term social media includes, but is not limited to, social networking sites such as Facebook, Instagram, Twitter, Myspace, LinkedIn, Twitter, Google+, and YouTube.

14-3b.2 TVFD social media site: a social media site created, maintained, and controlled by TVFD.

14-3b.3 Personal social media: social media content maintained and controlled by a member of TVFD.

14-3c SCOPE

This policy applies to the use of personal social media relating to a member's duties and to social media on TVFD social media sites.

14-3d TVFD SOCIAL MEDIA SITES

14-3d.1 TVFD social media sites shall not be created without the approval of the Chief or the Chief's designee.

14-3d.2 All content posted on TVFD social media sites shall be approved by the Chief or the Chief's designee.

14-3d.3 Social media content on TVFD social media sites shall adhere to all applicable laws, regulations, and policies including the records management and retention requirements set by law and regulation.

14-3e PERSONAL SOCIAL MEDIA

14-3e.1 No information, videos, or pictures gathered while on TVFD business (including emergency calls, meetings, drills, details, and training sessions or anything obtained on Department property or at Department functions) may be shared or posted in any format without the approval and written consent of the Chief or the Chief's designee.

14-3e.2 Speech that impairs the performance of TVFD, undermines discipline and harmony among members, or negatively affects the public perception of

TONEY VOLUNTEER FIRE DEPARTMENT

TVFD or Madison County is prohibited and may be subject to disciplinary action.

14-3e.3 Social media content shall adhere to all applicable laws, regulations, and TVFD policies.

14-3f GUIDELINES FOR USE OF PERSONAL SOCIAL MEDIA

14-3f.1 Members will not share confidential or proprietary information concerning TVFD or Madison County.

14-3f.2 Members will not violate TVFD or Madison County policies and procedures.

14-3f.3 Members will not display TVFD or Madison County logos, uniforms, or similar identifying items without prior written permission.

14-3f.4 Members will not publish any materials that could reasonably be considered to represent the views or positions of TVFD or Madison County without authorization.

14-3g OWNERSHIP OF DATA AND MONITORING

14-3g.1 TVFD owns the right to all data files in any TVFD-owned computer, network, phone, or other information system.

14-3g.2 TVFD also reserves the right to monitor electronic mail messages (including text and instant messaging systems) and their content created, viewed, or accessed on TVFD computers, networks, and phones.

14-3h NONCOMPLIANCE

14-3h.1 Inappropriate use of social media may result in disciplinary action, up to and including termination, against any member of TVFD.

14-3h.2 A Review Board will be convened to investigate the occurrence and will recommend an appropriate action to be taken.

Article XV Harassment/Discrimination Policy

TONEY VOLUNTEER FIRE DEPARTMENT

15-1 The TVFD harassment/discrimination policy includes all elements which may be construed as any form of harassment or discrimination, including but not limited to in nature: age, gender, ethnicity, religion, sex, race, color, creed, sexual orientation, or physical disability.

15-2 The TVFD strives to maintain an environment of mutual respect, free of all forms of harassment or discrimination. Inappropriate behavior, such as offense; makes members feel intimidated or humiliated at work sessions, meetings, or on-scene of emergency events; negatively impacts member morale; or interferes with work performance will be considered and treated as harassment and/or discrimination. Harassment/discrimination includes members of the Department and all members of the community served.

15-3 Harassment/discrimination may include but is not limited to bullying, intimidation, insults, inappropriate touching/eye-contact/facial expressions, inappropriate comments, malicious gossip, victimization, failure to promote to a higher position, etc. Members should not be obliged to tolerate any form of misconduct that undermines the integrity of their relationship with the Department or that which creates a hostile work environment. While it is recognized that there are married couples/dating couples in the Department, those members should limit incidences of public displays of affection (PDA).

15-4 While it is impractical to list all occasions which would constitute harassment or discrimination, the following examples are presented:

Sexual harassment

Discriminatory harassment

Unwelcome sexual advances, which includes any inappropriate act of touching another member

Requests for sexual favors or coerced sexual acts

Derogatory comments on a person's ethnic heritage or religious beliefs

The display of objects, jokes, cartoons, or comments which are degrading to other members.

15-5 If a member experiences or witnesses harassment or discrimination by any other member, that member is obliged to report the incident as soon as possible to their immediate officer or to the Chief. All reports will be discreetly and confidentially investigated to determine whether harassment or discrimination has occurred.

15-6 Grievance Procedure

TONEY VOLUNTEER FIRE DEPARTMENT

15-6a All officers are responsible for ensuring that policies designed to prohibit harassment/discrimination in the workplace are applied at all times and that all procedures and practices are free of discrimination. All members are obliged to follow legal guidelines and Department policies.

15-6b In cases when rules are adjudged to have been violated, members can address the offender directly. If the issue is not resolved, the complainant should report it to their immediate officer or to the Chief. The report will be investigated in a timely fashion and all parties will be contacted for information. The member that suffered the offense will be protected against any further form of harassment, discrimination, or victimization.

15-7 Disciplinary Consequences

Any such action, when determined to be accurate, will bring prompt disciplinary steps against the offending party which may include counseling, warnings, suspensions, or termination as determined by a special review board. Based on the severity of the offense the offending member may be immediately terminated by the Chief with just-cause.