

EDISTO BEACH VOLUNTEER FIRE DEPARTMENT

BY-LAWS

September 22, 2005
(Revised July 23, 2015)

Article I. MISSION STATEMENT

Mission Statement

The mission of the Volunteer Fire Department is to provide support to the Edisto Beach Fire Department.

Article II. MEMBERSHIP AND BENEFITS

A. Membership

The minimum requirements to qualify as a volunteer firefighter are as follows:

- 18 or older,
- possess and maintain a valid driver's license and proof of vehicle insurance,
- have legal status to work in the U.S.,
- pass a criminal background check,
- complete CPR training,
- complete National Incident Management System training, modules 100b, 200b, 700a and 800b.

No special health or physical requirements exist unless advancing to the suppression category.

B. Benefits (Available upon six (6) months of eligible service)*

Although unpaid, benefits for the volunteer firefighters include:

- dental insurance**,
- life insurance**,
- disability insurance**, and
- a \$3,000 deduction on S.C. state income taxes***.

* Eligibility for benefits is based upon successful completion of the membership qualifications and attendance at 70% of business meetings and training, unless excused by the VFD Officers.

** A copy of insurance benefits will be available at the Fire Department for members

***All eligible members that earn at least 70 points according to the SC Fire Marshall's Volunteer Incentive Program are entitled to the full deduction as certified by the Fire Chief. Each eligible member shall receive the incentive documentation form from the Fire Chief no later than January 31 of each year.

- C. Once an applicant for membership has successfully completed six months and met all eligibility requirements, including CPR and NIMS, they are entitled to voting privileges and can hold office. The six month requirement can be waived by the Officers depending on member qualifications and circumstances.

Article III.

CLASSES OF VOLUNTEER MEMBERSHIP

A. Suppression Members

Any person who has elected to be a fire suppression member shall complete all of the necessary suppression training as outlined in the department's standard operating guidelines. However, he/she shall have his/her name on the roster of active members and be considered as a support member entitled to all privileges and subject to all duties of active membership until such time as suppression training is completed. Suppression membership in the Volunteer Fire Department shall be open to volunteers physically qualified according to NFPA 1582 or higher, *Standard on Comprehensive Occupational Medical Program for Fire Departments*, and available to serve in the event of a fire or disaster. All suppression members must complete the annual training requirements for non-suppression personnel. Suppression members have voting privileges after six (6) months of eligible service.

B. Support Members/Non Suppression

Support members assist with peripheral duties at an incident. Support members must be trained and certified to perform the duties in which they are involved. Support members have voting privileges and may receive benefits after six (6) months of eligible service. All support members must complete the annual training requirements for non-suppression personnel.

C. Associate Members/Candidates

Associate membership is primarily social. This classification of membership has no voting privileges and does not receive benefits. This class of membership shall be open to all persons interested in furthering the work of volunteer fire department. Associates shall not be active firefighters and are not expected to respond to calls. Associates, if they so desire, can move up to another level.

D. Inactive Members

An active member may elect to go into inactive status due to special circumstances with approval of the volunteer fire department officers. Inactive members may return to active status by majority vote of the officers.

Paid Firefighters are not members of the volunteer fire department and have no voting rights.

All members in good standing will be members of the South Carolina Firefighter's Association. Association dues will be paid using the appropriate Insurance and Inspection Funds.

All equipment and uniforms issued to the members are the property of the department. These items should be maintained by the member and used for firefighting only. Members are responsible for equipment assigned to them. Members may be assigned additional responsibilities based upon completing qualification requirements outlines in the departmental standard operating procedures. Should the member resign or his/her services be terminated for any reason, he/she shall be required to return all equipment and uniforms issued to the President of the Volunteer Fire Department.

The Volunteer Fire Department officers may reinstate past members at their discretion by majority vote.

Article IV.

DUTIES

- A. Training/certification is mandatory and at no time is any member to perform outside of their level of training.
- B. Suppression and support members will receive emergency data messaging on their smart phones and respond to calls.
- C. When responding to calls, members shall immediately report to the Incident Command Post for assignment and provide accountability tag. Members who do not report to the Command Post for assignment will not be credited for the response.
- D. On an alarm, all suppression or support members shall report to command immediately to the location requested and do all in their power, under the direction of the officers in charge, to mitigate the event. When responding to calls, do not use emergency flashers and obey all traffic laws.
- E. All suppression or support members shall aid in returning the apparatus and equipment to the fire station, unless permission is given by one of the officers in charge to leave the scene.
- F. After all duties have been performed, members then shall be at liberty to depart.
- G. When a disregard has been given by the officer in charge, it will not be necessary to report to the location or station unless ordered to do so by the officer in charge.
- H. The department shall operate on the Incident Command System. When any member of the department becomes a persistent agitator or causes dissension and disrupts the functioning and harmonious atmosphere within the organization, he/she shall be required to explain his/her behavior or action to the President of the Volunteer Fire Department. Should he/she not give an acceptable explanation, President shall take such action with volunteer FD officer approval, as deemed necessary up to and including dismissal from the volunteer department.
- I. Volunteer Fire Department Incident Response guidelines: Qualified volunteers receive compensation for calls they respond to. The amount of compensation is a budgeted amount controlled by the Town of Edisto Beach and approved by Town Council. Compensation is dependent on approved funding and Town Council reserves the right to make changes in this policy.
- J. After any member of the department has had two (2) unexcused absences from regular business meetings, the secretary shall notify the member in writing. If any member is

absent from three (3) consecutive business meetings without a good acceptable cause, he/she is automatically moved to associate status and benefits will be discontinued.

Article V.

OFFICERS

Elections for President, Vice President, Secretary and Treasurer shall be conducted annually at the January business meeting or at such time as vacancies occur. The members shall select officers by majority vote of the Volunteer Fire Department from eligible voting members.

Article VI.

DUTIES OF THE OFFICERS

A. President

1. The President shall preside at all meetings of the Edisto Beach Volunteer Fire Department and shall have the right to vote on all matters of business transacted by the organization.

A. The President shall appoint standing committees.

- Flower Committee
- Fundraiser Committee
- Budget Committee
- Training and Recruitment Committee

2. Additional committees may be established as may be deemed necessary by the members of the department and appointees named at the President's discretion.

3. President shall represent the department on the Board of Trustees of the Insurance and Inspection Fund

B. Vice-President

1. The Vice-President shall assist the President and preside when needed over meetings and all matters in the absence of the President.

C. Secretary

1. The Secretary shall record and report minutes of all business meetings.

2. The Secretary shall keep a record of all drills.

3. The Secretary shall handle correspondence as assigned by the President.

4. The Secretary shall have agendas and minutes posted to the Town's website.

D. Treasurer

1. The Treasurer shall be responsible for an accurate accounting of all funds of the department.

2. The Treasurer shall submit a summary financial report at each meeting.

3. The Treasurer shall assist the Town's Finance/Budget Analyst, as needed, in other money matters involving the Department.

4. The Treasurer shall be responsible ensuring that all purchases follow the policies and procedures of the Town of Edisto Beach.

Article VII.

DUTIES OF COMMITTEES

Flower Committee. It shall be the duty of this committee to send flowers to any member, active or honorary upon the death of any member of his/her immediate family including husband, wife and children living at home and upon the birth of a child of the member, active or honorary. Up to \$100.00 was approved for flowers or donation to an approved charity.

Fundraising Committee. It shall be the duty of this committee to plan and direct the department's fundraising events

Budget Committee. It shall be the duty of this committee to prepare a balanced annual budget for submission to the Town Council for approval. The amount of available funds will be presented to the Town Council by the Chief. The budget must be approved prior to June 30.

Training and Recruitment Committee. It shall be the duty of this committee to coordinate with the Fire Department to provide monthly training and recruitment efforts.

Article VIII.

MEETINGS

Regular Business Meetings will be held on Thursday of the last full week (Monday through Saturday) of each month at 6:30 pm. The Annual meeting and training schedule will be presented in January to the membership for approval.

Drill or Training Meetings will be held as scheduled by the President or his designee. Training will be held at 5:30 pm prior to the Business Meeting. Exceptions will occur from time to time and members will be notified by e-mail or by phone call. It is the responsibility of the individual members to insure their e-mail addresses and phone contact numbers are kept current.

Special Meetings may be called by the President in accordance with the provisions for open meetings.

Article IX.

QUORUM

A majority of the voting members of the current roster of the Edisto Beach Volunteer Fire Department shall constitute a quorum for the transaction of official business.

In the event of a time sensitive business matter, members of the Volunteer Fire Department may be polled for consensus and guidance to proceed and a majority (>50% voting members) consensus must be achieved. Documentation must be kept to validate the consensus and an official vote must be taken and recorded at the next scheduled business meeting.

Article X.

FIRE COMMITTEE

The Fire Committee shall consist of the Fire Chief, the Town Mayor, and the Volunteer Fire Department President.

The committee will develop the Insurance and Inspection budget to be submitted to the Board of Trustees of the firemen's insurance and inspection fund (SC Code Sections 23-9-310 and 23-9-320) and subsequent Town Council approval. The committee shall meet upon call of the Chair. The Fire Chief shall make such reports as may be appropriate to Town Council.

Article XI.

APPROVALS

The preceding document was approved by a majority vote of the Edisto Beach Volunteer Fire Department membership on this 23rd day of July 2015.

ADOPTED by the Mayor and Edisto Beach Town Council duly assembled this ___ day of _____ 2015.