

# Taylorville Fire Department

## Volunteer Service

### BY-LAWS

The Taylorville Fire Department Volunteers represent an organization of the Non-career firefighting force for the Taylorville Fire Department. The members of the Organization dedicate themselves to professional standards, and traditional commitments of the Fire Service.

#### Taylorville Fire Department Mission Statement

The purpose and mission of the Taylorville Fire Department is to reduce deaths, injuries, emotional distress, and property loss that may result from a wide range of community and individualized disasters. Our response goals of Life Safety, Incident Stabilization, and Environmental / Property Preservation will always be addressed prior to our return to the station. We will pursue our responsibilities through a tireless attention to public education, inspections, training, and the maintenance of our response physical resources.

#### Article I Membership

- Section 1 This organization shall be known by the name "Taylorville Fire Department Volunteers". Referred to in this document as "Volunteers".
- Section 2 Membership will consist of individuals who's name appears on the official Taylorville Fire Department Roster.
- Section 3 The maximum roster for volunteers, established by the Taylorville City Counsel, (August 7, 2000), will be 30 with no more than 10 coming from outside City limits but within the Fire District.
- Section 4 Requirements to obtain application and receive consideration for membership
- United States Citizen
  - Must reside within the city limits of Taylorville or within the Taylorville Fire Protection District
  - Possess a valid Illinois Drivers License
  - Must be at least 18 years of age
  - Clear background investigation (criminal/personal)
  - Must illustrate a good health and fitness condition by means of a medical examination by a certified physician. This will be required at the applicant's cost, and may be conditional upon the job discipline.
- Section 5 A Conditional Membership, or In Good Standing/On Leave Membership will not interrupt a membership's longevity if neither membership status exceeds 4 months during the current calendar year.
- Section 6 Types of Memberships

#### **In Good Standing Membership:**

##### In Good Standing Membership Minimum Requirements

Completion of documents required by the City of Taylorville, via the Human Resource Manager

Specific medical evaluations dictated by the department and relative to your individualized job disciplines.

City Council Approval

70% attendance of departmental training sessions provided specifically for the volunteers

70% participation of all departmental functions

70% participation of all volunteer fund raiser activities

70% participation of all scheduled volunteer business meetings

70% scoring on all volunteer service departmental testing, relative to your service discipline

Participation of Taylorville Fire Department responses  
Adherence to all rules/regulations/policies of the fire department

The membership roster will reflect the various individualized disciplines to which each member provides a skill and service. Those disciplines will fall into the following categories:

Interior Structural Firefighting Activities

100% completion of departmental interior firefighting skill standards  
80% minimum scoring on all relative testing  
Satisfy type of membership minimum criteria

Apparatus Driver

100% completion of departmental interior firefighting skill standards  
Demonstrated practical skills  
80% minimum scoring on all relative testing  
Satisfy type of membership minimum criteria

Diver

100% Attendance of TFD Dive Training  
100% completion of departmental Dive Team skill standards  
Maintenance of Dive Certifications  
Demonstrated practical skills  
80% minimum scoring on all relative testing  
Satisfy type of membership minimum criteria

Emergency Medical

Must maintain current EMT B license, or higher  
100% Attendance of TFDV EMS Training  
Satisfy type of membership minimum criteria

Hazardous Material

100% completion of departmental hazardous material team skill standards  
Demonstrated practical skills  
80% minimum scoring on all relative testing  
Satisfy type of membership minimum criteria

High Angle Rescue

100% completion of departmental High Angle Rescue Team skill standards  
Demonstrated practical skills  
80% minimum scoring on all relative testing  
Satisfy type of membership minimum criteria

Public Education / Service

Satisfy type of membership minimum criteria  
General knowledge of varied public education topics

Vehicle Extrication

100% completion of departmental extrication skill standards  
Demonstrated practical skills  
80% minimum scoring on all relative testing  
Satisfy type of membership minimum criteria

Trench

100% completion of departmental trench response skill standards  
Demonstrated practical skills  
80% minimum scoring on all relative testing  
Satisfy type of membership minimum criteria

**Conditional Membership:** A status determined by the fire chief relative to an individual's activity, conduct, and or membership entry date. The member's voting or officer rights may be suspended. His/her TFD equipment and pager may be returned to the department. Member will have clear and precise participation criteria to satisfy. Though this membership may be used as a disciplinary action, it should not be considered as such with all cases. This membership will be used for the new member, the member who is

offered an alternative to termination, and the member on approved absence. Specific conditions of the Conditional Membership will be determined by the Fire Chief. In most cases the Fire Chief will consult with the organization Officers prior to implementing an individual's criteria for Conditional Membership.

Conditional Membership Minimum Requirements

Completion of documents required by the City of Taylorville, via the Human Resource Manager

Specific medical evaluations dictated by the department and relative to your individualized job disciplines.

Fire Chief Approval

Specific conditions under outlined under Conditional Membership

Adherence to all rules/regulations/policies of the fire department

**Special Service Membership:**

This membership represents an individual offering an appreciated service to the Taylorville Fire Department, yet should not be held to all the standards of the Good Standing Membership. IE: Department Photographer, Department Chaplain, Department Mechanic, Department Trainer, others determined by the Fire Chief and organization's Officers. A member providing a special service may be hold a Good Standing Membership if he/she satisfies the Good Standing Membership criteria.

Special Service Membership Minimum Requirements

Completion of documents required by the City of Taylorville, via the Human Resource Manager

Specific medical evaluations dictated by the department and relative to your individualized job disciplines.

City Council Approval

50% attendance of departmental training sessions provided specifically for the volunteers

50% participation of all departmental functions

50% participation of all volunteer fund raiser activities

70% participation of all scheduled volunteer business meetings

Participation of Taylorville Fire Department responses

Adherence to all rules/regulations/policies of the fire department

**In Good Standing / On Leave Membership:**

This member has expressed to the Fire Chief a difficulty in satisfying the criteria of a Good Standing Membership. He/she does not want to be removed off the roster, but has expressed a concern to be active for a fixed period of time. This membership must be approved by the Fire Chief after consultation with the organization membership. Depending upon the circumstances this membership may require turning in of all Taylorville Fire Department issued equipment including pager.

In Good Standing / On Leave Membership Minimum Requirements

Completion of documents required by the City of Taylorville, via the Human Resource Manager

Specific medical evaluations dictated by the department and relative to your individualized job disciplines.

Fire Chief Approval

Specific details outlined under approved leave

Adherence to all rules/regulations/policies of the fire department

**Honorary Membership:**

A retired or disabled member, who so wishes, will be granted an Honorary Membership with voting privileges, upon a 2/3-majority vote of the membership at a regularly scheduled business meeting. Other individuals may be granted an Honorary Membership with no voting privileges upon a 2/3-majority vote of the membership at a regularly scheduled business meeting.

Section 7

Attendance requirements may only be waived through notice of the Fire Chief, Assistant Chief or Shift Captain prior to the activity or within one week of the activity. In most cases the absences will be recorded as excused.

Examples of Excused Absences:

- Illness of a member of family requiring the members presence
- At place of employment
- Out of town on vacation or business
- Attending school
- Death of family or friend

**Article II Business Meeting**

- Section 1 The regular business meeting shall be scheduled on the first Tuesday of each month. A meeting may be re-scheduled, or an emergency meeting scheduled at the discretion of the Organization President.
- Section 2 Business meetings shall be at 6:30PM. These meetings will be held at the Taylorville Fire Department or other place as designated by the Organization President and the Fire Chief.
- Section 3 Meetings shall be conducted orderly and according to Robert's rules of Order. Business transactions at all meetings shall be deemed confidential.
- Section 4 Individuals who are not members of the Taylorville Fire Department, with an interest in the Fire Service are welcomed. However, they may not speak unless provided the opportunity by the President or Officer Conducting the meeting. These individuals may be ask to leave the meeting based upon the discretionary authority of the President or Officer Conducting the meeting and or the Fire Chief or his designee.
- Section 5 Career members of the Taylorville Fire Department may attend and participate in all meetings but hold zero voting power.
- Section 6 Order of Business
1. Roll Call
  2. Reading of minutes from previous meeting
  3. Treasures Report
  4. Membership Activity Report
  5. Committee Reports
  6. Unfinished Business
  7. Fire Chief Report
  8. New Business
  9. Adjournment

**Article III Election of Officers / Officer Duties**

- Section 1 Officers shall be elected by ballot at the first regular meeting in December of each year, to take office at the first regular meeting of the following January.
- Section 2 Each term shall run for one year, with no term limitation.
- Section 3 In the event of one (1) nomination for an office, the nominee shall be deemed elected.
- Section 4 At the meeting following the annual election, all officers shall turn over to their successors all books, papers, keys or any other properties of the organization.
- Section 5 The following Officer Positions will be filled, as listed in descending order, from members in good standing.
1. President
  2. Vice President
  3. Secretary / Treasurer
  4. Sergeant Of Arms
- Section 6 Each member in good standing will be entitled to one vote.

- Section 7 A member interested in holding an Officer position, but is unable to attend the December election meeting, may express his/her desire for nomination to any standing Officer. The Officer will submit the member's name as a nominee.
- Section 8 Each member in good standing may be nominated for an officer position
- Section 9 If an elected Officer is unable or does not fulfill the duties of his/her respective office, the position may be filled by means of an appointment of the President.
- Section 10 **President**  
 Presides over all business meetings  
 May establish and appoint members to committees  
 Preserves order of all meetings  
 Provides the decisive vote in case of a tie  
 Approves payment of bills  
 Represents the interest of the Volunteer Firefighters to the Fire Chief  
 Liaison between the Women Auxiliary, and Local 3144  
 Establishes a committee to audit Secretary/Treasurer financial records no sooner than the first of December with a completed audit before the first of the following year.
- Section 11 **Vice President**  
 Serves the duties of President, in absence of the President  
 Serves as appointed by the President  
 Tracks monthly, individual membership attendance/participation (response to calls, training, fund raisers, public service functions)  
 Reports and submits all records to the Secretary Treasurer in the open forum at monthly meeting  
 Chairs the Auditing Committee, (Vice President, Two members not holding officer positions)
- Section 12 **Secretary/Treasurer**  
 Maintains accurate accounting of all meetings and proceedings  
 Preserves all papers and books of the organization  
 Conducts and records roll call of all members at business meeting  
 Accepts all moneys of the organization and deposits in the organization's checking account no later than the next business day  
 Pays all debts of the organization at the direction of the President  
 Records membership activities, (response to calls, training, fund raisers, public service functions)  
 Provides a full financial status report at each business meeting
- Section 13 **Sergeant of Arms**  
 Serves to maintain order over all meetings  
 Serves as directed by the President
- Section 14 **All Officers**  
 All Officers are expected to attend all business meetings.  
 All Officers are expected to set the example for active membership  
 All Officers will be advised and or consulted as to any action the Fire Chief determines regarding a volunteer's membership  
 All business checks must have a signature representing two Officers. (President, and or Vice president, and or Secretary/Treasurer)

#### **Article IV Committees**

- Section 1 Appointed committee members shall hold at least one meeting within thirty days after their appointment or election.

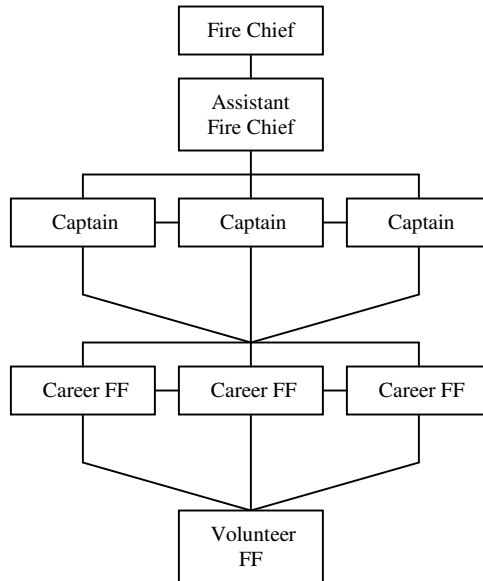
- Section 2 The organization may establish, as deemed necessary, the following committees. However, the organization shall not be limited to the following list.
- Auditing Committee : Examine and audit the accounts of the Treasurer and report in writing the results of its examination at the first regularly scheduled business meeting of the year.
  - By-Laws Committee: Formulate and present proposed changes of the By-Laws to the members.
  - Awards Committee: Receipt of the nominations and selection of the recipients of annual awards, or special recognition.
  - Recreation and Entertainment Committee: Determine events to be held for the benefit of the members' recreation, subject to approval by the membership. Any events approved shall be the responsibility of this committee to execute, with any expenditure approved by a vote of the membership.
  - Fund Raising Committee: Assess and determine annual fund raising events.
  - Membership Committee: Pursues new ideas that will provide a full roster of an active members.

## Article V Uniforms

- Section 1 Dress Uniform
- SHIRT**
- Navy Blue [Flying Cross 65% Dacron Polyester 35% Cotton] (Approx. \$35)
  - Badge above left breast pocket
  - TFD patch on left shoulder
  - TFDV rocker under TFD patch
  - Collar Insignia [Each collar, Blackinton Fire Scramble Seal] (Approx. \$3 each)
  - Name tag with attached service rocker above right chest pocket (Approx. \$35)
  - US Flag above right chest pocket [½" above pocket]
  - Award/Certification/Achievement pins limited to 4 on right shirt pocket
  - Nothing on right shoulder
- PANTS / Misc.**
- Navy Blue Pants [ Flying Cross Cotton Blend Freedom fit] (Approx. \$46)
  - Black Belt [1 ½" – 1 ¾" width]
  - Black leather dress shoe or boot
  - Black Tie [Galls –Tie Tac #Y-jw035/ Tie Bar #-jw036] (Approx. \$9)
- Section 2 Casual Uniform
- TFDV T-shirt
  - TFDV Work-shirt (Approx. \$68)
  - TFDV Sweat-shirt (Approx. \$26)
  - Jeans or Slacks
  - TFD Baseball Style Cap (optional)
- Section 3 Members are expected to wear casual uniform to all department functions unless exceptions have been posted.
- Section 4 Members will not wear worn, torn, stained, wrinkled, or dirty uniforms
- Section 5 Members should not expect the Taylorville Fire Department budget to support are uniform needs.
- Section 6 Anytime a member is dressed in uniform, they are representative of the Taylorville Fire Department. Any level or nature of harm brought to the Taylorville Fire Department resulting from actions, appearance, or statements of the member will be followed with disciplinary actions or termination of membership.

**Article VI Taylorville Fire Department Organizational Chart**

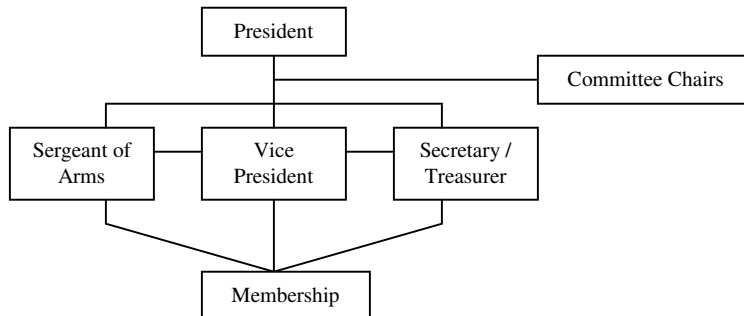
Section 1



Section 2 Whenever a group of same rank have gathered, the person designated by a Career Officer or seniority will dictate individual responsible for group activities.

**Article VII Taylorville Fire Department Volunteers – Business Organizational Chart**

Section 1



**Article VIII Insurance / Benefits**

- City of Taylorville Workers Compensation Policy
- State Death Benefits
- Federal Death Benefits

**Article IX By-Laws**

The By-Laws of this organization may be amended only at a regular meeting and only upon the affirmative vote of two-thirds of the members present. The proposed amendments having been presented in writing, signed by the members of the By-Laws Committee, (Organization Officers) and read at two previous meetings.

**Article X      Membership Conduct**

- Section 1      Willful violation of By-Laws or duties of this organization, loose talk, improper behavior at response scenes, in the fire station, or during any fire department function, could be cause for disciplinary actions that may result in the termination of membership.
- Section 2      All members are expected to conduct themselves in an ethical and legal manner.
- Section 3      No member will obligate the Organization for payment or provision of goods or services which may assume the authority of the Organization has been given, without approval by the Fire Chief.
- Section 4      Upon request by the Organization Officers or the Fire Chief, infractions and or complaints will be submitted in writing. Contents of the report as well as action taken may be shared with the membership through a scheduled business meeting. Organization Officers and the Fire Chief will agree as to the confidentiality of the complaint, infraction, and resolution.
- Section 5      At no time shall any member report to an incident, fire station, fire department property, or any departmental function under the influence of intoxicants.
- Section 6      All members are expected to drive with due regard for others when responding to an alarm. You will obey all traffic laws, traffic lights and speed limits.
- Section 7      This organization prohibits discrimination in membership or other activities based on race, religion, sex, national origin, or physical handicap.

March 8, 2005

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Fire Chief

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President TFD Volunteers