HAINES VOLUNTEER FIRE DEPARTMENT

By-laws, Rules and Regulation for governing operations according to the requirements set down by the Haines Borough in its current code, this 224th day of 2002. (Rev. 2004, 2008)

Introduction to the By-laws

Let it be known, by all those who endeavor to participate or do question the service and response of the individuals who together have defined the existence and the credibility of the organization of the Haines Volunteer Fire Department, that although, herein, you will find the structure by which We are governed and the adherence to the social requirements that can be said to provide for the order of respectability with which We shall be recognize, We, the members of the Haines Volunteer Fire Department, can only be measured by our service to the Community in which we live. In accordance with the responsibility for which We are borne under this endeavor, We do require that any who seek to enjoin this service take heed of the direction within and understand that these words are the creation of need and do form the boundaries to which any One may contain themselves for this purpose. In so saying, it is, that all herein pertains to each the same, regardless of rank or qualification.
ARTICLE I
Mission Statement:

The Haines Volunteer Fire Department, through its members, is dedicated to protecting life and property through public safety education, fire prevention, fire suppression, emergency medical response, and search/rescue.

ARTICLE II
Section 200 – Organizational Name

This organization shall be known as The Haines Volunteer Fire Department. These By-laws define the “Department” as the Haines Volunteer Fire Department, and so it is the organization.

ARTICLE II
Section 210 - Definitions

By-Laws                  This document, governing the organization of the Haines Volunteer Fire Department
Borough                 The Borough of Haines
Borough Assembly        The Haines Borough Assembly as a body
Chief                   Chief of the Haines Volunteer Fire Department
Company                 A crew of members assigned to specific duties and whose work is performed under the supervision of a company officer
Company Officers        Captains and Lieutenants of the Department that perform under the supervision of the Chief
Department              The Haines Volunteer Fire Department
Incident                Any occurrence or incident suggesting or requiring action or service by members of the Department
Manager                 Borough Manager
Members                 Duly elected members of the Department
Orders                  Commands or instructions, oral or written, given by one member to another of lesser rank
SAR                     The Search and Rescue Company
ARTICLE II

Section 220 – Organizational Chart
ARTICLE II
Section 230

Succession of Administrative Authority
Succession of the HVFD organization as laid out in Section 220 follows this order:

1. Chief
2. Assistant Chief
3. Captain / Fire
4. Captain / Engine
5. Captain / Ambulance
6. Captain / SAR

Amended: 03/24/2008
Adopted: 05/19/2008
ARTICLE III

Section 300 – Seal of the Organization
ARTICLE IV
Section 400 – Eligibility

Any adult individual at least 18 years of age who is a citizen of the United States and has been a current resident of the Borough for at least ninety days is eligible for membership subject to compliance with the provisions of the By-laws of the Department. Membership shall be available to all those qualified without regard to sex, age, race, color, creed, marital status, or national origin.
Amended: 02/12/2008
Adopted: 05/19/2008

ARTICLE IV
Section 410 – Application for Membership

The applicant must submit a completed department application including a sponsor’s signature.
Amended: 02/12/2008
Adopted: 05/19/2008

ARTICLE IV
Section 420 – Sponsor’s Duties

Each sponsor shall be responsible for orienting the successful applicant to the Department, and training the member on basic equipment, apparatus, and procedures throughout the probationary period.

ARTICLE IV
Section 430 – Badge Assignment

At the successful conclusion of the probationary year, a Department badge will be issued to the full member. The number of the badge shall not be issued again and the badge will remain the property of the member.

ARTICLE IV
Section 440 - Probationary Member

A probationary member will be considered a member that has not completed the minimum training qualifications for full membership. These training requirements will be outlined by the Department in the Policy and Procedures Manual and presented to the applicant for review.

The probationary member will be required to meet the necessary training level within 12 months of acceptance as a probationary member to the Department to be eligible for a full membership vote. A one time 6 month probationary period extension may be granted. A probationary
member may be eligible for full membership after completing the training requirements and serving as such for a minimum of 6 months.

If the probationary member has not successfully completed the training requirements to become a full member at the end of the probationary period, he/she will be required to reapply.

The duties of the probationary member relating to emergency response will be defined by Department procedure policies. Probationary members will not be requested to make entry in response to any emergency involving structures currently impacted by active fire. These members will follow the policy outlined by the Department for deployment and suppression activity direction at an active fire scene response.

Probationary Members will have the right and responsibility to vote on matters concerning the operations of the Department; however this right will not extend to voting on the acceptance of a probationary member to full membership. Probationary members are not eligible for Department or Company officer positions.

Amended: 03/13/2008, 02/09/2004
Adopted: 05/19/2008, 03/08/2004

ARTICLE IV
Section 450 – Full Member

A full member as assigned to a Company must meet minimum requirements defined in Department Policy for the duties described in the By-laws. These minimum requirements will be described in the Department Policy and Procedure manual.

Amended: 03/20/2008
Adopted: 05/19/2008

ARTICLE IV
Section 460 – Life Membership

After ten continuous years of service or twelve years of total membership any member of the Department will automatically be considered for Life Membership. A 2/3 “yea” vote of the entire current membership shall be required to have that retiring member’s name carried on the life membership roll. The member shall then have the right to attend all meetings, parades, and to take part in all discussions and debates, but shall have no vote. The Secretary shall keep a separate roll of all Life Membership qualified Fire personnel of the Department and the name of the Life Member shall be placed on a plaque that will hang in the Fire Department meeting room.
ARTICLE IV
Section 470 – Honorary Membership

A full member may present a person who has made significant contributions to the Department for Honorary Membership. A 2/3 “yea” vote of the full and probationary membership of the Department present at a regular business meeting shall be required to have the Honorary member’s name carried on the honorary membership roll. The Secretary shall keep a separate roll of all Honorary Members and the name of the individual shall be placed on a plaque that will hang in the Department meeting room.

ARTICLE IV
Section 480 – Honorable Discharge

Any full member wishing to withdraw from the Department may be entitled to an honorable discharge by returning all Borough and Department property in good condition (except their badge, coat, “ball cap”, or dress shirt, which shall be the property of the member).

ARTICLE IV
Section 490 – Leave of Absence

The purpose of this section is to provide a full member the opportunity of relief from Department responsibilities and requirements for an extended period of time. This section is not intended to address any form of leave as included in Section 660 (Non-Attendance). The fulfillment of the notification request described in this section will provide the Department accurate up-to-date information on the availability status of full members of the Department. This section only applies to full members.

Any full member is permitted one leave of absence for a maximum of 90 days in any twelve-month period. Any full member requesting a leave of absence must submit a “Request for Leave” letter to the Department at a regular business meeting prior to the leave date. The leave request will be reviewed by the Applicant Review Committee for approval. During an approved leave the member will be required to return all department communication equipment. The member will automatically be reinstated upon return within 90 days. Failure to adhere to this policy may lead to expulsion.

An extended leave of absence, for a requested leave period beyond 90 days, may be granted not to exceed a consecutive 6 month period. An approved leave of absence beyond 6 months will require the member to complete reinstatement procedures as described in Department Policy and Procedure manual.

Amended: 03/07/08, 02/09/2004
Adopted: 05/19/2008, 03/08/2004
ARTICLE V
Section 500 - Expulsion

Any member of the Department may be expelled for any of the following:

(A) Directly by the Chief as authorized in Code [2.44.090].

(B) Refusing to obey a lawful order of an officer of this Department.

(C) Willful violation of any provision of the by-laws of this Department.

(D) Conduct that dishonors or disgraces the Department.

(E) Any mental or physical condition that hinders a member's duties to the extent the member risks the safety of others, department members or otherwise.

Any full member can bring charges against another member that may lead to expulsion.

Amended: 02/12/2008
Adopted: 05/19/2008

ARTICLE V
Section 510 - Re-applying after expulsion

Any member expelled may re-apply for membership after six consecutive months from the date of expulsion.

ARTICLE V
Section 520 - Expulsion for Hazard

It is a hazard to the safety and welfare of the members of the Department for any individual(s) to lack the appropriate training and knowledge. Any full member who neglects to attend 50% of the meetings and calls in a one-year period, and is not excused by the Chief, may be considered for expulsion.

Amended: 03/07/2008
Adopted: 05/19/2008
ARTICLE V
Section 530 - Expulsion for Property Loss or Damage

Any member carelessly using or intentionally misusing the property of this Department and damaging same in any way, shall be required to make good the damage within one month from the time the damage occurs. Said member shall be expelled should he fail to make fair compensation for such damage.

ARTICLE VI
Section 600 - Regular Business Meeting

The regular business meeting of the Haines Volunteer Fire Department shall be a joint meeting that includes all companies on the second Monday of each month at 1900 hours. All business of the Haines Volunteer Fire Department will be conducted at this meeting in accordance with the By-Laws. Minutes will be kept at all business meetings.

ARTICLE VI
Section 610 - Special Meetings

Special Meetings may be called at any time by the Chief, or in his absence, the assistant chief, or company officer, provided all full members are notified at least 24 hours in advance. One day (24 hours) prior to the special meeting, an announcement will be made on the Fire Frequency at noon and at 1830 hours. On the day of the Special Meeting an announcement will be made on the Fire Frequency at least one (1) hour before the meeting.

ARTICLE VI
Section 620 – Regular Business, Rules of Conduct

All meetings shall be conducted according to Robert’s Rules of Order, unless otherwise specified.

Robert's Rules of Order – Summary Version
For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership – the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate – to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules – they have the final say on everything!
Silence means consent!
Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!

Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!

Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

The "immediately pending question" is the last question stated by the Chair! Motion/Resolution – Amendment – Motion to Postpone

The member moving the "immediately pending question" is entitled to preference to the floor!

No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

All remarks must be directed to the Chair. Remarks must be courteous in language and deportment – avoid all personalities, never allude to others by name or to motives!

The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

Point of Privilege: Pertains to noise, personal comfort, etc. – may interrupt only if necessary!

Parliamentary Inquiry: Inquire as to the correct motion – to accomplish a desired result, or raise a point of order

Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

Main Motion: Brings new business (the next item on the agenda) before the assembly

Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)

Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.

Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor

Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time

Limit Debate: Closing debate at a certain time, or limiting to a certain period of time

Postpone to a Certain Time: State the time the motion or agenda item will be resumed

Object to Consideration: Objection must be stated before discussion or another motion is stated

Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

Take from the Table: Resumes consideration of item previously "laid on the table" – state the motion to take from the table

Reconsider: Can be made only by one on the prevailing side who has changed position or view

Postpone Indefinitely: Kills the question/resolution for this session – exception: the motion to reconsider can be made this session

Previous Question: Closes debate if successful – may be moved to "Close Debate" if preferred

Informal Consideration: Move that the assembly go into "Committee of the Whole" – informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

Suspend the Rules: Allows a violation of the assembly’s own rules (except Constitution); the object of the suspension must be specified
ARTICLE VI
Section 630 – Quorum

A quorum to conduct business at a regular business or special meeting will be met when fifteen (15) full members or more are present. In the absence of the Chief and the Assistant Chief, the succession of administrative authority (Article II Section 230) shall apply. The ranking officer present shall call the meeting to order; at which time the members present shall elect a Chairman pro-tem. The Chairman shall proceed with the regular business of the Department.

Amended: 03/07/2008
Adopted: 05/19/2008

ARTICLE VI
Section 640 – Lack of Quorum

At a regular business meeting when no quorum is present, it shall be the duty of the full member with the longest time in service present, in the absence of the proper officers, to call the meeting to order, cause the roll to be called, mark those present, and adjourn. Lack of Quorum may not be called before 1930 hrs. Training may be conducted if the members present so choose.

ARTICLE VI
Section 650 – Order of Business

1. Reading and approval of the minutes of the previous meeting(s)
2. Treasurer’s Report
3. Correspondence
4. Reports of committees
5. Propositions for membership
6. Balloting for members
7. Unfinished Business
8. New Business
9. Roll Call
10. Adjournment
11. Training
ARTICLE VI
Section 660 – Non-Attendance

Members are expected to attend all meetings, trainings and calls while physically present in the Townsite of Haines.

Lack of attendance may lead to expulsion [Article V Section 520] for reasons other than sickness, death in the immediate family, or working at a regular job. The Chief may, at his discretion, excuse members for other reasons. To receive an excused leave (permissible non-attendance under this section) the member must request approval from the Chief.

Amended: 03/07/2008, 02/09/2004
Adopted: 05/19/2008, 03/08/2004

ARTICLE VI
Section 670 – Release from Service after a response.

All members will be required to participate in the preparation of the equipment and apparatus for the next response. No member may leave the hall unless excused by the highest ranking company officer present until the rolling equipment released from the scene is Back in Service.

Amended: 03/26/2008
Adopted: 05/19/2008

ARTICLE VII
Section 700 - Voting

Voting may only occur at a regular business or special meeting with a quorum present. Every member present must vote unless excused by the Chief or prohibited for some reason. Unless otherwise defined in these By-laws or Department policy and procedures, voting will be by simply majority of the members present.

Amended: 03/12/2008
Adopted: 05/19/2008

ARTICLE VII
Section 710 - Probationary Member Vote

A Volunteer applicant will be determined by vote of the full members present for acceptance as a Probationary member.

Amended: 03/07/2008
Adopted: 05/19/2008
ARTICLE VII
Section 720 - Full Membership Vote

Voting for full membership shall be by secret ballot.

ARTICLE VII
Section 730 - Voting for Elected Officers

Voting for chief, Assistant Chief, Secretary, and Treasurer shall be by secret ballot.

ARTICLE VII
Section 740 - Expulsion & Impeachment

Voting for the expulsion of a member or impeachment of officers shall be by roll call vote, each full member saying “Yea” or “Nay”. The member in question may not be present in the Department building during the voting procedure.

ARTICLE VIII
Section 800 - Election and Term of Fire Chief

There will be a Fire Chief who shall be elected annually by a 2/3 majority vote taken in a secret ballot. The Chief shall hold office from annual meeting to annual meeting. The candidates for chief must be selected from the current Chief, captains of companies, the assistant chief(s), or other members who have previously held officer positions.

Amended: 03/12/2008
Adopted: 05/19/2008

ARTICLE VIII
Section 820 – Other Elected Department Officers

Other elected officers shall consist of an assistant Chief(s), Secretary, and Treasurer who shall be elected annually by secret ballot.

ARTICLE VIII
Section 830 – Nominations and Elections

Nominations for elected officers will be opened at the regular business meeting in October. A standing nominating committee consisting of the Captains and Lieutenants of each company will begin nominations and shall present at least one candidate for each elected officer to the
members. The Fire Company Captain will be responsible to organize and present the recommendations of this committee.

Nominations will be accepted from the floor at the October and November regular business meetings. Nominations will be closed and the vote taken at the regular business meeting in November.

Amended: 03/12/2008
Adopted: 05/19/2008

ARTICLE VIII
Section 840 – Officers Assumption of Duties

Newly elected Officers shall assume their duties following the close of the annual meeting in January.

ARTICLE IX
Section 900 – Duties of the Chief

The Fire Chief is a Borough department head under the administrative direction of the Manager. The Chief is responsible for all activities of the Department including, but not limited to:

Borough Administration

General control and management of the Department, enforce all Borough codes and federal and state regulations pertaining to the operation of the Department, supervise paid personnel, prepare the annual Borough Department budget, submit a report on the condition of the Department to the Borough, issue burn bans and burn permits.

Department Administration

Preside at all meetings, enforce all articles of the By-laws, facilitate training, settle disputes between companies, appoint company officers, appoint annual standing committees, ensure equipment is in good condition and placed appropriately, prepare short and long term goals for the Department, be the executive officer of the fireman’s non-profit organization.

Incident Management

Shall be the incident commander at all emergency scenes, provide for scene safety, ensure that equipment is returned to a state of readiness following an incident, work with appropriate agency investigations.
The Chief will also be a member of the HELP committee for the community emergency response organization.

**ARTICLE IX**  
**Section 910 – Duties of the Assistant Chief**

The Assistant Chief(s) shall assist the Chief in the discharge of duties and in the Chief’s absence shall have the powers of and be responsible for the duties of the Chief. See (ARTICLE IX Section 900).

**ARTICLE IX**  
**Section 920 – Duties of the Secretary**

It shall be the duty of the Secretary to keep records of the Department proceedings; keep a roll of the Department and call the roll at all meetings, after all fires, drills, or parades noting the members present and absent; handle correspondence as directed by the Chief or Department and its members; receive all monies due the Department and pay the same to the Treasurer; keep the Life Membership role; keep the Honorary Firemen Role; and to insure a current copy of the Department By-laws is present at each regular business meeting to provide for the immediate reference thereof.

**ARTICLE IX**  
**Section 930 – Duties of the Treasurer**

It shall be the duty of the Treasurer; to keep a true and accurate account of all receipts and disbursements of money; receive from the Secretary all moneys belonging to the Department; disburse the same as voted by the membership. At the end of the calendar year the Treasurer shall render a full account of all receipts and vouchers to an audit committee for examination.

The Treasurer shall keep a separate accurate record of Department funds for “Fire”, “Ambulance” and “SAR”. The audit committee may also review this record annually.

**ARTICLE IX**  
**Section 940 – Standing Committees**

The Chief shall appoint all committees except the nominating committee (see Article VIII, Section 830). The following standing committees shall be appointed at the annual meeting and they will be announced to the body at the following February business meeting:
Application Review
At least five full members shall be appointed to insure that three members will be available for
the review of all applications for membership and recommendations to the body on acceptance of
applicants to the Department as a probationary member. Also, this committee shall review and
recommendation of “leave of absence” applications.

Finance
Three members who shall review the Treasurer’s books at the close of the calendar year and
report at the next regular business meeting. The committee shall also be responsible for the
development and timely reporting of the annual operating budget and periodic revisions for the
HVFD to the membership.

By-laws, Rules and Regulations
At least four members who shall be responsible to make recommendations to the general
membership for change in the Constitution and By-laws as needed and for the three-year
revision. This committee will also be responsible for the development and maintenance of the
Department Policy and Procedure manual.

Historical
At least one member who is responsible for maintaining historical records of the Fire Department
such as articles in the paper, commendations, etc.

Life and Honorary Membership
At least two members who shall make recommendations for Life Membership and Honorary
Membership to the general membership.

Public Relations
The Chief, ranking officer present, or other member designated by the chief or ranking officer
present, will be responsible for coordinating information to the general public concerning the
activities of the Fire Department, Fire Prevention, Emergency Medical Services, etc.

Retirement Recognition
At least two members who shall be responsible for:

1. Sending a letter of appreciation for retiring members with less than ten (10) years of
service.
2. Issuing a certificate of appreciation for retiring members with less than fifteen years of
service.
3. Issuing a plaque for retiring members with fifteen (15) or more years of service.
4. Establishing a special recognition for retiring members with twenty (20) or more years of
service.
Training
At least two members appointed by the Chief plus the officers of each company and the paid Fireman (other members are encouraged to volunteer). This committee is responsible for developing an outline or on going training for at least three (3) months. The committee may request that other members conduct portions of such training.

The paid Fireman is responsible for coordinating the training program developed by the Training Committee among the various companies.

Amended: 03/12/2008
Adopted: 05/19/2008

ARTICLE IX
Section 950 – Special Committees

Department members may be assigned to “Special Committees” at the discretion of the Chief to fulfill the operations of the Department according to the By-laws.

ARTICLE X
Section 1000 – Company Assignment

Members will be assigned to companies by the Chief and may be transferred from one Company to another as deemed necessary by the Chief.

ARTICLE X
Section 1010 – Company Officer Appointment

The Chief shall announce the appointment of the Captains and Lieutenants of each company at the annual meeting in January.

ARTICLE X
Section 1020 – Officer Vacancies

The Chief shall fill any officer vacancy at the next regular business meeting after the vacancy occurs. If the Chief position should become vacant, the Assistant Chief shall assume the duties of the Chief until an election from qualified current or past officers can be held at the next regular business meeting.
ARTICLE XI
Section 1100 – Department Companies

The Department will consist of the following companies:

1. One Fire Company
2. One Engine Company
3. One Ambulance Company
4. One Search and Rescue Company

ARTICLE XI
Section 1110 – Company Officers

A Captain and Lieutenant(s) shall be appointed for each company. Each company shall recommend a Captain and at least one lieutenant from within the company for approval by the Chief. The Chief and Company will decide the number of Lieutenants.

ARTICLE XI
Section 1120 – Duties of the Captain

It shall be the duty of the Captain of each company to:

1. Supervise all company activities.
2. Assist the training officer with company training.
3. Oversee and critique all actual calls.
4. Sit on all committees as required by the By-laws.
5. Lead in the development of S.O.Gs. for the company.

Amended: 03/24/2008
Adopted: 05/19/2008

ARTICLE XI
Section 1130 – Duties of the Lieutenant

The Lieutenants of each Company shall assist the Captain in the discharge of duties. In the Captain’s absence, the highest ranking Lieutenant present shall have the duties and powers of the Captain.

Amended: 03/13/2008
Adopted: 05/19/2008
ARTICLE XI
Section 1140 – Duties of the Company

The primary duties of the Companies:

(a) Engine Company: Shall be responsible for the engines assigned to their Company and the supply of water at all incidents, as needed.

(b) Fire Company: Shall be responsible for fire suppression, which includes laying and handling of the hose and nozzles, ladders, extrication, search/rescue, forcible entry, ventilation, and participate in Motor Vehicle Accident response as needed.

(c) Ambulance Company: Shall be responsible for rendering emergency medical assistance, rescue, victim extrication in Motor Vehicle Accidents, and support the Fire Company.

(d) SAR Company: Shall be responsible for coordinating area wide search and rescue efforts.

ARTICLE XI
Section 1150 – Members Response

All full and probationary members must be willing to respond to any emergencies, including but not limited to medical, fire, and rescue as necessary.

Amended: 03/13/2008
Adopted: 05/19/2008

ARTICLE XI
Section 1160 – Incident Management Support Group

Full Members of the HVFD will be eligible to participate in the Incident Management Support Group (IMSG) depending on their ability to meet the following requirements:

The member has 25 years or more of active service with the department, the member has fire line experience or specialized training that provides a valuable resource to the department, the member must be recommended for appointment to the IMSG review committee (which is composed of the assistant chief and the company captains) by the Chief, and a majority of the review committee must approve the recommendation for appointment.

The duties and responsibilities of the IMSG are as follows:

Small Incidents – individual incident support may consist of the relief of the Incident Commander, at the IC’s request, or the duties of the incident safety officer or Public information officer (or other command staff position as required by the IC).

Large Incidents – large or multiple incident support may consist of the establishment of an
operations or logistics center at the Department hall and/or coordination with the EOC. Training – members will participate in response simulation training as observers and provide operations critiques during follow-up briefings. Administrative – members may participate in the development of Department-wide policy, may contribute grant writing skills, and provide record keeping as requested by the Chief, and may serve as trustees of the non-profit organization HVFD.

Members of the IMSG may attend all Department meetings at their discretion, unless requested to attend by the Chief. The IMSG will hold an advisory officer-ship under the direction of the Chief and may provide recommendations concerning department operations for consideration by the members. The Chief will appoint the members to the IMSG after committee approval. The committee will review the member’s appointment to the IMSG biannually and submit appointment recommendations to the Chief at that time. Appointment to the IMSG group will be in conjunction with Department officer appointments.

Amended: 03/24/2008,02/09/2004
Adopted: 05/19/2008,03/08/2004

ARTICLE XII
Section 1200 – Incident Command

The Department operates under the NIMS Incident Command System. In the event an officer is not first on scene, the first full member on scene shall assume command and continue until formally relieved by a higher-ranking member (i.e. an officer).

ARTICLE XIII
Section 1300 – Department Property Use

The equipment, gear, and materials of the Department are for the use of members in emergency response, training, and Department functions. Any other use of Department property is secondary to the above use and may not inhibit the Department’s ability to fulfill its responsibilities, and must be approved by the Chief or the paid fire personnel.

ARTICLE XIII
Section 1310 – Gear Maintenance

Members must insure the readiness of their assigned response gear. Any damaged or lost gear must be reported and replaced as soon as possible.
ARTICLE XIII
Section 1330 – Emergency Response Property

Property purchased by the Department for emergency response shall be the property of the Borough.

ARTICLE IV
Section 1400 – Impeachment of Officers

Any officer of the Department, due to the abuse of his authority or misconduct in office, may be impeached and removed from office by a majority vote of the membership at any regular or special meeting; provided that the charge against the officer be made in writing and filed with the Department Secretary.

Amended: 03/24/2008
Adopted: 05/19/2008

ARTICLE XV
Section 1500 – Revenues

The revenue of this Department may be from Borough funds, donations, dues, assessments, entertainments and such other projects as approved by the members.

ARTICLE XV
Section 1510 - Expenditures

No expenditure of money in excess of a budgeted line item approved in the annual budget, or a revision of said budget, may occur. No entering into any contracts shall be made unless approved by the members at a regular business or special meeting. All expenditures require at least two signatures of the current four elected officers of the Department.

The members shall not be personally liable for the debts, liabilities, or other obligations of the Haines Volunteer Fire Department.

Amended: 03/24/2008,02/09/2004
Adopted: 05/19/2008,03/08/2004

ARTICLE XVI
Section 1600 – Alcohol and Drug Use

Any member legally under the influence of alcohol and/or drugs will not take part in any drill or emergency response. A member attempting to take part must leave the facility or incident scene
upon request by an officer of the Department. Failure to obey an officer’s direct order may lead to expulsion charges (see Article 5, Section 500).

Amended: 03/24/2008
Adopted: 05/19/2008

ARTICLE XVII
Section 1700 – Amendments to the By-laws

The chairman of the By-laws committee (or the chairs appointed representative) must present alterations or amendments to the By-laws of the Department to the members at a regular business meeting.

Amendment 1.

Administrative

- All administrative changes, corrective in nature (bringing into compliance By-Laws directly related to approved amendments), which have been reviewed by the By-Law Committee and Chief may be considered approved by the body upon notification at the next regular business meeting and by an accepted motion of that body. The 30-day review period or vote of the body will not be required for changes of this type.

Amended: 03/24/2008, 02/09/2004
Adopted: 05/19/2008, 03/08/2004

ARTICLE XVII
Section 1710 - Review of By-laws

The By-laws committee shall review the Department By-laws every three years for compliance and applicability.

The members of the Department are required review the By-laws annually.

The current copy of the Department By-laws shall be dated and signed by the Chief, the Chairman of the By-laws committee, and the Secretary and filed with the Secretary. The By-laws shall be available to all members. Additionally, a copy of the Department By-laws, including all Addenda’s, shall be filed with the Manager of the Borough of Haines.

Amended: 03/24/2008
Adopted: 05/19/2008
The undersigned members of the Haines Volunteer Fire Department hereby acknowledge the accuracy of this document and with their dated signatures do decree the By-laws contained herein to be enforceable and applicable to all members of the Department.

Chief of the Department:  Scott Bradford  
Date:  05/19/2008

Chairperson of the By-law Committee:  Roc Ahrens  
Date:  05/19/2008

Secretary of the Department:  Vince Hansen  
Date:  05/19/2008