

HAINES VOLUNTEER FIRE DEPARTMENT
BYLAWS

Bylaws, 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.

Amended: 2004; 2008; 2015; 2016; 2017; 2018; 2019

*Previous Bylaws were filed under the City of Haines
Amended: 1977, 1981, 1987*

BYLAWS of the HAINES VOLUNTEER FIRE DEPARTMENT
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ARTICLE I

Section 100 – 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, and emergency medical response.

Amended: 10/2017

ARTICLE II

Section 200 – Organizational Name

This organization shall be known as The Haines Volunteer Fire Department.

The Haines Volunteer Fire Department is called “department’ in the Bylaws.

ARTICLE II

Section 210 – Definitions

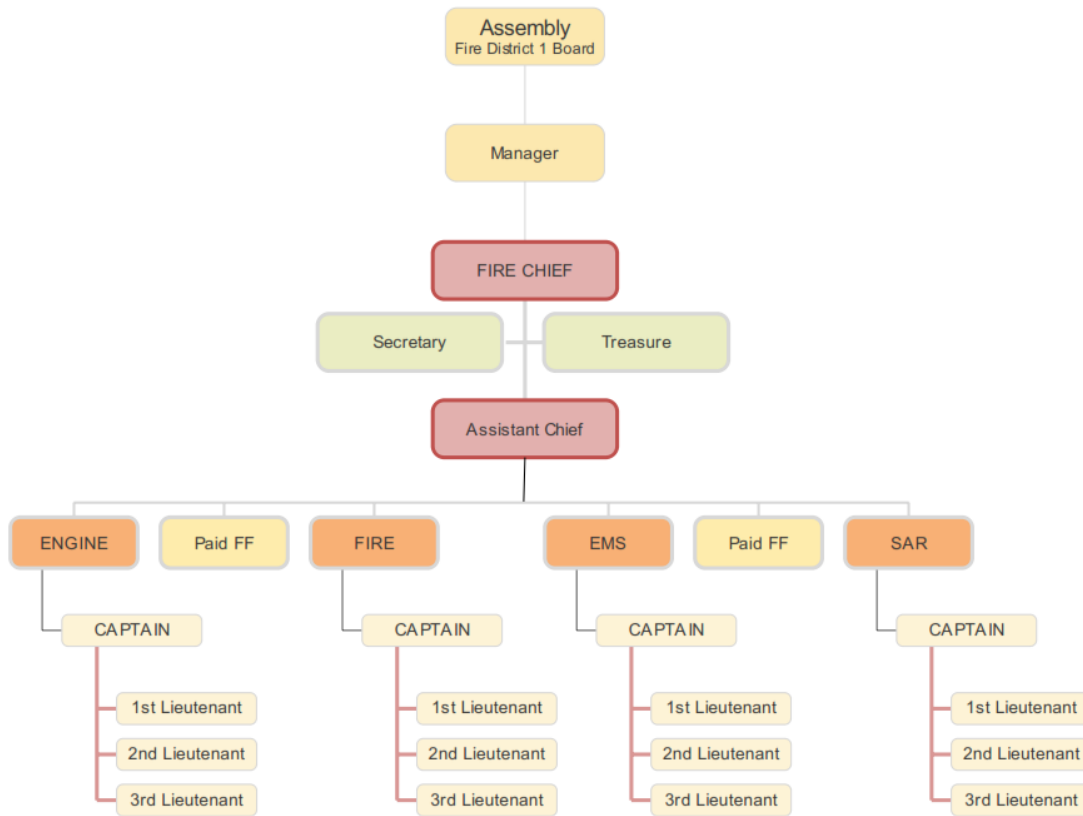
Bylaws	This document, which governs the Haines Volunteer Fire Department
Borough	Haines Borough
Borough Assembly	The Haines Borough Assembly as a body
Chief	Chief of the Haines Volunteer Fire Department
Company	A crew of members assigned to specific duties and whose work is performed under the supervision of a company officer
Company Officers	Captains and Lieutenants of the Department that perform under the supervision of the Chief
Department	Haines Volunteer Fire Department
Identified local assets	A designated group of people who have access to and are trained in the use of certain equipment (such as snowmobiles and boats) or skills and who, if needed during an incident, will work with and under the command of the HVFD.
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	Search and Rescue

Amended: 7/2019
10/2017

ARTICLE II

Section 220 – Organizational Chart

HVFD Org Chart



Amended: 7/2019
2016
2008

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. Other Assistant Chiefs as elected
4. Company Captain -Engine
5. Company Captain – Fire
6. Company Captain - EMS
7. Company Captain – SAR

Amended: 7/2019
10/2017
2008; 2016

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 Haines Borough for at least ninety days is eligible for membership.

Members are subject to compliance with the provisions of the Bylaws 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: 2/2008

ARTICLE IV

Section 410 – Application for Membership

The applicant must submit a completed department application which includes a sponsor's signature.

A previous department member in good standing may submit an application to be reinstated as a full member.

A life member may submit an application to be reinstated as an active full member of the Department.

All applications must pass committee review prior to a vote.

Amended: 6/2018
2/2008; 10/2017

ARTICLE IV

Section 420 – Sponsor’s Duties

Each sponsor shall be responsible for orienting the successful applicant to the Department by the end of the probationary period.

The member shall be trained on basic equipment, apparatus, and procedures.

Amended: 10/2017

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 new member is on probation for the first year on the Department.

The member is required to read the Bylaws and to meet the necessary training requirements outlined by the Department's Policy & Procedures Manual.

If the probationary member has not successfully completed the training requirements by the end of their year, a onetime 6 month probationary period extension may be granted by the Chief.

If the probationary member has not successfully completed the training requirements by the end of the probationary extension, he/she will be required to reapply.

Activities and duties of the probationary member during emergency response will be defined by the Department Policies & Procedures. Probationary members will not be requested to make entry in response to any emergency involving structures currently impacted by active fire. Probationary members must follow the direction and orders of the active fire scene officers during active fire scene response.

Probationary members will have the right and responsibility to vote on matters conducted during official business meetings. However, this right will not extend to voting on the acceptance of an applicant to the department, a probationary member to full membership, and the selecting of department officers or company officers.

Probationary members are not eligible for Department or Company officer positions.

The members of the Department are required to read the Bylaws annually. Probationary members must sign the statement posted in the Firehall indicating they have read the Bylaws within 30 days after becoming a probationary member.

Amended: 6/2018
2004; 2008; 10/2017

ARTICLE IV

Section 450 – Full Member

A full member has completed probationary training requirements and been successfully voted on by the membership. A full member is subject to the Bylaws and Policies of the Department.

The members of the Department are required to read the Bylaws annually. No later than 30 days after the annual meeting, full members must sign the statement posted in the Firehall stating that they have reviewed the Bylaws.

Amended: 10/2017
3/2008

ARTICLE IV

Section 460 – Life Membership

After ten continuous or fifteen non-consecutive years of service, and with an Honorable Discharge (Sect. 480), a member may submit a letter requesting life membership. Upon verification, the member will automatically become a Life Member of the Department.

The HVFD Secretary shall keep a separate roll of all Life Member and their names shall be placed on a plaque that will hang in the Fire Department meeting room.

A Life Member shall have the right to attend all meetings, dinners, parades, special events and to take part in all discussions and debates, but shall have no vote.

Amended: 10/2017

ARTICLE IV

Section 470 – Honorary Membership

A full member may nominate for Honorary Membership, a person who has made significant contributions to the Department.

A 2/3 “yea” vote of the full and probationary membership of the Department physically present at a regular business meeting shall be required to have the candidate’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.

Amended: 7/2018

ARTICLE IV

Section 480 – Honorable Discharge

Any full member wishing to resign from the Department, to receive an honorable discharge, must return all Borough and Department property in good condition (except their badge, coat, “ball cap”, and dress shirt, which shall remain 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).

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 Chief prior to the leave date. 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.

After 6 months, the member will automatically be placed on Inactive Status and relinquish the right to attend all meetings, dinners, parades, special events, to take part in discussions and debates, and to vote. The member must submit a letter to the Chief requesting reinstatement to active status.

After 12 months, the member’s name will automatically be removed from the HVFD roster. The member may reapply for active status when they are again available for active duty.

Amended: 10/2017
2004; 3/2008

ARTICLE V

Section 500 - Expulsion

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

1. Directly by the Chief as authorized in Haines Borough Code [2.44.090].
2. Refusing to obey a lawful order of an officer of this Department.
3. Willful violation of any provision of the Bylaws of this Department.
4. Conduct that dishonors or disgraces the Department.
5. 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 their concerns against another member (officer or not) to the Chief or Company Officer.

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. Any member expelled for hazard may not reapply to the Department.

Amended: 10/2017

ARTICLE V

Section 520 - Expulsion for Hazard

Any member who is a hazard to the safety and welfare of themselves or others for any reason may be considered for expulsion.

Any full member can bring their concerns against another member (officer or not) to the Chief or Company Officer.

Any member expelled for hazard may not reapply to the Department.

Amended: 10/2017
03/2008

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/she 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 of 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 Bylaws. Minutes will be kept for 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 as the Chairman pro-tem and proceed with the regular business of the Department.

Amended: 10/2017
03/2008

ARTICLE VI

Section 640 – Lack of Quorum

When no quorum is present at a regular business meeting, the ranking officer or department member with the longest service present shall call the meeting to order; cause the roll to be called; mark those present; and adjourn.

Lack of Quorum may not be called before 1915 hrs.

Training may be conducted if the members present so choose.

Amended: 10/2017

ARTICLE VI

Section 650 – Order of Business

Call to Order

Attendance

Reading and approval of the minutes of the previous meeting(s)

Treasurer's Report

Correspondence

Reports of committees

Propositions for membership

Balloting for members (including any RETIRING /HONORARY MEMBERS)

Reports of committees

Unfinished Business

New Business

Roll Call

Adjournment

Training

Amended: 6/2018
10/2017

ARTICLE VI

Section 660 – Non-Attendance

Members are expected to attend all Departmental business, training meetings and calls while physically present in the Haines Borough.

Lack of attendance, for reasons other than sickness, death in the immediate family, or working at a regular job, may lead to expulsion. 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.

After three unexcused absences within a calendar year, the member will be placed on Inactive status and relinquish the right to attend all dinners, parades, special events, to take part in discussions and debates, and to vote. The member must submit a letter requesting reinstatement to active status. The letter may be acted upon by the Chief.

After 6 unexcused absences within a calendar year, the member's name will automatically be removed from the HVFD roster. The member may reapply to the Department when he/she is again available for active duty.

Amended: 7/2019
6/2018
2004; 3/2008; 10/2017

ARTICLE VI

Section 670 – Release from Service after a response.

After a call, 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: 03/2008

ARTICLE VII

Section 700 – Voting

Voting may only occur at a regular or special meeting with a quorum present.

In order to vote, each eligible member must be physically present at the meeting and must cast one vote unless excused by the Chief or the presiding officer. Any vote received by any other method will not be acknowledged or counted in the vote tally.

Unless otherwise defined in these Bylaws or in department policy and procedures, a simple majority vote by the members present shall determine the outcome of the election.

Probationary members may not vote as outlined in Section 440.

Amended: 7/2018
03/2008; 10/2017

ARTICLE VII

Section 710 – Probationary Member Vote

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

Probationary members may not vote as outlined in Section 440.

Amended: 7/2018
03/2008; 10/2017

ARTICLE VII

Section 720 – Full Membership Vote

A Probationary member's approval for full membership shall be by a vote –of full members physically present via a secret ballot. Approval is contingent on receiving less than 5 nay votes.

Probationary members may not vote as outlined in Section 440.

Amended: 7/2018
10/2017

ARTICLE VII

Section 730 – Voting for Elected Officers

Voting for Chief, Assistant Chief(s), Secretary, and Treasurer shall be by secret ballot and held during the November joint meeting.

The vote shall be determined by a simple majority of full members physically present. Voting shall be by secret ballot. Ballots will be counted and ratified by any 3 officers present.

In the event of a tie, there shall be a runoff election at a special meeting prior to the end of November. {The month of December is needed for manager approval and for officers to train before taking over} The vote shall be determined by a simple majority of full members present.

Probationary members may not vote as outlined in Section 440.

Amended: 7/2018
10/2017

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.

The question passes by a simple majority of full members present.

Amended: 10/2017

ARTICLE VIII

Section 800 – 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 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. Permanent full time paid staff shall not hold an officer position.

Nominations will be closed and the vote taken at the regular business meeting in November.

Amended: 10/2017
03/2008

ARTICLE VIII

Section 810 – Election and Term of Fire Chief

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.

Each candidate for Chief will have the opportunity to speak to the members providing personal and professional information on their background and qualifications for the position of Chief.

The election of Chief shall be by secret ballot as per Section 730 and approved by the borough manager as set forth in Haines Borough Code (2.44.010).

The Chief shall hold office from annual meeting to annual meeting.

Amended: 10/2017
11/2016

ARTICLE VIII

Section 820 – Election and Term of Assistant Fire Chief

The candidates for assistant chief must be selected from the current Chief, captains of companies, the assistant chief(s), or other members who have previously held officer positions.

The election of Assistant Chief shall be as per Section 730.

The Assistant Chief shall hold office from annual meeting to annual meeting

The Chief may determine that additional assistant chiefs are necessary. They shall be elected as outlined in Section 850.

Amended: 10/2017

ARTICLE VIII

Section 830 – Other Elected Department Officers

Other elected officers shall consist of a Secretary, and Treasurer who shall be elected annually as per Section 730.

The Secretary and Treasurer shall hold office from annual meeting to annual meeting.

Amended: 10/2017

ARTICLE VIII

Section 840 – Officers Assumption of Duties

Between the election and assumption of duties elected officers shall meet to transfer knowledge and Department information.

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

Amended: 10/2017

ARTICLE VIII

Section 850 – Additional Assistant Chief(s)

In the event the Chief expresses a need for an additional Assistant Chief, the Chief will inform the membership of this need and bring forth a slate of candidates to fill the need.

With the exception of date, the voting shall take place as outlined in Section 700. The Officer will be seated immediately following the election.

Amended: 6/2018
10/2017

ARTICLE VIII

Section 860 – Elected Officer Vacancies

If the Chief position should become vacant, the Assistant Chief shall assume the duties of the Chief until an election for a new Chief from qualified current or past officers may be held at the next regular business meeting.

If another officer position should be vacated, an election may be held at the next regular business meeting.

With the exception of date, the voting shall take place as outlined in section 700. The officer will be seated immediately following the election.

Amended: 10/2017

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; supervises employees; enforce all Borough codes and federal and state regulations pertaining to the operation of the Department; supervise paid personnel; attend Department Head meetings; prepare the annual Borough Department budget; submit an annual report on the condition of the Department to the Borough; issue burn bans and burn permits; and provide a quarterly report on the department's activities to the assembly (to be included in their meeting packet).

Department Administration

Preside at all meetings; enforce all articles of the Bylaws; facilitate training; settle disputes between companies; appoint company officers; appoint annual standing committees; ensure equipment is in good condition and placed appropriately; and, be the executive officer of the fireman's non-profit organization.

During the officer transition period (November to January business meetings), meet with the incoming Chief for training and transfer of Department information. They will jointly prepare short and long term goals for the department. These will be read at the annual meeting.

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.

Amended: 6/2018
01/2016; 10/2017

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).

The Chief shall designate an Assistant Chief as training officer.

Amended: 10/2017

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,
- insure that a current copy of the Department Bylaws 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;
- arrange, through the bank, to update check signers (see section 1500)

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”, and “Ambulance”

The audit committee may also review this record annually.

Amended: 10/2017

ARTICLE IX

Section 940 – Standing Committees

The Chief shall appoint all committee members including the chair except for the nominating committee (see Article VIII, Section 830). The following standing committees shall be appointed by the Chief and announced at the annual meeting. Committees and member names will be posted in the Firehall.

Application Review

The Officers of each company are assigned to this committee. The chief will select at least three committee members from the pool to review an application for membership. The committee members will research the applicant's background and talk with the sponsor then make recommendation to the chief for presentation of the applicant to the membership body.

Audit

Three members shall be appointed to review the Treasurer's books at the close of the calendar year and report at the next regular business meeting. The committee, with the Chief and Treasurer, shall also be responsible for the development and timely reporting to the membership of the annual operating budget and its periodic revisions.

Bylaws, Rules and Regulations

At least four members shall be responsible for making recommendations to the general membership for changes in the Bylaws as needed. They are responsible for the three-year review and revision. This committee will also be responsible for the development and maintenance of the Department Policy and Procedure manual.

Historical

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

Retirement Recognition

The Secretary and 1-2 additional 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 10 to 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 Fire Department Staff (other members are encouraged to volunteer). This committee is responsible for developing an outline or ongoing training for at least three (3) months.

The Assistant chief is responsible for coordinating and implementing the training program. The Assistant Chief may request that other members of the Department conduct portions of such training.

Amended/Adopted: 10/2017
2008; 05/2015

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 Bylaws.

ARTICLE XI

Section 1100 – Department Companies

The Department will consist of the following companies:

- One Fire Company
- One Engine Company
- One Ambulance Company
- One SAR Company

Amended: 7/2019
10/2017

ARTICLE XI

Section 1105 – 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 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 will decide the number of Lieutenants for each company.

ARTICLE XI

Section 1115 – Company Officer Appointment

The Chief shall announce the appointment of the Captain and Lieutenant(s) of each company at the annual meeting in January.

ARTICLE XI

Section 1118 – Officer Vacancies

The Chief shall fill any company officer vacancy at the next regular business meeting after the vacancy occurs.

ARTICLE XI

Section 1120 – Duties of the Captain

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

- Supervise all company activities.
- Assist the training officer with company training.
- Oversee and critique all actual calls.
- Sit on committees as required by the Bylaws.
- Lead in the development of S.O.Gs. for the company.

Amended: 03/2008

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

ARTICLE XI

Section 1140 – Duties of the Company

The primary duties of the Companies:

Engine Company: Shall be responsible for engine response to all incidents; operating the pumps; providing water; and assisting with all equipment needed from their truck.

Fire Company: Shall be responsible for fire suppression, which includes: laying and handling of hose and nozzles; ladders; extrication; incident search/rescue; forcible entry; ventilation; and participation in Motor Vehicle Accident response.

Ambulance Company: Shall be responsible for rendering emergency medical assistance; rescue; victim extrication in Motor Vehicle Accidents; and supporting the Fire Company on active fires.

SAR Company: Shall be an Operations Group, which, once the HVFD is authorized by the Alaska State Troopers (AST), shall be deployed, along with previously identified local assets to operate within the scope of their training under the coordination of the HVFD or AST Incident Command Center.

Amended: 7/2019
10/2017

ARTICLE XI

Section 1150 – Member Response

All full and probationary members must be willing to respond to all fire and medical and search and rescue emergencies as necessary.

Amended: 7/2019
10/2017
03/2008

ARTICLE XI

Section 1160 – Incident Management Support Group

Full Members of the HVFD, who are no longer actively responding, 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

or, the member has certification from the State of Alaska and/or FEMA/NFA/NFPA in any or all of the following: ICS 100/200/300, NIMS 700, NRF 800 and/or, State of Alaska and/or FEMA, NFA Strategies and Tactics for Initial Company Operations,

and/or, the member has other specialized training that provides a valuable resource to the department.

A firefighter from other departments who have moved to Haines and meet the above requirements may also be considered for the IMSG.

The member must be recommended for appointment to the IMSG review committee (which is composed of the Assistant Chief and the company captains) and the Chief. 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. They 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 IMMSG after committee approval. The committee will review the member's appointment to the IMMSG biannually and submit appointment recommendations to the Chief at that time. Appointment to the IMMSG group will be in conjunction with Department officer appointments.

Amended: 10/2017
2004; 2008; 4/2015

ARTICLE XI

Section 1170 – Duties of the Director of Emergency Medical Services

The Director of Emergency Medical Services, if a qualified person is willing and available, shall be appointed by the Chief and shall be the administrative director in charge of the function of the Ambulance Company and other related Department Medical Services.

The Director of Emergency Medical Services will be responsible for:

- coordinating all Ambulance Company Training with the Department Training Officer;
- taking the lead role in developing appropriate Medical Service Agreements with other organizations;
- ensuring the Ambulance Company meets all State and Federal provider certifications;
- and at a minimum, meeting requirements found in the Borough Code addressing standards of care.

This position may provide support to the Training Officer with necessary Department wide medical training or other training that will contribute to the success of the Department in accomplishing our mission to the Department and in the community.

Amended: 01/2016

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 will continue until formally relieved by a higher-ranking member (i.e. an officer).

The Chief is the Incident Commander on all HVFD call outs when they are for Fire, Motor Vehicle Accidents and/or MCI response except when the Chief assigns another department member as Incident Commander for that incident.

In the absence of the Chief incident command shall follow:

1. Chief
2. Assistant Chief
3. Captain, Engine Company
4. Captain, Fire Company
5. Captain, Ambulance Company

Ambulance Company Command for all HVFD call outs when only the Ambulance Company is requested to respond, shall be the highest company officer present or as described in Ambulance Company Standing Orders.

Amended: 10/2017
02/2016

ARTICLE XIII

Section 1300 – Department Property Use

The equipment, gear, and materials of the Department are for the use by fire department 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.

ARTICLE XIII

Section 1310 – Gear Maintenance

Members must insure the readiness of their assigned personal response gear. Any damaged or lost gear must be reported and replaced as soon as possible.

ARTICLE XIII

Section 1320 – Emergency Response Property

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

ARTICLE XIV

Section 1400 – Impeachment of Elected Officers

Any officer of the Department, due to the abuse of his authority or misconduct in office by violating these Bylaws, Haines Borough Code, State Statute and or Federal Law, may be impeached and removed from office by a 2/3 majority vote of the full 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: 10/2017
03/2008

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

Any purchase in excess of \$200 from a line item in the approved annual budget must have prior approval of the Chief or, in his /her absence, the Assistant Chief prior to purchase.

All invoices require the Chief's or when the Chief is unavailable, the Assistant Chief's approval prior to payment. Approval shall be indicated by each individual bill signed (or initialed) and dated.

All checks require at least two signatures from the current four elected officers of the Department.

Revision of the funds allocated between line items previously approved in the annual budget must be done by an affirmative vote of the general membership.

No entering into any contracts shall be made unless approved by the members at a regular business or special meeting.

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

Amended: 8/2018
02/2004; 03/2008; 10/2017

ARTICLE XVI

Section 1600 – Alcohol and Drug Use

Any member 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: 10/2017
03/2008

ARTICLE XVII

Section 1700 – Amendments to the Bylaws

The chairman of the Bylaws committee (or the chairman's appointed representative) must present alterations or amendments to the Bylaws of the Department to the members electronically prior to a regular business meeting and/or at a regular business meeting.

Alterations and amendments to the Bylaws shall be approved by simple majority vote of the full members physically present at the next regular meeting and shall be effective immediately on approval.

Amended: 6/2018
02/2004; 03/2008; 10/2017

ARTICLE XVII

Section 1710 – Review of Bylaws

The Department Bylaws shall be reviewed by committee every three years for compliance and applicability.

The current copy of the Department Bylaws shall be dated and signed by the Chief, the Chairman of the Bylaws committee, and the Secretary and filed with the Secretary. The Bylaws shall be available to all members electronically and in the Firehall. Additionally, a copy of the Department Bylaws, including all Addenda, shall be filed with the HVFD advisory committee and with the Manager of the Borough of Haines.

Upon approval of Bylaws revisions, all previous hard copies of the Bylaws shall be destroyed except one copy to be kept in the HVFD archives.

Amended: 10/2017
03/2008

The undersigned members of the Haines Volunteer Fire Department hereby acknowledge the accuracy of this document and with their dated signatures do decree the Bylaws contained herein to be enforceable and applicable to all members of the Department.

Chief of the Department:

Albert N. Giddings

Albert Giddings

Date: 07/2019

Chairperson of the By-law Committee:

Roc Ahrens

Roc Ahrens

Date: 07/2019

Secretary of the Department:

Patricia L. Brown

Patty Brown

Date: 07/2019