



Village of Irondale, Ohio

Fire & Rescue Department

Constitution & Organizational By-Laws

Constitution

&

Organizational By-Laws

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Mission Statement

The Irondale Fire & Rescue Department is dedicated to the goal of Life Safety and Property Protection. Through rigorous training and pre-planning we will maintain the best possible fire protection and public safety services that we can provide to the citizens of the communities we serve.

Constitution & By-Laws

Article One Name and Object

Section 1:1

This organization shall be known as the *Irondale Fire & Rescue Department*.

Section 1:2

The object of this organization shall be the protection of life and property.

Article Two Officers and Duties

Section 2:1

The officers of this organization shall be the *President, Vice President, One Executive Board Member, Treasurer, Secretary, Fire Chief, Assistant Chiefs, Captains, and Lieutenants*.

Section 2:2

President

It shall be the duty of the President to preside at all department meetings, preserve order, appoint executive committees, and any such duties that pertain to the presiding official of any assembly. The President will be elected yearly. Nominations for President will take place at the November business meeting. The nominees will be placed on the ballot and voted upon at the December meeting. The new President elected shall begin their duties on January 1st of the following year. The President shall serve for a one (1) year term, but have the right to succeed their self.

Section 2:3

Vice President

It shall be the duty of the Vice President of this organization to preside during the absence of the President. The Vice President will be elected yearly. Nominations for Vice President will take place at the November business meeting. The nominees will be placed on the ballot and voted upon at the December meeting. The new Vice President elected shall begin their duties on January 1st of the following year. The Vice President shall serve for a one (1) year term, but have the right to succeed their self.

Section 2:4
The Executive Committee

The Executive Committee shall be the President, Vice President, and one elected Committee Member. It shall be the duties of the Executive Committee to settle all disputes, conduct hearings, and to document all complaints.

Section 2:5
Treasurer

It shall be the duty of the Treasurer to keep an account of all monies as are received and expended by the department, and to report the condition of the department treasury and report the status of the village fire contract fund when requested by the department. He / She shall expend money only when so requested by the President, Chief, or Assistant Chief. All checks will be signed by the Treasurer and the Chief or Assistant Chief. The Treasurer will be elected yearly. Nominations for Treasurer will take place at the November business meeting. The nominees will be placed on the ballot and voted upon at the December meeting. The new Treasurer elected shall begin their duties on January 1st of the following year. The Treasurer shall serve for a one (1) year term, but have the right to succeed their self

Section 2:6
Secretary

It shall be the duty of the Secretary to keep accurate records of all meetings, and training sessions, and to register the duties and status of all members, issue all required notices, and do such corresponding as may be ordered by an officer of the department. The Secretary will post minutes of regular and special meetings no later than 7 days of meeting in the department meeting minute's book at the station. The Secretary will issue a quarterly report at the January, April, July, and October meetings outlining the status of each member. The Secretary will be elected yearly. Nominations for Secretary will take place at the November business meeting. The nominees will be placed on the ballot and voted upon at the December meeting. The new Secretary elected shall begin their duties on January 1st of the following year. The Secretary shall serve for a one (1) year term, but have the right to succeed their self.

Section 2:7
Fire Chief.

It shall be the duty of the Chief to appoint all committees as they pertain to fire ground activities and all other such duties that pertain to fire department business. The Chief shall be in charge of all response and fire ground activities and by law is responsible for primary coordination of the on-scene activities of all agencies including the Village of Irondale, the State of Ohio, and the United States Government, and political subdivisions that are responding to an emergency, or any situation involving Hazardous Materials, either actual release or potential release and shall remain in charge until he relinquishes that command as provided by law.

(O.R.C. 3737.90 - 49 U.S.C.S. 1801). (FM 102-8)

Section 2:8
Assistant Chief

It shall be the duty of the Assistant Chief to preside in the absence of the Chief. The Assistant Chief will act as the Chiefs Authorized Representative. Assistant Chiefs are charged with maintaining NFIRS (National Fire Incident Reporting System) reports, HIPPA Compliance, and Occupational Health and Safety Program. The Assistant Chief will oversee fire ground operations under the direction of the IC (incident commander).

Section 2:9
Captain

It shall be the duty of the Captain to preside in the absence of the Chief and Assistant Chief. The Captain will act as the Chiefs Authorized Representative when no higher authority is on scene or readily available. Captains will report to the IC the status of Safety Officers, RIT Team, and Rehab conditions during fire ground operations. The Captains will be elected yearly. Nominations for Captains will take place at the November business meeting. The nominees will be placed on the ballot and voted upon at the December meeting. The new Captains elected shall begin their duties on January 1st of the following year. The Captain shall serve for a one (1) year term, but have the right to succeed their self.

Section 2:10
Lieutenants

It shall be the duty of the Lieutenant to preside in the absence of the Chief, Assistant Chief, and Captain. The Lieutenant will act as the Chiefs Authorized Representative when no higher authority is on scene or readily available. Lieutenants will report the status of Water Supply, Fire Operations, and Staging Locations to the IC.

**Section 2:11
Officers**

It shall be the duty of all officers to receive and collect the property of the department. The Equipment Officer will maintain an accurate account of all department issued items. (Pagers, Radios, Uniforms, Badges, Turnout Gear, Other)

**Section 2:12
Member Duties**

It shall be the duty of all Active Members of the department to answer all alarms when possible for them to do so, to return to the fire station after the alarm, to clean and restore vehicles and equipment to complete service unless excused by the OIC, and to attend all meetings and training sessions of the department.

Any member who is removed from the department or resigns from the department shall within five (5) days turn in any and all items and equipment which belong to the department. All resignations must be in writing.

(SEE RESIGNATION MEMO EFFECTIVE JULY 10, 1997)

**Article Three
Classifications of Membership**

**Section 3:1
Membership**

The membership of this department shall consist of the following classifications. Active, Inactive, Probationary, Social, Honorary Member and Junior Firefighter.

**Section 3:2
Active Members**

Active Members must be 18 years of age and no residency requirement is imposed. Active Members who will respond to fire scenes are required to have the 36 hour State of Ohio Basic Fire Fighting Academy completed within the first year of service. Members that will respond to Medical Calls will have either a Basic EMT or a First Responder Certification within the first year of service. Members will be given voting privileges after a six month probation period. Probation may be waived by a majority vote of the membership at a regular business meeting if the member obtains any of the above certifications prior to probation period ending. In order to maintain your active status you must attend 1 business meetings and 1 department training session every quarter. Members that fail to meet requirements will be given notice that they are on inactive status. Any member that remains inactive for an additional 3 months will be removed from the roster for lack of interest and will be required to return all department issued items upon request. In addition there are several mandatory yearly training classes that must be maintained in order to keep your active status. *(See Appendix "A" for the list)*

**Section 3:3
Inactive Member**

Any member that fails to attend the required meetings and or training sessions will be given notice that they are being placed on the Inactive Roster. Any member that remains inactive for an additional 3 months will be removed from the roster for lack of interest and will be required to return all department issued items upon request. If you are on the Inactive Roster, you will need to be requested by the Chief prior to responding to the scene of any emergency call. You may respond to the station but will be required to stand by until you are returned back to Active status. Inactive members will have no voting privileges, and will not be paid for duty during inactive status. After you have satisfactory completed your training and meeting requirements, you may be reinstated to Active Status by the Chief or an Assistant Chief or by a vote of the majority of the members present at a regular business meeting.

**Section 3:4
Social Member**

Any person 18 years of age or older, that desires to assist the department, but does not want to be a firefighter or medical responder will be listed as a Social Member. Social members will have voting privileges after completing a six month probation period. Social members will not be permitted to respond to the scene of an emergency. They may come to the scene if requested by the IC for support operations, rehab, and or refreshment deliveries. Social Members may hold Executive Office. Social Members are required to attend department meetings to keep their status.

**Section 3:5
Honorary Member**

Honorary Members are members that have 20 or more years of service as an Active Member of this department and wish to remain on the roster but will not be responding to the scene of any emergency call. Honorary Members are not required to attend meetings or training sessions but may do so if they desire. Honorary members have voting privileges. Honorary Members may hold an Executive Office, but will be required to attend meetings if they are on the Executive Board.

**Section 3:6
Junior Firefighter**

Junior Firefighters must be 14 - 18 years of age and have a completed permission form signed by their legal guardian. Juniors will be required to maintain "C" average grades or better in school or they will be suspended until their grades are improved. Juniors are required to submit a copy of their report cards and interim reports to the Jr. Advisor each reporting period. Juniors have no voting privileges. Junior firefighters will not be permitted to respond to the scene of an emergency. They may respond to the station and may later be requested by the IC to come to the scene for support operations, rehab, and refreshment deliveries and clean up of equipment. Juniors will report directly to the IC if requested to come to a scene.

In order to maintain your Junior Firefighter status you must attend 1 business meeting and 1 training session every (3) months. Juniors that fail to meet this requirement will be given notice that they are on inactive status. Any junior that remains inactive for an additional 3 months will be removed from the roster for lack of interest and will be required to return all department issued items upon request.



**Irondale Fire & Rescue Department
Junior Firefighter Permission Slip**

I / We _____ the legal guardian(s) of
Please Print Name

(applicant name) _____ hereby grant permission for applicant to participate in the Irondale Fire & Rescue Department as a Junior Firefighter.

We have read the Junior Firefighter membership requirements and agree to them.

Guardian Signature: _____

Applicants Signature: _____

Date: _____

Article Four

Application for Membership

Section 4:1

Applications

All applications for membership shall be presented in writing, on an official Irondale Fire & Rescue Department Application Form. Applications for membership must be acted upon by the department membership at a regular business meeting. Voting shall be by secret ballot, approval by a majority of the members present shall be required for acceptance of the new member to the department.

Once approved by the department the applicant must also be approved by Village Council. Village council has final approval authority.

Article Five

Election of Officers

Section 5:1

Vacancies

Vacancies in any elected officer position shall be filled at the next regular meeting by a special election. The exception to this will be the President position, which will be filled by the Vice-President. The Chief will be appointed by the Mayor after approval of Council.

Section 5:2

Tie Breaker

In the event of a tied vote during any election, the President will decide the outcome.

Contd.

Section 5:3

Qualifications of Officers:

A member can be nominated for an officer's position, if they have completed the following minimum requirements. Any person that is elected into an officer's position will be required to complete unfinished courses within six months.

- a) Must be 21 years of age.
- b) Current Ohio Fire Fighting Certificate or equivalent.
- c) Must have a valid Ohio Drivers License.
- d) Minimum of 3 years firefighting experience.
- e) Should have completed the following courses, and have a working knowledge of how they relate to our department. ** Indicates not required but helpful for officers.

Must complete required reading books. (See Appendix "B" for list)

Incident Command System, All Required NIMMS Courses.

Vehicle Extrication

Hazardous Materials Awareness & WMD PPE Course

CPR / AED, Basic First Aid

Emergency Vehicle Operations Course (EVOC)

*** Emt / Paramedic / First Responder / Basic First Aid*

- f) Required to be a member in good standing. (Active Member)
- g) Required to be able to carryout orders and line officer responsibilities as assigned.
- h) Required to have effective communication skills.
- i) Must be able to perform a wide range of duties requiring a high degree of specialized knowledge under stressful situations with strong emphasis on safety and reducing loss.
- j) Must be able to practice Harmonious Supervisory relations both in-house and with mutual aide departments.

Article Six Meetings

Section 6:1 Meetings

Six (6) voting members shall constitute a quorum.

Regular meetings of this department shall be held on the 1st Wednesday of every month at 7:30 PM. Training meetings are the 3rd Wednesday of the month at 7:30 PM or as scheduled by the training officer. Make up meetings will be held the second & fourth Sunday of each month. These meetings will not be department business meetings. These meetings will be to discuss previous trainings and for station detail. Meetings will be at 4:00 PM. This meeting may be used to catch inactive members up on their requirements.

Section 6:2 Special Meetings

A special meeting may be called by the President, Fire Chief, or an Assistant Chief, or upon the request of three (3) voting members. Six (6) voting members must be present for a quorum. Notices of such meetings shall state the reason(s) that such a meeting is being called. No other business but that specified in the notice may be transacted at such a special meeting.

Section 6:3 Order of Business

Meetings will be conducted in accordance with guidelines set for by Roberts Rules of Order. The meeting will be opened with call to order, Pledge of Allegiance, and moment of silence.

- (a. Roll Call
- (b. Reading and approval of minutes of previous meeting.
- (c. Report of standing committees.
- (d. Report of special committees.
- (e. President Report
- (f. Treasurers Report
- (g. Chief's Report
- (h. Report of Officers
- (i. Communications and Bills
- (j. Unfinished business
- (k. New Business
- (l. Applications for Membership
- (m. Good of the Department
- (n. Open Floor
- (o. Roll Call
- (p. Adjournment

Article Seven Rights and Privileges

Section 7:1 Charges

Charges / Complaints may be brought against any member or officer for any violation of department rules or policies. Charges will be in writing on an official Irondale Fire & Rescue Department Complaint Form. (see appendix “C”) These charges shall be heard by the membership at a regular or special meeting. The accused party has the right to contest the charges. If the Executive Committee and the membership present can not resolve the issue or if the accused feels that a hearing is necessary then one will be scheduled with the Mayor and Village Council. Councils ruling will be final.

Section 7:2 Building Access

All members shall have access to all rooms in the station after probationary period is completed with the exception of offices. The last person to leave the building is responsible to assure that any unnecessary lighting and equipment is turned off and that all doors have been secured and locked. Juniors are required to leave the building by 9 PM unless attending a fire department activity.

Section 7:3 Acceptance of By-Laws

Each member will be provided a copy of the By-Laws, Standard Operating Guidelines (SOGs) and the Rules and Regulations of this department. Each member agrees to read and comply with such By-Laws, SOG’s and Rules and Regulations. Failure to comply will result in charges being brought against the offender.

Article Eight Drug and Alcohol Policy

Section 8:1 Random Drug Screening

Each member of this department will subject to drug screening in the event of a serious injury or accident. The OIC will oversee the screening or document why screening was not necessary. If you are suspected of using illegal drugs, you may be asked to submit to drug screening at the expense of the department. Failure to comply will be reason for immediate dismissal from the department. See Drug and Alcohol Program for more information.

Section 8:2
Background Check

All applicants will be subject to a background check of their drivers' license, and certification verification check, as well as a criminal history background report. A copy of your driver's license is required yearly for our insurance file. Failure to submit a valid driver's license will result in member not being allowed to operate any village equipment including fire apparatus. Any member who is convicted of a felony will have a review hearing before Village Council and council will determine the member's status.

Section 8:3
Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988, and implemented at 44CFR Part 17, Subpart F, as defined at 44 CFR part 17, Sections 17.615 and 17.620:

(A) The Irondale Fire & Rescue Department will continue to provide a drug-free workplace.

(a) Any member that is found to be involved in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in any fire department building, vehicle or while conducting any fire department business is in violation of the departments drug and alcohol policy.

(b) Any member that is found to be in violation of the department's drug and alcohol policy will be immediately suspended until such time as a hearing before the Mayor and Executive board. The outcome of the hearing will be the base for either acquittal or termination.

(c) Members will notify the department in writing of his or her conviction for a violation of a criminal drug statute no later than five calendar days after such conviction. Failure to disclose such a conviction will be cause for immediate termination or for taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(d) Requiring such member to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(e) Costs for evaluation and treatment shall be the member's responsibility or that of the member's health insurance carrier if the member has such coverage.

Article Nine Contracts

Section 9:1 Contracts

The Fire Chief and President will confer with Village Council on all contracts for fire protection. The contract shall be presented to the membership of the department for approval or rejection by a majority vote of members present. The outcome of the vote shall be taken to council for approval.

Article Ten Anti - Harassment Policy

Section 10:1 Policy

Irondale Fire & Rescue Department has adapted a zero tolerance policy for harassment. Harassment of any member by another member, supervisor / officer, or third party for any reason including but not limited to race, color, religion, creed, age, sex, national origin, or ancestry, marital status, sexual preference, veterans status, or as a qualified individual with a disability, and any other protected characteristic under applicable law is strictly prohibited. Harassment of a third party by our members is also prohibited.

A) Harassment

Examples of harassment include, verbal, or physical conduct that shows hostility or aversion towards an individual.

B) Sexual Harassment

Examples of sexual harassment include unwelcome or unsolicited sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.

C) Other

Depending upon the circumstances, prohibited conduct can also include sexual joking, vulgar or offensive conversations or jokes, commenting about an individuals physical appearance, conversation about an individuals own or someone else's sex life, teasing or other conduct directed toward a person because of his or her gender which is severe or pervasive to create an unprofessional or hostile working environment.

D) Procedure for Reporting Harassment

In the event that a person feels they are being harassed, they should advise any officer or village supervisory staff of the problem. Write down as much of the details as possible and submit them to the president or vice president. If the member does not feel comfortable with talking to a department supervisor, then you may contact the Mayors office (330) 532 – 1234 to set up an appointment to discuss your complaint.

Section Eleven

Employee Assistance Program (E.A.P.)

Section 11:1

Employee Assistance Program (EAP)

Should any member feel that he/she might have a substance or alcohol abuse problem, and self-discloses this problem to a department supervisor; the member will be referred to an EAP. The EAP will provide the member appropriate assessment, treatment or therapy. While undergoing treatment or therapy the member will be removed from duty until approved for return to duty by the EAP.

Costs for EAP evaluation and treatment shall be the member's responsibility or that of the member's health insurance carrier if the member has such coverage. All information developed by the EAP shall be kept strictly confidential for self-disclosure.

Irondale Fire & Rescue Department Drug-Free Workplace Policy

The Irondale Fire & Rescue Department is concerned with those situations where the use of illegal drugs or alcohol, or the illegal use of legal prescription drugs seriously interferes with the member's health, job performance and the public safety and trust of the department. Drug abuse or alcoholism is a hazard to the safety and welfare of other members of this department and the general public. Irondale Fire & Rescue Department has established this policy for the purpose of maintaining a safe drug and alcohol free workplace.

I understand that all department members and new applicants for membership must be drug free in accordance with this policy.

I hereby certify that:

- 1) I have received a copy of the Irondale Fire & Rescue Department DFWP policy for my review.
- 2) That I have read and agree to comply with its contents.
- 3) I understand that my membership with Irondale Fire & Rescue Department is contingent on my strict adherence to the policy.

Name: (Please Print) _____

SSN: _____ - _____ - _____

Signature: _____

Date: _____

Member Appeals Committee Review Form

Appendix D

Member Name: _____

Type of Occurrence: _____

Describe in detail the incident or circumstances involved that initiated the disciplinary action. Please include dates and any witness accounts. Use additional pages if necessary.

Describe in detail why you are appealing this decision:

Please attach any relevant documentation (policies, SOPs etc) including a copy of the original discipline, your appeal request and a copy of the meeting minutes when the matter was discussed. All information must be turned in when you file your appeal request. Appeal Request shall be turned in to the Village of Irondale Mayors Office.

Signature : _____ Date: _____

Received by Mayors Office on _____ By: _____

By-Laws Acceptance Form

Appendix E

As stated in section 7:3 each member will be provided a copy of the By-Laws, Standard Operating Guidelines (SOGs) and the Rules and Regulations of this department.

I hereby certify that:

- 4) I have received a copy of the Irondale Fire & Rescue Department Constitution & By-Laws, Standard Operating Guidelines (SOGs) and the Rules and Regulations for my review.
- 5) That I have read and agree to comply with its contents.
- 6) I understand that my membership with Irondale Fire & Rescue Department is contingent on my strict adherence to the policy.

Name: (Please Print) _____

SSN: _____ - _____ - _____

Signature: _____

Date: _____

Appendix A

Mandatory Yearly Requirements of Active Members

- 1) Must complete Blood Bourne Pathogens Class
- 2) Must Complete Hazardous Awareness Class
- 3) Must Complete CPR Class or Refresher Class
- 4)

Appendix B

Required Reading for Officers

- 1) Ohio Laws for Fire & Ems Officials
- 2) Fire Operations for Officers
- 3) IFD bylaws and SOGS including verbal review board
- 4) TBA