

East Hampton Volunteer Fire Department
EAST HAMPTON, CONNECTICUT

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East Hampton Volunteer Fire Department
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ARTICLE I

NAME OF DEPARTMENT

Section 1:

This Department shall be known and designated by the name of The East Hampton Volunteer Fire Department.

Section 2:

Company One shall be known as Headquarters, located in East Hampton Center.

Company Two shall be located in Cobalt.

Company Three shall fall under the direction / responsibility of Company One, and be located on White Birch Road.

(Revised 9/91)

East Hampton Volunteer Fire Department
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ARTICLE II

OFFICERS

SECTION 1:

The Officers of this Department shall consist of a Chief, Assistant Chief, and Deputy-Chief, one of whom shall be from a different Company than the other; a Department Engineer, and a Secretary / Treasurer; all of whom shall be elected annually. The Officers of the Companies shall consist of two Captains, one from each Company; three Lieutenants from Company #1 designated as first, second, and third Lieutenants; three Lieutenants from Company #2, designated as first, second, and third Lieutenants; a first and second Assistant Engineer from each Company, and a Secretary-Treasurer from each Company.

(Revised 9/95)

SECTION 2:

In order to qualify for the office of Chief, Assistant Chief, and Deputy-Chief, a person must be a member of the Department in good standing for ten years; a Captain, seven years; a first Lieutenant, five years; a second Lieutenant, four years; a third Lieutenant, three years; Department Engineer, three years; first and second assistant Engineers, two; years; Secretary / Treasurer, for each Company, two years; the Department Secretary / Treasurer, three years.

(Revised 12/95)

SECTION 3:

Members of the Department shall be reimbursed from the Town treasury for expenses incurred in the execution of their duties when authorized by the Chief and/or Board of Fire Commissioners.

(Revised 9/91)

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ARTICLE III

COMMITTEES

Section 1:

There shall be an Executive Committee of six (6) members, with equal representation from each Company. To be eligible for election to the Executive Committee requires membership in good standing in the East Hampton Fire Department for three consecutive years. The aforesaid person must not hold office of Captain or Lieutenant.

Section 2:

Each Company shall have an Entertainment Committee consisting of three members and a House Committee of two members. These Committees will serve jointly as Department Committees when so directed by a Chief as specified in ARTICLE V.

(Revised June, 1983)

East Hampton Volunteer Fire Department
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ARTICLE IV

OFFICER'S DUTIES

Section 1. Chief:

- A) The chief is Head Executive Officer and has the ultimate responsibility for operations of the Fire Department.
- B) The Chief presides at Department meetings and represents the Department when meeting with the Board of Fire Commissioners, and at other Town, County, or State Association meetings.
- C) He shall impartially enforce all By-Laws of the Department, be responsible for the conduct of the firemen and see that the firehouse and all apparatus are kept in good order.
- D) The Chief shall see that the fire log and all other records are properly maintained.
- E) He shall, with the help of the Training Officer(s), plan for and schedule all department drills. (Rev 9/91)
- F) The Chief shall appoint special Committees when needed. He may call special meetings at his or the members request or at the written request of any ten members. The Chief shall be a member of all committees with the obligation to vote on any matter in the event of a tie. The Chief may appoint a person or persons to examine the books of the Department prior to the annual meeting. He may also appoint a Secretary Pro-Tem at any meeting if he feels so disposed.
- G) The Chief shall fill all appointed positions as required by these By-Laws in an impartial manner to the best qualified person(s). (Rev 9/91)
- H) The Chief shall command fire fighting operations. He may delegate such portion of this command as he sees fit. (rev 9/91)

Section 2. Assistant Chief:

- A) The Assistant Chief shall act as Chief in the absence of the Chief and shall have all the powers of the Chief of the Department at that time.
- B) The Assistant Chief shall report to the Chief and assist him in directing fire fighting operations.
- C) The Assistant Chief shall be a member ex-officio of all Committees of the Department except in the absence of the Chief he may then cast a tie-breaking vote on any matter.

(Revised 12/95)

Section 3: Deputy-Chief:

- A) The Deputy-Chief shall act as Chief in the absence of the Chief and Assistant Chief and have all the powers of the Chief of the Department at that time.
- B) The Deputy-Chief shall report to the Chief and assist him in directing fire fighting operations.
- C) The Deputy-Chief shall be a member ex-officio of all committees of the Department except in the absence of the Chief and Assistant Chief, he may then cast a tie-breaking vote on any matter.

(Added 12/95)

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ARTICLE IV

(Continued)

Section 4: Fire Police Captain:

- A) It shall be the duty of the Fire-Police Captain to respond to all emergencies and other Fire Department activities when traffic control is necessary.
- B) The Fire-Police Captain shall be responsible for the control and conduct of all members of the Fire-Police under direction of the Fire Chief.

Section 5: Captain:

- A) The Captains shall assist the Chief, Assistant Chief, and Deputy Chief and take charge of the Department in the absence of either Chief, as per section 6 of this Article. The Captains shall preside at their respective Company meetings. The Captain shall be in charge of all Company drills and will make sure that the members of the Companies who cannot attend regular drills because of night work or other cause for absence, attend at least one drill a month scheduled at their convenience, and the Captain shall take a roll call at each drill which in turn will be given to the Chief. (rev. 9/91)
- B) Company Captains are responsible for the men, apparatus, and building assigned to them and shall have overall control thereof.
- C) Company Captains shall see that all company records are kept up to date by the Company Secretary including plectron records, clothing records, training records, and attendance records.
- D) Company Captains shall inspect their building, apparatus, and equipment at least once a week to see that they are properly maintained. They shall organize special drills to clean buildings and equipment at regular intervals as necessary. They shall supervise the work of their Lieutenants and make sure the Lieutenants are doing a good job.
- E) Company Captains are responsible for the welfare and morale of their men. They shall make sure that all men assigned to their company are properly trained and outfitted. They shall inspect protective clothing periodically to be sure it is being maintained.
- F) Company Captains shall respond directly to fires. If the location of a fire is such that they pass the fire station on the way to the fire, they will stop and insure that a piece of apparatus has responded.
- G) The Captains shall be in charge of all drills and training programs and keep records of attendance at such training and drill sessions. The training and drill programs shall be arranged by the Captain with the approval of the Chief.
- H) The Company Captains shall appoint a committee to audit their respective Company treasury annually. (rev June, 1990)

Section 6: Lieutenants:

- A) It shall be the duty of the Lieutenants to aid the Captain in the discharge of his duties, and assume the Captains responsibilities in his absence. (rev. June, 1983)
- B) Lieutenants shall be responsible for their apparatus and the men assigned to them.

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ARTICLE IV

(Continued)

- C) Lieutenants shall visually inspect their apparatus at least once a week.
- D) Lieutenants shall insure that all their men are properly instructed in the use of apparatus and equipment.
- E) Lieutenants shall take over such areas of Company administration as their Captains may assign to them.
- F) Lieutenants shall respond directly to fires. If the location of a fire is such that they pass the fire station on the way to the fire, they will stop and insure that a piece of apparatus has responded.
- G) Lieutenants shall lead their men in duties assigned to them. When supervising a hose crew, they will go with and be a part of that hose crew. A Lieutenant is a working fireman and shall lead his men in their assigned tasks.

Section 7: Line Of Command:

The line of command at fires and other Department activities shall be as follows:

Chief
Assistant Chief
Deputy Chief

District 1	<u>Co # 1</u>	District 2	<u>Co # 2</u>
	Capt.		Capt.
	1st Lt.		1st Lt.
	2nd Lt.		2nd Lt.
	3rd Lt.		3rd Lt.
	Truck Driver		Truck Driver

Senior officer of a Company district is in command until a high ranking officer of either Company district arrives.

(Revised 12/95)

Section 8: Officer Facial Hair:

ALL LINE OFFICERS will not have interfering facial hair that will prevent a proper seal when wearing self-contained breathing apparatus. A Line Officer is defined as the Company Captains and Lieutenants. A Department Officer is defined as the Chief, Assistant Chief and Deputy Chief. (rev 12/95)

Section 9: Engineer's Duties:

A) It shall be the duty of the Department Engineer to keep a record of all equipment of the Department, continually inspecting all vehicles and equipment as to general condition, need for repair or replacement, and reporting the same to the Chief. He shall be responsible for keeping an inventory on all equipment and a log on all vehicles. He shall be responsible for and see that all vehicles are in readiness for operation at all times.

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ARTICLE IV

(Continued)

- B) The Department Engineer shall see that the Assistant Engineers keep a maintenance log on all equipment in their respective companies and see that all equipment and apparatus is in readiness for operation at all times.
- C) Assistant Engineers: The Assistant Engineers shall assist the Department Engineer in the discharge of his duties in their respective Companies.
- D) All repairs or temporary repairs to the apparatus and equipment shall be made and scheduled by the Department Engineer with the approval of the Chief. (rev. 9/91)
- E) Neither the Department Engineer nor the Assistant Engineers shall give any orders whatsoever to any members of the Fire Department but will request assistance if needed from a Company Officer.
- F) The Engineers shall assume a regular fireman's duties and be assigned to a Lieutenant for fire operations unless relieved by an officer.

Section 10: Department Secretary / Treasurer:

- A) The Department Secretary / Treasurer shall keep a record of all Department meetings. He shall notify every newly elected member of his election to the Department and obtain his signature to the Department roll and present him with a copy of the By-Laws. As Department Treasurer he shall serve as a clearing house for all monies received as donations for Department activities.

Sections 7,8,9 (previous to 9/91 was sections 8,9,10) revised 12/89

- B) The Company Secretary / Treasurer shall call the roll at Company meetings and take minutes of the meetings; read the contents of all communications received and keep accurate records of the activities of that Company. He shall act as publicity agent for his Company.

Section 11: Training Officer / Assistant Training Officer:

- A) Training Officer / Asst. Training Officer, shall be appointed by the Chief. Candidates for the position shall be reviewed by the Executive Board prior to appointment, to assure appointee is capable, willing and the best qualified person to fill the position, within the guidelines of the N.F.P.A. requirements.
- B) The Training Officer / Asst. Training Officer is responsible to provide Department training. The content as deemed by the Chief and / or Fire Commission.
- C) The Training Officer / Asst. Training Officer, shall provide a yearly agenda of drills for the year, with the dates and content of the drills. This shall be posted in each Firehouse, no later than March 01.
(Add 9/91)

Section 12: Safety Officer:

- A) Safety Officer, shall be appointed by the Chief. Candidates for this position shall be reviewed by the Executive Board prior to appointment, to assure appointee is capable, willing and the best qualified person to fill the position within the guidelines of the N.F.P.A. requirements.

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ARTICLE IV

(CONTINUED)

- B) The Safety Officer shall work with the Chief and Training Officer to provide training in safety, with the Department and on the fire ground.
- C) The Safety Officer shall respond to all fires and report directly to the Chief / Command. (Add 9/91)

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ARTICLE V

Standing Committees

Section 1. Executive Committee:

There must be four elected members present at an Executive Committee meeting. The Executive Committee shall act in an advisory capacity. They shall meet to hear grievances when necessary, according to Article X, Sect. 2. It shall be the duty of the Executive Committee to investigate and examine all applicants for membership to the Department and report on all names as stated in Article VI. (Changed March, 1993)

Section 2. Entertainment Committee:

This committee shall assist the Chief in planning for and providing entertainment at quarterly meetings and otherwise as directed by the Chief.

Section 3. House Committee:

This committee is responsible for the neatness and cleanliness of the Fire Houses, periodically inspecting the buildings and furnishings and reporting the condition of the same to the Chief at quarterly meetings.

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ARTICLE VI

ADMISSION OF MEMBERS

Section 1:

- A) Any person, not less than eighteen (18) years of age, who is a resident of or employed in the town of East Hampton for at least one (1) year, and is of good moral character, physically and mentally capable, shall be eligible for active membership.
- B) A person desiring to transfer from another Department to the East Hampton Fire Department shall be treated in a similar manner to the new applicant EXCEPT the one (1) year residency requirement is waved. Service with another Department will not be regarded as seniority with the East Hampton Fire Department.
- C) For the purpose of this article, a "Department" is defined as another State recognized Fire Department or a Fire suppression organization that is able to produce State Certified Training Records no more than one year old, certifying a candidate's successful completion of all training shall be provided with Application for membership.
- D) Anyone entering the East Hampton Fire Department on or after January 1, 1993 shall remain free of facial hair that lies beneath the seal of the S.C.B.A. face mask.
(revised March, 1993)

Section 2:

- A) Any member proposing a candidate for membership in the Department shall have the candidate submit a completed form, "Application for Membership", signed by the applicant and the two (2) supporting members.
- B) The completed application shall be presented to the Captain of the Company to which the application is made. The Captain will forward to the Executive Committee with his recommendation.
- C) The Executive Board will investigate and approve or disapprove application within two (2) weeks of receipt and return to the Company Captain.
- D) Once approved, the applicant's probationary and training period (subject to a physical examination) will start.
(rev March, 1993)
- E) Each candidate so admitted shall be required to take a physical examination at town expense and shall serve a probationary training period of no less than (9) months. (Rev March, 1993)
- F) Upon satisfactory completion of the probationary training period, a candidate may be elected to membership by a majority vote of the members present, at a quarterly Department meeting. The member's beginning date of service shall be the date of application approval by the Executive Committee. (rev March, 1993)

Section 3:

Any candidate not elected will be unable to apply for membership for one year and then must be responsored. If he is again not elected, he is dropped automatically for consideration as an active member for a period of five years.

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ARTICLE VI

(Continued)

Section 4:

Any new applicant may apply for membership to the Company of his choice. Any member may transfer from one Company to the other upon written request to the Chief and the Company Secretaries subject to the approval at a Company meeting, of two thirds of the members present of the Company to which he wishes to transfer.

Section 5:

Any member may voluntarily retire from the Department at any time and must automatically retire at age 70. (rev 9/91)

Section 6:

- A) A member must attend and take part in at least 1/3 of the Department and his companies functional duties during the year in order to remain an active member.
- B) Any member with five (5) years continuous service is entitled to become a veteran member. (rev June, 1983)
- C) Should a member fail to participate in Department and Company activities, as stated in Section 6A he shall be transferred to the Veteran's roll by the Executive Committee in the month prior to the annual meeting.
- D) A veteran member shall be entitled to participate in the social activities of the Department but shall have no vote in the Department's affairs and shall not engage in fire fighting activities.
- E) After (10) ten years of service or upon reaching the age of 55 with five (5) years of service, a member is eligible for Senior Membership. His / Her written application for Senior Membership shall be approved or disapproved by the Executive Board, by a majority vote, within thirty (30) days after receiving same. Upon receiving the Executive Boards approval for Senior Membership status, a member will:
- 1) Retain his/her voting rights except for elections as long as the Senior Member has attended a minimum of six (6) meetings, (Company or Department) during the preceding twelve (12) months.
 - 2) Be eligible to serve on committees or special projects.
 - 3) Retain his/her dress uniform, building key, and parade badge only.
 - 4) Be ineligible to hold Chief, Assistant Chief, Deputy Chief, Captain, Lieutenant, or Executive Board positions. (rev. 12/95)
 - 5) Be exempt from drills and emergency calls.
 - 6) Be ineligible for pension while holding Senior Member status.
 - 7) Not drive any apparatus. (rev 9/91)
- F) Any member with a minimum of twenty (20) years of continuous service will automatically become a Life Member with the Department. A Life Member shall, at the age of 70, retain all Departmental privileges, but no longer be allowed to participate in any fire fighting, or drills, involving any physical activities. (rev 9/91) (NEW SECTION -JUNE, 1981)

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ARTICLE VI

(Continued)

G) Members may remain active until age 70, providing the individual passes the yearly physical examination. Retirement age will be at age 70. (NEW SECTION -DECEMBER, 1989)

H) Within one (1) year of a member's badge holding date, new members shall obtain a Connecticut State Certification Course for Firefighter Level 1. If not obtained within one (1) year the member shall relinquish their membership.

(NEW SECTION -SEPTEMBER, 1991)

Section 7.

A member who left the Department in good standing or has been transferred to the Veteran's Roll or Senior Membership may be reinstated to active membership after submitting such a request in writing to the Secretary. (rev 6/91)

Seniority will not accumulate while a member is inactive.

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ARTICLE VII

MEETINGS AND ELECTIONS

Section 1:

The Annual meeting of the East Hampton Volunteer Fire Department shall be held on the first Sunday in December at 2:00 P.M. Department officers and the Executive Committee shall be elected by written ballot at this meeting and assume office on the following January 1st. (rev March, 1993)

Section 2:

Quarterly Meetings of the Department shall be held at 8:00 P.M., the first Wednesday of March, June and September. Department meetings shall be held at a location designated by the Chief. Reports shall be presented by officers and committees at these meetings. New members who have satisfactorily completed probation and training shall be voted on at this meeting. (rev March, 1993)

Section 3:

Monthly meetings of each Company shall be held on the First Wednesday of January, February, April, May, July, August, October and November. The annual elections of company officers shall be held at the January meetings, and persons elected shall assume those duties immediately. (rev March, 1993)

Section 4:

Company meetings shall be held at the respective firehouses. The time of company meetings shall be determined by the Company membership. (rev March, 1993)

Section 5:

Any business may be conducted at these meetings for the general welfare of the Department and the members as long as it is not in conflict with the By-Laws, Town Ordinances, or State Laws. One third the membership shall constitute a quorum at any meeting.

Section 6:

Annual elections shall be by secret ballot with at least one-half (1/2) of the Department active membership present constituting a quorum. Absentee ballots shall count as members present toward a quorum. Absentee ballots shall be acceptable for any election if a member is unable to attend for proper cause. For the purpose of this section "proper cause" will be defined as employment, scheduling, or illness that prevents attendance, or being unavoidably out of town. Absentee ballots must be enclosed in a sealed envelope marked "Absentee Ballot" and left unsigned. This envelope will be placed into a second envelope marked "Absentee Ballot" and signed by the voting member. These envelopes are given to the Chairman of the Nominating Committee prior to the election. He will forward them to the Department or Company secretary where the election is being held.

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ARTICLE VII

(Continued)

These ballots will be opened when the votes are tabulated. The secretary will check the signatures on the envelope against the roster. A teller will be appointed to open and destroy the outside envelope and record the vote. (rev September, 1994)

- A) A nominating Committee shall be formed for all elections. Those qualifying for this committee must have three years service with the Department.
- B) A Nominating Committee for the Department elections shall be named at the September Department meeting. It is the purpose of the Nominating Committee to hand out Absentee Ballots to those members qualifying for them. The Nominating Committee shall post at each Company, a list of offices and positions to be filled, six (6) weeks prior to the elections. This list shall leave room for write-in nominations for candidates. This list shall be removed by the Nominating Committee two (2) weeks prior to the actual election for review. The Nominating Committee shall screen all candidates, nominated for office. One (1) week prior to the actual election, this finalized slate of proposed candidates, qualifying for office, shall be reposted at each company. Those members making Absentee Ballots shall make their selections from this list, as no further write-in nominations, or nominations from the floor, shall be accepted after this time. (Rev March-1986)
- C) A Nominating Committee for Company elections shall be named at the October meeting. Company elections require one-third (1/3) of the active membership present for a quorum. Absentee ballots shall count as members present toward a quorum. All functions of the Nominating Committee and Absentee Ballots shall be the same as outlined in Section 6A and 6B above. (rev March, 1986)

Section 7:

Fire-Police members shall meet annually on the first Sunday in December to elect the Fire-Police Captain and the Fire-Police Lieutenant with two-thirds (2/3) of the members present and voting. Fire-Police Lieutenant will assume the duties of the Fire-Police Captain in his absence. (rev June, 1990)

Section 8:

Quarterly meeting of the Fire-Police shall be held on the second Thursday of March, June and September. (added June, 1990)

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ARTICLE VIII

MEMBERS DUTIES AND PRIVILEGES

Section 1:

Each member of this Department shall respect and promptly obey the orders of the Officers. For violation of this law on the part of any member, he may be expelled from the Department.

Section 2:

Sickness or employment scheduling shall be deemed as sufficient excuse from attending Fire Department Functions. (rev. 9/91)

Section 3:

The proper place for all members in going to and returning from a fire, shall be in the apparatus or in private cars. Any members in private cars as well as drivers of apparatus must, and shall obey all state laws. Any accident occurring going to or coming back from a fire in a private car will not in any way be assumed by the Fire Department.

Section 4:

- A) Drivers of any fire apparatus shall report any damage or defects to the Company Captains and the Department Engineer or the Assistant Engineer in absence of the Department Engineer. (rev 9/91)
- B) Drivers are responsible to complete log sheets for fuel, equipment and apparatus according to Company policy. (add-9/91)

Section 5:

No intoxicating liquors shall be carried on the fire apparatus at any time.

Section 6:

No member may expend any money in the name of the Fire Department without specific authorization by the Chief, or next ranking Officers in the Chief's absence. The Chief or next ranking officer in the Chief's absence may expend up to \$100.00 for any single emergency expenditure without authorization of the Board of Fire Commissioners.

Section 7:

Any member may invite friends to the firehouse except during business meetings and shall be responsible for them. He shall see that the place is left in a clean and satisfactory condition and no nuisance is committed or privileges abused. Violations of the rules is subject to suspension as the Department may direct. (rev - June, 1983)

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ARTICLE VIII

(Continued)

Section 8:

General rules and regulations may be adopted from time to time by a majority vote of the Chief, Assistant Chief, Deputy Chief, and the Executive Committee for the operation and government of the Department.

(rev - June, 1983)

Section 9:

Any suspension of a member's drivers license must be reported to the Chief within twenty-four (24) hours. Failure to do so will result in suspension. (add- March, 1993)

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ARTICLE IX

DRILLS AND WORK DETAILS

Section 1:

At least twelve (12) drills, and twelve (12) work details shall be held by each Company per year and twelve (12) Department drills shall be held per year. (rev 12/94)

Section 2:

Each member is required to attend at least six (6) Company drills, and six (6) Department drills held each year. Absence from three (3) consecutive Department drills, three (3) consecutive Company drills, and three (3) consecutive work details, without JUST CAUSE will bring warning of suspension. The fourth (4th) absence without just cause will result in suspension from the Department. Just cause for absence shall be employment scheduling, illness that prevents attendance, or being unavoidably out of town. (rev 12/94)

Section 3:

A roster shall be completed at the beginning and at the end of each drill / work detail, by the Company Captain (s) for Company functions and by the Training Officer for Department functions. (rev 9/91)

Section 4:

All members shall be notified of all Department drills by two toned announcements whenever possible. Each Company shall establish a schedule for Company drills and work details, which shall remain posted in the station. Members shall be notified of all unscheduled drills and work details by a toned announcement. (rev 12/94.)

Section 5:

A Work Detail is defined as "An activity to improve the buildings, equipment, and / or maintain the buildings, or equipment and our ability to respond to emergency calls. (added 9/91)

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ARTICLE X

PENALTIES AND GRIEVANCES

Section 1:

Any member may be penalized or suspended by the Chief, Assistant Chief, Deputy Chief or by the member's Company Captain for an infraction of the rules or By-Laws, or for conduct deemed detrimental to the Department. Any member under suspension forfeits all rights to the Fire Department until reinstated.

Section 2:

In case of penalty or suspension, the member may appeal to the Executive Committee for redress. If, upon review at a meeting of the Executive Committee, Chief, Assistant Chief, Deputy Chief, and member's Captain, the decision is up held, then the original penalty stands. In the event of disagreement by a majority at this meeting, final decision on the appeal will be by two-thirds (2/3) vote of the Department members present at a special meeting called for this purpose.

Section 3:

Any member may be dismissed from the Department for just cause by the Board of Fire Commissioners upon a majority vote recommendation of the Chief, Assistant Chief, Deputy Chief, the member's Captain, and the Executive Committee. (Article Rev. 12/95)

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ARTICLE XI

LEAVE OF ABSENCE

Section 1:

A member Drafted / Reactivated by the Military, for any reason shall be entitled to full benefits and credited service time, for their time away, and have up to thirty (30) days to rejoin the East Hampton Fire Department upon their return.

(add-9/91)

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ARTICLE XII

VACANCIES AND APPOINTMENTS

Section 1:

Should a vacancy arise among elected positions an election to fill that position for the remainder of the term may take place at a special meeting of the Company or a joint meeting of the Department. This vacancy must be filled in not less than three (3) weeks (rev 9/91)

Section 2:

Appointments for the year to be made by the Chief shall be made within the month of January and posted no later than February 01. (add - 9/91)

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ARTICLE XIII

ORDER OF BUSINESS FOR ALL DEPARTMENT / COMPANY MEETINGS

Section 1:

- A) Roll Call
- B) Reading of the minutes of previous meeting.
- C) Presentation of bills, communications, etc.
- D) Report from the Secretary / Treasurer.
- E) Election of New Members.
- F) Report from Committees.
- G) Unfinished business.
- H) New business.
- I) Adjournment.
- J) Program.

(rev 9/91)

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ARTICLE XIV

OATH

Each applicant upon being elected to the Department shall sign a copy of the By-Laws of the Department and all present members of the Department shall sign a copy of the By-Laws with-in thirty (30) days after adoption, such copy to be retained by the Secretary indicating that the pleading of ignorance of these By-Laws shall be no excuse against the enforcement as each applicant shall take the following oath upon his election to membership in the Department.

"I solemnly swear to do my full duty as a fireman, to answer all alarms day or night to which my Company responds, whenever it is within my power to do so, to respect and honor the rules and By-Laws of the Department, to obey the orders of my superior Officers, and to always conduct myself in a manner to bring credit to myself and this Department, so help me God."

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ARTICLE XV

BY-LAW AMENDMENTS

Section 1:

A motion to amend the By-Laws must be made in writing as read at a quarterly meeting. It may be debated upon, but not acted upon until the next quarterly meeting. At least thirty (30) days prior to the quarterly meeting at which a proposed by-law change or addition is to be voted upon, a written "NOTICE OF PROPOSED BY-LAW CHANGE" shall be posted at all fire stations. The notice shall present the section (s) as it exists and clearly define the proposed change (s) or addition (s), and the reason (s) for the proposed change (s) or addition (s).

(rev June, 1993)

NOTE: ALL AMENDMENTS MUST BE APPROVED BY THE BOARD OF FIRE COMMISSIONERS AFTER DEPARTMENTAL ACCEPTANCE, PER TOWN ORDINANCE.

Section 2:

Absentee ballots will be acceptable for any by-law change if a member is unable to attend for proper cause. Absentee ballots must be enclosed in a sealed envelope marked "Absentee Ballot By-Law-Change" and left unsigned. This envelope will be placed into a second envelope marked "Absentee Ballot-By-Law-Change" and signed by the voting member. These envelopes are given to the Chairman of the Executive Committee or Department Secretary prior to the voting. These ballots will be opened when the votes are tabulated. The secretary will check the signatures on the envelopes against the roster. A teller will be appointed to open and destroy the outside envelope and record the vote.

(rev September, 1990)

East Hampton Volunteer Fire Department
EAST HAMPTON, CONNECTICUT

ARTICLE XVI

RULES AND REGULATIONS

Section 1:

Only members of the Volunteer Fire Department are authorized to ride in or drive the Fire Department Vehicles. (rev - June, 1983)

Section 2:

All Department requisitions and purchases must be cleared through the Chief, Assistant Chief, or Deputy Chief.

(rev 12/95)

Section 3:

Permission must be given by either the Chief, Assistant Chief, Deputy Chief, or Company Captain for any equipment that is loaned or used outside of the Fire Department. (rev 12/95)

Section 4:

No member of the Fire Department shall be allowed to use any equipment or facilities of the Department in connection with providing services or repairs for any person such as carpentry work, machinery repair, or service work, or automobile work of any type for which they receive remuneration. Members may use the facilities for minor services performed for themselves as long as the Department suffers no inconvenience and the facilities are left in good order and they have permission of the Chief, Assistant Chief, Deputy Chief, or Company Captain. (rev 12/95)

Section 5:

Any member using the shop facilities, the recreation room facilities, or the kitchen facilities shall see that everything is left in good order, dishes, ashtrays, etc., cleaned and the building locked before leaving the firehouse.

Section 6:

No minor shall be allowed in the Firehouse unless accompanied by a parent of a member of the Fire Department and must leave the Firehouse by 10:00 pm unless with a parent or guardian. (rev June 1983)

Section 7:

Any non-member will be evicted from the Fire Department for creating a nuisance or disturbance by any line officer.

East Hampton Volunteer Fire Department
EAST HAMPTON, CONNECTICUT

ARTICLE XVI

(Continued)

Section 8:

Company drills shall be held once a month, with the time and place set by the Company Captain.
(rev 9/91)

Section 9:

Company Officers shall meet once a month prior to the company drill night. The Company Captains shall be in charge of and set the time and place of these meetings.

Section 10:

Large gold badges shall only be used for parades, ceremonial occasions, or when members are in uniform for special occasions. Miniature badges or small badges shall be issued to Officers to wear when at fires or at other times when not in uniform. Large badges shall be returned to the Chief at the time an Officer no longer holds his office and the badges shall be issued to the Officers successor. Any Officer, however, remaining in office for five (5) years or more shall be entitled to keep his badge when he retires from office. The badge he retains shall be for the office last served. Small working badges may be retained by the Officers regardless of the time served in office.

East Hampton Volunteer Fire Department
EAST HAMPTON, CONNECTICUT

ARTICLE XVII

DEPARTMENT TREASURY

Section 1:

Each Company will contribute an equal share per man based on a current membership roster. Five hundred dollars (\$500.00) will be maintained as a maximum treasury. Replenishment of this treasury will be discussed at quarterly meetings. Expenditures necessary for the benefit of the Department will be made at the Chief's discretion. Checks written out for such expenditures will be countersigned by the Department Secretary/Treasurer. (rev March, 1988)

Example: \$1.00 per head equals \$84.00
Company #1 contributes \$58.00 - Company #2 contributes \$26.00.

Section 2:

The Department Treasury will be audited prior to the annual Meeting by the Company Treasurers.

Section 3:

Disbursements of Revenue received as donations in Department name will be tallied by a current membership roster count and will be divided between Companies on a percentage basis.

Example: \$84.00 donation
Company #1 receives \$58.00 - Company #2 receives \$26.00.

Section 4:

Disbursement of Revenue received from work done as a Department will be divided between Companies according to man hours. Any revenue received by an individual Company for work done by that Company, will be retained by same.

Example: \$20.00 donation
Company 1, 2 men, receives \$8.00
Company 2, 3 men, receives \$12.00

East Hampton Volunteer Fire Department
EAST HAMPTON, CONNECTICUT

ARTICLE XVIII

JUNIOR FIRE DEPARTMENT AUXILIARY

Section 1:

There shall be a Junior Fire Department Auxiliary formed which will be governed by the Senior Department. (Adopted - March, 1982)