

BY-LAWS
OF
SANOCA RURAL FIRE DISTRICT, INCORPORATED
Adopted Jan 01,2005

ARTICLE I **GENERAL PURPOSES**

The purposes for which this Corporation was formed are set forth in the Articles of Incorporation of the Corporation.

ARTICLE II **NAME AND LOCATION**

Section 1. The name of this Corporation shall be Sanoca Rural Fire District, Inc.

Section 2. The principal office of this Corporation shall be located at such place designated by the Board of Directors. (Normally meetings will be held at the fire station, 6903 Church St, Saratoga, NC 27873)

ARTICLE III **SEAL**

The Board of Directors have the authority to adopt a seal for the Corporation.

ARTICLE IV **FISCAL YEAR**

The fiscal year of the Corporation shall begin July 01 and shall end June 30 of each year. Department training calendar shall begin Jan 01 and shall end Dec 31 of each year.

ARTICLE V **MEMBERSHIP**

Section 1. Election to membership in this Corporation shall proceed according to the following steps:

A. The person must be proposed at the meeting by a member of the Corporation.

B. The Proposed member must have completed an application for membership and that application must have been presented to the members for review at the previous regular business meeting. (1st reading and then a 2nd reading).

C. The proposed member must be approved by unanimous vote of those present at the meeting or represented by proxy, provided that there is a quorum of the members present or represented by proxy at the meeting.

D. A person proposed for membership who is not elected as a member may be proposed for membership at a subsequent meeting of the members, but not earlier than three (3) months from the time said person was last considered for membership.

E. A person shall not be declined membership because of race, religion, nationality, sex, etc. However a newly elected member shall complete a medical history statement and his/her duties should reflect limitations set forth in the statement.

F. The Corporation shall have two classes of members:

1. Firefighters

2. Tactical Support

A. Junior Firefighters

(Ages 15-18)

B. Traffic Control

C. Medical Only Personnel

G. All members shall be subject to meeting the minimum training requirements As outlined by the State of North Carolina Office of State Fire Marshal. The OSFM states that each member obtain, at minimum, 36 hours of training per year (Jan01-Dec31). However, Sanoca Rural Fire District requires that each member obtain at minimum 40 hours of training each year. This is so members may exceed the State minimum requirements. Training hours for Operational Officers, Apparatus Drivers and Medical Responder personnel require more involved training and requirements, so they shall be subject to additional training hours as outlined in the Standard Operating Procedures of the department.

H. New members are subject to a preliminary probationary period of three (3) months. During this period, new members may not drive/operate apparatus unless during extreme emergency situations as directed by Fire Chief, Deputy Chief, Assistant Chief.

I. Members who are absent for more than eight (8) consecutive meetings shall be considered “inactive”. During the inactive period, the member shall return all issued equipment excluding fire pager and Essentials of Firefighting Manual. They may respond to calls for service, but only to observe and assist with light duties. Upon their return to meetings, they shall be returned to “Probationary Status” for a period of two (2) months. During those months if they are continuously absent they will again be returned to probationary status until improvement is noted. The Assistant Fire Chief is responsible for overseeing this subpart. Some previously assigned duties may be revoked as deemed necessary by the Fire Chief.

ARTICLE VI FIRE DEPARTMENT OPERATIONAL OFFICERS

Section 1. Fire Department Officers and their duties shall consist of the following:

A. Fire Chief The Fire Chief shall be in command of all members. He/she shall be in charge at all incidents when the fire department is called out. He/she shall have the authority to call the fire dept out for practice as he/she deems necessary. All members are subject to the Fire Chief’s orders while on duty. The Fire Chief shall be responsible for keeping station, apparatus, equipment in good working order and condition. The Fire Chief shall appoint qualified members as drivers, nozzle person, hose person, and other positions that will benefit the department and allow it to operate safely, efficiently, and effectively. The Fire Chief shall adopt such rules and regulations that are necessary to carry out the above objectives and duties, subject to approval of the Board of Directors.

The Fire Chief’s duties include, but not limited to:

- Oversee and manage all fire department operations and programs.
- Maintain close liaison with all mutual aid departments as well as local government and other government agencies.
- Responsible for investigating all fires and preparing reports of fire conditions.
- Researches, organizes and prepares reports and other legal documents as required.
- Investigates, reviews, and responds to complaints/concerns of the business community, citizens, and property owners.
- Creates, develops, coordinate, and manage the implementation of departmental programs
- Develop policies, goals, and objectives.
- Respond to all calls if available.
- Work closely with Wilson County Emergency Management Coordinator to request resources from state and federal agencies as needed.
- Prepares and maintains comprehensive records and reports of resources utilized during disaster responses and mitigation activities of the fire department.
- Assist local industry and businesses in developing emergency preparedness and response.
- Prepare and administers the departmental annual operating budget.
- Assist in providing shelter to persons during an emergency by initiating services of support agencies such as Red Cross.
- Provide and present appropriate information to professional, civic, and other citizen groups through public speaking engagements.
- Actively engage in research and development to provide delivery of services at an efficient, optimal level.
- Coordinates and assists with educational programs and services to inform the public on the dangers of fire and the need for fire prevention to aid in maintaining an effective departmental/community relationship.
- Investigate all accidents involving fire department equipment and/or members.
- Submit reports/paperwork in a timely manner to requesting agencies.
- Submit press releases and act as public information officer as needed.
- Attend meetings, provide reports, and act as department liaison to fire associations, clubs, etc.
- Conduct quarterly meetings with all operational officers to ensure fire department is operating effectively, efficiently, and performing at the highest level possible.

1. Requirements for Fire Chief:

- Must have comprehensive knowledge of fire department rules, policies, procedures, operations, and equipment.
- Candidates must have at least five (5) years of fire service experience. At least two (2) years of service as an Operational Officer.
- Candidates for Fire Chief must possess or be in the process of obtaining Level II Firefighter Certification.
- Candidate must possess or be in the process of obtaining Medical First Responder or higher certification.
- Candidate must have or be in the process of obtaining Haz-mat Awareness level.
- Candidates must have been previously assigned as a Sanoca Rural Fire District

apparatus “Engineer” level.

B. Deputy Chief The Deputy Chief shall act as Fire Chief in his/her absence. Duties include, but not limited to:

- Oversees preventative maintenance programs for facilities and equipment.
- Oversees preventative maintenance programs for personal protective equipment.
- Oversees preventative maintenance programs for SCBA.
- Participates in the development and evaluation of the departments overall delivery of services and goals and objectives.
- Assists with budgetary research and completion
- Assists with research and development of standard operating procedures.
- Monitors and assess safety hazards or unsafe conditions and develops measures for ensuring personnel safety.
- Work with local government agencies and the private sector on mitigation, preparedness, response, and recovery activities.
- Assists in planning and directing activities of the department.
- Supervise the work of extinguishing fires, hazardous material scenes, and the performance of related life and property protection.
- Attend meetings, provide reports, and act as department liaison to fire associations, clubs, etc.
- Prepares performance evaluations of personnel and coordinates with the Chief appointments of personnel to carry out specific duties.

1. Requirements for Deputy Fire Chief:

- Must be knowledgeable of department legal issues.
- Must have comprehensive knowledge of fire department operations and equipment.
- Candidates for Deputy Chief must have a minimum of five (5) years fire service experience. At least two (2) years of service as an Operational Officer.
- Candidate must possess or be in the process of obtaining Level II Firefighter Certification.
- Candidates must possess or be in the process of obtaining First Aid or higher certification.
- Candidate must have or be in the process of obtaining Haz-Mat Awareness level.
- Candidate must have been previously assigned as a Sanoca Rural Fire District apparatus Engineer level.

C. Assistant Fire Chief The Assistant Fire Chief shall act as Chief in the absence of Chief or Deputy Chief. Other duties include, but not limited to:

- Responsible for putting into effect the rules, regulations, and policies of the department.
- Respond to all calls if possible.
- Responsible for preparing training policies and minimum standards for personnel.
- Coordinates with instructors, mutual aid departments, and educational facilities to accommodate training needs of the department.
- Prepare and conduct department in-house training.
- Prepare and display department training schedule on a monthly basis.
- Actively engage in research development in order to stay abreast of new technology and training techniques.

- Maintain active records of all personnel training certificates, certifications, and registrations.
- Responsible for maintaining all personnel records.
- Periodically checks to ensure that all personnel records are accurate, updated, and that all personnel meet the minimum requirements for their position.
- Evaluate educational requests to determine if request is beneficial to the department and members.
- Maintain and submit tuition receipts to the department Treasurer for reimbursement.
- Recommends changes to policies and procedures.

1. Requirements for Assistant Fire Chief:

- Candidates for Assistant Fire Chief must have four (4) years of fire service experience. At least one (1) years of service as an Operational Officer.
- Candidates for Assistant Fire Chief must have or be in the process of obtaining Level II Firefighter Certification.
- Candidates for Assistant Fire Chief must have or be in the process of obtaining First Aid or higher certification.
- Candidate must have or be in the process of obtaining Haz mat awareness level.

Candidate must have been previously certified as a Sanoca Rural Fire District apparatus Engineer level.

E. Captain The Captain shall be responsible for management of the department Medical First Responder program. He/she shall oversee the department in the absence of the Chief, Deputy Chief, Assistant Chief. Other duties include, but are not limited to:

- Plan, research, organize, and coordinate all associated tasks involving the Medical First Responder program.
- Develop and implement an Infection Control program.
- Manage all equipment associated with medical response to ensure it is operating, fully stocked, and readily available.
- Maintain records of members that are exposed to infectious materials.
- Ensure that members have filled out an annual medical history statement, and maintain those records outside of the individual's personnel file.
- Assist with investigations involving injury and exposure to personnel.
- Stay abreast of current NFPA standards, OSHA, State and EMS regulations to ensure the Sanoca Rural Fire District is in compliance.
- Work closely with Assistant Fire Chief to coordinate certification and continuing education required for medical personnel.
- Assists in developing standard operating procedures
- Act as fire department Health & Safety Officer
- Establish protocols to ensure personnel safety.
- Develop an annual operating budget for medical supplies and submit to Fire Chief.
- Be a liaison between the fire department and EMS.

1. Requirements for Capt:

- Candidate must have minimum of three (3) years of fire service experience.
- Candidate must have or be in the process of obtaining Medical Responder or higher certification.

- Candidate must have or in the process of obtaining Haz-Mat Awareness level.
- Candidates must have been previously certified as a Sanoca Rural Fire District apparatus engineer level.

D. Lieutenant

The Lieutenant shall oversee the department in the absence of the Chief, Deputy Chief, Assistant Fire Chief, and Captain. Other duties include, but not limited to:

- Lt shall work closely with the Assistant Fire Chief to ensure all requirements are met for minimum training standards.
- Lt shall manage all practices and procedures relating to water supply, including; wet barrel fire hydrants, dry hydrants, fire hose, and fire pumps. Records shall be kept and maintained annually on each of these items above.
- Lt shall coordinate annual testing and maintenance of fire hydrants and water sources.
- Lt shall coordinate annual testing of fire hose.
- Lt shall keep accurate records of hydrants, hose, and fire pumps.
- Actively engage, assist, coordinate any training involving water supply, water haul, drafting, etc.
- Coordinate drills (announced and/or unannounced) on water supply drills and practices.
- Attend meetings, provide reports, and act as department liaison to fire associations, clubs, etc.
- Lt shall be subject to related duties as assigned by the Fire or Deputy Chief.

1. Requirements for Lieutenant:

- Candidates for Lt shall have a minimum of three (3) years of fire service experience.
- Candidates for Lt must have or be in the process of obtaining First Aid or higher certification.
- Candidates for Lt must have or be in the process of obtaining Haz-Mat Awareness level.
- Candidates must have been previously certified as a Sanoca Rural Fire District apparatus engineer level.

ARTICLE VII BOARD OF DIRECTORS

A. Board of Directors The Board of Directors shall manage the business of the Corporation. The Board of Directors shall exercise all of the powers of the Corporation, except such as by law are reserved to the members. The Board of Directors shall have the authority to borrow money for and in the name of the Corporation and to encumber and mortgage any of the property of the Corporation to secure the repayment of same. The Board of Directors shall have the authority to direct the proper officers of the Corporation to execute on behalf of the Corporation any and all legal instruments deemed necessary or advisable by the Board of Directors.

The Board of Directors shall consist of seven (7) members. All of the Directors and/or Director candidates shall be members of the Corporation. Directors shall be elected annually, during the December meeting. (see Section 2, subpart A & B below)

Section 1. Officers of the Corporation and their duties.

A. President The President shall preside at all Director meetings, shall have general supervision of the affairs of the Corporation, shall sign all contracts

and other instruments of the Corporation, shall make reports to the Directors and perform all such other duties as are incident to his/her office or are properly required by him/her by the Board of Directors. In the absence or disability to his/her office the Vice President shall exercise all the President's duties.

B. Secretary The Secretary shall issue all required notices of meetings, shall keep their minutes, shall have charge of the Seal of the Corporation, and the Corporate books, shall sign with the President such instruments that require such signature, and shall make such reports and perform such other duties as are incident to his/her office, or are properly required of him/her by the Board of Directors.

C. Treasurer The treasurer shall have the custody of all funds and securities of the Corporation, and deposit same in the name of the Corporation in such bank or banks as the Directors elect; he/she shall sign all checks, drafts, notes, and orders for the payment of money, which shall be countersigned by the President. He/she at all times shall exhibit the books and accounts to any member of the Corporation, at request, during business hours. The Treasurer shall expediently submit any inquiries by any Chief Officer or department head balances, statements, invoices, purchase orders, etc, to ensure budgetary compliance on operational expenditures.

Section 2. Board of Directors meetings

A. Regular meetings of the Corporation (Directors) shall be held at the principal office of the Corporation immediately after the monthly fire department business meeting. Should there be no matters to discuss, no meeting is required.

B. The annual meeting of the Corporation shall be the first Monday in January immediately after the fire department business meeting. At this meeting, newly elected Officers of the Corporation from the preceding meeting shall take effect.

C. Special meetings of the Corporation may be called by the President, or the Board, or by a quorum of the Directors present. Notice of regular and annual meetings of the Corporation shall not be required. Written notice of the Special meetings shall be given to the members, stating the place, time, day and hour, and the purpose for which the meeting is called. The notice shall be delivered not less than three (3) days prior nor more than thirty (30) days prior to the meeting, whether by personally, mail, or telephone.

Notice of Special meetings may be waived if all Directors sign a waiver of notice prior to the meeting. Special meetings of the Directors may be conducted without Notice as herein provided is not given and waiver of notice of the meeting has not been executed by the Directors when all the Directors are present at the meeting and have given their consent to hold said meeting.

D. Each Director shall be entitled to one vote on each matter submitted for a vote. In elections for Directors, each member shall have the right to cast one vote for each candidate.

E. A member may vote in person or by proxy. The vote must be in writing, sealed, and vote ballot must be signed. No proxy may be valid after the date it is executed and for only the election it is intended.

F. The Board of Directors shall meet immediately after the annual election of Directors (December business meeting) and shall nominate by secret ballot, a

President, Vice President, Secretary, and Treasurer, respectively. Each of these Directors shall hold office until the next annual election and until the election of his/her successors, unless sooner revoked by death, resignation, or for cause and/or incompetence. If any vacancy occurs among the Directors, such vacancy may be filled for the remainder of the term by the remainder of the Board at regular (monthly) or special meeting. Any Director elected to hold the vacant office shall hold office until the next annual election for Directors.

G. A majority (more than ½) of the Board of Directors shall constitute a quorum at any meeting of the Board.

ARTICLE VIII ELECTIONS OF OPERATIONAL OFFICERS

Elections of fire department operational officers shall proceed pursuant to the following requirements.

Section 1. Fire Department operational officers are defined as Fire Chief, Deputy Fire Chief, Assistant Fire Chief, Captain, and Lieutenant. The duties of each officer are outlined in Article VI, Section 1, Subpart A-E.

Section 2. Elections for officers shall be held during the fire department business meeting in June of each odd-numbered year. Therefore, officers serve a term of two years. Officers elected to duty shall take full force and effect July 01, to serve concurrently with fire department fiscal year.

Section 3. A member may vote in person or by proxy. The vote must be in writing, sealed, and vote ballot must be signed. No proxy may be valid after the date it is executed and for only the election it is intended.

Section 4. Nominations are by secret ballot, Chief, Deputy Chief, Assistant Chief, Captain, Lieutenant, respectively. (Nominees must be eligible as required in Article VI, Section 1, Subpart A-E).

Section 5. Each of these Officers shall hold office until the next election and until the election of his/her successors, unless sooner revoked by death, resignation, or for cause and/or incompetence. If any vacancy occurs among the Officers, such vacancy may be filled for the remainder of the term by the members at the next scheduled business meeting. Any member elected to hold the vacant office shall hold office until the next election for Officers.

ARTICLE IX AMENDMENT TO BY-LAWS

The power to alter, amend, or repeal the By-Laws or adopt new By-Laws shall be vested in the Board of Directors.