

FRANCONIA FIRE DEPARTMENT

FRANCONIA, NEW HAMPSHIRE

A CALL COMPANY

MEMBER OF
THE TWIN STATE FIRE
MUTUAL AID ASSOCIATION



DEPARTMENT BYLAWS

(Adopted 21 January 1976)
(Revised September 1985)
(Revised 3 April 1991)
(Revised January 1995)
(Revised March 2012)

Article I – Nature and Purpose

Section 1: This organization shall be known as the Franconia Fire Department.

Section 2: The purpose of the organization, hereafter called the Department, shall be the prevention of fire and the protection of life and property from fire and other emergencies which may occur within the Town of Franconia, or such other towns to which the Department may be lawfully requested to render aid.

Article II -- Organization

Section 1: Memberships shall consist of two (3) categories as follows:

1. Regular
2. Junior
3. Probationary

Section 2: The Regular Company membership consists of those members who have successfully completed their period of probation and have been voted in by the membership.

Section 3: The Junior Company membership shall not be limited in number. Junior members shall be at least 16 years of age. When a Junior member attains the age of 18, he/she may apply for regular membership and serve a six (6) month probation period.

Section 4: Probationary members have not yet completed their period of probation but are otherwise members in good standing.

Article III – Membership

Section 1: Any person desiring membership must meet the following requirements:

- A) Apply in writing to the Chief.
- B) Complete the application form provided by the Department.
- C) The executive committee will, within 60 days of application, review the application and supporting documents, and present its findings to the membership for vote. At a regularly scheduled meeting members shall vote before an applicant can become a member. Applicant will be excused during discussion and subsequent vote.

If accepted, the applicant will serve a 6-month probationary period during which he will attend 80% of all scheduled meetings.

Regular members must attend 12 meetings per year or be subject to an executive committee review and possible disciplinary action.

Probationary members will not be allowed to vote.

Section 2: Any member who enters the Armed Forces shall be granted a leave of absence, which will be in effect during his/her tenure in the Armed Forces, and up to 90 days after his/her discharge. Upon his/her request, he/she shall be reinstated, whether a vacancy exists in that company or not.

Section 3: Any member may be granted a Leave of Absence by the Executive Committee up to one (1) year.

Section 4: Each member will make an annual donation to the Franconia Fireman's Fund. This donation will be retained from the members annual fire pay while being processed at the end of each fiscal year. The donation amount will be the same for all members regardless of rank or position. This fund is intended to provide funds for activities, uniforms, etc.

Article IV – Election and Appointment of Officers

Section 1: Nominating Committee

- A) A nominating committee must be formed and instructed.
- B) The current Fire Chief will appoint the nominating committee by the 1st of November of each year.
- C) Committee will consist of three appointed members with one serving as committee chair, who will also be named by the Chief.
- D) Committee will be known to all members and posted in stationhouse so any member can approach a committee member with election input.
- E) Committee members must interview currently serving chief officers to assess their willingness to serve as well as their own ballot inputs
- F) Committee will post all nominees names and positions at the stationhouse as soon as it is available, but before the January election.
- G) Committee will provide a written ballot for the conduct of the election.
- H) Written ballot will contain at least one empty line for possible write-in nominations.

- I) Chair will allow opportunity for last minute nominations and discussions for such before closing nominations for that election.
- J) Individuals whose names are being considered for write-in will be expected to agree to serve in the position in question if they desired to be added to the ballot as a nominee.
- K) If any member asks for an open discussion on any candidate, the candidate will be asked to excuse him or herself during the discussion.

Section 2: Officers

The elected officers of the Department shall consist of the following:

- A) One (1) Chief who shall be elected by members and approved by the Select board.
- B) One (1) Assistant Chief who shall be elected by the members.
- C) All officers appointed as needed by the Chief.
- D) One (1) Secretary who shall be elected by the members.
- E) One (1) Treasurer who shall be elected by the members.

Section 3: Elections will be held at the annual meeting each year in January.

Section 4: One person may fill the positions of Secretary and Treasurer concurrently.

Section 5: The Chief shall fill any officer vacancy, which may occur after the annual meeting for the balance of the remaining term.

Section 6: The Secretary and/or Treasurer may also hold the position of Assistant Chief, Captain or Lieutenant.

Article V – Duties of Officers

Section 1: The Chief shall be in full command of the Department, shall preside at all meetings, shall decide all points of order, but shall not vote on any question except to break a tie. He shall appoint all committees. The Chief shall be in charge at all fires, drills, and department functions, and shall see that all officers and members perform their respective duties as enjoined by these Bylaws and the Rules and Regulations of the Department. He shall call all meetings of the Department. Each year the Chief may appoint an independent auditor to examine all records of the Treasurer as needed.

Section 2: The Assistant Chief shall assist the Chief in the performance of his duties and, in the Chief's absence, shall have all the powers and responsibilities of the Chief.

Section 3: The Captains shall assist the Chief and the Assistant Chief in the performance of their duties and, in their absences, shall have the same powers as the Chief.

Section 4: The Lieutenants shall assist the Chief, Assistant Chief and the Captains in the performance of their duties and, in their absences, shall have the same powers as the Chief.

Section 5: The Secretary shall keep a faithful record of all meetings and proceedings of the Department, and shall render a report at each regular meeting.

Section 6: The Treasurer shall keep a correct account of all receipts and payments of the Department, and shall render a report at each regular meeting.

Article VI – Executive Committee

Section 1: There will be an Executive Committee consisting of the Chief, Assistant Chief, one Captain, Secretary and Treasurer.

Section 2: The purpose of the Executive Committee is to assist the Chief in the day-to-day operation of the Department, review membership applications, act as a disciplinary board, and act as an appeal board for dismissals.

Section 3: Four (4) members shall constitute a quorum to conduct Executive Committee business requiring a vote, and a majority of those present and voting shall decide any question put to a vote.

Article VII – Duties of Members

Section 1: Members shall abide by the Rules and Regulations of the Department, shall carry out all lawful orders and commands of the officers to the best of their ability.

Article VIII – Resignations and Dismissals

Section 1: A member may resign at any time by submitting a resignation in writing to the Chief.

Section 2: The Executive Committee may dismiss a member from the Department if the member fails to abide by the Bylaws or the rules and Regulations of the Department.

Section 3: A certified letter of his/her dismissal will notify the dismissed member.

Section 4: Any person who is dismissed under the provisions of the preceding section may appeal the decision and request in writing a hearing before the Executive Committee within 30 days of his/her dismissal.

Section 5: If member is ultimately dismissed, all Department gear will be surrendered to the Chief or if the situation requires, the intervention of local Police Department.

Article IX – Meetings

Section 1: The Chief and Executive Committee shall establish the number and dates of meetings.

Section 2: The Chief shall call all special meetings, as he deems necessary.

Section 3: The Chief shall also call a special meeting when three (3) or more members request a meeting in writing.

Section 4: The annual meeting shall be in January.

Section 5: Eleven (11) eligible voters present shall constitute a quorum for the transaction of business at a meeting.

Section 6: A majority of eligible voters present and voting shall decide all questions brought to a vote, except that a 2/3 vote shall be required on amendments to the Bylaws and applications for membership.

Article X – Life Squad (First Aid Squad)

Section 1: The Department may sponsor a Life Squad, and any such squad so sponsored shall be an agency of the Department.

Section 2: Any Life Squad so formed shall promulgate its own Bylaws, and Rules and Regulations, providing such Bylaws, and Rules and Regulations are not inconsistent with the Department's Bylaws, and Rules and Regulations, and subject to the approval of the Chief and Executive Committee of the Department.

Section 3: The Life Squad shall establish its own standards for membership, and vote on the application of members to the squad. All duly elected members of the Life Squad shall be agents of the Fire Department.

Section 4: The Life Squad shall elect its own officers.

Section 5: The Chief and Executive Committee of the Department shall have power of final approval on the use of Department equipment, apparatus and facilities by the Life Squad, or of any member of the Life Squad.

Section 6: The Life Squad members, while operating at any emergency to which they have been called, or while administering emergency care to individuals at emergencies, to which the Fire Department has been called, shall take orders from their own officers.

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RULES & REGULATIONS

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The Executive Committee shall present Rules and Regulations to the members at any regularly scheduled meeting for review and discussion. If there are no objections, the Executive Committee shall adopt the Rules and Regulations as proposed. If there are objections, the Rule and/or Regulation shall be put to a simple majority vote of the eligible members present and voting and the Executive Committee shall adhere to the vote of the members.

-- Article XII - Section 2 FFD Bylaws --

FIREHOUSE

1. General

Members are free to use the fire station day or night. Non-members are permitted only as guests of members. Said members are fully responsible for the actions of their guests. While at the fire station, members and guests are expected to conduct themselves in a manner, which will not be embarrassing to the Fire Department. Drunkenness will not be tolerated.

2. Kitchen

If a member makes use of the kitchen, it is that member's responsibility to clean up after themselves and their guests. If any perishables are stored in the refrigerator, it is the responsibility of the person storing the items to care for and dispose of them properly.

3. Maintenance

All members are expected to participate in the normal maintenance and cleaning of the fire station. The Chief will assign a crew for cleaning duties, if necessary, or such chores may be conducted during a regular monthly meeting.

4. Loan of Items

Items such as chairs, coffee pot, etc. may be borrowed as authorized by the Chief. The borrower is responsible for the full replacement value of any item destroyed or for the cost to restore the item to its original working condition.

5. Security

All members of the Department are responsible for firehouse security. Each member should ensure that all lights and appliances are turned off and doors locked when leaving the station. Thermostats should be set at no higher than 62 degrees Fahrenheit when the building is occupied and 55 degrees Fahrenheit when unoccupied.

PERSONAL GEAR

1. **No firefighter shall be permitted on the fireground unless dressed in FULL turnout gear:**

Boots Gloves Turnout Pants Turnout Coat Helmet

Reflective Vest (on MVA or traffic control)

***ALL JUNIOR MEMBERS MUST WEAR JUNIOR IDENTIFYING REFLECTIVE VEST AT ALL TIMES ON INCIDENT SCENE.**

Violators may be subject to an executive committee review and possible disciplinary action.

2. **Other Personal Items**

Besides the above turnout gear, each member will be issued a pager, an electronic building entry key and a license plate insignia. Officers, in addition, are issued portable transceivers.

3. **Condition of Equipment**

Each member is fully accountable for personal protective gear, tools, radios, etc. issued by the Department. Each member is responsible for knowing the location and condition of his/her own equipment.

4. **Red Lights**

Members may utilize a red light intended for vehicle mounting. Use of the red light is highly recommended when called to respond to a fire or rescue emergency but is not allowed **at any other time**. It is a means of identification and of asking for courtesy from other drivers. It gives the operator **NO SPECIAL PRIVILEGES**.

5. **Plate Insignia**

Like the red light, the "Franconia Fire Dept" plate insignia is a means of identification and of asking for courtesy from other drivers. It gives the operator **NO SPECIAL PRIVILEGES**.

6. **Portable Transceivers**

Each officer shall carry his/her assigned portable radio at all times when responding to an emergency and during the emergency to ensure adequate communications with the officer in charge.

REGULATIONS ON RESPONSE

1. **All orders will originate from the Incident Commander and will be followed in accordance with the Incident Command System.**

Article VII, Section 1 of the Department bylaws states: "Members shall abide by the Rules and Regulations of the Department, shall carry out all lawful orders and commands of the officers to the best of their ability."

2. **Response - General**

Upon the broadcast of an alarm ("tone"), all members, except the Chief and the Assistant Chief will respond to the Fire Station unless given prior approval by the Chief.

Private and Department vehicles will be driven in a responsible and prudent manner in compliance with the laws of the state of New Hampshire. If it is safe to do so, the speed limit may be exceeded as long as it remains in compliance with New Hampshire statutes. In no case will the speed limit be exceeded by more than 10 miles per hour above the posted limit.

Under the Incident Command System, adopted by the Twin State Fire Mutual Aid System, command of the incident will be taken by the first firefighter on the scene. This firefighter may be a member of any Twin State member department. This firefighter is the Incident Commander until relieved by a superior officer. He will report the nature and extent of the situation and delegate tasks to arriving units in accordance with the IC System.

3. **At the Scene**

A Firefighter's responsibilities at the scene of an emergency are, in order of priority:

1. **Protection of human life**
2. **Protection of endangered property**
3. **Extinguishing of the fire**

Upon the arrival at the fireground, all firefighters not already assigned a duty will report to manpower staging (usually at Engine 2). No actions will be taken without order from Commanding Officer. Do not wander around the fireground when you may be needed to operate equipment, assist in a rescue or handle a hose line.

Upon finishing one task, all members must report to manpower staging for re-assignment.

No member will enter a building or hazardous environment alone. A strict protocol will prevail during all periods of active duty in the fire service from the moment the alarm sounds until dismissal after all equipment is back on line. This protocol includes following the orders of any ranking officer. A chief officer will handle discipline problems discretely and personally.

4. SCBA

No member will enter a burning building or hazardous environment, (including overhaul) unless the member is currently certified in Self Contained Breathing Apparatus, is using approved SCBA and is protected by a charged hose line.

No one will use more than two bottles of air per incident without entering rehab.

5. After Action

Firefighters shall report to the Fire Station after dismissal from the scene unless otherwise excused for good reason by the Incident Commander.

The Incident Commander will be responsible for completing all required paperwork and setting up a critique if needed.

All vehicles will be washed, fueled and restored to service.

All personnel gear will be cleaned, dried and restored to service.

All defects in vehicles and equipment will be reported to the officer in charge of the equipment and repaired or taken out of service whichever is applicable.

No one will leave the incident unless dismissed by the Incident Commander.

6. Insubordination/Intoxication

Fire fighters are, under no circumstances to report to the scene of any incident while under the influence of drugs or alcohol. This is absolute. The Incident Commander will be the sole judge of fitness for duty. If a member is found to be under the influence of drugs or alcohol, they will be suspended from the fire scene and, if necessary, other actions shall be pursued.

The Executive Committee may terminate any member from the Department for insubordination or being under the influence of drugs or alcohol during the line of duty.

7. Insurance

Workers Compensation Insurance will cover medical expenses and work time lost expense if a member is injured while performing duties for the Fire Department. Coverage begins from the moment the alarm is sounded until the member returns to the station and/or is officially dismissed by the Incident Commander.