
Terryville Fire Department Inc. By-Laws

Approved by the Terryville Fire District
Board of Fire Commissioners

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Preamble

The membership of the Terryville Fire Department, in order to establish discipline, define duties, and for the preservation and protection of life and property from and during such fires and other emergencies as may occur in the District, adopts the following code of laws and rules for the Terryville Fire Department.

Throughout these bylaws, the words “member”, “they”, “their”, “themselves”, and “them” are used as a matter of convenience to reflect the member regardless of gender.

Any rules that are not governed by Terryville Fire Department bylaws will revert to “Roberts Rules of Order”.

Definitions

Majority as defined in Roberts Rules of Order means more than half the votes cast.

A Member in Good Standing is defined as one who meets the required training and alarm response as described in the Chiefs’ Policy, Best Practices, and/or Bylaws and demonstrates professional and positive behavior when representing the Terryville Fire Department.

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Article I – Name

The name of this department shall be the Terryville Fire Department, Inc. (the “Department”). It shall be made up of Companies 1, 2, 3, 4, 5, and 6 and any other such companies as may be formed and duly organized and admitted to the Department from time to time. There shall also be a Ladies Service Company and Junior Fire Company, which shall exist as an adjunct to the Department.

Article II – Membership

Section 1

There shall be the following types of membership: Active, Honorary, and Lifetime Inactive members.

Section 2

Any citizen, who is a legal resident of territorial limits of this District, or in close proximity thereto may, upon proper application and acceptance pursuant to the bylaws (Article III, Section 1) become a member of this department.

Section 3

Active Membership – An active firefighter must successfully complete a probationary period. In addition they will be required to make a certain number of alarms, drills and other department functions as set forth in the Chief’s Policies. They shall continue to demonstrate their desire to work with the offices of both Company and Department, as well as with the other members. Their major concern shall be the preservation of life and property as stated in the Preamble of these bylaws.

Should an active firefighter sustain an injury while in the performance of this duty to such an extent that they can no longer serve actively, they may be eligible for Lifetime Inactive status as set forth under Article II, Section 6.

A new Active Member will serve a probationary period upon being accepted by the Board of Fire Commissioners which includes but is not limited to orientation to operating procedures and best practices, and attending standardized training for his/her defined role.

Section 4 Lifetime Active Status – Any Active Firefighter, upon completion of twenty (20) years of active service time, shall automatically be given Lifetime Active Status in the Terryville Fire Department. Each Ex-Chief of the Terryville Fire Department shall become a Lifetime Active

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Member in the Terryville Fire Department upon faithfully completing their elected term in office.

Lifetime Active status means that members must attend all core training Hazmat, Sexual Harassment/Workplace Violence and Blood Borne Pathogens training, and assigned Department Drills.

Lifetime Active status allows a member to remain on active duty unless the Chief and company officers decide that this member, because of a physical problem, must be placed on the Lifetime Inactive roster at which time their name shall be taken off the active roster.

If a member with Lifetime Active status does not comply with the required attendance at drills and fire alarms, which will be computed semi-annually, they will be taken off the active duty roster at the request of the company officers and the Chief and their name shall be placed on the Lifetime Inactive Roster.

A member with Lifetime Active status may vote for company officers and Department officers only if they maintain attendance at drills and fire alarms as outlined in this section.

Section 5

Honorary Membership – An active Firefighter who has served the Department faithfully for five (5) years and who suffers an accident or is stricken by an illness not connected with the performance of his/her duties as a firefighter, so as to prevent him/her from giving service actively as a firefighter, or any person who has distinguished themselves by service to the Department, may be placed on the Honorary List. An application for Honorary Membership must be submitted to the Department Chairman in writing. Thereafter, the application must be presented to the membership of the Department within sixty (60) days. A two-thirds affirmative vote of all those present at the Department meeting is necessary to grant Honorary Membership. An Honorary member shall not respond to alarms or actively participate in drills nor have voting privileges.

Section 6

Lifetime Inactive Status – A Lifetime Inactive member shall not respond to alarms nor vote for Company or Department Officers. They shall retain voting privileges only for Administrative Offices within the Department.

Any member on active duty, who is permanently disabled in the line of firematic duty in the Terryville Fire Department, shall be placed on Lifetime Inactive duty upon member's application with an evaluation from the Department Physician.

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Section 7

Ladies Service Company – Membership will be governed by their own bylaws as approved by the Chief and Board of Fire Commissioners.

Section 8

Junior Firefighters – Junior Firefighters will be governed by the bylaws of the Terryville Fire Department, with these additional requirements:

1. No Junior Firefighter will respond to the fire ground or the firehouse when the alarm rings. They will respond only when the Chief so directs.
2. All Junior Firefighter activities shall be under the direction of the Chief's Office.
3. No Junior Firefighter shall practice with any equipment unless supervised by a qualified firefighter, with the permission of the Chief.
4. Each Junior Firefighter will have sole responsibility for the upkeep of gear and equipment issued to them.

Section 9

Leave of Absence

1. Personal Leave of Absence – A leave of absence may be granted to a member by their company Captain for a maximum of six (6) months. A leave of absence for the company captain must be approved by the Chief of Department. If further leave is required it may be granted by the Chief of Department.
2. Military/College Leave of Absence – Any firefighter in the Armed Forces or who is away at college shall retain their status as a member of up to five (5) years. After five (5) years the member shall be dropped from the Terryville Fire Department and will have to re-enter the Terryville Fire Department as a new member, but will have priority over new members applying. The above rule may be suspended for members in the Armed Forces in time of war.
3. A member of the Department who has started a leave of absence shall be allowed to vote during the first month of said leave. Anytime thereafter, the member who is on leave will forego all voting privileges. Any member returning from an extended leave of absence (over six months) who is required to serve a reorientation period will not be eligible to vote until reorientation is completed.

Article III – Election to Membership

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Section 1

Applicants for membership in the Department shall be elected and appointed as provided in this section.

An applicant for membership shall submit a completed application to the Chief's Office. The Chief shall conduct an investigation of the applicant and report the findings to the Department. At a regular meeting of the Fire Department the members may elect eligible persons, including Fire District Offices, as volunteer members. The election shall be by a majority vote of the members present and voting at the meeting. The membership of any person so elected shall become effective when approved by resolution of the Board of Fire Commissioners. Membership shall be deemed to have been approved in the event that no action is taken by the Board of Fire Commissioners, either approving or disapproving, within forty (40) days after service of written notice of Election to Membership shall have been made by the Department upon the secretary of the Board of Fire Commissioners, either personally or by mail.

In the event that the Board of Fire Commissioners does not approve an applicant for membership, then the applicant shall not become a member.

Section 2

Each new member will be advised to access the Chief's Policies, Best Practices, and Terryville Fire Department Bylaws available on the Terryville Fire Department website. All members are responsible for knowing the policies, practices and bylaws. If at the end of one (1) year, the new member meets all the probationary requirements set by the bylaws and the Chief's Policy/Best Practices, their probationary period ends.

Section 3

There will be a one (1) year waiting period for reinstatement to this Department for a member who leaves this Department voluntarily. To rejoin, they must meet all the requirements of the bylaws (as stated in Article III Section 1).

Section 4

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Termination – Any member on probationary status who does not meet the minimum requirement as set by the bylaws, the Chiefs' Policies and Best Practices shall be referred to the Chiefs' Office for possible extension of the probationary period or termination.

Any active Member that fails to meet the ongoing requirements of role performance as set forth by the bylaws and Chiefs' Policy/Best Practices will receive a warning to improve and be evaluated for improvement after an agreed upon timeframe, typically one quarter. If there is no improvement, the member will be placed on a Provisionary Period and will be ineligible to run for office. Members on Provisionary Status will be subject to additional sanctions including loss of privileges such as voting, attendance at social events and inability to request/use hall and unable to bring guests. Continued failure to improve performance will be reviewed on a case by case basis and may result in dismissal. Provisionary Members may be returned to Active good standing status if improvements are made and sustained according to the Chiefs' Policy.

Section 5

Any member terminated from the Department will not be eligible to reapply for membership for five (5) years. The exception to this bylaw is for members terminated due to college/military leave extending beyond 5 years. Those members may reapply at any time.

Article IV – Meetings and Order of Business

Section 1

The Department and each Company in the Department will hold a monthly meeting. Meetings will be arranged so as not to conflict with Department meetings.Section 2

The annual meeting for the Election of Department Offices shall be called by the Board of Fire Commissioners at a time and place designated by them on the first Tuesday in the month of December of each year and as prescribed by the New York State Law governing such elections.

Section 3

The annual Election of Company Officers shall be held in November with the exception of the Junior Fire Company, which will be held in May.

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Section 4

The order of business of any Department or Company meeting shall be:

1. Call to order by the presiding officer with the salute to the Flag.
2. The reading and /or posting of the minutes of the previous meeting.
3. The reading and/or posting of the treasurers report.
4. The presentation of any correspondence deemed pertinent.
5. The reports of any committees.
6. Chief or Company Officers reports.
7. Review of alarms.
8. Items of Old Business.
9. Items of New Business, including the Good and Welfare of the Department or Company
10. Adjournment

All business transacted shall be governed by Roberts Rules of Order.

Article V – Nomination and Election For Department and Company Officers

Section 1

Each company, at its regular September meeting, shall select a member with a minimum of three (3) years active service to represent the company on the Department Election Committee at the October meeting and will select one to act as Chairman of the Committee.

Section 2

The Department Chairman shall at the October Department meeting advise the membership that if they wish to be considered for an elective office they must submit their names in writing, and specify the particular post they are seeking, to the Election Committee for the purpose of being evaluated for the nomination for an office as listed in Article VI of these bylaws.

Section 3

The Election Committee, upon its appointment, shall accept the submission of any active member's name for the purpose of evaluating their qualifications for the offices listed in Article

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VI of these bylaws. Said names must be submitted to the Election Committee within fourteen (14) days of the October Department meeting.

Section 4

The Election Committee shall, upon completion of their investigation of names submitted, post the names of all persons eligible to accept nomination for each Departmental office. The list shall be completed and posted on each fire station bulletin board no later than seventeen (17) days after the October meeting. Copies of the list will be furnished to the Chief's Office and Department Chairman.

Section 5

At the November Department Meeting, the Election Committee will place into nomination all those names submitted and found qualified. There shall be no nominations from the floor. If at the end of the November meeting there is a position (office) for which not a single person has been nominated, the Election Committee shall notify the Chief and Department Chairman that a vacancy exists. The Department Chairman will, after a meeting with the Chiefs and Election Committee call a special department meeting prior to the December Department Election Day. The meeting will be for the purpose of securing a nomination for the qualified candidate. If no qualified candidate is nominated, the position shall remain open.

Section 6

Elections for Department Line and Administrative Offices shall take place in December of each year on the first Thursday following the first Tuesday. Polling will take place in the following manner, Departmental voting hours will be from 1100 hours to 1300 hours and from 1700 hours to 2100 hours at which time the voting place will close and the Election Committee will tally the votes cast. Voting will take place at Station 1 only.

Section 7

Absentee ballots for Department Elections will be issued to eligible voting members upon request. Members requiring an absentee ballot shall notify the Election Committee prior to the Election date.

Section 8

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The Election Committee shall provide two ballots at the annual Elections; one for Line Officers and one for Administrative Officers. The Election Committee will maintain the security of the ballots at all times.

Section 9

The Election Committee shall accept official markings on ballots for Department voting purposes as follows: either a check or an X in the appropriate boxes provided on the ballots or a written name for a write in vote. The Election Committee's judgment will determine if an X or check has been made.

Section 10

The Company Captain will appoint an Election Committee consisting of three (3) members who have been active members of the Company for the last three (3) years, at the September Company Meeting.

The Election Committee will then evaluate the members in the company and post the names of all members who are eligible to run for the position of Line and Administrative offices of the company. The list will be posted at all fire stations two (2) weeks prior to the company's October meeting. The Election Committee shall provide the Chief's Office and the Department Chairman with a copy of the list.

At the October meeting, the Captain shall have the Election Committee open the nominations for each company office. If at the end of nominations there is a position (office) for which not a single person has been nominated, the Election Committee shall declare a vacancy and consult the company officers and the Chief's Office as to filling the post due to be vacated. If necessary, a special company meeting will be called by the Company Captain for the purpose of conducting nominations for a qualified candidate.

At the November Company meeting, the Company Captain will instruct the Election Committee to conduct company Elections for the offices described in Article VII of these bylaws.

Absentee ballots may be issued on an individual basis by contacting the members of the Election Committee for the absentee ballots prior to the Election date.

In any company where there are two Lieutenants of equal rank running, there will be two spots on the ballot: A spot and B spot for election purposes only. Persons running for a Lieutenant must choose the A or B spot.

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Section 11

Any member who is found to be ineligible by the Election Committee has the right to question this decision. They must do so in writing within seven (7) days from the posting of the eligible candidate list. The Election Committee will advise the member as to whether they will be added to the posted list by the Committee prior to nominations. This procedure will be used by both the Department and Company Election Committees.

Section 12

No line officer of the Department or of a Company shall be eligible to serve more than two (2) consecutive years in the same office, except for the Lieutenants who can serve no more than four (4) consecutive years. Further it shall be understood that all Department and Company elected candidates shall take office on January 1.

Section 13

Any firefighter running for a Line Office shall not be eligible to run for any Line Office other than the one to which they are nominated. They must make a choice of the Line Office for which they want to run, and having made that choice; abide by the decision of the Department or Company. Further, no member of the Terryville Fire Department may hold the office of Chief or Assistant Chief and an elected office of the Terryville Fire District at the same time.

Section 14

Members who are on suspension, either Company or Departmental are not eligible to vote. Members serving a probationary period are not eligible to vote.

Section 15

In the event of three (3) or more members running for office, the winner will be determined using a simple majority of total votes cast including void ballots. In the event of a tie, there shall be a runoff of the two candidates one week after said election. The winner will also be determined using a simple majority of total votes cast including void ballots.

Section 16

For the purpose of filling a vacancy during any part of an elected term, the following format will be used for Departmental level:

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1. The Chief's Office will notify the Department membership by calling a special meeting. At this meeting the Chiefs will have the Company Captains appoint a member who is qualified to serve on the Election Committee. The Election Committee shall immediately after the special meeting, meet with the Chief and Department Chairman and set up a schedule to fill the Departmental level vacancy.
2. The schedule shall follow this set pattern:
 - a. For one (1) week after the Departmental special meeting, the Election Committee will accept names for the vacancy for the purpose of evaluation.
 - b. Post names of members who are eligible in all fire stations as soon as possible
 - c. Allow at least seven (7) days after posting for members to protest their ineligibility.
 - d. The following Sunday after the seventh (7th) day of posting the names, conduct a special meeting for the purpose of conducting nominations.
 - e. The Sunday following nominations, conduct election by means of:
 - i. Distribute absentee ballots on an individual need basis during the week between nominations and elections.
 - ii. Polling shall take place at the Terryville Fire Department Station 1 building. The hours for which to vote shall be from 1000 hours to 1400 hours. At 1400 hours the polls shall close and the Election Committee shall then follow the standard procedure of counting and report the election results.

Section 17

For the purpose of filling a Company level vacancy, the following format will be used:

1. The Company Commander shall notify the Chief's Office of the vacancy.
2. The company Commander will call a special meeting for the purpose of advising the Company that a vacancy exists and to form a three (3) person Election Committee.
3. The Committee will, on that day, evaluate all company members and post on the following day all eligible members names. Any protest should then be dealt with expeditiously i.e. within a seven (7) day period in the following manner:
 - a. Ten (10) days after the special meeting, the Committee will call a meeting through the Company Commander for the purpose of conducting nominations and immediately thereafter, hold a vote of confidence Election
 - b. The result will be forwarded to the Chiefs' Office for confirmation.
 - c. The candidate **winning vote of confidence** will be appointed by the Chief's Office and then take office, and complete the term that was vacated.

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Article VI – Department Officers: Qualifications and Duties

Section 1

The Officers of the Department shall be:

A Chief, First Assistant, Second Assistant and Third Assistant Chiefs. These shall be considered Departmental Line Officers.

There shall also be a Chairman, Recording Secretary, Corresponding Secretary and Treasurer who shall be considered Administrative Officers.

Section 2

A firefighter to be elected Chief or Assistant Chief of this Department must be an active firefighter of this Department for the previous five (5) years. They must have served as a Captain whether elected or appointed and must complete a minimum of one (1) year prior to ascending to the rank of Chief or Assistant Chief. They must have a Suffolk County Vocational Fire School Certificate (or Terryville Fire School Certificate dated prior to 1980) and must have successfully completed the Incident Command Course prior to January 1, 2010. As of January 1, 2010 the Introduction to Fire Officer Course must be successfully completed. They must possess a minimum of: a current Standard First Aid Certification or the equivalent, a current Full CPR Certification as required in the Chief's Policy. These qualifications must be maintained throughout their term of office, prior to September 1 of the year in which they seek election.

Section 3

The Chief shall maintain a written policy of procedure. Said policy shall be updated annually. This policy shall neither conflict with nor supersede these bylaws.

Section 4

The Chief shall, under the direction of the Board of Fire Commissioners, have exclusive control of the members of the Fire Department of the Fire District at all fires, inspections, review and other occasions when the Fire Department is on duty or parade. They shall also have supervision of the engines, fire trucks, pumpers, hose wagons and other apparatus, and the equipment and other property used for the prevention of or extinguishment of fire and of all officers and employees of the Fire Department. He shall see that the rules and regulations of the Board of Fire Commissioners are observed and that the orders of the Board of Fire Commissioners are duly executed. They shall, whenever required by the Board of Fire Commissioners, report to said Board the condition of the property of said Fire District and such

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other information as may be required of them. They shall hold the members, officers and employees of the Fire Department strictly to account for neglect of duty and may suspend them for improper conduct, subject to the action of the Board of Fire Commissioners at its next meeting. In case of the disability or absence of both the Chief, the First Assistant Chief, and other Assistants, in numerical order, shall perform the duties and exercise the powers of the Chief. When the Fire Department or any Company or Squad thereof is on duty, no member of the Board of Fire Commissioners shall interfere with the duties of the Chief or Assistant Chief.

Section 5

Chain of Command

- Chief
- First Assistant Chief
- Second Assistant Chief
- Third Assistant Chief
- Captains
- Lieutenants
- Ex-Chiefs
- Ex-Captains
- Firefighter

The Senior Officer arriving at the scene will be in command until an Officer of higher rank arrives. A progress report will be given verbally from the Officers in charge to the one to take over the operation. Ambulance Company Officers shall relinquish command to a Line Officer at fire related incidents. If no Officer is on the scene an Ex-Chief or Firefighter is in charge, the same procedure shall take place. In the event of two (2) Officers of equal rank, the first to arrive shall remain in command. All fire logs must be filled out completely.

Section 6

The Recording Secretary of the Department shall be required to keep a record of all Department meetings, property, members accounts, etc. in a book suitable for such purposes. The Corresponding Secretary shall notify all members of all meetings, and other functions, answer all correspondence as directed by the Chief or ordered at a Department Meeting. Each secretary shall assume all regular or special functions usually required of a secretary.

Section 7

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For the faithful performance and discharge of duties as secretary each secretary shall receive an annual salary to be set by the membership of the Department on the recommendation of the Finance Committee. This shall be set at the January meeting of the Department and one quarter (1/4) of said salary shall be payable at the end of each quarter year thereafter. The year beginning on January 1.

Section 8

The Department Chairman will preside over the monthly Department Meeting and all non-firematic committees except Election, Parade, and Funeral. The Department Chairman will appoint an assistant chairman to help with the execution of the duties and to preside over the monthly Department Meetings in the Chairman's absence. For the faithful performance of the Chairman he/she shall receive an annual salary to be set by the membership of the department on the recommendation of the Finance Committee. This shall be set at the January meeting for the Department, and one-quarter (1/4) of said salary shall be payable at the end of each quarter thereafter. The year begins on January 1st.

Section 9

The Treasurer of the Department shall have charge of all funds and shall pay all bills under \$500.00 for which there is a line item for in the Department budget, within five (5) days.

Section 10

For the faithful performance and discharge of the duties as Treasurer of the Department they shall receive an annual salary to be set by the membership of the Department on the recommendation of the Finance Committee. This shall be set at the January meeting of the Department and one quarter (1/4) of said salary shall be payable at the end of each quarter year thereafter. The year beginning on January 1.

Section 11

The Treasurer shall be required to post bond for the performance of their dues such bond to be set at the expense of the Department.

Section 12

The Treasurer shall be required to submit a regular report at each meeting of the Department which shall include a report of all receipts and disbursements and the balance remaining in each and every fund under their control.

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Section 13

The Treasurer shall also submit their records to an accredited CPA designated by the Department for audit no later than September 30th. The cost of such audit shall be borne by the Department.

Article VII – Company Officers: Qualifications and Duties

Section 1

The officers of each company shall be one (1) Captain and one (1) Lieutenant, however, any company with fifteen (15) active members six (6) months prior to annual company elections may have two (2) Lieutenants. These are line officers.

In order to be credited the rank of Captain or Lieutenant, the member must have actively served a least 10 months of their year term. The exception to fulfilling this obligation would be a medical absence from a line of duty injury.

There shall also be a secretary and treasurer for each company who are to be administrative officers whose authority shall be confined to the duties required of them in their respective offices.

Section 2

In order to be elected Captain of a company, a member must have served as a Lieutenant for a minimum of one (1) year in the Terryville Fire Department; also the “candidate” must be qualified on all apparatus and equipment in the company for which he/she is a candidate for. The Fire Company “candidate” must have a Suffolk County Vocational Basic Fire School Certificate (or a Terryville Fire School Certificated dated prior to 1980). All “candidates” must have successfully completed the Incident Command Course dated prior to January 1, 2010. As of January 1, 2010 the Introduction to Fire Officer Course must be successfully completed prior to September 1 of the year in which they seek election.

Section 3

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It shall be the duty of the Captain to see that the apparatus of the Company and every article pertaining thereto be kept in good order and repair; to take command of the Company at every fire, alarm of fire, or when otherwise detailed to duty; to see that every member performs their duty and for the disobedience of order, or contempt of the rules on the part of any member, report the case and the persons so infringing to the Chief. The Captain shall call a special meeting of the Company at the written request of five (5) members or whenever they may deem it necessary. The Captain shall preside at all meetings of the Company,

Section 4

In order to be elected a Lieutenant of a company, a member must meet the following qualifications prior to September 1st of the year in which they seek election:

1. Active member for two consecutive years
2. Qualified on all Company apparatus
3. Successfully completed Firefighter 1 – or – Suffolk County Vocational Basic Fire School Certificate - or - Terryville Fire Department Certificate dated prior to 1980.
4. Successfully completed Suffolk County Officers Training – or Incident Command Course prior to January 1, 2010 - or – Volunteer Emergency Service Management. As of January 1, 2010 the Introduction to Fire Officer Course must be successfully completed.

No more than four (4) consecutive one (1) year terms shall be served.

Section 5

Any active member may drive any apparatus for which they have been qualified by a qualification board appointed by the Chief to a fire and shall assume the duties of driver. It shall be the duties of each qualified driver to know the location of the alarm before leaving the firehouse; obey state traffic laws; to stay with the apparatus at the fire and return to the firehouse when ordered; to have full knowledge of the trucks equipment; to see that the apparatus is in the proper order for further service when returned. A member's driving privileges may be revoked or suspended by the Chief for cause.

Section 6

The secretary of the Company shall be required to keep a record of all company meetings, property, member accounts, etc. in a book suitable for such purposes. They shall notify all members of all meetings and other functions, answer all correspondence, as directed by the Captain or ordered at a Company meeting, assuming all regular or special functions usually required of a secretary.

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Section 7

The treasurer of the Company shall have charge of all funds and shall pay all bills approved by the membership at the Company meeting.

Article VIII – Committees: Structure and Functions

Section 1

The Standing Committees of the Department shall be:

1. Election
2. Funeral
3. Bylaw
4. Fund Drive
5. House and Grounds
6. Sports and Recreation
7. Lounge Committee
8. Kitchen Committee

Section 2

The powers, duties and makeup of the Election Committee shall be as set forth in Article V herein.

Section 3

The Funeral Committee shall consist of a minimum of six (6) members (two (2) from each company) appointed by the Captain of each Company whose function will be to oversee the procedures set forth in the bylaws.

Section 4

The Finance Committee shall consist of the Department Treasurer and the treasurers of each Company. It shall be their duty to draw up a proposed Departmental Budget to be submitted at the October meeting of the Department. A final budget shall be adopted by a majority vote of

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the body. In order for any item to be included in the Department Budget, a request for appropriations must be submitted to the Finance Committee.

After the budget has been adopted, it shall be the duty of the Finance Committee to authorize or reject any motion to spend monies in excess of \$250.00 for items not include in the budget. Any motion rejected by the Finance Committee may be passed by a two thirds (2/3) majority vote of the members present at the next department meeting.

Section 5

The Bylaw Committee shall consist of two (2) members from each Company. Such member must have five (5) or more years in the Department and be appointed by the Captain. No active Chief or Commissioner can be a voting member of the Bylaw Committee.

The Bylaw Committee will interpret the bylaws upon request in writing from any of the following offices – Chief, Department Chairman, Company Captains.

The interpretation will be only for the specific request at the time and will not be binding for any future request regarding the same bylaw.

This interpretation will be presented at the next Department meeting.

This interpretation in NO WAY becomes part of the bylaws. However, the interpretation will be recorded in the Department minutes.

Article Nine – Quorum

The quorum necessary for the transaction of business at any Department or Company meeting or elections shall be one-third (1/3) of the voting membership of the Department or Company at the time of the meeting. The quorum for any committee shall be two-thirds (2/3) of the membership of said committee.

Amending Procedures

To amend these By-Laws the proposal shall be submitted, in writing, on form 3-11-02. The proposal packet can be obtained from a Bylaw Committee member. The proposed bylaw will be submitted to the Bylaw Committee and then presented and distributed at the Company meetings where it will be read and discussed. At the next month's regular Department meeting the proposed bylaw will be read and opened for discussion. Members that did not receive their ballot at the Company meeting will have the opportunity to obtain the ballot/proposal at this

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time. Members will have the opportunity to review and submit their votes from the close of the company discussion until the vote is called at the next month's regular Department Meeting. Bylaw Committee will review and tally votes to present at this meeting. In order to pass the proposal requires a 2/3 majority of all ballots cast.

Article IX - Funeral Rules

Section 1

Full Firematic honors and funeral services are due the following personnel:

1. Firefighter
2. Member of the Ladies Service Company
3. Honorary/Lifetime member of the Department
4. Member of the Junior Company

The service shall be explained by the Chief or their designee to the deceased's family and shall be conducted in full or in part as approved by the family. At the discretion of the Chief the Funeral Committee will handle the arrangements.

Dress shall be Class A uniform with gloves. Badges will be banded in black.

There shall be an Honor Guard at the bier during the Department Services on the day of the funeral; this can be expanded depending on personnel available.

An American Flag shall be placed on the casket according to Military protocol if the member served honorable in the Armed Services of the U.S.A.

Department Services shall consist of a calling of the roll of the deceased's Company with the deceased's name read last. The bell shall be rung five (5) times slowly after each of the three (3) times that the deceased's name is called. A eulogy may be given by the Chief, or their representative, followed by the reading of a non-denominational prayer. All members shall file by the bier for the last salute. The Chief and the Company Captain shall extend condolences to the bereaved.

The fire stations shall be draped in black crepe and the flag flown at half-mast for 30 days. The stations information signs shall carry the deceased's name with an appropriate memoriam until the date after the interment.

As part of the Funeral Services, an Honor Guard and/or pallbearers shall be available. Fire apparatus shall be available for the casket, flowers, etc. as approved by the Chief. All apparatus used shall be draped in black crepe. The procession shall stop in front of

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Headquarters where an Honor Guard shall lower the flag to half mast, play taps (if available) and salute while the siren is sounded for fifteen seconds symbolic of the deceased's last alarm.

The large American Flag will be flown for every member of the Terryville Fire Department.

At the cemetery, all members present shall fall into rank as an Honor guard during the service, followed by the last salute. The flag, if appropriate, shall be folded by the members of the Honor Guard and presented to the most senior officer present who shall, in turn present it to the most closely related survivor.

The Department will pay up to \$1000.00 for refreshments after the funeral, if the meal is served at a Terryville Fire Station. In the event of line of Duty Death, the Funeral Committee may recommend a monetary amount not to exceed the above figure.

Section 2

Firematic honors and a funeral service shall be due to a Commissioner who is not a member of the Department with the following exceptions:

1. There shall be no role calling or bell ringing.
2. The eulogy shall be conducted by a Commissioner.
3. Condolences shall be extended by a Commissioner
4. The siren shall not be sounded
5. The flag if appropriate shall be presented by a Commissioner.

Services and honors for a Commissioner who is also a Department member shall be similar to Section 1.

The Department shall pay its respects to the mother, father, guardian, wife, husband or children of a member, also the brother or sister if living in the member's household. We shall also pay our respects to a Terryville Fire District employee who is not an active or honorary member, their spouse or children living at home. If the employee is a member of another Fire Department, we shall attend as coordinated with that organization.

1. Dress shall be Class A with white gloves
2. Members shall file past the bier to pay respects. They shall salute only if the deceased is a member of any Fire Department, or other uniformed service, at the time of the member's death. The senior officer present shall extend condolences to the bereaved.

Honor Guards shall be scheduled by Company Officers. The Guard shall consist of two personnel at a time.

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1. The Honor Guard shall stand at attention throughout the service. They will not remove their hats for prayer.
2. During the service for the following personnel, the Honor Guard shall consist of the designated people:
 - a. Commissioner (Commissioner, Past Commissioner)
 - b. Chief (Chief, Past Chief)
 - c. Captain (Captains, Past Captains)

*Priority shall be given to members of the deceased's company.

For deceased in any of the categories described in Sections 1 and 2, the Department shall send flowers, basket of wine or fruit or a donation in accordance with the guidelines set by the Department. This shall be arranged by the Chief's Office or Funeral Committee.

Chartered transportation may be arranged at the Chief's discretion for members to attend services only if the deceased is a member of the Department as listed in Section 1.