

BY-LAWS OF THE MILFORD & DISTRICT VOLUNTEER FIRE BRIGADE SOCIETY

Revised: 8 September 2021

- 1. In these by-laws unless there be something in the subject or text inconsistent therewith:
 - (a) "Society" means The Milford & District Emergency Services.
 - (b) "Registrar" means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.

OBJECTIVES

- 2. To preserve and protect life and property from fire, threat of fire, or other emergencies within said boundaries as laid down by the Municipality.
- 3. To encourage, through whatever means available, public understanding of the danger of fire.
- 4. To promote and encourage community service among its members in all its phases, whether related to fire protection or not.

DIRECTORS

- 5. Unless otherwise determined by a general meeting, the number of directors shall not be less than three or more than fifteen. The Subscribers to the Memorandum of Association of the Society shall be the first directors of the Society.
- 6. Any active member of the Society shall be eligible to be elected a director of the Society.
- 7. Directors and officers shall be elected by the active members of the society every two years at the annual meeting of the Society. They must have 51% of the majority vote. (Chief, Deputy Chief, Secretary, Officers)
- 8.
 - (a) At the first ordinary or annual general meeting of the Society and at every succeeding ordinary or annual general meeting all the directors shall retire from office but shall hold office until the dissolution of the meeting at which time their successors are elected. Retiring directors shall be eligible for re-election.
 - (b) The term for directors and officers shall be for a period of two years.
- 9.
 - (a) In the event that a director resigns his office or ceases to be a member during his/her term of office, the members of the Department shall have the power to elect a replacement (s) at any regular meeting.
 - (b) In the event that a vote of non-confidence (secret ballot) is taken against any elected official, that member must step down and a new official will be elected.
- 10. The Board of Directors of the Department shall consist of:
 - (1) FIRE CHIEF } All of whom must be active
 - (2) DEPUTY CHIEF (2) } members of the Fire
 - (3) SECRETARY } Department.

- 11. (a)** The active members of the Department will elect the following:
- (1) FIRE CHIEF.
 - (2) DEPUTY CHIEF(s).
 - (3) Officers.
 - (4) Standing committees as required each year.
- (b)** Any active Member wishing to become a Lieutenant must have successfully completed:
- (1) A minimum of 2 years' experience.
 - (2) Level One Firefighter trained/qualified.
 - (3) ICS 200.
 - (4) Managing Company Tactical Operations.
 - (5) Incident Scene Safety Officer.
 - (6) SCBA qualified.
- (c)** Any active member wishing to become Captain must first successfully complete:
- (1) A minimum of 4 years' experience.
 - (2) Level One Firefighter trained/qualified.
 - (3) ICS 200.
 - (4) Managing Company Tactical Operations.
 - (5) Incident Scene Safety Officer.
 - (6) SCBA qualified.
 - (7) A minimum of 2 years as a Lieutenant or have previously held the rank of Captain or higher.
- (d)** Any active member wishing to become a Chief, Deputy Chief or Assistant Deputy Chief must first successfully complete:
- (1) A minimum of 5 years' experience.
 - (2) Level One Firefighter trained/qualified.
 - (3) ICS 200.
 - (4) Managing Company Tactical Operations.
 - (5) Incident Scene Safety Officer.
 - (6) Fire Investigation basic NFPA 921 (when a course is available).
 - (7) A minimum of 2 years as a Captain or have previously held the rank of Chief or Deputy Chief.
- (e)** The Chief in consultation with the Deputy Chiefs will compile and post a list of firefighters eligible to run for office. They must have 51% of the majority vote.
- (f)** Any Firefighter wishing to become a driver of Fire Apparatus must first meet the following requirements:
- (1) Be 19 years of age or older.
 - (2) Hold a Class 5 License or higher, (air brake endorsement for vehicles so equipped).
 - (3) Formal Department Training.
 - (4) Pumper Operations (if vehicles are so equipped).
 - (5) Emergency Vehicle Driver Training (for any truck equipped with air brakes).

All drivers will comply with DOT regulations as they stand and with all changes as they become law.

- (g) Any Active member wishing to become Safety Officer will hold rank in accordance with these by-laws and must first successfully complete their:
- (1) A minimum of 4 years' experience.
 - (2) Level One Firefighter trained/qualified.
 - (3) ICS 200.
 - (4) Managing Company Tactical Operations.
 - (5) Incident Scene Safety Officer.
 - (6) SCBA qualified.
- (h) Any active member wishing to become Training Officer must first successfully complete their:
- (1) A minimum of 5 years' experience.
 - (2) Level One Firefighter trained/qualified.
 - (3) ICS 200.
 - (4) Managing Company Tactical Operations.
 - (5) Incident Scene Safety Officer.
 - (6) SCBA qualified.
- (i) Any active member wishing to become Fire Prevention Officer must first successfully complete their:
- (1) A minimum of 3 years' experience.
 - (2) Level One Firefighter trained/qualified.
 - (3) Fire Prevention Educator (preferably before assuming the position, but no more than 12 months of appointment),
12. All first year Officers will hold the rank of Lieutenant, all other Officers will be ranked Captains or higher.
13. (a) Any regular, general, special or annual meeting shall be chaired by the Fire Chief.
- (b) The Fire Chief shall call any special, general or annual meeting when so directed by at least (7) seven members of the Department. If the Fire Chief is not available the Deputy Chief or designate will chair that meeting.
- (c) No meeting can be held without a quorum of at least (7) seven voting members of the Department.
- (d) The Fire Chief has a vote only in case of a tie.
- (e) The Secretary shall keep a record of all proceedings of regular, special, and annual meetings. He/she shall receive and send all correspondence necessary within the Department, plus any other duties assigned or by virtue of the office of the Secretary.
14. (a) The Chief shall be responsible for the supervision and care of the Fire Hall over and above the committee so responsible.
- (b) Shall perform all other duties as delegated to him by the membership with his consent.
- (c) He shall have oversight of all activities and be ex-officio member of all committees.
- (d) The Deputy Chief (s) shall perform the duties of the Chief during his absence, and assist the Chief in his duties at all times.
15. (a) The signing officers of the Department will consist of the Chief and Deputy Chief (s).

COMMITTEES

16. Standing committees, as deemed necessary, shall be elected at a regular meeting following the annual meeting, by the Membership of the Department, with duties established at that time. Any expenditure over One Hundred Dollars (\$100.00) must be approved at a regular or special meeting of the Department.

MEETINGS

17. (a) Regular meetings of the Department members will be held at the Fire Hall on the first Wednesday of each month. Every other Wednesday evening will be designated as a work or training session.
- (b) Special meetings will be communicated by email a minimum of two nights before the meeting date.
18. The annual meeting of the members will be held in the month of January each year.

AMENDMENTS

19. The Society has the power to repeal or amend any of these by-laws by a special resolution as defined in Section 1(e) of the Societies Act.
20. Nonprofit clauses: This organization "Milford and District Volunteer Fire Brigade Society", shall be carried on without purpose of gain for its members and profits or other accretions to the organization shall be used in promoting its objectives.

MEMBERSHIP

21. The subscribers to the Memorandum of Association and such other persons as shall be admitted to the membership in accordance with these by-laws and none others, shall be members of the Society and their names shall be entered in the Registrar of Members accordingly.
22. (a) For the purpose of registration, the number of members of the Society is limited to (35) after which a waiting list shall be prepared.
- (b) A waiting list will be made after the membership has reached its limit of (35) thirty-five members.
- (c) Any member in good standing wishing not to be an active Fire Fighter can become an Honorary member by vote at any regular meeting.
- (d) Any person wishing to be an Associate member can do so by attending any monthly meeting and expressing his or her desire. Associate members will not have a key or voting powers, but can attend any function, meeting, training, or duty list etc. if desired.
- (e) No membership will be accepted from someone who was dismissed from another fire service.
23. Every member of the Society shall be entitled to attend any meeting of the Society and to vote (not Probationary or Associate members) at any meeting of the Society and to hold office (except Honorary members), proxy voting will be by way of sealed ballot kept by the nominating committee until the meeting.
24. Membership in the Society shall not be transferable.
25. The following shall be admitted to membership in the Society. Any individual who contributes annually to the support of the Society not less than one dollar (\$1.00).

- 26.** (a) Application to membership shall be required and the entry in the Registrar of Members by the Secretary of the name and address of any organization or individual shall constitute an admission to membership as a probationary member.
- (b) Membership shall be restricted to individuals nineteen (19) years of age or over. Consideration shall be given to applications of individuals sixteen (16) years or over with written parental consent.
- (c) If there is a request to start a Junior Brigade (ages 16 up to and including 18) by the public, this can be accomplished if a senior member is willing to take responsibility for the Juniors.
- 27.** (a) Membership in the Society shall cease upon the death of a member or if, by notice in writing to the Society, he resigns his membership or if he ceases to qualify for membership in accordance with these by-laws.
- (b) The Tribunal must review any member who ceases to qualify for membership in accordance with these by-laws or if he resigns his membership.
- (c) The Tribunal shall review the membership list semi-annually with the results reported to the membership.
- (d) Any Member who resigns his membership and at a later date wishes to rejoin may do so by attending a regular monthly meeting and express his wishes to do so. At the next regular meeting a vote will be taken to determine if he will be voted back in as a member. (A vote by secret ballot)
- 28.** (a) Probationary members will be restricted from voting until completing a six (6) month probationary period, at which time the applicant will be voted on by the membership. Voting will be completed by secret ballot and the probationary member shall leave the meeting until voting is completed. All ballots shall be destroyed immediately.
- (b) All new members shall complete their Basic Fire Fighter Level 1 Modules at the Nova Scotia Fire Fighters School, or equivalent, as soon as booking can be made.
- 29.** All members shall be required to attend all meetings, work, and training nights, participate in duty nights, and to assist in fund raising events planned by the department. Any member that is not able to attend any meetings etc. due to work, sickness or family sickness will be excused.
- 30.** (a) For any Disciplinary procedures a tribunal consisting of the Chief, Deputy Chief, and a non-director elected by the membership of the brigade shall be set up. They shall investigate the complaint and advise the membership as to the results of their investigation.
- (b) Any conduct unbecoming a member shall be investigated by the Tribunal and reported to the membership for recommendation of penalty.
- (c) Upon determination of guilt the membership may direct that one of the following punishments are appropriate:
- (1) Verbal warning,
 - (2) Written warning,
 - (3) Suspension from membership (specified time);
 - (4) Expulsion of the offending member.
- (d) The membership shall issue the punishment order over the signature of the Tribunal.
- (e) Judgment of the membership in disciplinary matters are final.
- (f) Voting on disciplinary matters shall be by secret ballot.
- (g) The Tribunal shall be nominated as a standing committee each year.