



PARADIS VOLUNTEER FIRE DEPARTMENT

DEPARTMENT BY-LAWS

(Approved July 8, 2014)

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PARADIS VOLUNTEER FIRE DEPARTMENT

DEPARTMENT BY-LAWS

ARTICLE 1 NAME

- 1.1** The name of this Corporation is Paradis Volunteer Fire Department, Inc. (Hereafter stated "P.V.F.D" or "the Department") which serves Fire District 6 of St. Charles Parish and is to be a Non Profit Organization.

ARTICLE 2 PURPOSE

- 2.1** This corporation is organized for the following purpose and to carry on the following as listed: To promote, train, and teach interested parties in the preservation and protection of life and property from destruction by fire, or other catastrophe; to perform rescue duties; to own, purchase, lease, donate, rent, hire, mortgage, sell, transfer or assign real or movable property necessary pertinent in the operation of a volunteer fire department, and generally to do any and all things relative necessary for the operation of an efficient fire department; to protect and preserve all property from and during any fire or fires that may occur in Paradis, Louisiana, or any surrounding territory when called upon.

ARTICLE 3 MISSION

- 3.1** "P.V.F.D. is a Professional Organization, specializing in the prevention and mitigation of Fire, Hazardous Materials, Rescue, and Medical Emergencies within and surrounding the town of Paradis, Louisiana. We remain ever-vigilant and ready to provide these services to our community through the skilled practice of Firemanship and devotion to Education, Training, Leadership, Courage, Mentorship, and Respect."

ARTICLE 4 MOTTO

- 4.1** "Ready at a Moment's Notice"

ARTICLE 5 DURATION

- 5.1** The corporation shall enjoy corporate existence for a period of Ninety-nine (99) Years from December 8, 1967.

ARTICLE 6

REGISTERED OFFICE

6.1

The location and Post Office address of its registered office is: PARADIS VOLUNTEER FIRE DEPARTMENT, Inc. P.O. Box 1489 PARADIS, LOUISIANA 70080, 807 BARBER RD and 601 FONDA STREET PARADIS, LOUISIANA 70080.

ARTICLE 7

REGISTERED AGENTS

7.1

The full names and mailing addresses of its registered agents are the persons representing the Treasurer and President positions of the department.

ARTICLE 8

BASIS OF ORGANIZATION

8.1

This corporation shall be organized without capital stock. Members must be of good moral character, enrolled, and participate in the program of this corporation.

ARTICLE 9

MEMBERSHIP

9.1

An applicant for Senior membership must be at least eighteen (18) years of age, must demonstrate good moral character, must have no felony convictions, and must perform the duties expected of a member of the Department. (Reference Article 9.4)

9.2

An Applicant for Junior membership must be at least fourteen (14) years of age and less than Eighteen (18) years of age, must demonstrate good moral character, must have no felony convictions, and must perform duties expected of a member of the department.

9.2.1 The Junior Program of the Department shall be governed by the Junior Firefighter Standard Operating Guidelines and these By-Laws.

9.3

Any member driving to or from any fire department activities must have a valid driver's license and current proof of insurance on personally owned vehicle and must file a copy with the Secretary of the Department. If the status of the member's drivers license or insurance information changes, the member must notify the president. This shall be the member's personal responsibility.

9.4

MEMBERSHIP CLASSIFICATIONS:

9.4.1 Emergency Responder Member

9.4.1.1 An Emergency Responder member shall be a Senior member performing Firefighting, Rescue, and/or EMS activities.

9.4.2 Support Senior Member

- 9.4.2.1 A Support Senior Member shall be a senior member who does not necessarily perform Firefighting, Rescue, and/or EMS activities.
- 9.4.2.2 A Support Senior member shall not participate in fire suppression activities and shall not be issued bunker gear but shall participate in emergency call(s) (only within the scope of their training).

9.4.3 Lifetime/Long term Member

- 9.4.3.1 A Lifetime/Long term member shall be a senior member having twenty-five (25) years or more of service in the Paradis Volunteer Fire Department, whether continuous or interrupted.
- 9.4.3.2 A Lifetime/Long term member will be allowed to hold a Fireline Officer's position as long as that person meets the requirements of an Emergency Responder, as well as the criteria of that officer's position, as stated in [Article 14](#).

9.4.4 Strike Team Member

- 9.4.4.1 A Strike Team Member shall be a Senior Member of the Department who shall maintain active membership status in another department in St. Charles Parish participating in the Strike Team Program and be appointed to the Strike Team, and to membership in the Department, by a committee of Fire Chiefs representative of participating departments of the Strike Team Program. In order to be appointed to the membership of the Department, a candidate for Strike Team membership must have the approval of the Fire Chief of P.V.F.D.
- 9.4.4.2 A Strike-Team Member shall not have voting privileges in meetings of the Department, nor will they be issued any Department equipment.
- 9.4.4.3 A Strike-Team Member requesting to be moved to a different membership classification must submit an application for that membership classification at the next Regular Monthly Business Meeting.
- 9.4.4.4 The Strike Team Program of the Department shall be governed by the Strike Team Program Standard Operating Guidelines and these By-Laws.

9.4.5 Auxiliary Member

- 9.4.5.1 An Auxiliary member shall be a member (senior or junior) who has continued interest in the welfare of the community and promoting the good of the Department. This member shall assist in trainings and events.
- 9.4.5.2 An Auxiliary Member is eligible to have a P.V.F.D. domain and email account.
 - 9.4.5.2.1 An exception to this being junior auxiliary members, who are not allowed a PVFD Domain or Email Account.
- 9.4.5.3 An Auxiliary Member shall not have voting privileges, will not be issued any Department equipment--with the exception of Department issued t-shirts.
- 9.4.5.4 An Auxiliary member requesting to be moved to a different membership classification must submit an application for that membership classification at the next Regular Monthly Business Meeting.
 - 9.4.5.4.1 The member's Auxiliary membership status will be unaffected during this application period.
 - 9.4.5.4.2 An Auxiliary member in good standing who is applying for a different membership classification will serve a reduced probation period of 60 days under that new classification.

9.4.6 Honorary Member

- 9.4.6.1 Honorary membership shall be a designation bestowed upon a person who has continued interest in the welfare of the community and promoting the good of the Department.
- 9.4.6.2 An Honorary Member will not be allowed to have voting privileges, nor be issued a key or security code to access the station, will not be issued a dress uniform or equipment, or a department photo identification card.
- 9.4.6.3 An Honorary Member requesting to be moved to a different membership classification must submit an application for that membership classification at the next Regular Monthly Business Meeting.

9.5

An applicant must completely fill out a Senior Application Form or Junior Application Form furnished by Paradis Volunteer Fire Department. The applicant must be recommended by two (2) members in good standing and be presented

to the membership by the members recommending them at the next Regular Monthly Business Meeting to be accepted as a probationary member, this will not require a vote by the membership.

- 9.5.1 Applicant Probation is a status given to membership applicants of the Department. This period of time allows the officers and members to closely evaluate the progress and skills of the new applicant, determine appropriate assignments and monitor other aspects of the applicant – such as how they interact with other members, officers, and the public.
- 9.5.2 The Applicant will not have voting privileges during an Applicant probation period.
- 9.5.3 Violation of the Department By-Laws while serving Applicant Probation is grounds for immediate dismissal from the Department.
- 9.5.4 After meeting the requirements for Emergency Responder, Support, or Auxiliary membership status for at least ninety (90) days, the probationary member’s application will then be presented to the membership at a Regular Monthly Business Meeting for acceptance, as an active member in good standing with the Department by Secret Ballot vote. With membership approval, the presence of the probationary member at the Regular Monthly Business Meeting may be waived by two-thirds (2/3) vote of active members present.

ARTICLE 10

ADMINISTRATIVE AND FIRELINE OFFICERS

- 10.1** The Administrative Officers of this Department shall consist of a President, Vice-President, Secretary, Treasurer, Sergeant at Arms, and Chaplin.
- 10.2** The Fire Line Officers of this Department shall consist of a Fire Chief, Deputy Fire Chief, Assistant Fire Chief, Captains, Lieutenants, and Safety Officer.
- 10.3** To recall an officer’s position, a detailed written motion must be submitted, requesting the removal of any officer who is not meeting the requirements of the position.
 - 10.3.1 This motion shall be submitted to members present at a Regular Monthly Business Meeting.
 - 10.3.2 At the following Regular Monthly Business Meeting, two-thirds (2/3) majority vote by secret ballot shall be required to approve this motion for removal from office.

10.3.2.1 In the case of an elected officer's position, if the motion is approved, nominations will immediately follow for an elected officer's position. Nominations will remain open until the following Regular Monthly Business Meeting, at which time nominations will be closed and elections for the position will take place.

10.3.2.2 In the case of an appointed officer's position, if the motion is approved, the member holding office shall vacate the position and will be ineligible to hold any officer position for the remainder of that term of office. A replacement officer may be appointed by either the Fire Chief (Fireline Officers) or President (Administrative Officers). This replacement shall be appointed by the following Regular Monthly Business Meeting to be installed that same night by the President.

ARTICLE 11

ELECTION OF OFFICERS

11.1 To be elected to any officer position, a member must have a minimum of one (1) continuous year of active service with the Department immediately prior to that election.

11.2 FIRELINE

11.2.1 To be considered for this position a member must meet the following criteria:

11.2.1.1 Fire Chief

11.2.1.1.1 A member must have served no less than ten (10) years of firefighting experience.

11.2.1.1.2 A member must have a minimum of five (5) years experience as a Fireline Officer within the Department.

11.2.1.2 Deputy Fire Chief

11.2.1.2.1 A member must have served no less than eight (8) years of firefighting experience.

11.2.1.2.2 A member must have a minimum of

11.2.1.3 Assistant Fire Chief

11.2.1.3.1 A member must have served no less than six (6) years of firefighting experience

11.2.1.3.2 A member must have a minimum of

11.3 ADMINISTRATION

11.3.1 To be considered for any of these positions, a member must meet the following criteria:

11.3.1.1 President

11.3.1.1.1 Must have served no less than five (5) years in the Department.

11.3.1.2 Vice President

11.3.1.2.1 Must have served no less than three (3) years in the Department.

11.4 Documentation of service will be required prior to the beginning of the Regular Monthly Business Meeting at which elections take place.

11.5 NOMINATIONS & ELECTIONS

11.5.1 Fire Chief nominations shall be opened during the Regular Monthly Business Meeting in December of even-numbered years and continued at the first (1st) Regular Monthly Business meeting in January of odd-numbered years.

11.5.1.1 Nominations shall be closed and elections shall be held during the Regular Monthly Business Meeting in January of odd-numbered years.

11.5.2 Administration officer nominations shall be opened during the Regular Monthly Business Meeting in December of odd-numbered years and continued at the first (1st) Regular Monthly Business Meeting in January of even-numbered years.

11.5.2.1 Nominations shall be closed and elections shall be held during the Regular Monthly Business Meeting in January of even-numbered years.

11.5.3 Any member not present can be nominated to hold a position(s) of office.

11.5.4 If the member is unable to attend the elections at the Regular Monthly Business Meeting, then the member shall submit a written document in a sealed envelope to the presiding officer to accept the nomination.

11.6 Should any vacancy occur in an elected officer's position, the Department shall open nominations for the position at the following Regular Monthly Business Meeting to fill the vacancy for the unexpired term. At the next Regular Monthly Business Meeting, an election shall be held, with the elected officer being installed by the President immediately following the election.

11.6.1 If the vacancy occurs six months or less from the end of the term of office for that position, the president may appoint a replacement to serve during that time.

11.7 Any member holding an office (be it elected or appointed) must attend the Management Workshop Seminar.

11.7.1 Officers who are unable to attend the Management Workshop must notify the President as soon as reasonably possible so that they may be sworn in to that office at a later date.

11.8 After the Management Workshop Seminar, all equipment, keys, and necessary documents shall be turned over to the newly installed officers.

11.9 A member voting during any election of officers must have been an active member in good standing for a continuous period of one hundred eighty (180) days prior to such election.

11.10 The membership can vote to override any of the requirements of Article 11 by three-fourths (3/4) vote in the affirmative by secret ballot voting prior to the election.

ARTICLE 12 APPOINTED ADMINISTRATIVE OFFICERS

12.1 The following positions shall be appointed by the President-Elect within one (1) week following the election of the President and will take effect after the Installation of Officers Banquet and Management Workshop.

12.1.1 Chaplain

12.1.1.1 This position will be appointed by the President Elect within one (1) week following Administrative Officer elections, to take effect following the Management Workshop.

12.1.1.1.1 The President can appoint a person to this position who does not hold membership in the department, with approval of the membership.

12.1.1.2 In the absence of the appointed Chaplain, the President may appoint an ad-hoc Chaplain.

12.1.2 Sergeant-At-Arms

12.1.2.1 This position will be appointed by the President-Elect immediately following the elections.

12.1.2.2 In the absence of the appointed Sergeant-At-Arms, the President may appoint an ad-hoc Sergeant-At-Arms, as necessary.

ARTICLE 13

APPOINTED FIRELINE OFFICERS

13.1

The following positions may be appointed by the Fire Chief-Elect within one (1) week following the election and will take effect immediately following the Management Workshop.

13.1.1 Deputy Fire Chief(s), Assistant Fire Chief(s), Training Officer, Captain(s), Lieutenant(s), Safety Officer, and EMS Officer.

13.2

These positions shall serve at the Fire Chief's discretion and replacements may be made at any time for the benefit of the Department.

13.3

To be considered for the following positions a member must meet the following criteria:

13.3.1 Deputy Fire Chief and Assistant Fire Chief

13.3.1.1 A member must have no less than five (5) years of firefighting experience.

13.3.1.2 A member must have served a minimum of four (4) years as a Fireline officer (of any rank).

13.3.1.3 A member must have a minimum of two (2) years experience as a Fireline Officer within the Department.

13.3.2 Training Officer

13.3.2.1 This position will hold the rank of Captain.

13.3.2.2 A member must have no less than five (5) years of firefighting experience.

13.3.2.3 A member must have a minimum of two (2) years experience as a Fireline Officer within the Department.

13.3.3 Captain

13.3.3.1 A member must have no less than three (3) years of firefighting experience.

13.3.3.2 A member must have a minimum of two (2) years experience as a Fireline officer.

13.3.4 Lieutenant

13.3.4.1 A member must have no less than two (2) years of interior structural firefighting experience.

13.4 The membership can vote to override any of the requirements of Article 13 with approval of the Fire Chief and Two-Thirds (2/3) vote in the affirmative by secret ballot voting by the membership.

ARTICLE 14 DUTIES OF OFFICERS

14.1 PRESIDENT

14.1.1 It shall be the duty of the President to preside at all meetings of the department to ensure adherence to the Articles of Incorporation and By-Laws, to impose all fines and penalties for any infringement thereof, to maintain order while presiding over departmental meetings, to put forward all motions when seconded to membership for discussion and voting, to swear in new members and officers (unless delegated by him to another authority), and to inspect for accuracy and announce the result of any vote or election.

14.1.2 The President shall appoint all standing and ad-hoc committees and decide all points of order.

14.1.3 The President is responsible for setting the goals and objectives of the fire department in conjunction with the Fire Chief, and providing administrative leadership.

14.1.4 The President shall appoint officers as stated in [Article 12](#).

- 14.1.5 The President shall have the power to call Special Business Meeting(s) of the Department per Article 15 whenever the interest of the Department demands it.
- 14.1.6 The President or Treasurer must countersign all checks, at his discretion, and perform such duties pertinent to this position.
- 14.1.7 The President shall surrender any and all documents and Department equipment upon departure from office.
- 14.1.8 The President shall direct and oversee the department's administration, and may delegate authority and duties to capable subordinates.

14.2 VICE-PRESIDENT

- 14.2.1 It shall be the duty of the Vice-President to assist the President, and in the absence of the President, assume the duties of the President.
- 14.2.2 Additional duties may be assigned as deemed appropriate by the President to support departmental needs.
- 14.2.3 The Vice-President shall surrender any and all documents and Department equipment upon departure from office.

14.3 SECRETARY

- 14.3.1 It shall be the duty of the Secretary to assist the President, and in the absence of the President and Vice-President, assume the duties of the President.
- 14.3.2 It shall be the duty of the Secretary to attend Regular Monthly Business Meetings of the Department and to keep a true and faithful account of all transactions thereof.
 - 14.3.2.1 If the Secretary is unable to attend any Regular Monthly Business Meeting, he shall convey the necessary books, records, and reports to the President.
 - 14.3.2.2 If the Secretary is unable to attend a Regular Monthly Business Meeting, the President may appoint a temporary Secretary, who shall serve in the Secretary's place during the Regular Monthly Business Meeting.
- 14.3.3 The Secretary shall take attendance at Regular Monthly Business Meetings, noting members present or absent from the meeting.

- 14.3.4 The Secretary shall post the proposed minutes for the Regular Monthly Business Meeting on the bulletin board in the meeting room and send a copy to the department via department email no later than two weeks after the meeting was held.
- 14.3.5 The Secretary shall keep up-to-date records on members to be stored in personnel folders in the President's office.
- 14.3.6 The Secretary shall execute all correspondence as directed by the President.
- 14.3.7 The Secretary shall file all letters to the Department after having read them to the membership.
- 14.3.8 The Secretary shall provide written notification(s) to member(s) as directed by the President.
- 14.3.9 The Secretary shall surrender any and all documents and Department equipment upon departure from office.

14.4 TREASURER

- 14.4.1 It shall be the duty of the Treasurer to oversee all funds of the Department.
- 14.4.2 The Treasurer shall keep a current and correct accounting of the financial transactions of the Department.
- 14.4.3 The Treasurer shall assure that all books and records are audited at least once a year by a Certified Public Accountant.
- 14.4.4 The Treasurer shall have quarterly reports completed and turned in to the St. Charles Parish Financial Office and The St. Charles Fireman's Association Treasurer no later than the fifteenth (15th) of the following month.
- 14.4.5 The Treasurer or President shall, at his discretion, sign all checks which must be countersigned by an approved Designee. (Vice President, Secretary, Fire Chief, Deputy Fire Chief, or Assistant Fire Chief)
- 14.4.6 The Treasurer should attend all Regular Monthly Business Meetings and provide a full detailed report of the financial transactions for the previous month.

14.4.6.1 If the Treasurer is unable to attend any Regular Monthly Business Meeting, he shall convey the necessary books, records, and reports to the President.

14.4.7 The Treasurer shall surrender any and all documents and Department equipment upon departure from office.

14.5 SERGEANT-AT-ARMS

14.5.1 It shall be the duty of the Sergeant-At-Arms to act as a Doorkeeper, and to maintain order at the direction of the President.

14.5.2 Any additional duties may be assigned as deemed necessary by the President.

14.5.2.1 It shall remain the duty of the President to maintain order at meeting(s).

14.5.3 The Sergeant-At-Arms shall surrender any and all documents and Department equipment upon departure from office.

14.6 CHAPLAIN

14.6.1 It shall be the duty of a Chaplain to open each Regular Monthly Business Meeting and any Department functions with a moment of reflection and to close each meeting or function with same.

14.6.2 The Chaplain shall help build and maintain a high moral character within the membership of the Department.

14.6.3 The Chaplain shall surrender any and all documents and Department equipment upon departure from office.

14.7 FIRE CHIEF

14.7.1 The Fire Chief is responsible for the protection of life and property, managing high stress, emergency, life and death situations.

14.7.2 At emergency scenes, the Fire Chief should ensure the establishment of command and control of operations, techniques, and direction of the members, ensuring a safe and effective response.

14.7.3 When the situation (namely fire) has been brought under control, the Fire Chief shall ensure the investigation of its causes and maintain records, including injuries and loss of property involved.

- 14.7.4 The Fire Chief should act calmly and deliberately despite dangerous or high pressure situations.
- 14.7.5 The Fire Chief shall manage subordinates in emergency and non-emergency situations.
- 14.7.6 Administrative duties of the Fire Chief include estimating the department's needs and assisting in the preparation of the budget, controlling expenditures, implementing fire prevention education programs, recruiting personnel, evaluating their performance, and administering disciplinary action when needed.
- 14.7.7 The Fire Chief is responsible for setting the goals and objectives of the fire department in conjunction with the President, developing and implementing Standard Operating Procedures and Guidelines for effective administration, and providing administrative leadership.
- 14.7.8 The Fire Chief shall direct and oversee the department's activities, delegating authority to capable subordinates.
- 14.7.9 The Fire Chief shall implement fire prevention and fire control policies, procedures, and techniques and ensure that firefighters are trained adequately to perform duties in accordance with the Department's Mission.
- 14.7.10 The Fire Chief shall ensure that fire stations and firefighting equipment are in proper working order and are well-maintained and available when needed.
- 14.7.11 When purchase, repair, or replacement of facilities or equipment is needed, the Fire Chief shall make the appropriate recommendations.
- 14.7.12 The Fire Chief shall have the authority to call special training meetings.
- 14.7.13 The Fire Chief shall call an Officers Meeting at least once quarterly.
- 14.7.14 All members must be approved by the Fire Chief or person(s) designated by the Fire Chief to operate Department equipment and vehicles or perform other duties within the Department.
- 14.7.15 The Fire Chief or designee shall issue all equipment to members of the Department and keep an account of the same, but said equipment shall at all times remain the property of the Department.

14.7.16 The Fire Chief shall have the authority to approve the lending of any firefighting equipment belonging to the Department to any member of the Department or an outside Organization.

14.7.17 The Fire Chief shall be allowed to spend Department funds for replacement/repair of Department equipment not to exceed a total of \$3,000.00 (Three thousand dollars) within each month.

14.7.17.1 This spending does not require membership approval.

14.7.17.2 For any amount exceeding this amount, the Fire Chief must obtain approval from the membership at a Regular Monthly Business Meeting or contact the President to schedule a Special Business Meeting for membership approval, in accordance with [Article 15](#).

14.7.18 The Fire Chief shall surrender any and all documents and Department equipment upon departure from office.

14.7.19 The Fire Chief shall appoint and maintain a corps of Fireline officers as needed to fulfill the duties of the Department. Appointment of Fireline Officers shall follow the requirements stated in [Article 13](#).

14.8 DEPUTY FIRE CHIEF

14.8.1 It shall be the duty of the Deputy Fire Chief to assist the Fire Chief in all emergencies and assume the duties of the Fire Chief in his absence.

14.8.2 The Deputy Fire Chief shall report to the Fire Chief.

14.8.3 Additional duties may be assigned by the Fire Chief to support the needs of the Department.

14.8.4 The Deputy Fire Chief shall surrender any and all documents and Department equipment upon departure from office.

14.9 ASSISTANT FIRE CHIEF

14.9.1 It shall be the duty of the Assistant Fire Chief to assist the Fire Chief in all emergencies and shall assume the duties of Fire Chief in the absence of the Fire Chief and Deputy Fire Chief.

14.9.2 The Assistant Fire Chief shall report to the Fire Chief.

14.9.3 Additional duties may be assigned by the Fire Chief to support the needs of the Department.

14.9.4 The Assistant Fire Chief shall surrender any and all documents and Department equipment upon departure from office.

14.10 TRAINING OFFICER

14.10.1 It shall be the duty of the Training Officer to oversee and schedule the training of all personnel.

14.10.2 The Training Officer shall maintain accurate records of all Personnel training and shall be responsible for the upkeep of training equipment.

14.10.3 The Training Officer shall prepare and post an annual training schedule no later than November 1st of the preceding year, which must be reviewed at a fireline officers meeting.

14.10.4 The Training Officer shall report to the Fire Chief in the oversight of personnel during training and all duties related to training activities.

14.10.5 The Training Officer shall report to the Deputy Fire Chief in duties pertaining to the supervision of subordinate officers.

14.10.6 The Training Officer shall surrender any and all documents and Department equipment upon departure from office.

14.11 CAPTAINS

14.11.1 Duties of each Captain include the maintenance and inventory of equipment under his responsibility.

14.11.2 Captains shall report to the Deputy Fire Chief.

14.11.2.1 In the absence of the Deputy Fire Chief, Captains shall report to the Fire Chief.

14.11.3 Additional duties may be assigned to support the needs of the Department.

14.11.4 The Captain shall surrender any and all documents and Department equipment upon departure from office.

14.12 LIEUTENANTS

14.12.1 It shall be the duty of the Lieutenants to assist the Captains in maintaining equipment under their responsibility.

14.12.2 Additional duties may be assigned to support the needs of the Department.

14.12.3 Each Lieutenant shall report to his assigned Captain.

14.12.3.1 In the absence of an assigned Captain, the Lieutenant will report to the Deputy Fire Chief.

14.12.4 The Lieutenant shall surrender any and all documents and Department equipment upon departure from office.

14.13 SAFETY OFFICER

14.13.1 It shall be the duty of the Safety Officer to ensure safety at emergency scenes and at all Department activities.

14.13.2 The Safety Officer shall report to the Fire Chief.

14.13.3 The Safety Officer shall surrender any and all documents and Department equipment upon departure from office.

14.14 EMS OFFICER

14.14.1 The EMS Officer shall be responsible for all EMS equipment and supplies.

14.14.2 The EMS Officer shall maintain medical records of members, and shall keep these records confidential in accordance with HIPAA Laws.

14.14.3 The EMS Officer shall maintain medical certifications in conjunction with the Training Officer.

14.14.4 The EMS Officer shall be at minimum, an EMS First Responder.

14.14.5 The EMS Officer shall report to the Assistant Fire Chief.

14.14.6 The EMS Officer shall surrender any and all documents and Department equipment upon departure from office.

ARTICLE 15 DEPARTMENT MEETINGS

15.1 The Department shall decide during the Regular Monthly Business Meeting in January, which night of the week to hold Training and Regular Monthly Business Meetings for the following year.

15.2 STANDARD DEPARTMENT COMMUNICATIONS

- 15.2.1 Standard Department Communications consist of Radio Dispatch Announcements, Department E-Mail, Public Service Telephone, and US Standard Mail.

15.3 TRAININGS

- 15.3.1 In the event that a holiday or special event occurs on the night of the Training Meeting, the Fire Chief may reschedule the meeting to another day during the week or cancel the training meeting.

15.4 REGULAR MONTHLY BUSINESS MEETINGS

- 15.4.1 Regular Department Meetings shall begin at 18:30/6:30 P.M.
- 15.4.2 A quorum shall consist of 7 (seven) members entitled to vote.
 - 15.4.2.1 In the event that a quorum cannot be obtained within a half-hour after the scheduled time, those present, having notified the President of their presence, may adjourn.
- 15.4.3 In the event that a holiday or special event falls on the night of the Regular Monthly Business Meeting the President may reschedule the meeting to another day during the month.
- 15.4.4 Unless otherwise stated in these bylaws, all motions that come before the membership shall be decided by simple-majority vote.
- 15.4.5 At the beginning of each Regular Monthly Business Meeting, the President will announce the group responsible for Station Duties after the meeting.
 - 15.4.5.1 The group members present at the Regular Monthly Business Meeting that are responsible for Station Duties must stay and perform that duty or will not receive credit for attending that meeting.
 - 15.4.5.1.1 Members with extenuating circumstances that are unable to remain at the meeting should approach the officer in charge for approval before leaving the station.
- 15.4.6 Absentee voting will not be allowed during meetings of the Department.

- 15.5** During Department meetings and activities, those members who must bring their children to the meeting are responsible for their children's behavior. This includes any disruptive behavior that causes undue disruption to the meeting.

15.6 SPECIAL BUSINESS MEETINGS

- 15.6.1 At a Special Business Meeting, no other business shall be conducted except that for which it was called. Only the President is authorized to call a Special Business Meeting.
- 15.6.2 The President shall call a Special Business Meeting at the written request of 7 voting members.
 - 15.6.2.1 Written request must state the purpose of the meeting and the reason the business cannot be delayed until a Regular Monthly Business Meeting.
- 15.6.3 Notification to the membership for all Special Business Meetings, Board of Directors Meetings, and Hearing Board Meetings shall be given twenty-four (24) hours prior to the scheduled meeting time.
 - 15.6.3.1 Specific reason for the meeting shall be stated at time of notification.
- 15.6.4 In the event that an emergency situation arises within the Department, the President and Fire Chief jointly, shall be allowed to call an immediate Department Meeting to address the situation. An immediate announcement will be made to the membership by any reasonable means.

ARTICLE 16 BY-LAWS

16.1 The most current version of Robert's Rules of Order shall govern in all cases which are not specifically addressed in the By-Laws of the Department.

16.2 The membership shall have the power to create, amend, and repeal these By-Laws to govern the Department, provided they are in accordance with procedure(s) defined in these By-Laws.

- 16.2.1 Recommendations for these By-Laws to be amended, altered, revised, or repealed may be made via a written request turned in to the President at a Regular Monthly Business Meeting.
 - 16.2.1.1 The request will then be referred to the By-Laws Committee for review.
 - 16.2.1.2 The By-Laws committee will meet over the course of the following month and report on the status of the review at subsequent Regular Monthly Business Meetings.

16.2.1.3 At the following Regular Business Meeting, the member submitting an amendment(s) may request that the amendment be voted on as submitted by him (via a motion to that effect).

16.2.1.4 If the member disagrees with any changes made by the By-Laws Committee, that member may request that his original submission be considered along with the committee's submission.

16.3 A two-thirds (2/3) vote of the Active members present is required to amend, alter, revise, or repeal these By-Laws.

16.4 Meetings at which proposed changes to the By-Laws will be addressed must be announced no later than twenty-four (24) hours prior to a meeting in which the By-Laws are to be changed.

16.5 A three-fourths (3/4) vote of the Active members present is required to suspend any section(s) of these By-Laws.

ARTICLE 17 BOARD OF DIRECTORS AND COMMITTEES

17.1 The Board of Directors shall consist of the President, Vice-President, Secretary, Chief Officer, and three elected At-Large Non-Officer Members in good standing.

17.1.1 Directors that hold an Elected Officer's position shall serve a term that runs concurrently with their term of office.

17.1.2 At-Large Directors shall serve a 2 year term. Elections will be held bi-yearly with the election of Fireline Officers.

17.2 The President shall serve as chairman at all meetings of the Board of Directors.

17.3 The Board of Directors shall meet at least once quarterly.

17.4 The President may call a Special Meeting of the Board of Directors at his/her discretion or at the written request of five members of the Board.

17.4.1 This shall follow **Article 15** for calling meeting.

17.5 The Board of Directors shall consider and pass such resolutions as necessary to conduct the business of the Department.

17.6 The Board of Directors shall develop and implement policies for effective administration of the Department.

17.7 Meetings of the Board of Directors shall be open to the membership unless the board votes by simple majority to hold the meeting in executive session.

17.8 Five members of the Board of Directors shall constitute a quorum. However, in the absence of the secretary, the President will need to designate a member of the board to take the secretary's position during the meeting.

17.9 STANDING COMMITTEES

17.9.1 The President shall post a sign-up roster for committee preference no later than the Regular Monthly Business Meeting in December. The President will attempt to appoint members based on their preference, but the needs of each committee shall take precedence. Members that are assigned to committees are expected to attend and take part in scheduled committee meetings and events.

17.9.2 The President shall appoint the members of each committee and announce committee membership at the Regular Monthly Business Meeting of February. Prior to the Regular Monthly Business Meeting of March, the committee members shall meet to elect a Chairman and Secretary, to be approved by the President and announced at the Regular Monthly Business Meeting of March.

17.9.2.1 The Chairman of any committee should have served at least one (1) year in the Department.

17.9.3 Activities Committee

17.9.3.1 The Activities Committee shall be responsible for the coordination and oversight of any Department activities outside of training.

17.9.3.1.1 Activities include: Family Day, Blood Drives, Installation of Officers and Management Workshop, and any other activities approved by the membership.

17.9.4 Budget Committee

17.9.4.1 The Budget Committee shall be responsible for the maintaining the budget of the Department.

17.9.4.2 This committee shall meet as needed to address the budget concerns of the department

17.9.5 By-Laws Committee

- 17.9.5.1 The By-Laws Committee shall be responsible for the review and organization of the By-Laws of the Department,
- 17.9.5.2 The By-Laws Committee may make proposals to the membership concerning the creation, revision, amendment, or update of all or part of these bylaws.
- 17.9.5.3 This Committee shall meet at least once per calendar year.
- 17.9.5.4 The President will serve as Chairman of the By-Laws Committee.

17.9.6 Information Technology (IT) Committee

- 17.9.6.1 The Information Technology (IT) Committee shall oversee the technology needs of the Department.

17.9.7 Fire Prevention Committee

- 17.9.7.1 The Fire Prevention Committee will be responsible for the Fire Prevention Program of the Department.

- 17.9.7.1.1 Department activities for this committee include Open House, and School related functions within the District.

ARTICLE 18 Cancellation & Termination of Bylaws

- 18.1** As of the date of approval of these bylaws, any pre-existing bylaws of the department are null and void and of no effect.

ARTICLE 19 Approval

19.1 _____

- 19.1.1 President, Paradis Volunteer Fire Department

19.2 _____

- 19.2.1 Secretary, Paradis Volunteer Fire Department

19.3 Date of Approval

- 19.3.1 Tuesday, July 14, 2020

PVFD BYLAWS - Appendix 1

Changes and Updates

- October 11, 2011 (Revision 2011.1)
 - Complete Revision of Bylaws & Policies.
- November 13, 2012 (Revision 2012.1)
 - 9.4.4 - Addition of Strike Team Membership Classification
- July 8, 2014 (Revision 2014.1)
 - 9.3 – Change “...must have a current copy on file with the Department.” to “...must file a copy with the Secretary of the department.”
 - 9.4.5.2 – Change “entitled” to “eligible”
 - Add 9.4.5.4.2 – Reduce probation to 60 days for Auxiliary Members.
 - 10.2 – Remove “Training Officer” and “EMS Officer”. Safety Officer must remain per NFPA 1500.
 - 11.5.1 – Replace “Fireline officer” with “Fire Chief”
 - 11.5.4 – Replace “written” with “handwritten and signed”
 - Add 11.6.1 – Vacancy in office, less than 6 months from regular election
 - 14.1.6 – Change to match 14.4.5
 - 15.2 – Change “Standardard” to “Standard”
 - 15.4.6 – Delete “...at Regular Monthly Business Meetings or Special Business Meetings”, Add “...during meetings of the Department”
- July 14, 2020 (Revision 2020.1)
 - 17.1 – change “Fire Chief” to Chief Officer
 - 17.1.2 – change at large term limit from “1 year” to “2 years”, change “yearly” to “bi-yearly” delete “and Administration Officers”

elections are to be held with fire line officers.