

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS



www.MulvaneEmergencyServices.org

Revised May, 2012

TABLE OF CONTENTS

| | |
|--|---------|
| ◆ STRUCTURE | Page 2 |
| ◆ ELECTIONS | Page 4 |
| ◆ ELECTED POSITIONS | Page 5 |
| ◆ MEETINGS | Page 8 |
| ◆ MEMBERSHIP | Page 9 |
| ◆ MULVANE FIREFIGHTER'S SPECIAL FUND | Page 13 |
| ◆ ALTERATIONS/AMENDMENTS | Page 15 |

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **September 1999**

PAGE **1** of **1**

POLICY # **98-04-0001**

REVISED: **May, 2012**

SUBJECT: **Structure**

SECTION:

- 1.** Mulvane Fire Rescue is a division of the Mulvane Emergency Services with the purpose of protecting life and property of the citizens and visitors of the City of Mulvane and contracted areas, through fire suppression, rescue and fire education. This organization lessens the burdens of the government by providing for the volunteers that serve this organization, maintenance of the fire stations and grounds, education of public on fire prevention, and preserving the history of the department both in artifacts and web based digital files.
- 2.** The Mulvane Fire Rescue Division shall consist of such persons as subscribe to this Constitution, By-laws, Standard Operating Guidelines, and Administrative Procedures of the same and shall be known and designated by the name of Mulvane Fire Rescue.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **May 2012**

PAGE **1** of **1**

POLICY # **12-04-0001**

REVISED:

SUBJECT: **Officers**

SECTION:

1. The Director of Public Safety shall serve as the Chief of the Department.
 - 1.1 The Chief is appointed by the Mayor and City Council as per City Ordinance.
 - 1.2 The Chief is employed by the City of Mulvane.
 - 1.3 The Chief is not reimbursed by Mulvane Fire Rescue, INC.
 - 1.4 The Chief serves as a Board of Director.

2. Fire Captain.
 - 2.1 The Fire Captain is appointed by the Chief.
 - 2.2 The Fire Captain is employed by the City of Mulvane.
 - 2.3 The Fire Captain in not reimbursed by Mulvane Fire Rescue, INC.
 - 2.4 The Captain serves as a Board of Director.

3. Fire Lieutenants.
 - 3.1 The Fire Lieutenants are appointed by the Chief.
 - 3.2 The Fire Lieutenants are volunteers for the City of Mulvane.
 - 3.3 The Fire Lieutenants may be reimbursed by Mulvane Fire Rescue, INC.
 - 3.4 The Fire Lieutenants serve as Board of Directors.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **September 1999**

PAGE **1** of **1**

POLICY # **98-04-0002**

REVISED **May 2012**

SUBJECT: **Elections**

SECTION:

1. There shall be an annual election of Secretary, Treasure, and FFR Board, held on the first business meeting in December of each year. At such meeting of the division;
 - 1.1 Each member shall be entitled to one (1) vote.
 - 1.2 A majority of a quorum shall be required to elect any elected position.
 - 1.3 Newly elected positions shall take office the first day of January of the following year.

2. In the event of a vacancy occurring among any of the elected positions, a special election shall be held to fill the vacancy under the rules of regular elections.
 - 2.1 Such elected positions shall remain in effect until the next annual election of officers.

3. All elected officers shall be approved by the Director of Public Safety.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **September 1999**

PAGE **1** of **3**

POLICY # **98-04-0003**

REVISED: **May 2012**

SUBJECT: **Elected Positions**

SECTION:

- 1.** The elected position of Mulvane Fire Rescue shall consist of one (1) Secretary and one (1) Treasure.
- 2.** The Mulvane Firefighters Relief Board elected positions; The officers of this association shall consist of a one (1) president, one (1) vice-president, and two (2) board of directors. The Treasure will serve as the fifth board member and will serve as the Firefighters Relief Board Secretary.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **September 1999**

PAGE 2 of 3

POLICY # **98-04-0003**

REVISED: **May 2012**

SUBJECT: **Elected Positions**

SECTION: **Secretary**

1. Under the supervision of the Director, the position of Secretary is a 2 (two) year elected position. Examples of duties are as follows:
 - 1.1 Will take detailed minutes at all business meetings.
 - 1.2 Will make a typewritten copy of the minutes available to the members prior to the next business meeting. A copy of the minutes will be placed in the Minutes notebook.
 - 1.3 Will take minutes and/or notes at any special meeting or training upon an officer's request. (Meeting may include Fire District #12 meetings.)
 - 1.4 Will be responsible for monthly individual meeting and training attendance.
 - 1.4.1 Provide a copy of the attendance records for meetings and training's to the Captain and Administration.
 - 1.5 In the absence of the Secretary, the presiding officer will be responsible for seeing that the minutes of the meeting are taken and given to the Secretary.
 - 1.6 Shall serve as Secretary for the Board of Directors.
 - 1.7 Shall serve as a Board of Director for Mulvane Fire Rescue, INC.
 - 1.8 Shall be elected in odd years.

2. Preferred qualifications for the position of Secretary to include, but not limited to:
 - 2.1 Good handwriting skills.
 - 2.2 Basic computer knowledge and skills.
 - 2.3 Good language and organizational skills.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **September 1999**

PAGE **3** of **3**

POLICY # **98-04-0003**

REVISED: **May 2012**

SUBJECT: **Elected Positions**

SECTION: **Treasure**

- 1.** Under the supervision of the Director, the Treasure is a two (2) year elected position. Examples of duties as follows:
 - 1.1** Shall be the Treasurer of the Mulvane Firefighters Relief Association.
 - 1.2** Shall be the Treasurer of the Mulvane Fire Rescue, INC.
 - 1.3** Will provide the membership with a monthly treasurer's report.
 - 1.4** Shall serve as a Board of Director for Mulvane Fire Rescue, INC.
 - 1.5** Shall be elected in even years.

- 2.** Preferred qualification for the position of Treasure to include, but not limited to:
 - 2.1** Basic knowledge of Kansas Firefighter's Relief Act Status and Regulations.
 - 2.2** Good handwriting skills.
 - 2.3** Basic computer knowledge and skills.
 - 2.4** Basic financial knowledge and skilled working with money.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

_DATE: September 1999

PAGE 1 of 1

POLICY # 98-04-0004

REVISED: May 2012

SUBJECT: Meetings

SECTION:

1. There will be a business meeting of the division on the first Thursday of each month at 19:00 hours lasting no more than one (1) hour with training following.
 - 1.1 An alternate meeting of the division will be held as deemed necessary.
2. There will be a training meeting of the division on the third Thursday of each month at 19:00 hours.
 - 2.1 An alternate training meeting of the division will be held on the Saturday after the regularly scheduled training meeting as deemed necessary.
 - 2.2 Any extra training meetings scheduled through the Training Officer can be substituted for a regular training meeting.
3. On months with a fifth Thursday, there will be a training meeting of the division on the fifth Thursday at 19:00 hours.
4. There will be a Saturday Workday every month or as deemed necessary.
5. The Fire Officers or Fire Chief may call special meetings of the division whenever they deem necessary.
6. There will be Fire Officers meeting preceding the regularly scheduled business meetings or as deemed necessary.
7. All meetings will be held in accordance with Roberts Rule of Order.
8. During the meetings each member will maintain a high standard of personal decorum.
9. A quorum will be defined as two (2) Lieutenants and five (5) Firefighters.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **September 1999**

PAGE **1** of **4**

POLICY # **98-04-0005**

REVISED **March 2008**

SUBJECT: **Membership**

SECTION: **Firefighters**

- 1.** Under the supervision of the Fire Officers, the Firefighter performs specialized work in the areas of fire suppression, rescue, life saving services, fire prevention, and education. Examples of duties are as follows:
 - 1.1** Will comply with all established policies, procedures and will follow the established chain of command.
 - 1.2** Will make every effort to respond to and or attend all functions of the division. (i.e., fire and rescue calls, meetings, and training.)
 - 1.2.1** Will advise his/her Lieutenant when unable to attend meetings or training.
 - 1.3** Will make every effort to protect life and property while performing these duties in a professional manner.
 - 1.4** Will be assigned and wear full protective gear, provided by the division, on all incidents as deemed necessary by the Incident Commander.
 - 1.5** Will know the location of, and be able to fully operate, the equipment assigned to all vehicles.
 - 1.6** Will, upon returning from an alarm make sure that all equipment on their assigned vehicle or truck is ready for another alarm. (i.e., fuel, water, truck cleaned, equipment cleaned and returned to its proper location).

- 2.** Required qualifications for Firefighter to include, but not limited to:
 - 2.1** Must live within the Mulvane postal area (Mulvane Address) or within Sumner County Fire District #12 or within a 4 mile radius of the City Limits.
 - 2.2** Has full time employment within the City of Mulvane or Fire District #12 and is available to make alarms while at place of employment.
 - 2.3** Must be trained in CPR and First Aid within the first 120 days of application, and must maintain that certification.
 - 2.3.1** The Director may waive this if no classes are held during that time.
 - 2.4** Must be trained to a minimum Firefighter One within three (3) years of employment.
 - 2.5** Must be trained to minimum of NIMS 100 & 700 within six months of employment.
 - 2.6** Must take an active part in any training or demonstrations relating to fire fighting made available to him/her.
 - 2.7** If a member fails to obtain six (6) hours of departmental training in a three (3) month period, he/she will be automatically terminated and will be asked to return any issued equipment. If a member fails to make any alarms in a three (3) month period, this member will automatically be terminated and will be asked to return any issued equipment.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **September 1999**

PAGE 2 of 4

POLICY # **02-04-0005**

REVISED **June 2006**

SUBJECT: **Membership**

SECTION: **New Members**

1. All persons wishing to become members of Mulvane Fire Rescue must submit to a complete background check, medical history (including release if applicable), driver's license and record check before making application before the division.
2. No new members will be allowed to ride fire apparatus on calls, or be issued a pager, until they complete the New Member Qualification.
3. Reserve member making application may bypass the class if they can pass the written and practical test set forth by the New Member Qualification.
4. New member applicants will be placed on a waiting list until the start of class. The class will be held as needed.
5. The New Membership Qualification shall fall under the duty of the Director.
6. All new members will be approved by the Director.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **September 1999**

PAGE 3 of 4

POLICY # **98-04-0005**

REVISED

SUBJECT: **Membership**

SECTION: **New Member Qualification**

1. New members taking part in New Member Qualification will sign a Firefighter Training Release Form.
2. The New Member Qualification is a combination of classroom discussion using the IFSTA manual and actual hands-on training with department equipment. New Member Qualification will cover the following subjects:

Overview of the Mulvane Emergency Service.

Overview of the Mulvane Fire Division.

Knowledge of Incident Command.

Firefighter Safety.

Map book and preplan book.

Blood borne Pathogen Film.

Ability to don personal protective clothing.

Ability to don a SCBA.

Fire Engines equipment and operation.

Brush truck equipment and operation.

Tankers equipment and operation.

Water supply.

Set up and hook up to a hydrant.

Set up and operate 1 ¾ inch hand lines.

Set up and operate 3 inch lines.

Set up and operate master streams.

Knowledge of forcible entry tools and techniques.

Knowledge of ventilation tools and techniques.

Knowledge of ladders and techniques.

Knowledge of salvage covers and techniques.

Rescue equipment and operation.

Knowledge extraction tools and techniques.

Ambulance familiarization.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **September 1999**

PAGE **4** of **4**

POLICY # **98-04-0005**

REVISED

SUBJECT: **Membership**

SECTION: **New Member Qualification**

- 3.** The class is designed to give each new member 16 (sixteen) hour's worth of training, however the Director of Emergency Service may recommend to the division that some hours of training be waved based upon job or previous fire training. This will be brought to a business meeting and membership will vote on said recommendation.
- 4.** After the completion of class each new member must pass a written and practical test. Upon successful completion the new member will be given a certificate of completion of new member qualification and then be presented to the fire division by the trainers for membership.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **January 2000**

PAGE **1** of **2**

POLICY # **98-04-0006**

REVISED: **May 2012**

SUBJECT: **Firefighters Special Fund**

SECTION:

1. There shall be seven (7) names on the Mulvane Firefighter's Special Fund checking account. Those being: Director, Captain, 4 Lieutenants, and Treasurer. Two signatures will be required to write a check on this account.
2. All payments of monies, other than the December Reimbursements as described in section 3, shall be made only after approval of the majority of a quorum at any regular meeting of the department with the approval of the Director of Emergency Services. In the case of an immediate expenditure, the approval of three of the names on the signature card up to \$100.00 is required.
 - 2.1 Mulvane Emergency Services staff shall have blanket authority to purchase flowers & cards up to \$50.00. This can be used for the children, siblings, spouses/significant others, and parents of any member.
3. At the first meeting in December, funds available will be disbursed to the active firefighters, resource team members, and any former firefighters, who left in good standings, attending meetings and/or calls in the previous year, provided there is not a question of unreturned department property and that the former member has left a forwarding address or has been in contact with the administration. Purpose of this disbursement is to cover personal expenses incurred by volunteers such as fuel and meals based on the following criteria:
 - 3.1 \$4.00 for each meeting attended.
 - 3.2 \$4.00 for each alarm answered.
 - 3.3 Persons holding First Responder, EMT or higher certification will receive an additional 25 cents for each call and meeting attended.
 - 3.4 Persons holding any of the below listed National Certifications will receive an additional 25 cents each per certification, for each call and meeting attended.
 - 3.4.1 Firefighter 1
 - 3.4.2 Firefighter 2
 - 3.4.3 Driver/Operator Pumper
 - 3.5 The Lieutenants will receive an additional 25 cents for each call and meeting attended.
 - 3.6 The Training Officer, Fire Prevention Officer and Secretary will receive an additional 25 cents for each meeting attended.
 - 3.7 Monies will be transferred to the Fire Reserve Special Fund for each Reserve member attending;
 - 3.7.1 \$2.00 per Fire call, including stand-by.
 - 3.7.2 \$4.00 per Fire Rescue training.
 - 3.7.3 \$4.00 per Fire Reserve training.
 - 3.8 The Treasure will receive \$20 per month.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **January 2000**

PAGE 2 of 2

POLICY # **98-04-0006**

REVISED: **June 2006**

SUBJECT: **Firefighters Special Fund**

SECTION:

4. Checks not cashed or reimbursements not received within (90) ninety days of issuance will be voided and funds transferred to Engine 1 Special Fund.
5. Engine 1 Special Fund. The Engine 1 committee controls this fund. Any expenditures over \$100 will be voted on by the Engine 1 Committee with approval of the Director.
6. Fire Reserve Special Fund. The Fire Reserve controls this fund. Any expenditures over \$100 will be voted on by the Fire Reserves with approval of the Director.
7. There will be a safety deposit box located at the Mulvane State Bank. The keys to the box are to be held by the Mulvane Emergency Service.
8. At least once a year this account may be audited.

Mulvane Fire Rescue

CONSTITUTION AND BYLAWS

DATE: **September 1999**

PAGE 1 OF 1

POLICY # **98-04-0007**

REVISED: **May 2012**

SUBJECT: **Alterations/Amendments**

SECTION:

1. This document may be altered or amended by a resolution in writing offered at any business meeting. The member making the change will distribute copies in each mailbox prior to the next meeting. On the following business meeting the Department will take action.
2. Any changes to the Constitution & Bylaws must meet the approval of the Director.
3. The Director of Public Safety and/or Board of Directors reserves the right to make changes or amendments to the Constitution & Bylaws as deemed necessary and as allowed by the Mulvane Fire Rescue, INC charter.