

Rawlins Volunteer Fire Department



Bylaws 2008

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ADOPTION AND APPROVAL

MISSION STATEMENT

It is the mission of this department to “protect the lives, property and environment within our community. When summoned for service, all available resources will be used to ensure a professional, rapid and safe response to the citizens we serve”.

STATEMENT OF INTENT

It is the intent of these BYLAWS to provide a framework, by which this organization can efficiently operate, for the benefit of the community, under the statutory authority of the City of Rawlins, Carbon County, Wyoming. This organization comprised of volunteers and career firefighters shall be called the Rawlins Fire Department.

ARTICLE 1

MEMBERSHIP

Section 1.1 Application for Membership

Any person may request a membership in the Rawlins Fire Department by filling out an application. The application shall include personal information, place of employment, employment history, reasons for wanting to join the department, and listing of three (3) character references who are not members of the applicant's immediate family. The department physician at no cost to the applicant will conduct a physical examination. Any applicant applying for membership must be 18 years of age or older and must meet the departments S.O.P. physical fitness requirements. An applicant cannot live outside of a 1-mile radius of the city limits of Rawlins. Applications will be accepted anytime at Fire Station 1 320 W. Walnut Street Rawlins, WY 82301.

If the applicant is certified by the State of Wyoming or is a Nationally Accredited Firefighter the application will be processed before the next regularly scheduled business meeting. At which time the membership will decide whether or not to accept the application and place the individual on trainee status.

If the applicant is not a certified firefighter the application will be placed in the next available fire academy class pool. Contact with the applicant will be maintained on a monthly basis to insure that they are aware of the schedule of events.

Section 1.2 Interview Process

The Fire Department command staff will be responsible for the investigation of each candidate. The command staff shall report in writing on the interview form its recommendations on the candidate. The report on a prospective member shall then be given to the department's membership before balloting occurs.

Interviews will be conducted on all applicants prior to acceptance into the fire academy, or in the case of certified applicants before presentation to the membership for consideration to recruit status.

Section 1.3 Voting of Membership

Vacancies will be filled upon graduation of candidates from the fire academy, availability of equipment and/or when a certified firefighter submits an application for membership at the next regular fire department meeting.

Balloting upon all membership applications will be secret. A vote of (2/3) of the voting members present is required to qualify a candidate as a trainee for a trial period of thirty (30) days minimum to ninety (90) days maximum. During this trial period the trainee will be required to attend 50% of the scheduled training, two (2) business meetings and successfully complete the required apparatus / facilities check sheet.

If a candidate fails to meet these requirements during the trail period or fails to receive the (2/3) majority vote the candidate will be disqualified as a candidate for one (1) year.

ARTICLE 2

MEMBERSHIP CATEGORIES

Section 2.1 Recruit

When a Recruit enters the Fire Academy they are required to attend 90% of the scheduled classes. Under certain circumstances the attendance requirement can be adjusted at the discretion of the training officer. Upon successful completion of the academy the recruit will be eligible to test for Firefighter I certification.

Recruits' who are successful in completing the academy and obtaining Firefighter I certification will be placed on the Rawlins Fire Department as an active member without a vote by the membership.

Recruits' who are successful in completing the academy but have not yet obtained their firefighter I certification will be eligible to be voted on by the membership to be granted a trainee status.

Recruits' who are unsuccessful in completing the academy will be dropped from the department. At the discretion of the training officer may reapply for the next scheduled fire academy class. If rejected by the training officer the recruit must wait at least one (1) year to reapply for the academy.

Section 2.2 Trainee

A trainee will have a six (6) month training period to obtain Wyoming State Firefighter I certification, meet the departments attendance requirements and complete the apparatus / facilities check sheet.

If after six (6) months the trainee has not obtained the required Wyoming State Firefighter I certification, and all attendance requirements have been met, the trainee shall be placed on inactive status until such time as he or she has completed the Wyoming State Firefighter I testing. This period shall not exceed three (3) months. All equipment must be returned whenever a trainee is put on inactive status, the training manuals may be kept however, until the trainee is dropped from the department. If the trainee has been terminated for this reason or any other reason, he or she may not reapply for a period of one (1) year. Members on trainee status shall have no privileges.

The department will drop a trainee who has not met the requirement of the trial period ninety (90) day maximum automatically. A trainee becomes an active member upon successfully completion of the trail period and certification as a Wyoming State Firefighter I.

Section 2.3 Active

The active members of the Rawlins Fire Department shall obey the orders of the officers of the Rawlins Fire Department. Roll call shall be taken at all emergency calls. Active members must attend at least fifty percent (50%) of the department's emergency calls, fifty percent (50%) of the department's monthly business meetings and obtain thirty six (36) hours of scheduled training offered by the Rawlins Fire Department. Each member will be responsible for seeing that attendance has been recorded for all calls and training by reporting to the officer in charge.

Active members who fail to meet with the above requirements will be placed on probationary status.

All active members must meet the requirements of their positions as specified in Article 4, Section 4.1.

An active member who has any condition or debilitating injury which requires medical treatment, must present to the senior command officers a medical release for firefighting activities, before he or she may return to active duty. A copy will be given to the training officer for permanent record.

- ♣ Firefighters on medical leave shall receive all benefits.
- ♣ No member may remain on medical leave for a period of more than one (1) year.
- ♣ All members on medical leave may attend offered training, but need not participate in any activities which would be restricted by medical condition or the advice of his or her treating physician.

Section 2.4 Inactive

An active member may elect to go to inactive status any time before recall procedures have started. Any member who has been placed on inactive status with the department must remain inactive for a minimum of six (6) months, unless the reason for requesting inactive status was directly job related and that reason has terminated.

An inactive member may come back on the active list without a vote if the department has a vacancy, and if said member requests a return to the active list within three (3) years.

- ♣ After three (3) years on the inactive list, the member shall be dropped from the department.
- ♣ No member shall be allowed to go inactive more than two (2) times in a five (5) year period, unless the request is directly job related.
- ♣ Inactive members shall forfeit all department benefits. All of the department property must be returned.

Section 2.5 Probationary

Probationary members will be eligible for contributions to the Wyoming State firefighter's Pension, but the member must pay such contributions. Probationary members have no voting rights.

An active member, who has been placed on probationary status, may go honorary or inactive if the requirements have been met. A probationary member may return to active status as soon as all active requirements have been met.

An active member, who holds an elected office, and has been placed on probation, will retain that office, but may not run for re-election while on probation. No officer may remain on probation for longer than six (6) months. If an officer still does not qualify for active status, he or she shall relinquish his or her office.

Section 2.6 Honorary

Any member who has served a minimum of ten (10) years as an active member may qualify for the honorary list. All honorary members shall receive such benefits as are determined by the Rawlins Fire Department from time to time. All honorary members shall be then retired from the department, subject to recall for major emergencies.

A qualified member can obtain honorary status at any time without a vote by a written request from the member. The chief and command staff officers shall grant such status upon confirmation of qualifications. Inactive status time shall not count toward time served for honorary status.

An honorary member may return to active status within three (3) years without a vote by the membership, if a vacant position exists.

Section 2.7 Resignation

A member who resigns from the Rawlins Fire Department will no longer be considered a member of the Rawlins Fire Department. The resigned shall forfeit all Rawlins Fire Department benefits. All Rawlins Fire Department property must be returned. The resigned shall not reapply for a period of one (1) year.

It is recommended that when a member resigns from membership that the member turns in a letter of resignation. In the event no letter is turned in, upon receiving and checking in of that persons gear their name shall be presented in the next business meeting as resigned from the department.

Section 2.8 Termination

The Fire Chief shall have the sole authority to discipline / terminate any member of the Rawlins Fire Department for the failure to comply with the policies and rules of the Rawlins Fire Department. Job related actions subject to disciplinary measures and / or termination include, but are not limited to the following:

1. Discourteous treatment of the public or work associates including abusive language.
2. Failure to report an accident.
3. Falsifying employment information and fire department records.
4. Releasing confidential information.
5. Criminal convictions, which include crimes of turpitude or dishonesty, which increase the liability of the department or which have an influence on the work of any member.
6. Drunkenness or any noticeable level of intoxication, or possession of illegal drugs while performing assigned duties or on fire department property.
7. Carelessness or negligence in the performance of duties, including safety rule violations.
8. Refusal to perform work as assigned.
9. Abuse or unauthorized use of department property.
10. Fighting between members.
11. Any other act or failure to act, which is sufficient to show the offender to be an unsuitable person to be employed in the fire service.
12. Insubordination.
13. Sexual harassment of another member.
14. Recommendation from the membership or command staff.

The Fire Chief may dismiss for cause any member of the department by delivering a written statement of reasons to the employee concerned. Within (10) calendar days of the effective date of the letter of dismissal, any member so dismissed shall have the right to file an appeal in the manner provided in Section 2.9 of this document.

Section 2.9 Appeal process

An appeal must be presented to a Battalion Chief in writing within (10) calendar days of the effective date of the letter of dismissal. The appeal should be specific in nature, detailing the alleged occurrence or the action taken which is being appealed, on what grounds the appeal is based, and how the occurrence or action taken conflicts with this document.

The Battalion Chief shall appoint a three (3)-member appeal board consisting of one career member, one member of the command staff, and one volunteer firefighter. The board shall review the appeal and inform the member in writing of the decision and the reason for it within seven (7) calendar days after receipt of the appeal. The decision of the appeal board shall be final.

ARTICLE 3

BUSINESS

Section 3.1 Monthly Meetings

Regular meetings of the Rawlins Fire Department shall be scheduled for the first Thursday of every month with the exception of legal holidays. If the meeting falls on a legal holiday, the meeting will be called for the second Thursday of the month. The senior officer shall preside.

While conducting business of the Rawlins Fire Department, the latest version of Robert's Rules of Order shall be followed. A meeting shall be held even if a quorum is not present, but NO voting can occur without a quorum (*simple majority half plus one*). The secretary shall take roll and record the names of the members present and members absent.

Minutes of the last regular meeting and the Treasurer's report, may be read, and if read, shall be approved before moving on to other matters of business. The order of the meeting's agenda shall be determined by the Chief or senior officer in charge.

The senior trustee present of the Rawlins Fire Department, will act as parliamentarian at all meetings, and will ensure that the BYLAWS are followed in their intent.

Section 3.2 Special Meetings

On occasion circumstances may dictate that a special meeting of the Rawlins Fire Department be conducted to take care of urgent business. The Fire Chief or Senior officer in charge may call for a special meeting providing for a minimum of twenty-four (24) hours notice to the membership. All rules utilized during the regular monthly meetings shall be followed, with the exception of reading of the treasurers' report.

ARTICLE 4

ATTENDANCE

Section 4.1 Attendance Requirements

Recognizing that training for and response to emergencies is the mission of the Rawlins Fire Department, there shall be an overall minimum attendance requirement of fifty percent (50%) of the monthly business meetings and emergency calls. Training attendance shall be a minimum of thirty-six (36) hours of formal training offered by the Rawlins Fire Department.

On June 30th and December 31st, of each year, the command staff shall review overall attendance percentages and hours of training. They will then prepare a report with recommendations to the membership.

ARTICLE 5

BENEFITS

Section 5.1 Wyoming Volunteer Firefighters Pension Fund

The Volunteer Firefighters Pension Fund is available by Wyoming State Statute to active firefighters in good standing upon application from qualified persons. Members in good standing serving a minimum of twenty (20) years, who are participating in the Volunteer pension program, will continue to have their premiums paid by the Rawlins Fire Department after retiring to honorary status until said member is eligible to receive pension benefits.

Section 5.2 Insignia

Members in good standing are entitled to wear and display the appropriate insignia as issued by the City for the Rawlins Fire Department members.

Section 5.3 Firefighter License Plates

Active members in good standing may apply for State of Wyoming Motor Vehicle License plates. Requests must be made to the Fire Chief and if the member meets the requirements of the Wyoming State Statute the Fire Chief will provide a letter to the member to present to the motor vehicle department. Members in good standing serving a minimum of 15 years may continue to display and renew State of Wyoming issued license plates.

Section 5.4 Benefit Fund

There shall be maintained by the department a benefit fund at the Rawlins National Bank or similar institution, in the amount of \$12,500.00. Upon the death of any Recruit, Trainee, Active, or Probationary member, \$2,500.00 will be paid to his or her beneficiary. The benefit fund may be revised on approval of a quorum during a regular or special meeting. When benefits are paid out they shall be replaced from the general fund, as soon as funds are available.

The following causes of death shall be exceptions to the payment of the benefit fund:

- ♣ Suicide.
- ♣ If killed during the commission of a crime.

Any member who leaves the department voluntarily or otherwise is automatically removed from the benefit fund and is no longer eligible for department benefits.

ARTICLE 6

RECALL

Section 6.1 Causes for Recall

A member of the Rawlins Fire Department may be recalled under the following conditions:

1. Does not meet active membership requirements.
2. Cannot medically perform duties required as an active member.
3. Improper use of insignia for fraudulent purposes or abuse of authority.
4. Bringing disgrace or embarrassment upon the City of Rawlins, or the Rawlins Fire Department by intentional actions.
5. Conviction of a crime showing dishonesty.

Section 6.2 Procedures for Recall

The following procedure shall be complied with in the recall of an active member of the Rawlins Fire Department:

1. Formal charges shall be brought against said member by the command staff and entered into the minutes of a regular meeting.
2. The accused member must be notified of the pending charges by the secretary by certified, return receipt requested letter at the last address on file with the department, or by hand delivery.
3. At the next regular business meeting, the charged member shall have the option to respond to the said charges by notifying the command staff in writing that he intends to do so not less than five (5) days prior to the meeting. The accused member shall be given reasonable opportunity to present such evidence as is available and argument.
4. A secret vote will be taken by the membership to determine the status of the accused member. A majority of voting members will rule.
5. Notice of termination and request for the return of city equipment shall be by registered letter to the last known address of the member and signed by the Fire Chief.
6. Once recall procedures have been initiated, an active member will not have the option of going inactive.

Section 6.3 Application after Recall

If a member has been removed from the department by recall procedure, he or she may not reapply for a period of three (3) years.

Section 6.4 Disciplinary Action

Disciplinary action will be at the sole discretion of the Fire Chief. Discipline shall be applied in a manner that will provide a discipline that reasonably corresponds to the level of the infraction by the firefighter. Actions may include probation, suspension, reduction in position, and termination.

ARTICLE 7

OFFICERS

Section 7.1 General Qualifications

All officers shall be members in good standing during the term of their office. In the event that an officer resigns, the office shall be declared vacant and the office shall be filled by appointment by the Chief with a qualified person for the term remaining of the office.

The Battalion Chief, Captains and one (1) Lieutenant shall be elected by the membership from a list of qualified candidates submitted by the trustees. One Lieutenant may be appointed by the Chief from a list of qualified candidates submitted by the trustees.

Section 7.2 Fire Chief

The Chief will be appointed by the City of Rawlins and shall have the authority to be the on-scene commander for every incident that is the responsibility of the Fire Department, at the option of the Chief. The Chief shall provide overall administrative direction for the department. The Chief shall also oversee the Battalion Chief positions. The Chief will also oversee all formulation of rules, regulations and policies that govern the department's personnel. The Chief is also responsible for all City of Rawlins budgetary matters.

Section 7.3 Battalion Chief

A Battalion Chief shall be the fire scene commander of the Fire Department in the absence of the Chief. The Battalion Chief is responsible together with the trustees for the enforcement of the BYLAWS. The Fire Chief supervises the Battalion Chief. The term of office for the Battalion Chief shall be for a period of two (2) years. The election for the office of Battalion Chief will fall on the even years.

The qualifications for Battalion Chief shall be as follows, in addition to the general qualifications:

1. A member of the Rawlins Fire Department, having an active membership for five (5) years.
2. Must have a Wyoming State Fire Officer certification, or have a firefighter II certification and be actively taking the required classes for Fire Officer certification at the time of election.
3. In the event that there are no candidates that meet the requirements of the bylaws, the Chief shall appoint a person to fill the position.

Section 7.4 Captains

The duties of the Captains shall serve as line officers for all emergency calls. In the absence of the Fire Chief and the Battalion Chiefs, the senior Captain shall assume the portion of duties of the Fire Chief relating to the suppression of fire at an incident or emergency. The term of office for the position of Captain shall be for a period of two (2) years and shall be staggered beginning with the election of December 1996, where the high vote getter shall be elected for a two (2) year term and the second high vote getter shall be elected for a one (1) year term. Thereafter all terms shall be for two (2) years.

The qualifications for Captain in addition to the general qualifications, shall be as follows:

1. A member of the Rawlins Fire Department, having an active membership for three (3) years.
2. Must have a Wyoming State Fire Officer certification, or have a Firefighter II certification and be actively taking the required classes for Fire Officer certification at the time of election.
3. In the event that there are no candidates that meet the requirements of the bylaws, the Fire Chief shall appoint a person to fill the position.

Section 7.5 Lieutenants

One (1) Lieutenant shall be elected by the membership from a list of qualified candidates submitted by the trustees. One (1) Lieutenant may be appointed by the Fire Chief from a list of qualified candidates submitted by the trustees.

The qualifications for Lieutenant, in addition to the general qualifications, shall be as follows:

1. A member of the Rawlins Fire Department, having an active membership for two (2) years.
2. Must have a Wyoming State Fire Officer certification, or have a Firefighter II certification and be actively taking the required classes for Fire Officer certification at the time of election.
3. In the event that there are no candidates that meet the requirements of the bylaws, the Fire Chief shall appoint a person to fill the position.

Section 7.6 Safety Officer

The Safety Officer shall be appointed by the Fire Chief and is responsible for safety at all training and incident operations. The Safety Officer is directly responsible to the Battalion Chiefs. The Safety Officer shall give a written report on all injuries to the Fire Chief. The Safety Officer shall have a Wyoming State Fire Officer certification, and a Wyoming State Safety Officer certification or have a Firefighter II certification and actively be taking the required classes for both certifications at the time of appointment.

Section 7.7 Secretary

The qualifications for Secretary shall be:

1. Elected by the membership.
2. A member of the Rawlins Fire Department, having an active membership for one (1) year, unless no candidate qualifies.

The Duties of the Secretary shall be:

1. It shall be the duty of the Secretary to record and maintain minutes of all regular and special meetings of the Rawlins Fire Department.
2. The Secretary shall take roll call before each meeting and answer all correspondence necessary in the operation of the Rawlins Fire Department as directed by the membership or the Fire Chief.
3. The Secretary shall also maintain an up to date copy of the departmental bylaws with all current amendments. The amendments shall be registered in the back of the bylaws book.
4. The Secretary shall have one copy of all official minutes signed by the officer in charge and stamped with the departmental seal.
5. The financial statement, submitted by the treasurer shall be included in the monthly minutes of the meeting.
6. The monthly minutes of all meetings shall be posted on the bulletin board no later than ten (10) days after the meeting.

The term of the office for Secretary shall be for a period of two (2) years. The election for the office of Secretary will fall on the even years.

Section 7.8 Treasurer

The Fire Chief shall appoint the office of the Treasurer. Qualifications for the office of Treasurer shall be, a member in good standing of the Rawlins Volunteer Fire Department, having an active membership for two (2) years, unless no candidate qualifies. The candidate also must be bondable.

The duties of the office of Treasurer shall be:

1. The treasurer will be bonded for a minimum of \$10,000.00 at the expense of the Rawlins Fire Department.
2. The Treasurer shall give a treasurer report at every regular business meeting, if the treasurer is unable to attend, he or she shall give the report to either the Fire Chief or a Trustee prior to the meeting.
3. The Treasurer shall manage all Rawlins Fire department accounts and shall make certain that all Fire Department accounts are paid promptly. All money collected for or by the Rawlins Fire Department shall be submitted to the treasurer for deposit in the proper account.
4. Department withdrawals must bear the signatures of two (2) members, who are on the signature cards with the local financial institution.

5. It is the duty of the Treasurer to investigate all unpaid bills by the Rawlins Fire Department. The treasurer shall pay all bills presented during the regular monthly meeting of the Rawlins Fire Department within forty-eight (48) hours.
6. The treasurer shall submit a written financial statement to the trustees at the regular monthly meeting.

Section 7.9 Trustees

There shall be a Board of Trustees consisting of three (3) active members of the Fire Department. No member of the Board shall hold any other office during his tenure on the Board unless no other candidates qualify. They shall serve staggered terms. Each member shall be elected for a term of six (6) years, with one position being elected on the odd year. Trustees may be reelected for consecutive terms at the discretion of the department's active membership. A candidate shall be a member of the Rawlins Fire Department, having an active membership for five (5) years unless no candidate qualifies.

The duties of the Trustees shall be:

1. The Trustees shall act at the discretion of the voting membership and for the good of the department.
2. The Trustees shall establish and administer an annual budget. The Trustees shall ensure that the Department operates under a balanced budget on a fiscal year of December 1st through November 30th.
3. The Trustees, or their designated representatives, shall receive all donations to the Rawlins Fire Department. All donations are to be opened with at least two (2) trustees or their designated representatives present.
4. The Board of Trustees shall meet at least every six (6) months to review the financial records of the Rawlins Fire Department. This report will be made available to the membership at the next regular monthly meeting. It shall be the duty of the board to ascertain that no member, or employee of the Rawlins Fire Department or the City of Rawlins has converted to his or her own use any properties, supplies or equipment of said department and that any monies or funds of said department of the City of Rawlins have not been mishandled or misappropriated.
5. If any malfeasance comes to or is brought to the attention of the board, it shall be the duty of said board to pursue any and all means of prosecuting the offender or offenders to the fullest extent of the law.
6. It shall be the responsibility of the board of trustees to have a compilation report done on the financial records by a certified public accountant. This report shall be done at the change of every Treasurer or every two (2) years. The trustees may call for an audit if they find any discrepancies, or irregularities in bookkeeping.
7. The Trustees shall serve as the nomination committee for the election of officers.

- A. Nomination of officers will occur in November, of the even election year. The trustees for each office will submit Two (2) names. Nominations will also be accepted from the floor. The senior trustee will preside over the nominations.
 - B. Election of officers will be held in December, at the regular membership meeting. The senior trustee will preside over the elections. On election night, the senior trustee shall say three (3) times: “Are there any further nominations?”
8. A special election will be held on the first regular meeting or within thirty (30) days following the vacancy of an office.

ARTICLE 8

PURCHASES WITH VOLUNTEER FUNDS

Section 8.1 Purchasing Procedures

On all purchases for the Department with volunteer funds, members shall have prior approval of two (2) trustees or designees who shall sign the invoice at the time of purchase and note the date and reason for purchase.

Any member of this department may make no significant purchase in excess of \$200.00, without prior approval from the majority of the department's members at a regular meeting. Should a member violate this provision, he or she may be requested by the department's remaining membership to pay for the purchase with his or hers own funds.

ARTICLE 9 CODE OF CONDUCT

Section 9.1 Code of Conduct

The following list of directives represent the conduct standards for members of the Rawlins Fire Department. The basis for these regulations is the following policy:

Every member of the Rawlins Fire Department is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive, and mature way. Failure to do so will result in disciplinary action ranging from counseling to termination. Violations of rules 19 and 20 shall result in automatic termination.

ALL MEMBERS SHALL:

1. Follow the Operations Manuals and written directives of both the Rawlins Volunteer Fire Department and the City of Rawlins.
2. Use their training and capabilities to protect the public at all times, both on and off duty.
3. Work competently in their positions to cause all department programs to operate effectively.
4. Always conduct themselves to reflect credit on the department.
5. Supervisors will manage in an effective, considerate manner; subordinates will follow instructions in a positive, cooperative manner.
6. Always conduct themselves in a manner that creates good order inside the department.
7. Keep themselves informed to do their jobs effectively.
8. Be concerned and protective of each member's welfare.
9. Operate safely and use good judgment.
10. Keep themselves physically fit.
11. Observe the work hours of their position.
12. Obey the law.
13. Be careful of department equipment and property.

MEMBERS SHALL NOT:

14. Engage in any activity that is detrimental to the department
15. Engage in a conflict of interest to the department or use their position with the department for personnel gain or influence.
16. Fight.
17. Abuse their sick leave.
18. Steal.
19. Use alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capacities while on duty.
20. Engage in any sexual activity while on duty.

ARTICLE 10
AWARDS FOR SERVICE

Section 10.1 Types of awards

Medal of Valor:

1. Awarded to a firefighter for performance above and beyond the call of duty at extreme personal risk and having been instrumental in rescuing and saving another's life.
2. This medal is automatically awarded to a firefighter who dies in the line of duty.
3. This will be followed by a media release.

Medal of Gallantry:

1. Awarded to a firefighter who, at great personal risk, had been instrumental in rescuing and saving another from possible death.
2. This will be followed by a media release.

Medal of Courage:

1. Awarded to a firefighter who was involved in an act of bravery.
2. This will be followed by a media release.

Distinguished Service Medal:

1. Awarded to a firefighter who goes above and beyond in the operations of the Rawlins Volunteer Fire Department.

Final Alarm:

1. Presented to the family of a deceased honorary member of the Rawlins Fire Department.
2. Presented to the family of an active member who dies while not on duty.
3. This will be followed by a media release.

Firefighter of the year:

1. Awarded to a firefighter who has shown initiative, capability, patriotism and dedication to the fire service during the year.
2. This award will be given out at the annual banquet.
3. This will be followed by a media release.

Training Award:

1. Awarded to the firefighter who attends the most training in a calendar year.
2. This award can be given to more than one firefighter per year.
3. This award will be given out at the annual banquet.

Best Attendance:

1. Awarded to the firefighter that has responded to the most calls in a calendar year.

2. This award can be given out to more than one firefighter per year.
3. This award will be given out at the annual banquet.

Rookie of the year:

1. Awarded to the first year firefighter that has excelled during the fire academy and during fire department operations.
2. This award will be given out at the annual banquet.

Section 10.2 Nominations

1. The current Fire committee will decide on all awards with the exceptions of “Firefighter of the Year, Training award, best attendance, and the Rookie of the Year” with the approval from the Fire Chief.
2. Awards will be given out at the next general business meeting, with the exceptions of the annual banquet awards.
3. Any member of the Rawlins Fire Department can nominate another member for an award using the appropriate form. The form will then be forwarded to the fire committee for review.
4. Firefighter and Rookie of the year will be voted on by the membership at a general business meeting. The vote will be conducted by secret ballot.

Section 10.3 Individual Citation

Citation bars may be awarded to an individual after completion of certain levels of certification.

1. Firefighter I & II
2. First Responder
3. Emergency Medical Technician

Citation bars will be given for appointed positions.

1. Chief through Lieutenant
2. Safety Officer
3. Honor Guard Member

Citation bars may also be awarded for individual achievement.

1. First delivery
2. CPR Saves
3. Citation bars will accompany medal and awards listed in section 10.1.

BYLAWS FOR THE
RAWLINS FIRE DEPARTMENT

We certify that the attached is a true and correct copy of the rules of the Rawlins Fire Department. These are new rules superseding all other rules previously filed. Prior to adoption these BYLAWS were made available to all members of the department for inspection. The attached BYLAWS are effective immediately upon filing with the City of Rawlins Attorney.

Signed this 14th day of May, 2008

ATTESTED:

Trustee

Trustee

Trustee

Fire Chief

City Manager