

Guernsey Rural Fire District

Constitution and By-Laws

Article I

Objectives and Organization

- 1.1 This organization shall be known as the Guernsey Rural Fire District (hereinafter G.R.F.D.).
 - 1.1.1 The headquarters address or principal place of business for this District shall be the Fire Hall in Guernsey, Wyoming or such other place as the Board of Directors may, from time to time designate or establish.
- 1.2 The G.R.F.D. is organized to provide protection from wildland fires throughout its protection area as well as providing mutual aid to other rural fire districts and agencies as the need arises.
 - 1.2.1 The Protection Area for the G.R.F.D. shall be the area encompassed by Property Tax District 200 as depicted on the official Platte County Fire District Map. The towns of Hartville and Guernsey are excluded from this protection area unless and until Mutual Aid Agreements are enacted and agreed upon by both parties.
 - 1.2.2 Within the confines of Guernsey State Park, Glendo State Park and Camp Guernsey National Guard Facility, G.R.F.D. will provide protection only to privately owned property and structures and is not responsible for fire suppression in the surrounding State and Federally owned land unless and until such time as a Mutual Aid Agreement for each such entity is properly signed by both participants.
- 1.3 The G.R.F.D. is a non-profit organization made up entirely of volunteers and shall have no paid staff members. Membership and participation in training and deployment shall not be limited to residents of the Protection Area.
- 1.4 The G.R.F.D. may at its discretion, enter into written mutual aid agreements with such other agencies as the Board of Directors may designate. G.R.F.D. assumes no civil or criminal liabilities or affirmative responsibilities by entering into such mutual aid agreements. G.R.F.D. will provide back up and assistance to other agencies only when such an agreement is in effect.

Article II

Board of Directors

- 2.1 Management and direction of the affairs and operations of the G.R.F.D. shall be vested in the Guernsey Rural Fire Board (hereinafter, the Fire Board). The Fire Board shall consist of no less than three and no more than five Directors. The number of Directors, their qualifications, manner of election and term of office shall be as prescribed in Wyoming Statute.
- 2.2 The Fire Board shall be responsible for creating and maintaining an inventory of the property belonging to G.R.F.D., along with all deeds, titles and other ancillary documents necessary for registering vehicles, paying taxes and other duties of day to day management.
- 2.3 The Fire Board shall be solely responsible for the management and expenditure of Mill-Levy Revenue received from the County. The Fire Board shall also be responsible for the administration of any funds from grants and other revenues generated by activities of the Guernsey Rural Fire District. The Fire Board shall be responsible for paying all vouchers approved and submitted by the Fire District within the parameters of the Fire District Annual Budget. The Fire Board shall conduct its affairs in accordance with applicable law and the bylaws of the G.R.F.D.
- 2.4 Meetings of the Guernsey Rural Fire District Board shall be held on an as-needed basis at the Fire Hall. The time and place of those meetings shall be made available to any member of the public who requests such notice in writing, per WS16-4-404(a). Meetings shall be conducted in compliance with Wyoming Statutes 16-4-401 thru 16-4-408.
 - 2.4.1 The Guernsey Rural Fire District Board may request that the Warden and/or other members of the Fire District attend Fire Board meetings to provide information and input on matters of common interest. Such individuals will not vote on any issue brought before the Fire Board.
 - 2.4.2 If any Fire Board Member, Guernsey Rural Fire District Member or member of the public in attendance at a Fire Board meeting is found to be intoxicated, impaired or disruptive or refuses to maintain proper decorum or follow the instructions of the President or president pro tem, that person shall be directed to leave the meeting and if necessary, removed by law enforcement. If such behavior is repeated, the individual may be barred from further attendance or participation in Fire Board meetings.
 - 2.4.3 Individuals who are not members of the Fire Board, but wish to attend or participate in Fire Board meetings, may do so. However, they will be excluded from any executive sessions. If they wish to comment or bring matters to the

attention of the Fire Board, they must provide their name and affiliation and must conform to time limits set by the Board President/chairman.

- 2.5 No business shall be transacted nor action taken by the Fire Board unless a quorum is present, save as herein specifically noted. A quorum shall consist of a majority of members of the Fire Board including the President.
- 2.6 No Fire Board member shall receive a salary or wage for services performed for the G.R.F.D., but may be reimbursed for actual expenditures necessarily incurred in carrying out the duties of the Fire Board. Reimbursement will be made based upon presentation of proper vouchers and receipts and approval by the Fire Board.
- 2.7 No Fire Board member shall vote on any contract or transaction from which that member or his or her relative, may secure direct or indirect monetary gain.

Article III

Guernsey Rural Fire District

Organization

- 3.1 The Guernsey Rural Fire District (hereinafter, the Fire District) is an all-volunteer, non-profit agency organized to fight wild land fires within the Guernsey Rural Fire District. Its headquarters and principal place of business is the Fire Hall in Guernsey, Wyoming.
- 3.2 The Fire District is vested with the responsibility for the repair, maintenance and operation of all vehicles and equipment, and the training, supply and supervision of all personnel of the Guernsey Rural Fire District. It is solely responsible for administration and expenditure of any revenues from fund raising or special donations. All expenditures of other funds must be in accordance with the annual budget approved by the Fire Board and all vouchers must be approved by the membership. The Fire District may request funding from the Fire Board over and above the budgeted amount if unforeseen circumstances dictate.
 - 3.2.1 The Fire District should prioritize expenditures as follows.
 - a. First priority is repair and maintenance of fire fighting vehicles and the equipment they carry, including, but not limited to pumps, hoses, radios, generators and hoists in such condition as to be ready for dispatch at all times. This includes purchase of spare tires and wheels, and other such

items as are subject to frequent repair and replacement and the services of a professional mechanic if necessary.

b. Second priority is purchasing and maintaining individual safety equipment necessary and appropriate for use on wild land fires for every member of the G.R.F.D.

b.1 The Fire District will provide Nomex shirt, pants and gloves plus goggles, hard hat, emergency shelter and one pair of boots. Replacement of boots will be the responsibility of each individual firefighter.

c. Third priority shall be the replacement and sale or disposal of irreparable or unreliable vehicles, pumps, radios and other equipment as well as repair, renovation or replacement of the fire hall to ensure usable work space for vehicle maintenance and storage.

3.3 The Fire District shall conduct its affairs in accordance with applicable law and the bylaws of the G.R.F.D.

3.4 Meetings of the Guernsey Rural Fire District shall be held without notice on the first Thursday of each month at 7:00 PM at the Fire Hall. Meetings shall be conducted under Simplified Roberts Rules of Order and in compliance with Wyoming Statutes 16-4-401 thru 16-4-408.

3.4.1 No action shall be taken unless there is a quorum present except as noted below. A quorum shall consist of one third of the current active members of the Fire District.

3.4.2 If a quorum cannot be obtained for two consecutive meetings, whatever members are present at the second meeting shall review membership rolls to verify the active status of all members. If there are individuals found to be inactive or who can be dropped from the rolls due to excessive absenteeism, the rolls should be properly adjusted and a new quorum call held. If a quorum is then present, the meeting should be called to order proceed as usual. If a quorum still cannot be obtained, the business meeting should be postponed due to lack of quorum.

3.4.3 If any Guernsey Rural Fire District Member, Fire Board member or member of the public in attendance at a Fire District meeting is found to be intoxicated, impaired or disruptive or refuses to maintain proper decorum or follow the

instructions of the Fire Warden/Chairman or Warden pro tem, such individual shall be directed to leave the meeting and if necessary, shall be removed by law enforcement. If such behavior is repeated, the individual may be barred from further attendance or participation in Fire District meetings.

3.4.4 If members of the public, who are not current members of the Fire District, wish to participate in Fire District meetings, they may do so. However, they will be excluded from any executive sessions. If they wish to comment or bring matters to the attention of the Fire District, they must provide their name and affiliation and must conform to time limits set by the Fire Warden/chairman.

3.4.5 The agenda for Fire District business meetings shall be as follows

Call to Order

Approval of Agenda

Approval of Minutes from Previous Meeting

Treasurer's Report

Presentation of Vouchers for Payment

Fire Reports

Maintenance Reports and Requests

Committee Reports

Old Business

New Business

Adjournment

3.5 Firefighters may receive wages for "paid fires" as provided by the agency responsible for managing the fire. Officers and firefighters may NOT receive any wage or salary for carrying out day to day tasks of maintenance, repair, scheduling, clerical services, book keeping services, communication or training. Members and officers may be reimbursed for actual expenditures necessarily incurred in carrying out the duties of the Fire Department. Firefighters taking part in out-of-area training or other travel assigned to them, may be reimbursed for actual expenses for lodging and for meals up to \$30 per day. Reimbursement

will be made based upon presentation of proper vouchers and receipts and approval by the membership.

- 3.6 No Fire District member shall vote on any contract or transaction from which that member or his or her relative, may secure direct or indirect monetary gain.
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Membership

- 3.7 Members of the Guernsey Rural Fire District must comply with the following requirements
- a. Maintain residence within 5 miles of the Guernsey Rural Fire District.
 - b. Be at least 18 years of age.
 - c. Possess a valid Wyoming driver's license, a copy of which shall be placed in the individual's personnel file along with a copy of the member's Social Security Card.
 - d. Maintain proper Driver's License Endorsements for the class of vehicles he or she is responsible for operating on public roads or highways. Members shall only operate a motor vehicle for which they have not received proper endorsement on a public road or highway at the direction of a G.R.F.D. officer or incident commander.
 - e. Fire District personnel who are driving a vehicle belonging or assigned to G.R.F.D. or any other Fire Department that is involved in an incident/accident resulting in personal injury or property damage (including damage to the District vehicle itself) shall immediately report that accident to the District Warden or Incident Commander. All drivers involved in such incidents must submit blood and/or urine as directed by the District Fire Warden or designee, for testing for alcohol and controlled substances.
 - f. Members must submit blood or urine as requested by the District Fire Warden for testing for alcohol or controlled substances either as part of a random drug testing requirement or on the basis of the Fire Warden's observation of the member's behavior, coordination, demeanor or situational awareness.

- g. Fire District members must attend all business and training/maintenance meetings for the first three months of membership. If they are unable to do so, members should contact the District Warden or designee to request an excuse. Members who accumulate three consecutive unexcused absences will be placed on inactive status and must attend three consecutive meetings to be returned to full membership. Inactive members may not vote during business meetings and will not be eligible for out- of- area training.**
- h. Members of the Fire District who do not attend any business or training/maintenance meetings for three consecutive months shall be dropped from membership and they shall be notified to turn in all gear.**
- i. Members who keep a truck or engine at their home must take all steps necessary to ensure those vehicles are fully operational at all times. The trucks must be run regularly and the batteries kept fully charged. When practical, or as weather permits, trucks should be kept wet to facilitate rapid response. The Fire Warden or designee will do unscheduled spot checks to ensure compliance. Failure to keep such vehicles properly maintained and ready for dispatch will result in the vehicle being placed at another location where it will be properly maintained.**
- j. Members shall report any maintenance defects to the Fire Warden immediately. Those defects that, in the opinion of the Fire Warden, can be dealt with by the member or at a maintenance meeting will be handled accordingly. More serious problems, requiring the services of a professional mechanic will be scheduled for such service as quickly as it can be accomplished.**

3.7.1 Individuals wishing to be considered for membership in the Guernsey Rural Fire District must submit a completed application to the Fire Warden. After reviewing the application and contacting references, the Warden will place the application on the agenda at the next business meeting. At that time, the applicant will be interviewed by the membership. After all applicants have been interviewed, the meeting will go into executive session and the membership will review the applications and any relevant comments from the Fire Warden and the references. Executive session will be terminated and a vote will be taken to determine whether the applicant/s is accepted for membership.

3.7.2 When a new member is accepted into the Fire District, the Training officer shall create a personnel file which will contain the Application, copies of the individual's driver's license and social security card, copies of letters of commendation, disciplinary records, accident reports, workman's compensation documents and training records. These files shall be maintained in a locked file cabinet accessible to only the Fire Warden, the Secretary and the Training Officer. The files shall be maintained for a period of 10 years after separation. Upon separation, members may be given a copy of their personnel file if they so request.

3.8 Maintenance and training meetings will be held unannounced on the third Thursday of each month at 7:00 PM. The training officer shall have priority for scheduling at these meetings. If he/she has no training material available, the entire meeting will be devoted to maintenance and repair issues.

3.8.1 Records detailing the training provided and the names of those attending shall be maintained by the training officer. A certificate of training detailing the material that was covered, the length of the training session and the name of the person or organization performing the training shall also be placed in each member's personnel file.

Termination

3.9 Members of the Guernsey Rural Fire District are volunteers, not employees. Members will not be accorded any of the due process rights normally associated with the Fair Labor Standards Act or any of its subsections. Members of the Guernsey Rural Fire District may be terminated if the District Fire Warden and/or the Fire Board determines that the member's behavior or performance is such that they present a threat to the reputation, order, morale or safety of the organization or its members. Upon notice of termination, the member will be required to immediately turn in all keys, equipment, clothing and protective gear provided by the Fire District; and clean out his or her locker.

3.9.1 Disciplinary action will normally be addressed in accordance with the "Progressive Discipline" chapter of the GRFD Standard Operating Procedures Manual.

- 3.9.2 In cases where orderly operation of the District or safety of members is affected, the Fire Warden or the Fire Board may elect to forego the principles of progressive discipline and move directly to termination.

Officers and Chain of Command

3.9 Officers of the Guernsey Rural Fire District shall be as follows.

- a. Fire District Warden (hereinafter the Warden)– Elected by Fire District Membership and approved by the Fire Board for a one year term. It is the responsibility of the Warden to preside at Business, Training/Maintenance, Special and Emergency meetings of the Fire District. The Warden has overall responsibility for the safety, readiness and training of firefighters, maintenance, repair and readiness of vehicles and equipment and the safe, efficient operation of the Fire District. Those duties shall specifically include proper debriefing of participants, review of vehicle and equipment deficiencies, preparation and submission of local, state and federal reports after demobilization from a fire. The Warden is also the First in Command on all incidents where s/he is present and as such is expected to plan the attack and allocate personnel and resources to maximize safety and effectiveness. The Warden may vote on any motion (except on matters in which s/he has a financial interest as noted above) and shall act in accordance with applicable law and the Constitution and Bylaws of the Guernsey Rural Fire District to the best of his or her ability. The Warden may delegate such of these duties as s/he sees fit to best accomplish the tasks at hand.
- b. Deputy District Fire Warden (hereinafter the Deputy Warden)– Appointed by the District Fire Warden for a one-year term. It is the responsibility of the Deputy Warden to carry out all duties of the Warden in his/her absence or as delegated by the Warden. The Deputy Warden is the Second in the Chain of Command and shall act as safety officer unless another officer has already been assigned.
- c. Secretary – Elected by the Fire District Membership for a one-year term. It is the responsibility of the Secretary to maintain the records of the Guernsey Rural Fire District to include maintaining records of attendance at meetings, taking, transcribing and preserving the minutes of all meetings, maintaining files of correspondence by agency, keeping files of all memoranda sent and received,

Contracts, Mutual Aid Agreements, fire reports and all local state and federal fire and activity reports. These files shall be maintained in a secure manner and should not be accessible to casual visitors or unauthorized persons. The Secretary shall also notify, at least 8 hours in advance, all Fire District members and any members of the public who have requested such notification of the date, time and agenda of any special meeting of the Fire District. The secretary shall also post proper notice on or near the door of the Fire Barn of the Order of Recess regarding any regular business, maintenance/training, special or emergency meeting the time, date or location of which is changed for whatever reason.

- d. Treasurer- Elected by the membership of the Fire District for a one-year term. The Treasurer is responsible for preparing and maintaining the budget and financial records of the Fire District, preparing vouchers and monthly financial statements for the members of the Fire District and Fire Board to review and approve.
- e. First Captain - Appointed by the Warden to a one year term. The First Captain is responsible for all the duties of the Warden in cases where neither the Warden nor Deputy Warden is present. The First Captain is third in the Chain of Command and where a higher ranking officer is present, acts as Safety Officer unless an alternate has already been assigned.
- f. Second Captain – Appointed by the Warden to a one year term. The Second Captain is responsible for all the duties of the Warden in cases where neither the Warden, Deputy Warden nor First Captain is present. The Second Captain is fourth in the chain of command and where a higher ranking officer is present, acts as Safety Officer unless an alternate has already been assigned.

3.10 The Warden may assign one or more members of the Fire District to serve on such committees as may be needed to document, review, explore, investigate, design or initiate activities related to the functions of the Fire District.

Standard Operating Procedures

A manual of Standard Operating Procedures for various situations and job positions will be created and distributed to District members under separate cover at a later date.

Guernsey Rural Fire District

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Signature Page

Guernsey Rural Fire District Board of Directors

Edward Orr, Chairman *Edward Orr*

Date *3/7/2013*

Dennis Miller, Treasurer *Dennis E. Miller*

Date *3-7-2013*

Theodore Stanfield, Secretary *Theodore R. Stanfield*

Date *3-7-2013*

Guernsey Rural Fire District Officers

David Warner, Fire Warden *David Warner*

Date *3/7/2013*

Donna Miller, Treasurer *Donna Miller*

Date *14 Mar 2013*

Cher Raub, Secretary *Cher Raub*

Date *14 mar 2013*