

Rules
&
Regulations

Gates-Chili Fire Department, Inc.

Revised October 2008

<u>Article Number:</u>	<u>Topic</u>	<u>Page No:</u>
<u>Article 1</u>		4
Section 1	Active Membership Privileges	4
Section 2	Duties of Active Members/Point System	5
Section 3	Reserve Membership	10
Section 4	Privileges of Reserve Members	11
Section 5	Duties of Reserve Members	111
Section 6	Life Membership	12
Section 7	Existing Social Members	12
Section 8	General Requirements for All Members	12
<u>Article 2</u>	<u>Duties of Offices</u>	13
Section 1	General Duties	13
Section 2	Duties of the President	13
Section 3	Duties of the Vice-President	14
Section 4	Duties of the Recording Secretary	14
Section 5	Duties of the Financial Secretary	14
Section 6	Duties of the Membership Secretary	15
Section 7	Duties of the Treasurer	15
Section 8	Duties of the Inside Guard	15
Section 9	Duties of the Directors	16
Section 10	Duties of the Fire Chief	17
Section 11	Duties of the Deputy Chief	18
Section 12	Duties of the Assistant Chief	18
Section 13	Duties of the Captain	19
Section 14	Duties of the Lieutenant	19
Section 15	Duties of the Safety Officer	19
Section 16	Emergency Rules	19
<u>Article 3</u>	<u>Committees, Appointments, & Powers</u>	20
Section 1	Audit Committee	20
Section 2	Budget Committee	20
Section 3	Nominating Committee	20
Section 4	Membership Committee	21
Section 5	Storeroom Committee	22

<u>Article Number:</u>	<u>Topic</u>	<u>Page No:</u>
<u>Article 4</u>	<u>Penalties, Violations & Trials</u>	22
Section 1	Misconduct	22
Section 2	Charges	23
Section 3	General Rules	28
<u>Article 5</u>	<u>Badges</u>	29
<u>Article 6</u>	<u>Deaths</u>	29
Section 1	Funeral Details	29
Section 2	Donations	29
<u>Article 7</u>	<u>Sick & Welfare</u>	30
<u>Article 8</u>	<u>George Dean Memorial Firefighter of the Year Award</u>	30
<u>Article 9</u>	<u>Amendments</u>	30
	<u>Definitions and Glossary</u>	32

ARTICLE 1

Section 1 - Active Membership Privileges:

1. Active members are entitled to all membership privileges of the Gates-Chili Fire Department, Inc., including the right to vote for both civil and line offices.
2. Only active members are permitted voting rights for matters exclusive to active members (A reserve firefighter is not eligible to vote in any election for line officers).
3. Any active member in good-standing, with dues paid in full is entitled to apply for exemption papers through the Recording Secretary for the Gates-Chili Fire Department.
4. Members must serve five (5) active years before applying for exemption papers, or have served the equivalent service years 95) in a capacity subject to approval by the Fire Chief of the Gates-Chili Fire Department, Inc.
5. Exemption papers for volunteer firefighters are governed by the General Municipal Law, Section 200 and Section 200-B, and the Laws of New York.
6. Any firefighter who has served a total of five (5) years active service with interruption time for active military service is eligible to apply for exemption papers.
7. Any member may at any time submit their written resignation. Any member in good standing who relocates from the Gates Fire District will no longer be qualified to remain an active firefighter, except as noted in New York State Town Law, Section 176-B, Paragraph #5. A member in good standing may receive honorable discharge when relocating from the Gates Fire District. A letter of recommendation from the Fire Chief will be forwarded upon request, should a member leave in good standing and relocate to another fire department, district, fire protection area, etc.
8. A member who has been an active firefighter for at least three (3) years is eligible to apply for a new dress uniform, following recommendation by the member's Assistant Chief. A \$10 deposit for the dress uniformed will be collected and forwarded to the Treasurer for the Gates-Chili Fire Department, prior to the release of the voucher issued, requesting the new dress uniform. An active member with less than three (3) years service may apply to their Assistant Chief for a used dress uniform. A \$5 deposit will be collected and forwarded to the Treasurer for the Gates-Chili Fire Department, prior to the release of the used dress uniform.
9. Uniform alteration expenses of up to \$35 will be incurred by the Gates-Chili Fire Department. Uniform alterations exceeding the \$35 ceiling paid by the Gates-Chili Fire Department will be paid by the member.
10. No member shall have more than one (1) dress uniform at one time. Members may return dress uniforms at any time and receive their deposit fee back from the department.

11. Any active member with a minimum of two (2) years active service is entitled to designated monies as approved by the Board of Directors, towards the purchase of approved wearing apparel (winter jackets). From the purchase date, five years active or reserve are required before subsequent purchases can be made from designated monies towards approved wearing apparel. Purchase orders for wearing apparel will be offered to qualifying members each October.
12. Any active member is entitled to designated monies, as approved by the Board of Directors, for the purchase of one (1) work uniform per year. Purchase orders will be issued by respective Board members on an as-needed basis only. Purchase orders issued are receivable only at the facility designated by the Board of Directors.
13. Purchase orders for work uniforms when recruit firefighters become approved active firefighters, as determined by the Assistant Chief of the fire company, with the final approval of the Fire Chief.
14. Active firefighters will have priority in participating on (1) baseball, (2) bowling, (3) drill, and (4) euchre teams.

Section 2 - Duties of Active Members

1. It is the duty of each active member to respond to any alarm, when possible to do so. Active firefighters are required to hold themselves in readiness to perform all duties assigned by the fire chief or company line officer.
2. Active firefighters are required to achieve points to retain active status by responding to alarms, training evolutions, and attending activities of the Department annually.

Gates-Chili Fire Department / Gates Fire District Retention of Active Status & Service Award Qualification

Point System: All firefighters, to maintain their active status with the Gates-Chili Fire Department, must annually compile a minimum of 50 points from the following point system. In addition, each active firefighter who compiles a minimum of 50 points annually will have one (1) year firefighting service credited under the Gates Fire District Service Award Program for each calendar year of full compliance.

Points will be awarded each calendar year from the following points system:

I. Training Courses

20 Point Maximum

- A. **Under twenty hours:** one point per hour; no more than 5 points per course.
- B. **Twenty to forty-five hours:** 5 points plus one point per hour over twenty hours; no more than 10 points per course.

C. **Over 45 hours:** 15 points per course.

Definition: Training courses are defined as those courses that award certification upon completion (i.e., New York State certification classes such as the Essentials and Pump Operators classes, classes at Monroe Community College and Rochester Institute, or classes at Montour Falls).

1. All training courses must be designated as approved courses by the District Fire Chief's office.
2. Points will be awarded only after satisfactorily completing the course, and a certificate of completion has been issued where applicable
3. Paid firefighters who are paid to attend training courses as part of their fulltime employment receive no credit in the Service Award Program or toward maintaining their active status as volunteer firefighters for attending such courses.

II. Drills

20 point Maximum

- A. One point per drill

All personnel are required to earn a minimum of 12 points from this category in order to maintain their active status and to have one year of service credited towards the Service Award Program.

Definition: Drills are defined as any training exercise of at least two hours duration that is approved and scheduled by the District Chief's office in advance of the exercise. Individual activities such as driver training or truck checks will not be considered drills.

III. Stand-By

- A. One point per stand-by.

Definition: A stand-by is defined as a non-emergency fill-in or stand-by of at least four hours duration. Examples are crews on duty for Halloween, sleep-ins, and company stand-by activities either inside or outside the District.

1. Mutual-aid fill-ins are considered emergency responses and will be credited as such.

IV. Elected or Appointed Offices

25 Point Maximum

- A. Points will be awarded only after the completion of a full one-year term of office per the following schedule:

- | | |
|--|------------------|
| 1. District Chief, Deputy Chief,
Assistant Chief, Battalion Chief | 20 Points |
| 2. Captain and Lieutenant | 15 Points |
| 3. President, Vice-President,
Secretaries, & Treasurer | 10 Points |
| 4. Board of Directors | 10 Points |
| 5. Sergeant at Arms | 5 Points |
| 6. District or Company
appointed delegates | 5 Points Maximum |

1. Delegates will be awarded 1 point for each day of meeting attendance at an approved convention.
- A. Delegates representing the Fire Department must submit a written summary of meetings to the Department for point credit. The Department Secretary will notify the District in-writing, with the names and attendance records of any member who has earned points as a delegate.
- B. Delegates representing the Fire District must submit a written summary of the meetings to the Board of Fire Commissioners for point credit.

V. Attendance at Official Fire Department Meetings 20 Point Maximum

- A. One point per meeting attended.

Definition: Meetings must be regularly scheduled or legally scheduled special meetings at which all department members are free to attend.

1. Examples:
 - A. Regular Fire Department business meetings.
 - B. Specially scheduled Fire Department meetings
2. The Department Secretary must notify the District, in writing, of all personnel who qualify for attendance point credit.

VI. Emergency Responses 40 Point Maximum

- A. All personnel are required to earn a minimum of twenty (20) points from this category in order to maintain their active status and to have one-year of service credited toward the Service Award Program. 20 points are earned by responding to a minimum of ten percent (10%) of the alarms for the Company to which a firefighter is assigned.

- B. Additional points may be earned for each 5 responses over the minimum. One point will be awarded for each five responses over the minimum percentage of calls, not to exceed an additional 20 points maximum.
- C. Single apparatus responses by the paid staff will not be included in the Company requirements.

VII. Miscellaneous Activities

15 Point Maximum

- A. One point per activity.

Definition: Participation in activities covered by the Volunteer Firefighter’s Benefit Law, and not otherwise listed.

1. Points will be awarded for the following: (A & B must be completed to the satisfaction of the Department’s Board of Directors or their designated agent, in order to receive point credit).
 - A. Fund Drive 1 point
 - B. Work Details 1 point per detail
 - C. Funeral Detail 1 point per detail
 - D. Annual Inspection 1 point
 - E. Meetings of the County or State Associations of which the Gates-Chili Fire Department is a member. 1 point per meeting
 - F. Regularly scheduled Board of Directors Meetings 1 point per meeting
 - G. Driver Drills 1 point for every 2 drills attended with a maximum of 5 points per year
 - H. Truck Checks 1 point per truck check with a maximum of 3 point per year
 - I. District or Company-Level Line Officer meetings 1 point per meeting
 - J. Any Activity approved in advance by the District Fire Chief not covered above 1 point per activity

VIII. Military Service

50 point Maximum

- A. A member whose volunteer fire service is interrupted by full-time, extended, obligatory service or by a single voluntary enlistment not to exceed four years in the Armed Forces of the United States shall be considered on military leave. During such period of military leave, the member shall receive active volunteer service credit of fifty (50) points for each full year, and prorated allocation for service less than one-year's requirements under this point system.

IX. Disability

- A. A member whose volunteer fire service is interrupted by an unexpected disability caused by injury or illness incurred in the line of duty shall receive active volunteer service credit of 60 points for each full year, and an allocation of 5 points per month for a disability of less than one year.
- B. A member who incurs a disability due to an injury or illness not firematically related shall receive no service credit for the length of his/her disability.

X. Additional Qualifications

- A. A volunteer firefighter will have three (3) years to qualify for a year's successful Service Award accreditation that would entitle him/her to buy back up to five (5) years prior service credit.
- B. The up-to 5 year service credit would be accumulated in any five years during the six year period from January 1, 1988 through December 31, 1993 in which an active volunteer met the 100 point qualification for the Gates-Chili Fire Department By-Laws.

To qualify for the Service Award "buy-Back" the active volunteer must meet the "Retention of Active Status and Service Qualification" point requirements in any calendar year from January 1, 1994 to December 31, 1996.

- C. Volunteer firefighters who go active after January 1 of each year do not receive any credit towards the Service Award Program for that year. Those who go active prior to July 1 must earn a minimum of 25 points and complete any required training in order to stay active/recruit.
 - D. If a volunteer firefighter is terminated at year's end for failure to meet the active firefighter requirements, he/she must apply for reinstatement to the Department, but not prior to the 1st of July of the year following his/her/ termination.
 - E. In computing Service Award points for those active volunteer firefighters who also serve as paid employees of Political Subdivisions of the State, credit shall not be given for activities performed during the individual's regularly assigned work periods.
3. Any Reserve or Active member of the Department, who is attending business related to the Fire Department on a regularly scheduled drill night for the respective fire company, will receive credit for that drill.

4. Any Reserve or Active member attending a Battalion 4 meeting, County Association, or State Association meeting will receive one (1) point credit, upon reporting such meeting to a line officer.
5. The attendance year for the point system is January 1st through December 31st of each calendar year. Excessive points attained for the point year cannot be carried over.
6. In cases of extended illness, absence from the District, or leave of absence, annual requirements will be reduced by 8.3% per month of such absence. Requests for the allowances are the decision of the Fire Chief for the Active firefighters, and the Board of Directors for Reserve members. Requests of this nature are to be put to the proper authority in writing.
7. Any member who has been removed from the Active membership for failure to meet point requirements will be dismissed from the Department, and must wait one (1) year before reapplying. Any request for reinstatement must be submitted in writing, and approved by the Fire Chief. Applications for reinstatement are considered on the same basis for all other active membership applications.
8. All active firefighters must sign the record sheet (point sheet) in-person, unless excused by the officer in-charge, after any activity for which points are awarded. Firefighters not returning to quarters to sign the record sheet, unless excused by the officer in-charge, will not receive credit for the activity.
9. It is the responsibility of all Active Firefighters to adhere to all Gates Fire District Standards, Rules and Regulations, attached, as part of this manual.

Section 3 - Reserve Membership Qualifications

1. Reserve membership is established to continue membership within the Department for an active member, who can no longer remain active because of injury, extended illness, or for a active member who moves from the District, and for members with more than five (5) years active service, who may wish to “become reserve” when the minimum number (50) of active firefighters has been achieved within a fire company, and a waiting list has been established for that fire company.
2. All requests for Reserve membership will be made to the Fire Chief, the Board of Directors, and the Assistant Chief of the fire company involved. The Board shall make a recommendation to the body present at any regular meeting. The body shall vote by ballot, requiring a two-thirds (2/3) majority of the votes cast for acceptance. Upon acceptance, the Reserve member shall be moved from the Active firefighters list, and will receive written notification of the new membership status. The Reserve member shall be instructed in the letter to return all Fire Department and Fire District issued equipment, including radio and charger, to the Assistant Chief of the respective fire company. Upon request to the District Administrator, the Reserve member will be issued a reserve key.

3. Guidelines to be used for evaluating a request for Reserve membership will include, but not limited to the follow criteria:
 - A. Any active firefighter because of injury, cannot, in the judgment of a Doctor, perform as a line firefighter, may apply for Reserve membership.
 - B. If a fire company has a waiting list and requests are made for Reserve membership, the request will be granted to seniority until such waiting list is depleted.
 - C. Any time a fire company becomes staffed with less than fifty (50) firefighters, Reserve members shall be activated, using the person(s) with the least amount of seniority to fill the active vacancy. Any member who has attained Life Membership or is over forty-five (45) years of age are not required to return to Active status.
 - D. Any Active member applying for Reserve membership, because they have moved from the Fire District, must have five (5) years of service, and must express intent, to continue visible participation in Fire Department matter, etc.

Section 4 - Privileges of Reserve Members

1. Reserve members shall have a voice and vote at all meetings, but are not eligible to vote for Line Officer positions or for matters exclusive to Active members.
2. Reserve members are eligible to hold any Civil Office.
3. Uniforms: Refer to Article 2, Section 6-4.

Section 5 - Duties of Reserve members

1. Reserve members are required to make fifteen (15) points per calendar year, until such time they become life members of the Fire Department. Points are determined as follows:

Drill	2 Points
Regular Meeting Nights	2 Points
Special Events	1 Point
Non-firefighting Activities, When Called-Out By The Fire Chief (Funeral Details, etc.)	1 Point
Special Details (Cleanup, Inspections)	1 Point
Parades	1 Point
Fund Drive	1 Point

2. The attendance year is from January 1st through December 31st of each calendar year, A Reserve Member who fails to show interest in the Fire Department during the attendance year will be removed from the Department in accordance to Article 2, Section 9 of the Department Rules & Regulations. Requests for allowances shall be made to the Board of Directors, prior to the November meeting.
3. Reserve members must sign the respective attendance sheet with both their name and Reserve membership number, to receive appropriate credit for the event participated in.

Section 6 - Life Membership

1. Any firefighter who has rendered a total of twenty (20) years service in either (or both) Active and Reserve membership, will receive a paid-up, Life Membership.

Section 7 - Existing Social Members

1. Any Social member of the Fire department, in good-standing as of August 5, 1975, may remain a Social member, provided dues are paid for the current attendance year. Failure to pay annual dues, and show interest in the Fire Department, by December 30th of the attendance year, will be dropped from the Fire Department, with no written notification. Re-applying for membership in the Gates-Chili Fire Department will be governed by the qualifications, rules, and regulations, as established in the existing By-Laws.
2. Career employees of the Gates Fire District may become Social Members of the Gates Chili Volunteer Fire Department effective April 2, 1996. Social member employees will enjoy all rights and privileges as stated in the Reserve Member category of the Corporate By Laws. Social member employees are exempt from paying any membership dues or maintaining any point requirement. Also, because these members are exempt from maintaining points or dues, they may not cast ballots in any Corporate elections or Votes.

Section 8 - General Requirements for All Members

1. It is required that all Active, Reserve, Life, existing Social, or Suspended members, to pay all debts, bills, fines, and other financial obligations incurred by the member, to the Fire Department, within thirty (30) days of said incurrence. This includes purchases from the Fire Department storeroom, House Committee, and other Fire Department organizations or sub-groups. Failure to remand all debts after thirty (30) days subjects the member to fines and/or suspensions, as decided by the Board of Directors and the President.
2. Any Active, Reserve, Life, existing Social member, or Suspended member, using any Fire Department property, without proper authorization from the House Committee member, or Board of Director, will be subject to fines and/or suspensions, as directed by the Board of Directors and President.

ARTICLE 2

Section 1 -General Duties

1. All Civil Officers of the Corporation shall attend regular meetings. Absence from the three (3) successive meetings without cause empowers the Board of Directors to declare said Office vacant, and to appoint a successor for the unexpired term, from among those members eligible for the Office, at the next regular meeting. Each officer, in addition to the duties described by Law and the By-Laws for the Gates-Chili Fire Department, shall perform such duties, as delegated to him/her, by the Board of Directors. Civil officers will hold only the Office they have been elected to, and not to take-on any other Committees or positions within the Fire Department. Delegate or alternate positions to the outside organizations is permitted.

If there is a committee that a Civil Officer wishes to participate in, and it does not conflict with their duties as a civil officer, the civil officer may contact the President and the Board of Directors at the next regularly scheduled Board of Director's Meeting requesting to participate on that committee. After reviewing the case the Board of Directors will make recommendations to the President. The president will make the final decision as outlined in Article 2 Section 2, Duties of the President.

Section 2 - Duties of the President

1. It shall be the responsibility of the President to preside at all regular meetings, and to call for special meetings, as outlined in Article 3, Section 3, of the By-Laws.
2. It shall be the responsibility of the President to appoint all committees (Audit, By-Laws, Publicity, Entertainment, Sick & Welfare, Building, House Committees, and Special committees, as deemed necessary, unless otherwise provided. The first person named to these committees is to serve as Chairperson of said Committee. The President should consult with the Chief of the House for these appointments if he is not sure who to appoint
3. It shall be the responsibility of the President to appoint Fire Department Chaplains and Election Tellers.
4. It shall be the responsibility of the President to appoint the Fire department Historian(s), and to direct the Historian(s) as necessary to assure records and maintenance of any/all Fire Department history, member history, etc.
5. The President is the Chief Executive Officer (CEO) of the civil operations of the Fire Department. The President may as necessary appoint staff members to planning and research projects for the civil operations for the Corporation.
6. The President shall Chair the annual inspection banquet committee. The President and the Chairperson of the Board of Directors will have final financial approval in all aspects of the banquet.

Section 3 - Duties of the Vice-President

1. It shall be the responsibility of the Vice-President to perform all duties of the President in his/her absence.

Section 4 -Duties of the Recording Secretary

1. It shall be the responsibility of the Recording Secretary to attend all meetings, document all meeting information, as it is received.
2. The Recording Secretary shall preserve all records of activity of the Fire Department. The Recording Secretary shall have control of all books and documentation of said Office, and is responsible for the Seal of the Corporation.
3. Upon expiration of the term, or upon exit from the office, for whatever reason, the Recording Secretary shall remand all property, records, etc to his/her successor for the said office.
4. The Recording Secretary shall receive the minutes of any regular or special meeting, or Board of Directors meetings, from Board appointed secretary(s), and read said minutes at each regular meeting.
5. The Recording Secretary shall grant all Exemption papers as necessary.
6. The Recording Secretary shall promptly notify the Secretary for the Board of Fire Commissioners of members that have been nominated for the office following the regular November meeting. Further, the Recording Secretary shall notify any member removed from active rosters within the Fire Department. The Recording Secretary shall also the Board of Fire Commissioners, in-writing, of any member removed from any active roster within the Fire Department.
7. The Recording Secretary will oversee the Annual Election as outlined in Article 5 of the By-Laws.
8. The Recording Secretary shall perform the duties of the President in the absence of both the President and Vice-President.

Section 5 -Duties of the Financial Secretary

1. The Financial Secretary shall process all vouchers, orders, etc, for payment, following approval by the Board of Directors. The Financial Secretary shall maintain accounts for all vouchers, orders, etc, that are processed for payment, prior to forwarding such vouchers, etc. to the Treasurer for payment. The Financial Secretary shall receive all monies and make all deposits with the Treasurer.
2. The financial Secretary shall act as Chairperson of the Budget Committee for the Fire Department, and assist the Board of Directors with all budget-related issues.

3. The Financial Secretary shall be responsible for all books, ledgers, and documentation relevant to said Office.
4. The Financial Secretary shall make a report to the Corporation at the annual meeting, or at any time when called upon by the Board of Directors or Finance Committee.
5. Upon expiration of term, or exit from office for whatever reason, the Financial Secretary shall remand all books, ledgers and documentation to said Office, to his/her successor, for said Office.

Section 6 - Duties of the Membership Secretary

1. The Membership Secretary shall collect all annual dues, fines or penalties from the membership. He/she shall deposit the same with the Financial Secretary.
2. The Financial Secretary shall be the Chairperson for the Membership Committee, maintain all personnel records (dues, rosters, insurance papers, etc). The Membership Secretary shall process all membership applications and be responsible for the processing of said applications,
3. The Membership Secretary shall make a report at the regular November meeting the name(s) of any member(s) that are in one (1) year in arrears of membership dues. The member(s) in arrears will be notified in-writing by the December meeting that they have thirty (30) days to remand payments. The member will be removed from the Corporation for non-payment.

Section 7 - Duties of the Treasurer

1. The Treasurer shall receive all monies collected by the Financial Secretary, and deposit the same in such bank or banks, as determined by the Board of Directors.
2. The Treasurer shall pay all bills against the Corporation, on orders issued by the Financial Secretary. Such bills will be paid by check on a monthly basis. The Treasurer is responsible to keep correct account of all receipts and disbursements.
3. The Treasurer shall keep correct account(s) of insurance policies and tend to all insurance renewals.
4. The Treasurer shall submit all accounts to the Board of Directors or Finance Committee as required, and shall report the condition(s) of finances to the Corporation at the annual meeting.
5. The Treasurer shall be a member of the Budget Committee.
6. The Treasurer shall be covered by a fifty-thousand dollar (\$50,000.) bond.

Section 8 - Duties of Inside Guard

1. It is the responsibility of the Inside Guard to admit all members in good-standing, to all meetings of the Corporation. The inside Guard shall maintain and preserve order at all regular meetings. The Inside Guard shall admit new members into regular meetings.

Section 9 -Duties of Directors

1. It is the duty if the Board of Directors and line officers to annually review the Reserve Membership roster, and to remove any Reserve member that has not shown interest in the past year. This review shall be conducted at the November Board of Director meeting. Reserve Members that have been removed will be notified in writing. Removed members may request reinstatement at the Board of Director meeting. If no verbal or written request is received from the removed member, the member will be discharged from the Fire Department. A registered letter will be sent to the member stating he/she has been removed from the rolls, and further state that the reserve key must be returned to his/her Company's Director.
2. It is the duty of the Board of Directors to establish house rules as required. House rules shall be enforced by respective House Committees, and governed by the Board of Directors.
3. The Board shall meet at the call of the Chairperson or any of the three members thereof on notice to members, in writing, at least twenty-four (24) hours previous of such meeting date,
4. Three (3) members of the Board of Directors shall constitute a quorum at meetings of the Board. The Chairperson of Directors, or Vice-Chairperson, in the absence of the Chairperson, or Director so chosen, shall preside at all Director meetings.
5. Any Director absent from three (3) consecutive meetings of the Board of Directors, unless specifically excused by the Board, shall be considered as resigned as a Director, and that office shall be declared vacant.
6. No Director shall incur any debt in excess of \$500. except during emergencies, without authorization specifically granted, at any regular or special meeting.
7. The Board of Directors shall have care and custody of all property owned by the Gates-Chili Fire Department, Inc. The Board is responsible to maintain account of all property owned by the Department.
8. The Board of Directors shall act as the Finance Committee for the Gates-Chili Volunteer Fire Department, Inc. and shall establish and approve the budget for the Department. Further, the Board of Directors shall authorize all revisions and amendments to the budget, or any budget item, during the fiscal year. Any revision or amendment to the budget, or any budget item, during the fiscal year. Any revision to amendment to the budget authorized or rejected by the Board may only be over-ruled by $\frac{3}{4}$ of the votes cast at the next regular meeting.

9. Directors are elected to serve a five (5) year terms, and are eligible to succeed themselves. In the event of vacancy on the Board because of death, resignation, or otherwise, such vacancy shall be filled for the unexpired term at the next regular meeting thereafter, except that upon the duly adopted motion at such meeting, the election may be deferred for a period of time not to exceed beyond the next annual meeting.
10. Directors are responsible for the purchase of all required badges, lapel pins, and nametags.
11. The Board of Directors is responsible to appoint legal counsel for the Fire Department.
12. The Board of Directors shall consist of five (5) members. No station shall be presented by more than two (2) Directors at any time.
13. The Board of Directors shall issue absentee ballots.
14. The Board of Directors shall create guidelines when appropriate. These guidelines will be presented to the body for voting with 2/3 majority of the ballots cast to pass.
15. The Chairperson for the Board of Directors shall be the person whose term of office will expire in that year's election.

Section 10 -Duties of the Fire Chief

1. The Fire Chief of the Department is responsible for general supervision, management, and control of all fire apparatus, subject to direction by the Board of Fire Commissioners for the Gates Fire District. The Fire Chief is responsible for both direction and control for all active firefighters responding to fire alarms, training evolutions, drills, parades, and funeral details.
2. The Fire Chief is responsible to file all required reports and documentation relevant to active firefighters, and is responsible for required equipment and supplies for all active firefighters. The Fire Chief is responsible for training of all active firefighters in their duties as firefighters, and is responsible for all drivers of apparatus.
3. The Fire Chief is responsible to assure that all necessary documentation is maintained for fire incidents and training. Further, the Fire Chief is responsible for building preplanning, water supply and establishment, firefighting tactics and deployment, and fire prevention.
4. The Fire Chief is responsible for driver appointments, following formal recommendation from the Assistant Chiefs of respective fire companies.
5. The Fire Chief shall schedule the annual inspection of the fire apparatus and equipment with the Board of Fire Commissioners for the Gates Fire District
6. The Fire Chief shall inspect the active rolls at least once annually and determine continuation of active status of personnel. Further, the Fire Chief shall notify the Financial

Secretary, in writing, of such members that have been removed from active status for the following calendar year.

7. The Fire Chief is responsible to issue and/or revoke blue light authorization cards from active members at any time.
8. The Fire Chief is responsible to assure that all equipment, including radios, turnout equipment, etc. is issued to active members, or is removed from active members, following recommendation from the Assistant Chief of the respective fire company.

Section 11 -Duties of Deputy Fire Chief

1. The Deputy Fire Chief is responsible for all firefighting-related training for the Gates-Chili Volunteer Fire Department, Inc. The Deputy Chief is the official training officer for the Department, and acts in accordance with the Rules & Regulations established by the Gates Fire District.
2. The Deputy Fire Chief shall act as Fire Chief during the absence, sickness, etc. of the Fire Chief, and shall carry-out all duties as outlines in Section 10, the Deputy Chief shall assist the Fire Chief in the performance of job duties, etc. as deemed necessary by the Fire Chief.

Section 12 - Duties of Assistant Chief

1. The Assistant Chief of each respective fire company is in-charge of any incident, etc, in their respective district or battalion, in the absence of the Fire Chief and/or Deputy Fire Chief.
2. It is the responsibility of the Assistant Chief to command their respective fire company at all times, both at fire scenes and training evolutions, and upon any other occasion when acting under the direction of the Fire Chief. The Assistant Chief is responsible to assure that each member performs their duties at all times, and address issues and matters, as directed by the Fire Chief, Board of Directors, or by vote of the membership at regular or special meetings.
3. The Assistant Chief is responsible to conduct bi-monthly training evolutions (drills) their respective fire company, and to address and/or arrange special training events, as decided by the Fire Chief or Deputy Fire Chief.
4. The Assistant Chief is responsible to submit training reports to the Deputy Fire Chief following each training evolution conducted. It is the responsibility of the Assistant Chief to report to the Fire Chief any firefighter not capable of remaining an active member.
5. The Assistant Chief is responsible for all property and equipment assigned to each respective fire company. Further, the Assistant Chief is responsible for all firefighter equipment issued to members of their fire company.

6. The Assistant Chief is responsible to collect and remand all fire department and fire district property from members leaving active status, to the District Administrator.

Section 13 - Duties of Captain

1. It is the responsibility of the Captain to schedule truck checks and insuring they are completed on a weekly basis. The Captain is responsible to report all issues relevant to truck checks to the Assistant Chief.
2. It shall be the duty of the Captain to assist the Assistant Chief in the discharge of duties, and in the absence of the Assistant Chief, perform the Duties listed in Section 12.

Section 14 - Duties of Lieutenant

1. It is the responsibility of the Lieutenant to maintain a record of points for all members of the respective fire company. The Lieutenant is responsible to forward all point-related documents to the dispatcher on-duty, and to maintain the point status board located in the respective fire stations.
2. It is the responsibility of the Lieutenant to report to the Assistant Chief, any member deficient in the required points and/or drills for each calendar.
3. It shall be the duty of the Lieutenant to assist the Captain in the discharge of duties, and in the absence of the Captain, perform the duties listed in Section 13.

Section 15 -Duties of Safety Officer

1. It is the responsibility of the Fire Chief to appoint a Safety Officer(s) for the Gates-Chili Fire Department based upon education, fireground knowledge, experience, and service record. The Safety Officer is selected by the Fire Chief following evaluation of interested candidates by a panel of officers, named by the Fire Chief.
2. The Safety Officer is responsible to work with the Fire Chief and line officers to assure fireground safety and firefighter safety and health practices established by the Gates-Chili Fire Department and Gates Fire District. Although no fireground decision is permitted for Safety Officer(s), it is the responsibility of the Safety Officer(s) to convey unsafe conditions, etc. to the chief or line officer in-charge at any fireground incident or training evolution.
3. The Safety Officer is responsible to assist the Fire Chiefs offices in the preparation and execution of policies and procedures relevant to fireground safety and firefighter safety and health.
4. The Safety Officer is responsible to maintain active status on the Safety Committee for the Gates-Chili Fire Department, Inc. for the duration of his/her tenure as Safety Officer.

Section 16 - Emergency Rules

1. When any fire company responds to alarms of fire and EMS, and no ACTIVE officer is present, the most-recent past line officer shall be in command, until a line officer arrives

2. In the event no active line officer or past officers have responded to an alarm for fire or EMS, the driver shall take command or designate an active firefighter to be in command, until a line officer arrives.

ARTICLE 3 – COMMITTEES, APPOINTMENTS, & POWERS

Section 1 - Audit Committees

1. The Audit Committee shall consist of an independent company selected by the Board of Directors to review the financial status of the Gates-Chili Volunteer Fire Department, Inc. The selected company will examine all accounts of the Financial Secretary and Treasurer, upon order from the President or Board of Directors, or by a majority vote shown by hand, of members present at a regular meeting. The selected company's report will be reviewed by the Directors and read at a regular meeting.

Section 2 - Budget Committee

1. The Budget Committee shall consist of the Board of Directors, Treasurer, and Financial Secretary. It shall be the responsibility of the Budget Committee to meet during the last quarter of the fiscal year (January 1st through December 31st) to begin budget preparation for the following year.
2. A majority vote, shown by hand is required to accept the budgeted for the upcoming fiscal year. In the event a budget is not approved, a \$500. per month austerity budget will be used until a revised budget is reviewed and approved by the membership.
3. Any/ all expenditures in excess of the budgeted amount established for any budget category must be referred to the membership at a regular meeting, or at a special meeting called for that purpose. Approval of such expenditures from the supplemental account must be made by a vote of the body, requiring a majority, for approval.
4. Any monies transferred from the contingency reserve to another category must be approved by the membership present at a regular meeting, or at a special meeting called for that purpose. Such approvals must be made by ballot vote requiring a two-thirds (2/3) majority of votes cast, for approval.

Section 3 -Nominating Committee

1. The President is responsible to appoint a nominating committee no later than the regular meeting in October. This committee shall consist of one (1) Director, not up for election in the same calendar year, and two (2) other members.
2. It will be the responsibility of the Nominating Committee members to screen all letters of intent received by the Chairperson, Board of Directors, prior to the October caucuses held in each fire company. It is the responsibility of the Nominating Committee to research all candidates submitting letters of intent as candidates for the upcoming election. Refer to By-Laws, Article 5, Section 3, pp. 8 for information regarding letters of intent.

3. It is the responsibility of the Nominating Committee to survey each fire company at a caucus, scheduled by the line officers during the month of October, to seek candidates for all active civil and line offices, and office(s) of Director, whose term(s) will expire at the end of the calendar year.
4. The Nominating Committee shall submit a full slate of candidates for the following year, for all active civil and line offices, and Director(s), at the regular meeting in November.
5. Candidates nominated for office from the floor at the November regular meeting will be added to the slate of candidates received from the fire company caucuses. No further nominations for office will be accepted following open floor nominations.
6. The roster of names of candidates prepared and submitted by the Nominating Committee shall be made into ballot form, for use during the annual election. The names of any eligible candidate(s) may be written-in on election day.

Section 4 - Membership Committee

1. The Membership Committee shall consist of the Membership Secretary, (Chairperson) Fire Chief, Deputy Fire Chief, Assistant Chiefs (3), Captains (3), and Lieutenants (3) and Personnel Commissioner (or designee)
2. The Membership Committee shall be scheduled by either the Membership Secretary or Fire Chief and shall be attended by a minimum of four (4) Committee Members. At this meeting, the Membership Secretary and Fire Chief shall conduct an interview of the prospective member.
3. The Membership Secretary and Fire Chief, in conducting said interview, shall be responsible to outline the Gates-Chili Volunteer Fire Department, Inc., its policies and practices, and rules and regulations governing membership, to all prospective members. The Membership Secretary and Fire Chief are responsible to maintain formal outlines prepared, for use in interviewing prospective members.
4. It is the responsibility of the Membership Committee to convey to all applicants that membership is pending the outcome of a vote of the active members present at the next regularly scheduled monthly meeting of the Fire Department, the outcome of a physical examination by the fire district physician, and approval of application and physical by the Board of Fire Commissioners.
5. Upon completion of the prospective member's interview, the Membership Committee members present shall vote accepting or rejecting the prospective member for membership by the majority of the members present of the membership committee.
6. At the next regularly scheduled monthly meeting of the Fire Department, the Membership Secretary shall report the findings of the Membership Committee on all prospective members who will be voted on during this meeting

Section 5 - Storeroom Committee

1. The President shall appoint one member from each fire company to manage respective storerooms. Appointees are responsible to maintain all supplies and sale items to members. Purchases are to be approved by the Board of Directors when re-stocking storerooms in respective companies.

ARTICLE 4 – PENTALTIES, VIOLATIONS, & TRIALS

Section 1 - Misconduct

1. It is considered misconduct on the part of any member to make any statement(s) to any non-member that is derogatory to the Gates-Chili Fire Department, Inc. It is considered misconduct for any member to make or give any statement(s) or comment(s) on any action or activity of the Department to the media or others. Further, such statement(s) or comment(s) made, except to the members of the Department, shall be made by its officers.
2. The violation of any By-Law, Rules & Regulations for the Gates-Chili Fire Department or Gates Fire District shall be deemed misconduct. Misconduct shall also be defined as:
 - A. Failure to perform duties imposed by oath of membership.
 - B. Refusal to obey orders of the ranking/commanding officer while on duty.
 - C. Failure to report to the officer in-charge at any fire incident or training evolution.
 - D. Leaving the scene of any incident without permission from the officer in-charge.
 - E. Using insulting or disrespectful language to any officer of the Corporation.
 - F. Removing any equipment from any fire company belonging to the Gates-Chili Fire Department or Gates Fire District, without the permission of the proper authority.
 - G. Carrying, handling, or taking any alcoholic beverage into any apparatus room within the Gates Fire District.
 - H. Drinking alcoholic beverages in any apparatus room, or remaining in any fire station while under the influence of alcohol.
 - I. Bringing any intoxicated person or guest into any fire station.
 - J. Engaging in any game of chance in any apparatus room.
 - K. Conviction of any crime.

- L. Disorderly conduct by any Department member while on the property of the Gates-Chili Fire Department or Gates Fire District, or during any corporate or fire department-related event etc. or conducted prejudicial to good discipline, or disgraceful to the fire department.
- M. The Gates-Chili Fire Department uniform whenever worn shall be maintained in a neat and pressed state at all times, and must be worn in a dignified manner. The appearance and grooming of each member while in uniform shall reflect credit to both the member and the fire department at all times.
- N. Each member's hair and/or mustache will be maintained in a manner that reflects both dignity to the member and the fire department at all times. Hair length is to be compliant with Gates Fire District Rules Regulations, and compliant with current safety standards established in Operation Guidelines. Due to safety standards established, beards are not permitted. Any facial hair displayed (sideburns and/or mustaches) shall not prohibit the use of a self-contained breathing apparatus. Enforcement of hair length and facial hair regulations are the responsibility of the Fire Chief and Line Officers for the Gates-Chili Fire Department.
- O. Disorderly conduct by a member of the Gates-Chili Fire Department while anywhere in the general public, which cause disgrace to the Department further signifies misconduct.

Section 2 - Charges

1. Charges may be brought against any member for violation of the By-Laws, Rules & Regulations for the Gates-Chili Fire Department, or for violation of the Rules or Regulations of the Corporation, or for any act of misconduct.
2. Any charges brought against any member shall be put into writing and must be presented by any officer of the fire department to the President. Upon presentation of charges, the President shall appoint a Committee of Investigation. The accused shall be entitled to a hearing before the appointed committee. The Committee Chairperson will establish the hearing date. The Chairperson of the Committee shall notify the accused with a copy of the charges brought forth, at least seven (7) days prior to the hearing date. The notification of charges is to be presented to the accused either in-person or by certified mail.
3. At the next regular meeting of the Department, the Committee Chairperson shall make a report as to the findings of the hearing, and the substance of the charges brought forth. Based upon the outcome of the Committee's findings, the appropriate action(s) shall be taken immediately. Any penalties levied, be they fines, suspensions, or expulsion, shall be levied immediately by the President.
4. Expulsion from the Department:
When any member of the Department has been suspended or found in violation of any By-Law or Regulation of either the Gates-Chili Fire Department or Gates Fire District, or when disciplinary action is pending as a result of charges, the following procedure is required for expulsion:

- A. Hearing Committee shall be appointed consisting of the Fire Chief, Deputy Fire Chief, Personnel Commission from the Gates Fire District, Two (2) Board of Directors for the Gates-Chili Fire Department, and the Assistant Chief of the fire company where the member(s) belongs.
- B. The Hearing Committee will consist of either five (5) or seven (7) of the officers names above. It is the responsibility of this Committee to determine, by majority, whether sufficient cause exists, based upon the evidence, to determine membership.
- C. No member of the Department shall be terminated unless such member has been afforded the following rights:
 - 1. Written charges served upon the member;
 - 2. A Hearing which the member will be given an opportunity to be heard, confront his accuser and present witnesses on his own behalf;
 - 3. A written notice of decision including the findings of the Committee served upon this member.

ARTICLE 4

Section 1 - Orders and Discipline.

1.1 Obedience to Laws, Ordinances, Rules & Regulation

Members of the Fire Department shall obey the Laws of the United States, the State of New York, laws and ordinances enforced in the Fire Service, and all regulations, orders and authoritative instruction of the department. In order to sustain any allegation of any violation of law, ordinance, rule or regulation, as a basis for a change under this section, it is not required or necessary that a formal criminal complaint be filed or sustained. Only that the facts exist which would constitute a violation of the law, ordinance, rule or regulation, or Operation Guideline in question.

1.2 Familiarity with Laws, Operation Guidelines, Rules & Regulations

Members of the Fire Department shall study and become familiar with the Rules & Regulations, directives, Operation Guidelines, and policies of the Fire Department. Changes in Fire Service Laws enacted by the State or Local government that directly affect the duties/responsibilities of the member shall be issued from the Chief's Office.

A. Returning from absence.

Members of the Fire Department upon returning to duty from any leave shall acquaint themselves with all amendments, additions, deletions, Operation Guidelines and other authoritative instructions

for the department, which have been issued during their leave. Members shall refer to Section 2.5 for amendments to these standards.

B. Unfamiliarity no defense.

In the event of a breach of discipline, unfamiliarity with or ignorance of the rules and regulations shall not constitute a defense, as it will be presumed that each member is familiar with the rules, Operation Guidelines, and policies.

C. Making changes as directed.

It shall be the personal responsibility of each member to promptly make all directed changes in any manual, or text issued by the Fire Department or Fire District.

1.3 Obedience to order – Insubordination

Members of the department shall promptly and obediently comply with all lawful orders including any order relayed from a superior by a member/employee of the same or lesser rank. Non-compliance shall be considered insubordination. Insubordination by members is prohibited.

2.2 Attendance

Members shall, according to oath, respond to all possible alarms, attend training evolutions, and maintain all minimum requirements for active fire fighter status. All active fire fighters shall respond as directed by a competent authority at the time and place as specified by their assignment, and shall be physically and mentally fit to perform their duties. All other members shall comply with the minimum requirements as published in the Corporate by-laws to maintain their individual status.

Recruit/Active firefighters who are currently enrolled as of May 1st 1998 in “high school” classes as defined by New York State Education Law shall not respond from any educational facility while in attendance during regular school hours. Such members may participate in training evolutions on designated school nights, but must leave the training evolution immediately after the training session. Any member who is enrolled in a “high school” curriculum, who fails to keep a grade of “C” or better in any subject or fails to keep a good attendance record with the educational facility is subject to suspension pending improvement of grades or attendance. The Fire Chief or President shall retain the right to contact the legal guardian of the member to ensure that the members Fire Department affiliation is not compromising the member’s education. Basic educational instruction is a primary objective organization.

2.3 Membership Standards

Potential candidates and members shall comply with the Gates Fire District “Membership/Standards” as adopted July 13, 1995 by resolution of the Board of Fire Commissioner’s, Gates Fire District.

2.4 Cooperation and Coordination

Members of the Fire Department shall coordinate their efforts with their members and employees so that their teamwork may insure maximum achievement and continuity of purpose in attaining the objectives of the department. Members are charged with the responsibility of fostering and maintaining a high degree of professionalism with the cooperation within the department.

2.5 Seeking information regarding duties

Members of the Fire Department who are in doubt as the nature or details of their assignment or amendments of these standards shall immediately seek such information from their appropriate supervisor or commanding officer.

2.10 Assistance to fellow members

No active member of the Fire Department shall fail to aid, assist, and protect their fellow members or employees, to the fullest extent of their capabilities while on duty in the time of need, in accordance with established procedures.

2.11 Assistance to the public

Members of the Fire Department shall render all possible service to citizens in accordance with the member’s oath, and established policies.

2.12 Conducting person business on duty

Members of the Fire Department will not conduct any personal business while on duty.

2.13 Acting authority

During the course of a calendar year, a vacancy may appear in the civil or line operations of the department. It shall be incumbent of the Fire Chief/President to appoint members to fill said vacancy, with final approval of the Board of Directors and Fire Commissioner’s as appropriate.

2.14 Fire Department property/functions

Members shall not willfully pilfer, steal, destroy, or damage Fire Department/Fire District property. Also, when members are engaged in a Fire Department function, members will be held to the highest standards, as not to cause embarrassment to themselves or the department.

Section III - Improper Use of Official Position

3.1 Use of a badge or position personal gain

Members of the Fire Department shall not, at any time, use their official position, official identification cards or badges for personal or financial gain, obtaining privileges not otherwise available to them except in the line of duty, or for avoiding the consequences of

illegal acts. Members of the department shall not lend or authorize the use of their identification cards or badges to another person, or permit their identification cards to be reproduced.

4.3 Truthfulness

Members of the Fire Department are required to be truthful in speech and writing, whether or not they are under oath.

4.4 Debts

Members of the Fire Department shall pay all just debts, and legal liabilities incurred by them in respect to Fire Department accounts. This is inclusive of yearly dues, fines, budget accounts, House Committees, and any other expenditure of Fire Department funds approved by the Board of Director's. All outstanding accounts with receipts will be settled within thirty (30) calendar days with the Fire Department Financial Secretary. Time extensions may be approved by the order of the Board of Director's.

4.5 Purchases

Before Fire Department budgeted funds may be expended, approval must be authorized by a competent authority. Whenever possible, the "Purchasing Agent" who serves at the pleasure of the Board of Director's will conduct all investigations and ordering of items. It is recognized, by the virtue of Emergency Service Management practices, that it may become necessary to expend funds in the event of disaster, fire, or other uncontrolled event. Under emergency rules, the Fire Chief or the President, or their designee is authorized to expend funds without prior approval.

4.6 Confidential information

Members of the Fire Department shall treat the official Business of the department as confidential. Any information regarding the official business shall be disseminated in accordance with by laws and established procedures. Members may remove or copy official records or reports from a department installation only in accordance with established department procedures. Members shall not divulge the identity of persons giving confidential information, except as authorized by proper authority, in the performance of official business.

4.7 Divulging Fire Department information

Members of the Fire Department shall not obtain or attempt to obtain any information from department files, information accessed by department/district computers, or reports, other than those to which they are entitled, in accordance with their official duties. Members shall not knowingly permit the misuse of any Fire Department information either in their own interest or that of another.

4.13 Use of tobacco

Members of the Fire Department shall not chew tobacco, or smoke while dealing with the public on duty. Certain smoking restrictions also apply in Fire District facilities and vehicles.

4.15 Substance Abuse Policy

Effective 9/14/95, the Gates Fire District has adopted a Substance Abuse Policy in regards to alcohol and non-prescription drugs. Members are subject to testing for these substances. Refer to written policy.

4.16 Use of alcohol

Members of the Fire Department shall not drink or purchase any alcoholic beverages while on firematic duty. Members, while off duty shall not drink alcoholic beverages to the extent which might bring discredit to the department.

4.17 Use of force

Members of the Fire Department are prohibited from using unlawful or unreasonable force upon another person.

4.18 Guests in the Fire Dept. /Fire District Facilities.

Members are allowed two (2) guests (excluding their spouses and children) in “non-public” areas of Fire Department/Fire District properties or facilities. Active members are not to respond to alarms when guests are present in the Dept. /District facilities. Apparatus rooms are off limits to all guests during alarms.

Section V -Reports

5.1 Altering or requesting the alteration of reports

Members of the Fire Department shall not later or request any person to alter or withdraw any report, letter, or communication that is being sent up or down the chain of command. This shall preclude the correction grammatical errors.

5.2 False report

Members of the Fire Department shall not falsify make or submit any type of official report or knowingly enter or cause to be entered, any inaccurate, false, or improper information on the records of the Fire Department. This is inclusive of statements of fact on reports and financial records.

Section 3 - General Rules

Each member of the Department is subject to the following:

- A. For making, defacing, or damaging of any property of the Gates-Chili Fire Department or Gates Fire District, the member shall make restitution for any/all repair or replacement of damages property, as determined by the Board of Directors.
- B. The loaning of property belonging to the Gates-Chili Fire Department or Gates Fire District must have prior approval from the proper authority. Line Officers are responsible for equipment and station property; House Committees are responsible for non-firefighting type equipment.

- C. Any cost incurred may be remitted by either the President or Fire Chief for good cause, when produced in-writing to the Recording Secretary, and following approval of the Board of
- D. Any cost incurred may be remitted by either the President or Fire Chief for good cause, when produced in-writing to the Recording Secretary, and following approval of the Board of Directors. Pending Board approval, reimbursement must be processed in-writing, and submitted to the Treasurer.

ARTICLE 5 – BADGES

- 1. All Line and Civil Officers upon taking the duties of respective office shall receive the badge for office. Badges for both line and civil offices will be surrendered to their successor following completion of term of office.
- 2. All Past Fire Chiefs shall be presented with an honorary badge which becomes their personal property, following completion of term of office.
- 3. All line officers shall be presented with an honorary badge which becomes their personal property, unless the line officer is elected to a higher office. Upon taking the duties of the higher office, the honorary badge must be in lieu of the current badge of office.
- 4. No officer shall possess more than one (1) honorary badge.
- 5. Any member who has been in good standing for twenty (20) years and has served a minimum of five (5) years active service is entitled to receive a Life Membership Badge.
- 6. Any member achieving life membership status who has been active for at least ten (10) of the twenty years will receive a testimonial life membership plaque. It is the responsibility of the Board of Directors to make all determinations for membership plaques.

ARTICLE 6 – DEATHS

Section 1 - Funeral Details

Funeral details will be called for the following persons:

- A. Active members, their spouse, their children, and the active member's mother, father, sister, brother, or at the discretion of the Fire Chief.
- B. Reserve members or their spouses.
- C. Fire Commissioner or their spouses.
- D. Life members or their spouses.

Section 2 - Donations

- A. Money donated in memory of firefighters shall be used to purchase a plaque or other remembrance. The remaining donations shall be placed into the Welfare Account.
- B. The Secretary for the Department shall send a thank-you note to the donor and record the name(s) on a list to be given to the deceased firefighter's family.

ARTICLE 7 – SICK & WELFARE

Any member of the Department in good standing who is hospitalized or out-of-work as a result of illness or injury, for more than a two week period, shall be entitled to receive a gift at the discretion of the Sick & Welfare Committee is not to exceed a value of \$50 unless determined otherwise by the Board of Directors, upon recommendation of the Sick & Welfare Committee.

ARTICLE 8 – GEORGE DEAN MEMORIAL FIREFIGHTER OF THE YEAR AWARD

Section 1

1. The George Dean Memorial Firefighter of the Year Award shall be awarded to members:
 - A. Who perform a heroic action which reflects favorably on his/her association with the Gates-Chili Fire Department.
 - B. Who, in absence of a heroic action, contributes significantly to the betterment of the Gates-Chili Fire Department. These contributions shall be considered above and beyond of what normally encompasses efforts placed forth by any firefighter or officer for the Department.
2. The Committee for the George Dean Memorial Firefighter of the Year Award shall consist of the five (5) chief officers for the Department, the President, the Vice-President, and both Department Chaplains.
3. If no suitable candidates(s) are nominated during the calendar year, or the committee feels that any nominee(s) do not typify the conditions established, the Award shall be held for that year, following a majority vote of the committee.
4. This Award is to be presented in a formal ceremony at the annual banquet and will be conducted by the Fire Chief.
5. Nominations or letters of endorsement for this Award will be accepted by the Fire Chief, in-writing, until the December meeting of the Department.

ARTICLE 9 – AMENDMENTS

1. The Rules and Regulations adopted by the Board of Directors may be amended or repealed by a two-thirds (2/3) vote of the votes cast at the April or October regular meeting.
2. Any amendment or change shall be submitted first, in-writing, to the Board of Directors at their January or July meeting. The Board of Directors meeting is held on the last Wednesday of each month.

3. The Chairman of the Board of Directors will submit the proposed amendments or changes to the Fire Department attorney so that they can be reviewed for content, applicability, and compliance with Local, State and Federal laws.
4. The Board of Directors, by authority given them by the State of New York, can and shall amend or repeal any Rule or Regulation that does not conform with any Local, State, or Federal Law in existence.
5. The Chairperson for the By-Law Committee shall advise at the next regular monthly meeting changes or revisions made to the Rules and Regulations that do not conform to laws established at the Local, State, or Federal levels.
6. The general membership has right to submit new By-Laws or amendments to current By-Laws and/or Rules and Regulations to the Board of Directors, for research by the By-Law Committee.

Definitions and Glossary

Acting

Serving temporarily in a position in which a member is not ordinarily assigned, generally in a position of higher rank. Each of the authorities, responsibilities and duties of the member in the higher position become those of the acting member.

Appointment

The designation of a person, by the appointing authority to any position within the department. The fire Chief and the President are the appointing authority.

Assignment-Transfer

Any member placement made by a competent authority.

Authority

Legal or rightful power, providing a right to command or act.

Auxiliary

Conferring help, aid, assistance or support, i.e.: "Ladies Auxiliary"

Chain of Command

The order of authority and responsibility, from the Fire Chief/President to the member, ascending and descending in order of rank. Members must follow the chain of command for all department business, unless otherwise instructed, through written orders or direction by a competent authority.

Command

To have command, or command over, with an expectation of obedience and the authority to govern.

Command Officer

A member holding the rank of Lieutenant or above.

Competent Authority

Legal or rightful power to command or have command over.

Fire District

The Fire District shall be defined as the Gates Fire District, a political subdivision of the Towns of Gates and Chili as chartered with the Secretary of State, State of New York.

Function

The acts or operations expected to be performed by a person, as a result of position or the assignment.

Gossip

The initiating or repeating of malicious rumors or idle conversations, derogatory to the department or members/employees thereof.

Immediately

To be construed to mean as soon as possible, without delay.

Inactive Duty

A condition in which, for the convenience of the department, members are relieved of their responsibility to report for duty.

Incompetence

Incapable of the satisfactory performance of assigned duties. A lack of the following is evidence of incompetence: courage, emotional stability, sound judgment, general fire fighting principles according to membership status, alertness, decisiveness, power to observe, initiative, energy, intelligence, or the ability to interact with people.

Insubordination

The willful disobedience of any order, lawfully issued by a superior officer. Any disrespectful, mutinous, insolent or abusive language or action toward another member/employee or superior officer.

Malfeasance

The performance of a wrongful or unlawful act in office

May

As used herein, shall mean that the action indicated is permitted.

Orders – Administrative

Written directives, issued by competent authority, outlining instructions covering particular situations. Administrative Orders are automatically canceled when their objectives are achieved or superseded.

Orders –Personnel

Announce appointment, assignment, transfer, promotion, demotion, suspension, dismissal, restoration to duty, termination by resignation or retirement of a member. Promotion or assignment, by the appointing authority, from a position in one class to a position in a different class, having a higher commensurate authority.

Policy

Any governing principle, broad plan or course of action, verbal or written, designed to accomplish organization goals

Privilege

In reference to conditions of employment, shall designate those conditions which are not basic rights, but are granted at the convenience of the department

Procedure

The official method of dealing with any given situation as prescribed by Operational Guidelines or Administrative Orders.

Ranking Officer

An officer having rank or grade. Officers of the same grade shall rank according to date of appointment to that grade, unless otherwise ordered by the Fire Chief.

Report

A written communication, unless otherwise specified.

Through Official Channels Through the hands of commanding officers, in descending or ascending order of rank. Chain of Command.

Unity of Command

Members are at all times, accountable to their respective immediate super visor, as practicable.