

BY-LAWS OF THE WINDSOR VOLUNTEER FIRE DEPARTMENT, INC.

As Amended on April 3, 2009

ARTICLE I NAME

The name of this organization shall be the Windsor Volunteer Fire Department, Inc.

ARTICLE II PURPOSE

The purpose of the Windsor Volunteer Fire Department, Inc. shall be to protect all property in said town from fire and to assist in any other emergency at the discretion of the Chief.

ARTICLE III MEMBERSHIP

Any person, 18 years of age and over, who attends 75% of regular meetings and work sessions (unless excused by the Chief or President) and who makes application to the Department, shall, upon acceptance by vote of the membership, be considered a member with voting privileges.

A Rescue Firefighter must be at least 18 years of age, licensed as an Emergency Medical Technician, must attend 75% of all Rescue meetings and training sessions (unless excused by the Director of Rescue) and makes application to the Department. Any such person, upon acceptance by the membership, shall be considered a member with voting privileges.

Persons desirous of becoming a member of the Windsor Volunteer Fire Department, Inc. shall have the opportunity of selecting one (or more) of three categories of membership—Active Firefighter, Support Firefighter, or Rescue Firefighter—described as follows:

ACTIVE FIREFIGHTER—Must be willing to submit to training prescribed by the Chief and his Assistants and will be the “first line of defense” in the firefighting process.

SUPPORT FIREFIGHTER—Must be willing to acquaint themselves with the Department’s equipment and be available for direction from the Chief or his Assistants.

RESCUE FIREFIGHTER—Shall function under the direction of the Director of Rescue. This firefighter is responsible for performing all EMS functions.

Any firefighter or other person who has performed outstanding service to the Department and is unable to be a firefighter in an active status, may be nominated by the Chief and approved by vote of the Board of Directors to status of **Firefighter Emeritus**. Firefighter Emeritus’ are not eligible for membership on the Board of Directors.

- All violations of Article III shall be considered and reviewed by a panel consisting of the Fire Chief, Assistant Fire Chiefs and two members appointed by them. This panel will recommend action to be taken by the voting membership by a majority vote.

ARTICLE IV BUSINESS OFFICERS

The Business Officers of the Windsor Volunteer Fire Department, Inc. shall consist of a board of twenty (20) Directors which shall include the President, Vice President, Secretary, and Treasurer. All shall be elected by the membership at the annual meeting. The presence of eleven (11) Directors shall constitute a quorum at the Director's meetings.

ARTICLE V DUTIES OF THE PRESIDENT

The President shall preside at all the meetings of the Windsor Volunteer Fire Department, Inc.

ARTICLE VI DUTIES OF THE SECRETARY

It shall be the duty of the Secretary to keep a complete record of all the meetings of the Windsor Volunteer Fire Department, Inc. In the absence of the President and Vice President, the Secretary shall call the meeting to order and choose a Director to preside over the meeting.

ARTICLE VII DUTIES OF THE TREASURER

It shall be the duty of the Treasurer to keep a complete record of the receipts and expenditures of the Windsor Volunteer Fire Department, Inc. and to give a report of the financial standing of the Department. He shall have custody of all the funds of the organization and shall make disbursements only after the approval of the majority of the Directors. He shall furnish Bond if requested by the Board of Directors and for such amount as they deem necessary.

ARTICLE VIII DUTIES OF THE DIRECTORS

It shall be the duty of the Board of Directors to elect some qualified person to be the Fire Chief. The Chief shall serve the will and pleasure of the Board. They shall authorize the purchase of all supplies and equipment and authorize the Treasurer to pay for same. They shall have general oversight over the business affairs of the Department and provide for an annual audit of the Department books.

ARTICLE IX DUTIES OF THE CHIEF

It shall be the duty of the Chief to appoint all subordinate line officers who will serve at the will and pleasure of the Chief. The Chief shall direct all those who engage in the work as defined in Article II. The Chief shall keep informed as to the most approved methods of fire control and shall have custody of and be responsible for all equipment of the organization. The Chief shall make

recommendations to the Board of Directors as to the purchase of supplies and equipment and shall make an annual report to the Board of Directors. Said report to contain a complete record of fires attended and results obtained.

**ARTICLE X
DUTIES OF THE ASSISTANT CHIEFS**

It shall be the duty of the Assistant Chiefs to assist the Chief in all duties requested and to perform the duties of the Chief in his absence.

**ARTICLE XI
DUTIES OF THE DIRECTOR OF RESCUE**

The Director of Rescue shall oversee and be in charge of all EMS functions, organization, personnel, and operational business of the Rescue unit. The Director shall be responsible for and shall perform all EMS duties as called for by the Chief. The Director must be certified as an Emergency Medical Technician by the Maine Board of Emergency Medical Services pursuant to Title 32 MRSA Ch. 2-B and will serve at the will and pleasure of the Chief of the Department.

**ARTICLE XII
DUTIES OF THE TRAINING OFFICER**

It shall be the duty of the Training Officer to assure that all members are current in their training for duties they are required to perform. The Training Officer must provide the Chief with a complete and current status of each member monthly.

**ARTICLE XIII
DUTIES OF THE SAFETY OFFICER**

It shall be the duty of the Safety Officer to ensure that all appropriate gear is worn on the fire scene and during training. During any type of incident the Safety Officer must be sure that all NFPA Firefighting Standards are followed. The Safety Officer shall report to the Incident Commander if any firefighter is not in compliance.

**ARTICLE XIV
DUTIES OF THE CAPTAIN**

It shall be the duty of the Captain to maintain records of all equipment, ensure maintenance has been performed as required, and ensure periodic equipment checks are performed as required with a report completed annually.

**ARTICLE XV
DUTIES OF THE LIEUTENANTS**

It shall be the duty of the Lieutenants to do biweekly checks and complete the necessary forms for the equipment to which they are assigned and to notify the Captain of any equipment failures or needed repairs.

ARTICLE XVI

DUTIES OF THE FIREFIGHTER

It shall be the duty of the Firefighter to attend all training and perform duties in which they are trained as directed by the Incident Commander.

ARTICLE XVII DUTIES OF THE RESCUE FIREFIGHTER

The Rescue firefighter shall be certified as an Emergency Medical Technician as outlined in Article III. That person shall respond to any and all emergency situations. That person must be trained to care for patients at the scene of a medical emergency that they are responding to within the service area (Windsor and Somerville) and any mutual aid request. This EMT has the emergency skills to assess a patient's condition and manage respiratory, cardiac and trauma emergencies and any other duties as directed by the Incident Commander as long as it is within their accepted licensed level and protocols.

ARTICLE XVIII MEETINGS

The regular meeting of the Windsor Volunteer Fire Department, Inc. shall be held on the third Tuesday of each month. The meeting held in the month of March shall be for the purpose of nominating Business Officers and Directors and transact any other business that may legally come before the meeting. Business Officers and Directors will be elected and installed at the annual meeting and banquet to be held after the March meeting and before the end of April.

ARTICLE XIX AMENDMENTS

Amendments to the By-Laws will be made only at the annual meeting unless the amendment is deemed important enough by the Directors to call a special meeting of the Department. No change in the By-Laws shall be effective without an affirmative vote of two-thirds of the members present and voting.