

ARBORG – BIFROST FIREFIGHTERS BY – LAWS

(January / 2003)

- 1) The full strength of the Arborg – Bifrost Fire Department shall be twenty-four (24) members plus auxiliary members.
- 2) The officers of the Arborg – Bifrost Fire Department shall be:
 - a) Chief
 - b) Deputy Chief
 - c) Asst. Deputy Chief
 - d) Captains & Lieutenants
 - e) Secretary – Treasurer
 - f) Training Officer
 - g) Fire Prevention Officer
 - h) Safety Officer

And others deemed necessary by the Chief

- 3) All nominations and elections for officers as deemed necessary may be conducted by secret ballot or appointed by the Chief at anytime.
- 4) The Chief is to have jurisdiction at all incidents.
- 5) The Deputy Chief shall be prepared at all times to assume all duties in the Chief's absence.
- 6) The Asst. Deputy Chief shall be prepared to assume the duties of the Deputy Chief or in the absence of both Chief and Deputy Chief to take charge of the Fire Department.
- 7) The Secretary – Treasurer shall keep records of all fires, minutes of all meetings, attend to correspondence, make up attendance calls, pay sheets, and shall receive all monies due to the fire department and pay all accounts by when approved, including payrolls: and present a financial statement at the annual meeting.
- 8) Quorum for a meeting shall be seven (7) members.
- 9)
 - (a) The annual meeting of the Arborg – Bifrost Fire Department shall be held in January of each year.
 - (b) A general meeting shall be held on the last Monday of each month.
 - (c) A special meeting may be called at any time, by the Fire Chief or any officer of the department.
- 10) The following order of business shall be used at annual meetings:
 - a) Reading and adoption of minutes
 - b) Secretary – Treasurer's report
 - c) Repots of Committees:
 - d) Receiving of applications for membership and balloting;
 - e) Unfinished business
 - f) Performance evaluation review (if required)
 - g) Revision and evaluation of job descriptions
 - h) New business

- 11) Ten (10) members must be present for an Annual meeting before any business may be transacted.
- 12) All applications for membership shall be in writing.
- 13) All Fire department members must have a current medical examination and present a medical report to the Fire Chief before joining the fire department.
- 14) Applications must be posted until the next regular meeting. Ten members must be present and 60% of those present must be favorable to elect. All voting of new members shall be by secret ballot. Applications will be received and balloted on at any time.
- 15) A member may be dropped from the department for misconduct; inefficiency or continuous absence from alarms or three (3) consecutive scheduled training meetings without leave. Ten members must be present and 60 % vote of members present shall be required to expel.
- 16) A visiting or cheer committee shall be selected at the annual meeting and is to be composed of two (2) members, who shall have the authority to spend in case of an emergency, up to but not exceeding thirty (30) dollars.
- 17) The amount of deductions is 10 % of each pay cheque and placed in the firefighter's emergency fund to be used at the discretion of the members.
- 18) Any member who intends to be absent for more than thirty (30) days must obtain a leave of absence so that the position may be temporarily filled.
- 19) There shall be at least twelve (12) training meetings per year, one (1) every 2nd Monday of the month and others as set by the Chief or officers as required.
- 20) Each member is responsible to see that their and all other equipment used is put back on the trucks or in its proper place after each fire or practice.
- 21) All firefighters out of town over a 24-hour period are required to remove their name from the attendance board at the fire station.
- 22) A two – thirds (2/3) vote of firefighter membership is required to amend or suspend any rule or by-law.
- 23) That the Chief and Deputy may conduct a performance evaluation on every member and officer, prior to the annual meeting.
- 24) That a copy of these by-laws be given to every member.