

**INLET VOLUNTEER EMERGENCY  
SERVICES, INC.**  
INLET, NEW YORK 13360

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ORGANIZED FOR THE PROTECTION OF LIFE AND PROPERTY IN THE  
CENTRAL ADIRONDACKS

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**CONSTITUTION AND BYLAWS  
OF THE  
INLET VOLUNTEER EMERGENCY  
SERVICES INC.**

**COVER**

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**ARTICLE 1: TITLE AND OBJECTIVE**

**SECTION 1: TITLE**

**This corporation shall be known as the Inlet Volunteer Emergency Services Incorporated, county of Hamilton, State of New York, D.B.A Inlet Volunteer Hose Company and D.B.A Inlet Volunteer Ambulance Squad.**

**SECTION 2: OBJECTIVE**

**Inlet Volunteer Emergency Services Inc. will provide fire medical, and all other emergency services for the town of inlet and surrounding areas under D.B.A Inlet Volunteer Hose Company and D.B.A . Inlet Volunteer Ambulance Squad. The corporation will work with other agencies engaged in the same effort in other jurisdictions.**

**ARTICLE 2: OFFICERS OF THE CORPORATION**

**SECTION 1: ELECTED OFFICERS**

**The elected officers of the corporation shall consist of; President Vice-President, and Secretary/Treasurer.**

**ARTICLE 3: DUTIES OF THE OFFICERS**

**SECTION 1: PRESIDENT**

**It shall be the duty of the President to preside at all corporate meetings and to call special meetings when deemed necessary or on written request of five (5) Active Members. He/She shall be the executive head of the corporation at all meetings. He/She shall enforce the bylaws and give the deciding vote in case of a tie at all annual, regular, and special meetings, with the exception of a written ballot at election time. The president must sign all corporate checks. The president makes appointments to and is on all corporate committees.**

## **ARTICLE 3 CONT: DUTIES OF THE OFFICERS**

### **SECTION 2: VICE-PRESIDENT**

**It shall be the duty of the Vice-President to perform all duties of the President in His/Her absence and to assist the president when necessary.**

### **SECTION 3: SECRETARY AND/OR TREASURER**

#### **SUB A: SECRETARY**

**It shall be the duty of the Secretary to keep roll of the membership and call same at each meeting. He/She shall notify all Members of the time and place of any special meetings. He/She shall keep the minutes of all meetings, read all proposals for membership, read all communications, attend to all correspondence and such other duties as may be required of Him/Her as Secretary. In case of sickness or absence, He/She shall see that the books are sent to the meeting room before any meeting. The Secretary shall keep the records of all corporate meetings and inventory of property of the Inlet Volunteer Emergency Services INC.**

#### **SUB B: TREASURER**

**It shall be the duty of the Treasurer to have charge of all the funds of both the D.B.A.'s and to give a correct accounting of the same. He/She shall have receipts for all monies received and expended on file in the corporation records for both D.B.A.'s He/She shall collect all dues and fines of the Members of the Corporation. He/She shall pay any bills ordered by both D.B.A.'s by means of a double signature company check; all checks shall be signed by the treasurer and countersigned by the chairperson or Vice-Chairperson for each D.B.A.. He/She shall make a monthly financial report to the D.B.A's at regular meetings, and also a written annual report. He/She shall preserve all bills and receipts and submit his/her accounts annually for auditing and perform all such duties as may be required of Him/Her as Treasurer**

## **ARTICLE 4: ELECTION OF OFFICERS**

### **SECTION 1: ELIGIBILITY OF ELECTIONS**

**It is suggested that no member shall be eligible to hold more than one elected office at any one time for each D.B.A., except for the Secretary and Treasurer which can be considered as on office. All elected officers must be an Active Member for at least three years in either D.B.A.. Prior to being eligible to run for any elected office.**

### **SECTION 2: ELECTION**

**The officers shall be elected at the regular annual meeting which will be held on the first Monday of April at Six O'Clock P.M.. All elections shall be made by secret ballot. Elected officers which become vacant before the regular annual meeting may be filled for the remainder of the year by election at a regular or special meeting. If the President leaves, the Vice-President takes office. Then elect a new Vice-President. All officers elected will hold office for one (1) year. Only Active Members may vote for elected officers.**

### **SECTION 3: NOMINATION TO THE BALLOT**

**Nominations for candidacy shall be done by the nominating committee of each D.B.A. at the regular February meeting of each D.B.A.. Incumbent members shall have the first choice in running for the position currently held. Any member of a D.B.A. that desires to run for a position shall advise the Nominating Committee Seven (7) days prior to the regular march meeting. The Nominating Committee of the D.B.A's may also solicit qualified members for elected positions. The nominating committee of the D.B.A's shall review each member running for a desired position to ensure that the candidate is qualified for that position and narrow the choices down to Three (3) Members. At the regular annual meeting in April, the Secretary of the corporation shall hand out a packet to all active members. The packet shall contain the ballots. Members may vote at this time. The Nominating Committees shall then collect and count the ballots and announce the Officers. The Nominating Committees shall then turn the ballots over to the Secretary of the Corporation, where they shall remain on file for one year.**

## **ARTICLE 5: ADMINISTRATIVE POLICY**

### **SECTION 1: MEETINGS**

The corporate annual meeting for the election of officers shall be held on the first Monday of April at 6:00 p.m. the officer presiding at the meetings shall be guided by the publication "Roberts Rules of Order" except as specifically amended by this constitution and bylaws. The quorum for all meetings shall be Eight (8) Active Members.

### **SECTION 2: POLICY DECISIONS**

All decisions on administrated policy including amendments to this constitution and bylaws shall be made by the corporation in an open meeting.

## **ARTICLE 6: APPOINTMENT OF COMMITTEES**

### **SECTION 1: BUILDING COMMITTEE**

The President shall appoint a building committee. The Committee shall consist of Members from both D.B.A.'S.

### **SECTION 2: AUDITING COMMITTEE**

The President shall appoint an auditing committee. The Committee shall audit the books of the Treasurer and any other financial records in the hands of the committees, and submit a report of such audit to the Corporation. This Committee shall consist of Two (2) Members from each D.B.A. The Treasurer will be available for questions. This done quarterly.

### **SECTION 3: NOMINATING COMMITTEE**

The Corporate Nominating Committee shall consist of members from each D.B.A.'s Nominating Committee. The Committee will Nominate the Corporate Officers to be elected at the Corporate Annual Meeting on the first (1<sup>st</sup>) Monday of April at 6:00 P.M.

### **SECTION 4: ALL OTHER COMMITTEES**

The President can make up any needed Committees.

## **ARTICLE 7: OWNERSHIP OF PROPERTY**

### **SECTION 1: OWNERSHIP**

The Active Members of the Corporation shall be the sole owners of any or all of the property belonging to the Corporation.

### **SECTION 2: RENOVATIONS**

No member shall engage in any major renovations or repairs of corporation property without the approval of the corporation in an open meeting. Routine maintenance and minor repairs shall be done with the approval of the Building Committee.

## **ARTICLE 8: FINANCING**

### **SECTION 1: ACCOUNTS**

#### **SUB 1: CORPORATE ACCOUNT**

The Corporation shall maintain an account for the purpose of paying insurance, building maintenance, construction and any other expenses accrued by the entire Corporation.

#### **SUB 2: INLET VOLUNTEER HOSE COMPANY**

The Inlet Volunteer Hose Company shall maintain an account for the purpose of paying all expenses accrued by the D.B.A..

#### **SUB 3: INLET VOLUNTEER AMBULANCE SQUAD**

**THE INLET VOLUNTEER AMBULANCE SQUAD SHALL MAINTAIN AN ACCOUNT FOR THE PURPOSE OF PAYING ALL EXPENSES ACCRUED BY THE D.B.A..**

### **SECTION 2: CONTRACT MONEY**

Each D.B.A. will receive their respective contract money and deposit it into their account.

### **SECTION 3: DUES**

Dues from each D.B.A. will be deposited into the Corporate account.

### **SECTION 4: INSURANCE**

The Corporation will be responsible for obtaining and paying all insurance for the corporation. The insurance will be itemized for each company. With each D.B.A. being responsible for their share.

**SECTION 5: BUILDING MAINTENANCE & EXPENSES**

Until such time that all equipment is housed in one building, each D.B.A. will be responsible for their expenses and utilities in their perspective buildings. Any monies received for rent prior to merging into one facility shall be deposited into the respective D.B.A's account. When both D.B.A's are housed in the same facility, all expenses shall be split equally and any rent received shall be deposited into the corporate account.

**SECTION 6: CONSTRUCTION**

Any renovations or construction made to convert our current facility to house both D.B.A's or to build a new facility; the finances of such project will be split equally between both D.B.A's.

**SECTION 7: FUND DRIVES**

There shall be two types of fund drives. the type of fund drive shall be decided before the drive begins.

**SUB 1: CORPORATE FUND DRIVE**

Any fund drive in which both D.B.A.'s participate in, funds from said drive will be split equally and deposited into each D.B.A's account.

**SUB 2: COMPANY FUND DRIVE**

Any fund drive that is sponsored by one of the D.B.A's proceeds from said drive will be deposited into that D.B.A's account.

**SECTION 8: DONATIONS**

Any donations received that are designated to either D.B.A., shall be deposited into that respective account. Any donations received in the name of the Inlet Emergency Services Corporation shall be split equally between the two Companies.

**SECTION 9: EFFECTIVE DATE**

The third day of April Nineteen Ninety Five



**INLET VOLUNTEER HOSE CO.**  
**INLET, NEW YORK 13360**

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**CONSTITUTION AND  
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HOSE COMPANY**

**COVER**

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## **ARTICLE 1: TITLE AND OBJECTIVE**

### **SECTION 1: TITLE**

**This company shall be known and designated as the Inlet Volunteer Emergency Services Incorporate and will do business as Inlet Volunteer Hose Company, County of Hamilton, State of New York.**

### **SECTION 2: OBJECT**

**The Inlet Volunteer Hose Company exists to preserve and protect life and property from fire, flood, accident, and natural disaster and all other emergencies. The Companies primary responsibility in this effort is to the people of the Town of Inlet, Hamilton County, State of New York. However, the company will cooperate with other agencies engaged in the same effort in other jurisdictions.**

## **ARTICLE 2: OFFICERS OF THE COMPANY**

### **SECTION 1: ELECTED OFFICERS**

**The elected officers of this company shall consist of Chairperson, Vice-Chairperson, Secretary, Chief, First Assistant Chief. All elected officers shall maintain an active service.**

### **SECTION 2: APPOINTED OFFICERS**

**The appointed Officers of this Company shall consist of the Second Assist Chief, Safety Officer, Five (5) Captains, Training Officer and SCBA Engineers. All Appointed Officers shall maintain a active status.**

## **ARTICLE 3: DUTIES OF OFFICERS**

### **SECTION 1: CHAIRPERSON**

**It shall be the duty of the Chairperson to preside at all regular monthly meetings and to call special meetings when He/She shall deem it necessary or on written request of Five (5) Members. He/She shall act as Executive Head of the Company in all meetings except the active branch of the department. He/She shall enforce the bylaws and give the deciding vote in case of tie except in the case of a written ballot at all annual, regular, and special meetings of this department. The Chairperson must sign all company checks.**

## **ARTICLE 3 CONT: DUTIES OF OFFICERS**

### **SECTION 2: VICE-CHAIRPERSON**

**It shall be the duty of the Vice-Chairperson to perform all duties of the Chairperson in His/Her absence and to assist the Chairperson when necessary.**

### **SECTION 3: SECRETARY**

**It shall be the duty of the Secretary to report in writing the exact membership of the Company and to furnish a complete roll of the Active Members giving the names, addresses, e-mail and phone numbers to the Chief of the Department on the First (1<sup>st</sup>) of May of each year. He/She shall keep the roll of the membership and call same at each meeting. He/She shall notify all members of the time and place of any special meeting. He/She shall keep the minutes of all meetings, read all proposals for membership, read all communications, attend to all correspondence and such other duties as may be required of Him/Her as Secretary. In case of sickness or absence, He/She shall see that the books are sent to the meeting room before any meeting. The Secretary shall keep the records of all activities, fires, meetings, and inventory of property of the Inlet Volunteer Hose Co.**

### **SECTION 4: CHIEF**

**It shall be the duty of the Chief to have charge of the Company at the extinguishing of the fires and at drills and all emergencies. He/She shall also appoint the Second Assistant Chief, Captains, Safety Officer, Training Officer and Two (2) SCBA Maintenance Officers at the regular May meeting. He/She shall also be in charge of all the equipment operated by the Inlet Volunteer Hose Company and see that the equipment is not to leave the Fire Hall unless at a fire, drill, emergency situation or another organization needing equipment upon discretion of the Chief. The Chief has the power to temporally suspend a Member or Officer pending a Investigating Committee review, the Chief must notify the Investigating Committee within Twenty Four (24) hours of suspension in writing. The Chief shall have training and knowledge in essentials of firemen-ship, initial attack, pup operator, fire behavior, arson awareness, vehicle extrication, Haz-mat awareness, incident command and shall continue with fire education courses as available. The Chief shall show leadership to all other members.**

## **ARTICLE 3 CONTINUED: DUTIES OF OFFICERS**

### **SECTION 5: FIRST ASSISTANT CHIEF**

**It shall be the duty of the First Assistant Chief to assist the Chief in the discharge of all His/Her duties and to have charge in His/Her absence the First Assistant Chief shall have training and knowledge in essentials of firemen-ship, initial attack, pump operator, fire behavior, arson awareness, vehicle extrication, Haz-mat awareness, incident command and shall continue with fire education courses as available. The First Assistant Chief shall show leadership to all other members.**

### **SECTION 6: SECOND ASSISTANT CHIEF**

**It shall be the duty of the Second Assistant Chief to assist the Chief and the First Assistant Chief in the discharge of all His/Her duties and to have charge in His/Her absence the Second Assistant Chief shall have training and knowledge in essentials of firemen-ship, initial attack, pump operator, fire behavior, arson awareness, vehicle extrication, Haz-mat awareness, incident command and shall continue with fire education courses as available. The Second Assistant Chief shall show leadership to all other members.**

### **SECTION 7: CAPTAIN**

#### **SUB 1: LINE CAPTAIN**

**It shall be the duty of the Line Captain to have charge in the absence of the Chief Officers. The Captain shall be assigned a truck. Captains shall make sure His/Her truck responds to a incident and there is a member available to operate the pump. Each Captain shall have members assigned to them by the Chief. They shall assist with truck maintenance and any other duties. He/She shall report disciplinary action that was taken on a Member to the Chief in writing within Twenty Four (24) hours of the incident. The Captain shall make sure all members gear is on the rack or delegate a member to drive His/Her truck once a week for a test run. Conditions permitting. All portable equipment on the apparatus shall be run once a week, fuel and water tanks shall be kept full at all times. He/She shall be responsible for truck servicing, repairs, and maintenance. SCBA problems shall be reported to the SCBA engineer in writing. Any non-ordinary maintenance shall be given to the Chief in writing within Twenty Four (24) hours.**

## **ARTICLE 3 CONTINUED: DUTIES OF OFFICERS**

### **SECTION 7: LINE CAPTAIN**

He/She shall do a yearly inventory that will be turned over to the Chief at the annual meeting, the inventory will list all equipment on the truck. The Captain can drill on non-drill nights with members on specific topics. It is recommended that the Line Captains have training and knowledge in essentials of firemen-ship, initial attack, pump operator, fire behavior, arson awareness, vehicle extrication, Haz-mat awareness, incident command and shall continue with fire education courses as available. The Line Captain shall show leadership to all other members.

### **SUB 2: DIVE CAPTAIN**

It shall be the duty of the Dive Captain to assist the Chief in the command post of a water rescue (surface or under water) and shall have charge at a water rescue in the absence of the Chief Officers. He/She shall have members assigned to perform water rescues and shall keep a list readily available that indicates members status, (Diver, Line Tender, Surface Rescuer) such list shall be turned over to the Chief at the annual meeting. The Dive Captain is responsible to draft a written lesson plan and teach from such plan. The plan shall be reviewed with the Training Officer prior to the drill and a copy of such plan shall be filed as a permanent record of the Hose Company. The Dive Captain shall have a photo-copy of each members dive certification on file in the Hose Company records. He/She shall report disciplinary action that was taken on a member to the Chief in writing within Twenty Four (24) hours. He/She will do a yearly inventory of all water rescue equipment that will be turned over to the Chief at the annual meeting the Dive Captain shall be a certified diver and it is recommended that He/She continue education working towards Dive Master Certification.

### **SECTION 8: SAFETY OFFICER**

It shall be the duties of the Safety Officer to observe the operations at a incident or drill with His/Her main objective to evaluate the risks to fire fighting personnel. Items such as fire conditions, building stability, firefighters physical conditions, (fatigue), vehicle traffic, tactical operations should be monitored.

## **ARTICLE 3 CONTINUED: DUTIES OF OFFICERS**

### **SECTION 8: SAFETY OFFICER CONTINUED**

**Should a hazard or unacceptable risk be found, the Safety Officer shall immediately notify the Officer in charge, should a problem be an immediate hazard where the danger to the fire fighters or EMS personnel is imminent. The Safety Officer shall have the authority to order corrective action immediately or terminate any and all operations in the event of a safety hazard and then notify the Chief officer of the situation verbally and in writing within Twenty Four (24) hours. The Safety Officer shall keep or delegate someone to keep accountability of all fire fighters at a scene or that enter a hazardous condition. It is recommended that the Safety Officer have training and knowledge in essentials of firemen-ship, initial attack, pump operator, fire behavior, arson awareness, vehicle extrication, Haz-mat awareness, incident command and shall continue with fire education courses as available. The Safety Officer shall show leadership to all other members.**

### **SECTION 9: SCBA MAINTENANCE ENGINEER(S)**

**It shall be the duty of the SCBA Engineer(s) to keep the self contained breathing apparatus ready for any and all emergencies. He/She shall inspect and insure that all breathing apparatus equipment has been cleaned after every use and once a month by the truck companies. All maintenance will be recorded on the SCBA log sheet and the SCBA log sheets shall be turned into the chief at the annual meeting. He/She shall receive training approved by the manufacturer.**

### **SECTION 10: TRAINING OFFICER**

**It shall be the duty of the Training Officer to make a lesson plan for drills. He/She shall teach the members from the lesson plan. The lesson plan shall be made a permanent record in the Hose Company files. He/She shall report to the Chief in writing the eligibility of members to participate in specific duties at the annual meeting. The Training Officer shall hold at least a level one, training certification issued by the State of New York and have knowledge in fire operations.**

## **ARTICLE 4: PROSPECTIVE MEMBERSHIP**

### **SECTION 1: ELIGIBILITY OF MEMBERS**

**Membership in the company shall be open to all persons age sixteen and older, regardless of race, sex, or national origin.**



**ARTICLE 4: PROSPECTIVE MEMBERSHIP CONTINUED**

**SECTION 2: REQUIREMENTS FOR MEMBERS**

Prospective new members shall obtain a application for membership from the Secretary of the Hose Company. He/She shall submit the application and application fee to the Secretary. The Secretary shall give the application to the Membership Committee at the next regular meeting. The Membership Committee shall meet with the prospective new member for the purpose of an interview prior to the next regular meeting. The Membership Committee shall report their findings to the Membership at the next regular meeting. The Membership shall consider the applicant and vote by secret ballot at the next regular meeting. If a majority of voting members approve the applicant, the Hose Company shall then provide applicant with a physical examination performed at the Town of Webb Professional Offices. If the applicant wants to provide a physical examination at their expense from a licensed physician in the State of New York, the Secretary shall provide the applicant with guidelines that shall be followed by the physician. All applicants eighteen (18) years of age and older shall become probationary members for one (1) year. Applicants sixteen (16) and seventeen (17) years of age shall be probationary members and shall have duties restricted as out lined in article 5 section 4.

**SECTION 3: RESPONSIBILITIES OF NEW MEMBERS**

**A. Applicant for membership shall**

1. Hand their applications in writing
2. Have an entrance dues of \$10.00
3. Interview with the membership committee

**B. If applicant is voted in by membership he/she shall**

1. Provide the hose company with a physical examination as defined in article 4 section 3
2. Sign for one book containing these bylaws
3. Be on probation as defined in article 5 section 6
4. Not participate in emergency activities until cleared by chief
5. Complete the NYS OFPC essentials course within Two (2) years of acceptance in the department

**ARTICLE 5: MEMBERSHIP**

**SECTION 1: TYPES OF MEMBERSHIP**

Categories of membership shall be Active, Associate, Junior, Honorary, and Probationary

## **ARTICLE 5: MEMBERSHIP CONTINUED**

### **SECTION 2: ACTIVE MEMBERS**

**To maintain a Active membership status, a member must attend Seven (7) of Twelve (12) meetings per year, a minimum of Eight (8) drills a year, Four (4) safety training (as defined in NFPA section 1910.156) and Four (4) regular and actively participate in the emergency operations of the company, failure to meet the above said requirements will justify review of the members status at a regular meeting. a valid excuse is determined by the Chief in the case of emergency calls and drills, and by the chair person in the case of meetings. an active member may voluntarily change status to Associate Member at any time for any reason without prejudice. an Associate member may become an active member by meeting the requirements of active membership. active members are limited to Thirty Five (35) members. only Active members may vote or hold office.**

### **SECTION 3: ASSOCIATE MEMBERS**

**He/She may be admitted to the activities of the Company, participate in the emergency operations and drills of the Company, and otherwise enjoy all privileges and responsibilities of the Company except that He/She may not vote for elections or hold a elected or appointed office. The Associate Members operational duties may be restricted at the discretion of the Chief. Members shall participate in the Four (4) safety training drills (as defined in NFPA section 1910.156) per year to maintain His/Her membership. Upon losing His/Her membership he/she shall reapply as a new member or enter Honorary status. ( If He/She meets requirements ). Any Associate Member meeting the qualifications of an Active membership shall become a Active Member automatically. Associate members may vote in preference to a new applicant. The Associate membership will be limited to Fifty (50) Members.**

### **SECTION 4: JUNIOR MEMBERS**

**All Members ages Sixteen (16) or Seventeen (17) are Junior Members. Junior Members have duties and privileges restricted on accordance with company policy and at the discretion of the Chief. On the Junior Members Eighteenth (18<sup>th</sup>) birthday He/She will automatically become a Associate Member if probationary period is over. He/She will become a Active Member when He/She has met all the requirements. A Junior Member cannot enter a burning building, shall not participate in any and all emergency activities. He/She shall be supervised by a Chief Officer at all drills.**

## **ARTICLE 5: MEMBERSHIP CONTINUED**

### **SECTION 5: HONORARY MEMBERS**

#### **SUB 1: TWENTY YEARS OF SERVICE**

**A member is eligible for the title of Honorary Member when He/She has provided Twenty (20) years of service in a Fire Department and no longer wishes to maintain Active or Associate status. He/She may enjoy all privileges of the Company except that He/She shall not be able to hold Appointed or Elected office, vote for election, participate in the emergency operations and drills of the Company. He/She shall be exempt from paying membership dues.**

#### **SUB 2: PERMANENT DISABILITY**

**A member is eligible for the title of Honorary Member when, after His/Her probationary period, He/She cannot meet the status of Active or Associate member due to a permanent disability. The member shall have a note from a licensed physician stating the disability, and give said note to the Investigating Committee. The Investigating Committee shall review the note and the member's disability and decide if the member is eligible for Honorary status or shall remain a Active or Associate member with restricted duties. If said member is eligible for Honorary status He/She may enjoy all privileges of the Company except that He/She shall not be able to hold Appointed or Elected office, vote for election, participate in the emergency operations and drills of the Company. He/She shall maintain paying membership dues.**

#### **SUB 3: PERMANENT DISABILITY IN THE LINE OF DUTY**

**Any member who was permanently disabled, with note from His/Her licensed physician, in course of performing a service to our Company, and because of that injury can no longer maintain Active or Associate status may become a Honorary member. He/She may enjoy all privileges of the Company except that He/She shall not be able to hold Appointed or Elected office, vote for election, participate in the emergency operations and drills of the Company. He/She shall be exempt from paying membership dues.**

## **ARTICLE 5: MEMBERSHIP CONTINUED**

### **SECTION 6: PROBATIONARY MEMBERS**

All new members shall be on probation for a period of One (1) year. A Member on probation shall attend Seven (7) of Twelve (12) meetings per year, and actively participate in the emergency operations of the Company, operating within the Chief's discretion. Failure to attend a minimum of Eight (8) drills per year, Four (4) safety training (As defined in NFPA section 1910.156) and Four (4) regular and respond to emergency calls. will justify a review of the members status by the Investigating Committee. A valid excuse is determined by the Chief in the case of emergency calls and drills, and by the Chairperson in the case of meetings. Probationary Members may enjoy all privileges of the Company except that He/She shall not be able to hold Appointed or Elected office, vote for election Probationary Members may vote in preference to a new applicant.

## **ARTICLE 6: ELECTION OF OFFICERS**

### **SECTION 1: ELIGIBILITY**

No Member shall be eligible to hold more than one Elected office at any one time. No Member shall be eligible for any elected position of the Department without serving at least Three (3) years in the Hose Company as an Active Member.

### **SECTION 2: ELECTION**

Nominating for candidacy shall be done by the Nominating Committee at the regular February meeting. Incumbent Member shall have the first choice in running for the position held. Any Member that desires to run for a position shall advise the Nominating Committee Seven (7) days prior to the regular March meeting. The Nominating Committee may also solicit qualified members for Elected positions. The Nominating Committee shall review each member running for a desired position to assure the candidate is qualified for the position and narrow the choices down to Three (3) members. At the regular March meeting the Nominating Committee shall announce the candidates for each office. At the regular annual meeting the Secretary shall hand out a packet to all Active Members. The packet shall contain the ballots. Members may vote at that time. The Nominating Committee shall collect and count the ballots and announce the Officers. The Nominating Committee shall then turn the ballots over to the Secretary of the Company, where they shall remain on file for One (1) year.

## **ARTICLE 7: DICIPLINE**

### **SECTION 1: SUSPENSION AND/OR DISMISSAL**

#### **SUB 1: SUSPENSION**

**Any member may be suspended, by the Investigating Committee, for a period of Two (2) to Six (6) months. The Investigating Committee shall meet with the Officer requesting the suspension and then meet with the member in question. The Investigating Committee shall then meet and discuss the situation. If the Committee decides to suspend the member the Committee shall use their discretion to restrictions of the suspension (ie: responding to calls, attending meetings and drills ect.). The Committee shall then notify the member in writing of the suspension and restrictions, the Committee shall then notify the membership of the suspension. a copy of said notification shall be sealed and given to the Secretary of the Hose Company to be placed in the Hose Company permanent files. When the members suspension is cleared, the member shall become a Probationary Member for One (1) year from the date that the suspension is cleared.**

#### **SUB 2: DISMISSAL**

**If the Investigating Committee decides, after exhausting all other avenues, that a members situation warrants dismissal, the Committee shall report their findings to the membership at a regular meeting with a motion of dismissal followed by a polled vote. The Investigating Committee shall notify the party in question in writing of the decision.**

### **SECTION 2: ALCOHOL / DRUGS**

#### **SUB: DRIVING**

**If any member feels that a member is driving a personnel vehicle and/or apparatus to and/or from a emergency call, event or drill under the influence of drugs or alcohol shall notify a Chief Officer. The Chief Officer shall confront member in question. If the Chief Officer feels member is under the influence He/She shall turn member over to law enforcement officials. The Chief Officer shall notify the Investigating Committee in writing within Twenty Four (24) hours of the situation.**

## **ARTICLE 7: DISCIPLINE CONTINUED**

### **SECTION 2: ALCOHAL/ DRUGS CONTINUED**

#### **SUB: 2 OPERATING AT SCENE OR DRILL**

**If any member feels that a member is working at a scene or a drill under the influence of alcohol or drugs He/She shall notify a Chief Officer. The Chief Officer shall confront the member in question. If the Chief feels that the member is under the influence He/She shall dismiss the member in question from the scene and notify the Investigating Committee within Twenty Four (24) hours in writing of situation.**

## **ARTICLE 8: AMENDMENTS TO BYLAWS**

**No Amendments shall be made to this Constitution except at a regular monthly meeting, notice of such Amendments having been presented in writing at a preceding regular meeting. When a majority of the Members present concur therein, the same shall be adopted.**

## **ARTICLE 9: ADMINISTRATIVE POLICY**

### **SECTION 1: MEETINGS**

**Regular monthly meetings shall be held at Eight O’Clock PM on the first Monday of every month except the regular annual meeting which shall be held the first Monday of April at Six O’Clock PM. The Chairperson shall run all regular monthly meetings except the annual meeting. The annual meeting shall be run by the President unless otherwise noted by the President. Elections of Officers shall be held at the annual meeting. The President and Chairperson shall follow the guidelines of the publication “Roberts Rules of Order” except as specifically amended by this Constitution and Bylaws. The Quorum for all meetings shall be Eight (8) Active Members.**

### **SECTION 2: POLICY DECISIONS**

**All decisions on administrative policy including Amendments to this Constitution and Bylaws shall be made by the Company in an open meeting. All decisions on operational policy are ultimately the responsibility of the Chief, however the Company may participate in discussion of such policy at open meetings and may choose to promulgate policy guidelines and publish them in article 12 of this constitution and bylaws.**

## **ARTICLE 9: ADMINISTRATIVE POLICY CONTINUED**

### **SECTION 3: PHYSICAL EXAMINATIONS**

**All Active and Associate members shall receive a physical examination according to OSHA standards, by a physician that is designated by the membership. If a member wants to provide a physical examination at their own expense, from a licensed physician in the State of New York. The Secretary shall provide the applicant with guidelines that shall be followed by the physician. Honorary members are not required to have physicals.**

### **SECTION 4: DISABILITY AND/OR WORKMEN COMPENSATION**

**It shall be the responsibility of any member who applies for Workmen's Compensation and or Disability to notify the Chief of the Hose Company in writing within Twenty Four (24) hours as to the reason for the claim. The Chief may limit His/Her duties as necessary.**

### **SECTION 5: DRIVER LICENCE**

**A member shall notify the Chief in writing within Twenty Four (24) hours if His/Her driver license becomes revoked or suspended. He/She shall not drive to during and from a incident and shall not drive any equipment operated by the Hose Company.**

### **SECTION 6: PREGNANT MEMBERS**

**Any member that becomes pregnant shall have a letter from a physician stating the recommended limitation of firefighting. Said letter shall be given to the Chief of the Hose Company. The Chief shall set the restrictions of said member. If the member returns to the operational branch of the Company within Eighteen (18) months, the member status shall return to the same status held when She withdrew.**

## **ARTICLE 10: EXPENCE**

### **SECTION 1: ENTRY FEES**

**Entry fees shall be in the amount of \$10.00 which shall accompany the application for membership. Member shall pay this one time fee.**

### **SECTION 2: DUES**

**Each member (unless otherwise specified) shall contribute \$5.00 per year as dues.**

## **ARTICLE 10: EXPENCE CONTINUED**

### **SECTION 3: DEBTS**

**No ember shall incur debts on behalf of the Hose Company without the approval of the Company in an open meeting. The Chairperson and or Chief can spend up to \$100.00 in the case of an emergency, the Chief and/or Chairperson shall have the authority to correct the problem.**

## **ARTICLE 11: COMMITTEES**

### **SECTION 1: MEMBERSHIP COMMITTEE**

**The Chairperson shall appoint a Committee of Three (3) Members. When the Hose Company receives a application for membership the Secretary shall turn the application over to the Membership Committee within Twenty Four (24) hours. The Committee shall interview the applicant and inform Him/Her of the obligations of being a member of the Hose Company and shall review applicants application and investigate character of the applicant prior to the next regular meeting. The Committee shall report their findings to the membership in writing at the next regular meeting prior to the membership voting on the applicant.**

### **SECTION 2: NOMINATING COMMITTEE**

**The Chairperson shall appoint Three (3) Members to serve as the Nominating Committee. The Committee shall insure that all members running for a Elected position meet the minimum requirements for the position as defined in article 3 of these bylaws. The Three (3) Members shall announce the candidates at the regular March meeting. No Member of the Nominating Committee shall run for Elected Office. If a Member wishes to run in the elections He/She shall notify the Chair person prior to the February meeting.**

### **SECTION 3: INVESTIGATING COMMITTEE**

**The Investigating Committee shall consist of the Chairperson, Vice-Chairperson, Chief, First Asst. Chief, Second Asst. Chief, and the Safety Officer. The Investigating Committee shall meet with the Officer requesting the suspension and discuss the situation. The Committee shall then meet with the member in question and discuss the situation. The Committee shall then meet, except the Officer making the allegations and discuss the allegations. If the Committee feels the member in question circumstances justifies a suspension, the Committee shall suspend the member and use there discretion to restrictions of the suspension.**



**ARTICLE 11: COMMITTEES CONTINUED**

**SECTION 3: INVESTIGATING COMMITTEE CONTINUED**

**(IE:) Responding to calls, attending meetings and drills ect.) The Committee shall then notify the member in writing of the suspension and restrictions (the reason for suspension may be withheld from the membership). If the Committee feels that the circumstances justifies dismissal from the Hose Company the Committee shall report their findings to the membership for a polled vote at the regular meeting.**

**SECTION 4: ALL OTHER COMMITTEES**

**The Chairperson at His/Her discretion may appoint as many other Committees as may be required in order to take care of any and all projects of the Company.**

**SECTION 5: APPOINTMENT OF COMMITTEES**

**All Committees, except the Investigating Committee shall be appointed by the Chairperson for One (1) year term unless otherwise specified. The Chairperson shall appoint a Foremen for each Committee to run the meeting.**

**ARTICLE 12: SUGGGESTED OPERATIONAL PROCEDURES**

**ARTICLE 13: REPAEL**

**All other Constitutions and bylaws as revised and as amended shall be hereby repealed.**

**ARTICLE 14: EFFECTIVE DATE**

**THE THIRD DAY OF APRIL NINETEEN NINTY FIVE**

**RESPIRATORY  
PROTECTION  
PROGRAM      Appendix 1  
INLET VOLUNTEER  
HOSE CO.  
INLET, NEW YORK  
13360**

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**ORGANIZED FOR THE  
PROTECTION OF LIFE  
AND PROPERTY IN THE  
CENTRAL  
ADIRONDACKS**

## **RESPIRATORY PROTECTION PROGRAM APPENDIX**

### **PURPOSE:**

The elements described in this program are designed to ensure the safe and effective usage of respiratory protection at the Inlet Volunteer Hose Company INC.

### **PROGRAM ADMINISTRATION:**

The fire Chief is responsible for the overall implement and maintenance of the respiratory protection program. The Fire Chief's duties include:

- **Determining which tasks require respiratory protection.**
- **Selecting the proper respirator for the specific application.**
- **Conduct employee training and conduct fit tests.**
- **Ensure employees clean, maintain, and properly store respirators.**
- **Conduct periodic evaluation of the respiratory program to ensure that it is achieving its desired goal.**

### **EMPLOYEES ARE RESPONSIBLE FOR:**

- **Using the respiratory protection in accordance with the training received.**
- **Inspecting, cleaning, sanitizing, and proper storage of their respirators.**

### **RESPIRATORY SELECTION**

The Chief is responsible for selecting the appropriate respiratory protection.

**THE RESPIRATOR PROTECTION COORDINATOR WILL SELECT THE APPROPRIATE RESPIRATORS BASED UPON THE FOLLOWING ELEMENTS.**

- **The type(s) of airborne contaminant(s)**
- **The characteristics and location of the hazardous area.**
- **The workers' activities and location of the hazardous area.**
- **The capabilities and limitation of the respirators.**
- **Duration of respirator use.**
- **Selection will be made according to "Practices For Respiratory Protection" American National Standards Institute (ANSI) z88.2-1980**
- **Only respirators having NIOSH/MSHA approval will be used.**

**Respiratory Protection Program Continued**

**RESPIRATORY CURRENTLY APPROVED FOR USE BY THE INLET VOLUNTEER HOSE CO. INC ARE:**

<u>RESPIRATOR/ MANUFACTURER</u>	<u>MODEL</u>	<u>WORK TASK</u>
SCOTT	II A	CONFINED SPACE BREATHING/ENTRY/CAR FIRES
SCOTT	2.2	CONFINED SPACE BREATHING/ENTRY/CAR FIRES

**DETERMINATION FOR RESPIRATORY PROTECTION**

If engineering controls (general and/or Local ventilation) cannot control the hazard or if the Air-borne contaminant cannot be eliminated and entry must be conducted, respiratory protection is required. Respiratory protection is also but not limited to all car fires.

**MAINTENANCE, CLEANING, INSPECTION, AND STORAGE**

SCBA MAINTENANCE PERSON WILL ENSURE THAT EMPLOYEES PROPERLY CLEAN AND MAINTAIN THE RESPIRATORY PROTECTION THEY USED. In the event that the respiratory protection is not cleaned it is the responsibility of the SCBA maintenance person to clean and maintain the equipment.

- **Cleaning and Sanitizing.**
- **Disassemble components from the respirator and inspect for any defects.**
- **Immerse the respirator and components into warm water (120-130).**
- **Rinse the respirator and components.**
- **Sanitize the respirators and components by immersing them into a chlorine bleach solution (approximately one (1) ounce to One (1) quart water).**
- **Rinse components and allow to dry.**
- **Inspect, Test, and Repair if necessary.**

**INSPECTION SHOULD BE PERFORMED BEFORE AND AFTER EACH USEAGE AND ONCE A MONTH BY THE SCBA MAINTENANCE PERSON FOR THE FOLLOWING**

- **Deterioration of any rubber or silicone parts.**
- **Conditions of components (Filters, Cartridges, Valves, ECT).**
- **Tightness of all connections.**
- **SCBA alarms, regulators, gages, ect.**
- **SCBA cylinder pressure and hydro date.**
- **Pass alarms.**

**Page 3 see SCBA  
inspection sheet**

**NOTE TO THE FIRE CHIEF: IF ANY COMPONENTS ARE NOT ACCEPTABLE THE RESPIRATOR SHOULD NOT BE USED AND A REPLACEMENT PART OR REPLACEMENT RESPIRATOR SHOULD BE OBTAINED**

**STORAGE:**

All respirators must be properly stored to protect them from damage due to environment factors (Sunlight, Temperature Extremes, ECT.) and chemicals. When respirators are not in use, they must be placed in a plastic bag and stored in a clean area. Respirators should be stored with the face piece and exhalation valve in a normal position to prevent it from taking a permanent distorted shape. Respirators should not be stored in workbenches, toolboxes, or lockers unless they are protected against airborne contaminants, distortions, and any damage.

**NOTE TO THE FIRE CHIEF: ENSURE THAT MANAGEMENT PERSONNEL PERIODICALLY CHECK TO SEE IF SCBA MAINTENANCE PERSON IS INSPECTING, CLEANING, MAINTAINING, AND STORING THE EQUIPMENT PROPERLY.**

**TRAINING:**

All members who are required to use respiratory protection will be instructed on the proper selection, use, and limitations of this equipment. The training will be provided prior to any assignment requiring the use of such equipment. The training, conducted by the training officer, will also include inspections on:

- Nature of the respiratory hazard and what may happen if the respirator is not used properly.
- Engineering and administrative controls being used and the need for the respirator as added protection.
- Reason(s) for the selection of a particular type of respirator.
- Limitations of the selected respirator.
- Methods of donning the respirator and checking its fit and operation.
- Proper wear of the respirator.
- Respirator maintenance and storage.
- Proper method for handling emergency situations.
- A record of employee names and dates and type of initial training and subsequent refresher training will be recorded.

**NOTE: ALL TRAINING RECORDS WILL BE KEPT IN MEMBERS FILE AT FIRE STATION**

**FIT TEST**

It is recognized that no one respirator will fit every individual. Therefore, to provide the appropriate respirator, fit testing will be performed to ensure a tight seal between the face piece and the wearer. The effectiveness of the fit of the face piece will be performed using the following methods.

**NOTE TO CHIEF: CHECK THE FIT TEST METHOD(S) WHICH WILL BE USED TO DETERMINE IF AN EFFECTIVE FACE PIECE SEAL IS OBTAINED.**

- YES....  NO... POSITIVE PRESSURE/NEGITIVE PRESSURE FIT CHECKS
- YES....  NO... QALITATIVE FIT TESTING
- YES....  NO... QUANTITATIVE FIT TESTING

**RESPIRATOR FIT TESTING**

**A) MEMBER** \_\_\_\_\_  
**DATE** \_\_\_\_\_  
**Member Job Description/Title** \_\_\_\_\_  
 \_\_\_\_\_

**B) RESPIRATOR SELECTED** \_\_\_\_\_

**MANUFACTURER** \_\_\_\_\_  
**NIOSH APPROVAL NUMBER** \_\_\_\_\_  
**MODEL** \_\_\_\_\_

**C) CONDITIONS WHICH COULD AFFECT RESPIRATOR FIT**

- CLEAN SHAVEN                       FACIAL SCAR
- BEARD GROWTH                       DENTURES ABSENT
- MOUSTACHE                               GLASSES
- NONE

**COMMENTS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**(CHECK ALL METHODS USED)**

- D) FIT CHECKS**
- NEGATIVE PRESSURE.....( ) PASS.....( ) FAIL**
- POSITIVE PRESSURE .....( ) PASS .....( ) FAIL**

**RESPIRATOR FIT TEST CONTINUED**

**E) FIT TESTING**

**QUALITATIVE FIT TESTING**

**ISOAMYL ACETATE .....( )**

**PASS .....( ) FAIL**

**IRRITANT SMOKE .....( )**

**PASS .....( ) FAIL**

**SACCHARIN TEST .....( )**

**PASS .....( ) FAIL**

**QUANTITATIVE FIT TESTING .....( )**

**PASS .....( ) FAIL**

**COMMENTS:**

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**TEST CONDUCTED BY:**

**DATE**

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**MEDICAL EXAMINATION**

**Individuals assigned to tasks that require the respiratory protection will have a medical examination to determine if they are to perform the work while wearing a respirator. The medical examination will be performed by the Old Forge Health Center where the Inlet Volunteer Hose Company will pay for it. Medical examinations from another Physician, Clinic or Hospital, will be accepted but not paid for unless approval from the Inlet Volunteer Hose Co. Inc. President. The examination will be given prior to an member being allowed to wear a respirator. Periodic examination of these records will be conducted by the secretary of the Inlet Vol. Hose Co. Inc.**



**Health & Safety Plan for  
Hazardous Material Response  
Appendix 2  
INLET VOLUNTEER HOSE CO.  
INLET, NEW YORK 13360**

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**ORGANIZED FOR THE PROTECTION OF LIFE AND PROPERTY IN THE  
CENTRAL ADIRONDACKS**

**Health & Safety Plan for Hazardous Material Response**

THIS APPENDIX ADDRESSE THE HEALTH AND SAFETY PROTECTION FOR THE MEMBERS FROM THE INLET VOLUNTEER HOSE CO. INC.

EMERGENCY RESPONDERS FROM THIS DEPARTMENT WILL ADHERE TO THE CONTENT OF THIS APPENDIX AND THE COORDINATED WORKER PROTECTION EMERGENCY RESPONSE PLAN FOR THIS DEPARTMENT WHEN RESPONDING TO HAZARDOUS MATERIALS INCIDENTS UNDER THE SCOPE OF THE PUBLIC EMPLOYEES OCCUPATIONAL SAFETY AND HEALTH ACT STANDARD, 29 CFR 1910.120.

PREPARED BY:  
JOHN A. MEYER  
FIRST ASST. CHIEF  
NOVEMBER 23, 1993

COVER

## Health & Safety Plan for Hazardous Material Response

This departments highest ranking response official will ensure that the provisions of this health and safety plan for emergency response is followed by all responding personnel from this department. Although many responders perform different levels of activities during a hazardous materials (HAZMAT) incidents, the basic provisions of the emergency response plan will apply to all personnel.

Although members from the Inlet Volunteer Hose Company are likely to witness or discover a HAZMAT incident, the only action to be taken by to notify authorities of the release and then leave the scene.

**Upon detection of a release, the member will take a defensive action to a cold zone and notify the following agencies:**

Inlet Police 357-5091 or 911  
New York State Police 911  
**NYS DEC Emergency Spill Response 1-800-457-7362**

All responding personnel from Inlet Volunteer Hose Co., who are likely to witness such a HAZMAT incident and would be responsible for notifying authorities, have been trained or have demonstrated competency at the awareness level in accordance with 29 CFR 1910.120. a list of such personnel is available for review upon request.

Because this department is not responsible for taking action in an HAZMAT incident, but only notifies appropriate agencies of the incident and then leaves the scene, this department **has no responsibility in the areas listed below** during a HAZMAT incident.

- **Safe distances and places of refuge.**
- **Site security and control.**
- **Preplanning and emergency equipment.**
- **Emergency alerting and response procedures.**
- **Emergency medical treatment and first aid.**
- **Decontamination.**
- **Critique of response and follow-up.**

# **Hazardous Communication Plan**

## **Appendix 3**

### **INLET VOLUNTEER HOSE CO.**

**INLET, NEW YORK 13360**

**~~ORGANIZED FOR THE PROTECTION OF LIFE AND PROPERTY IN THE~~  
CENTRAL ADIRONDACKS**

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## **Hazardous communication Plan**

### **I. General**

**The purpose of this instruction is to ensure that the Inlet Volunteer Hose Co. is in compliance with the OSHA Hazard Communication Standard (29) CFR 1910.1200.**

**The safety officer is the overall coordinator of the facility program acting as the representative of the Chief, who has overall responsibility.**

**In general each member in the facility will be apprised of the substance of HCS. The hazardous properties of chemicals they work with, and measure to take to protect themselves from these chemicals.**

### **II. List of Hazardous Chemicals**

**The safety officer will maintain a list of all Hazardous chemicals used in the facility, and update the list as necessary. The Hazardous chemical list will be updated upon receipt of Hazardous chemicals at the facility. The list of Hazardous chemicals is maintained in the office at the Fire Hall.**

### **III. Material Safety Data Sheets ( MSDS”S)**

**The safety officer will maintain a MSDS library on every substance on the list of hazardous chemicals in the Fire Hall. The MSDS will consist of a full and completed OSHA form 174 or equivalent. The chief will ensure that the Fire Hall maintains an MSDS for Hazardous materials. MSDS will be readily available to all members.**

#### Hazardous communication Plan Continued

The Safety Officer is responsible for acquiring and updating MSDS'S. The Safety Officer will review each MSDS'S for accuracy and completeness and will consult with the NYS Department of Labor if additional research is necessary. All new procurements for the facility must be cleared by the safety officer. Whenever possible, the least hazardous substance will be procured.

MSD's that meet the requirements HCS must be fully completed and received at the fire hall either prior to, or at the time of the receipt of the first shipment of any potentially hazardous chemical procured from a vendor. It may be necessary to discontinue procurements from vendors failing to provide approved MSDS'S in a timely manor.

#### **IV. LABELS AND OTHER FORMS OF WARNING**

The safety officer is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The safety officer will refer to the corresponding MSDS to verify label information. Immediate use containers, small containers into which materials are drained for use that day do not require labeling. To meet the labeling requirements of HCS for other in house containers. Refer to the label supplied by the manufacturer. All Labels for in-house containers will be approved by the safety officer prior to use.

The safety officer will check on a monthly basis to ensure that all containers in the Fire Hall are labeled and that labels are up to date.

#### **V. TRAINING**

Each member who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for members whenever a new hazard is introduced to the Fire Hall. Hazardous chemical training is conducted by the training officer. All training outlines will be in the Fire Hall.

Hazardous communication Plan Continued

**THE TRAINING WILL EMPHASIZE THESE ELEMENTS:**

- 1. A summary of the standard and this written program:**
- 2. Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals:**
- 3. Physical and health hazards associated with potential exposure to workplace chemicals.**
- 4. Procedures to protect against hazard, E.G. personal protective equipment, work practices, and emergency procedures.**
- 5. Hazardous chemical spill and leak procedures: and where MSDS's are located, how to understand their content, and members may obtain and use appropriate hazard information.**

The safety officer will monitor and maintain records of employee training and advise the Chief on training needs.

**VI. CONTRACTOR EMPLOYERS**

The safety officer, upon notification from the President, will advise contractors of any chemical hazards which may be encountered in the normal course of work on the premises.

**VII. NON-ROUTINE TASKS**

Any member contemplating a non-routine task, E.G. Boiler repair, will consult with the safety officer and will ensure that employees are informed of chemical hazards associated with performance of these tasks and appropriated protective measures. This will be accomplished by a meeting of supervisors and the safety officer with affected employees before such work is begun.

**VIII. ADDITIONAL INFORMATION**

Further information on this written program, The Hazardous Communication Standard. And applicable MDS'S is available at the Department of Labor. 315-793-2258.

[http://www.setonresourcecenter.com/MSDS/w\\_start.htm](http://www.setonresourcecenter.com/MSDS/w_start.htm).

**INLET VOLUNTEER  
AMBULANCE SQUAD  
INLET, NEW YORK 13360**

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**ORGANIZED FOR THE PROTECTION OF LIFE AND PROPERTY IN THE  
CENTRAL ADIRONDACKS**

**CONSTITUTION AND  
BYLAWS  
OF THE  
INLET VOLUNTEER  
AMBULANCE SQUAD**

**COVER PAGE**

INLET VOLUNTEER AMBULANCE SQUAD INDEX

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**Bylaws**

**ARTICLE 1: TITLE AND OBJECTIVE**

**2/4/1995**

**SECTION 1: TITLE**

**This company shall be known as the Inlet Volunteer Emergency Services Incorporate and will do business as the Inlet Volunteer Ambulance Squad.**

**SECTION 2: OBJECTIVE**

**Inlet Volunteer Ambulance Squad is dedicated to furnish quality medical assistance in the face of an emergency as a matter of public health, safety and overall welfare of the public we serve. To work alongside the Inlet Volunteer Hose Company, to respond to emergencies in a prompt and safe manner, to establish and use competent communication skills between agencies and facilities, to transport the sick and injured.**

2/7/1995

**SECTION 3: TERRITORY**

**The Inlet Volunteer Ambulance Squad primary territory will begin on route # 28 from Foley's Northwoods Inn, Town of Webb, Herkimer County to the Eighth Lake Campsite, Town Of Inlet, Hamilton County, as defined in our original Certificate Need, filed with the State of New York In Albany. The squad will also cooperate with adjoining agencies in the event of Mutual-Aid.**

**ARTICLE 2: OFFICERS OF THE COMPANY**

**SECTION 1: ELECTED OFFICERS**

**The elected Officers of the Company shall consist of: Chairperson, Vice Chairperson, Secretary, Squad Captain, Assistant Squad Captain. All elected Officers shall maintain an active status.**

**SECTION 2: APPOINTED OFFICERS**

**The appointed Officers of this company shall consist of: Truck Lieutenants (2), Supply Officer, Assistant Supply Officer, Medical Records / Personnel Officer, Training Officer, Infection Control Officer, Communication Officer, Hazmat Officer. All appointed Officers must maintain an active status. Committee will be made as necessary for the transaction of Business.**

2/6/1995

**ARTICLE 3: DUTIES OF THE OFFICERS**

**SECTION 1: CHAIRPERSON**

It shall be the duty of the Chairperson to preside at all the meetings and to call special meetings when he/she shall deem necessary or on written request of five (5) active members. He/She shall act as executive head of the company at all meetings. He/She shall enforce the bylaws and give the deciding vote in case of a tie at all annual, regular and special meetings, with the exception of a written ballot at election time. The Chairperson must sign all checks. The Chair Person makes appointment to and is on all committees.

**SECTION 2: VICE-CHAIRPERSON**

It shall be the duty of the vice Chairperson to perform all duties of the Chairperson in His/Her absence and to assist the Chairperson when necessary.

**SECTION 3: SECRETARY**

It shall be the duty of the Secretary to report in writing the exact membership of the company and to furnish a complete roll of the active members, including their names, telephone numbers, e-mail and addresses, to the squad Captain on the first meeting of May of each year. He/She shall notify all members of the time and place of any special meeting. He/She shall keep the minutes of all meetings, attendance of active members, read all proposals for membership, read all communications, attend to correspondence and any other such duties as may be required of Him/Her as Secretary. In the case of absence He/She shall see that the books are sent to the meeting.

2/6/1995

**SECTION 4: SQUAD CAPTAIN**

**It shall be the duty of the Squad Captain to have charge of the Company at all emergencies and drills. He/She will be subordinate to the Fire Chief at any call where the Incident Command System is established. He/She shall serve as EMS Charge at any Incidents Command Situations. He/ She shall also appoint Truck Lieutenants, Supply Officers, and Infection Control Officer at the May meeting.**

**He/She shall be in charge of all equipment operated by the Inlet Volunteer Ambulance Squad and to see that the equipment operated by the Inlet Volunteer Ambulance Squad and see that the equipment does not leave the Fire Hall or Ambulance Barn unless: responding to an emergency call, drill or in the event that another organization requesting use of the equipment at the discretion of the Squad Captain. He/ She shall have a current Emergency Medical Technician Certification, Critical Trauma Care, with full knowledge of Advanced Life Support needs, also suggested knowledge in: Incident Command, Extrication, Hazmat Awareness, and shall continue with expanding His/Her educational needs. He/She shall show leadership to all members.**

**SECTION 5: ASSITANT SQUAD CAPTAIN**

**It shall be the duty of the Assistant Squad Captain to assist the Captain in His/Her duties and to fulfill all the above duties in Article 1 Section 4 of these bylaws in absence of the Squad Captain. He/ She shall have a current Emergency Medical Technician Certification, Critical Trauma Care, with full knowledge of Advanced Life Support needs, also suggested knowledge in: Incident Command, Extrication, Hazmat Awareness, and shall continue with expanding His/Her educational needs. He/She shall show leadership to all members.**

2/6/1995

**SECTION 6: TRUCK LEUTENTANTS**

**Truck Lieutenants appointed by the Squad Captain are responsible for their assigned vehicle, to keep records of mileage, equipment, damage to equipment, to report accidents or other functional problems. He/She will be responsible in the training of new drivers, to ensure that all drivers know where the equipment is stored and how to exchange the oxygen tanks. The Squad Captain can appoint as necessary others to their team to assist with truck maintenance, minor repairs, or cleaning. They shall notify the Squad Captain as soon as possible if equipment or vehicle has malfunctioned and shall be willing to accept a call from the crew at the time they arrive back into town. The Truck Lieutenant has the power to remove a vehicle from service, tagging said vehicle and notifying both the dispatcher and the Squad Captain. Each Lieutenants will report in writing at the regular meeting an overall performance report, including mileage, accidents, needed repairs, equipment failure and equipment loss or any other related problems with their assigned rigs.**

**SECTION 7: SUPPLY OFFICER**

**It shall be the duty of the Supply Officer to routinely inventory and order supplies. To assist in a yearly inventory of supplies and equipment, to take calls from crew of depleted supplies, to furnish the Emergency Services Secretary with a copy of the inventory on hand at the Annual Meeting. To organize supplies and equipment and to ensure cleanliness of said supplies. To order supplies when needed and to meet the guidelines of the base line inventory. It is recommended that the Supply Officer have knowledge of how equipment functions and of necessary supplies and amounts required for certification.**

2/8/1995

**SECTION 8: ASSISTANT SUPPLY OFFICER**

**It shall be the duty of the Assistant Supply Officer to work alongside the Supply Officer. In case of prolonged absence to assume the duties of the supply Officer.**

**It is recommended that the Assistant Supply Officer have knowledge of how equipment functions and of necessary supplies and amounts required for certification.**

**SECTION 9: RECORDS AND PERSONNEL OFFICER**

**It shall be the duty of the Records and Personnel Officer to maintain all pre-hospital reports (PCR's) in an orderly fashion locked in a medical file, to deny access to said files on all occasions except:**

- 1. That a copy of each pre-hospital report be given to the receiving facility and/or to the authorized agent of the Department of State Quality Assurance Program, to include Central New York EMS Director and SAREMS Assurance Program, to include a monthly report to SAREMS.**
- 2. If the patient requests in writing or authorized agent of the patient requests in writing a copy for insurance payment.**
- 3. To the extent authorized by Law.**
- 4. To use the PCR's for educational purposes, protecting the patient identity in our Continuing Quality Improvement Committee. He/She shall direct all legal requests for patient information to the Squad Captain to gain authorized for release. He/She shall keep and maintain secured files on all members and shall include a minimum: Name, Address, Telephone Number, copy of drivers license, record of training, copy of certification (including level, expiration date), these shall be updated annually. He/She will also keep records pertaining to OSHA regulations including in-service of infection control, drills or incident reports. It is the responsibility of the member to notify the Records / Personnel Officer of suspensions and or revocations to either their drivers license and/or their medical certification, who in turn will notify the Squad Captain. He/She will notify the Squad Captain of any legal request for patient information. The Records Officer will maintain a file of all response vehicle or patient equipment failures that could have resulted in harm to the patient and the corrective actions taken and recorded on a form approved by the Department of Health.**

2/6/1995

**SECTION 10: COMMUNICATIONS OFFICER**

**It shall be the responsibility of the communications Officer to oversee all communications. He/She will keep records on the distribution of all hand held radios. The radios shall be used for official purposes only. It shall be the duty of the Communications Officer to monitor and correct inappropriate radio and proper radio communications. He/She will set forth the Standard Operating Procedures for local protocols in the use of the communication system.**

**SECTION 11: INFECTION CONTROL OFFICER**

**It shall be the duty of the Infection Control Officer to In-Service the Corporation on a yearly basis. To keep a record of attendance and to deliver that record, along with His/Her course outline to the Records Officer. To insure proper cleaning of all equipment. To be the State Designated Reporting Officer for the Corporation. To accept calls from the D.O.H. or the facility reporting, to follow the outline for volunteer notification of exposure, to stamp all Pre-Hospital Reprts (PCR'S) with His/Her identification.**

**SECTION 12: HAZMAT OFFICER**

**The Hazmat Officer will give a yearly in-service on how to address a Hazardous situation and will have classes and courses documented of those attending on file with the Records Officer. He/She will ensure that all emergency responding vehicles have on board a current Hazardous Material Book and will follow all OSHA requirements. He/She shall have training in Hazardous Awareness and a knowledge of extrication. The Hazmat Officer will work with the Inlet Volunteer Hose Company Safety Officer at the scene of any incident.**

2/7/1995

**SECTION 13: TRAINING OFFICER**

The Training Officer will be appointed by the Squad Captain. He/She shall be a certified life support member, with a minimum of a State Certified Lab Instructor. He/She will be responsible to hold at least four training sessions a year within the organization. He/She will be responsible to document training and file lesson plans with the Records Officer. He/She will notify the Town Of Webb and the Town Of Raquette Lake of upcoming CME dates. He/She will conduct an education session on the operation and the use of any new equipment to both the EMT's and Drivers. The Training Officer will present in writing the eligibility of members to participate in specific duties.

**ARTICLE 4: PROSPECTIVE MEMBERSHIP**

**SECTION 1: ELIGIBILITY OF MEMBERS**

Membership in the Ambulance Squad shall be open to all persons age eighteen (18) and older, regardless of race, sex or national origin.

**SECTION 2: REQUIREMENTS FOR PROSPECTIVE MEMBERS**

Prospective members shall obtain a application for membership from the secretary of the Ambulance Squad. He/She shall submit the application and the application fee to the Secretary, the Secretary shall then present the completed application to the membership committee, at the next regular meeting. Where the request will be tabled until the membership committee can meet with the prospective member prior to the next regular meeting for purposes of an interview and collection of documentation. The membership committee shall then report their findings to the Inlet Volunteer Ambulance Squad at the following meeting, where they shall consider the applicant and vote by secret ballot, if a majority of voting members approve the applicant, the Ambulance Squad shall then provide the applicant with a physical examination, performed at the Town Of Webb Professional Offices or the applicant may provide at their own expense a physical exam from a licensed physician in the State of New York. The Secretary shall then provide the applicant with guidelines that shall be followed by the physician. Physical exams from the Inlet Volunteer Hose Company are acceptable.



2/6/1995

**ARTICLE 4: PROSPECTIVE MEMBERSHIP CONTINUED**

**SECTION 2 REQUIREMENTS FOR  
PROSPECTIVE MEMBERS CONTINUED**

All prospective members will enter the organization as probationary members for at least a period of six (6) months.

1. Truck Lieutenants will submit in writing to the Squad Captain an evaluation form on each new driver. These will be submitted to the Membership Committee. The Squad Captain will then decide with the assistance of the Truck Lieutenants when a driver may drive unassisted. The Membership Committee has the authority to request an extension of the probationary period and to bring that motion to the membership
2. Emergency Medical Personnel will submit in writing to the squad Captain an evaluation form on each new or prospective Emergency Medical Technician. These will be submitted to the Membership Committee. The Squad Captain will then decide with the assistance of Advanced Life Support Personnel when EMT may take calls unassisted. The membership Committee has the authority to request an extension of the probationary period and to bring that motion to the membership.

**SECTION 3: RESPONSIBILITIES OF NEW MEMBERS:**

**A: Application for membership shall:**

1. Hand in their application
2. Have paid entrance dues of \$10.00
3. Interview with the Membership Committee

**B. If the application is voted in by the membership He/She shall:**

1. Provide the Ambulance Squad with a Physical examination as defined in Article 4 Section 2:
2. Sign for a copy of the Ambulance Bylaws
3. Be on Probation pending Article 5 Section 6:
4. To participate only in Emergency activities cleared by the Squad Captain

2/8/1995

**ARTICLE 5: MEMBERSHIP**

**SECTION 1: TYPES OF MEMBERS:**

Categories of membership shall be Active, Inactive, Probationary, and Honorary.

**SECTION 2: ACTIVE MEMBERS:**

The Ambulance Squad secretary will take roll at each regular meeting and will submit to the Membership Committee a report of attendance. The Membership Committee shall contact any member who misses four (4) consecutive meetings.

The Medical Records Personnel Officer will submit to the Membership Committee a report on Ambulance runs attended. The Membership Committee shall contact any member who is inactive during a six (6) month period. The Active Members shall attend mandatory in-service in both Infection Control and Hazardous Situations. The Active Members shall enjoy full privileges.

**SECTION 3 INACTIVE MEMBER:**

**SUB 1: A Member may request** to be put on the inactive roll for a period of six (6) months for, but not limited to: a member suffers some disability, a member suffering critical stress and needs time to recuperate, if a member requests maternity leave, if a member finds that His/Her certification expired, death in the family.

**SUB 2: The membership Committee may request** to the membership that a member be put on inactive roll as stated in Article 5 Section 2 and will continue to investigate the situation and interview the member and if after six (6) months either recommend (with an appropriate reason) to extend the inactive status or follow Article 5 Section 5 directing the member to either Honorary status, Permanent disability, or Dismissal.

Inactive members may vote, participate in drills and or Ambulance calls (if physical condition allows), but they may not hold Elected or Appointed Office or vote at the annual meeting, until returned to Active Status. If inactive members loses their membership they must reapply through the original channels.

2/13/1995

**ARTICLE 5: MEMBERSHIP**

**SECTION 4: PROBATIONARY MEMBERS**

All new members shall be on Probation for a period of six (6) months. The Membership Committee will work closely with each new member, appointing preceptors in introducing the new member to the service we provide. Preceptors will document the progress of the new member and file this documentation with the Records / Personnel Officer. Probationary members may actively participate in the emergency operations of the company, within the discretion of the Squad Captain and/or assigned preceptor. New members shall participate in the organizational aspect of the Squad, to attend meetings, vote, to attend drills and mandatory services. Probationary members may not hold Office, either Elected or Appointed, nor may they vote for Officers at the Annual Meeting.

**SECTION 5 HONORARY MEMBERS**

**TWENTY YEARS OF SERVICE** A member is eligible for the title of honorary member when He/She has actively served in Emergency Medical Services for twenty (20) years, when He/She no longer desires to maintain Active Status. He/She will be exempt from paying dues. Honorary members may enjoy all privileges of the company, except that He/She may not hold office, vote at elections, nor participate in emergency operations and drills of the company.

**SECTION 6: DISABILITY**

**SUB1: PERMANENT DISABILITY IN THE LINE OF DUTY:**

Any member who was permanently disabled, with note from His/Her physician in the course of performing a service to our company, and because of that injury can no longer maintain Active Status, shall be given the title of honorary member. He/She may enjoy all privileges of the company except that He/She shall not be able to hold Appointed or Elected Office, vote for election, participate in the emergency operations and drills of the company and shall be exempt for paying membership dues.

## **SECTION 6: DISABILITY CONTINUED**

### **SUB 2: PERMENANT DISABILITY:**

A member is eligible for the title of honorary member when, after His/Her Probationary Period, He/She cannot meet the Status of Active Member due to a PERMENANT DISABILITY. The member shall have a note from a licensed physician stating the disability and give said note to the Investigating Committee. The Investigating Committee shall review the note and members disability and decide if the member is eligible for Honorary Status or shall remain Active with restricted duties. If said member is eligible for Honorary Status He/She may enjoy all privileges of the Company, except that He/She shall not be able to hold Appointed or Elected Office, vote for election, participate in the emergency operations and drills of the Company. He/She shall maintain paying membership dues.

### **SUB 3: DISABILITY AND/OR WORKMAN COMPENSATION**

It shall be the responsibility of any member who applies for any workmen compensation and/or disability to notify the Squad Captain within twenty-four (24) as to the reason for the claim. The Squad Captain may limit His/Her duties as necessary.

### **SUB 4: PREGNANT MEMBERS**

Any Member that becomes pregnant shall have a letter from a physician stating the recommended limitation of EMS work. The letter shall be given to the Squad Captain, the Squad Captain shall set the restrictions of said Member. If the Member returns to the operational branch of the Company within eighteen (18) months, the Members status shall return to the same status held when she withdrew.

## **SETION 7: PHYSICAIL EXAMINATIONS**

All active and In-Active Members shall receive a physical examination by a physician that is designated by the membership according to OSHA guidelines. If a Member wants to provide a physical examination at their expense from a licensed physician in the State of New York the Secretary shall provide the applicant with guidelines that shall be followed by the Physician. If a decision is determined by the physician for addition testing, it is the individual's responsibility to follow up with their own Physician and be responsible for the cost thereof. Honorary Members are not required to have Physicals.

2/11/1995

**ARTICLE 6: ELECTION OF OFFICERS**

**SECTION 1: ELIGIBILITY FOR ELECTION**

No member shall be eligible to hold more than one elected office within the Inlet Volunteer Ambulance Squad. No member shall be eligible for elections to the office of Squad Captain or Assistant Captain without having served (3) years in the Active Branch of this Department.

**SECTION 2: ELECTION**

The elected Officers shall be elected at the annual meeting, which will be held on the first Monday of April at Six (6) O'Clock PM. Appointed Officers will be Appointed by the Squad Captain at the following regular meeting. All Officers, elected or appointed will hold office for one (1) year or to fulfill term if vacated. Only active members may vote for elected officers.

**SECTION 3: NOMINATING TO THE BALLOT:**

Nominations for candidacy shall be done by the Nominating Committee at the regular February meeting. Incumbent members shall have the first choice in running for the position held. Any member that desires to run for a position shall advise the nominating committee seven (7) days prior to the regular March meeting. The Nominating Committee may also solicit qualified members for elected positions. The Nominating Committee shall review each member running for a desired position to ensure that the candidate is qualified for that position and narrow the choices down to three (3) members. At the regular March meeting the Nominating Committee shall announce the candidates for each office. At the regular annual meeting the Secretary shall hand out a packet to all active members. The packages shall contain the ballots. Members may vote at that time. The nominating Committee shall then collect and count the ballots and announce the Officers. The Nominating Committee shall then turn the ballots over to the secretary of the Corporation, where they shall remain on file for one (1) year.

2/11/1995

**ARTICLE 7: DISCIPLINE**

**SECTION 1: SUSPENSION AND/OR DISMISSAL:**

**SUB 1: SUSPENSION OF MEMBERS:**

Any Officer on a scene of an emergency may temporarily suspend any member from that scene. A written incident report must be delivered to the Investigating Committee within twenty-four (24) hours. The Investigating Committee may suspend any member for a period of two (2) to six (6) months. The Investigating Committee shall meet with the Officer requesting the suspension and then with the member in question. The Investigating Committee will then meet and decide, if the member will be suspended, what length of time and to establish (if any) restrictions of duty, to include: responding to emergencies, meetings and/or drills. It shall be the duty of the Investigating Committee to notify the member of the outcome, in a conference with a written explanation of both the suspension time and restrictions. The Investigating Committee will notify the suspended member when His/Her suspension is cleared. The member will then become a Probationary Member for a period of one (1) year.

**SUB 2: DISMISSAL REQUEST FROM INVESTIGATING COMMITTEE**

If the Investigating Committee decides after exhausting all other avenues that a disciplined members situation warrants dismissal, the Committee shall report their findings to the membership at a regular meeting, with a motion of dismissal followed by a polled vote. The Investigating Committee shall notify the party in question in writing of the decision vote.

**SUB 3: DISMISSAL REQUEST FROM MEMBERSHIP COMMITTEE**

If the Membership Committee may after an Inactive member who remains Inactive, not directed to Honorary Status shall bring their findings to the entire membership with a motion of dismissal, followed by a polled vote. The Membership Committee shall notify the Party in question in writing of the decision vote.

2/13/1995

**ARTICLE 7 DISCIPLINE CONTINUED**

**SECTION 3: ALCOHOL/DRUGS**

**SUB:1 DRIVING:**

If any member believes that a member is driving a personnel vehicle and/or apparatus to and/or from an emergency call or drills under the influence of drugs or alcohol shall notify the Squad Captain and/or Charge EMT. The Squad Captain and/or Charge EMT will confront the member in question. If the Squad Captain and/or Charge EMT believe the member is under the influence He/She shall then refer the matter to law enforcement officials. The Squad Captain and/or Charge EMT shall notify the Investigating Committee in writing twenty-four (24) hours of the situation.

**SUB 2: OPERATING AT A SCENE OR DRILL**

If any member believes that a member is working at a scene or drill under the influence of drugs or alcohol shall notify the Squad Captain and/or Charge EMT. The Squad Captain and/or Charge EMT will confront the member in question. If the Squad Captain and/or Charge EMT believe the member is under the influence He/She shall dismiss the member in question from the scene and The Squad Captain and/or Charge EMT shall notify the Investigating Committee in writing twenty-four (24) hours of the situation.

**SUB 3: DEPARTMENT OF HELTH MADETORY REPORTING**

The Investigating Committee will decide if this incident meets the requirements for mandatory reporting to the New York State Department of Health.

**ARTICLE 8: AMENDMENTS TO THE BYLAWS**

No amendments shall be made to this constitution except at a regular monthly meeting. Notice of such amendments having been presented in writing at a preceding regular meeting, when a majority of the members present concur therein, the same shall be adopted.

## **ARTICLE 9: ADMINISTRATIVE POLICY**

### **SECTION 1: MEETINGS**

Regular monthly meetings shall be held at Seven Thirty (7:30) PM on the third (3<sup>rd</sup>) Thursday of every Month , except the annual meeting which shall be held on the first (1<sup>st</sup>) Monday of April at Six (6) O’Clock PM. The Chairperson shall run all regular monthly meetings except for the annual meeting. The annual meeting shall be run by the President of the Inlet Emergency Volunteer Services Corporation. The elections of Officers shall be held at the annual meeting. The President and the Chairperson(s) shall follow the guidelines of the publication “Roberts Rules Of Order”, except as specifically amended by this constitution and bylaws. The quorum for all meetings shall be Eight (8) active Members.

### **SECTION 2: POLICY DECISIONS**

All decisions on administrated policy including amendments to this Constitution and Bylaws shall be made by the Company in an open meeting.

All decisions on operational policy are ultimately the responsibility of the Captain, however the Company may participate in the decision of such policy at open meetings and may choose to proclaim policy guidelines and publish article 12 of this Constitution and Bylaws.

## **ARTICLE 10: EXPENCE**

### **SECTION 1: ENTRY FEES**

Entry Fees shall be in the amount of \$10.00 which shall accompany the application for membership. New Members shall pay this one time fee.

### **SECTION 2: DUES**

Each Member (unless otherwise specified) shall contribute \$5.00 per year as dues at the annual meeting.

### **SECTION 3: DEBTS**

No Member shall incur debt on behalf of the company without the approval of the Company in an open meeting. The Chairperson and/or Squad Captain can spend up to One Hundred (\$100.00) Dollars. In the case of an emergency the Chairperson and/or Squad Captain shall have the authority to correct the problem. The Supply Officer shall maintain replenish-able supplies as stated on the base-line inventory sheets.



2/12/1995

**ARTICLE 11: COMMITTEES:**

**SECTION 1: MEMBERSHIP COMMITTEE:**

**SUB 1: MEMBERSHIP COMMITTEE**

The Chairperson shall appoint a committee of three members, along with naming the foreperson of Membership Committee. The committee shall interview Prospective New Members, collect documentation, assign preceptors, follow up on Probationary Members, will be advised of unattached regular meetings, will be advised of unattended emergency calls, to decide on Active / Inactive Membership status, may request Inactive status on Members, provides copy of Bylaws to new members and report findings back to the membership in writing at the regular meeting.

**SUB 2: PRECEPTORS**

The Membership Committee shall appoint preceptors to new members. Preceptors shall be active members who are willing to work with new members in orientating them to the service we provide. EMS preceptors shall document that new members know where the equipment is located and how it functions, local protocols, communication skills, patient assessment skills, how to access advanced life support ect. Driver preceptors shall document that new members know where equipment is located and how it functions, vehicle operation, driving skills, local procedures, radio communication, ect. Documentation shall be handed over to the Membership Committee and reviewed with the Squad Captain, to ascertain that the new member is fully acclimated to the EMS system. Preceptors shall also make an effort to contact the new members when they are responding to an emergency call, to ensure exposure and confidence.

**SECTION 2: NOMINATING COMMITTEE**

The chairperson shall appoint Three (3) members to serve as the Nominating Committee. The Committee shall ensure that all members running for an elected position meet the minimum requirements for the position as defined in Article 3 of the Bylaws. The three (3) members shall announce the candidates at the regular meeting. No member of the Nominating Committee shall run for an elected office. If a member wishes to run in the elections He/She shall notify the Chairperson prior to the February meeting.

2/12/1995

**SECTION 3: INVESTIGATING COMMITTEE**

The Investigating Committee shall consist of the Chairperson, Vice Chairperson, Squad Captain, Assistant Squad Captain. The Investigating Committee shall meet with the Officer requesting the suspension and discuss the situation. The Committee shall then meet with the member in question and discuss the situation. The Committee shall then meet except for the Officer making allegations and discuss the situation. If the Committee feels the member in questions circumstances justifies a suspension, the Committee shall suspend the member in question and use their discretion to restrictions of the suspension. (i.e. responding to calls, attending meetings and drills ect.). The Committee shall then notify the member in writing of the suspension and restrictions. (The reason for the suspension may be withheld from the membership). If the Committee feels that the circumstances justifies dismissal from the Inlet Volunteer Ambulance Squad the Committee shall report their findings to the membership for a polled vote at the regular meeting. The Committee will then notify the Member as to the Outcome of Vote.

**SECTION 4: CONTINUING QUALITY IMPROVEMENT COMMITTEE**

The Committee will work toward providing within the Company an ongoing program to ensure quality care to all patients. They shall review the care rendered by the Ambulance Service as documented in the Pre-Hospital Care Reports (PCR's) and other materials. The Committee shall use information reviewed and recommended to the membership changes in policies and procedures, they shall notify the membership in writing in areas that are in need of improvement. They shall work with the Regional Medical Advisory Committee and cooperate with any needed information. All educational meetings are to be held in the strictest confidence.

**SECTION 5: ALL OTHER COMMITTEES**

The chairperson may at His/Her discretion appoint Committees as required in order to take care of any business of the Company.

2/12/1995

**SECTION 6: APPOINTMENT OF COMMITTEES**

**All Committees, except the Investigating Committee shall be appointed by the Chairperson for a one (1) year term, unless otherwise specified. The chairperson shall report to the membership at each regular meeting a progress report.**

**ARTICLE 12: SUGGESTED OPERATING PROCEDURES**

**ARTICLE 13: EFFECTIVE DATE**

**APRIL 3, 1995**

