

**WOODBURN COMMUNITY FIRE DEPARTMENT
BY-LAWS**



AS AMMENDED

January 2022

Mission Statement

The Woodburn Community Fire Department is organized to save lives, suppress and control fires, and provide other services such as rescue, emergency medical responses, fire education and other activities deemed by the department and Board of Directors as in the best interest of the department or the citizens of the community. The department is a 501c3 non-profit corporation operated in service to the community.

These By-laws are designed to cover the general functions of the Woodburn Community Fire Department.

CHAPTER I ORGANIZATION

SECTION I

The Woodburn Community Fire Department shall provide Fire Protection and Emergency Services in the Woodburn Fire District in Warren County, Ky., as a 501c3 non-profit corporation registered with the Commonwealth of Kentucky.

SECTION II

The direction and oversight of the Department shall be vested in the Board of Directors. The Board will consult with the Fire Chief on matters of general management and will have control over financial matters.

SECTION III

The Fire Department will maintain a force of active firefighters and fire officers sufficient to meet qualifications set by the Kentucky Fire Commission.

SECTION IV

The Department shall maintain the physical facilities, apparatus, and equipment assigned for fire and rescue emergencies.

CHAPTER II MEMBERSHIP TYPES AND QUALIFICATIONS

SECTION I Sustaining Members

- A. Sustaining Members of the department are those individuals, families, groups, businesses, or institutions who pay annual fees to the Department for fire protection services. Sustaining Members may attend the annual meeting of the Department and actively participate in items of discussion and vote in the election for members of the Board of Directors and changes to the By-Laws.
- B. Sustaining membership fees shall be collected per Warren County Fiscal Court Ordinance 04-23 and through other avenues as deemed appropriate by the Board.

SECTION II Active Members

- A. Active Members of the Department are those individuals who actively engage in firefighting and emergency operations of the Department. Active membership is open to any resident of the Woodburn Fire District or surrounding area, and who meets the following requirements:
 - 1. Must be at least 18 years of age.
 - 2. Must ~~have successfully completed the Department's probation procedure (90 days), be approved by a majority of the Active Members present at the time of application and have majority approval by the Board of Directors.~~ **complete the application process set in the Standard Operating Guidelines.**
 - 3. Must ~~have~~ successfully completed the minimum training requirements set forth by the Kentucky Community and Technical College System Fire/Rescue Training.

4. Must agree to work within the Standard Operating Guidelines.
 5. May not belong to another volunteer fire department.
 6. Applicants who live in surrounding areas, outside of the Woodburn FD district, may be allowed to apply for active membership with majority approval of the department and the Board of Directors and Active Members present at the time of application.
 7. Must agree to a background check.
- B. Active Members are entitled to participate in the monthly department meetings. Active membership status entitles the member to be issued protective clothing and to actively participate in the firefighting and other emergency activities of the Department. Line Officer ranks of the Department shall be open to active members only.
- C. Any Active Member who is under the extended care of a physician must so notify the Fire Chief of the Department who will then determine if and how the member's firefighting activities should be modified for the term of the care period. A copy of the firefighter's medical records can be requested if deemed necessary by the Fire Chief.

SECTION III Junior Members

- A. Junior membership is open to youths between 16 and 17 years of age. Junior Members must have written parental permission to engage in training activities with the Department and are not to respond to the scene of an incident.
- B. Junior Members are not allowed to install emergency warning equipment on personal vehicles.
- C. Junior Members shall adhere to the Department's Standard Operating Guidelines and regulations administered by the Kentucky Fire Commission.

SECTION IV Applications for Membership

- A. Applications for membership must be made in writing on the form provided to each applicant. Completed applications will be submitted to the Fire Chief(s) and then approved by the active membership and the Board of Directors- personnel committee, which will conduct a background check, reference check and applicant interview. The committee will make a recommendation to the active membership.
- B. Applications for membership to those individuals not living inside the Woodburn Fire District can be made. The Fire Chief(s) personnel committee will review this application and conduct an interview. After this is performed the completed application will be submitted to the active membership and the Board of Directors for final approval.
- C. Fire Chief(s), upon acceptance of the application, will meet the applicant and officially establish the effective date of probation. Applicants agree to abide by the Standard Operating Guidelines.

- D. ~~During probation, the Fire Chief will perform a background check and any other investigation deemed necessary on the character and qualifications of the applicant, and will report the findings to the Department and Board of Directors prior to completion of the probation.~~
- E. ~~The probation period shall consist of three months (90 days) following official acceptance of the application, unless extended by the Fire Chief(s) or waived upon presentation of evidence that the applicant is currently a Kentucky Certified Fire Fighter.~~
- F. ~~The probationer shall not be permitted to ride in the Department's apparatus on emergency calls until granted written permission by the Fire Chief(s).~~
- G. ~~During the probation period the applicant must show progress in training hours toward the completion of Level 1 certification. This requirement is to be reviewed by the Chief and chief officers on a case by case basis.~~
- H. ~~During the probationary period the probationer may be suspended either temporarily or permanently by the Chief, with majority approval of the Board of Directors, based on substantiated information received that is deemed detrimental to the department or due to any behavior that is deemed unacceptable.~~
- J. ~~Probation time shall count in computing years of service.~~

NO PERSONS SHALL BE DISCRIMINATED AGAINST AS TO TYPE OF MEMBERSHIP AS SET FORTH HEREIN BASED UPON RACE, CREED, GENDER, OR AGE.

**CHAPTER III
BOARD OF DIRECTORS**

SECTION I Board composition, member qualifications

- A. Membership status of members elected to the Board of Directors shall be that of Member of the Board. ~~No more than two active firefighters may serve as Directors at any time.~~ The Board will consist of seven (7) members elected by the Sustaining Membership and two (2) firefighter representatives elected by the Active Membership.
- B. Members of the Board shall have the privilege of engaging in the social and recreational activities of the Department and are encouraged to attend the monthly meetings and drills. Members of the Board may engage in firefighting activities only if training is current and with the approval of the Fire Chief(s).
- C. The Board shall be composed of ~~nine (9)~~ seven (7) Community Members and two (2) firefighter representatives. Community Members of the Board of Directors shall be:
 1. Residents of, or property owners in, the Woodburn Fire District
 2. At least 25 years of age
 3. Sustaining Members in good standing

- D. A quorum of the Board of Directors will consist of a minimum of five (5) Members.
- E. **Community** Directors shall each serve a term of two (2) years with ~~five (5)~~ **four (4)** Directors being elected one year and ~~four (4)~~ **three (3)** Directors being elected alternate years. Should a Director be unable to complete his/her term, the Board of Directors, by a simple majority vote, appoint a person to complete that term as long as that person meets the qualifications.
- F. ~~Directors will be elected at the Annual Meeting of the Sustaining Members. A majority vote of the Sustaining Members present shall be required to elect a Director.~~ **Community Directors will be elected at the Annual Meeting of the Sustaining Members. Candidates that receive a majority or plurality of votes of the Sustaining Members present shall be elected Directors.**
- G. ~~During the departmental meeting prior to the Annual Meeting, Active Firefighters will nominate one representative annually to be placed on the slate to serve a two-year term as a Director. To be eligible, the nominee must be an active member in good standing. Should a departmental representative be unable to fulfill his/her term, the Active Firefighters will nominate to the board a replacement to serve the remainder of the unexpired term.~~ **Firefighter representatives, which must be active members in good standing, will be elected by a majority of the active members present during the monthly meeting prior to the Annual Meeting. Each term will be two (2) years with representatives being elected in alternating years. Should a firefighter representative be unable to complete his/her term, a replacement will be elected by the active membership.**

SECTION II Board officers

- A. The Board of Directors will elect by majority vote from its membership a Chair, Vice-Chair, Secretary, and Treasurer. Election of board officers will be at the first board meeting after the annual meeting. The term for all officers will be one year.
1. Chair—Shall preside at all Board of Directors meetings and the Annual Meeting of Sustaining Members. The Chair will appoint any special committees deemed necessary by the Board. The Chair will be the Chief Executive of the Department. All items not under the specific or implied authority of any other Department officer shall be referred to the Chair for action. In the absence of the Chair, the Vice-Chair will act in place.
 2. Vice-Chair—Shall preside at Board meetings in the absence of, or at the request of, the Chair.
 3. Secretary—Shall be elected by and from the Board and shall answer all correspondence and report the Board's actions to the Department at monthly meetings. The Secretary shall be responsible for reporting all department actions to the Board and shall perform all other duties attendant to the office. The Secretary may appoint a Line Officer to serve as a recording secretary to record minutes of the monthly and annual meetings.
 4. Treasurer—Shall receive and disburse all monies from the Department's funds upon approval of the Board and shall provide a record of disbursements and financial reports at monthly Board meetings and the Annual Meeting of

Sustaining Members. The Treasurer shall sign all checks and perform all other duties pertaining to the office and shall deposit all monies. The treasurer shall be bonded either by the department or by Warren Fiscal Court. The Treasurer shall work with the Board of Directors and the Fire Chief(s) to complete an annual budget and present the budget at the annual meeting. Should the Board engage with an accounting firm to handle routine accounting duties, the Treasurer will be the liaison between the Board and the firm.

CHAPTER IV MEETINGS

SECTION I Annual Meeting

- A. The Department shall hold an Annual Meeting of Sustaining Members during January of each year (date to be set by the Board of Directors).
- B. The agenda for this meeting will be:
 - 1. Report of the Board of Directors
 - 2. Report of the Secretary
 - 3. Report of the Treasurer
 - 4. Report of the Fire Chief
 - 6. Election of Board Members
- C. Meetings will be conducted using Robert's Rules of Order.
- D. Sustaining Members will be required to complete a sign-in sheet, including address, to vote in any business at the Annual Meeting.

SECTION II Monthly Board meeting

- A. The Board of Directors shall conduct a monthly meeting on the third Tuesday of each month, or as determined by the Chair with the consent of the Board of Directors. Business at this meeting will concern the overall operation and finances of the department.
- B. Directors shall refrain from voting in personnel actions that directly affect immediate family members.
- C. The Fire Chief or the Chief's designated representative will attend, but not vote at, all sessions of the Board, except executive sessions, and will execute all orders of the Board per KRS 75.160.

SECTION III Monthly departmental meeting—Will be held at a Fire Station monthly on a date and time scheduled by the Fire Chief and Line Officers.

CHAPTER V TRAINING

Monthly Training

- A. The Department should conduct at least one training session per month. The date and time of the drill will be discussed and set during the monthly meetings and/or notification will be made by pager announcements and/or schedules to be available at the station at the beginning of each month.
- B. Firefighters may attend training conducted at other departments, regional or state fire schools, or may complete some training online. Fire fighters are responsible for providing appropriate documentation to the training officer or chief.
- C. Firefighters will complete a minimum number of training hours, as determined by the officers, in house to promote teamwork and to ensure all members are familiar with WFD equipment and personnel.

**CHAPTER VI
OFFICERS, QUALIFICATION, TERMS OF OFFICE**

SECTION I Line Officers

- 1. Line officers–The Order of descending rank of line officers shall be Fire Chief, Deputy Chief, Assistant Chief(s), Captain(s), Lieutenant(s). However, this is not to indicate that all duties, responsibilities, authority, and privileges designated to the Fire Chief, Deputy Chief, Assistant Chief and Captain(s) shall automatically fall upon the remaining fire fighters in the absence of the Fire Chief, Deputy Chief, Assistant Chief and Captain(s).
- 2. Officer Training–Line officers should acquire a minimum of thirty (30) hours of training per year, and, Line officers are encouraged to complete and hold certificates in essential management areas:
 - a. Managing Company Tactical Operations -- Decision making
 - b. Commanding Initial Response
 - c. Incident Command System
 - d. Hazardous Materials Operations
 - e. Minimum of CPR
- 3. Fire Chief–Shall act as a firefighting officer and administrator for the day-to-day operations of the Department. The Fire Chief shall be elected by 3/4-majority vote of the Active Members of the Department at the December monthly meeting in odd numbered years, to assume office January 1 following the election. The term of office shall be two years. The requirements for Fire Chief are:
 - a. Shall have been an Active Member for the year prior to assuming office
 - b. Must have a minimum of five years experience with an organized fire department, two years as a member of the Woodburn Fire Department
 - c. Must be 25 years of age or older
 - d. Must reside within the Department’s district
 - e. Must maintain Active Membership status during the term of office

- f. Must be at least a Level 2 certified Kentucky firefighter

The Fire Chief shall have the authority to appoint and recall the following line officers: Deputy Chief, Assistant Chief(s), Captain(s) and Lieutenant(s). The Board of Directors should be advised of appointments and recalls. The Fire Chief shall have full command of the personnel, equipment, and properties of the Department subject to the provisions of the By-laws. The Fire Chief shall be an ex-officio member of all committees and the Board of Directors.

The Fire Chief shall have the authority to suspend or place on probation an Active Member until such time when the Chief and Line Officers can meet to discuss the suspension or probation. The Chief and Line Officers will then make their recommendations in writing to the Board of Directors. It shall take a 3/4-majority vote of the Board members present for termination.

In the event the Fire Chief is removed, resigns, or is otherwise incapable of continuing to serve in that role, the Board of Directors will appoint an interim chief for a period not to exceed 90 days until the Board has the opportunity to schedule a special election. The interim appointment will cease upon the election of a new Chief at the special election. The new Chief will complete the remainder of the unexpired term.

- 4. Deputy Chief–May be appointed by the Fire Chief and approved by the Board of Directors. The Deputy Chief shall meet the following requirements:
 - a. Shall have been an active member for the year prior to assuming office
 - b. Must have a minimum of four years experience with an organized fire department, two years as a member of the Woodburn Department
 - c. Must be at least 25 years of age
 - d. Must reside within the Department’s district
 - e. Must maintain Active Membership status during the term of office
 - f. Must be at least a Level 2 certified Kentucky firefighter

The Deputy Chief shall act as an assistant to the Fire Chief having such authority and duties as designated by the Fire Chief, act as fire fighting officer, and shall assume the duties of the Fire Chief at such times determined by the Fire Chief or Board of Directors.

- 5. Assistant Chief(s)–Shall be appointed by the Fire Chief and approved by the Board of Directors. The Assistant Chief(s) shall meet the following requirements:
 - a. Shall have been an active member for the year prior to assuming office
 - b. Must have a minimum of four years experience with an organized fire department, two years as a member of the Woodburn Department
 - c. Must be at least 25-years of age

- d. Must reside within the Department's district
- e. Must maintain active membership status during the term of office
- f. Must be at least a Level 2 certified Kentucky firefighter

The Assistant Chief(s) shall act as an assistant to the Fire Chief and/or Deputy Chief(s) and having such authority and duties as designated by the Fire Chief, act as fire fighting officer(s), and shall assume the duties of the Deputy Chief(s) and/or Fire Chief at such times determined by the Fire Chief or a majority vote of the Board of Directors.

CHAPTER VII STANDARD OPERATING GUIDELINES

- 1. A document of Standard Operating Guidelines shall be developed and maintained by the Fire Department.
- 2. The Chief and Line Officers will be responsible for maintaining the Standard Operating Guidelines.
- 3. The Standard Operating Guidelines will define standards and operational activities of the Fire Department.
- 4. The Standard Operating Guidelines will be dated upon each revision and will be effective with a 2/3 majority approval vote by the Board of Directors. The SOGs can be revised at any time by the Chief. The Chief must obtain a 2/3 majority vote of the Line Officers prior to submission to the board for approval.

CHAPTER VIII NON-MEMBER RESPONSES

Non-Member emergency responses are those occasions when a non-Sustaining member, individual, business, or institution and/or a Sustaining member who has failed to renew membership within a sixty-day (60) grace period requires the services of the Woodburn Fire Department. The cost of each non-member response will be determined annually by the Board of Directors.

CONCLUSIONS

The By-laws may be amended by a 3/4-majority vote of Sustaining Members present at the annual meeting or a duly called special meeting.

A By-law change or amendment may not be voted upon unless the change is advertised to the Sustaining Membership at least fourteen (14) days prior to the annual meeting of the Woodburn Fire Department or notice of a specially called meeting. The requirement for such notice may be satisfied by the Board of Directors, meaning that a notice be listed in the local newspaper, sent by mail, posted on the departmental website or by other means.

Any eligible member may, at any time, submit in writing to the Board of Directors a suggested amendment or change to the duly adopted By-Laws.