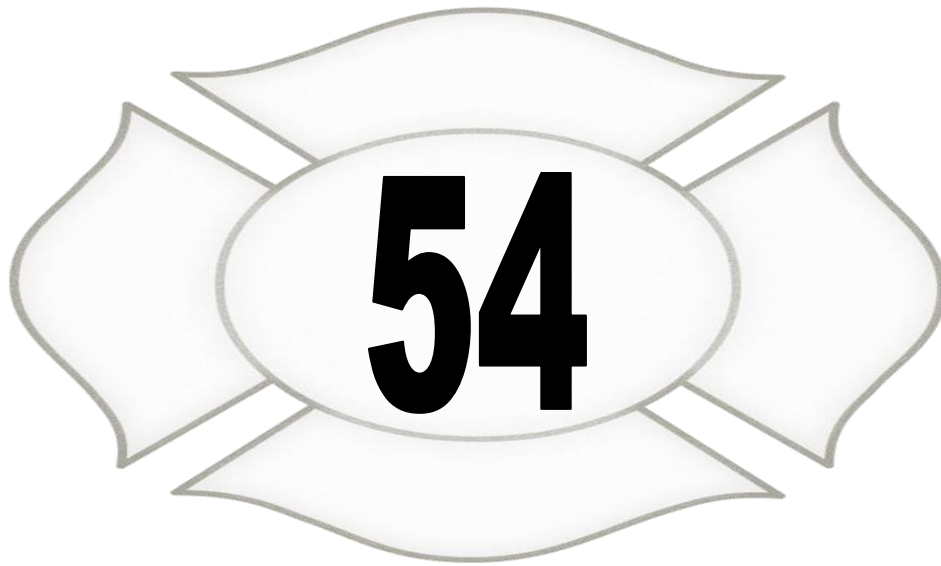


FOUNTAIN FIRE DEPARTMENT

THE DESIRE TO SERVE, THE COURAGE TO ACT,
THE ABILITY TO PERFORM



FOUNTAINFIRE54@GMAIL.COM
(252) 749 5321 · FAX (252) 749 1900
3642 South Lynch Street. · P. O. Box 37
Fountain, NC 27829

Table of Contents

BY-LAWS

- I. Membership
- II. Definition
- III. Application for Membership
- IV. Affiliate Membership
- V. Meetings
- VI. Training Requirements
- VII. Election of Officers
- IX. Duties of Officers
- X. General Rules and Regulations
- XI. Benefits
- XII. Station Rules
- XIII. Standard Operating Guidelines
- XIV. Amendments

STANDARD OPERATING GUIDELINES

- New Members
- Officers
- Officer Selection
- Apparatus Drivers/Operators
- Apparatus Response
- Personal Protective Equipment
- Scene Procedures
- Accountability System
- Training
- Bomb Threats
- Adverse Weather

BY- LAWS

I. MEMBERSHIP

The membership of the department shall consist of as many members as the Fountain Rural Fire Association approve.

II. DEFINITION

- A. Chief Officers shall mean the Chief and two Assistant Chiefs
- B. Executive Committee shall mean all the Officers of the Fountain Fire Department.
- C. Finance committee shall be the Chief and Assistant Chiefs and the Secretary/Treasurer.
- D. The officer with the most time in that rank shall be the senior officer; the second officer in time shall be second in command; the third officer in time shall be third in command; the fourth officer in time shall be fourth in command.

III. APPLICATION FOR MEMBERSHIP

- A. All applications for membership shall be read at the second Monday night meeting by the Secretary. The applicant will be at the meeting the night the application is read. The application will be turned over to the Executive Committee for investigation. The Chief shall report back to the department no later than sixty-three (63) days with the Executive Committee's recommendation. The applicant must receive greater than 50% of the votes from the members present at the meeting.
- B. The Fountain Fire Department reserves the right to require any applicant to have a physical by the Fire Department's doctor and pass the physical. Physical must be completed prior to the first vote by the department. The department will pay for the physical. The physical shall include a drug screening.
- C. All new members must live within a seven (7) mile radius of the Fountain Fire Department Station.
- D. Fair and equal consideration will be given to all applicants, without regards to sex, race, color, national origin, political affiliation or religious belief.
- E. Applicant coming from another department will be considered on the same basis as any other new applicant including prior, service training.
- F. Applicant shall be voted in the department on six (6) month probation (with no voting privileges); at the end of six (6) months the Executive Committee will review the applicants' record and make a recommendation to the Department. If the applicant is

given a favorable recommendation by the Executive Committee, the Department shall be asked to vote the applicant in the Department as a regular member with full privileges of the Membership.

- G. Applicants shall be eighteen (18) years old or older
- H. All applicants shall be notified of their acceptance and have all required forms completed within ten (10) working days. Failure to do so will disqualify them from membership in the department.
- I. Applicants must have a valid driver's license.

IV. AFFILIATE MEMBERSHIP

- A. Applicant must meet all membership requirements set forth in section III with the exception of C.
- B. Applicant must meet all membership requirements set forth in Standard Operating Guidelines.

V. MEETINGS

- A. Regular meetings of the department shall be the second, third and fourth Monday night at 7:00 P.M. or other hour specified.
- B. Second Monday night will be for business/training, Third Monday night will be for Pumper/Driver Operator training and Fourth Monday night will be for training.
- C. Officer Meeting will be held on First Monday of each Month.
- D. Special meetings may be called by the Chief, Assistant Chief or Officer in charge at any time by sounding the pagers and announce what the meeting is about. As much advance notice as possible will be given.
- E. More than fifty (50%) percent of the members shall be present before any business can be conducted at any meeting.

VI. TRAINING REQUIREMENTS

- A. All members shall complete NIMS 100, 200, 700 & 800 within twenty-four (24) months of joining the Fountain Fire Department.
- B. All members shall complete a minimum of thirty-six (36) hours of training each year. The Chief and Secretary will review all attendance records quarterly and make a report of all delinquent members to the Executive Committee. The Executive Committee will make a recommendation to the department for action on such delinquency.
- C. A minimum of twenty-four (24) hours of training must be in-house training.

- D. Leave of absence may be granted by the Chief for reasons acceptable to him/her. The leave of absence will be reported to the department at the next meeting. All such members will return all property belonging to the department within fifteen (15) working days of receipt of such notice, the Chief Officers will take appropriate action to recover any property not returned on time.
- E. All members dismissed from the department shall be notified by certified mail. All such members will return all property belonging to the department within fifteen (15) working days of receipt of such notice, the Chief Officers will take appropriate action to recover any property not returned on time.

VII. ELECTION OF OFFICERS

- A. During the first meeting in December, Chief Officers and Secretary shall be elected by secret ballot and each officer will be elected separately.
- B. Line Officers will be selected by the Chief Officers.
- C. The selection of Officers will have to be approved by the Board of Directors.
- D. All officers shall be elected for One (1) year except the Firemen's Relief Fund Board of Trustees; they shall be elected for two (2) years staggered terms.
- E. All committees shall be appointed by the Chief Officers.
- F. If an officer dies or resigns from office, the Executive Committee shall appoint a member of the department to fill the vacancy.

VIII. POWER TO EXCUSE

- A. The officer in charge may excuse any member from a meeting.
- B. The officer in charge may excuse any member for a drill after the member reports to the drill and asks to be excused.
- C. Any member may be excused from a fire by any officer and receive credit for a fire call.

IX. DUTIES OF OFFICERS

- A. Chief
 - 1. To carry out the duties assigned by the North Carolina General Statutes, Fountain Rural Fire Association Board of Directors and Town of Fountain Board of Commissioners.
 - 2. It shall be the duties of the Chief to see that all hose are thoroughly washed and dried after use at fires and drills, that no wet or dirty hose is placed on the apparatus, and that all apparatus and equipment are properly cleaned and in place.

3. He shall keep all records required by the Fountain Rural Fire Association Board of Directors and Town of Fountain Board of Commissioners. He will be responsible for all equipment and the fire station.
- B. Assistant Chief
1. The Fountain Fire Department will elect two Assistant Chiefs.
- C. Captains
1. The Chief Officers can appoint up to two Captains.
- D. Lieutenant
1. The Chief Officers can appoint up to four Lieutenants.
- E. Drivers
1. In the absence of all the officers, the Driver shall appoint someone to take command.
- F. Secretary
1. The Fountain Fire Department will elect a Secretary.
 2. It shall be the duty of the Secretary to keep minutes of all meetings, fires and keep a roster of the names and addresses of all members.
 3. It shall be the duty of the Secretary to assist the Chief with keeping roster updated with County Fire Marshal and North Carolina State Firemen's Association.
- G. Chaplin
1. Will be appointed by the Chief Officers. And available to all members.
 2. Chaplin will not be required to be a member of the Fountain Fire Department.
- F. All records shall be kept in the fire department in a safe place.
- I. The Chief may assign other duties to any and all Officers, if necessary.

X. GENERAL RULES AND REGULATIONS

- A. It shall be the duty of the members of the department to respond to all alarms promptly and carry out all orders of the officer in charge.
- B. Members shall upon arriving at the scene of an emergency report to the staging area. They shall hold themselves in readiness to do what may be required of them and all members shall assist in the work of the department whether it may be their assigned duties or not.
- C. Prompt, quiet obedience must be given to orders from officers and disputation cannot be allowed.

- D. A civil demeanor will always be preserved toward nonmembers of the department; no orders will be taken from them.
- E. All reckless destruction of property shall be avoided and members must remember that it is their duty to protect life and property.
- F. No person shall be allowed to ride the apparatus except members of the department and they must be seated in appropriate seats. Or without approval from the Fire Chief or Incident Commander.
- G. No member shall appear at meeting or on duty in a state of intoxication, or under the influence of drugs, or shall be guilty of using insulting, indecent or improper language, or use conduct unbecoming to a person of good standing. For such improper conduct, he will be disciplined.
- H. Each member of the department shall be held personally responsible for all department equipment in their possession.
- I. The fire department will not sponsor anything unless the matter is brought up at a business meeting and approved.
- J. The executive officers may require drug testing in accordance with the policy so established by the Fountain Fire Department.
- K. Pictures and/or video taken at any fire call shall only be used for training or documentation purposes and shall not be posted on any social media. If a firefighter places any such picture or video on any social media, they shall be suspended from all Fountain Fire Department activities for 30 days. A second offense shall result in dismissal from the Fountain Fire Department.

XI. BENEFITS

- A. A member after five (5) years of service can be elected an honorary member, pay his/her insurance if hurt or disabled. After twenty (20) years of service a member can be elected an honorary member and his insurance will be paid by the department.
- B. All members of the department shall agree in writing that any funds paid into the North Carolina Fire and Rescue Pension Fund by the Fountain Rural Fire Association for said members retirement, shall be returned to the Fountain Rural Fire Association if member does not complete 20 years of service in the Fountain Fire Department or another department which the member has transferred after leaving active membership in the Fountain Fire Department.

1. Member shall have until January 15 of the following year, to provide proof of membership to another Fire Department.

XII. STATION RULES

- A. No drugs, alcoholic beverages, profanity or gambling.
- B. No loitering of unauthorized persons.
- C. No unauthorized use of or tampering with equipment. (Trucks or other Fire Equipment)
- D. No property of the Fountain Fire Department is to leave the Fire Station without permission of a Chief Officer, EMS Captain, or General Membership Vote. (All property will have to be signed for if allowed to leave.)
- E. The use of VCR, DVD, Computer, TV and other teaching equipment to be used by members only.
- F. No unauthorized use of meeting room or office.
- G. Combination or keys to the Fire Department Buildings shall not be given to any organization or person(s) outside the Fountain Fire Department without permission of a Chief Officer.
- H. Any person using the station is responsible for cleaning the station, afterwards.
- I. All trash is to be cleaned up after meetings, trainings, and calls.
- J. No items shall be posted in the Fire Station without prior approval of a Chief Officer.
- K. Use of tobacco products allowed only in the Engine Bays. No butts or spit to be left on floor.
- L. Use of Fountain Fire Department property shall be checked out by a Chief Officer.

XIII. STANDARD OPERATING GUIDELINES

- A. Standard Operating Guidelines will be comprised to run the Fountain Fire Department.
- B. Standard Operating Guidelines can be altered at any time by the Executive Committee with a majority approving. And all changes shall be presented to the General Membership at the next Business Meeting, and will take effect that date.
- C. All members will be provided a copy of the Standard Operating Guidelines upon joining and when amendments are made.

XIV. AMENDMENTS

- A. Proposals to amend the By-Laws may be submitted in writing at any business meeting where a quorum is present. A special committee shall be appointed by the Executive Committee to study the amendments. The committee will make a recommendation to the department at the next business meeting.
- B. A two-thirds (2/3) affirmative vote, at a meeting where notice of the proposed amendments has been properly given to all members and a quorum is present, shall be necessary to amend or alter the By-Laws.
- C. Such amendments, if approved by the department, shall take effect upon approval by the Board of Directors.

XV. APPROVAL

These By-Laws were approved by the Fountain Fire Department General Membership in a regular meeting, the _____ day of _____ 2014.

Secretary

Fire Chief

These By-Laws were approved by the Fountain Rural Fire Association Board of Directors in a regular meeting, the _____ day of _____ 2014.

Secretary

President

Standard Operating Guidelines

New Members

- All persons wishing to join the Fountain Fire Department shall turn an application in on the second Monday night of the month, at the general business meeting. The application will sit open for discussion for a month, at the following months' business meeting the applicant will be voted on. It will be the Chiefs responsibility to notify the applicant if they were voted on by the general membership.
- If the applicant is voted on they will be placed on a six (6) month probationary period. During the probationary period the member shall:
 - Attend as many as possible trainings, meetings, and calls
 - Not have voting rights on department business
 - Not be permitted to operate apparatus
 - Begin rookie school, either in Pitt County or Edgecombe County. (If member has already completed rookie school, it is their responsibility to give proper documentation to training officer)
- All new members will be required to wear a "STOP SIGN" sticker, to distinguish them from appropriately trained firefighter. The sticker will be worn until the Chief deems the firefighter to be adequately trained in the NFPA 1403 Standards (current version) or probationary period is complete whichever is longer.

Officers

- In order to become an officer on Fountain Fire Department, a member shall:
 - Have meet all NFPA 1403 requirements
 - Chief 101 and at least one National Fire Academy Officer Level Class
 - Be checked off to operate all apparatus
- Officers will be distinguished on scenes by different helmet color.
 - Line Officers (Lieutenants and Captains) shall wear a red helmet
 - Chief Officers (Chief and Assistant Chiefs) shall wear a white helmet.
- Officers shall attend Officers Meeting each month.
- Officers will be required to have twelve (12) hours of officer training annually.
- An Assistant Chief will be responsible for NFIRS Reporting.

- A Captain will Chair the Training Committee, and be responsible for ensuring Training Records are properly kept.

Officer Selection

- Will be based on attendance at Fire Calls and Department Functions
- Leadership abilities
- Dedication to bettering of the Fountain Fire Department
- Initiative to take responsibilities and task

Apparatus Drivers/Operators

- All members wanting to become Driver/Operators shall inform an Officer, in order to begin training. Any officer may conduct training on the Fountain Fire Department apparatus. The new driver must complete a training of sixty (60) hours on the trucks before being released, and must be checked off by a Chief Officer.
 - At the Chiefs discretion a member with a minimum of twenty (20) hours of training will be allowed to operate apparatus under special circumstances.
- After becoming a Driver/Operator you must maintain a minimum of twelve (12) hours annually of training on the trucks.
- Driver/Operators will be IC on all responses until a higher ranking officer arrives on the scene.
- When responding mutual aid, the first responding unit shall request where IC wishes for Fountain Fire Department to stage apparatus.
- Driver/Operators for the Fountain Fire Department shall be at least twenty-one (21) years of age.
- Seat Beat must be worn at all times in apparatus.
- Driver/Operators will be responsible for Scene Accountability.

Apparatus

- When responding to fire calls all trucks should run warning lights and sirens, unless otherwise instructed by Incident Command.
- It shall be the Driver/Operators to responsible for all equipment on apparatus.
- All traffic laws shall be adhered to.
- Calls in our District
 - Fires

- 5403 shall respond as first out truck on ALL calls.
 - 5401 shall be second out truck.
 - 5406 shall be third out truck.
 - If additional tanker is requested 5402 shall respond.
- Motor Vehicle Collisions
 - 5403 shall respond as first out truck on ALL calls.
 - 5406 shall be second out truck.
 - 5401 shall be third out truck.
- Mutual Aid within Pitt County
 - 5401 shall be first out truck.
 - 5406 shall be second out truck.
 - When arriving on scene ask IC where they want you.
- Edgecombe County
 - When responding in Edgecombe County, the Driver needs to check en route with Pitt County then contact Edgecombe County and advise them you are en route. Along with arriving on scene and giving a condition report. If additional units are required, make initial request with Edgecombe County.
 - 5403 shall be first out on all calls
 - 5401 shall be the second out truck
 - 5406 shall be third out truck

Personal Protective Equipment

- All firefighters gear should be inspected annually by a Chief Officer.
- All firefighters shall be properly trained in the use of their PPE.
- PPE shall be used whenever there are any of the follow conditions:
 - Smoke
 - Oxygen Deficiency
 - Toxic Gases
 - Elevated Temperatures
- All firefighters shall don full Personal Protective Equipment before entering a structure fire. This shall include:
 - Bunker Pants
 - Turnout Coat

- Nomex Hood
- Gloves
- Self-Contained Breathing Apparatus (SCBA)
- Helmet
- PASS Device
- After using a SCBA it will be the firefighters responsibility to ensure:
 - Tank is fully pressurized and working properly
 - Unit is cleaned, including face piece
 - All straps are fully extended
- All firefighters with personal face pieces are responsible for their care and shall insure they are in working condition.
- Personal Alert Safety System (PASS) Device should be attached to all SCBA. The firefighter should always check the device when donning the SCBA. The device should always be turned on when entering hazardous environment and remain on until out of hazardous environment.

Scene Procedures

- Highest ranking officer will be IC, if no officer is on scene the first out truck will be IC.
- All firefighters shall give accountability tags to Pump Operator or Staging Officer upon arrival on scene.
- **House Fires** – If participating in fire suppression, firefighters shall be wearing full PPE. If not participating in suppression activities firefighters shall wear either Turnout Coat or High-Visibility vest/coat.
- **Car Fires** – If participating in fire suppression, firefighters shall be wearing full PPE. If not participating in suppression activities firefighters shall wear either Turnout Coat or High-Visibility vest/coat.
- **Motor Vehicle Collisions** – All firefighters shall have on High-Visibility vest or coat. If a pin-in occurs, all firefighters participating in the extrication shall have on Bunker Pants, Turnout Coat, Gloves, Helmet, and Safety Glass. IC will appoint an officer to be in charge of extrication.
- **No firefighter shall leave the scene without first checking with IC.**

Accountability Tags

- Each firefighter will be issued two accountability tags when they receive their gear. One tag will be on helmet, the other tag inside pocket of gear.
- Each apparatus will have an 'Accountability Ring' on it for responding members to place Accountability Tag on. It shall be located near the pump panel. And is the responsibility of the Apparatus Operator to serve as Accountability Officer initially.
- Upon arrival on scene Firefighters shall place Accountability Tag on the First-In Engine of the Primary Responding Department.

Training

- All firefighters will be required to complete at least thirty-six (36) hours of training annually
 - Any member not having completed thirty-six (36) hours of training will be automatically removed from Fountain Fire Department Roster.
- Of the thirty-six (36) hours a minimum of twenty-four (24) must be hands-on training.
- A member can bring hours over from other sources, as long as a Chief Officer approves it.
- All members will be required to attain six (6) hours annually of Haz-Mat Training.
- All members are required to participate at Training Meetings; if members don't participate they will not receive training hours.
- If a member leaves early they will only receive credit for hours they are present.
- **All members shall be approved by the Chief before participating in Fire Suppressions activities.**
- Refer to "New Members" section for New Member training requirements
- Refer to "Officers" section for Officer training requirements
- Refer to "Apparatus Drivers/Operator" section for Driver/Operators training requirements.

Bomb Threats

- The Pitt County 911 Center will dispatch the Fountain Fire Department, if there is a bomb threat and will give location.

- Once a unit checks on scene, all radios will be shut off. There will be no radio traffic once on scene from trucks or personnel.
- All apparatus shall park in a position approximately 500 feet from the building. All members will report to first in apparatus.
- The Fire Officer in charge, Law Enforcement, and a representative of the location will make decisions with regards to evacuation and search.
- Cell Phones should be left in vehicle.

Adverse Weather

- The Chief Officers will have the power to decide to enact this policy, during but not limited to: hurricanes, tornados, snow storms, and ice storms. The Chief Officer will advise Pitt County 911 Center and Emergency Management.
- The Pitt County 911 Center will dispatch the Fountain Fire Department, to advise all members that the Adverse Weather Policy is in effect.
- All members wishing to respond to calls will report to the station to stand by.
- On MVC, Service Calls, and Fire Alarms in our district an Chief Officer will respond to assess the severity of the incident and make a decision on need for additional resources.
- On Structure Fires in our district a pumper will respond. At least one member will stand by at the station with a tanker.
- Mutual Aid Fire Alarms, a tanker will check on with Pitt County 911 Center advising them you are standing by at the station awaiting Incident Command to give a condition report.
- Mutual Aid Structure Fire, one tanker will respond to the call.
- Required manpower will be at the discretion of the Chief Officer.

These Standard Operating Guidelines were approved by the Executive Committee of the Fountain Fire Department in a regular meeting, the _____ day of _____ 2014.

Secretary

Fire Chief