

Underhill – Jericho Fire Department Inc.

Underhill Vermont



DEPARTMENT BYLAWS

As last officially amended March 12, 2019

Article 1 Purpose

1.1 The Underhill-Jericho Fire Department, Inc. is organized with the intention of saving lives and protecting property to the best of its ability in the towns of Underhill and Jericho and the vicinity in the event of fire or extreme emergency and to better educate firefighters in the Department.

This Department is formed as a non-profit corporation and shall be known as the Underhill- Jericho Fire Department, Inc.

Article 2 Intoxicating Beverages

2.1 The use of intoxicating beverages or drugs shall be prohibited within the fire station, on Fire Department premises or in the line of duty. The sociable use of intoxicating beverages shall be permitted during Fire Department functions held off Fire Department premises except to the operators of Fire Department vehicles and on the vehicles themselves.

Article 3 Membership

3.1 The membership shall be maintained at thirty- three (33) Firefighters, four (4) Fire Police, Fire Medics, Radio Operators, a Dispatcher, Fire Specialists, and eleven (11) Auxiliary. The membership shall consist of those associated with the Underhill-Jericho Fire Department as of the date of these Bylaws and any others, duly elected by a majority of those present and voting at any properly warned meeting of said Underhill-Jericho Fire Department Inc.

3.2 Members sixteen (16) or seventeen (17) years of age shall comprise of no more than four firefighter positions in the department

3.3 Any person sixteen (16) or seventeen (17) years of age of good character who has the ability to pass a physical examination given by a designated physician, at the expense of the Department, within thirty (30) days after acceptance to apprenticeship shall be eligible for membership in the Department, with written permission from their parent or guardian. They must maintain an average of C or better in high school. Each applicant age sixteen (16) or seventeen (17) years of age will serve in learning and training capacity only. The duties

and responsibilities do not include interior structural firefighting, operation of Department apparatus or any hazardous or life-threatening situations determined by the Officer in Charge.

Any Person from the age of eighteen (18) of good character who has the ability to pass a physical examination given by a designated physician, at the expense of the department within thirty (30) days after acceptance to apprenticeship shall be eligible for membership in the department as an active firefighter.

3.4 Auxiliary membership may include any person sixteen (16) years of age or older and that has an immediate relationship (i.e.: husband, wife, boyfriend, girlfriend, son, daughter, father, mother, etc.) to a member of the Underhill-Jericho Fire Department or a member of the community of Underhill or Jericho that has demonstrated a dedication to the Underhill-Jericho Fire Department.

3.5 Auxiliary members are bound to follow the by-laws and SOG's of the Underhill-Jericho Fire Department as it pertains to their job assignments. Auxiliary members shall be encouraged to attend the first two (2) classes of the apprentice training program.

3.6 To maintain the ability and readiness of all active members, the Officers may request any or all members to have a physical examination at the expense of the Department, by a designated Physician.

Should a member refuse or fail such examination said member will be given written notice and said member then may resign from active service.

3.7 Should said member fail to resign and turn in all active service equipment, then it is the responsibility of the Officers to immediately remove said person from active service in the best interest of those concerned so as to continue providing the highest level of safety and performance of the Department.

3.8 The duties and responsibilities for the position of active firefighter include but are not limited to interior structural firefighting, operations of all Department firefighting equipment and front line participation in any hazardous or life threatening situation.

3.9 All positions except for Fire Specialist and Auxiliary include "RED LIGHT PERMIT" privileges, which may be revoked by the Chief, or any Officer at the direction of the Chief for vehicle operation deemed unacceptable.

3.10 Any member leaving town for more than seven (7) days shall report such absence to the Chief of the Department in writing prior to leaving. Any member who is sick or incapacitated shall notify the Chief of such condition as soon as possible in writing. Any member returning from being incapacitated must provide a statement from their doctor that they are physically fit for Fire Department duties. Vacancies may be filled temporarily.

3.11 Upon dismissal notification shall be given to deliver all property belonging to the Department to the Chief or Clerk at once. Any person being dismissed from the Department may not reapply for membership for a minimum of two (2) years after vote of dismissal.

3.12 Any member who leaves the Department under their own will may reapply for membership.

The Officers will determine the time frame in which they will be able to reapply. The person will go through the screening process so the Membership Committee can determine the stage in which the individual will start the apprenticeship program if needed.

3.13 Once an active female member of this Department becomes pregnant, she shall notify the Chief and immediately take a leave of absence from active duty.

She will remain on inactive duty until the completion of her pregnancy and until her Doctor gives written permission for her to return to active duty. She may however, attend meetings on a regular basis if she so desires or she may assist the dispatcher if the need arises.

3.14 Every member shall have a number or title and be worked by said number or title at fires and drills.

3.15 All names of active members will be on an active list at the station. Upon leaving the Department their names will be placed on the honor roll list, which will also be posted at the

station, noting dates of service and highest office served.

Requirement to Become a Permanent Member

3.16 Applicants shall submit their request for membership in writing on forms provided by the Department. Each application for membership shall be presented to the Membership Committee.

3.17 The Committee will then set up a time to meet with the applicant for a screening. At the next business meeting or prior convenient opportunity, following a report by the Membership Committee, a vote will be taken by the membership of the Department for approval of the applicant to apprentice membership.

3.18 Upon approval of the applicant or applicants by the members of the Department, they will be they will begin a twelve (12) month probation and will be known as an apprentice member.

3.19 Apprentice members will be notified when the next apprenticeship course will begin.

3.20 Each apprentice member will complete an apprenticeship program set up by the Underhill - Jericho Fire Department. This training period will last for approximately 1 full year once it commences. During this time, all apprentice members will remain under the direct supervision of the Membership Committee.

3.21 At any given time during the apprentice period the Membership Committee may bring forth any issues or concerns regarding apprentice members to the membership. This can result in a vote by the membership to immediately dismiss the apprentice member. As stated earlier in this article, any person receiving a vote of dismissal may not reapply for membership for a minimum of two (2) years. Apprentice members receiving a vote of dismissal shall immediately return all property belonging to the UJFD to the Membership Committee.

3.22 The first half of this probationary period, called the "Basic Apprenticeship Phase", is a highly structured program during which new apprentice members will be briefed with the

history and organization of the UJFD, issued bunker gear and other proper safety equipment, and taught the basic purpose and utilization of the department's apparatus and equipment. This training shall be coordinated and/or conducted by Membership Committee members. It is crucial for apprentice members to maintain consistent attendance at these training sessions.

3.23 Apprentice members must provide a minimum of 24-hour advanced notice to the Membership Committee of any absences during the Basic Apprenticeship Phase. It is also the responsibility of the apprentice member to promptly schedule and complete a make up session with a membership Committee member for any missed trainings during the Basic Apprenticeship Phase. More than 2 missed training sessions during the Basic Apprenticeship phase may warrant a suspension, and the apprentice member may then have to wait to complete their training with the next basic apprentice class.

3.24 During the second half of the probationary period, called the "Advanced Apprenticeship Phase", apprentice members will train with the UJFD membership and must meet all attendance requirements described in the Underhill-Jericho Fire Department Standard Operating Guidelines under "Requirements for Attendance".

3.25 An apprentice member will not be allowed to vote on Department issues during their probationary period.

3.26 Apprentice members will be given a performance review by the Membership Committee roughly every 3 months during their probationary period. These reviews may be presented to the Chiefs at their monthly meetings and to the membership prior to voting on the apprentice member for full membership.

A performance review will be given at the 3-month period and 6-month period prior to the permanent membership vote. Both reviews will be presented to the Officers at their monthly meeting.

3.27 Once the apprentice member has successfully completed all requirements of the probation period, a Department vote will be taken for permanent membership at the next

business meeting. Apprentice members eligible for permanent membership will be instructed not to attend this meeting. Final approval will be decided by a majority vote of Department members at this business meeting, and with a favorable vote they will receive badges and their dress uniforms.

If an unfavorable vote is taken, the apprentice member shall return property belonging to the Fire Department to the Membership Committee at once. Any apprentice member not receiving a favorable vote by the Department may not reapply for membership for a minimum of one (1) year.

Article 4 Special Memberships Honorary Member

4.1 Honorary membership shall be presented to any non-member in recognition of an outstanding contribution to the Underhill-Jericho Fire Department.

4.2 Honorary membership may be conferred at any regular meeting or annual meeting by a majority vote of the members present.

4.3 Those elected to honorary membership prior to May 1987 shall receive when present at meetings and fires the same pays and voting privileges as active members of the Department.

4.4 A plaque shall be presented to honorary members at the Annual Banquet or a special event as voted by Underhill - Jericho Fire Department members. A plaque with the person name, date, and general description of recognition/outstanding contribution will be kept up to date by the Awards Committee and will be displayed at the fire station.

Service Member

4.5 Service membership shall be awarded to all members having a minimum of one (1) year and a maximum of five (5) years as an active member. Their names will be placed upon a plaque showing name; date joined, and dates leaving active membership.

Associate Membership

4.6 Associate membership will be awarded to all members leaving active membership having served five (5) to twenty-five (25) years or serving as an Officer. An associate member may not attend fires as a firefighter and will not be issued fire fighting gear or a pager.

4.7 They will be issued two (2) complimentary Bar-B-Q tickets. A plaque will be presented to an associate member at the Annual Banquet or a special event voted by the membership.

4.8 Associate members' name tags will be color coordinated and will show name, highest rank and date they joined Underhill-Jericho Fire Department and the date they left active membership. The plaque will be kept up-to-date by the Clerk of the Department and will hang on the fire station wall.

Life Membership

4.9 Life membership will be awarded to all present and future Underhill Jericho Fire Department members, which serve a minimum of twenty-five (25) years as an active member.

4.10 Upon serving twenty-five (25) years, the member will be presented a life membership plaque, life membership badge, and will receive for the rest of their life two (2) free tickets to the annual chicken Bar B - Q and two (2) free meals at the Annual Banquet.

4.11 The names of all life members will be engraved on a gold nametag and shall include their name, highest rank and date joined, as well as the date they left active membership.

4.12 While an active member, a life member may serve as any active member does, which includes holding any office and serving on committees.

4.13 When a life member leaves active service, they may not attend fires as a firefighter, will not be issued firefighting gear or a pager.

4.14 A life membership plaque will hang on the wall of the fire station and will be kept up-to-date by the Clerk. Life members will be presented a plaque and badge at the Annual

Banquet or other time at the discretion of the Chief.

Honorary Chief Duties of an Honorary Chief

4.15 An Honorary Chief having served the Department for ten (10) years or more as its Chief and wishing to remain active will when called upon give his advice at:

1. Officers meetings
2. General meetings
3. Committee meetings
4. Fires
5. Drills

4.16 They shall have only a tie-breaking vote if current on issues unless at a general meeting where he/she will have the same power as a regular member.

4.17 The Honorary Chief shall be governed by the by-laws of the Department, however, he/she will not serve as a committee member whereby limiting the participation of the regular membership.

4.18 The Honorary Chief shall guide his/her followers to the best of his/her knowledge for a smooth transition of change of Officers, with past situations of the Department, involving but not limited to town government, land, trucks, buildings, personnel and training.

The Honorary Chief's uniform shall be one of distinction to show pride and leadership qualities for his/her years of service.

- Dress:
 - Hat: White/Gold Badge (Honorary Chief)
 - Gold Band
 - Shirt: White/Gold Badge (Honorary Chief)
 - Gold Arm Braid
 - Tie: Black
 - Pants: Navy Blue
 - Socks: Navy Blue (not furnished)
 - Shoes: Black
- School/Meeting or other:
 - Same as above
- Fire:
 - Helmet: White/Shield (Honorary Chief)
 - Coat: White "Honorary Chief" lettering
 - Boots: Standard
 - Bunker Pants: Optional (not furnished)
 - Radio: Optional at the discretion of the Officers.

Article 5 Memorials

Bob King Memorial

5.1 Membership in the Bob King Memorial will be voted by a majority of the members present at any regular meeting. The following qualifications are required:

- Death while an active member of the department, or
- Death after serving five (5) years of faithful service to the Department.

5.2 A plaque will hang on the wall of the fire station with the names of those Department personnel and the year in which they died. The Clerk will keep the plaque current.

UJFD Memorial Garden

5.3 The UJFD Memorial Garden, located at the Northeast corner of the UJFD property in Underhill, was established in 2008 in order to have a place where members can honor those active members serving the UJFD who have passed away.

5.4 Past and future members who meet the below described criteria will be memorialized by the placement of an engraved granite paver with the member's name, highest rank, and dates of service to the UJFD.

5.5 A serving member is as defined in these by laws and includes all current and future Life Members.

5.6 Examples which describe eligibility for the Memorial Garden:

- (a) A member dies in the line of duty
- (b) A member has been active for 5 years, develops a terminal illness, is unable to continue as an active member and dies at a later date from this illness
- (c) A member, having served a minimum of 25 years is a Life Member whether or not they were an active member at the time of their death, will be memorialized in the Memorial Garden.

5.7 At a date determined to be agreeable to both the deceased members' family and the UJFD, a memorial service will be conducted by

the membership of the UJFD. At this service, the family will be presented with the engraved granite paver and the family will then assist the UJFD to place the granite paper in the walkway of the Memorial Garden

5.8 The Awards Committee shall maintain a list of Life Members who are eligible to have a paver placed in the Memorial Garden upon their passing. The Awards Committee shall also be responsible for bringing forth to the membership individuals who qualify for a paver under the other allowable situations when necessary.

Article 6 Equipment

6.1 Fire fighting equipment owned by the Department will not be rented and will be housed at the fire stations, except for the equipment issued to the members of the Fire Department.

6.2 The member may keep in his/her possession the equipment issued to him/her by the Department. If the equipment in possession of the member is lost or damaged through his/her negligence, then the Officers shall determine to what extent, if any, the member shall be responsible.

6.3 Any equipment loaned will be at the discretion of 2/3 majority of the Chiefs. Equipment to be sold or given away will be voted on at any regular meeting.

Article 7 Duties of the Members

7.1 Every member, upon notification of an alarm, shall report to the fire station until notified by the dispatcher "all trucks are on the road". Members shall then report to the fire scene unless directed otherwise by the Officer in Charge.

7.2 Personal and Fire Department issued gear will be kept clean and serviceable and will be inspected annually by the Safety Committee.

7.3 Every member should maintain a high level of fire fighting proficiency through regular participation at Department drills and are encouraged to participate in at least six (6) hours of training per year at approved courses in addition to the requirements of the Underhill-Jericho Fire Department.

Article 8 Officers and Offices of the Department

8.1 The Line Officers of this Department shall be:

- Chief
- First Assistant Chief
- Second Assistant Chief
- Captains (two)
- Lieutenants (two)

8.2 The Administrative Offices of this Department shall be:

- Moderator
- Clerk
- Treasurer

8.3 The order of elections for Administrative Offices and Line Offices are the following:

- Moderator
- Clerk
- Chief
- First and Second Assistant Chiefs
- Captains
- Lieutenants
- Treasurer

8.4 The Officers and Offices will be elected at the annual meeting with the following exceptions:

- Chief elected every two (2) years
- Treasurer elected every two (2) years

8.5 It shall require a majority of the voters present and voting for election of the above Officers and Offices. No person shall hold more than one Line Office or one Administrative Office.

8.6 Any candidate for a Line Office must have three (3) years firefighting experience with the Underhill- Jericho Fire Department or a similar Department and have completed a basic firefighting course approved by a majority of the Officers of the Department.

8.7 All Officers and Offices will be nominated a minimum of thirty (30) days prior to an

election. Each member shall receive a notice as to the persons and the offices for each election at least ten (10) days prior.

Nominations may be in writing, signed by a minimum of 10% of the Underhill-Jericho Fire Department members, or may come from the floor at a meeting (business) prior to thirty (30) days.

8.8 Any person nominated can be nominated for a lower position without thirty- (30) day's prior notice.

Office of Chief

8.8 The Chief shall be charged with the responsibility to extinguish fire and be responsible for overall training of the Department. The Chief shall have overall command of the Department when on duty.

8.9 The Chief shall be elected for a two- (2) year term and must have served as either First Assistant Chief or Second Assistant Chief prior to becoming Chief.

8.10 The Chief shall see that a suitable place is provided for meetings and for the proper use of the Department, and shall call regular and special meetings of the Department for drills and business, or when requested in writing by three (3) members.

8.11 Any chief who has served in that capacity continuously for ten (10) years will automatically be promoted to Honorary Chief, at the end of 10 years, and will retain said title.

Office of First Assistant Chief

8.12 It shall be the responsibility of the First Assistant Chief to perform the duties of the Chief in his/her absence, to aid the Chief in locating the cause of the fire, to plan the attack to extinguish the fire and to investigate and be responsible for water supply

Office of Second Assistant Chief

8.13 It shall be the responsibility of the Second Assistant Chief to perform the duties of the Chief or First Assistant Chief in their absence.

He/she is also responsible for the readiness of an appointed truck, care and cleaning of the truck, training firefighters on the truck and taking charge of the truck at fires when practical.

Office of Captain

8.14 It shall be the responsibility of the Captains to perform the duties of a higher-ranking Officer in their absence.

Each Captain is also responsible for an appointed truck, care and cleaning of the truck, training firefighters on the truck and taking charge of the truck at fires when practical.

Office of Lieutenant

8.15 It shall be the responsibility of the Lieutenants to perform the duties of a higher-ranking Officer in their absence.

Each Lieutenant is also responsible for an appointed truck, care and cleaning of the truck, training firefighters on the truck and taking charge of the truck at fires when practical.

Office of Clerk

8.16 The Clerk shall notify the members of all special meetings in such a manner provided herein, shall act as secretary of Tuesday night meetings with the exception of the officers & Chiefs meetings. And shall keep an accurate record of all such proceedings and shall furnish each member with a copy of these by-laws.

The Clerk shall also act as Clerk of the Corporation. The Clerk shall keep a roster of the members, fires, meetings and drills they attend.

Office of Moderator

8.17 The Moderator shall preside over all meetings using Robert's Rules of Order, latest edition, to govern procedure.

The usual course of business at meetings unless otherwise voted shall be:

- Call to order by the Moderator, or if absent, by the next highest ranking Officer
- Call of roll by the Clerk and the reading of the minutes of the last meeting
- Officers' Reports Committee Reports

- Standing Committees Special Orders
- Election of Officers, (if any are to be elected)
- Unfinished or old business from previous meetings
- New Business
- Adjournment

Office of Treasurer

8.18 The Treasurer will have charge of all operating funds of the Department. The Treasurer shall keep an accurate account of all income and all expenses and attend Officer's Meetings.

Office of Auditors

8.19 The Auditors shall examine all accounts of the Department at least once a year and at such times as requested by the Chief or as they at their own discretion deem advisable.

8.20 If said accounts are correct, they shall approve the same and in case of discrepancy, they shall immediately report it to the Chief of the Department at the next regular meeting for appropriate action.

8.21 There will be three (3) Auditors, one elected each year for a three (3) year term.

Office of Auxiliary Sergeants

8.22 Auxiliary Leadership shall consist of two (2) Sergeants. The Sergeants will act as the liaisons between the Auxiliary and the Department and will oversee the Auxiliary activities. The Sergeants will be appointed by the officers for a two (2) year term.

Article 9 Meetings and Drills

9.1 The Clerk at 7:00 p.m. sharp will take attendance. Members must be present and stay until dismissed by the Officer in Charge. Members will receive attendance credit and pay unless so noted by the Officer in Charge

9.2 Department training drills shall take place on Tuesdays and shall be scheduled each month as follows, unless otherwise announced at the previous meeting:

- First Tuesday of the Month = Maintenance

Night, Training Meeting and Chief's Meeting

- Second, Third and Fourth Tuesday of the Month = Department Training
- Fifth Tuesday of the Month = Business Meeting

9.3 At the start of (7:00PM) each of the Maintenance and or Training nights we will start with, attendance, announcements and any department business that needs to be attended to.

9.4 The second Tuesday of January will be designated as the Annual Business meeting. Due warning shall be mailed to each active member at least ten (10) days prior to the meeting.

Article 10 Definition of a Quorum

10.1 A majority of those members present and voting shall be a quorum and shall be enough to carry a motion unless otherwise provided by the Bylaws or the Law of the State of Vermont.

Article 11 Voting

11.1 Each member in good standing shall be entitled to one vote in all proceedings of the Department. Any full time firefighter employed by the department shall be entitled to one vote in all proceedings of the Department.

The Chiefs, Clerk and Moderator present at that meeting will determine good standing. Their decision will be based on but not limited to the person's ability to attend drills, meetings, alarms, and actual attendance, as well as their knowledge of the vote in question.

11.2 Voting on money issues will be done by ballot and any other issues requested will also be done by ballot.

11.3 The following guidelines will be used when electing Officers and Administrative positions:

Majority vote is required for election – greater than 50% of members present, who are authorized to vote.

When more than 2 candidates have been nominated for the position of Officer, and a majority vote for the first Officer position is not

achieved, a second vote will be taken. The candidate(s) with the lowest vote count will be temporarily excused.

If a majority vote is not achieved on the second vote, a third vote will take place. If there are more than 2 candidates still remaining, the candidate with the lowest vote count will be temporarily excused.

Voting will continue until two candidates are remaining if a majority vote is not achieved between the two remaining candidates after two consecutive votes, the Fire Chief, First Assistant Chief and Second Assistant Chief will vote to elect an Officer.

Once the first Officer position is filled, voting will continue to fill the second Officer position using the format described above with the remaining candidates.

Example: 28 members present and eligible to vote, majority vote required to win election will be 15 votes minimum.

Candidate X – received 8 votes
Candidate Y – received 10 votes
Candidate Z – received 10 votes

Second vote is taken. Candidate X will be temporarily excused

Candidate Y – received 14 votes
Candidate Z – received 14 votes

No majority vote achieved, and a third vote will be taken.

Candidate Y – receives 13 votes
Candidate Z – receives 14 votes

No majority vote achieved, Fire Chief, First Assistant Chief and Second Assistant Chief vote to elect an Officer.

Candidate Y – receives 1 vote
Candidate Z – receives 2 votes

Article 12 Pay/Stipend

12.1 Each member will receive \$25.00 for each meeting or drill attended.

12.2 Each member will be paid for responding to incidents as follows:

- a) Members will be paid \$11.00 per hour for a minimum of 1 hour.
- b) Fire Police will be paid an additional 10% per hour above the membership rate for a minimum of 1 hour.
- c) Lieutenants will be paid a salary of \$500.00 per year in addition to his/her hourly pay.
- d) Captains will be paid a salary of \$750.00 per year in addition to his/her hourly pay.
- e) The 2nd Assistant Chief will be paid a salary of \$850.00 per year in addition to his/her hourly pay.
- f) The 1st Assistant Chief will be paid a salary of \$1,050.00 per year in addition to his/her hourly pay.
- g) The Chief will be paid a salary of \$1,650.00 per year in addition to his/her hourly pay.
- h) The Clerk will be paid a salary of \$385.00 per year in addition to his/her hourly pay.
- i) The Treasurer will be paid a salary of \$1,150.00 per year in addition to his/her hourly pay.

12.3 This amount will be paid quarterly; less any deduction owed to the Department. Deductions from pay for purchases will not exceed the current dollar amount of any member's pay unless approved in writing by a majority of the Officers.

12.4 This pay scale is intended to provide a stipend for volunteer members and as a reward for their service. It is not intended to create an employer- employee relationship. It is not intended to be depended upon as a matter of economic reality by any member. This pay scale shall not apply to any employees of the UJFD.

Article 13 Purchases

13.1 Any purchases pertaining to the Fire Department, other than regular maintenance and budget items shall be voted upon by a majority of the members present at any meeting.

13.2 Any or all purchases over \$2,000.00 will be put out for quotations, with a minimum of two requests from qualified vendors.

Article 14 Accounts payable

14.1 The Officers will okay the paying of all budget accounts at their monthly meeting.

14.2 Yearly budget will be discussed and must be voted by a majority of the members at any regular meeting.

14.3 At the discretion of the Treasurer, bills may be paid before the regular Officer's meeting if said payment is necessary to receive a discount.

14.4 A regular monthly bill such as utilities or insurance, which requires prior payment to regularly scheduled Officer's meeting, may be paid to avoid penalty or cancellation of said service.

Article 15 Vacancies

15.1 If a vacancy occurs in the office of the Chief, the highest-ranking Assistant Chief shall assume the duties and title of Chief.

15.2 If a vacancy occurs in the office of First Assistant Chief, the Second Assistant Chief shall assume the duties and title of First Assistant Chief.

15.3 If a vacancy occurs in the office of Second Assistant Chief, one of the Captains shall be elected to that position as per Article 8.

15.4 If a vacancy occurs in the office of Captain, one of the Lieutenants shall be elected to that position as per Article 8.

15.5 If a vacancy occurs in the office of Lieutenant, a qualified member shall be elected to that position as per Article 8.

Article 16 Amendment of the By-laws

16.1 Any member wishing to amend the by-laws of this Department must present in writing the proposed amendment to the by-law Committee.

16.2 That Committee will work with the person or persons submitting the proposed changes.

16.3 The by-laws shall be amended by a 2/3-majority vote of the members present at the annual meeting, or at a monthly meeting. A ten (10) day prior written notice of change to all members will be mailed or hand delivered by the Clerk.

Article 17 Underhill-Jericho Fire Department “Member of the Year Awards”

17.1 The Firefighter, Fire Officer and Support Specialist of the year awards shall be presented annually by the Underhill-Jericho Fire Department Awards Committee.

Eligibility for each award will be determined based on a person’s service in the following positions over the course of the award year:

- A. Firefighter of the Year: All Active Firefighters, not including Fire Officers listed below.
- B. Fire Officer: Chief, 1st Ass. Chief, 2nd Asst. Chief, Captain and Lieutenant
- C. Support Specialist of the Year: Auxiliary, Dispatcher, Fire Police, Specialist and Life Members that are no longer Active in another position.

17.2 The Committee shall consist of at least two (2) life members and the Chief. If there are not two (2) life members available for this committee, then two (2) members can be appointed by a majority vote of the Officers of the Department.

This committee shall be formed at the first business meeting after the annual meeting.

17.3 All voting members will be given a nomination ballot at the bi-monthly business meeting at which time each member can nominate a Firefighter, Fire Officer and Support Specialist based upon information and performance for the previous month, the ballots will be collected by a member of the Awards Committee and will be tallied by the Awards Committee six (6) weeks prior to the annual Awards Banquet.

17.4 The Awards Committee shall have chosen the winning nominees and have had

the plaques engraved prior to the Awards Banquet. The Chief shall present the awards to the winners at the Awards Banquet dinner and honorable mention shall be made for all those who were nominated.

17.5 Any member on the Committee who is eligible for an award is not allowed to tally votes for the award that he/she is eligible for.

17.6 Underhill-Jericho Fire Department of the Year award winners' names shall be submitted annually to the Vermont State Firefighter's Association by the Awards Committee for consideration of each respective award. In the event the UJFD of the Year award winner has already received said award from the VSFA then the Runner Up may be nominated for said award if the awards committee deems the runner-up worthy of the nomination.

17.7 The members who the department nominates for the VSFA Firefighter; Fire Officer; and Support Specialist of the Year Award will receive a FREE two nights lodging and two tickets to the VSFA banquet as encouragement to be present at the Vermont State Fire Fighter's Annual Conference and is encouraged to attend the Annual VSFA banquet, where the winners for the State of Vermont are announced. All expenses with the exception of the two nights' lodging and the banquet tickets will be the responsibility of the nominee.

Article 18 Safety Committee

18.1 The Safety Committee shall consist of Three (3) members, one elected each year for a Three (3) year term.

18.2 It will, at the discretion of the Chief, document the Department's safety policies including guidelines pertaining to fire response, fire scene activities, and utilization of personal protective equipment.

18.3 It shall maintain an awareness of regulations pertaining to firefighter safety and will also be responsible for implementing a firefighter safety education program for the Department

Article 19 By-law Committee

19.1 The by-law Committee shall consist of three (3) members.

19.2 The duties of the by-law Committee shall be to have good understanding of the by-laws and to work with any member wishing to amend the by-laws.

19.3 There will be three (3) members of the Bylaw Committee; one elected each year for a three- (3) year term.

Article 20 Definitions

20.1 Majority: The number greater than half the total members present and voting will be a majority

20.2 Written Notice: Any time that warning is required by these bylaws to be sent to all department members. Any method that can be assured to have been sent to all members is acceptable. This includes but is not limited to electronic mail.

Article 21: UJFD Policies

21.1 Rules and procedures regarding the business and operation of the UJFD not addressed in these bylaws shall be known as the UJFD Policies.

Department Policies shall be in full force and effect to the extent not in conflict with these bylaws. In the event of conflict between the Policies and Bylaws, the Bylaws shall control.

21.2 The Officers shall be responsible for keeping a record of the Department Policies and making them available to Department members.

21.3 Policies may be created, revised, amended or revoked only by approval of both a majority of the Officers, and by a majority of members present and voting at a Department Business Meeting in accordance with Article 11. Written notice of a change in policy must be given to all members at least (5) days before a business meeting where that change is under consideration.

UJFD Bylaw Amendment Log

<i>Date of Amendment</i>	<i>Article</i>	<i>Summary of change</i>	<i>Proposed by</i>
3/12/2019	17.3	Corrected wording regarding the timing of nominations for Department Awards	Randy H. Clark
3/12/2019	12.1-12.2	Provided a pay increase for all volunteer positions	Mat Champlin
3/12/2019	20.1-20.2	1. Allowed definitions within the bylaws to be kept in one article 2. Added definition for Written Warnings to allow warnings to be given by other means than US mail	Bylaw Committee
3/12/2019	21.1-21.3	Created and set parameters for a UJFD Policy document	Bylaw Committee