

*Eldorado-Brookview
Fire Department*



*Rhodesdale, Maryland
2019*

CONSTITUTION

ARTICLE 1

NAME

Section 1. This company shall be known by the name, style and title of the Eldorado-Brookview Volunteer Fire Company, Inc. of Dorchester County and be composed of person as now or may hereafter elected, members under such regulations as shall be adopted for that purpose. Its objective as stated in the articles of incorporation filed with the Maryland Secretary of State shall be the preservation and protection of life and property from and during such Fire, EMS, Rescue and other emergencies as may occur in the town of Eldorado-Brookview Vol. Fire Company and its surrounding areas. All applications for membership into the Eldorado-Brookview Vol. Fire Company must be accompanied by five dollars.

Section 2. Effective January 1, 1991, the ladies Auxiliary will join the Eldorado-Brookview Vol. Fire Company Inc. All dues paying members of the Auxiliary will become members of the fire company. All members of the Auxiliary as of this date will not have to comply with Article IX, however they cannot hold a line office or be active on the fire ground until they do comply, but will be considered an active member. Any ladies Auxiliary member that is 65 years or older will be considered as a lifetime member.

ELDORAO-BROOKVIEW
VOLUNTEER FIRE COMPANY, INC.
CONSTITUTION & BY-LAWS
ADOPTED NOVEMBER 3, 1947
REVISED JANUARY 1, 1994
REVISED JANUARY 1, 1999
REVISED JUNE 1, 2003
REVISED DECEMBER 11, 2006
REVISED DECEMBER 10, 2007
REVISED DECEMBER 13, 2010
REVISED OCTOBER 27, 2014
REVISED SEPTEMBER 14, 2015
REVISED OCTOBER 24, 2016
REVISED FEBRUARY 27, 2017
REVISED JULY 8, 2019

ARTICLE II

OFFICERS AND ELECTIONS

Section 1. The operations of officers and the company shall be the Chief, 1st Assistant Chief, 2nd Assistant Chief, 3rd Assistant Chief, 2 Captains, Safety Officer, Chief Engineer and two Assistant Engineers, and EMS Capt.

Section 2. The administrative officers of the company shall be the President, Vice President, Secretary, Treasurer, Chaplain, and four Directors.

Section 3. The President, Vice President, Secretary, Treasurer, Chaplain, EMS Captain, Chief and four Directors who shall be elected by a majority of the active and life members present, and shall serve a one year term which shall run with the calendar year.

Section 4. The Chief shall appoint his Chiefs and Assistant as well as his Engineers, captains and Safety Officer. Chief may fill all positions if he deems necessary.

Section 5. No member shall be eligible for administration or line office unless they are an active voting member for at least (1) year immediately prior to

Section 6. A line officer is defined as Chief, 1st Assistant Chief, 2nd Assistant Chief, 3rd Assistant Chief, 2 Captains, EMS Captain, Lieutenant and Safety Officer.

RECOMMENDED MINIMUM STANDARDS

All Line Chief's must live within 7.5 miles of the station.

CHIEF

Must have (3 years of full active service, Maryland Certification of Firefighter I and Firefighter 2.

1st, 2nd, 3rd ASSISTANT CHIEFS

Must have (2 years of full active service, Maryland Certification of Firefighter 1.

CAPTAINS

Must have completed Maryland Certification of Firefighter 1.

LIEUTENANT

Must have completed Maryland Certification of Firefighter 1.

SAFETY OFFICER

Must have completed Maryland Certification of Firefighter 1 and Firefighter 2.

EMS CAPTAIN

Must be at least an EMT-B

CHIEF ENGINEER

Must have (2) years of full active service prior to being appointed for Chief Engineer. It shall be the duty of the Chief Engineer to report to the Chief, He/she shall maintain the apparatus and equipment of the company in good condition and working order.

RECOMMENDED MINIMUM STANDARDS FOR ADMINISTRATION OFFICERS PRESIDENT

Must have (2) year of full active service and held an elected office prior to running for President.

VICE PRESIDENT

Must have (1) year of full active service prior to running for Vice President.

EXECUTIVE SECRETARY

Must have (1) year of full active service prior to running for Executive Secretary.

TREASURER

Must have (1) year of full active service prior to running for Treasurer.

BOARD OF DIRECTORS

Must have (1) year of full active service prior to running for the position of Board of Directors.

ANY DEVIATION FROM THE RECOMMENDED MINIMUM STANDARDS FOR ADMINISTRATION OFFICERS MUST BE APPROVED BY THE BOARD OF DIRECTORS.

ARTICLE III

DUTIES OF OPERATION OFFICERS

Section 1. It shall be the duty of the Chief to take command at all emergencies, appoint drivers, maintain statistics on all alarms, supervise preliminary investigations of suspicious alarms, maintain the apparatus and equipment of company in good condition and working order, and enforce the fire prevention codes of the state and county.

Section 2. It shall be the duty of the 1st, 2nd and 3rd Assistant Chief to act in the absence of the chief, to serve as the company training officers, and to develop pre-incident plans for all commercial and multi-family occupancies within the initial response area.

Section 3. It shall be the duty of the Chief to assign the duties of the Captains.

Section 4. It shall be the duty of the Assistant Chiefs to see that the apparatus and equipment are in good working order and condition and to complete the incident reports for each alarm to which the company responds.

Section 5. It shall be the duty of the Chief Engineer to see that all equipment is kept clean and in excellent working order. The Chief Engineer will report to the Chief any equipment that must be out of service or any equipment that is unsafe.

Section 6. It shall be the duty of the Safety Officer to develop and implement a safety program for the company, and to maintain up to date injury, illness, and death records; records of all measures taken to implement safety and health procedures and to prevent accidents; workmen's compensation records; and proceedings of the safety and health committee.

Section 7. The EMS Captain shall report to the chief and is held responsible for the maintenance and operation of EMS unit or EMS equipment and supplies of the company.

Section 8. The Board of Directors consists of the President, Vice President, Secretary, Treasurer, Chaplain, Chief, EMS Captain and (4) Directors.

ARTICLE IV

DUTIES OF ADMINSTRATIVE OFFICERS

Section 1. It shall be the duty of the President to serve as the chairman on the Board of Directors, to manage the administrative affairs of the company, to establish committees and appoint committee members as necessary, and sign all legal documents for the company. The President is part of all committees appointed by him. The President shall also have the authority to call special meetings. The President may change or cancel a meeting date due to a holiday, work detail, or weather.

Section 2. It shall be the duties of the Vice President to act in the absence of the President to serve as the chairman of the personnel and recruitment committee, and to coordinate all company fundraising activities.

Section 3. It shall be the duty of the Secretary to maintain all the records of the company, take minutes of all regular and special meetings, and to receive and prepare all correspondence for the company.

Section 4. It shall be the duty of the Treasurer to maintain records of all the finances of the company, issue checks at the direction of the membership, and provide reports on the financial condition of the company. If the treasurer desires, he/she may appoint an assistant to help him/her with the treasurer work. This person will have the privilege of signing checks after appropriate paper work is done at the bank. The Treasurer is responsible for all transactions.

Section 5. The President of the company may spend up to Five Hundred Dollars (\$500.00) for the maintenance and operation of the company, and the property. Also may spend up to \$2000.00 with the approval of the majority of the board members.

Section 6. The chief may spend up to Five Hundred Dollars (\$500.00) for the operation and maintenance of the equipment, firefighting, and medical needs. Also may spend up to \$2000.00 with the approval of the majority of the board members.

ARTICLE V

SAFETY

Section 1. It is the policy of the EBVFC to provide for and to operate in a manner that minimizes the possibility of injuries, illnesses or death to its members or others who assist the company in accomplishing its mission. The prevention and reduction of accidents, injuries, and illnesses are goals of the EBVFC and all members are required to contribute to the accomplishment of these goals. The Chief will appoint a qualified safety officer. The safety officer will serve as the primary responsible officer to advise the chief officer on all matters relating to safety and health issue. In addition, the EBVC will establish an occupational safety and health committee. This committee will be an active important contributor in assisting the company to meet its goal of protecting its members from the recognized hazards associated with the activities of the company.

Section 2. The line officer of the company or rescue squad shall designate a company safety officer who shall serve as the main contact person for safety and health issues. The company shall train the safety officer in the duties and responsibilities of the position in accordance with NFPA1501 "Standard for Fire Department Safety Officer", and shall provide the necessary resources to properly carry out the job. The safety officer reports directly to the chief officer.

Section 3. EBVFC shall establish a safety and health committee to serve as an advisory group to the chief officer. The committee is to include the company Safety Officer and representatives from the administrative board, line officers, members and/or member organizations, and other, as appropriate. The committee is to be empowered to study and review issues pertaining to safety and health of the members within the company, to conduct research, and to develop recommendations. The committee will meet at least semi-annually, or more frequent as the need arises, and a written record will be kept of the committee proceedings. The committee proceedings are to be available for review by company members.

Section 4. EBVFC shall establish means and methods to track injuries, illnesses, contagious diseases, hazardous chemical exposures, and deaths of its members as they occur performing activities on behalf of the company. The company shall set up confidential individual health records including exposure information regarding hazardous chemical exposures, contagious disease exposures, and other related health information pertinent to the individual.

Section 5. EBVFC shall track the training programs and courses completed by each member. The dates, subjects covered, who conducted the training and the certifications of successful completion for each member shall be maintained in the member's individual file.

Section 6. EBVFC shall maintain records of all vehicle and equipment inspection, maintenance and repairs. These records shall include tests conducted and inspection schedules for each piece.

ARTCILE VI

MEETINGS

The company shall hold its annual meeting on the 2nd Monday in December, also regular meeting will be held on the 2nd Monday of each month at 1900 hours. A member may request minutes to be emailed if they are unable to attend a meeting. Special meetings, changes or cancellation of a meeting date due to holiday, work detail, or weather may be done as provided in Article IV, Section 1. The hour of the meeting shall be designated on the notice. Seven voting members shall constitute a quorum for the transaction of business.

Section 1. All officers and committee heads elected at the annual meeting shall take office the first day of January.

Section 2. Any questions or disputed that cannot be settled within the company will be taken to the Parliamentarian of Dorchester Firemen Association.

ARTICLE VII

ALTERATIONS

The constitution may be altered at the Annual meeting which is on the 2nd Monday in December or when the Board of Directors decide it would be for the best interest of the company to change the Constitution provided the proposal is submitted in writing to the membership at one meeting and voted on at the next meeting by voting members present.

Section 1. By-laws may be changed at any regular meeting provided they are submitted in writing to the Board of Directors and read at one regular meeting prior to voting. Then they must be acted upon at a second meeting by secret ballot, which shall be a vote of the majority of the voting members present.

ARTICLE VIII

VOTING AND NOMINATING

All members must meet the ACTIVE status to be able to vote or make nominations.

Section 1. A nominating committee of two (2) will be appointed by the President at the first meeting in October. The nominating committee

will submit their list of candidates for election of officers prior to the opening of nominations from the floor at the first meeting in November. A nominating committee will be responsible to see that all candidates are qualified as stated in Article II, section 5 and 6 of the Constitution.

- * No member can hold more than one line office or more than one executive office at the same time.
- * Any member who is qualified as stated in Article II, section 5 and 6 of the constitution may be nominated for more than one office (line office). After voting is over he shall make a decision as to what office he/she wants if he/she is the top vote getter in one or more offices. In the event there is more than one person running for said office, next top vote getter will take said office provided it is not in conflict with Article VIII, section 1A. If there is no one running for the said office, nominations will be made from the floor the same night as elections and a vote taken by the means of secret vote and not a prepared ballot.
- * In the event an officer is vacated, nomination will be made from the floor at any regular meeting and a vote taken by the means of a secret vote not a prepared ballot.

Section 2. Nomination for officers shall be held the first meeting in November and election of officers shall be the meeting in December and every year thereafter.

Section 3. Members joining the company will be on one (1) year probation and shall not have privilege of making a nomination or voting.

Section 4. When nominations for officers are made at a regular meeting or the first meeting in November, the President shall appoint an election judge and one teller, who shall serve as an election board to conduct the election. No candidate for any office shall be eligible to serve on this board.

Section 5. After nominations have been made and those nominated are found to be qualified, the election board shall have ballots prepared, listing in alphabetical order the names of all candidates for each respective office, beginning with the president and continuing in the order that is named in the constitution. Such ballots shall not contain any identifying number or marks.

Section 6. The Secretary, Treasurer, and Chief shall furnish to the judge of the election board not less than ten (10) days before the election, an alphabetical list of all members eligible to vote. All members in good standing and qualified shall be entitled to vote if they meet the requirements of Article VIII, Paragraph 1.

Section 7. When voting has ceased, the election board shall immediately count and tabulate the ballots and report to members who are elected. Any candidate may be present or have any member as an observer present during the voting and at the counting of the ballots.

Section 8. No member can be nominated for office unless he/she is present or has sent a written statement stating he is interested in said

office. No member can be nominated for office if he fails to qualify under Article II, Section 5 and 6.

ARTICLE IX

MEMBERSHIP

Section 1. All new members must submit an application with the initiation amount to any EBVFC member.

Section 2. If any member is not familiar with the applicant applying for membership, then the Board of Directors will meet with them. The Board of Directors will make a recommendation to the company membership before the applicant can be voted on. the Board of Directors will present to the membership the type of membership the applicant is interested in.

Section 3. All new members should attend an infectious control training program. the date and time of the training will be determined by the EMS Captain.

Section 4.

- A new member who is to be an active voting member must be 16 years old and must meet the requirements of an ACTIVE member.

- A new member that is an active voting member should also take First Responder or Firefighter class in the 1st year.

Section 5. All new members will be on one (1) year probation. A probationary member will be required to meet the requirements of an ACTIVE member over the course of one year.

Section 6. All new members shall have the privilege of the building only when accompanied by a member in good standing.

Section 7. CPR courses will be offered to all new members each year and it is highly recommended that they take it.

Section 8. Junior members must have a written parent's consent for membership qualifications.

Section 9. Any member that does not meet the requirement of an ACTIVE member over the course of one year must return all property belonging to Eldorado Brookview Volunteer Fire Department, and no longer be affiliated with the department unless they pay \$50.00 dues and become a social member.

Section 10. Any member of EBVFC deemed as acting inappropriately by the discretion of the board of directors of, whether the issue is company related or otherwise, may be subject to immediate suspension from the company. At which time the suspension is issued, that said member will no longer be allowed on company property, may no longer present themselves as a member or representative of EBVFC in any manner and must surrender all company issued items immediately. Suspension will be made at the discretion of the Board of Directors of EBVFC.

ARTICLE X

NON-MEMBERS

Section 1. Non-members or members not in good standing, shall be prohibited from riding on the apparatus to emergencies of this company. All drivers must have the appropriate class of license and be training on the operation of the equipment.

Section 2. A person that has either their Fire Fighter 1 or EMT-B may be allowed to perform a ride along with the company, and respond to emergencies.

Section 3. Any person who is in training for Fire or EMS may ride along as long as there is room. No one under the age of 16 may ride along unless we have a letter from Insurance Company.

ARTICLE XI

NON-DUTIES AND DUTIES OF JUNIOR FIREMEN

Section 1. Non-Duties

- * Junior member cannot go into a burning building unless accompanied by a line officer or for training that is under supervision of MFRI.
- * A junior member cannot fight front line fire unless with a line officer or for training purposes.

Section 2. Duties

- * A junior member will be required to meet the requirement of an ACTIVE member.
- * Have all privileges of firemen and firehouse when accompanied by a member in good standing.
- * He/she should take with parents consent at least fire training, First Responder, within the 1st year.
- * A junior fireman can work a pumper after due training.
- * He/she will assist in taking a hose off and returning the hose to the truck, cleanup of equipment, and assist in drafting operations after and during fires, or training drills to familiarize him/her with all operation.
- * A junior member can drive fire apparatus for training if permission is given by the chief.

XII

EQUAL OPPORTUNITY

It is continuing policy of Eldorado Brookview Volunteer Fire Company, that the provisions of this our by-laws and constitution shall be applied to all members without regard to sex, color, religious creed or national origin. All references pertaining to the male gender will also pertain to the female gender.

ARTICLE XIII

TRAINING

Section 1. The EBVFC recognizes the need to assure an appropriate level of training of each member engaged in emergency operations, commensurate with the duties and functions they are expected to perform. One of the goals of the training program is the prevention of occupational accidents, deaths, or injuries and illness: the training program therefore, will address all applicable provisions of NFPA 1500, The Standard of Fire Department Safety and Health.

Working in conjunction with the Maryland fire and Rescue Institute, available regional, county, state and federal training opportunities, and within the EBVFC'S training program, every effort will be made to ensure that all members are able to perform their assigned duties in a safe manner that does not present a hazard to themselves or to other members. Training and education will be provided by individuals

qualified to provide instruction in the subjects covered. All emergency service instructors presenting training and education to the EBVFC must meet instructor level 1 or level 2 as described in the Maryland Instructor Certification Review Board Standards.

Section 2. Each member will be required to participate in all training and education section which are designated as mandatory by the company, but in no case shall an active member participate in less than two organized training sessions per year. In addition to these minimum training requirements, additional appropriate training and education will be provided for all affected members whenever changes in procedures or technology are introduced or new hazards are identified in the work environment.

Section 3. Before members are permitted to respond on the apparatus of the EBVFC, they must satisfactorily complete MFRI Essentials of Fire Fighting Modules 1, or equivalent, and/or recognized minimal training in specialty areas such as Rescue and EMS. Members are not permitted to participate in front line structural fire fighting until they have satisfactorily completed MFRI Essentials of Fire Fighting Modules II through IV. This requirement exceeds NFPA 1500 and may be changed by the Chief.

Section 4. All local training in fire ground operations will be based on the emergency scene standard operating procedures of the EBVFC. These procedures will be maintained in written form, kept current, and a copy will be provided to the Chief or President.

Section 5. All live fire fighting exercises conducted by, or authorized by the EBVFC will be carried out in compliance with NFPA 1403, Standard

on Live Fire Training Evolutions in Structures, and in accordance with MFRI requirements.

Section 6. Special training and education will regularly be provided to all emergency response personnel regarding special hazards to which they may be exposed during fires and emergencies. The standard operating procedures of the EBVFC covering special hazards will be included and it will be the basis for all local and special hazard training and education.

CONFLICT OF INTEREST POLICY

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the fire company or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Any director of office, who has a direct or indirect financial interest, as defined below, is an interested party. The Board of Directors is the responsible party for monitoring any potential of perceived conflicts of interest. In that role, Board members and officers will not be eligible to receive funds for salary or special services from the fire company, and must absent themselves from discussions of such which might involve family members or business associates. As the trustees of public funds, the Board will conduct itself in an exemplary manner and hold itself to a high standard of conduct. In that role, the Board will also monitor any evidence of conflict of interest with any member of the fire company.

BY-LAWS OF ELDORADO BROOKVIEW VOLUNTEER FIRE COMPANY

ORDER OF BUSINESS

- * MEETING CALLED TO ORDER
- * READING OF MINUTES
- * COMMUNICATION
- * REPORT OF COMMITTEES
- * REPORT OF THE CHIEF
- * REPORT OF THE EMS CAPTAIN
- * TREASURER REPORT (READING OF BILLS)
- * UNFINISHED BUSINESS
- * NEW BUSINESS
- * MEMBERSHIP
- * REPORT OF ANY ACCIDENTS, SICKNESS OR DEATH OF ANY MEMBER
- * ANYTHING FOR THE GOOD OF THE COMPANY
- * CLOSING

Section 1. Any member that meets the voting requirements will not have to pay any dues.

Section 2. On the 1st meeting in October the LOSAP Chairman will remind all members who are accountable to qualify to vote and hold office.

Section 3. Any member wishing to resign from this company may do so at anytime by filing with the secretary a written resignation at any regular meeting. The member must also return all property belonging to the fire company.

Section 4. The company membership shall consist of five categories, which will include Active, Social, Junior, Life and Honorary.

Section 5. Active - An active voting member who has attained the age of 16 and who chooses to accept membership under the class of who takes an active part in all activities of the company will not have to pay dues if they have ten points of the Maryland LOSAP requirements (one of which must be collateral duties) not including the 25 points for elected/appointed position.

Section 6. Social - A social member is a member that does not meet the requirements of an active member. They must pay \$50 dues per year starting January 1st, 2021.

Section 7. Junior - A junior member shall be an individual who is between the ages of 16 and 18 and who chooses to accept membership under that class. Duties are stated in Article XI.

Section 8. Life - A life member is an individual who has served as an active member of the EBVFC for 25 years. A life member has all privileges of an active member. They shall be exempt from all requirements and pay no dues.

Section 9. Honorary - An honorary member is any individual who has been selected by a majority of the active and life members of the EBVFC for that honor.

Section 10. Deceased Member- Names of deceased members shall be placed on the plaque in the fire house and under their names it shall indicate if they were active, social, junior, life, charter, or honorary member.

Section 11. Sunshine Committee - It shall be the duty of the sunshine committee to send cards to members, spouses, significant others or children who have been sick or hospitalized. Upon the death of a member, the sunshine committee has the authority to spend \$100.00.

Section 12. Service Awards - Service awards will be made each year by the President and/or chief. Service awards will be awarded based on the active years of service.

Section 13. SOP and SOG - Standard operating procedures (SOP) and standard operating guidelines (SOG) shall be written by the chief of the company pertaining only to the duties of his/her office. All SOP and SOG must be approved by the Board of Directors before implementation. If operating procedures are not adhered to, the chief will report to the Board of Directors for them to take whatever action seems necessary. Rules and regulations shall be written by the president of the company pertaining only to the duties of his/her office. All rules and regulations must be approved by the Board of Directors before implementation. If the rules and regulations are not adhered to, the President will report to the Board of Directors for them to take whatever action seems necessary.

Section 14. Hours Worked - Any member that meets the requirements of an ACTIVE member will have the following privileges. (Life members are exempt from the requirements).

- * Use of the dining hall rent free one time per year
- * Voting
- * Nominating
- * Holding an elected or appointed office
- * Use of equipment
- * To display MVA personal Eldorado Brookview vehicle tags.

Any member that presently has MVA personal Eldorado Brookview Fire vehicle tags will be grandfathered from this date.

Section 15. Any member that DOES NOT meet the requirements of an ACTIVE member shall NOT have the above privileges. (Life members are exempt from the requirements).

Section 16. Continuing Education will not be paid for unless member qualifies under Section 14. above

Section 17. Eldorado Brookview Volunteer Fire Department uses Maryland State LOSAP points to determine our Department Points.

Maryland State LOSAP Points

Formal Training - any MFRI, MIEMSS, Emergency Management Classes, Training Academies, College and University classes related to Fire and EMS, Red Cross, American Heart of any approved Fire, EMS and Rescue class. 1 point for every 2 hours with a maximum of 25 points per year.

Drills - any training that has to do with Fire, EMS and Rescue. 1 point for every 2 hours with a maximum of 20 points per year.

Stand by - any stand by at a station, duty crew, sleep in or public service stand by. 1 point for every 2 hours not to exceed 20 points per year.

Elected/Appointed position - any Administration Officer, Operations Officer, Committee Member, Board Member or any other elected or appointed position. 25 points per year.

Meetings - 1 point for every meeting, including Fire Department Meetings, Board Meetings and County Meetings with a maximum of 25 meetings per year.

Alarms - any alarm response including response to the station during an alarm. 1 point for each alarm with a maximum of 40 points per year.

Collateral Duties - 1 point for every 2 hours which includes fundraiser's, fire prevention, administration duties, work details and apparatus maintenance/cleaning of equipment and station

