



**FLORISSANT FIRE PROTECTION DISTRICT
BYLAWS GOVERNING OPERATION OF THE
FLORISSANT FIRE RESCUE & FIRE CORPS. VOLUNTEERS**

Preface

The Florissant Fire Protection District (FFPD) was established and operates pursuant to Title 32 of the Colorado Revised Statutes. The FFPD is a quasi-municipal corporation and political subdivision of the State of Colorado. As such, the FFPD has the statutory right and responsibility to provide emergency services to the residents and visitors of the FFPD and to control the operations of the District.

The FFPD operates through and directs the Florissant Fire Rescue (FFR) and the Fire Corps. (FC). These Bylaws are developed, approved and implemented by the District to govern FFR and FC operations, with recommendation and input from the Fire Chief, members of the FFR and members of the FC. Ultimate authority to implement, interpret, amend or supersede the Bylaws, however, rests with the Board of Directors of the District, as the legal entity responsible for all District operations.

These Bylaws supersede and replace in the entirety any previously adopted Bylaws.

Article I Purpose

The FFPD is a Special District organization under the provisions of the State of Colorado to provide fire suppression and protection and emergency services to the residents and visitors of the District. Florissant Fire Rescue (FFR) and the Fire Corps (FC), are departments of the District. The purpose of the FFR is to provide fire protection and emergency response for persons and property as a result of natural or man-made situations which occur within the geographical and/or political boundaries described in Article III of these Bylaws. The FC provides support, both emotional and physical, to include but is not limited to food, beverages, extra clothing, and rehab to the firefighters/medical personnel at a fire scene/traffic accident or any call where these essential personnel are needed. The Fire Chief or Incident Commander (IC) at the scene can/will direct the Fire Corps. Coordinator, and/or members, with any additional needs. Additionally, it is the FC's responsibility to maintain and inventory supplies at stations 1, 2, and 3 in the event of above incidents; to keep proper records of hours and anything else that may require a record/document as needed.

Article II Officers – Chain of Command

Section 1. Fire Chief/Interim Fire Chief

The officer of the FFR (along with all volunteer members of the Department) shall be managed and under the chain of command/supervision of the Fire Chief, who shall be hired and employed by the District Board of Directors. The Fire Chief serves at the pleasure and will of the Board of Directors and is responsible for the efficient and appropriate conduct of all fire operations within the jurisdiction of the District. The Fire Chief shall have general charge of and control over all operation of the FFR and FC, subject to such regulations and restrictions as the Board of Directors shall impose from time to time. The Fire Chief shall be responsible for seeing that the command officers of FFR conduct a thorough investigation of all fires, including arson investigation, and assure that all required reports are completed, and shall perform such other duties as are assigned to them by the Fire Chief. The Fire Chief shall hold periodic Officer Meetings (at least bi-monthly), The Fire Chief shall report monthly to the Board of Directors regarding the status of operations, and unusual events, and any funding or operational needs of the District. In the event that the Officers, members, or volunteers have an issue with how the Fire Chief is conducting him/herself they can go to the Board of Directors with evidence of events that have occurred and may present a vote of no confidence. Action taken thereafter is at the discretion of the Board of Directors.

Section 2. FFR Officers

The Fire Chief may appoint a Deputy Chief, Captains, and Lieutenants, as needed for operational purposes. The Deputy Chief shall carry out whatever assignments, duties or responsibilities that are delegated by the Fire Chief. In the absence of the Chief, the Deputy Chief under the guidance of the Board of Directors shall possess all the powers and perform all the duties of the Fire Chief. Captains maybe appointed to certain areas of expertise such as, Medical Captain, Wildland Captain, or Structure Captain, etc. More responsibilities may be assigned as needed. The Fire Chief will conduct a review of the Deputy Chief, Captains and Lieutenants performance every year, or sooner if needed. A written description of the duties of the officer shall be prepared and maintained at each station. Officers may be terminated if it is in the best interest of the District. If the members, or volunteers have an issue with how an Officer is conducting themself they can go to the Fire Chief and/or the Board of Directors with concerns. The members must follow the Chain of Command.

Section 3. The Fire Corps. Coordinator

This person is appointed by the Fire Chief, and serves until they feel like it is time to step down or if the need arises for termination if it is in the best interest of the District. This person shall carry out whatever assignment the Fire Chief deems

necessary. The Fire Chief must approve all activities and functions that the FC is actively involved in. The FC Coordinator shall direct meetings of the FC accordingly, resolve conflict, keep records/documents to include but not limited to members, hours, etc. within the FC. The FC Coordinator shall appoint an assistant if he/she deems the position necessary. (This is for the FC Coordinator to decide.) This position shall assist with any additional help the FC Coordinator may need. In the absence of the FC Coordinator, the Assistant Fire Corps Coordinator will take on the duties of FC Coordinator temporarily, unless the need arises for the Fire Chief to appoint another individual who is in good standing. If FC members have concerns with how the FC Coordinator is conducting themselves, they may go to the Fire Chief and/or the Board of Directors with concerns.

Section 4. Secretary of Volunteers

The Secretary shall be responsible for keeping and maintain the minutes from each business meeting, including detail as to each decision made at any business meeting. This individual shall be elected annually by the membership at the January membership meeting.

Section 5. At Will Service of Officers/Employees

Nothing herein shall modify the employment at-will of any employee or officer performing fire protection or emergency medical services on behalf of the District, it being the intent of District Board of Directors to preserve the right to remove any person from any position at any time and for any reason determined to be in the best interest of the District by the Board of Directors in consultation with the Fire Chief as related to all positions supervised by the Fire Chief.

Article III Geographical Area of Operation

The FFR shall confine its operation (other than as provided for in mutual aid agreements) to the jurisdictional boundaries of the Florissant Fire Protection District, as established by the court order creating the District and as may be amended from time to time by order of the District Court.

Article IV Membership

Any person of good health and moral character who is at least eighteen years of age and who is willing to devote the time and effort required to diligently and regularly participate in the activities of the FFR or FC shall be eligible to apply for membership. FFR and FC members must meet all membership conditions established by the district and these Bylaws. In order to be considered to be a member, an applicant or full member must hold a valid Colorado drivers' license or State I.D. A member must provide proof of current motor vehicle insurance, before driving any Department vehicles or responding POV, and keep current at all times a copy of the insurance card, address, and phone number with the District office. Applicants must submit to a criminal background check and drug

test, which must be satisfactory to the District, prior to participating in any volunteer activities. Random drug tests may be required at any time. Any false information provided by an applicant is grounds for not-acceptance or immediate termination from the FFR or FC if discovered after volunteer activities commence. An active member, inactive member or applicant may be expelled for cause. Members not acting according to the Bylaws or generally accepted standards of conduct will be brought before a Board of Review comprised of the Chief, a member of the Board of Directors, and one member of FFR or FC. In the event the Fire Chief is the sole accuser, his/her position on the Board of Review will be taken by the Deputy Chief or one of the Officers. Full members will vote on who the representative will be. Cause may include but is not limited to the following while on duty: any presence or detectable odor of alcoholic substances in any amount; reasonable suspicion or testing positive for the presence of illegal drugs or marijuana; neglect of duty; theft of District property or cash funds; unauthorized use of District property; any act of insubordination involving a legal request within the chain of command; conduct which is detrimental to the best interest of the District. A member may likewise quit at any time.

Section 1. Probationary FFR members

- A). May serve for a minimum term of six months, but no longer than twelve months, in a probationary membership capacity.
- B) Must complete the Probationary Checklist to the Fire Chief's satisfaction in that period of time. Probationary FFR members with fire fighting or medical experience may serve less probationary time as determined by the Fire Chief, but such probationary period shall not be shorter than three months.
- C) Probationary FFR members have no voting authority and may be removed at any time as an at-will appointee, at the sole discretion of the Fire Chief.
- D) Probationary FFR members must choose and start working towards one of the three following Certifications: (a) First Responder (EMR or above), (b) Fire Fighter I, (c) Wildland S130/S190/L180 with red card.
- E) Probationary FFR members must adhere to general membership terms and conditions, as outlined in Article IV Section 2 (a) below.
- F) Full active FFR membership may be granted upon meeting all probationary conditions and review by the Fire Chief and Officers.
- G) Exemptions may be given by the Fire Chief on a case-by-case basis.

Section 2. FFR Members – All Hazard: all active FFR members who regularly respond to

All types of emergency calls

A). Active and probationary members of the FFR must achieve and maintain a response to alarm ratio of not less than 20% or 180 volunteer hours (15 hours a month) during any 6-month period. Attend all regularly scheduled business meetings, attend at least 50% of all FFR training during any 6-month period.

B) Addition certifications/classes may be required by FFPD

Section 3. FFR Members – Emergency Fire Fighter (EFF): members who respond to Wildland Fire Incidents only

A) FFR-EFF members shall adhere to all of the Articles of these Bylaws pertaining to FFR membership.

B) FFR-EFF members may be required to attend FFR training sessions pertaining to their specific incident-type response, as directed by the Fire Chief.

C) FFR-EFF members' utilization and response procedures will be determined on a case-by-case basis by the Fire Chief

Section 4. FC Members

A) Active members of the FC must attend at least 50% of regular monthly business meeting in a 12-month period. Special meeting a are sometimes important for members to attend but are not mandatory.

Section 5. General Membership Terms and Conditions

A) FFR and FC members wishing to be excused from training/business meetings shall contact the Fire Chief or the Fire Corps Coordinator. Members unable or unwilling to make the requisite number of FFR or FC training/business meeting and/or call may be put on a "leave of absence" status

B) Any member of the FFR or FC may be granted a leave of absence for up to 6 months with the approval of the Fire Chief. The Chief may accept reasons due to health, family or other needs that may keep the member from being active longer than 6 months. Members requesting a leave of absence must submit their request in writing to the Fire Chief, who shall have the sole discretion to grant or deny the request. Members on leave of any kind will lose voting privileges until such time as they return to active status.

C) A FFR or FC member may be placed on Administrative Leave of Absence for any reason involving the performance of that member or the inability to currently perform the duties required of the member. During that time the member may not participate in any FFPD activity, wear any department issued gear or be identified as a member of the FFPD. They will also lose their voting privileges until such time as they are returned to active status.

D) FFR and FC member will be required to sign a letter stating that they are aware that they are covered under Workman's Compensation Insurance while on duty. If an accident or injury occurs all necessary and proper forms will be filled out and filed with the District Administrator by the end of the first business day after the accident or injury. The District cannot guarantee an award of benefits, as it is the workers' compensation insurer's responsibility to determine coverage.

Section 6. General Conduct

Any member or probationary member may be terminated at the will and pleasure of the District. While the District may terminate any member for any reason certain situations are likely to cause termination and, therefore, warrant specific discussion. For purposes of these Bylaws, the following specific conduct or behavior shall be prohibited for all FFR and FC members by FFPD:

- a) Members and probationary members will not show up to the station or on any official function, including a call, after consumption of any alcohol, marijuana, or illegal drugs that impairs their ability to preform normal duties. No member shall appear on FFPD property after consumption of alcohol for at least 10 hours.
- b) Members and probationary members shall not use or consume alcohol or illegal drugs while on duty.
- c) Member and probationary members shall not neglect their duties.
- d) Members and probationary members shall not engage in theft of FFPD property, including tangible property or cash assets, or property of any third party encountered in the scope of duty.
- e) Members and probationary members must use FFPD property appropriately. Any unauthorized, destructive, or harmful use of property is prohibited.
- f) Members and probationary members shall conduct themselves in a respectful manner, in accordance with Chain of Command, at all times. Any conduct which is detrimental to FFPD or its' members will not be tolerated.
- g) Members and probationary members shall not talk to the media about any Fire Department or District business, with the exception of the Fire Chief, his/her designee, or IC. The Board of Directors is the appointed Public Information Officer for the Department and may appoint a designated official.
- h) Members and probationary members shall not engage in any form of harassment as defined in the FFPD Policy against harassment.
- i) FFPD strictly prohibits the manufacture, distribution, use or possession, of any open container on the premises of alcoholic beverages of any kind, marijuana, and drugs other than those prescribed by a physician or obtained from a legal over-the-counter source.

Section 7. Termination

a) Any FFR or FC member will be considered administratively terminated if they miss four consecutive business meetings or have a 0% response ratio for four consecutive months, unless the member is on a leave of absence. If a member is participating in other FFPD activities under the direction of the Fire Chief, such activities will be considered and may be factored in to a decision regarding administrative termination, in the sole discretion of the Fire Chief. Good faith efforts to participate and participation in off-site training may be included in the factors considered by the Fire Chief.

b) FFR and FC members may also be terminated for failure to abide by the conduct standards expected of a member.

c) A terminated FFR or FC member will be given written notice, by registered mail, of such termination. A terminated member must return any District equipment or property under his/her control within seven business days of receipt of notice of termination. The FFPD reserves the right to proceed to collect any equipment or property not properly returned to it in accordance with legal procedures for such collection.

Section 8. Appeals

Active members, probationary members and Fire Corps members terminated for reasons involving a violation of the bylaws or generally accepted standards of conduct have the right to appeal such termination to a Board of Review comprised of the Fire Chief/Officer, one Board Member and one member of the FFR or FC, chosen by the full members by a 51% vote. If the Fire Chief is the accuser that he/she may not sit on the Board of Review. Such Board of Review shall hear the member's position and may also hear statement from other witnesses. The Board of Review shall determine whether the member shall be reinstated or remain terminated from FFR or FC. The decision of the Board of Review shall be conclusive and final.

Article V Nepotism

No two FFPD members of any one family or extended family will be allowed to hold officer positions simultaneously or be in a position to directly supervise a member of the family. Any possible conflict of interest that might arise will be determined on a case-by-case basis by the Fire Chief.

Article VI Committees

The Fire Chief or FC Coordinator may appoint or elect committees as necessary to assist them in discharge of their duties.

Article VII Departmental Meetings

Section 1. Annual Meetings

During the first FFR and FC meeting in January, nomination from the floor will be entertained for Secretary/Treasurer positions. If a vacancy occurs at any time the members will be able to fill that position at the next business meeting or during a special meeting.

Section 2. Special Meetings

The Chief may call a special meeting of the FFR or FC, and shall call one upon request of at least two (2) other Officers or the FFR or and five (5) members given in writing. Notice of such a special meeting shall be sent to all the members at least 24 hours before the meeting.

Section 3. Business Meetings

A) A majority of the attending FFR or FC membership shall decide business conducted, to be legal and binding.

B) Meetings will be held at Station 1 in the Training Center; if possible

C) The order of business to be followed at regular FFR and FC business meeting shall be:

Call to order by Chief (FFR) or Fire Corps Coordinator (FC)

Pledge of Allegiance

Guest Introduction

Approval of minutes of the last meeting

Old business

Committee reports

New business

Call After Action Review's (AAR's)

Fleet

Adjournment

Article VIII Training

Section 1. FFR Weekly Training

A) On-site training shall be held for personnel to provide for adequate preparation in FFR operations and administrative matters, or participation in pre-approved off-site training.

B) Training may be canceled only by the Fire Chief

Section 2. Off-site Training

A) Participation in authorized fire school and similar off-site training is available, but must be approved by the Fire Chief in advance.

B) Covered reimbursements include items such as mileage, room and board, tuition, and textbooks. A mileage log must be submitted for reimbursement. Volunteers will be reimbursed for mileage based on the standard IRS rate for volunteers.

Article IX FFR Duty Shifts

(Left open for approved in the future)

Article X Department Property and Assets

Section 1. Use of Property

FFPD properties, including vehicles, firefighting equipment, other movable equipment, and fire stations shall be limited to FFR, FC or District use and activity. All equipment issued to an FFPD member, must be kept at the stations. Any exceptions to this must be approved by the Fire Chief. Individuals must keep equipment maintained.

Section 2. Accountability

The Fire Chief shall keep up-to-date inventory and accountability records as required for audit and insurance purposes. This may be delegated to an Officer or FC member as needed. Among the accountability records shall be a record of District property assigned to FFPD members.

Section 3. Acquired Assets

All property acquired by FFR or FC from district funds or donations shall remain the property of the District. No part of the property, assets or income of the FFPD shall be used for personal benefit of any FFPD member.

Section 4. Vehicles

Use of FFPD vehicles shall be limited to FFPD use and activities. The Fire Chief may assign rapid response vehicles to Officers. In addition, all probationary members will be supervised by a Full Member or above until completion of the Red Book driving section. Where necessary to assist a member (i.e., snow plowing to respond to a call), the Fire Chief may approve an exemption of this rule, on a case-by-case basis.

Article XI Duty Status

Section 1. On-Duty Response

In consideration of the fact that the FFR and FC are completely voluntary, any member of the FFR or FC will be considered as “on-duty” when the member acknowledges their availability to respond.

Section 2. Scope

All FFR and FC members will be required to perform those duties that relate to FFPD’s purpose as defined in Article I of these Bylaws. Additional tasks may include training related to purpose, maintenance of stations, apparatus and equipment. Members shall consult the Fire Chief if questions arise as to appropriateness of performing any activity.

Section 3. Fitness for Duty

Member are encouraged to maintain physical fitness for duty and to discuss with the Fire Chief any health limitations that may prevent them from active participation in the FFR and FC and all related activities. While the District strive to provide a safe and productive working environment for all of its FFPD members, firefighting presents inherent dangers. While the District provides certain forms of insurance to cover general workman’s compensation and health/accident incidents as defined by those policies; however, the District cannot guarantee that any particular injury or accident will be covered by such insurance. Individuals with physical health concerns are responsible for monitoring their own health status, including taking any medications or treatments prescribed by their personal physician(s), and discuss any limitation on ability to perform volunteer activities with the Fire Chief/Officer to determine if a suitable accommodation may be made.

Section 4. Standard Operation Guidelines (SOG) and Operation Policies

Standard operating guidelines and general policies shall be posted in the station and be provided to all FFR members, as a part of the membership package. Incident command shall be by the Fire Chief or personnel as directed by the Fire Chief or senior ranking Officer in his/her absence. All members need to follow the Incident Command System (ICS). SOGs shall be review annually.

Section 5. Refusal of Risk

Every FFR and FC member has the right and obligation to report safety problems and contribute ideas regarding their safety. When an individual feels an assignment is unsafe, they also have the obligation to identify, to the degree possible, safe alternatives for completing that assignment.

Section 6. Call Response

All personnel responding to an emergency call shall remain on the scene until excused by the IC. Any appropriate paper work or reports will be completed within 48-hours from the conclusion of the incident and 24-hours for medical calls. All responding FFR members, upon completion of operations at the scene, shall return to the station and remain there until all equipment is returned to readiness for the next call, or until they are relieved of duty by the IC.

Section 7. Medical Leave

Any member of the FFR who is under the care of a doctor or hospitalized for any reason that would prevent them from carrying out all duties of the FFR shall be placed on leave of absence. Any member placed on leave of absence for the above reason(s) may at the discretion of the Fire Chief be given administrative duties. A member placed on leave of absence as stated above, may at any time submit a letter to the Fire Chief from his/her treating physician stating that they are physically and medically capable of carrying out all duties of the FFR. In the event of an illness or injury to a member that occurs off duty and that does not permit the member to fully preform the duties of members, the Fire Chief shall require a physician's return to work/fitness for duty statement prior to resuming volunteer activities.

Section 8. On-Duty Injuries

Injuries to all personnel of FFR and FC while on duty shall be reported to the Fire Chief, Officer, or IC at the scene. All injuries must be reported, and proper forms filled out and filed with the District Administrator within 24 hours of the accident or injury.

Article XII Privately Owned Vehicles (POV) and Radio Traffic

Section 1. POV Response

A) Without Emergency Lights

Any FFR and FC member responding to an emergency call must abide by all State and Federal traffic laws, and report to the appropriate Fire Station. Any response in a POV directly to an incident is prohibited, unless cleared through the Fire Chief or Officer, on a case-by-case basis.

B) With Emergency Lights

Any member wishing to utilize any combination of red lights and sirens on their Personally Owned Vehicle (POV) is liable for any consequences, Use of lights and sirens are not recommended by the FFPD. FFPD requires that any member that wishes to utilize the use of lights and sirens shall provide FFPD with proof of a permit for personal vehicle (Red Dot), and be approved by the Fire Chief. All members are required to obey all State and Federal traffic laws with or without red lights and sirens.

Section 2. Radio Compliance

Proper Radio Discipline will always be per FCC Regulations and be reserved to a minimum.

Article XIII Amendments to the Bylaws and Regulations

Section 1. Bylaws Change Procedure

The FFPD Board of Directors shall have the power by vote of a majority of all directors to alter, amend, or rescind these Bylaws.

Section 2. Bylaws Change Recommendations

The FFR and FC Departments shall not have the authority to alter, amend or rescind the Bylaws, but the FFR and FC may make recommendations to the Board of Directors for revisions. Recommendations shall be submitted to the Fire Chief in writing at least 5 days before the meeting at which they will be discussed. A recommended amendment to the Bylaws shall require discussion of the membership and a vote of at least a 51% majority of the full membership. The Board of Directors shall consider the recommendations of the FFR and FC when it considers any revision to the Bylaws, but the FFR and FC recommendations shall be advisory only and shall not be binding on the Board of Directors.

Article XIV Validity

If any Section, subsection, sentence, clause or phrase of these Bylaws is for any reason held to be invalid, such decisions shall not affect the validity of the remaining portions of these Bylaws.

Section 1. Disputes

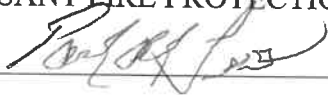
If a dispute should arise regarding the interpretation or intended meaning of any section of the Bylaws the same shall be brought to the attention of

the Fire Chief and duly recorded. The same shall be brought before the FFPD Board of Directors for interpretation, by majority vote if there is not consensus. Such decision shall be noted as precedent for future use, and duly recorded in the minutes.

Approved as amended by the Florissant Fire Protection District Board of Directors this

11 day September month 2023 year

FLORISSANT FIRE PROTECTION DISTRICT

By: 

Chairman

Attest:



Secretary

