

SPRINGS FIRE DEPARTMENT

RULES AND REGULATIONS of the SPRINGS FIRE DEPARTMENT

Originally Adopted by the Board of Fire Commissioners April 11, 1965

Springs Fire Department
4/10/2019

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Order of Meeting

1. Call to Order
2. Appointment of Sergeant of Arms
3. Flag Salute
4. Prayer/ Moment of Silence
5. Reading of the Minutes of Previous Meeting
6. Treasurer's Report
7. Reports of Committees
8. Presentation of Communications and Bills
9. Election of Officers and New Members
10. Unfinished Business
11. New Business
12. Good and Welfare
13. Collections of Fines and Assessments
14. Roll Call
15. Adjournment

ARTICLE ONE
NAME AND PURPOSE

Section 1: Organization

- A. This organization shall be known as the SPRINGS FIRE DEPARTMENT (Department).
- B. Within the Springs Fire Department there shall be one company that will be known as UNIVERSAL COMPANY NUMBER ONE (Company).

Section 2: Purpose

- A. The Springs Fire Department is composed of volunteers.
- B. Its purpose is to furnish fire and ambulance protection to the residents of the Springs Fire District.
- C. The members seek no pay for this volunteer service. Their reward is the satisfaction that comes from aiding a neighbor in distress.

Section 3: Fiscal Year

- A. The fiscal year of the Department shall begin January 1st and end December 31st.

ARTICLE TWO
OFFICERS

Section 1: Officers

A. The officers of the Department shall be:

Chief
First Assistant Chief
Second Assistant Chief
Secretary
Treasurer
Chaplain

B. The Officers of the Company shall be:

Captain
Assistant Captain
Secretary (The Department Secretary shall also hold this position.)
Treasurer (The Department Treasurer shall also hold this position.)

Section 2: Unit Officers

A. The Officers of the various units of the Company shall be:

Lieutenant
Second Lieutenant

Section 3: Qualification of Chief Officers

A. No person shall be a Chief or an Assistant Chief unless they reside in the Springs Fire District. This section may be appealed to the Board of Fire Commissioners.

B. No person shall be a Chief unless he has served at least one term as Chief, First Assistant Chief, or Second Assistant Chief of the Springs Fire Department and been a member in good standing for five consecutive years immediately preceding the election.

C. No person shall be a First Assistant Chief unless he has served at least one term as Chief, First Assistant Chief, Second Assistant Chief, Captain, or Assistant Captain of the Springs Fire Department and been a member in good standing for five consecutive years immediately preceding the election.

D. No person shall be a Second Assistant Chief unless he has served at least one term as Chief, First Assistant Chief, Second Assistant Chief, Captain, Assistant Captain, First or Second Lieutenant (at least three of the last five years immediately preceding the election) of the Springs Fire Department and been a member in good standing for five consecutive years immediately preceding the election.

E. No person shall be a Captain unless he has served at least one term as Chief, Assistant Chief, Captain, Assistant Captain, or First Lieutenant in the Springs Fire Department and been a member in good standing for four consecutive years immediately preceding election.

F. No person shall be an Assistant Captain unless he has served at least **one** term as Chief, Assistant Chief, Captain, Assistant Captain, First Lieutenant, or Second Lieutenant in the Springs Fire Department and been a member in good Standing for three consecutive year's immediately preceding election.

G. No person shall be First or Second Lieutenant of Units One, Two, Three, Four, Five, and Six unless he or she has been an active member in good standing in the Springs Fire Department for two consecutive years immediately preceding the election. They must have a certificate in Firefighter One, Haz- Mat Operations level training and Air and Blood Borne Pathogens training. No person shall be First or Second Lieutenant of the Springs Fire Department Ambulance unless he or she has attended and successfully completed Emergency Medical Technician training or Advanced Emergency Medical Technician training.

H. No person shall be a candidate for any office referred to in paragraphs A. through F., except the Ambulance Officers, unless they obtain a firefighter One certificate, Advanced Firefighter certificate, S.C.B.A. training, Haz-Mat operations level training, and Air and Blood Borne Pathogens Training or equivalent training and experience. Effective January 1, 2000 all candidates must have Incident command training and Volunteer Fire Service Management training or equivalent training and experience.

I. No person shall be Chief or Assistant Chief of the Spring Fire District unless they can demonstrate to the Board of Fire Commissioners a complete knowledge and understanding of the rules and regulations of the Springs Fire Department and the Springs Fire District.

J. No person shall be Chief or Assistant Chief of the Springs Fire District unless they can demonstrate to the Board of Fire Commissioners a complete knowledge and understanding of the most current Fire District Officers Guide.

Section 4: Chief Office Limitation

A. No Chief shall serve more than three consecutive years.

Section 5: Chaplain

A. The Department Chaplain shall be appointed by the Chief.

ARTICLE THREE
DUTIES OF OFFICERS

Section 1: Chief

- A. It shall be the duty of the Chief:
1. To take command of the Department at all fires and other emergencies.
 2. To see that each member do their duty.
 3. To call special meeting when deemed necessary, or at the written request of five members who are in good standing.
 4. To provide at least two days notice of any special meetings to the members.
 5. To preserve and enforce order at all Department functions.
 6. To appoint all committees except where otherwise provided.
 7. To be an ex-officio member of all committees.
 8. To assign members to all units.
 9. To see that all by-laws and regulations are strictly adhered to.
 10. To see that the Department gets its discharge at a fire or other emergency as soon as practical.
 11. To hold five or more drills per year.

Section 2: Assistant Chief

- A. It shall be duty of the Assistant Chiefs to aid the Chief in the performance of their duties and in their absence, to perform the duties pertaining to the office of Chief.

Section 3: Captains

- A. The Captain and Assistant Captain of the Company, under orders of the Chief, shall have the same duties towards the Company as the Chief has to the Department.

Section 4: Secretary

- A. It shall be the duty of the Department Secretary:
1. To keep a current record of the members.
 2. To call the roll at every meeting.
 3. To keep and enter correctly in a book provided for that purpose. the minutes of the Department meeting.
 4. To read the minutes at the next succeeding meeting.
 5. To attend to correspondence of the Department and all other clerical work as required,.
 6. To keep all forms necessary for the Department operation.
 7. To perform these same duties for the Company.

Section 5: Treasurer

- A. It shall be the duty of the Department Treasurer:
 - 1. To receive, hold and pay out all monies belonging to the Department upon orders from the Department.,
 - 2. To pay all bills approved by the Chief.
 - 3. To keep account books showing the financial transactions of the Department.
 - 4. To make a detailed report at each regular Department meeting.
 - 5. To deposit monies in such banks, within the County of Suffolk, as the Department shall designate.
 - 6. To withdraw monies only by check or voucher that is signed by the Chief and Department Treasurer.
 - 7. To perform these same duties for the Company.

Section 6: Audits and Bonding

- A. The Treasurer shall be bonded for an amount equal to the funds in the Company and Department treasury.
- B. The Company and Department accounts shall be audited annually by a committee appointed by the Chief.
- C. The Audit Committee report shall be presented, in writing, at the February Company meetings.

Section 7: Sergeant at Arms

- A. It shall be the duty of the Sergeant at Arms:
 - 1. To enforce the commands of the Department.
 - 2. To enforce and preserve order by any means deemed necessary.
 - 3. The Sergeant at Arms shall be a member of the Department and shall be appointed by the meeting chairperson at each Company meeting.

ARTICLE FOUR
MEMBERS

Section 1: Duties

- A. It shall be the duty of each member:
 - 1. To attend all meetings, drills, fires or other emergencies.
 - 2. To report promptly with their apparatus to an alarm or fire or other emergency.
 - 3. To obey all orders of their commanding officer.
 - 4. To take charge at a scene until relieved by a superior officer.

Section 2: Driving

- A. Only members shall be allowed to drive or ride on Department apparatus.
- B. Members must have an active and valid New York State driver's license.
- C. If a members license has been suspended or revoked, the Chief must be notified immediately.

Section 3: Emergency Response

- A. Fire or emergency apparatus shall not be driven to a fire or emergency at a reckless speed and shall always be handled with care.
- B. Returning from fires and on drills, all traffic laws shall be obeyed.
- C. All private cars must remain five hundred feet behind apparatus.

Section 4: Points

- A. A member must accumulate at least fifty points during the calendar year.
- B. A member not accumulating fifty points during a calendar year shall be subject to such disciplinary action as the Board of Fire Commissioners shall determine. Said action may be based on such recommendations from the Chief.
- C. Points may be accumulated by attendance and/or participation in emergencies, meetings, drills, parades, committees, or work at other Department functions.

- D. Any member who is no longer eligible to earn service awards credits will receive one point for each year of active service to the Springs Fire Department.

Section 5: Excuses

- A. The following shall be deemed sufficient excuses for non-attendance at emergencies, meetings or drills:
 - 1. Sickness
 - 2. Death in Family
 - 3. Out of Town
 - 4. Occupational Requirements
- B. All other excuses shall be decided by the Chief, subject to appeal to the Department.

Section 6: Apparatus Use

- A. Removing apparatus or any article from the premises, except in the event of an emergency, requires the consent of the Chief or Assistant Chief or a Fire Commissioner.

Section 7: Malicious Alarms

- A. Any member responsible for a malicious, false alarm shall be expelled.

Section 8: Inappropriate Behavior

- A. A member may be fined or suspended for cause by a Chief.
- B. Whenever, in the opinion of the Chief, any member does not use due diligence in attending to their duties, the Chief may recommend to the Board of Fire Commissioners (BFC) to take further disciplinary action up to and including expulsion.

Section 9: Residency

- A. In the event that the Department membership quota is met, any member moving out of the Fire District for more than six months, except to an adjoining district, may be removed from the Department membership.
- B. Said member shall immediately turn in their badge, key and all other Department property.

Section 10: Resignation

- A. All resignations shall be submitted to the Chief of the Department in writing or verbally. The chief will then notify the Board of Fire Commissioners in writing of such resignation, and a copy of the letter will be sent to the resigning member via certified mail with return receipt, within fifteen days prior to the Commissioners monthly meeting.

- B. At the time of resignation, all Department and District property will be turned in.

ARTICLE FIVE
MEMBERSHIP

Section 1: Written Application

- A. All applications for membership shall be presented in writing to the Chief, signed by the applicant.

Section 2: Qualification

- A. An applicant for membership shall:
 - 1. Be a citizen of the United States.
 - 2. Be of good character, manners, and appearance.
 - 3. Be in good health.
 - 4. Be at least eighteen years of age.
 - 5. An applicant shall be a resident of the Springs Fire District.
 - 6. An applicant must have a valid New York State Driver's License.

Section 3: Training

- A. Any person accepted by the Board of Fire Commissioners shall:
 - 1. Report to the Chief for assignment and receive a copy of the By-Laws of the Department.
 - 2. This person shall attend all meetings, drills, fires, and emergencies with their assigned unit for the first six months of membership.
 - 3. Successfully complete Firefighter I/EMS Essentials course (excluding hands-on) or its Suffolk County Fire Academy equivalent within two years of acceptance into the Department.
 - 4. If a member chooses to become an Emergency Medical Technician (EMT), the member shall obtain an EMT certificate or greater (AEMT, etc.) within two years of acceptance into the Department. Certified EMT's shall successfully complete Firefighter I/EMS Essentials course (excluding hands-on) or its Suffolk County Fire Academy equivalent within two years of obtaining their EMT certification.
 - 5. If a member chooses to become an interior firefighter, the member shall successfully complete a Firefighter I (including hands-on) or its Suffolk County Fire Academy equivalent within two years of acceptance into the Department.
 - 6. Reassignment to any unit will be at the Chief's discretion.
 - 7. Failure to comply with this Section may result in the members expulsion from the Department.

Section 4: Quota

- A. The quota for this Department shall be one hundred members.

- B. The exception to this would be:
 - 1. An active member who enlists, is drafted, or becomes an active reservist of the United States Military.
 - 2. An active member who enrolls as a full time student in an institution of higher learning.
 - 3. None of the above shall exceed four consecutive years.

- C. The quota may be increased to replace any of the above exceptions.

ARTICLE SIX
ALARMS

Section 1: Siren

- A. The sounding of the siren, except at twelve-noon weekdays, shall be interpreted as an alarm of fire or other emergency.

Section 2: First Response

- A. The first member arriving at the firehouse shall immediately ascertain the location and nature of the fire or emergency.
- B. The member shall then take command of the apparatus unless or until superseded by an officer assigned to the apparatus or qualified to operate the apparatus or another qualified member.
- C. Whenever such a member takes command, their orders shall be obeyed as if given by an officer.

ARTICLE SEVEN
EXEMPT MEMBERS

Section 1: Regular Exempt Membership

A. Eligibility

1. Any member who has completed five years in good standing in the Department.

B. Selection

1. Any member meeting eligibility requirements may request exempt papers from the Captain of the Company.

C. Rights and Exclusion

Any member:

1. May attend meetings and Department social events.
2. Has no voice or vote.
3. May not attend fires or drills.

Section 2: Privileged Exempt Membership

A. Eligibility: A nominee must meet one of the following conditions:

1. Member in good standing with 25 years of service to the Department.
2. Line of duty injury.
3. Exemplary service.
4. Charter member.

B. Rights and Exclusions

Any Member:

1. May attend meetings and Department social functions.
2. Has the right to voice and vote.
3. May not attend fires or drills.

C. Membership shall be determined by the Selection Committee.

D. Selection Committee:

1. Shall consist of seven members appointed by the Chief.
2. Said members shall be appointed to a seven-year term.
3. Each Unit of the Department shall have one member.
 - a. The first appointments shall be for a one-year term to a seven-year term. (9-4-1 shall have a one-year term through 9-4-16, which shall be a seven-year term.)
 - b. Any term not completed shall have a new appointment for the length of the unexpired term. Appointment to be made by the Chief.
 - c. The Chief shall appoint the Chair and Co-Chair. These appointments shall be done each year.

E. Anything not covered by this section shall be governed by the Rules and Regulations of the Selection Committee (Section F).

1. Changes to these Rules and Regulations shall be recommended by the Selection Committee.
2. These recommendations shall be presented to the Department members for approval.
3. All business to come before the Selection Committee shall be conducted at a formal meeting.

F. Selection Committee Rules and Regulations.

1. There shall be an organized meeting each year on the last Monday of January.
2. Additional meetings shall be held at the request of the Chief or any two members of the Selection Committee.
3. The order of business shall be as follows:
 - a. Call to order.
 - b. Reading of the minutes of the previous meeting.
 - c. Election of Officers and new members.
 - d. Unfinished business.
 - e. New business.
 - f. Good and welfare.
 - g. Adjournment.
4. Appointment of a Secretary.
5. Minutes must be kept, but must be confidential.
6. Nominations for membership may be made once a year.
7. Nominations shall be made by the Chief or any Selection Committee at the request of the Company member.

ARTICLE EIGHT
MEETINGS

Section 1: Department Meetings

- A. There shall be an annual meeting of the Department held for the election of the officers and any other business that may properly come before it, on the first Thursday in December, at 7:30 PM.
- B. In the absence of the Chief and Assistant Chiefs, a chairman protem shall be elected.

Section 2: Quorum

- A. Thirty percent of the membership shall constitute a quorum of the transaction of business.
- B. The action of such members shall be binding in all cases.

Section 3: Company Meeting

- A. Company meeting shall be held on the second Wednesday of every month.

Section 4: Presiding Officer

- A. The Captain shall preside at all Company meetings and the general order of business shall be the same as the annual meetings.

Section 5: Presiding Officer

- A. In the absence of the Captain and Assistant Captain, the members may appoint a chairman protem.

Section 6: Alcohol Beverages

- A. No alcoholic beverages shall be present or consumed during meetings.

Section 7: Attendance

- A. No one shall attend any Department meeting, except members of the Department and persons authorized by the Chief, Captain, Assistant Captain or Sergeant at Arms.

ARTICLE NINE
FIRE POLICE

Section 1: Eligibility

- A. Any member of the Department shall be eligible to become a member of the Fire Police.

Section 2: Officers

- A. The Fire Police shall have a First Lieutenant and a Second Lieutenant.
- B. The members of the Fire Police will elect these officers in the order named, by ballot, at the first Company meeting following the annual Department Meeting.

Section 3: Duties

- A. Members of the Fire Police, upon arrival at the scene of a fire, shall create a fire line.
- B. They shall not allow any unauthorized person or vehicle to enter the fire line.
- C. They shall see that fire lines are established in front, and if necessary, in rear of the building, and beyond the farthest apparatus, at least twenty-five feet therefrom.
- D. Any person who resides or is engaged in business within the fire line may not enter unless authorized by the Fire Police or five officers in charge.
- E. Members of the Fire Police shall allow no person to enter a burning building or buildings adjacent thereto.
- F. They shall allow no person to drive a vehicle over any unprotected Department hose, lying on any street, road or driveway at the scene of a fire without consent of the fire officer in charge.

ARTICLE TEN
BY-LAW AMENDMENTS

Section 1: Amendment

- A. Any amendment to these by-laws shall be submitted in writing to the Chief of the Department.
- B. The Chief will have the By-Law Committee review the proposal within thirty days of receipt, with the member making the proposal.
- C. The By-Law Committee shall submit the proposal at a regular scheduled meeting for reading.
- D. The proposal shall be held over until the next regular meeting for a second reading and vote.
- E. If the member making the proposal does not agree with the By-Law Committee's recommendation, they may submit their original proposal in writing at a regular scheduled meeting for reading, and shall be held over until the next regular meeting for a vote.

Section 2: Roberts Rules and Regulations

- A. In all questions not covered by these by-laws, Roberts Rules of Order shall apply.

Section 3: Conflicts with By-Laws

- A. All rules, regulations, orders, general, special or verbal, issued or promulgated, conflicting in any manner with the foregoing rules are hereby revoked, repealed, countermanded, and rendered inoperative, and of no force or effect.

ARTICLE ELEVEN
FUNDS

Section 1: Death Benefit Fund

- A. A beneficiary form shall be kept on file for each member of the Department.
- B. Upon the death of an active member, the sum of five thousand dollars (\$5,000.00) will be paid to the beneficiary listed on the beneficiary form.
- C. If a beneficiary designating form is not on file, payment will be made to next of kin.
- D. There shall be a special interest bearing account opened for the purpose of holding all funds set aside for death benefit paid to the designated beneficiary or the next of kin.
- E. An amount of three thousand dollars (\$3,000.00) shall be placed in this account annually.
- F. This money shall be used only to make payment to the designated beneficiary or next of kin as stated in Section 1C.

Section 2: Scholarship Fund

- A. The purpose of this fund is to provide financial assistance for continuing education for the residents of the Springs Fire District, as governed by the Rules and Regulations of the Scholarship Committee. (See appendix)
- B. There shall be a special interest bearing account opened for the purpose of holding monies set aside for the Scholarship Fund.
- C. The fund shall be administered by the Scholarship Committee.
- D. In the event that it is decided to no longer have a Scholarship Fund, all the monies must be awarded until the fund is depleted.
- E. Anything not covered in this section shall be governed by the attached "Rules and Regulations of the Scholarship Committee."
- F. Any changes to the "Rules and Regulations of the Scholarship Committee" shall be approved by the general membership.
- G. An amount of three thousand dollars (\$3,000.00) shall be added to this fund each year from the general fund.
- H. Members of the Springs Fire Department whose children receive scholarships from the Springs Fire Department for continuing education shall be required to remain a "member in good standing" of the Springs Fire Department for the term of the scholarship. Failure to remain a "member of good standing" shall result in the revocation of the scholarship for said member's child, effective on, or about the end of the semester of education closest to the date that the member was declared not "in good standing." For the purpose of this section, "member in good standing" shall be defined as an active member that accumulates at least 50 points (Department) during the calendar year. Exceptions to this paragraph shall be as outlined in items 1-3 below:

1. A member that leaves the Springs Fire Department and immediately applies for membership to, or joins another volunteer Fire Department.
2. A member that is suffering from a seriously debilitating disease or has sustained a permanently disabling injury that would prevent them from remaining a “member in good standing.”
3. A member that is forced to relocate from the Springs Fire Department for work related or family related reasons.

Section 3: Distressed Firemen’s Fund

- A. The purpose of this fund is to provide for the good and welfare of an active member.
- B. The fund will be used at the discretion of the Chief.
- C. Any donations received as a result of the death of a member shall be placed in this fund unless otherwise designated.
- D. There shall be a special interest bearing account opened for the purpose of holding monies set aside for the Distressed Firemen’s Fund.
- E. Three thousand dollars (\$3,000.00) shall be placed in this fund annually from the General Account.

Section 4: Ambulance Fund

- A. The Ambulance Fund may be utilized at the discretion of the Chief up to \$1,000.00
- B. Any expenditure request exceeding \$1,000.00 shall be presented to the Department by the Chief at a Company meeting or, at the Chief’s discretion, to the Board of Fire Commissioners (BFC).
- C. There shall be a special interest bearing account opened for the purpose of holding monies set aside for the Ambulance Fund.

Article Twelve
Election of Officers, New Members
By-Law Amendments or Additions

Section 1: Voting Procedures

- A. Three voting inspectors shall be appointed by the Chief
- B. The inspectors shall be responsible to verify that members are eligible to participate in the elections.
- C. The inspectors shall oversee the votes.
- D. All votes for the election of officers, new members or amendments of or addition to the By-Laws shall be by written ballot.
- E. No person shall be elected or By-Law revision made except by a plurality of votes cast.
- F. For all votes and/or elections, only members in good standing may participate.

Section 2: Election of New Members

- A. Written applications shall be submitted to any Chief or any Captain.
- B. Application shall be presented at a regular meeting of the Company.
- C. After an interview with the applicant, the application shall be presented at a regular meeting of the Company and voted upon.
- D. If the application is approved, the application shall be forwarded to the Board of Fire Commissioners.

Section 3: Election of Officers

- A. In all elective offices, the terms shall concur with the fiscal year of the Department.
 - B. Department Officers
1. Nominations for the three Chiefs positions shall require a written letter of intent which shall be submitted prior to the regular November meeting of the Company.
 2. Nominations for Secretary and Treasurer shall be received from the floor during the regular November meeting of the Company.
 3. Shall be elected between 4:30 pm and 7:15 pm on the first Thursday in December, before the Annual Meeting of the Department.
 4. There will be no nominations from the floor for the position of Chief or Assistant Chiefs.
 5. No one shall hold the office of Chief for more than three consecutive terms.
 6. If, in the election for the office of chiefs, 51 per cent of the eligible voters are unable to cast a vote within the prescribed time allotted, then any results of said election shall be null and void and a new vote shall be scheduled by the Election Inspectors as soon as practicable but in any event, prior to the next company meeting.

C. Company Officers

1. Nominations for these positions shall be by written letters of intent which shall be submitted prior to the November regular meeting of the Universal Company #1.
2. The office of Captain and Assistant Captain shall be elected during the December regular meeting of Universal Company #1.

D. Unit Officers

1. Nominations for these positions shall be from the floor.
2. The office of Lieutenant and Second Lieutenant shall be elected between 6:30 pm and 7 pm on the day of the December Universal Company #1 meeting.

Section 4 By-Law Amendments or Additions

- A. No Amendments or additions shall be made to the By-Laws unless passed by a two-thirds vote of members voting.
- B. As called for in Article Ten, all proposed amendments or additions must be presented to the Department twice prior to being voted upon.

Section 5 Officer Vacancy

- A. In the event of a vacancy in any Chief or Captain position, an election may be held to fill said vacancy.
- B. Procedure - In the event of an election
 1. Within two weeks of said vacancy, a Special Meeting shall be called by a Chief to announce said vacancy; indicate an election shall be held on the next Company Meeting date; review the qualifications for said vacancy and request that letters of intent to seek said office be sent to the Secretary prior to said election.
 2. Depending on the office vacated, a Special Meeting of the Department or Company, as appropriate, shall be held to hold said election under the guidance of the Election Inspectors.
 3. The Secretary shall read the letters of intent and a vote by paper ballot shall be taken.
 4. In the event that said election creates a new vacancy, another election shall be held immediately -
 - a) If appropriate, the Meeting will be closed and a new Special Meeting opened as the Officer position warrants;
 - b) The qualifications for the newly vacated position shall be read;
 - c) Nominations shall be taken from the floor;
 - d) A vote by paper ballot shall be held.

APPENDIX

SPRINGS FIRE DEPARTMENT MEMORIAL SCHOLARSHIP AWARD

This award is given each year in memory of all deceased members of the Springs Fire Department. There shall be four awards of \$750.00 each, per year for a maximum of four consecutive years, commencing within one year of graduation from High School.

ELIGIBILITY

Any graduate of the senior class of High School who has applied to a school to further his/her formal education. The applicant must be a child of an active or deceased member of the Springs Fire Department. In the event there are no applicants from the Springs Fire District, applicants may come from the Springs Fire District.

Members of the Springs Fire Department whose children receive scholarships from the Springs Fire Department for continuing education shall be required to remain a "member in good standing" of the Springs Fire Department for the term of the scholarship. Failure to remain a "member in good standing" shall result in the revocation of the scholarship for said member's child, effective on or about the end of the semester of education closest to the date that the member declared not "in good standing". For the purpose of this section "member in good standing" shall be defined as an active member that accumulates at least 50 points (Department) during the calendar year. Exceptions to this paragraph shall be as outlined in items 1-3 below.

1. A member that leaves the Springs Fire Department and immediately applies for membership to, or joins another volunteer Fire Department.
2. A member that is suffering from a seriously debilitating disease or has sustained a permanently disabling injury that would prevent them from remaining a "member in good standing".
3. A member that is forced to relocate from the Springs Fire District for work related or family related reasons.

The award will not be made until acceptance at a school has been established. The scholarship money will be paid directly to the recipient or the person who paid the tuition. The recipient of the award shall notify the Treasurer of the Springs Fire Department in writing of the name and address. A copy of the cancelled check (both sides) paid to the order of the School or University or a copy of the paid tuition bill is required before payment. Payment will be made twice each year, in the fall semester after September 15th, and for the spring semester after January 15th. Any deviation from the rules will require a letter to be written to the Committee stating the problem. A decision will be made on a case by case basis.

HOW TO APPLY

An application is available at the Guidance Office of the High School. A notice is sent to the parents of the student by the Guidance Office.

It is the responsibility of the applicant to obtain all information including recommendations from teachers, employer, clergy, etc., and submit them to the Guidance Office.

Application, transcript and recommendations are forwarded to the Scholarship Committee by the Guidance Office of the High School.

DUTY OF THE CO-CHAIRPERSON

The Co-Chairperson will be the only one to accept applications and it shall be his/her responsibility to delete names, addresses and assign a number to each application. The Co-Chairperson will not vote. He/She will tabulate and announce the cumulative point score to the Committee.

NOTIFICATION

A cover letter indicating the results will be sent to all applicants.

AWARD COMMITTEE

The Award Committee, including the Chairperson, will be appointed by the Chief of the Springs Fire Department. The Committee members, including the Chairperson, shall have a vote. The Committee members shall score the applicants according to a point system based on the following criteria:

- 1. Self-help & letter of application, GPA (average) & Class Rank
- 2. Dependent Siblings
- 3. Gross Family Income
- 4. School and Community Activities
- 5. Teachers Recommendations

The Awards Committee shall meet and select a list of four candidates. This Meeting shall take place within 30 days prior to graduation from High School. The Chairperson shall notify the Chief of the results and the Chief shall notify the successful candidates by letter.

CHAIRPERSON Bruce H. Baldwin

CO-CHAIRPERSON _____

MEMBERS

Jack MacPherson
 Robert Brown
 David Bahns
 Bruce Bates
 Pat Lyons
 Robert Anthony
 Karen Haab