

GREEN COUNTRY FIRE DISTRICT BYLAWS

Article 1 – Purpose

The purpose of this Fire District shall be to provide fire protection and other emergency services for the safety and protection of the residents and businesses in our assigned Fire District. The Fire District will conduct itself in accordance with these bylaws and adopted Standard Operating Guidelines (SOG).

Article 2 – Name/Boundaries

The Name of this organization shall be known as Green Country Fire District (GCFD).

The boundaries of the Green Country Fire District shall include all property within the current boundaries agreed to by the authority having jurisdiction (per Exhibit B attached).

An election was held to convert Green Country Volunteer Fire Department, Inc. to a Title 19 Fire District from a Title 18 Corporate Department. It was Ordered on January 27, 2020 by the Board of County Commissioners of Osage County, Oklahoma that pursuant to 19 O.S. §19-901.4 that the territory described is duly organized as the Green Country Fire District.

Article 3 – GCFD Board of Directors Duties and Meetings

The Board of Directors (BOD) shall consist of five (5) members. Directors shall be surface owners of real property in and residents of the Fire District. Board members may not be from the same immediate family (For this purpose, the definition of immediate family shall be spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brother-in-law and sister-in-law, daughter-in-law, and son-in-law). The Fire Chief shall be an ad hoc, non-voting member.

The BOD shall:

- Conduct elections and vacancies per §19-901.5
- Select a Chairman and appoint a Clerk & Treasurer per §19-901.6
- Have the powers and duties per §19-901.7.
- Develop and maintain By-Laws per §19-901.7.11
- Oversee a general plan of operation using the 1- 5 Year Plan per §19-901.14.

President/Chairman:

The President/Chairman shall preside over all business affairs of the Fire District.

Vice President:

The Vice President shall assist the President/Chairman, and in his/her absence will assume all duties of President/Chairman and preside over the meetings.

Secretary/Clerk: The Secretary/Clerk shall:

- Shall distribute minutes to BOD within seven (7) days of meeting.
- Maintain a permanent file of minutes and reports of all business meetings conducted by the Fire District and present the minutes and activities of the Fire District at each monthly meeting.
- Annually publish in a newspaper of general circulation in the county where Fire District is located, notice of the date, time, and place of a meeting on the proposed budget and the budget summary §19- 901.42
- Annually submit resolution to the secretary of county election board for election of board seats §19- 901.5
- Keep a record known as the fire protection district appraisal record (referred to by county as Tax Roll Book) per §19- 901.11 and following receipt of Tax Roll Book from assessor's office annually certify to the County Treasurer the amount of assessment per §19- 901.20.
- Provide annual schedule of board meetings to County Clerk and request copy of stamped schedule from clerk. Any meetings not included on previously submitted schedule shall be sent to County Clerk prior to special meeting per §25-301-314.
- Shall cause an agenda to be posted and notice to be given in compliance with open meetings act §25-301-314 and post on Green Country Fire District website

Treasurer: The Treasurer shall:

- Obtain and maintain a bond per §19-901.6.
- Collect all monies due the Fire District and deposit funds in a chartered bank with the account being in the name of Green Country Fire District
- Pay all amounts due by Green Country Fire District check
- Obtain second signature on all checks of more than \$1,000.00. Treasurer, President and Secretary have signature approval.
- Maintain accounting records and a true and accurate record of all receipts and disbursements.
- Provide a financial statement at the monthly BOD meetings.
- Provide annual financial statement to the State Auditor and Inspector per, §19 - 901.36
- Prepare the annual budget per §19-901.37 with input from the Fire Chief and the BOD. Except as addressed in the sixth bullet of Article 4-Fire Chief, purchases not included in the budget approved by the BOD require advance approval from the BOD. Purchases greater than \$1,000 require advance signed approval by at least two board members.

- Notify Workers Compensation Insurance of changes to the firefighter roster when informed by the Fire Chief.
- Maintain Commercial General Liability, Property and Auto Insurance
- Be responsible for obtaining necessary employment related documentation (e.g., drug screening, DMV report, criminal background check etc. for all new firefighters)
- Be responsible for keeping and maintaining all vehicle titles and registrations.

Director at Large: The Director at Large shall:

Be responsible for special projects.

Oath of Office

All current and incoming BOD members, Chief and Deputy Chief, before entering upon the duties of their offices, shall take and subscribe to the Oath of Office per Oklahoma State Constitution.

Board Meetings

The BOD shall meet monthly to conduct the business of the Fire District. The monthly meeting is open to the public. Robert's Rule of Order shall prevail in any and all meetings of the Fire District.

Three fifths (3/5) of the members of the BOD shall constitute a quorum.

Anyone wishing to address the Board shall provide a written description of their agenda item to the President/Chairman forty-eight (48) hours prior to the monthly BOD meeting. During the meeting, when granted the floor, such person has two (2) minutes to make their presentation. The Board may table the subject until a later date.

The order of business at the monthly BOD meeting shall be:

- a. Call to Order.
- b. Roll Call (or sign-in)
- c. Reading of the Secretary's Minutes
- d. Treasurer's Report
- e. Fire Chief's Report
- f. Old Business
- g. New Business
- h. Adjourn

Article 4 – Firefighters

Firefighters shall be residents of the Fire District unless otherwise authorized by the Fire Chief.

- a. Must be at least 18 (eighteen) years of age.
- b. Shall be subject to all rules and regulations of the operations of this organization.
- c. Shall sign all papers necessary for proper records and provide required documents for the fire department operation.
- d. Shall be under the direction of the Fire Chief.
- e. Shall select a candidate for the position of Fire Chief to be considered by the Board of Directors.

A new firefighter shall be enrolled in Workers Compensation.

A new firefighter shall be on probation as stated in SOG and the majority of the firefighters must approve the new member upon completion of the probation period.

Upon acceptance a new firefighter shall be enrolled as a member of the Oklahoma Firefighters Pension and Retirement System at the expense of the department.

All firefighters are required, when notified, to respond to fire alarms and medical emergencies and per SOG be present at regular meetings, special called meetings and training presented for the benefit of the firefighters. There shall be at least two regular training meetings each month. After submitting their certificate to the Fire Chief for pre-approved training, firefighters will be reimbursed for the cost of special training material, exams, qualification, etc.

Fire Chief: The Fire Chief shall:

- Be at the head of the department, subject to the laws of the State of Oklahoma, rules of the board of directors, and the rules and regulations herein adopted.
- Be held responsible for the general condition and efficiency of the department, the training of firefighters, and the performance of all other duties imposed upon him or her by law or the board of directors.
- Oversee development and continuation of Standard Operating Guidelines (SOG) which outlines the responsibilities and procedures of the firefighters for emergency situations and day to day operations for the Fire District.
- Oversee continuation of the 1-5 Year Plan which serves as a long-term plan and method to seek funding for out of the ordinary expenditures and special projects for the fire district.
- Ensure firefighting equipment, personal protective equipment, and fire station is safe and operational and considered fire ready.

- Be authorized to make individual purchases of up to \$1,000 without BOD approval. Individual purchases greater than \$1,000 require advance BOD approval. Any purchases specifically included in the budget approved by the BOD do not require further BOD approval. All individual purchases greater than \$1,000 (budgeted and non-budgeted) also require advance signed approval by at least two board members. Purchases made in emergency situations, as deemed by the Fire Chief, do not require advance BOD approval, but must be presented to the BOD at the next scheduled meeting following such purchase.
- Will submit estimated training expenses to the BOD and Treasurer prior to development of the next year's budget.
- Maintain a current firefighter roster and provide the roster to the Treasurer for Workers Compensation Insurance

Deputy Fire Chief: The Deputy Fire Chief shall:

Assist the Fire Chief and in the absence of the Fire Chief, assume the duties of Fire Chief.

Firefighter Officers:

The Officers of the firefighters shall be appointed by the Fire Chief with the oversight and agreement of the BOD, and may consist of a Deputy Fire Chief, Captain, Lieutenant, and any other Officers deemed necessary by the Fire Chief.

It is the duty of these Officers to coordinate or conduct the training of the volunteer firefighters and to serve the District in a professional and business-like manner.

Article 5 - Dispatchers

- a. Shall be subject to all rules and regulations of the operations of this organization.
- b. Shall sign all papers necessary for proper records and provide required documents for the dispatcher operation.
- c. Are under the direction of the Fire Chief.

Article 6 – Auxiliary

The Name of this group shall be known as Green Country Volunteer Fire Department Inc.

- a. The purpose of the Auxiliary shall be:
 - to promote and exchange ideas and experiences that will aid in serving GCFD and the interest of the public
 - to raise funds through hosting/planning public events and plan/host internal events

- office work, project coordination
 - dispatching, food and beverage delivery during emergencies
 - other tasks seen fit by an agreement of the BOD & Fire Chief
- b. Shall be residents of the Fire District.
- c. Shall operate under the umbrella of the Green Country Fire District
- d. Shall be under the supervision of the Fire Chief.
- e. The Auxiliary shall maintain a checking account in the name of Green Country Volunteer Fire Department, Inc. This account is currently with the Bank of Oklahoma.
- Authorized check signer(s) shall be member(s) of the Auxiliary or as otherwise approved by the board of GCFD.
 - The primary purpose of the Auxiliary/GCVFD checking account is to pay for the costs of fundraising activities. This account can also be used to pay for other expenses related to the activities of the Green Country Fire District (GCFD), in compliance with this policy.
 - A representative of the Auxiliary shall give an accounting of all receipts and disbursements and the cash balance at the monthly board meetings of the GCFD, and at any time at the request of a board member.
 - Expenditures for fund raising activities for any month shall not exceed \$750 in total without prior GCFD board approval.
 - Expenditures for other items for any month shall not exceed \$100 in total without prior GCFD board approval.

Article 7 – Compliance

These bylaws are set forth to comply with the requirements of the laws of the State of Oklahoma or other governmental jurisdictions. In case any of these bylaws are less restrictive than provisions of regulations or statues, it is hereby agreed and accepted that the provisions of the regulations or statues will apply.

Article 8 - Revenues

The Fire District's revenues shall be derived from county tax base, grants, donations, and fundraisers. The BOD shall approve all fundraising activities. A member of the BOD or Fire Chief shall receive all non-cash donations.

Article 9 – Annual Budget

An annual budget shall be prepared following existing laws pertaining to the budget process for Title19 departments.

Article 10 – Amendments/Revisions

All proposed amendments/revisions of these bylaws shall be presented in writing at a regular monthly Board meeting and the amendment must receive a majority vote of a quorum.

Article 11 – Purchase & Disposition

The District shall purchase and dispose of property in accordance with state law.

Article 12 – Evidence of Incorporation

Per attached copy of Not-for-Profit Certificate of Incorporation dated November 4, 1988.

These bylaws adapted at a duly called meeting of the BOD held at the Green Country Fire District Fire Station, 502 Imperial Blvd, Sand Springs, OK 74063 on this date:



Ronald Wolfe
President/Chairman of Green Country Fire District Board of Directors

Attest: 

Mary Chilton
Secretary/Clerk of Green Country Fire District Board of Directors

History/Revisions/Amendments

8-4-1994	First Bylaws signed by Mike Rice as President and attested by Derald Clow
2005, 2011,2017	
2019	Updated apparatus pricing and BOD terms
3-5-2020	Combined Bylaws and Constitution and incorporated changes to comply with Title 19 statues
2/8/2021	Correct references to GCFD, add Oath of Office, clarify Secretary/Clerk duties, amend Chief's expenditure authority, update Auxiliary article
2/8/2021	Updated Treasurer and Chief section by David

The first part of the document is a list of names and addresses of the members of the committee.

MEMBERS OF THE COMMITTEE

The following are the names and addresses of the members of the committee:

MEMBERS OF THE COMMITTEE

1. Mr. J. H. ...
2. Mr. ...
3. Mr. ...

[Handwritten signature]

Very respectfully,
Your obedient servant,
[Handwritten signature]

[Handwritten signature]
Secretary

Enclosed for the members of the committee are the following documents:

ENCLOSURES

- 1. Report of the committee on the subject of ...
- 2. ...
- 3. ...
- 4. ...
- 5. ...
- 6. ...
- 7. ...
- 8. ...
- 9. ...
- 10. ...