

# WFD By-Laws Rev 3 & 4 Approvals - Updates To Note For 2020/21

*Disclaimer: This is intended to be a general summary of the updates to the WFD By-Laws Revs 3 & 4 and may not contain a complete list of all of the updates requiring Department changes in 2020 and 2021. Please refer to the WFD By-Laws Rev 3 and WFD By-Laws Rev 4 documents for a complete list of updates that will impact the Department.*

## 1) **President:**

### a. **Membership Cards (Page 11)**

- i. The President shall sign each card and ensure the cards are distributed to the members before the end of January of the given year.

### b. **Membership Participation Requirements Warning (Page 10)**

- i. Following the October Business Meeting and prior to October 15th, the President shall notify the individual member(s) and the Chief of those who have not accumulated the required Membership Participation Points to date

### c. **Voting on Affairs of Department**

#### i. **Voting Method (Page 16)**

1. Prior to the vote, the President shall determine the method of voting: via a show of hands, via a verbal vote (yea or nay), or via paper ballot. Any member shall also be allowed to request either type of voting method before the vote takes place. Voting to grant Full Membership shall only via paper ballot.

#### ii. **Department President Voting (Page 16)**

1. The President shall only vote to break a tie vote or via a paper ballot. They shall refrain from voting at other times to prevent influencing the voting of other members. The President shall withhold their vote until the result of the vote is announced.

#### iii. **Resolution of Tie Votes (Page 16)**

1. In the event of a tie, a second vote shall be taken. Before the second vote, the membership shall be allowed additional discussions on the topic. In the event the second vote again results in a tie, the President's vote shall be counted.

### d. **Committees and Agents**

#### i. **Committee Listing (Page 28)**

1. The President shall be responsible to post a list of each committee and their respective members on a Department bulletin board and on the Department website.

### e. **Miscellaneous Provisions**

#### i. **Yearly Mailing by Department (Page 35)**

- ii. By January 15th of each year, the President or their designee shall communicate the following District and Department information to all members via USPS.
  1. A list of all District and Department Officers
  2. A copy of the District Code of Ethics Policy and a blank Code of Ethics Form
  3. Department Meeting Notice Waiver form for the year
  4. A reminder of requirements to continue active membership
  5. A Membership Card

### f. **Order of Business for Department Meetings**

#### i. **Order of Business (Pages 37-38)**

- ii. The following shall be the order of the business conducted at a Department Meeting. The failure to adhere to this order shall not deem any action null or void and shall not provide a right to challenge any such action or decision.

1. Call to Order and Pledge of Allegiance
2. Roll Call and Sign In
3. Introduction of New Members
4. Reading of Treasurer's Report
5. Commissioners' Report
6. Chiefs' Report
7. Committee and Agents Reports
8. Board of Director's Report
9. Unfinished / New / Miscellaneous Business
10. Correspondence and Announcements
11. Birthdays of the Month
12. Reading of this Meeting's Minutes for Corrections / Approval
13. Adjournment

**2) Vice President:**

**a. Vice-President Responsibilities (Page 21)**

- i. The Vice President shall, in the absence of the President, exercise all the functions of the President. The Vice-President shall chair the *Membership Committee and the Health and Welfare Committee*.

**3) Treasurer:**

**a. Treasurer Responsibilities**

**i. Bill Paying Requirements (Page 22)**

1. Removed: Bills are paid on the 15th and last day of the month.

**ii. Reimbursement Requirements (Pages 22-23)**

1. Removed: Also, the treasurer may pay any reimbursement under \$100.00 with the written approval of a member of the Board of Directors.
2. Removed: All reimbursements with prior approval through a motion or under \$100.00 with a Board member approval will be paid on the next payment cycle of either the 15th or last day of the month.

**iii. Treasurer's Report (Page 23)**

1. The Treasurer shall prepare a line by line item budget report to the membership for approval. The budget may assign spending approval of any line item to the Board, the President, the membership or any committee. Any deviation from or change to the line items within the budget shall be presented to the membership for approval.

**iv. Tax Reporting (Page 23)**

1. The Treasurer shall prepare and submit the IRS form 990 annual tax return that is used for tax exempt organizations.

**v. Foreign Fire Funds Annual Report (Page 23)**

1. If the Department receives and disburses foreign fire insurance premium tax funds (2 percent funds), the Treasurer shall prepare an annual report in accordance with section 30-a of General Municipal Law 30-a. The report shall be submitted to the New York State Comptroller no later than the last day of February of each year for the preceding year. The report must list amounts received, expenditures, and balances regarding those funds.

**4) Secretary:**

**a. Probationary Member (Page 3)**

- i. The Department Secretary shall file a record of the application.

**b. Resignations (Pages 12-13)**

- i. The Department Secretary shall submit a copy of the member's resignation letter to the Secretary of the Walworth Fire District. No action shall be required by the District.

**c. Recording of Voting Results (Page 16)**

- i. At the conclusion of the vote, the Secretary shall announce the count of votes in the affirmative, in the negative, the number abstaining, and the total count of members present. This count shall also be entered into the meeting minutes. In the case of voting to grant Full Membership, the announcement and recording shall only reflect if the member was accepted or rejected.

**d. Notice of Annual Election Meeting (Page 16)**

- i. Notice of the time, place and purpose or purposes of the Annual Election Meeting shall be served either personally, by mail or *electronically via email*. NOTE: Doesn't state who is responsible.

**5) Trustees:**

**a. Trustee Responsibilities (Page 21)**

- i. Trustees are responsible for the storage, distribution, collection and inventory maintenance of the District and Department property entrusted to them. The Trustees shall work with the Chief and District to ensure:
  - 1. Members have proper, functional gear and equipment
  - 2. Maintaining an accurate inventory of all the gear and equipment entrusted to them for storage
  - 3. All gear is collected from members leaving the Department or no longer in need of the gear or equipment

**6) Board of Directors:**

**a. Membership Participation Points Evaluation (Pages 10-11)**

- i. The Board of Directors shall provide oversight of the accumulation of Membership Participation Points based on the signatures on the Department Attendance Sheets and post a list quarterly of the Membership Participation Points before April 15th for the first quarter, July 15th for the second quarter, October 15th for the third quarter, and January 15th of the next year for the fourth quarter.
- ii. The Board of Directors may modify these Membership Participation Requirements at any time based on extenuating circumstances.
- iii. The Board of Directors shall evaluate the requirements annually no later than January 15<sup>th</sup> of each year. Revisions shall be reviewed by the members and incorporated into the Department By-Laws once approved by the members.

**b. Board of Directors Meeting**

**i. Quorum and Vote**

**1. Resolution of Tie Votes (Page 19)**

- a. In the event of a tie a second vote shall be taken. Before the second vote, the Board shall be allowed additional discussions on the topic. In the event the second vote again results in a tie, the issue shall be tabled until the next meeting.

**c. Annual Report to the County (Pages 19-20)**

- i. NOTE: This is not new and was included in the prior By-Laws. It is a reminder that it needs to be done.
- ii. In accordance with section 1402 of the Not-For-Profit Corporation Law, the Board of Directors shall also file a report by January 15th of each year with the Wayne County Clerk's Office which provides:
- iii. the names of the Directors and Executive and Line Officers of the Department;

- iv. a list of the inventory of the Department's property;
  - v. a statement of the Department's financial liabilities; and
  - vi. a statement that "the Department has not engaged, directly or indirectly, in any business other than that set forth in the Certificate of Incorporation."
- d. **Annual Report of Directors (Page 20)**
- i. NOTE: This is not new and was included in the prior By-Laws. It is a reminder that it needs to be done.
  - ii. In accordance with Section 519 of the Not-For-Profit Corporation Law, the Board of Directors shall present an Annual Report of Directors at the Annual Meeting of members. The report shall be verified by the President and Treasurer or by a majority of the Directors or certified by an independent public or certified public accountant or by a firm of such accountants selected by the Board. The report shall be filed with the records of the Department and a copy shall be placed in the minutes of the Annual Meeting of the members. The report shall show in appropriate detail the following:
    - iii. The assets and liabilities, including the trust funds, of the Department as of the end of a 12 month fiscal period terminating not more than six months prior to said meeting.
    - iv. The principal changes in assets and liabilities, including trust funds, during the said fiscal period.
    - v. The revenue or receipts of the Department, both unrestricted and restricted, to particular purposes during said fiscal period.
    - vi. The expenses or disbursements of the Department, for both general and restricted purposes, during said fiscal period.
    - vii. The number of members of the Department as of the date of the report, together with a statement of increase or decrease in such number during the said fiscal period, a statement of the place where the names and places of residence of the current members may be found, and the percentage of members that reside outside the District.

**7) Executive Officers and Administrators:**

- a. **Term of Office for Executive Officers and Administrators (Page 20)**
  - i. Removed: Any two or more offices may be held by the same person, except the offices of President, Secretary and Treasurer.

**8) Chief:**

- a. **Membership Participation Points Failure Notification (Page 11)**
  - i. The Chief shall notify the Active Member, in writing, of their failure to meet the Membership Participation Requirements.
- b. **Leave of Absence (Page 12)**
  - i. The Chief shall make an announcement of any Leave of Absence to the membership at the next Department Meeting.
    - 1. **Requests for Leave of Absence (Page 12)**
      - a. All requests for leaves shall be submitted in writing to the Chief for their approval. The Chief shall grant or deny the request with 14 days.
    - 2. **Return from Leave of Absence (Page 12)**
      - a. All members returning from a Leave of Absence may return to Active Service only after notifying the Chief in writing and receiving their approval. All returns from a Leave of Absence shall be announced to the membership at the next Department Meeting.
- c. **Discipline**
  - i. **Officers Responsible to Take Corrective Action (Page 13)**

1. The Chief has the responsibility to bring forth charges in all incidents, If Chief is the subject of the incident, then the Chairman of the Board of Commissioners shall bring up the charges.
- d. **Election or Appointment of Line Officers (Pages 23-24)**
  - i. All elected Line Officer positions are elected by the members at the Annual Election Meeting as outlined in the Election Process section of these by-laws. All appointed Line Officer positions are appointed by the Chief. The Chief shall make these appointments before the District Organizational Meeting held in January.

**9) Line Officers:**

- a. **The Department shall have the following appointed Line Officers (Page 23)**
  - i. Added SCBA Lieutenant
- b. **Terms of Office for Line Officers (Page 24)**
  - i. All Line Officers shall serve for the term of one year. The one year of service starts when the Chief Officers have been approved by the District at the District Organizational Meeting in January and runs until the District Organizational Meeting in January of the next year. Terms of the Chief, Deputy Chief, 1st Deputy Chief and 2nd Deputy Chief may continue beyond the year if the person filling the position is not approved by the District.
- c. **Resignation of Line Officers (Page 24)**
  - i. Any Line Officer may resign at any time by giving written notice of such resignation to either the Chief or President regardless of whether any charges against them are pending. Resignations shall be effective immediately upon receipt of the written notice.
- d. **Line Officer Vacancies (Page 24)**
  - i. The vacancy of any Line Officer position, for any reason, shall be announced at the next Department Meeting following the vacancy. Vacancies shall be filled by majority vote of the members at the next Department Meeting following the announcement. Vacancies must be filled by a member who is qualified for that position. Any individual so elected shall hold office until the completion of the term.
- e. **Removal of Line Officers (Page 24)**
  - i. Any Line Officer may be removed for cause by a majority of the members present at a Department Meeting. Disciplinary actions shall be in accordance with the Discipline section of these by-laws.
- f. **Initiation of Line Officers (Page 24)**
  - i. The initiation of office for Line Officers varies dependent on the requirement for District approval for Chief positions.
  - ii. **Initiation of Chiefs**
    1. Any newly elected chiefs shall assume the duties of their office as soon as they have been approved by the District. A Chief shall serve until their successor is approved by the District. If any Chief is unable to serve until their successor is approved, each Chief shall move up in rank temporarily and the 2nd Deputy Chief position shall be vacant until all Chief positions have been approved.
  - iii. **Initiation of Other Line Officers**
    1. The newly elected Line Officers, other than Chiefs, shall take office as soon as the Chief Officers have been approved by the District at the District Organizational Meeting in January.

**10) Membership Committee:**

- a. **Probationary Member - Application Procedure (Page 3)**

- i. The Membership Committee shall start to review the application within 14 days of receiving the completed application.
- ii. The Membership Committee shall review the applicant by evaluating the qualifications and the data on the application, contacting the listed references, and searching the internet and social media for information that would assist in determining the applicant's character.
- iii. The Membership Committee shall request the Department Secretary to submit the membership application to the Secretary of the Walworth Fire District.
- iv. The District can vote either to accept or deny the application. However, should the Fire District fail to act upon the application, either by approving or disapproving the application, such membership shall be deemed approved after 40 days after the application was forwarded by the Secretary of the Department to the Secretary of the District.
- v. Probationary Members are required to complete a Medical Physical Form within 45 days after the applicant receives the form from the Department.

## **11) Members:**

- a. **Full Member - Application Procedure (Page 4)**
  - i. All Full Members present at the meeting shall vote via paper ballot overseen by the Secretary.
  - ii. The voting results should be announced at the meeting and recorded in the meeting minutes only as accepted or rejected. The count of votes for and against shall not be announced or recorded.
  - iii. No Full Member is required to provide any reason for their positive or negative vote of Membership.
- b. **Social Member - Application Procedure (Page 5)**
  - i. Social Membership is granted by submitting a signed letter in writing to the President requesting to be a Social Member.
  - ii. Social Membership must be renewed annually via a signed letter in writing to the President requesting renewal by January 15th. Failure to submit a signed letter by the annual due date will result in termination of membership.
- c. **Retired Member - Application Procedure (Page 5)**
  - i. Retired Members are those persons who served no fewer than 25 years as an Active Member in the Department but can no longer perform Operational Activities.
  - ii. Member must submit a signed letter in writing to the Membership Committee requesting to be a Retired Member.
- d. **Probationary Member - Privileges of Membership (Page 6)**
  - i. May not vote at Department Meetings and in Committees (*used to be able to vote at Department Meetings after 6 months*)
  - ii. If granted by the Chief based on experience and demonstrated proficiency, they may Drive Apparatus Once Cleared, Operate Q1 Aerial Device Once Cleared, Operate Q1 or E50 Pump Once Cleared, Operate Power Tools or Equipment Once Cleared, and Climb Ladders or Operate at Heights Above 6 Feet.
  - iii. **Previous Firefighter Experience (Page 11)**
    - 1. Firefighters who have previous firefighting experience can be cleared on an apparatus and / or equipment during their Probationary Period by the Chief after they have demonstrated proficiency based on the District and Department policies and procedures.
- e. **Auxiliary Member - Privileges of Membership (Page 6)**
  - i. Drive M47 Non-Emergency to Calls Once Cleared
- f. **Membership Participation Requirements (Pages 10)**

- i. For a member to retain their membership in the Department, they must accumulate a minimum of 8 (eight) Membership Participation Points for a calendar year, January 1st through December 31st, based on Drills/Training and Department Activities.
  - 1. Note: The Auxiliary Committee members shall establish their own activity requirements, if any.
- ii. Failure to meet the required Membership Participation Points shall lead to termination of membership.
- g. **Membership Cards (Page 11)**
  - i. The Membership Card must be relinquished upon resignation or termination from the Department.
- h. **Change in Membership Categories (Page 11)**
  - i. Members may have their Membership Category changed based on the Procedures listed in the Active Member Classifications table or the Non-Active Member Classifications table. All changes in Membership Categories result in forfeiture of privileges and benefits of the prior category and/or classification and the acquire the privileges and benefits of the new category and/or classification.
  - ii. **Active Member to Non-Active Member**
    - 1. Active Members, subject to the Non-Active Member Classifications table, may have their Membership Category changed to Non-Active and be classified as a Social Member or Retired Member.
  - iii. **Non-Active to Active Member**
    - 1. If a Non-Active member wishes to return to Active Membership, they must meet all the requirements outlined in the Membership Requirements section of these by-laws and capable of Operational Activities.
- i. **Change in Membership Classification (Page 11)**
  - i. Members may only change their Membership Classification subject to the Procedures listed in the Active Member Classifications table and Non-Active Member Classifications table.
- j. **Change in Residence (Page 11)**
  - i. Each Active Member shall be required to notify the Secretary of the Department in writing within 30 days upon learning that they will be moving to a new location or otherwise changing their address. The notification shall include their name, new address and the effective date. If a member's change in residency results in their no longer meeting the Residency Requirements as outlined in these by-laws their membership shall be terminated.
- k. **Change in Physical Abilities (Pages 11-12)**
  - i. Each Active Member shall be required to notify the Chief in writing within 14 days upon learning that they no longer meet the physical requirements as outlined in the District and Department policies for their current Membership Category, Classification or firefighter classification (i.e. interior, exterior, fire police). The notification must include a physician's statement listing the member's limitations, restrictions and effective dates.
  - ii. The member's membership shall be changed, if necessary, as determined by the District and Department policies and these by-laws. A change in a member's physical abilities may result in a change in Membership Status (via Leave of Absence), a change in Membership Classification to a Retired Member if the member qualifies, and/or a change in the member's firefighter classification (i.e. interior, exterior, fire police). If a member's change in physical abilities does not qualify for a new Membership Classification, their membership shall be terminated.
- l. **Resignations (Page 12)**
  - i. A resignation of a member or officer must be made in writing and addressed to the President or Vice President who will present it to the members at the same or the next Department Meeting.
  - ii. **Returning District and Department Property**

1. Any member resigning shall return all District and Department property within 30 days of their resignation. If the member fails to return all District or Department property within that time, the District will undertake legal actions to secure the property.

**m. Discipline (Pages 13-15)**

- i. The District and Department have the right to ensure proper conduct of all members. Incidents, minor or major, may require discipline through counseling, suspension, or termination. The policies of the Department may provide additional reasons for the suspension or termination of a member, but such policies shall not abrogate or amend these by-laws.
- ii. There were many updates and clarifications in this section. Please review if a "Discipline" situation occurs.

**12) Election Process**

**a. Membership Notice of Elections (Page 25)**

- i. The President at the November Department meeting shall inform the membership of upcoming elections and solicit request of notification from those members not interested in holding any elected positions.

**b. Qualifications for Positions**

**i. Qualifications for Chief Officers and Line Officers Positions (Page 25)**

1. Qualifications for Chief Officers and Line Officers shall be based on member's qualifications as of the thirtieth of November, with the exception of time served.

**ii. Time Served Qualifications for Chief Officers and Line Officer Positions (Page 25)**

1. Members who will meet the qualifications based on time served for the position by the date of the next District Organizational Meeting in January shall be considered qualified.

**c. Eligibility List (Pages 25-26)**

- i. The President and Vice President are accountable for compiling an Eligibility List of qualified members by the thirtieth of November each year. The President and Vice President shall enlist the assistance of the Chief to ensure the accuracy of the Eligibility List. The Eligibility List shall list only those names that meet the qualifications as outlined in the policies and rules of the District and the Department.

**ii. Posting of the Eligibility List**

1. The President shall post the Eligibility List for Chief Officers, Line Officers, Directors, Executive Officers and Administrator positions on the appropriate bulletin board in the fire hall on the first of December each year. The President shall also email the Eligibility List to each member who has submitted their email address and have the power to vote based on the Privileges of Membership section of these by-laws.

**iii. Request to be Removed from the Eligibility List**

1. Any member may request to have their name removed from the Eligibility List at any time before the actual election by contacting the President or Vice President.

**d. Voting Process**

**i. Nominations (Page 26)**

1. Nominations from the floor are not allowed at the time of elections.

**ii. Single Candidate (Page 26)**

1. If there is only one candidate, a vote must still be conducted. The cast ballot must be YES if in favor of the candidate, or NO, if not in favor of the candidate. Ballots cast in the case of a single candidate for anything other than YES or NO shall be considered illegal. If the majority vote is NO, then the position is held vacant.

**iii. Illegal Votes (Page 26)**



1. The cast ballot must be in the name of a candidate listed in the Eligibility List, or in the case of a single candidate, YES or NO. Ballots cast with anything other the candidates name as listed in the Eligibility List, or YES/NO vote in the case of a single candidate, shall be considered illegal. Illegal votes are not to be counted and shall be discarded immediately.

iv. **Decisions**

1. **Tie Between Two Candidates (Page 26)**

- a. In the event of a tie between two candidates, a revote shall be conducted. In the event of a consecutive tie, a coin toss shall decide the winner.
- b. NOTE: This conflicts (or isn't clear) with the following:
  - i. Department President Voting (Page 14)
    1. The President shall only vote to break a tie vote or via a paper ballot. They shall refrain from voting at other times to prevent influencing the voting of other members. The President shall withhold their vote until the result of the vote is announced.
  - ii. Resolution of Tie Votes (Page 15)
    1. In the event of a tie, a second vote shall be taken. Before the second vote, the membership shall be allowed additional discussions on the topic. In the event the second vote again results in a tie, the President's vote shall be counted.

e. **Candidates in Fault (Page 27)**

- i. Newly elected members who are found to not be qualified after such election shall be disqualified and the position put up for member vote at the next Department Meeting.

**13) Committees and Agents**

a. **Committee Size (Page 28)**

- i. Committees, except for the Auxiliary, shall consist of an odd number of members with a minimum of three. The Auxiliary shall set its own limits on the number of members.

b. **Standing Committees (Page 28)**

- i. Standing Committees are considered permanent and do not need to be renewed each year. The following committees shall be considered Standing Committees:
  1. Auxiliary
  2. Banquet Committee
  3. By-Laws Committee
  4. Chicken Barbeque Committee
  5. Clothing and Apparel Committee
  6. Finance and Audit Committee
  7. Fundraising, Grants, and Donations Committee
  8. Health and Welfare Committee
  9. Membership Committee
  10. Retention Committee
  11. Department Strategic Plan Committee
- ii. NOTE: There are new responsibilities listed for each Standing Committee, so please review if you are a Member of any of these committees.

c. **Agent Definition (Page 33)**

- i. An Agent is a single individual whom oversees the execution of the activity but may occasionally enlist the help of other members.

d. **Agent Types (Pages 33-34)**

- i. The following activities shall be considered Agents of the Board of Directors:

1. Department Website
  2. Explorers
  3. Fire Prevention
  4. Historian
  5. Legislative
  6. Parades
  7. Social Media
  8. Sports
- ii. NOTE: There are responsibilities listed for each Agent Type, so please review if you are an Agent.

#### **14) Miscellaneous Provisions**

##### **a. Service Awards (Page 34)**

- i. To recognize their service to the Department, each member shall be granted a Service Award at each five year increment of their becoming a member. Their starting date shall be considered as the date they were accepted by the District as a Probationary Member. The Service Awards for each member of a given calendar year, January 1st through December 31st, shall be presented at the next year's Department Banquet or at the next Department Meeting following the banquet where the member is in attendance.

##### **b. Class A Uniforms (Pages 34-35)**

- i. Each member is allowed a Class A dress uniform consisting of jacket, pants, hat, belt, tie, tie tack and a pair of white gloves. Members are given uniforms to encourage participation in Department events such as award ceremonies, parades, funerals and other formal activities. Members who possess uniforms but do not participate, at the President's discretion, may be required to return the uniform.
- ii. New members shall request a Trustee to supply the uniform from existing Department stock. If the existing stock item needs alteration or repairs the member may have the repair or alteration performed at a Department approved vendor at the Department's expense. If no existing stock is available or fits the new member, the member may order a new uniform through a Department approved vendor at the Department's expense. The member shall seek guidance from the President as to an approved vendor and process before contacting the vendor.
- iii. The member is shall ensure the uniform is kept clean via dry cleaning only and repairs performed by a Department approved vendor when required. The member must not make any changes or alterations to the uniform other than those required for fitting. The member may not add any pins, decals, writing or other marks to any uniform item that do not conform to the Department standards.

#### **15) Code of Ethics (Pages 35-36)**

- a. The proper operation of the District and the Department requires that Department directors, officers and members be impartial and responsible to their members and the public. The District has adopted a Code of Ethics Policy that maintains and enhances a tradition of responsible and effective public service by setting forth standards of ethical conduct to guide members in the conduct of their responsibilities.
- b. **New Member Acknowledgement**
  - i. Every new member of the Department must be advised of the District Code of Ethics Policy upon becoming a member. They must acknowledge their agreement to abide by this policy by completing and signing the Code of Ethics Form and returning it to the District Secretary before starting any Department related activity.

**c. Annual Acknowledgement**

- i. Every member must be advised of the District Code of Ethics Policy annually at the first Department Meeting of the new year. They must acknowledge their agreement to abide by the District Code of Ethics Policy by completing the Code of Ethics Form annually. The form must be returned to the District Secretary by January 31st of the new year. Failure to complete the form and return it to the District by the required date prohibits the member from participating in any activities until the form is completed and returned to the District.

**d. Code of Ethics Form**

- i. The Code of Ethics Form provides members a procedure to acknowledge their understanding of, and agreement with, the District's Code of Ethics policy. It also provides a method for disclosure of any conflicts of interest.
  1. The Code of Ethics Form must be filled out completely and signed by every member.
  2. Members must ensure to select the proper "Position held" check box on the Code of Ethics form.
  3. Members must list all financial interests in which they or their family Members may have before the District or the Department, and any other information as required by the District or Department.

## New "Department" Policies/Plans To Consider For Documenting:

- 1) Record Retention Policy (Page 2)
- 2) Auxiliary By-Laws (Pages 4, 29)
- 3) Privileges Of Membership Policy (Page 6)
- 4) Auxiliary Rules and Policies (Pages 6, 29)
- 5) Inactive Status Policy (Page 7)
- 6) Suspended Status Policy (Page 7)
- 7) Membership Status Privileges and Restrictions (Page 8)
- 8) Membership Requirements (Page 8)
- 9) Firefighter Proficiency (Pages 6, 11, 14)
- 10) Physical Requirements (Pages 9, 11, 14)
- 11) Change In Membership Classification, Status, or Firefighter Role Policy (Page 11)
- 12) Discipline Policy (Pages 13-15)
- 13) Termination Policy (Page 14)
- 14) Board of Director, Executive Officer, Administrator Req'ts Policy (Pages 17, 21-22)
- 15) Non-Operational Policy (Page 18)
- 16) Line Officer Requirements Policy (Page 23)
- 17) Line Officer Eligibility List Policy (Page 25)
- 18) Line Officer Duties (Page 25)
- 19) Strategic Plan (Page 33)

Key: Consider Documenting Policy/Plan

## "District" Policies That Are Referenced:

- 1) Suspended Status Policy (Page 7)
- 2) Membership Requirements (Page 8)
- 3) Physical Requirements (Pages 9, 11)
- 4) Firefighter Proficiency (Page 11)
- 5) Change In Membership Classification, Status, or Firefighter Role Policy (Page 11)
- 6) Discipline Policy (Pages 13, 24, 29)
- 7) Code of Conduct (Page 13)
- 8) Termination Policy (Pages 13-14)
- 9) Line Officer Requirements Policy (Page 23)
- 10) Line Officer Eligibility List Policy (Page 25)
- 11) Auxiliary Member Policy (Page 29)
- 12) Strategic Plan (Page 32)
- 13) Membership Interview Procedure (Page 33)
- 14) Social Media Policy (Page 34)
- 15) Code of Ethics (Page 35)

# 2020 WFD By-Laws Committee

## **1) Committee Members:**

- a. Scott Bryson
- b. Dave Corney
- c. Joe Farbizio (Lead)
- d. Frank Maciuska
- e. Tom Yale
- f. Line Officer?

## **2) Committee Goals:**

- a. Use redlining of existing document (for ease of Member review)
- b. Add a section to define "Membership Participation Requirements"
- c. Fix spelling, grammar, and formatting
- d. Fix any discrepancies or areas that are not clear
- e. Solicit feedback from all Members

## **3) Next Steps:**

- a. Discuss approach/knowledge from prior committee to new committee
- b. Meetings to discuss process and document updates with new committee
- c. Present Draft By-Laws document to Members for review
- d. Review and incorporate all written feedback received by Members, where appropriate
- e. Members vote to approve/reject Draft By-Laws document