

The Pleasant Valley Volunteer Fire Department, Incorporated  
Amended and Restated Bylaws  
(Adopted June 10, 2003)

**Article I**

NAME AND MISSION

- Section 1: The name of this organization shall be "The Pleasant Valley Volunteer Fire Department, Incorporated" (hereinafter, the "Department").
- Section 2: The mission of the Department shall be to aid and assist any person or persons of Pleasant Valley or the surrounding communities in any way humanly possible in case of fire or any other emergency or disaster.

**ARTICLE II**

BOARD OF COMMISSIONERS AND OFFICERS

Section 1: Board of Commissioners

- Item 1. There shall be a Board of Commissioners of the Department consisting of the President, Vice President, Secretary, Treasurer and three Commissioners-at-large.
- Item 2. The line officers of the Department shall not serve on the Board of Commissioners.
- Item 3. In order to ensure continuity of policy of the Board of Commissioners, the terms of the three Commissioners at-large shall be staggered, with one at-large commissioner to be elected at each annual meeting. The other members of the Board of Commissioners shall serve on the Board so long as they hold office as an officer.

Section 2: Officers

- Item 1. The executive officers of the Department shall be as follows:
1. President
  2. Vice President
  3. Secretary
  4. Treasurer
- Item 2. The line officers of the Department shall be as follows:
1. Chief
  2. Assistant Chief

3. Captain
4. Lieutenant
5. Lieutenant
6. Engineer(s)

Section 3: Elections of Commissioners and Officers

- Item 1. The election of commissioners-at-large and officers shall be held by ballot.
- Item 2. Only Active Members shall be allowed to vote in the election of commissioners-at-large and officers.
- Item 3. All officers shall be elected for a one-year term of office. Each of the Commissioners-at-large shall be elected for a three-year term.
- Item 4. Commissioners-at-large and officers shall take office July 1st or at another date determined by the Board of Commissioners
- Item 5. Any officer may be removed for just cause by a majority vote of the Board of Commissioners.
- Item 6. In the case of a vacancy in an elected office (including any position of Commissioner-at-large), the Board of Commissioners shall appoint an Active Member to fill the vacancy until the first annual meeting thereafter, at which time the expired term shall be filled by the candidate elected by a vote of the membership.
- Item 7. Commissioners-at-large and officers will remain in office until such time that a proper election can be held and the term of their successors commence.

## ARTICLE III

### MEETINGS

Section 1: Business Meetings of the Members

- Item 1. Business meetings shall be held on the 1st Tuesday of each month.
- Item 2. If the 1st Tuesday falls on a legal holiday or for other just cause, the business meeting shall be held on the following Tuesday.
- Item 3. The Secretary shall notify, by telephonic, mail or other appropriate means, the membership of any change of schedule for business meetings.

Section 2: Special Meetings of the Members

- Item 1. The President or any three Commissioners may call special meetings when deemed necessary or advisable by them.
- Item 2. A written request to the Board of Commissioners by at least five Active Members may also call for a special meeting.
- Item 3. Notice of a special meeting shall be given to all members in such a manner as deemed reasonable under the circumstances.
- Item 4. If such a meeting is at members' request, it must be held within ten days of receipt of request.

Section 3: Annual Meeting of Members

- Item 1. The annual meeting shall be held on the 1st Tuesday in June each year.
- Item 2. The Board of Commissioners may, for just cause, hold the annual meeting on the following Tuesday.
- Item 3. The Secretary shall announce notice of this meeting to each member by mail at least one week before the date of the annual meeting.

Section 4: Board of Commissioners Meetings

- Item 1. The Board of Commissioners shall meet on the last Wednesday of each month. If the last Wednesday falls on a legal holiday or for other just cause, the meeting of the Board of Commissioners shall be held on the following Wednesday.
- Item 2. The Board of Commissioners shall call a special meeting upon the request of the President, any three Commissioners or at least five Active Members.

Section 5: Quorum

- Item 1. The quorum at any meeting of the members shall consist of 33% of the Active Members in good standing.
- Item 2. A meeting of the Board of Commissioners must have a quorum of five of the Board members.

## ARTICLE IV

### MEMBERSHIP AND COMMITTEES

- Section 1: The membership of the Department shall be divided as follows: Probationary Members, Active Members, Inactive Members, Supporting Members, and Lifetime Members. All members shall be issued membership cards, the difference in status, as to type of membership, Probationary, Active, Inactive, and Lifetime, to be clearly shown.

Section 2a: Probationary Members

- Item 1. Probationary Members shall be new applicants not yet qualified for active membership.
- Item 2. The probation period shall be for six (6) months.
- Item 3. Upon recommendation from the Chief or the Membership Committee a Probationary Member may be removed from the rolls at any time for due cause by a quorum vote of the Board of Commissioners.
- Item 4. Prior to the end of the six month probationary period the Membership Committee must review the Probationary Member's record of training, emergency responses and personal behavior, and report in writing its recommendation for the extension of the probation period, expulsion or election to active membership status. Said recommendation shall be acted upon and determined by a majority vote of the Active Members at a meeting at which a quorum of the Active Members is present.
- Item 5. A Probationary Member shall not be present during the vote at which his/her membership is being acted on.
- Item 6. \$10.00 dues must accompany each application for membership. Thereafter, \$10.00 dues per year are due and payable starting July 1. If a Probationary Member is rejected for active membership, the \$10.00 dues shall be refunded to the Probationary Member.
- Item 7. Probationary Members shall not drive any apparatus unless directed by a ranking officer.
- Item 8. Probationary Members shall be subject to the following restrictions:
  - 1. They shall have no voting privileges;
  - 2. They shall not hold any elected office; and
  - 3. They will not be issued blue light permit.
- Item 9. Probationary Members must attend a minimum of 60% of scheduled training sessions.
- Item 10. Probationary Members must attend 50% of business meetings unless excused. If the Probationary Member has three unexcused absences from meetings, the Probationary Member must appear for review before the Board of Commissioners.

Section 2b: Active Members

- Item 1. Any person at least eighteen years of age residing in the area, which the Department can reasonably serve, shall be eligible for active membership following satisfactory probationary membership.
- Item 2. Qualifying standards to become an Active Member shall be as follows:
  - 1. Adequate training for emergencies is of primary importance. Every Active Member is required to attend a

- minimum of 60% of the scheduled training sessions annually.
2. Any Active Member wishing to be on the Pleasant Valley Rescue Squad shall complete and maintain a minimum of MRT, current level of OSHA approved Hazardous-Materials training and pass a basic and hydraulic vehicle rescue class.
- Item 3. All Active Members are required by the Barkhamsted Fire District (the "District") policy to pass an annual physical examination by a physician as determined by the District. The Board of Commissioners may require reexamination at any time.
- Item 4. Active Members must strictly adhere to annual payment of dues.
- Item 5. Active Members should participate in business activities of the Department. To further this interest, a minimum of 50% of the business meetings must be attended annually (unless such absences are excused as determined by the officers). If an Active Member has three consecutive unexcused absences from monthly meetings, the Active Member must appear for a review before the Board of Commissioners.
- Item 6. Active Members shall respond to 10% of emergency calls.
- Item 7. To be deemed "in good standing" for purposes of meeting the quorum requirements and voting on department matters, an Active Member must meet two of the qualifications from items 2, 5, and 6 of this Section 2b.
- Item 8. Active Members shall attend each annual meeting.
- Item 9. Only Active Members shall hold offices (including commissioners-at large) and have the privilege of wearing Department uniforms.
- Item 10. Only Active Members may hold organizational offices, unless otherwise provided herein.
- Item 11. Only Active Members are entitled to wear Department badges.
- Item 12. Only Active Members in good standing may vote on Department matters.
- Item 13. Any Active Member may terminate his/her membership at any time by voluntary resignation in writing to the Board of Commissioners. An Active Member who resigns may rejoin the Department but must do so as a Probationary Member.
- Item 14. Any Active Member changing his/her residence from the area, which this Department can reasonably serve, shall thereby forfeit his/her active membership status. Each case will be determined by the Board of Commissioners.
- Item 15. Any charge of misconduct in the line of duty by a member against a member must be made in writing, specifying date and offense. It shall be referred to the Board of Commissioners for action.

- Item 16. Any member charged with misconduct in the line of duty as a firefighter or with failure to meet qualifying standards of an Active Member shall be notified in writing and have the right and privilege to appear before the Board of Commissioners. Any commissioner shall be disqualified if personally involved.
- Item 17. The number of Active Members of the Department shall not exceed fifty (50) members at any time.
- Item 18. The Board of Commissioners, upon recommendation of the Active Members who are Fire Police, shall appoint a Fire Police Crew Leader to take charge of Fire Police activities at any time the Department shall be in service.
- Item 19. Any Active Member may be placed on disciplinary probation by recommendation of the Board of Commissioners for just cause.
- Item 20. Any Active Member on disciplinary probation shall be allowed to perform all the duties as an Active Member. The Active Member on disciplinary probation shall attend any and all meetings (unless excused) for the period of his/her probation as determined by the Board of Commissioners.
- Item 21. Active Members on disciplinary probation shall be allowed to vote on Department business.

Section 2c: Inactive Members

- Item 1. Any Active Member, who wishes to be inactive, must submit a letter of intent to the Board of Commissioners.
- Item 2. Said member shall forfeit all voting privileges and all rights to hold office of any kind and to participate in fire fighting activities or drills.
- Item 3. All Department equipment must be returned with the letter of intent
- Item 4. An Inactive Member may be reinstated as an Active Member upon request by the Inactive Member and by a majority vote of the Board of Commissioners at a duly held meeting at which a quorum is present.
- Item 5. Any Active Member who has been suspended shall become an Inactive Member.

Section 2d: Lifetime Members

- Item 1. Any Active Member in good standing upon recommendation by the Board of Commissioners may be elected to Lifetime Member status by a vote of seventy five percent (75%) of the Active Members at a duly held meeting at which a quorum is present.
- Item 2. Lifetime Members shall pay no dues.
- Item 3. Lifetime Members shall enjoy all the rights and privileges as set forth for Active Members.

Item 4. Lifetime Members shall be considered Active Members for the purpose of a quorum and voting.

Section 2e: Supporting Members

Item 1. Any person who wishes to be a member to aid in the maintenance and support of the Department shall be eligible for membership as a Supporting Member.

Item 2. Supporting Members shall have all the social privileges of the firehouse.

Section 3: Committees

Item 1. All committees formed within the Department shall consist of Active Members of the Department appointed by the Board of Commissioners.

Item 2. The Board of Commissioners shall create the committees set forth in these Bylaws and may create such other committees as it may deem advisable or necessary to carry out the mission of the Department.

Item 3. The Board of Commissioners shall establish a Membership Committee to perform the following functions:

- a. The Membership Committee shall review qualifications of all applicants for Probationary Membership and must approve all applications before they can be submitted to the Active Members of the Department for consideration for approval.
- b. For the purpose of recording individual membership attendance, the Membership Committee shall maintain up-to-date records at the Pleasant Valley firehouse.

Item 4. The Board of Commissioners shall establish a Nominating Committee to perform the following functions:

- a. The Nominating Committee will convene two months prior to each election.
- b. The Nominating Committee will list those Active Members who are qualified for each office and who will accept the nomination.
- c. The list of nominees shall be posted in the firehouse at least fifteen (15) days prior to the annual meeting.

Item 5. The Board of Commissioners shall establish a Training Standard Committee to perform the following functions:

- a. The training officer for the Department shall be a member of the Training Standard Committee.
- b. The Training Standard Committee will review and implement all training for Probationary Members and for Active Members.
- c. The Training Standard Committee shall keep up-to-date records of training for all members.

Item 6. The Board of Commissioners shall establish a Vending Committee to perform the following functions:

- a. The Vending Committee shall give quarterly reports to the membership on expenses and income of the Department.
- b. The Vending Committee shall purchase supplies and stock all

machines for the Department.

## ARTICLE V

### QUALIFICATIONS AND DUTIES

#### Section 1: Qualifications For Office

- Item 1. President: Active Member of the Department for three years
- Item 2. Vice President: Active Member of the Department for two years
- Item 3. Secretary: Active Member of the Department for one year
- Item 4. Treasurer: Active Member of the Department for two years
- Item 5. Commissioner-at-large: Active Member of the Department for one year
- Item 6. Chief: Active Member of the Department for five years
- Item 7. Assistant Chief: Active Member of the Department for four years
- Item 8. Captain: Active Member of the Department for four years
- Item 9. Lieutenant: Active Member of the Department for three years
- Item 10. Engineer: Active Member of the Department for two years
- Item 11. The minimum active membership time qualification for office specified above in Items 1 through 10 inclusive, may be met by Active Members of this Department who have active service time in other bona fide fire departments with the following conditions:
  - 1. Such service time is at least the same as specified in Items 1 through 10 inclusive;
  - 2. The member being nominated has at least one year of active membership time with the Pleasant Valley Fire Department; and,
  - 3. Such nomination is approved by at least two-thirds of the members present.

#### Section 2: Duties of the President

- Item 1. It shall be the duty of the President to preside over all business meetings, special meetings and meetings of the Board of Commissioners.
- Item 2. The President shall preserve order and enforce due observation of these Bylaws.
- Item 3. The President shall cast one vote in case of a tie.
- Item 4. The President shall call for an executive session to discuss disciplinary matters and other matters appropriately addressed in executive session.

#### Section 3: Duties of the Vice President

- Item 1. It shall be the duty of the Vice President to perform the



duties of the President in the latter's absence.

Section 4: Duties of the Secretary

- Item 1. It shall be the duty of the Secretary to keep the minutes of all annual meetings, special meetings and business meetings of the Department and meetings of the Board of Commissioners.
- Item 2. The Secretary shall perform all duties relative to correspondence on behalf of the Department.
- Item 3. The Secretary shall keep attendance records of members attending meetings of the Department.
- Item 4. The Secretary shall report to the Board of Commissioners all members 60 days in arrears in payment of dues.
- Item 5. The Secretary shall keep the corporate books of the Department.
- Item 6. The Secretary shall issue all notices required to be given members by these Bylaws.
- Item 7. The Secretary shall notify each person elected as an Active Member of the Department of such election and supply them with a copy of these Bylaws.
- Item 8. The Secretary shall post the minutes of all meetings, except executive sessions, in the firehouse within seven days after the meeting has convened.

Section 5: Duties of the Treasurer

- Item 1. It shall be the duty of the Treasurer to receive all moneys payable to the Department, including, without limitation, fund-raising moneys.
- Item 2. The Treasurer shall keep account of all receipts and disbursements on behalf of the Department.
- Item 3. The Treasurer shall submit an itemized monthly report at the regular meeting of the Department, which report shall set forth all sums received, all sums paid out and the balance on hand or the deficiency.
- Item 4. The Treasurer shall pay all expenditures incurred by the Department in the ordinary course of business and such extraordinary expenditures as approved by the Active Members.
- Item 5. The Treasurer shall deliver all books, money, and other property of the Department to the Board of Commissioners for audit purposes upon the Board's request.
- Item 6. The Treasurer shall be properly bonded as provided by the District.

Section 6: Duties of the Board of Commissioners

- Item 1. It shall be the duty of the Board Of Commissioners to manage the affairs of the Department.

- Item 2. The Board of Commissioners shall approve the list of Active Members.
- Item 3. The Board of Commissioners shall approve the requirements for training of Active Members as recommended by the Training Standard Committee.
- Item 4. The Board of Commissioners shall deliver all property held by them for the Department to their successors.
- Item 5. The Board of Commissioners shall carry out all other duties of the Board as outlined in these Bylaws.

Section 7: Duties of the Chief

- Item 1. It shall be the duty of the Chief to take command of the Department at all times when in service.
- Item 2. The Chief shall ensure that each member performs his/her duty when in service.
- Item 3. The Chief shall approve or disapprove of absence when a member is in service.
- Item 4. The Chief shall set up the annual budget to coincide with the fiscal year of the District (July 1 — June 30).
- Item 5. The Chief shall present the annual budget to the membership for review at the February business meeting.
- Item 6. The Chief shall present the annual budget to the District after review and approval by the Board of Commissioners.
- Item 7. The Chief shall ensure that all apparatus and all things pertaining thereto are kept in good order and repair.
- Item 8. The Chief shall keep a log of fires and alarms of fires as well as other emergencies and training sessions to which the Department may be called.
- Item 9. The Chief shall schedule training sessions.
- Item 10. The Chief has the authority to suspend a member at any time for just cause. The suspended member may appeal the suspension in writing to the Board of Commissioners. The appeal shall be answered by the Board of Commissioners within seven days after receipt. All suspensions shall be reviewed by a quorum of the Board of Commissioners within fourteen days after the suspension.

Section 8: Duties of the Assistant Chief

- Item 1. It shall be the duty of the Assistant Chief to aid the Chief in the discharge of the latter's duties.
- Item 2. In the absence of the Chief, the Assistant Chief shall officiate in his capacity.

Section 9: Duties of the Captain

- Item 1. It shall be the duty of the Captain to aid the Chief and Assistant Chief at all times in the discharge of their duties.

Item 2. In the event of the absence of both the Chief and Assistant Chief, the Captain shall officiate with full authority over all duties normally delegated to them.

Item 3. The Captain shall act as training officer for the Department.

Section 10: Duties of the Lieutenants

Item 1. There shall be two lieutenants, who shall perform such duties as their superiors may assign them.

Section 11: Duties of the Engineer

Item 1. It shall be the duty of the Engineer to inspect and maintain all apparatus in proper working order.

Item 2. The Engineer shall keep up-to-date records of inspections and maintenance of apparatus at the firehouse.

Section 12: Duties of the Active Membership

Item 1. It shall be the duty of the active membership to answer alarms and report for duty whenever practical and possible.

Item 2. The active membership shall remain where the apparatus is detailed.

Item 3. The active membership shall attend to any duty as directed by the officer in command.

Item 4. The active membership shall remain on duty until properly dismissed.

Item 5. The active membership shall attend all training sessions required by the District as well as weekly training sessions.

## ARTICLE VI

### DUES

Section 1: Dues

Item 1. All members shall pay annual dues of \$10.00 within 60 days after the annual meeting in June to continue membership in good standing, unless otherwise exempted by these by-laws

Item 2. All Active Members shall pay annual dues to be in good standing.

Item 3. Non-payment of dues 30 days after written notification by the Board of Commissioners shall constitute grounds for dismissal from membership.

Section 2: Armed Forces

Item 1. Dues shall be suspended for any member in good standing entering active duty in the armed services until discharged.

Item 2. Dues may be suspended by a majority vote of the Active Members at a duly held meeting at which a quorum is present for any Active Member in good standing serving in the armed forces reserves or National Guard.

## ARTICLE VII

### AMENDMENTS

#### Section 1: Amending These Bylaws

- Item 1. These Bylaws may be amended by a two-thirds vote of the Active Members in good standing at any annual, business, or special meeting at which a quorum is present.
- Item 2. Any proposed amendment shall be presented to the membership at any business meeting not less than one month prior to the meeting at which the proposed amendment will be voted on.
- Item 3. Before any meeting at which the membership shall vote on a proposed amendment to these Bylaws, notice shall be given to all Active Members of the proposed amendment not less than five days before the time of such meeting.
- Item 4. The Secretary shall furnish such amendment to be affixed to all copies of the Bylaws within 30 days of the adoption of such amendment.
- Item 5. If any provisions of these Bylaws shall be found to be inconsistent with any provisions of the Certificate of Incorporation, as presently existing or as from time to time amended, the Certificate of Incorporation shall constitute the controlling authority.