

United Communities Fire Department

By Laws

**By Laws**

**Of the**

**United Communities**

**Fire Department**

Established January 7, 2002

Amended January 6 2016

Amended February 2020

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**Article 1 Title and Object**

Section 1

This organization shall be known as the UNITED COMMUNITIES FIRE DEPARTMENT and is a result of the co-operation of the three communities of Broad Cove, Cherry Hill and Vogler's Cove all in the county of Lunenburg, Nova Scotia. The object is to form a Fire Fighting Department consisting of an administrative unit known as the Commission and a fire fighting unit known as the Brigade.

Section 2

For the definition of Commission, see the Rural Fire District Act.

Section 3

The words Fire Fighter means all active and honorary members of the firefighting unit.

Section 4

The word "active member" means members of the Brigade who volunteer to give of their time and effort, to train in readiness for emergencies, and who agree to follow the chain of command during the training and at such emergencies.

Section 5

For the definition of Honorary Members, see Article 8.

Section 6

The word "Executive" means all duly elected officers of the Brigade. See Article 2 Section 1.

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Section 7

The object of the Brigade shall be the protection of life and property in the Communities from and during fire and other actual and potential disasters that may occur.

Section 8

The Brigade shall assist neighbouring communities during fires and other disasters under the guide lines as laid down in the Mutual Aid Program, and on occasion hold mutual aid practices with South Shore Mutual Aid and/or Queens Mutual Aid.

Section 9

The Brigade shall assume a responsible position in the communities in matters relating to fire prevention and safety.

Section 10

The Brigade shall assist in the N.S. Department of Lands and Forests in the fighting of wild fires on all lands in the three Communities when requested to do so.

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**Article 2 Organization**

Section 1

The officers of the Brigade shall consist of the Chief, Deputy Chief, Captains, and (Assistant Captains (if necessary)). No two offices may be held by the same person.

Section 2

All Officers shall be elected at the Annual General Meeting of the Brigade from Active Members. The offices of Chief and Deputy Chief must be approved by the Commissioners.

Section 3

The Chief and Deputy Chief must be active fire fighters and residents of the United Communities. Captains and Assistant Captains need only be active volunteer fire fighters.

Section 4

The Brigade should aim to have as many active members as possible at all times.

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**Article 3 Meetings and Practices**

Section 1

The Annual General Meeting (A.G.M.) of the Brigade shall be held on the first Monday of January of each year at 1830. The procedure at this meeting shall be to conduct the Order of Business for the January monthly meeting and upon completion, the floor shall be turned over to the Nominating Chairperson who will conduct the election of Officers.

Section 2

The regular monthly meeting and training or maintenance night of the Brigade will be held on the first Monday of each month regardless of statutory holiday.

Section 3

A quorum for the transaction of business shall consist of 5 of the active and honorary members.

Section 4

Regular monthly training and practices shall be held as arranged at the previous monthly meeting.

Section 5

Special practices may be called by order of the Chief.

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**Article 4 Proposal and Elections**

Section 1

Election of Officers shall take place at the Annual General Meeting on the first Monday of January of each year.

Section 2

At the Regular monthly Meeting on the first Monday of December of each year, a nomination Chairperson will be elected. During the month prior to the A.G.M., nominations for positions of office may be submitted to the nomination Chairperson. At the A.G.M. the Chairperson will call for further nomination and inform the meeting of nominations received for each office. Voting, by secret ballot, will take place, the candidate receiving the greatest number of votes being duly elected. If only one nomination is received for any office, voting will still take place.

Section 3

All members, including members on probation, and qualifying honorary members will be eligible to vote at the Annual General Meeting on matter pertaining to the Firefighter's Business.

Section 4

Application for active membership shall be done on a form obtainable from either the Chief or the Deputy Chief. Candidates have to attend a total of 50% of all practices and monthly meetings during a six month probationary period to be eligible for membership.

Section 5

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At the meeting, following election to membership, the new member will, upon payment of Annual Membership Dues be handed his membership card and be instructed in his duties as a fireman.



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**Article 5 Duties of Officers**

Section 1 Chief

- 1.1 It shall be the duty of the Chief to co-ordinate and generally supervise all sections of the Brigade;
- 1.2 It shall be the duty of the Chief to be present, if possible, at all emergencies, plan the attack and direct the action of all officers present.

Section 2 Deputy Chief

- 2.1 It shall be the duty of the Deputy Chief to perform the duties of the Chief in his absence;
- 2.2 It shall be the duty of the Deputy Chief to assist the Chief in the execution of his/her duties.

Section 3 Captain(s)

- 3.1 The Captain will be responsible at any emergency until the arrival of the Chief or Deputy Chief.
- 3.2 The Captain will be responsible in the assistance of training and practices.
- 3.3 It will be the duty of the Captain, at emergencies, to receive and obey the orders given to him by the Chief or, in his/her absence, the Deputy Chief.

Section 4 Assistant Captain

- 4.1 It will be the duty of the assistant Captain to perform the duties of his/her Captain in his/her absence;

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- 4.2 It will be the duty of the Assistant Captain to assist the Captain in the discharge of his/her duties.

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**Article 6 Duties of Firemen**

Section 1

On the alarm of a fire, it shall be the duty of each officer and firefighter to proceed, with all possible dispatch, to the fire hall unless notified otherwise.

Section 2

On arrival at the scene of a fire, each firefighter shall report his arrival to the Captain or if the Captain is not present, to the Assistant Captain or the senior officer present.

Section 3

At the scene of a fire, each firefighter will remain at his/her assigned post unless otherwise ordered by the Captain or senior officer.

Section 4

All firefighter should return to the Fire Hall and will be responsible for returning equipment to its correct position in the vehicles and for recharging the vehicles with water and gas as appropriate and as detailed on the duty sheets.

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**Article 7 Discipline**

Section 1

Any officer or member, who neglects his/her duty or disobeys the order of a superior officer, shall be referred to the Select Committee.

Section 2

Unless there are mitigating circumstances, active members must attend at least 25% of all regular meetings and 50% of all practice sessions in each year. To this end a roll call will be made at all meetings and practices.

Section 3

Upon expulsion, suspension or voluntary resignation, membership cards along with all department property must be returned.

Section 4

Failure to comply with article 7 may result in expulsion or suspension of an active member unless the officers of the Brigade and the Select Committee recommend otherwise.

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**Article 8 Honorary Members**

Section 1

An active member of the Brigade, who has reached the age of 55 years and who has given of his/her services to the benefit of the Firefighters for ten (10) years, may, on the recommendation of the active members and if he/she so wishes to do so, be enrolled as an Honorary Member.

Section 2

An Honorary member shall have the same privileges as an Active member but shall not be required to attend emergencies and practices. Honorary members must attend 50% of all regular meetings in each year for the right to vote.

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**Article 9 Procedure at meetings**

Section 1

At the request of the chair, the meeting shall come to order.

Section 2

Anyone who wishes to speak shall indicate his intent to do so and will then address the meeting through the Chair.

Section 3

Order of Business will follow parliamentary procedure as per the following rules of order.

- 3.1. Roll Call, Introduction of Guests;
- 3.2. Reading of Minutes;
- 3.3. Business Arising from Minutes;
- 3.4. Financial Officers' report;
- 3.5. Report of Committees;
- 3.6. Report of Officers;
- 3.7. Correspondence;
- 3.8. Application for Active Membership;
- 3.9. New Business;
- 3.10. Adjournment.

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Section 4

With the consent of the seconder, a member may withdraw his/her motion.

Section 5

After the debate, the Chair shall repeat the motion before putting it to a vote.

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**Article 10 Committees**

Section 1

Standing Committees will be formed at any regular meeting, to supervise sections of the Brigade.

Section 2

Select Committees will be formed to investigate matters arising as and when required to do so.

Section 3

Chairmen of the Committees will present their reports at regular meetings.



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**Article 11 Amendments**

Section 1

By-Laws for the brigade may be introduced, altered amended or rescinded by Brigade members on the approval of the Commission.

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**Article 12 Brigade Control over Department Property**

Section 1

No property or equipment belonging to the Department shall be loaned, rented or removed for other than Department purposes from the Department premises without prior consent of the Chief or Deputy Chief and the Chairperson or Vice Chairperson of the Commission.

Section 2

The Fire Hall shall not be used by any member or members for any purpose except Fire department activities without prior consent of the Chief, the Deputy Chief, the Chairperson or Vice Chairperson of the Commission.

Section 3

No member shall profit financially from this Department unless the member does so supplying goods and /or services required by the Department.

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**Article 13 United Communities Education Fund.**

Section 1

The implementation of a \$500.00 Education Fund is designed to encourage the youth of our Communities to become more involved in the community and assist students with the costs associated with Post-secondary Education.

Section 2

Applications must be submitted to the United Communities Fire Department prior to the end of March each year.

Section 3

Application must include: Name, Address, Phone Number, Post-Secondary institute you are attending, and capacity you performed while volunteering at UCFD.

Section 4

Each applicant must:

- 4.1 live within the United Communities;
- 4.2 be accepted to a post-secondary schooling, and continue attendance in schooling (for a second selection);
- 4.3 Cannot be the recipient of the fund a second time unless as a previous recipient you are the only applicant;
- 4.4 If multiple applicants are received, the Fire Department will select one applicant each year to receive the fund.

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**Article 14 Training Fee Reimbursement**

Section 1

Training done in support of the aims of the United Communities Fire Department will be refunded with submission of the receipt.

Section 2

Reimbursement of funds may be made for courses such as first aid, emergency first responder, firefighting courses, leadership courses, air brake endorsement and associated training (advance payment may be requested). Prior approval must be obtained from either the Chief, Deputy Chief or the Treasurer.

Section 3

Reimbursements will not be made for any training that would not benefit the department.

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**Article 15 UCFD Functions**

Section 1

Occasionally, the weather interferes with the functions put on by UCFD. Safety and security of the faithful participants of these functions is important to us. The following will be taken into consideration as indicators that the function should be cancelled:

- 1.1 If schools have been cancelled;
- 1.2 If the roads are not fully plowed (Hwy 331);
- 1.3 If the parking lot cannot be plowed prior to the function.

Section 2

If the decision to cancel the function has been made, the following steps will be taken:

- 2.1 May Burgess will be contacted to put out a notice on email/facebook/twitter that the function has been cancelled due to weather (902 543-2747);
- 2.2 CKBW will be contacted to broadcast the cancellation of the function (902 543-2401);
- 2.3 The decision to cancel should be made early enough to ensure the safety of attendees.

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**Article 16 Former By-Laws**

All former rules and regulations are hereby rescinded and the foregoing shall form the constitution and By-Laws of this Brigade.

The foregoing was passed at a regular meeting held by the commissioners on the 1<sup>st</sup> day of February 2016.