



**BYLAWS OF THE WESTON VOLUNTEER FIRE  
DEPARTMENT INCORPORATED  
FIRE RESCUE DIVISION**

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**Article 1: Purpose**

- 1.1 The purpose of these bylaws is to document the objectives, structure and administration of the Fire Rescue Division of the Weston Volunteer Fire Department Incorporated (Fire Rescue).
- 1.2 These bylaws, which may be supplemented by other documentation shall
  - (1) be in effect from January 9<sup>th</sup> 2012
  - (2) supersede all previous WVFD or Fire Rescue bylaws and amendments thereto
  - (3) take precedence in the event of conflict with other Fire Rescue documentation

**Article 2: Objectives and Structure**

- 2.1 The organization's objectives are to protect life and property from the ravages of fire and other emergencies and to provide emergency medical services for the Town of Weston, Connecticut.
  - 2.1.1 Fire Rescue will be overseen by the Fire Rescue Executive Committee, which will be responsible for the day to day operation of the Fire Rescue Division. Fire Rescue affairs shall be administered by the Fire Rescue Executive Committee, which is accountable to the Weston Volunteer Fire Department Inc. Board of Directors (BOD)
  - 2.1.2 The Fire Rescue Executive Committee shall be comprised of the them duly elected and serving President, Vice President, Treasurer, Purchasing Agent, Secretary, Chief, Deputy Chief and Assistant Chief.
- 2.2 Fire Rescue shall have the responsibility for operations related to firefighting, rescue, fire prevention and disaster management. In joint operations with EMS, Fire Rescue shall have command and control.
  - 2.2.1 Elected Line Officers for Fire Rescue shall be the Chief, Deputy Chief, Assistant Chief, two (2) Captains and a sufficient number of Lieutenants to provide one Lieutenant for each major piece of fire apparatus, as determined by the Chief. Each Captain is responsible for one of the fire stations and a piece of apparatus. Elected Civil Officers for Fire Rescue shall be the President, Vice President, Treasurer, Secretary and Purchasing Agent.
  - 2.2.2 Primary funding for Fire Rescue shall be provided by the Town of Weston.

**Article 3: Definitions of Membership Classifications**

- 3.1 The definitions and duties of membership classes shall be as follows:
  - 3.1.1 Requirements to become a member of Fire Rescue include the following:

An applicant must satisfy the membership requirements of the WVFD Inc.

An applicant must be at least eighteen years of age or at least sixteen years of age and have completed the requirements of the Junior Firefighter classification.

If under eighteen years of age, a letter of consent from a parent or legal guardian.



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A candidate not recommended by the membership committee shall be informed of his/her rejection in writing within ten days of the decision.

**3.1.2 Junior Firefighter**

Shall be sixteen or seventeen years of age

Shall be in compliance with article 3.1.1 of the bylaws.

Shall serve a six month pre-probationary period.

Shall receive an 80% or better on a written test administered by Fire Rescue.

Shall attend Fire Rescue meetings and drills and assist in house keeping duties as specified by the Junior Firefighter Committee.

Upon successful completion of all requirements, shall become a Probationary Firefighter, be issued equipment and be allowed to participate in call response consistent with the rules and regulations of Fire Rescue, as well as with Connecticut and Federal OSHA guidelines.

**3.1.3 Probationary Firefighter**

Must be at least eighteen years of age

Must serve as a Probationary Firefighter for a period not less than twelve months, unless the requirements are waived by the Chief in consultation with the Fire Rescue Executive Committee pursuant to article 12.2 of the bylaws.

Become certified to the NFPA 1500 Firefighter I level in the State of Connecticut within twelve months of acceptance to Fire Rescue.

Shall, during the twelve month probationary period, attend at least seven monthly Fire Rescue meetings, at least seven monthly Fire Rescue drills and twelve probationary drills, unless excused while attending Firefighter I training.

Shall participate in at least fifteen Fire Rescue calls during the twelve month probationary period.

Under no circumstances shall the probationary member perform any tasks for which they are not trained, qualified or equipped.

Receive an 80% or better on a written examination covering Fire Rescue operations, equipment and procedures.

Shall meet the ongoing requirements of compliance with the Fire Rescue medical examination program.

A Probationary Firefighter may be granted a one-time, six month extension at the sole discretion of the Chief in order to fulfill the aforementioned requirements.

Probationary Firefighters who fail to qualify for Active Firefighter status and who do not apply for and/or meet the requirements for a category other than Probationary Firefighter will be considered rejected and automatically cease to be members of Fire Rescue based on whichever of the following events occurs first:



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1. The Chief's rejection becomes final;
2. The date a deadline is not met or extended by due process in accordance with the bylaws; or
3. The date of unfavorable vote by the membership of Fire Rescue.

An unfavorable recommendation by the Chief is the only event that is subject to appeal. The Probationary Firefighter must submit a written appeal to the Fire Rescue Executive Committee for polling by the Fire Rescue Line Officers. The polling shall take place before a meeting of the Fire Rescue Executive Committee and Line Officers convened within seven days of receipt of the notice of appeal. A two-thirds vote of the Line Officers present and voting shall be required to reverse the Chief's decision. There is no further appeal.

**3.1.4 Active Firefighter**

Must be at least eighteen years of age and have completed all the requirements set forth in article 3.1.3.

Shall continue to meet the ongoing requirements of compliance with the Fire Rescue medical examination program.

Be elected at an official Fire Rescue meeting to become an Active Firefighter by affirmative vote of at least two-thirds of members present after favorable recommendation by the Chief.

Must be a resident of or regularly employed within the Town of Weston, CT., or be granted a residency waiver by the Fire Rescue Executive Committee.

**3.1.5 Active Firefighter in Good Standing**

Shall, during the calendar year, attend at least seven monthly Fire Rescue meetings, at least seven monthly Fire Rescue drills and at least seven weekly Fire Rescue drills, unless a waiver is granted by the Chief of Fire Rescue or his/her designee because the Firefighter is attending other approved Fire Rescue training.

Participate in at least fifteen Fire Rescue calls during the calendar year.

Shall continue to meet the ongoing requirements of compliance with the Fire Rescue medical examination program.

At each Line Officer election the membership of Fire Rescue shall elect one Active Firefighter in Good Standing to serve on the Fire Rescue Disciplinary Committee. In order to serve in this capacity the Active Firefighter must have at least three years as an Active Firefighter with Fire Rescue and be certified at the NFPA 1001 Firefighter II level or have at least five years as an Active Firefighter with Fire Rescue and certified at the NFPA 1001 Firefighter I level.

**3.1.6 Active Fire Police**

Shall have served at least one year as an Active Firefighter or Active EMS.

Shall, during the calendar year, attend at least seven monthly Fire Rescue meetings, seven monthly Fire Rescue drills and seven weekly Fire Rescue drills, unless a waiver is granted by the Chief of Fire Rescue or his/her designee because the Firefighter is attending other approved Fire Rescue training.



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Participate in at least fifteen Fire Rescue calls during the calendar year.

Shall continue to meet the ongoing requirements of compliance with the Fire Rescue medical examination program.

Active Fire Police must be a resident of or regularly employed within the Town of Weston, CT. or be granted a residency waiver by the Fire Rescue Executive Committee.

Fulfill the training and qualifications as defined by the Chief and the Fire Rescue Standard Operating Guidelines.

Successfully complete fire police training offered by the Connecticut Fire Academy.

**3.1.7 Supporting Member**

Shall have been an Active Firefighter and/or Active Fire Police for at least five years.

Shall submit a written request for Supporting Member status to the Fire Rescue Executive Committee and receive a favorable recommendation from the Fire Rescue Executive Committee.

To remain in “Good Standing” the Supporting Member must not be suspended, must reside in or be regularly employed within the Town of Weston, CT or granted a residency waiver by the Fire Rescue Executive Committee.

Must have attended seven monthly meetings within the last calendar year.

**3.1.8 Honorary Member**

A non-member or former member of Fire Rescue who merits special recognition for their support of Fire Rescue and its objectives.

Shall be elected at any regular or special meeting of Fire Rescue and must receive a favorable vote of at least seventy-five percent of the membership present and voting.

A candidate for honorary membership need not reside in or be employed within the Town of Weston, CT.

Honorary members who were former members of Fire Rescue may attend Fire Rescue membership meetings, but shall have neither voice nor vote.

**3.1.9 Life Member**

Shall have a total of twenty years of service in good standing to the WVFD.

Life members have no meeting or drill obligations and are not required to reside or work within the Town of Weston.

Life members maintain Good Standing as long as they are not currently suspended.

Life members who are Active Firefighter/Fire Police and remain in Good Standing may continue to serve as Line Officers, Civil Officers, Firefighters or Fire Police provided they continue to satisfy the operational requirements of those classifications.



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Life members who have attended at least seven Fire Rescue meetings in a calendar year shall remain eligible to vote in an election for civil officers.

**3.1.10 Active EMS, Supporting EMS and EMS Division members**

All referenced EMS categories shall follow the current EMS bylaws.

**3.1.11 Certified MRTs or EMTs**

Certified EMRs or EMTs who are Fire Rescue Members but not EMS First Responder members are subject to the following limitations:

They shall not respond to EMS calls unless specifically requested by EMS.

As Fire Rescue Responders, they may perform EMT or EMR duties within limits of their training, equipment and capability before EMS arrival or as directed by EMS.

They are under EMS command while performing medical duties and shall not be used in lieu of dispatching EMS.

They shall be responsible for maintaining current EMT or EMR certification and skills.

**Article 4: Officers Qualifications and Duties**

4.1 All Officer candidates must be Fire Rescue members in Good Standing eligible to vote for the position which they seek.

4.1.1 Officers may delegate the execution of certain duties to qualified subordinates, but shall retain overall responsibility and authority.

4.2 Fire Rescue Civil and Line Officers are those positions previously set forth in article 2.2.1. The duties and responsibilities of the aforesaid positions are as follows:

**4.2.1 President**

The Chief Executive Officer of the WVFD, accountable to the membership and the Fire Rescue Executive Committee for the overall leadership of Fire Rescue.

The President serves as the main WVFD spokesperson and liaison with the Town of Weston, CT and other outside agencies.

The President presides at all Fire Rescue meetings and Fire Rescue Executive Committee meetings. The President appoints Fire Rescue Committee Chairpersons and directs Fire Rescue committees.

The President or his/her designee shall supervise any paid Fire Rescue administrative staff.

The President or his/her designee shall sit on the EMS Executive Committee but shall have no vote.

**4.2.2 Vice President**



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Officer who assumes the President's duties in his/her absence.

**4.2.3 Secretary**

Administrative Officer for Fire Rescue.

Keeps minutes of all Fire Rescue and Fire Rescue Executive Committee meetings, handles Fire Rescue correspondence and maintains Fire Rescue meeting and drill records. Determines member's eligibility to vote in Fire Rescue elections. Maintains a master copy of the bylaws and any amendments. Makes copies available to the membership.

**4.2.4 Treasurer**

Chief Financial Officer of WVFD.

Collects, disperses and manages WVFD and Fire Rescue funds. Maintains WVFD and Fire Rescue accounts. Reconciles and arranges payment of WVFD and Fire Rescue bills. Cooperates with outside auditing agencies and with the EMS Treasurer. Assists in the preparation of Fire Rescue budget.

Presents quarterly and year end WVFD and Fire Rescue financial reports to the membership.

**4.2.5 Purchasing Agent**

Officer responsible for managing Fire Rescue purchases and ensuring specifications are met, prices are competitive and deliveries are properly executed.

Drafts purchase orders, secures bids and places orders as authorized in accordance with requisitioner's specifications.

Along with the Treasurer matches expenditures to the Fire Rescue budget and accounts.

**4.3 Line Officers of the Fire Rescue Division**

Shall meet the requirements of an Active Senior Firefighter in Good Standing, and State certified Firefighter II.

Shall be trained to the highest level available to the Fire Rescue members and pursue command level training during their tenure. The Fire Rescue Training Officer and Fire Rescue Executive Committee will ensure the candidate meets the qualifications for the position being sought.

Line Officer's shall be responsible to run weekly and monthly drills as scheduled.

Line Officers shall be licensed by the State of Connecticut and qualified by the Fire-Rescue Division to operate all Fire-Rescue apparatus.

Seniority shall be based on the time within the given rank, rather than total time as a member of Fire Rescue or WVFD.

Line Officer positions of the Fire Rescue Division in descending order of rank shall be as follows:

**4.3.1 Chief**



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The Chief of WVFD is the Senior Operating Authority of WVFD and of Fire Rescue. The Chief possesses overall command and responsibility of all functions of the Fire Department within the Town of Weston. The Chief sets forth operational goals of Fire Rescue and appoints his/her designee(s) to fulfill those goals. Administrative goals are set forth by the Fire Rescue Executive Committee and administered through the Chief or his/her designee. Operations of Fire Rescue are to be evaluated each year by the Chief, Deputy Chief and Assistant Chief to determine if past goals have been met and to discuss future goals of the department. The Chief or his/her designee is required to represent and promote the Weston Volunteer Fire Department in relationships with other fire departments and governmental agencies in the surrounding area.

The Chief shall prepare the Fire Rescue Operating and Equipment Budget in conjunction with the Fire Rescue Executive Committee and remain current with respect to technology, tactics and equipment.

The Chief shall meet with the Line Officers at least monthly and resolve personnel issues or refer them to the Fire Rescue Disciplinary Committee.

*Prerequisites include: Current physical, member in Good Standing and previous line officer experience above the rank of Lieutenant, and certified State Fire Service Instructor I. Shall successfully complete "CT. State Fire Officer I" within first term.*

#### 4.3.2 **Deputy Chief**

The Deputy Chief shall be second-in-command of Fire Rescue and shall have operational control of an incident in the absence of the Chief. The Deputy Chief shall perform the duties as assigned by the Chief or as delegated in his/her absence. Operational goals set forth by the Chief are implemented by the Deputy Chief or his/her designee. All Fire Rescue apparatus are overseen by the Deputy Chief or his/her designee. Operations of Fire Rescue are to be evaluated each year by the Chief, Deputy Chief and Assistant Chief to determine if past goals have been met and to discuss future goals of the department. The Deputy Chief or his/her designee is required to represent and promote the Weston Volunteer Fire Department in relationships with other fire departments and governmental agencies in the surrounding area.

*Prerequisites include: Current physical, member in Good Standing and previous line officer experience above the rank of Lieutenant, and certified State Firefighter II.. Shall successfully complete "CT. State Fire Instructor I" within first term.*

#### 4.3.3 **Assistant Chief**

The Assistant Chief shall have operational control of an incident in the absence the Chief or Deputy Chief. The Assistant Chief shall perform the duties as assigned by the Chief or Deputy Chief, or as delegated in their absence. Operational goals set forth by the Chief are implemented by the Assistant Chief or his/her designee. All Fire Rescue Training shall be overseen by the Assistant Chief or his/her designee. Operations of Fire Rescue are to be evaluated each year by the Chief, Deputy Chief and Assistant Chief to determine if past goals have been met and to discuss future goals of the department. The Assistant Chief or his/her designee is required to represent and promote the Weston Volunteer Fire Department in relationships with other fire departments and governmental agencies in the surrounding area.

*Prerequisites include: Current physical, member in Good Standing and previous line officer experience, and certified State Firefighter II. Shall successfully complete "CT. State Fire Instructor I" within first term.*

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#### 4.3.4 **Captain - Norfield Station**

The primary responsibility of the Captain position is to fulfill the operational duties of a line officer as opposed to administrative tasks that may be assigned. The Captain of Norfield Station shall have operational control of an incident in the absence of a more senior officer. The Captain is responsible for the overall maintenance, safety and operation of the Norfield Fire Station. The Captain is also responsible for one piece of apparatus as assigned by the Chief. The Captain shall assign a Firefighter to the position of Apparatus Maintenance Assistant to assist in the maintenance and inspection of their assigned piece of apparatus. The Captain – Norfield Station will be a member of the Disciplinary Committee. The Captain or his/her designee is required to represent and promote the Weston Volunteer Fire Department in relationships with other fire departments and governmental agencies in the surrounding area.

*Prerequisites include: Current physical, member in Good Standing and previous line officer experience, and certified State Firefighter II. Shall successfully complete "CT. State Fire Instructor I" within first term.*

#### 4.3.5 **Captain - Lyons Plain Station**

The primary responsibility of the Captain position is to fulfill the operational duties of a line officer as opposed to administrative tasks that may be assigned. The Captain of the Lyons Plain Station shall have operational control of an incident in the absence of a more senior officer. The Captain is responsible for the overall maintenance, safety and operation of the Lyons Plain Fire Station. The Captain is also responsible for one piece of apparatus as assigned by the Chief. The Captain shall assign a Firefighter to the position of Apparatus Maintenance Assistant to assist in the maintenance and inspection of their assigned piece of apparatus. The Captain – Lyons Plains Station will be a member of the Disciplinary Committee. The Captain or his/her designee is required to represent and promote the Weston Volunteer Fire Department in relationships with other fire departments and governmental agencies in the surrounding area.

*Prerequisites include: Current physical, member in Good Standing and previous line officer experience, and certified State Firefighter II. Shall successfully complete "CT. State Fire Instructor I" within first term.*

#### 4.3.6 **Lieutenants**

A Lieutenant shall have operational control of an incident in the absence of a more senior officer. Each of the four Lieutenants is responsible for the maintenance and inspection of one piece of apparatus as assigned by the Chief. Each Lieutenant shall assign a Firefighter to the position of Apparatus Maintenance Assistant to assist with the maintenance and inspection of their assigned piece of apparatus. The Lieutenants or their designees are required to represent and promote the Weston Volunteer Fire Department in relationships with other fire departments and governmental agencies in the surrounding area.

*Prerequisites include: Current physical and certified State Firefighter II. Firefighter in Good Standing shall successfully complete "CT. State Fire Instructor I" within first term.*

#### 4.3.7 **Safety Officer**

The Chief shall appoint a line officer to act as the Fire Rescue Safety Officer. This shall be in addition to their regular duties as a line officer.

#### 4.4 **Appointed Department Officials shall be as follows:**





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**4.4.1 Assistant Secretaries, Assistant Treasurers, Assistant Purchasing Agents**

The Executive Committee of Fire Rescue may appoint Assistant Secretaries, Assistant Treasurers and/or Assistant Purchasing Agents whose terms of office shall coincide with that of the Civil Officers. The positions of Assistant Secretary, Assistant Treasurer and Assistant Purchasing Agent are non-voting and non-sitting members of the Executive Committee. The need for continuing the office shall be evaluated when the term expires.

**4.4.2 Fire Rescue Training Officer**

The Assistant Chief shall act as or may appoint another Line Officer as the Training Officer. The Training Officer shall develop and implement Fire Rescue Training programs with the Chief and the Line Officers. The Training Officer shall maintain training records and interface with the EMS Training Officer with respect to joint training.

**4.3 Fire Rescue Quartermaster**

Shall issue necessary equipment to Fire Rescue members and maintain records of issued equipment. May make recommendations to the Purchasing Agent on equipment purchases.

**Article 5: Nominations and Elections of Officers**

**5.1 Fire Rescue: The Chief and Civil Officers shall be elected in odd numbered years. The Deputy Chief, Assistant Chief, Captains, Lieutenants and Active Firefighters serving on the Disciplinary Committee shall be elected in even years. Terms shall be two years from the date of the election.**

5.2 The Fire Rescue President shall appoint a Nominating Committee, which shall include no currently serving Officers, who shall present a slate of Officer Candidates to the membership of Fire Rescue for all expiring offices.

5.3 The Nominating Committee's slate shall be presented at the November Fire Rescue membership meeting.

5.4 Additional Officer Nominations for eligible members may be taken from the floor at the December Fire Rescue membership meeting.

5.5 Voting shall be by secret ballot at the January membership meeting of Fire Rescue. One office shall be elected at a time except the Secretary may be directed to cast a single ballot for each uncontested office.

5.6 Any vacancy occurring among the officers of either division shall be filled within forty days of its occurrence by nominations and election held at a special meeting or the first regular meeting after the vacancy occurs. Nominations and election shall take place at the same meeting and the elected replacement shall serve for the duration of the unexpired term.

5.7 Voting in elections shall be limited to members not on suspension or leave of absence. Elections shall be decided by simple majority of members present and voting by secret ballot.



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- 5.8 Until a position is filled, its duties shall be performed by the first currently serving Officer listed below. Performing duties in accordance with this paragraph shall not be considered a conflict with the provisions of article 5.9 of the bylaws.

<b>Vacant Position</b>	<b>Order of Succession</b>
President	Vice President, Chief, Deputy Chief, Assistant Chief
Vice President	Deputy Chief, Assistant Chief, Line Officers in descending order of rank
Line Officer	Next higher Line Officer in ascending order of rank and seniority within the rank
Secretary or Treasurer	The Executive Committee may appoint a temporary member
Others	Leave vacant or appoint an interim officer at the discretion of the Executive Committee.

- 5.9 Members may hold only one elected office at one time.

### **Article 6: Voting Privileges**

- 6.1 Active Members in Good Standing within their membership classification may vote within their respective Divisions - Fire Rescue or EMS - or both, if applicable.
- 6.2 Only Active Fire Rescue members in Good Standing shall vote at Fire Rescue meetings. EMS members may attend Fire Rescue meetings and have voice, but no vote.
- 6.3 Fire Rescue members may attend EMS meetings and have voice, but no vote.

### **Article 7: Absentee Ballot and Proxy Voting**

- 7.1 Absentee ballots shall be permitted for any regular election of officers and for elections to consider advancing Probationary Members to Active Status.
- 7.2 Absentee ballots must be submitted unsigned no later than the day of the election on the form provided by the Secretary of Fire Rescue in a sealed, unsigned envelope, which shall, in turn, be sealed within a larger envelope bearing the members name, signature and return address.
- 7.3 Proxy voting shall not be allowed.

### **Article 8: Standing and Ad Hoc Committees**

- 8.1 There shall be standing and ad hoc committees as needed to conduct department business and operations. The President of Fire Rescue shall appoint Committee Chairpersons at the regular meeting immediately following their election or as needed unless noted otherwise in these bylaws. Chairpersons shall select members to serve on their committees. The Fire Rescue Executive Committee shall have the power to remove a Committee Chairperson.



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- 8.1.1 There shall be the following Standing Committees for Fire Rescue: Executive, Membership, Public Relations, Bylaw, Standard Operating Guidelines (“SOG’s”), Benevolent and House to cover both fire stations.

The Fire Rescue Executive Committee shall be as described in article 2.1.3 of the bylaws.

- 8.2 Responsibilities of the Fire Rescue Executive Committee include, but are not limited to, the following:

Ensure operations and policies are consistent with Fire Rescue’s purpose and in compliance with the bylaws, SOG’s, other department documentation and regulations of applicable outside agencies;

Plan for the Division’s future; and

Review Fire Rescue and Corporate budgets and major expenditures requests before presenting them for membership approval.

Serve as the final appellate body for the following:

Disciplinary proceedings involving Fire Rescue personnel;

Membership qualifications and eligibility to vote or participate in Fire Rescue meetings and elections; and

Member compliance with residency or employment requirements, including the granting of residency waivers.

- 8.3 This Committee shall meet at least ten times per year and five members shall constitute a quorum. All proceedings except those discussed in executive session shall be recorded.

- 8.3.1 Questions shall be decided by majority vote of members present and voting at an official meeting except cases involving expulsion and reinstatement shall require a 2/3 majority of those voting. The President shall have the deciding vote in the event of a tie.

- 8.4 The Membership Committee of the Fire Rescue shall be responsible for recruiting and evaluating prospective members as well as promoting retention and good standing of current members. The Chairpersons of this committees shall coordinate his/her activities with EMS to avoid duplication of effort.

- 8.5 The Public Relations Committee of Fire Rescue shall coordinate and work with the EMS Public Relations Committee to raise favorable public awareness of the WVFD.

- 8.6 The Bylaw Committee shall periodically review and present bylaw revisions to the membership. The Chairman shall assist the Fire Rescue Secretary with maintaining an updated copy of the bylaws.

- 8.7 The Standard Operating Guideline (SOG) Committee shall maintain and update the SOG’s in consultation with the Chief and Line Officers.

- 8.8 The Benevolent Committee shall oversee and address the well being of the membership.



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- 8.9 The House Committees for both firehouses shall operate separately to maintain and keep presentable both firehouse, while coordinating their responsibilities with their respective station Captain.

**Article 9: Meetings**

- 9.1 Meetings shall be conducted according to Robert's Rules of Order except these Bylaws shall prevail in event of conflict.
- 9.1.1 Questions shall be resolved by majority voice vote unless otherwise specified in these Bylaws or called for at the meeting.
- 9.2 Monthly Fire Rescue meetings shall be held on the second Monday of each month at 7:30 P.M.
- 9.3 The January Fire Rescue meeting shall be designated as the annual meeting for Fire Rescue. At this meeting the Treasurer or his/her designee shall present the Fire Rescue and WVFD financial reports. At this meeting the membership shall vote to elect officers to fill expiring terms, when applicable. The presentation of fiscal year-end financial report shall be at the July Fire Rescue membership meeting.
- 9.4 Special Fire Rescue meetings may be called by the Fire Rescue Executive Committee by giving at least seven days notice in writing to each member of the Division. An electronic announcement shall also be made on the date of the meeting.
- 9.5 Eleven Active Members in Good Standing shall constitute a quorum at any regular or special meeting of the Fire Rescue.
- 9.6 Meetings shall only be attended by members of Fire Rescue or EMS unless otherwise authorized by the presiding officer.

**Article 10: Drills**

- 10.1 There shall be regularly scheduled drills as follows:
- At least forty weekly drills held on Thursdays and eleven monthly drills held on the fourth Monday of every month except December.
- 10.2 Makeup Drills shall be held at least six times a calendar year for Fire Rescue. Makeup drills shall have a firematic component and be designated and approved by the Chief or his/her designee with advance notice to the membership. Only Active Firefighters or Active Fire Police may use Makeup drill(s) to satisfy their annual meeting and /or drill requirements. Makeup drills may not be used by Probationary Firefighters or any other classification of membership to satisfy drill and/or meeting requirements.
- 10.2.1 The six designated makeup drill credits may be applied to meetings or drills.

**Article 11: Leave of Absence**

- 11.1 **Leave of Absence** - A leave of absence may be granted by the Fire Rescue Executive Committee upon written application by the member. The Fire Rescue Executive Committee shall act on the request within thirty days after submission and inform the applicant in writing of its decision.



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Members on leave shall have no Fire Rescue obligation. During a leave of absence a member may not vote, hold office or serve on a committee. Exceptions may be based on special circumstances, considered at the time leave is granted.

Upon request, members may be required to surrender their department issued equipment for the duration of leave.

If the member was an Active Member in Good Standing for a period of twelve months prior to requesting a leave of absence, the member will remain an Active Member in Good Standing for up to one year from the time the leave was granted. An Active Firefighter or Active Fire-Police member in Good Standing who has been granted such a leave of absence but fails to return from leave within a period of 12 months from the date such leave was originally authorized shall no longer be considered an Active Firefighter or Fire-Police member in Good Standing and may be dropped from the roll unless s/he regains Good Standing in accordance with the provisions of paragraph 13.6. Although the Fire Rescue will continue to classify such a member as an Active Member in Good Standing while on leave, this notwithstanding, the member must still qualify for health insurance and tax abatement benefits consistent with the established protocol between WVFD and the Town of Weston, CT.

A leave of absence will be granted for a period of six months, at which time the applicant can reapply for an additional period of leave not to exceed an additional six months.

Active Members returning from leave of absence shall confer with the Chief of Fire Rescue before returning to duty. The Chief of Fire Rescue must certify the returning member satisfies the requirements to resume active duty.

If the member on leave of absence is unable to resume Active Status in his/her membership classification after a year and does not meet the requirements for any other membership classification their membership will terminate.

A member may appeal his/her termination, in writing, to the Fire Rescue Executive Committee. The Executive Committee's decision in the matter shall be final and binding.

11.2 **School Leave-** May be granted only to Active Members attending and residing at school away from Weston.

Requests for a School Leave of absence shall be submitted annually in writing to the Executive Committee, who shall act on the request within thirty days and inform the applicant in writing of their decision.

During major school recesses, members on School Leave, shall report to Fire Rescue and resume their participation in calls, meetings and drills. Members failing to do this may have their School Leave revoked by a majority vote of the Executive Committee.

11.3 **Medical Leave-** Shall be treated as a Leave of Absence consistent with article 11.1 of the bylaws.

Any member returning from a Medical Leave must present a written note from a licensed medical provider certifying the member is medically cleared to return to Active status in their membership classification and/or list any medical restrictions limiting the member's participation or activities within that classification. The note shall be given to the Chief of Fire Rescue. WVFD reserves the right to send any member returning from Medical Leave to an independent licensed medical provider for additional evaluation should there be any question about the members fitness to return to duty.



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Maternity Leave shall be considered a form of Medical Leave except non-Active Fire Rescue participation shall be allowed, provided it is not contrary to a physician's orders or guidelines.

Other medical situations, especially those involving possible member reclassification, expulsion or resignation shall be reviewed by the Executive Committee on a case by case basis.

Members on Medical Leave may attend Fire Rescue meetings, drills and functions, but may not respond to calls or participate in drills.

- 11.4 **Injury Leave of Absence-** A member who incurs an injury which is covered under the Connecticut Workers' Compensation Act and which occurs while employed by the Town of Weston as a Firefighter or as a Fire-Police member shall be entitled to retain the membership status the member held immediately prior to the injury until medically cleared to return to duty. Although Fire Rescue will continue to classify such a member as an Active Firefighter or Fire-Police member in Good Standing while on leave, this notwithstanding, the member must still qualify for health insurance and tax abatement benefits consistent with the established protocol between WVFD and the Town of Weston, CT unless otherwise provided for.

### **Article 12: Membership Administration and Quotas**

- 12.1 Length of service shall be calculated from the date of introduction to the membership. It shall not include time on leave and suspension and shall be the total years of combined Fire Rescue membership with no piggybacking for years of service in more than one Division or membership category.
- 12.2 Accelerated admission to Active status is at the discretion of the Chief in consultation with the Fire Rescue Executive Committee for former members who resigned honorably and for applicants with special qualifications. Decisions shall be on a case by case basis. A probationary period may be modified and membership quotas may be waived. Nevertheless, the applicant must satisfy all other conditions of Probationary Membership and must be elected to Active Status by the membership after receiving the recommendation of the Chief of Fire Rescue and possess all applicable state certifications to qualify for Active status.
- 12.3 The Fire Rescue Executive Committee may impose limits on non-EMS membership categories for periods not to exceed six months. Permanent limits can only be set by a bylaw revision.
- 12.4 Waiting lists shall be established for Fire Rescue membership categories that have been closed.
- 12.5.1 Residency Waiver- Any Active Member in Good Standing, with at least three years as an Active Member in Good Standing of Fire Rescue may apply to the Fire Rescue Executive Committee for a residency waiver. The Executive Committee will evaluate the member's ability to participate in Fire Rescue functions and respond to calls. The Fire Rescue Executive Committee's decision is final.

### **Article 13: Discipline, Suspension, Discharge, Resignation and Loss of Good Standing**

- 13.1 **Discipline-** Day to day disciplinary matters shall be administered by the chain of command. Fire Rescue shall incorporate "progressive discipline" as part of its normal practice, however, it reserves the right to depart from this practice when circumstances warrant. Progressive discipline includes but is not limited to:



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1. documented verbal warning,
2. written warning,
3. suspension or
4. termination

Matters which may give rise to discipline include, but are not limited to, negligence, misconduct, insubordination, conduct unbecoming a member, violation of WVFD bylaws or standard operating guidelines, disclosure of confidential WVFD information or misuse of WVFD equipment.

Disciplinary matters shall be handled by the Disciplinary Committee. The committee shall be made up of both Captains and an elected Active Firefighter in Good Standing who meets the criteria required to serve in such capacity. In the event a member of the Disciplinary Committee must recuse himself/herself from serving or is otherwise unavailable to participate within ten days from the date of the incident(s) giving rise to the discipline, the President of Fire Rescue shall appoint a member from Fire Rescue who is in Good Standing to serve on the Disciplinary Committee on an interim, ad hoc basis. All disciplinary matters not resolved through the chain of command shall be referred to this committee.

- 13.2 In addition, any member who feels aggrieved by the conduct or actions of any other member may file a written grievance and present it to the Disciplinary Committee within ten days of an occurrence giving rise to the grievance. The basis for filing a grievance should encompass the conduct referenced in this article.

Within thirty days of the written submission of a grievance to the Disciplinary Committee, a written response shall be issued, considering the extent to which, if at all, disciplinary action may be warranted. An aggrieved member not satisfied with the determination of the Disciplinary Committee shall thereafter have the right to appeal this determination to the Fire Rescue Executive Committee whose decision on the matter shall be final and binding. The Executive Committee determination shall be by majority vote; however a two thirds vote shall be required to terminate a member.

- 13.3 Due process, including the opportunity to call witnesses and present evidence, shall be afforded the member at every step in the disciplinary proceeding.

- 13.4 Matters that mainly concern Fire Rescue operations or personnel shall be the responsibility of the Fire Rescue Disciplinary Committee. This committee shall have the authority to suspend members and recommend their dismissal to the Fire Rescue Executive Committee

- 13.4.1 Matters that concern both divisions shall be the responsibility of the BOD.

- 13.5 Resignation may be submitted by any member in writing to the Executive Committee specifying the desired effective date.

- 13.5.1 The duties and obligations of a resigning member shall remain in effect until the member's resignation is accepted by the Executive Committee.

- 13.6 **Loss of Good Standing** - It is the responsibility of each member to ensure s/he remains in Good Standing (as that term is defined in Article 3, paragraph 3.1.5). At the end of each annual quarter, the Fire Rescue Executive Committee, or its designee, will meet with, or otherwise provide written notice to, any Active Firefighter (as that term is defined in Article 3, paragraph 3.1.4) or Active Fire-Police member (as that term is defined in Article 3, paragraph 3.1.7) who has failed to meet the Good Standing requirements during that calendar year and advise him/her of the reinstatement



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procedure to regain Good Standing. An Active Firefighter or Active Fire-Police member who loses Good Standing may regain Good Standing only by successfully completing the requirements provided for in this paragraph 13.6. For eligible members, the reinstatement procedure outlined herein will commence in the January of the year immediately following the loss of Good Standing.

- 13.6.1 An Active Firefighter or Active Fire-Police member who loses Good Standing for the first time may regain Good Standing only by successfully completing the following requirements in each calendar quarter:
- a. For the quarter ending March 31 – a member seeking to regain Good Standing must respond to at least 4 calls, attend at least 3 weekly drills, attend at least 2 monthly drills and attend at least 2 monthly meetings.
  - b. For the quarter ending June 30 – a member seeking to regain Good Standing must respond to at least 4 calls, attend at least 3 weekly drills, attend at least 2 monthly drills and attend at least 2 monthly meetings.
  - c. For the quarter ending September 30 – a member seeking to regain Good Standing must respond to at least 4 calls, attend at least 3 weekly drills, attend at least 2 monthly drills and attend at least 2 monthly meetings.
  - d. For the quarter ending December 31 - a member seeking to regain Good Standing must respond to at least 4 calls, attend at least 3 weekly drills, attend at least 2 monthly drills and attend at least 2 monthly meetings.

Participation and/or attendance at calls, drills and/or meetings in excess of that required, by this reinstatement procedure cannot be carried forward into the next calendar quarter.

- 13.6.2 An Active Firefighter or Active Fire-Police member who loses Good Standing for a second time may be eligible to regain Good Standing only if 2 years or more have elapsed since the last lost of Good Standing. The procedure outlined above in paragraph 13.6.1 shall apply.
- 13.6.3 An Active Firefighter or Active Fire Police member who loses Good Standing for a third time is not eligible to return to the WVFD, Inc. unless otherwise qualified to continue membership through another Membership Classification (Supporting Member or Life Member).
- 13.6.4 For the first, second and third quarters, one failure to meet requirements will result in a written warning. If, after the warning, another quarter's requirements are not met, the member will be automatically dismissed from membership unless otherwise qualified to continue membership through another Membership Classification (Supporting Member or Life Member). In any event, failure by the member to meet the requirements of an Active Firefighter in Good Standing set forth in paragraph 3.1.5 or Active Fire-Police set forth in paragraph 3.1.7 by the end of the fourth quarter will result in the automatic dismissal from membership unless otherwise qualified to continue membership through another Membership Classification (Supporting Member or Life Member).
- 13.6.5 Assuming a member successfully completes the reinstatement program, time not in Good Standing while in the reinstatement program will be counted towards Fire Rescue seniority and length of service. A member who successfully completes the reinstatement program will return in Good Standing effective at the end of the calendar year in which s/he first began the reinstatement program. The member will be notified in writing by the Fire Rescue Executive Committee or its designee and confirmation of successful completion of the reinstatement program will be placed in the member's personnel file.
- 13.6.6 Members in the process of regaining Good Standing through the reinstatement program will have no voting rights and may not hold office





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- 13.6.7 A member dismissed from the Fire Rescue Division of the WVFD, Inc. will be notified in writing within 10 days from the end of the calendar year or as soon thereafter as is practicable in which the dismissal occurred. Upon receipt of such notification the member will immediately return all WVFD-issued equipment and gear inclusive of license plates.

**Article 14: Amendments**

- 14.1 Any part of the Fire Rescue bylaws may be altered, amended or repealed at any regular or special meeting of the members of Fire Rescue by a majority vote of members present and voting provided notice and reading have occurred at the previous regular meeting of the Fire Rescue advising that a regular or special meeting will be called for this purpose provided there shall be no resulting conflict or inconsistency with the bylaws of the WVFD Inc.
- 14.2 The Vice President and Secretary of Fire Rescue shall both be responsible for maintaining a Master Copy of these bylaws including amendments. They shall also insure paper or electronic copies are readily available to all WVFD members.



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**APPENDIX A – CONFIRMATION OF BYLAW AMENDMENT**

**Amendment to March 2010 edition of WVFD Bylaws effective from affirmative WVFD vote on January 9<sup>th</sup> 2012 in accordance with Article 14.1.**

**Article(s) and paragraphs amended are as follows: 4.3, 9.2, 11.1, 11.2, 13.6**

**Wording of Amendment is as follows:**

**Paragraph 4.3,** Line Officers of the Fire Rescue Division – *Line Officers shall be licensed by the State of Connecticut and qualified by the Fire-Rescue Division to operate all Fire-Rescue apparatus.*

**Paragraph 9.2** – Changed monthly meeting start time to 7:30.

**Article 11 – Leave of Absence**

*New Article 11.4 - **Injury Leave of Absence** A member who incurs an injury which is covered under the Connecticut Workers' Compensation Act and which occurs while employed by the Town of Weston as a Firefighter or as a Fire-Police member shall be entitled to retain the membership status the member held immediately prior to the injury until medically cleared to return to duty. Although Fire Rescue will continue to classify such a member as an Active Firefighter or Fire-Police member in Good Standing while on leave, this notwithstanding, the member must still qualify for health insurance and tax abatement benefits consistent with the established protocol between WVFD and the Town of Weston, CT unless otherwise provided for.*

**Article 11: Leave of Absence, Section 11.1** after the first sentence appearing in the fourth full paragraph therein.

*An Active Firefighter or Active Fire-Police member in Good Standing who has been granted such a leave of absence but fails to return from leave within a period of 12 months from the date such leave was originally authorized shall no longer be considered an Active Firefighter or Fire-Police member in Good Standing and may be dropped from the roll unless s/he regains Good Standing in accordance with the provisions of paragraph 13.6.*

**Article 13: Discipline, Suspension, Discharge, Resignation and Loss of Good Standing**

*Section 13.6 – Loss of Good Standing - It is the responsibility of each member to ensure s/he remains in Good Standing (as that term is defined in Article 3, paragraph 3.1.5). At the end of each annual quarter, the Fire Rescue Executive Committee, or its designee, will meet with, or otherwise provide written notice to, any Active Firefighter (as that term is defined in Article 3, paragraph 3.1.4) or Active Fire-Police member (as that term is defined in Article 3, paragraph 3.1.7) who has failed to meet the Good Standing requirements during that calendar year and advise him/her of the reinstatement procedure to regain Good Standing. An Active Firefighter or Active Fire-Police member who loses Good Standing may regain Good Standing only by successfully completing the requirements provided for in this paragraph 13.6. For eligible members, the reinstatement procedure outlined herein will commence in the January of the year immediately following the loss of Good Standing.*

*13.6.1 - An Active Firefighter or Active Fire-Police member who loses Good Standing for the first time may regain Good Standing only by successfully completing the following requirements in each calendar quarter:*

*a. For the quarter ending March 31 – a member seeking to regain Good Standing must respond to at least 4 calls, attend at least 3 weekly drills, attend at least 2 monthly drills and attend at least 2 monthly meetings.*



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- b. For the quarter ending June 30 – a member seeking to regain Good Standing must respond to at least 4 calls, attend at least 3 weekly drills, attend at least 2 monthly drills and attend at least 2 monthly meetings.*
- c. For the quarter ending September 30 – a member seeking to regain Good Standing must respond to at least 4 calls, attend at least 3 weekly drills, attend at least 2 monthly drills and attend at least 2 monthly meetings.*
- d. For the quarter ending December 31 - a member seeking to regain Good Standing must respond to at least 4 calls, attend at least 3 weekly drills, attend at least 2 monthly drills and attend at least 2 monthly meetings.*

*Participation and/or attendance at calls, drills and/or meetings in excess of that required, by this reinstatement procedure cannot be carried forward into the next calendar quarter.*

*13.6.2 An Active Firefighter or Active Fire-Police member who loses Good Standing for a second time may be eligible to regain Good Standing only if 5 years or more have elapsed since the last lost of Good Standing. The procedure outlined above in paragraph 13.6.1 shall apply.*

*13.6.3 An Active Firefighter or Active Fire Police member who loses Good Standing for a third time is not eligible to return to the WVFD, Inc. unless otherwise qualified to continue membership through another Membership Classification (Supporting Member or Life Member).*

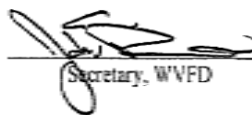
*13.6.4 For the first, second and third quarters, one failure to meet requirements will result in a written warning. If, after the warning, another quarter's requirements are not met, the member will be automatically dismissed from membership unless otherwise qualified to continue membership through another Membership Classification (Supporting Member or Life Member). In any event, failure by the member to meet the requirements of an Active Firefighter in Good Standing set forth in paragraph 3.1.5 or Active Fire-Police set forth in paragraph 3.1.7 by the end of the fourth quarter will result in the automatic dismissal from membership unless otherwise qualified to continue membership through another Membership Classification (Supporting Member or Life Member).*

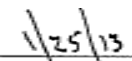
*13.6.5 Assuming a member successfully completes the reinstatement program, time not in Good Standing while in the reinstatement program will be counted towards Fire Rescue seniority and length of service. A member who successfully completes the reinstatement program will return in Good Standing effective at the end of the calendar year in which s/he first began the reinstatement program. The member will be notified in writing by the Fire Rescue Executive Committee or its designee and confirmation of successful completion of the reinstatement program will be placed in the member's personnel file.*

*13.6.6 Members in the process of regaining Good Standing through the reinstatement program will have no voting rights and may not hold office*

*13.6.7 A member dismissed from the Fire Rescue Division of the WVFD, Inc. will be notified in writing within 10 days from the end of the calendar year or as soon thereafter as is practicable in which the dismissal occurred. Upon receipt of such notification the member will immediately return all WVFD-issued equipment and gear inclusive of license plates.*

I certify the preceding amendment to Bylaws was enacted as noted and that this confirmation is hereby made part of the Master Copy of said Bylaws.

  
Secretary, WVFD

  
Date this form was completed