

**THE BALTIMORE COUNTY
VOLUNTEER FIREMEN'S
ASSOCIATION**



BYLAWS

January 2017

REVISION HISTORY

SECTION CHANGED	DATE CHANGED	REMARKS
	July 17, 2008	Create training scholarship in the name of J Donald Mooney
Article VII, Section 1	August 20, 2009	Annual Meeting to be moved to the third Thursday in September
Article VIII	15 April 2010	Imposed \$2000 penalty for overdue reports and penalty go to Scholarship fund after 1 year.
Overarching document Article VIII, Section 1	April 21, 2011	Consolidated all Articles into one document Added option for distribution of remaining subsidies
Article IV, Section 6	December 16, 2011	Added duties and responsibilities of Medical Board
Article II, Section 1 Article II, Section 3, 4, 5, 8, & 10 Article II, Section 13.A.1 Article IV, Section 2.B.5 Article IV, Section 4 Article V, Section 4, A & B Article V, Section 14, C & D	January 19, 2017	Medical Board members and oversight appointed by President Duties and committees under VP of Finance, VP of Operations, and VP of Administration, Treasurer, and Financial Secretary Update District designations due to Consolidations Eliminate dated information ref 1995 interest rate Elimination of Relief Board Update members and quorum requirements for Senior Officers Committee Update members and quorum requirements for Senior Executive Officers Committee

TABLE OF CONTENTS

ARTICLE I - STANDARDS FOR MEMBER COMPANIES.....	1
ARTICLE II - DUTIES OF OFFICERS.....	1
SECTION 1, PRESIDENT.....	1
SECTION 2, SENIOR VICE PRESIDENT.....	1
SECTION 3, VICE PRESIDENT OF OPERATIONS.....	1
SECTION 4, VICE PRESIDENT OF FINANCE.....	1
SECTION 5, VICE PRESIDENT OF ADMINISTRATION.....	2
SECTION 6, SECRETARY.....	2
SECTION 7, ASSISTANT SECRETARIES.....	2
SECTION 8, TREASURER.....	2
SECTION 9, ASSISTANT TREASURERS.....	3
SECTION 10, FINANCIAL SECRETARY.....	3
SECTION 11, CHAPLAIN.....	3
SECTION 12, ASSISTANT CHAPLAINS.....	3
SECTION 13, DISTRICT REPRESENTATIVES.....	3
ARTICLE III - DUTIES OF THE EXECUTIVE BOARD.....	6
SECTION 1, FISCAL.....	6
SECTION 2, MEMBERSHIP APPLICATION.....	6
SECTION 3, LEGISLATION.....	6
SECTION 4, INDICTMENTS.....	6
SECTION 5, OTHER DUTIES.....	6
ARTICLE IV - DUTIES OF ADMINISTRATIVE BOARDS.....	7
SECTION 1, SCHOLARSHIP BOARD.....	7
SECTION 2, LOAN FUND BOARD.....	7
SECTION 3, LOSAP BOARD.....	8
SECTION 4, HERITAGE/SHRINE BOARD.....	11
SECTION 5, MEDICAL BOARD.....	11
ARTICLE V - DUTIES OF STANDING COMMITTEES.....	13
SECTION 1, EMERGENCY MEDICAL SERVICES SUB-COMMITTEE.....	13
SECTION 2, AUDIT COMMITTEE.....	13
SECTION 3, BUDGET COMMITTEE.....	13
SECTION 4, SENIOR FIRE OFFICERS' COMMITTEE.....	14
SECTION 5, COMMUNICATIONS COMMITTEE.....	15
SECTION 6, FINANCE COMMITTEE.....	15
SECTION 7, PUBLIC FIRE SAFETY EDUCATION COMMITTEE.....	15
SECTION 8, INSURANCE COMMITTEE.....	16
SECTION 9, LEGISLATIVE COMMITTEE.....	16
SECTION 10, PUBLIC RELATIONS AND PUBLICITY COMMITTEE.....	16
SECTION 11, TRAINING COMMITTEE.....	16
SECTION 12, CONSTITUTION AND BY-LAWS COMMITTEE.....	16
SECTION 13, ANNUAL MEETING COMMITTEE.....	16
SECTION 14, SENIOR EXECUTIVE OFFICERS COMMITTEE.....	17
SECTION 15, HOMELAND SECURITY / EMERGENCY PREPAREDNESS COMMITTEE.....	17

SECTION 16 – WATER RESOURCE COMMITTEE..... 17
ARTICLE VI - USE OF THE ASSOCIATION NAME 18
ARTICLE VII - ORDER OF BUSINESS 19
 SECTION 1, ANNUAL MEETING..... 19
 SECTION 2, REGULAR MEETINGS..... 20
 SECTION 3, SPECIAL MEETING 20
ARTICLE VIII - FINANCIAL PAYMENTS AND REPORTING REQUIREMENTS . 21
 SECTION 1, REPORTING REQUIREMENTS 21
 SECTION 2, FINANCIAL PAYMENTS..... 21

ARTICLE I - STANDARDS FOR MEMBER COMPANIES

All standards for member companies shall be established as Standards, in the manner prescribed in Article IX of the Constitution of the Association.

ARTICLE II - DUTIES OF OFFICERS

SECTION 1, PRESIDENT: The President shall be the Chief Executive Officer of the Association. The President shall preside at all regular and special meetings of the Association and at the Annual Meeting. The President shall appoint the members of the Medical Board as well as all standing and special committees, such members serving at his pleasure. The President shall be a member, ex-officio, of all standing committees, special committees and Boards of the Association. The President shall sign all orders on the Treasurer for payment of moneys. The President shall report to the Annual Meeting and at other such meetings as may be necessary. The President, solely, is authorized to speak for or to appoint a designee to speak publicly, for the Association.

SECTION 2, SENIOR VICE PRESIDENT: The Senior Vice President shall assume the duties of the President in his/her absence. He/She shall preside at all meetings of the Executive Board.

SECTION 3, VICE PRESIDENT OF OPERATIONS: Under the general guidance and supervision of the President, the Vice President of Operations shall be the presiding officer of the Emergency Services Division of the Association. His/Her duties shall include, but not be limited to, the management of all fire fighting, emergency medical services, and rescue activities of the member companies. He/She shall act a liaison between the Association and the Baltimore County Fire Department where matters of emergency services are involved. He/She shall keep the President and member companies appraised of all pertinent matters of the Emergency Services Division. When necessary and subject to the review and concurrence of the President, Executive Board and the Association, shall recommend policy relating to Association standards for fire fighting, emergency medical services and rescue activities. The Vice President of Operations shall supervise the following Committees and Boards:

1. Senior Officers Committee
2. Training Committee
3. Communications Committee
4. Homeland Security/Emergency Preparedness Committee
5. Water Resource Committee

SECTION 4, VICE PRESIDENT OF FINANCE

Under the general guidance and supervision of the President, the Vice President of Finance shall be the presiding officer for all Financial matters of the Association. His/Her duties shall include, but not be limited to, the oversight of all fiscal matter, development of an annual Budget,

providing quarterly fiscal reports of the health of the BCFVA, and the solicitation and review of member company annual financial reports. The Vice President of Finance shall supervise the following Committees and Boards:

1. Finance Committee
2. Budget Committee
3. Insurance Committee
4. Audit Committee
5. Scholarship Board
6. Loan Board
7. LOSAP Board
8. Heritage/Shrine Board

SECTION 5, VICE PRESIDENT OF ADMINISTRATION

Under the general guidance and supervision of the President, the Vice President of Administration shall be the presiding officer for all administrative matters of the Association. These duties include ensuring appropriate communications of BCFVA business to the officers and member companies. The Vice President of Administration shall supervise the following Committees and Boards:

1. Public Fire Safety Education Committee
2. Public Relations & Publicity Committee
3. Annual Meeting Committee
4. Constitution and By-Laws Committee
5. Legislative Committee
6. Volunteer Recruitment & Retention Committee
7. Senior Executive Officers Committee

SECTION 6, SECRETARY: The Secretary shall keep a correct record of the Annual Meeting and all regular meetings of the Association. The Secretary shall receive copies of all correspondence between member companies and any fire service or government official on matter requiring the attention of the Executive Board or the general membership. He/She shall receive and answer all communications pertaining to the Association and keep correct files of same. He/She shall make an annual report to the Association and such other reports at the regular meetings as may be required of him. He/She shall, prior to the Annual Meeting, prepare a roll of all companies entitled to representation therein, a roll of all ex-Presidents of the Association and a roll of Honorary Members. He/She shall act as Secretary at all regular meetings.

SECTION 7, ASSISTANT SECRETARIES: Assistant Secretaries shall perform such duties as may be assigned to them by the Secretary or the President.

SECTION 8, TREASURER: The Treasurer shall make an Annual Report to the Association giving an itemized statement of all receipts and disbursements accompanied by vouchers on orders thereof. He/She shall submit all necessary documentation for any expenditures that are eligible for reimbursement from Baltimore County and shall ensure all dues are

current for the BCVFA. He/She shall make such other reports from time to time at the Regular meetings as may be required of him.

SECTION 9, ASSISTANT TREASURERS: Assistant Treasurers shall perform such duties as may be assigned to him/them by the Treasurer or the President.

SECTION 10, FINANCIAL SECRETARY: The Financial Secretary will be responsible for maintaining the accounts and records of the custodial monies held by the Association. These shall include, but not be limited to; the Heritage Fund, Shrine Fund, Public Fire Safety Education Fund, and such temporary funds as may be created by the Association. He/She shall collect all moneys due the Association, turning same over to the Treasurer and taking his/her receipt for same. The Financial Secretary will report this activity to the Treasurer monthly to be incorporated into the Association Books and Records. The Financial Secretary shall assist the Treasurer in administering the subsidies and shall perform such other duties as may be assigned by the Treasurer.

SECTION 11, CHAPLAIN: The Chaplain shall offer appropriate prays at the Annual and regular meetings of the Association, organize and conduct such services and perform such other duties as may be assigned by the President of the Association.

SECTION 12, ASSISTANT CHAPLAINS: Assistant Chaplains shall perform such duties as may be assigned to him by the Chaplain or the President.

SECTION 13, DISTRICT REPRESENTATIVES: The District Representative shall be the focal point of contact with the field. Listed below are the tasks that he/she will carry out to guarantee accurate information between all companies and the Vice President of Operations. The Vice President of Operations will work with the District Representatives to resolve problems. Unresolved problems will be brought to the Executive Board for resolution. Any correspondence sent to the Volunteer Office involving District Representative responsibilities will be forwarded to the respective representative.

A. Districts shall be constituted as follows:

1. Eastern District A:
 - a. Bowley's Quarters Volunteer Fire Company
 - b. White Marsh Volunteer Fire, EMS, & Rehab Company
 - c. Middle River Volunteer Fire and Rescue Company
 - d. Rosedale Volunteer Fire Company
2. Eastern District B:
 - a. Hyde Park Volunteer Fire Company
 - b. Middleborough Volunteer Fire Company
 - c. North Point-Edgemere Volunteer Fire Company
 - d. Rockaway Beach Volunteer Fire Company
 - e. Wise Avenue Volunteer Fire Company
3. Western District A:
 - a. Arbutus Volunteer Fire Company
 - b. English Consul Volunteer Fire Company

- c. Lansdowne Volunteer Fire Company
- d. Violetville Volunteer Fire Company
- e. Woodlawn Volunteer Fire Company
- 4. Western District B:
 - a. Arcadia Volunteer Fire Company
 - b. Boring Volunteer Fire Company
 - c. Box 234 Association
 - d. Glyndon Volunteer Fire Company
 - e. Liberty Road Volunteer Fire Company
 - f. Owings Mills Volunteer Fire Company
 - g. Pikesville Volunteer Fire Company
 - h. Reisterstown Volunteer Fire Company
- 5. Northern District A.
 - a. Butler Volunteer Fire Company
 - b. Chestnut Ridge Volunteer Fire Company
 - c. Cockeysville Volunteer Fire Company
 - d. Hereford Volunteer EMS/Rescue Company
 - e. Hereford Volunteer Fire Company
 - f. Maryland Line Volunteer Fire Company

6. Northern District B.

- a. Jacksonville Volunteer Fire Company
- b. Kingsville Volunteer Fire Company
- c. Long Green Volunteer Fire Company
- d. Lutherville Volunteer Fire Company
- e. Providence Volunteer Fire Company

B. District Representatives shall assure that member companies conform to the standards of the Association by conducting annual inspections, as follows:

1. Apparatus

- a. Aerial Ladder, Tower, Rescue Squad, Floodlight and Marine units (in conjunction with the Rescue Committee)
- b. Medic Units and ALS Supports Units (in conjunction with the Emergency Medical Services Committee)
- c. Pumpers, Tank Trucks and all other emergency response units

2. Station

- a. Station Libraries
- b. Personal Protective Equipment, including SCBA Face pieces
- c. Breathing Air Compressor, if present
- d. Thermal Imagers, if present
- e. Knox Box Keys
- f. Records
 - i. Fire Hose Inventory and Test Records
 - ii. Member Training Records

ARTICLE III - DUTIES OF THE EXECUTIVE BOARD

SECTION 1, FISCAL: The Executive Board, together with the President, is required to prepare and submit to the Association an Annual Budget and an Estimate of Revenue, as provided by the Constitution of the Association

SECTION 2, MEMBERSHIP APPLICATION: The Executive Board shall investigate all applications for membership in the Association, and, after due consideration, recommend their acceptance or rejection to the Association.

SECTION 3, LEGISLATION: The Executive Board shall consider and submit to the Association such legislation or amendments to the Constitution and By-Laws of the Association as it deems necessary.

SECTION 4, INDICTMENTS: The Executive Board shall receive all charges against officers of the Association, and shall either indict the officer charged or dismiss the charges.

SECTION 5, OTHER DUTIES: The Executive Board shall perform such other duties as may be assigned to it by the Association.

ARTICLE IV - DUTIES OF ADMINISTRATIVE BOARDS

SECTION 1, SCHOLARSHIP BOARD

- A. **PURPOSE:** The Scholarship Board is responsible for administering the Association's program of scholarship awards in the form of grants and loans to scholars.
- B. **MEETINGS:** The Board shall meet at least twice annually, and shall prepare, annually, a request for funds which it shall submit to the Association through the Budget Committee.
- C. The Board shall award loans and grants in accordance with the provisions of these By-Laws. The Board shall not, under any circumstances, make awards in excess of the funds allocated to it by the Association, provided, however, that the Board may request additional funding from the Association as seems to be needed.
- D. **TYPES OF AWARDS:** The Board may make awards to scholars enrolled in any institution of higher learning approved by the Maryland State Board of Higher Learning, pursuing courses in, or related to Fire Service Technology, Emergency Medical Technology or Fire Protection Engineering. Grants may be made to students to cover the cost of materials required for courses. Interest-free loans may be made to scholars to cover the cost of tuition, or a part thereof. Such loans shall be repaid within sixty days of reimbursement to the scholar of such tuition by the State of Maryland. When reimbursement by the State of Maryland is not forthcoming, loans shall be repaid within ten years of completion of the course of study, or the awarding of the certificate or degree toward which the course of study contributes, provided that the portion of such loan that remains unpaid after ten years shall be subject to an annual interest rate of fifteen percent.

SECTION 2, LOAN FUND BOARD

- A. **PURPOSE.** The Loan Fund Board is vested with the authority of this Association in all matters pertaining to the administration of the Capital Grant Program for Volunteer Fire, Ambulance and Rescue Companies established by SECTIONS 15-161 through 15-164, Article V, Title 15, Finance, Baltimore County Code, 1988 as amended, insofar as this Association and its member companies are concerned.
- B. **ADMINISTRATION OF THE FUND**
 - 1. The Loan Fund Trustees shall receive and review all applications from member companies for loans. The Board shall require such information and documentation as it deems needed for the justification of the loan. The Association shall deliver to the Loan Fund Trustees all funds received from or to the Grant Program.
 - 2. Criteria for the granting of loans to be considered are:
 - a. The ability of the borrower to repay the loan.
 - b. The need for the project, relative to the needs of all of the other eligible applicants.
 - c. Absolute need for the project by the applicant.
 - 3. The Board of Trustees shall determine either rejection of the application, or approval of the application and granting of either all of the money requested, or of such portion of the money requested as the Board deems proper.

4. Applicant companies shall be given every reasonable assistance in preparing their applications, and shall be given every reasonable opportunity to personally present its justification for, and explanation of, their project and the need for the loan.
5. The Board of Trustees shall recommend to the Annual Meeting of the Association the interest rate to prevail for all loans committed during the next calendar year, which recommendation shall be adopted unless changed by a vote of 2/3 of the companies present and voting. The interest rate shall never be lower than that needed when combined with other revenues of the Fund to administer and operate the Fund. The Board of Trustees shall determine all other terms of the borrowings or grants and shall generally manage the administration of the fund.
6. The Grant Program is for the purpose of allowing the Association to make low-interest loans or grants to volunteer fire, ambulance and rescue companies which are members in good standing of the Association, to allow them to finance the purchase, rebuilding, or rehabilitation of major fire fighting, ambulance and rescue equipment; to finance land acquisition and construction costs, including architects' and engineers' fees, necessary for expansion, enlargement, repair, rehabilitation, alteration and construction of buildings and improvements, including the cost of constructing means of access and extending utility systems; provided said costs are reasonably necessary for:
 - a. The proper and effective operation of qualified volunteer fire, ambulance and rescue companies operating in the County; and,
 - b. Corporate undertakings of those companies, such as (without limitation) training sessions, meetings, seminars, conferences, community educational programs, dinners, bazaars, fund raising events and other activities.

SECTION 3, LOSAP BOARD

- A. The Board shall receive and review all applications for awards under the Length of Service Award Program. It shall be the sole judge as to the eligibility of any applicant to receive an award provided, however, that any applicant whose application is rejected shall have the right to appeal the rejection to an Appeals Board, which shall consist of the members of the Loan Fund Board. If any of the Loan Fund Trustees are members of the appealing applicant's company, the Loan Fund Trustee will be excluded from attending the appeal. All decisions of the Appeals Board shall be final.
- B. Eligibility for Awards. The Board shall determine the eligibility of each applicant based on the following criteria:
 1. Recipients shall become sixty years of age by the month before which the grant commences.
 2. Recipients shall have served for at least twenty-five years, during each of which he shall have earned at least fifty points in the manner described in Subsection C, point system, below.
 3. Persons who did not qualify as active for the date in Baltimore County Council Bill #190-81 (March 1, 1982), but who had qualifying years prior to 1982-83 shall serve at least two qualifying years (fifty points each), from 1983 onward in order that they may receive credit for those preceding years of service.

4. Any applicant seeking LOSAP eligibility that is not in compliance with current standards and is requesting a review after the 1997 cut-off date must do the following:
 - a. Send a letter to the LOSAP Board and the President of the Association requesting a review of their case.
 - b. Upon receipt of the letter, the LOSAP Board will invite the applicant to a meeting to listen to their case.
 - c. If the applicant has no documentation to prove their claim, either for the time before 1982 or the time between 1982 and 1997, they may still receive their benefit through the alternate method described in Subsection E. Alternative Method, below.
- C. Point System. To receive credit for a year of qualified service, a member must accumulate fifty points, earned as follows:
1. One-fourth (1/4) of a point shall be credited for each hour of a training course completed during the year. Training courses which qualify for credit shall include only those recognized by the Fire Chief of Baltimore County for this purpose. Not more than twenty (25) points may be credited for all training courses completed in a year.
 2. One-half (1/2) point shall be credited for each hour of company drill, but no more than twenty (20) points shall be credited for all such company drills. One (1) point shall be credited for each full night of sleep-in duty, or for four (4) hours or more of station duty. Station duty is defined as an on-duty activity of the fire, ambulance or rescue company lasting four (4) hours, but not falling under one of the other categories in this subsection. This shall NOT include unscheduled time spent casually at the station, but shall include manning the station in the event of a major incident or of an expected incident, such as extreme weather. Not more than twenty (20) points may be credited for station duty or sleep-in.
 3. Twenty-five (25) points shall be credited for the completion of a one (1) year term in an elected or appointed office in a company. Such offices shall include executive officers, emergency operations officers, Executive Board members and the chairpersons of all committees. Five (5) points shall be credited for all members of committees. Not more than one (1) such office shall be counted in a calendar year.
 4. Twenty-five (25) points shall be credited for completion of a one (1) year term as President of either the Baltimore County Volunteer Firemen's Association or the Maryland State Firemen's Association. Twenty (20) points shall be credited for completion of a one (1) year term as an elected or appointed officer of the Baltimore County Volunteer Firemen's Association, and fifteen (15) points shall be credited for the completion of a one (1) year term as an elected or appointed officer of the Maryland State Firemen's Association. No more than twenty-five (25) points shall be so credited in a calendar year.
 5. One (1) point shall be credited for attendance at any company meeting, official meeting of the Baltimore County Volunteer Firemen's Association, the Maryland State Firemen's Association, or any of the committees thereof. Not more than thirty (30) points shall be credited for such attendance during the calendar year.
 6. One-half (1/2) point shall be credited for each call to which a member responds, provided that not more than thirty (30) points shall be credited for all such calls during the calendar year.

7. One-third (1/3 point shall be credited for each hour of acceptable collateral duty, such as, but not limited to, apparatus maintenance, building maintenance, fire prevention or fundraising. Not more than thirty-five (35) points shall be credited for such collateral duties in a calendar year.
 8. A member of an active member company who serves in active status in any military service of the United States of America, provided that such member was in good standing with the reporting company at the time of such military service began, shall receive a maximum of five (five) points for each full month so served. Not more than fifty (50) such points shall be credited in a calendar year. A maximum of forty-eight (48) months of creditable service may be acquired in this manner.
- D. Application for Benefits. All applications for Length of Service Award Program benefits MUST submit an application signed by the applicant, verified by the President and the Secretary of the active member company(ies) of the applicant, and attested to by a Notary Public.
- E. *ALTERNATIVE METHOD. If the applicant does not meet the requirements as previously set forth above, the applicant may pursue the following method:*
1. *The applicant will have to prove eligibility by having a sworn and notarized document signed by at least five members of Association Member Companies that are currently LOSAP-eligible or receiving benefits and who have actively served during the period of time with the said applicant. The signers of this document will also be under the penalty of losing their LOSAP benefit and/or eligibility if they knowingly make inaccurate or false statements regarding the applicant.*
 2. *If the applicant is able to prove their eligibility by the Alternative Method, the applicant will have to complete an additional five years of active service from the date that the first appeal was received by the LOSAP Board, obtaining fifty LOSAP points each year under the standards set forth in Subsection C, above, prior to receiving any benefits, and have attained sixty years of age.*

NOTE: WORDS ABOVE STRICKEN OUT AND WORDS ADDED (IN ITALICS) WILL NOT TAKE EFFECT UNTIL APPROVED BY BALTIMORE COUNTY GOVERNMENT, AS REQUIRED UNDER THE ENABLING LEGISLATION.

F. BURIAL BENEFIT.

1. Upon application to the Office of the Association, of the family or legal representative members of member companies who
 - a. Are LOSAP recipients OR
 - b. Have pre-qualified to receive LOSAP benefits by years of service, but have not yet reached the age of qualification, may be entitled to a benefit to help defray the expenses of a burial, including (but not limited to):
 - c. Funeral
 - d. Flowers
 - e. Cemetery plot
 - f. Cremation
 - g. Service
2. Upon receipt of
 - a. A Certified Death Certificate AND

- b. Itemized bills or receipts from establishments rendering services.
The Association Staff will submit copies of the documentation to the Office of the Treasurer and to the Office of Budget and Finance of Baltimore County.
- 3. The Treasurer of the Association will issue a check or checks in payment to the establishment(s) rendering service, or, in the case of a pre-arranged and pre-paid funeral, to the estate of the deceased.
- 4. Payments shall be the lesser of the total amount of the invoices submitted or \$5,000.00 (or the amount authorized in the then-current fiscal year).

SECTION 4, HERITAGE/SHRINE BOARD

- A. The purpose of the Heritage/Shrine Board shall be to:
 - 1. Maintain and enhance the Fire Service Memorial Shrine located at the Mall of the Baltimore County Court House.
 - 2. Acquire, restore, preserve and display apparatus and other artifacts of the Baltimore County Fire, Rescue and Emergency Medical Service.
 - 3. Collect and maintain historic documents related to the Baltimore County Fire, Rescue and Emergency Medical Service.
 - 4. Support activities that serve to enhance the image of the Baltimore County Fire, Rescue and Emergency Medical Service.
 - 5. Undertake projects related to and appropriate to the accomplishments of the aforementioned purposes.
 - 6. The Board shall meet at least quarterly, and shall keep appropriate records of their proceedings. A summary of these proceedings shall be published in the Monthly Digest of the Baltimore County Volunteer Firemen's Association following each meeting of the Board.
- B. Funds received by the Board shall be held by the Treasurer of the Baltimore County Volunteer Firemen's Association. Funds shall be expended at the discretion of the Board, provided that such moneys as have been donated specifically for the maintenance and enhancement of the Shrine, or designated for a specific project, may be expended only upon the Shrine, or upon the project for which it was donated. All major fund raising activities must also receive the approval of the Fire Chief of Baltimore County and the President of the Baltimore County Volunteer Firemen's Association.
- C. The Board shall consist of seven voting members and four ex-officio (non-voting) members. The voting members shall be two (2) members from the Baltimore County Volunteer Firemen's Association; two (2) members nominated by the Fire Chief of Baltimore County; one (1) member nominated by the Ladies' Auxiliary to the Baltimore County Volunteer Firemen's Association; one (1) member nominated by the Baltimore County Fire Department Chief Officers' Association; and one (1) member nominated by Local 1311, Baltimore County Firefighters' Association. The President, the Treasurer and the Management Assistant of the Baltimore County Volunteer Firemen's Association and the Fire Chief of Baltimore County shall constitute the four ex-officio (non-voting) members of the Board.

SECTION 5, MEDICAL BOARD

- A. Testing members for the unauthorized use of controlled substances.
 - 1. The Board shall establish standards for testing members for the illegal use of controlled substances.
 - 2. The Board shall establish procedures for testing members for the illegal use of controlled substances.
 - 3. The Board shall hear appeals of the decision of one of its physicians in the appearance of the illegal use of controlled substances. The decision of the Board shall be final.
- B. Determining medical fitness of members for the use of breathing apparatus in situations where there may be immediate danger to life from the atmosphere.
 - 1. A physician member of the Board shall review all forms submitted to identify any reported condition that may constitute a danger to the member in employing breathing apparatus in situations where there may be immediate danger to life from the atmosphere.
 - 2. The reviewing physician shall authorize breathing apparatus fit-testing when it is determined that there is no indication of the member's inability to employ breathing apparatus.
 - 3. Where the reviewing physician finds reason to question the member's ability to safely employ breathing apparatus, the physician may:
 - a. Consult the member for further explanation,
 - b. Require the member to present additional medical information, including a statement from an attending physician,
 - c. Require the member to undergo further evaluation by a specially-trained physician
 - 4. Should it be determined that the member is medically unfit for the safe use of breathing apparatus in situations where there may be immediate danger to life from the atmosphere, the member may appeal the decision to the Board, but the Board's decision shall be final.
- C. The Board shall communicate its findings with regard to testing for the use of controlled substances or medical testing for the use of breathing apparatus to the member's company by email to the two authorized Medical Information Coordinators of the Company. If the member is determined to be medically fit to use breathing apparatus, the Board will make available to the Baltimore County Fire Department Fire Rescue Academy and the Maryland Fire Rescue Institute the member's name, ID number, company number and the fact that the member is cleared for fit testing.

ARTICLE V - DUTIES OF STANDING COMMITTEES

SECTION 1, EMERGENCY MEDICAL SERVICES SUB-COMMITTEE

- A. Shall consist of one delegate and one alternate from each company offering emergency medical services.
- B. Each company shall designate its representative
- C. A Chairman, Vice Chairman and Secretary will be appointed by the President.
- D. The committee will consist of, but not be limited to, the following subcommittees:
 - 1. Basic life support
 - 2. Advanced life support
 - 3. Training
- E. Shall meet at least monthly, at times and places designated by the Chairman.
- F. The Chairman will report monthly in person and/or writing at the regular meeting of the Association on the activities of the committee and its member companies.
- G. The committee will cooperate with the Emergency Medical Services Division of the Baltimore County Fire Department for training of EMT-A's, IV Techs, CRT's, EMT-P's, CPR and First Responder.
- H. The committee will make a written report to the Annual Meeting to include, but not be limited to, statistics on the number of EMT-P's, CRT's, IV Techs, EMT-A's, First Responder's hours of training, number of responses, etc.

SECTION 2, AUDIT COMMITTEE

- A. The Audit Committee shall inspect the records, receipts and vouchers of the Treasurer, Secretary, Administrative Boards, Committees or persons handling any funds of the Association, and shall certify the accuracy of such. They shall do this at least once annually, and the report of the audit shall be presented to the Association at its Annual Meeting.
- B. The Audit Committee may be required by the President or by the Association to inspect the records, receipts or vouchers of any of the above at any time.
- C. A complete inspection shall be made whenever the Secretary or the Treasurer leaves office.

SECTION 3, BUDGET COMMITTEE

- A. The Budget Committee will consist of members of the Executive Board.
- B. The Budget Committee shall require all Officers and Committee Chairmen who expect to expend moneys to submit, in person or by designated representative, a proposed budget at the October Executive Board Meeting.
- C. The Budget Committee shall prepare and submit at the October Regular Meeting, a proposed budget and estimate of revenue.
- D. Will receive from the Treasurer or Assistant Treasurer a timely report of the status of the Budget.

SECTION 4, SENIOR FIRE OFFICERS' COMMITTEE: The Senior Fire Officers' Committee shall:

- A. Consist of the Senior Officer or designated representative of the thirty-two (32) active and one (1) associate member companies of the Association.
- B. Grant each active and each associate member company one vote on matters brought before the committee.
- C. Have a quorum of at least seventeen (17) member companies present for the conduct of business.
- D. Meet at least once a month at such time and place as may be designated by the Chairman of the Committee.
- E. Have a Chairman, Vice-Chairman and Secretary, who shall serve at the pleasure of the President of the Association. The committee shall make timely recommendations of members of the committee for appointment to these offices to the President of the Association.
- F. Make appropriate recommendations to the Chief of the Baltimore County Fire Department, through the Association's Finance Committee for the inclusion of programs and items in the Annual Budget of Baltimore County.
- G. Conduct tests, at least once a year, of the appliances, apparatus, hose and stations of the member companies, to assure compliance with the standards established by the Association. They shall report their findings to the Executive Board for appropriate action.
- H. Make recommendations to the Executive Board and/or Constitution and By-Laws Committee of changes, additions or deletions needed in the By-Laws of the Association regarding standards for appliances, apparatus, hose or stations of the member companies.
- I. Inform the member companies of the development of new or improved equipment or methods of operation and of opportunities to inspect or purchase equipment.
- J. Develop and coordinate programs for safety in the operation of the member companies.
- K. Establish such subcommittees as may be needed to carry out the work of the Committee, the membership and chairmen of which shall be recommended by the Chairman of the Senior Officers' Committee. Every company shall serve on at least one of the following:
 1. Standards
 - a. Hose Test
 - b. Pump Test
 - c. Aerial Device Test
 - d. Apparatus
 2. Safety
 3. Floodlight, Rescue and Aerial Devices
 4. Emergency Preparedness

SECTION 5, COMMUNICATIONS COMMITTEE

- A. The Communications Committee shall meet at such times and places as may be designated by its Chairperson. The Committee shall continuously monitor all fire and emergency medical service communication policies, procedures and equipment. It shall maintain communications with appropriate Fire Department, Central Communications Center, Central Electronics Services, and other public and private agencies. The committee shall inform and make recommendations for action to the Executive Board.
- B. The Communications Committee will be responsible in overseeing the annual inventory of all pagers and portable radios assigned to the volunteer companies of Baltimore County. The Communications Committee will visit every year one-third of the companies where a hands-on inspection of all pagers and portable radios shall be completed by the committee. The schedule will be established so that all companies will be visited by the Communications Committee every three years. An in-house inventory will be completed each year by those companies not visited by the Committee and the Chief Operations Officer shall sign the inventory documents attesting to the completion of the in-house inventory of all pagers and portable radios assigned to the company.

SECTION 6, FINANCE COMMITTEE

- A. The annual Budget Request to be submitted by the Association to Baltimore County government, for the funding of the Association and its member companies for the ensuing fiscal year, shall be managed in the following manner:
- B. Any Association Officer or Member Company may submit a written request for a new budget line item to be included in the Request to the Chair of the Finance Committee with a copy to the Vice President of Finance, mailed to the Association Office at any time prior to October 1st. Any request received after October 1st would be considered in the following year's Budget Request.
- C. The Finance Committee and the Association Officers shall submit the Proposed Budget Request and written background to the Executive Board at their November meeting each year. The Executive Board may approve as presented, or amend, the Budget Request.
- D. The Finance Committee, Association Officers, and the Executive Board will submit the Budget Request, as approved by the Executive Board, to the Association at their Regular Meeting in November each year. The Member Companies may approve as submitted, or amend, the Budget Request prior to its approval. Proposed amendments shall be submitted to the Chair of the Finance Committee prior to the scheduled December Executive Board meeting. Final approval will be voted on at the Regular Association Meeting in December.
- E. The President shall submit the Budget Request as approved to the Baltimore County Director of Finance to comply with the schedule established by the Office of the Budget.
- F. The Association President or his/her designate shall be authorized to enter into negotiations with the Baltimore County Executive and/or the Office of Finance and Budget to obtain approval of the final Budget Request, as needed.

SECTION 7, PUBLIC FIRE SAFETY EDUCATION COMMITTEE

(R E S E R V E D)

SECTION 8, INSURANCE COMMITTEE

(R E S E R V E D)

SECTION 9, LEGISLATIVE COMMITTEE

(R E S E R V E D)

SECTION 10, PUBLIC RELATIONS AND PUBLICITY COMMITTEE

(R E S E R V E D)

SECTION 11, TRAINING COMMITTEE

(R E S E R V E D)

SECTION 12, CONSTITUTION AND BY-LAWS COMMITTEE

(R E S E R V E D)

SECTION 13, ANNUAL MEETING COMMITTEE

(R E S E R V E D)

SECTION 14, SENIOR EXECUTIVE OFFICERS COMMITTEE

The Senior Executive Officers Committee shall:

- A. Consist of the President or Vice President of the active and associate member companies of the Association.
- B. Grant each active and each associate member company one vote on matters brought before the committee.
- C. Have a quorum of at least seventeen (17) member companies present for the conduct of business.
- D. Meet at least once every other month, at such time and place as may be designated by the Chairperson of the Committee.
- E. Have a Chairperson, Vice Chairperson and Secretary who shall serve at the pleasure of the President of the Association. The Committee shall make timely recommendations of members of the Committee for appointment to these offices to the President of the Association.
- F. Make appropriate recommendations to the Chief of the Baltimore Fire Department, through the Association's Finance Committee, for the inclusion of programs and items in the Annual Budget of Baltimore County.
- G. Make recommendations to the Executive Board and/or the Constitution and By-Laws Committee of changes, additions and deletions needed in the By-Laws of the Association regarding business operations of the member companies.
- H. Inform the member companies of the development of new or improved methods of operation.
- I. Develop and coordinate programs for financial researching and reporting.
- J. Provide a forum for member companies to learn all aspects of their business operations and to acquire ideas and suggestions relating to those operations.
- K. Establish such Subcommittees as may be needed to carry out the work of the Committee.

SECTION 15, HOMELAND SECURITY / EMERGENCY PREPAREDNESS COMMITTEE

- A. The Committee shall continually monitor homeland security issues and activities that may affect the volunteer fire, rescue and emergency medical services in Baltimore County. It shall report to Association and/or company officials such conditions and activities as it deems to be appropriate, and shall recommend courses of action in response to them.
- B. It shall, in cooperation with other Association committees, develop and promulgate appropriate training of members and appropriate lists of resources and equipment to meet the needs of such situations.
- C. It shall interface with the Office of Emergency Preparedness, Fire Department, Police Department and other agencies on behalf of the Association.
- D. It shall develop and recommend to the Association policies, standards and procedures to better prepare volunteer companies to serve and survive in disaster situations.
- E. It shall staff the Emergency Operations Center and Mobile Command Post, as needed.
- F. It shall administer for the Association applications for homeland security grants submitted by companies or the Association.

SECTION 16 – WATER RESOURCE COMMITTEE

To enhance and assist member companies and the Fire Department with water related issues.

ARTICLE VI - USE OF THE ASSOCIATION NAME

No person or organization shall use the name of this Association, either directly or indirectly, in any solicitation of funds or promotion of any entertainment or publication, without prior approval of the Association.

ARTICLE VII - ORDER OF BUSINESS

SECTION 1, ANNUAL MEETING

The Annual meeting shall be held on the third Thursday of September unless designated otherwise by the President. Written registration of five (5) Delegates and five (5) Alternates as designated by active member companies.

- A. Call to Order
- B. Invocation
- C. Pledge of Allegiance to the Flag
- D. Recitation of the American's Creed
- E. Appointment of Special Meeting Committees
- F. Report of the Credentials Committee
- G. Roll Call of Member Companies
- H. Reading of the Minutes of the Last Annual Meeting
- I. Reports of Officers
- J. Report of Fire Department Officials
- K. Reports of Committees
- L. Reading of Communications
- M. Nomination of Officers
- N. Unfinished Business
- O. Election of Officers
- P. Installation of Officers
- Q. New Business
- R. Remarks for the Good of the Association
- S. Selection of the Site of the next Annual Meeting
- T. Receipts and Expenses
- U. Benediction
- V. Adjournment

SECTION 2, REGULAR MEETINGS

- A. Call to Order
- B. Invocation
- C. Pledge of Allegiance to the Flag
- D. Recitation of the American's Creed
- E. Roll Call of Member Companies
- F. Reading of the Minutes of the Last Regular Meeting
- G. Reading of Communications
- H. Report of Officers
- I. Report of Fire Department Officials
- J. Report of Committees
- K. Unfinished Business
- L. New Business
- M. Introduction of Guests
- N. Remarks for the Good of the Association
- O. Receipts and Expenses
- P. Selection of the Site and Time of the Next Regular Meeting
- Q. Benediction
- R. Adjournment

SECTION 3, SPECIAL MEETING

The Agenda of Special Meetings shall be limited to the purpose for which the meeting was called, and the Order of Business shall be as is determined by the presiding Officer.

ARTICLE VIII - FINANCIAL PAYMENTS AND REPORTING REQUIREMENTS

SECTION 1, REPORTING REQUIREMENTS

- A. Every active and associate member company is required to submit such financial and other reports as may be required by the Constitution, By-laws , Standards or Procedures in the Procedures of the Association.
- B. Should any active or associate member company fail to submit any such report by the date established in the Association Procedures, then any and all funds due to such delinquent member company, including grants and subsidies, whether issued by Baltimore County, Maryland directly, or through the Association, shall be held by the Treasurer of the Association for a number of days equal to the days of such delinquency, before being released to the company. In the event more than one report is delinquent, then the number of days such moneys are to be withheld shall be equal to the total days of delinquency of all such reports.
- C. At the later to occur of: (a) the delinquency continues for thirty (30) consecutive days, or (b) fifteen days after notice of the delinquency has been sent by the Association, the delinquent Company will be assessed Two Thousand (\$2,000.00) Dollars (the "Assessment"), per month or part thereof, which will be due and payable within ten (10) days from the date of the Assessment.
- D. Any Assessment paid to the Association shall be segregated from its other funds for a period of one year from the date of receipt (the "Deferral Period"). If, during the Deferral Period, the Company that was delinquent has no other delinquencies, the Assessment shall be refunded within thirty (30) days after the end of the Deferral Period. If the Company is not entitled to the refund, its Assessment shall be transferred to the funds allocated to the Scholarship Committee of the Association to be administered according to its authority.
- E. In addition to the above sanctions, the Association may pursue whatever action it deems appropriate, under Article XI - DISCIPLINE, of the Constitution of the Association.

SECTION 2, FINANCIAL PAYMENTS

Any payments due to the Association for such items as dues, insurance premiums, assessments, etc., that are not received in the Association Office by the due date established in the Procedures of the Association or by these By-Laws will be grounds for invoking Article VIII, Section 1, Subsections A-E.

END OF DOCUMENT