

WOODVILLE VOLUNTEER FIRE DEPARTMENT
ADMINISTRATIVE BYLAWS

Section I. Name of Organization

Paragraph 1: The name of this organization shall be the Woodville Volunteer Fire Department INC. It is organized by and for the residents of the Woodville area to provide mutual aid in case of fire and emergency medical aid. In attaining its objectives, it will need the assistance of all residents, property owners and friends. It is conceivable that in the future the membership might wish to expand the activities of the organization to include more emergency services.

Section II. Purposes

Paragraph 1: The general nature, objectives, and purposes to be transacted by this corporation shall be: the prevention and extinguishment of fire and the protection life and property in case of fire and other emergencies.

Paragraph 2: To recruit and train a force of volunteers in the operation and use of fire fighting and other emergency equipment.

Paragraph 3: To devote study and teaching towards stimulating an awareness of fire hazards and methods of fire prevention in the community.

Paragraph 4: To cooperate with other civilian and governmental agencies, such as the Forestry Service, Civilian Defense Agency, State, City or County departments whose aims are similar in nature and scope of operation.

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Section III. Membership

Paragraph 1: Anyone wanting to join the Woodville Volunteer Fire Department in an active firefighting capacity must be a minimum of 18 years old, live in the Woodville response area, provide a completed application packet, and be voted into membership at a general meeting. An application packet is defined as; a completed application and the necessary background check(s) as set forth in the Articles of Incorporation. No one will be allowed membership without meeting these requirements. Anyone wishing to join the corporation in an administrative or auxiliary capacity must meet the same application criteria as a fire line applicant except this applicant may live outside the response area. All Fire line members will serve a one (1) year probation period with administrative or auxiliary members serving a six (6) month probation period. All probationary members serve at the discretion of the general membership and may be dismissed by a majority vote at any general meeting during their probation period. If they are failing to meet the minimum participation guidelines set forth by the Woodville Volunteer Fire Department.

Paragraph 2: Active membership shall be defined as, in the case of fire fighters/emergency medical responders responding to a minimum of 24 dispatched calls for service and 75percent of all scheduled training, fund raising, public events, station maintenance sessions and attend no less than 10 general monthly meetings. Administrative members will be expected to attend all fund-raising events, no less than ten (10) monthly meetings per calendar year and 75 percent of all scheduled public events. Auxiliary members will be expected to attend no less than eight (10) monthly meetings and 75 percent of all scheduled training, fund raising, public events, station maintenance sessions per year. All members are encouraged to participate in all training and station maintenance sessions. All members are expected to participate in all fund raising and public relations activities. All members while acting in an official capacity of the department or in their personal life are expected to always conduct themselves in a professional manner, maintaining the highest level of integrity, ethical and moral standards.

Paragraph 3: Associate membership shall be recognized by an annual contribution to the Woodville Volunteer Fire Department of \$50.00 in assets and will be recognized with a certificate of appreciation given on a one-time basis to each Associate member.

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Paragraph 4: Any citizen or organization residing in or out of the response area of the Woodville Volunteer Fire Department with a minimum age of eighteen (18) years may apply for membership as an Auxiliary Member. Auxiliary Members will be activated when the scope of the emergency overloads the responding membership or at the discretion of the Fire Chief or his designee. The duties of the Auxiliary Members will be to provide support services as needed to assist the responding members in the performance of their duties. These services shall include but not limited to, traffic control, scene security, retrieval of supplies or equipment, assist in providing physiological support those involved both victims and rescuers. At no time will Auxiliary Members be allowed into the “Hot Zone” of any emergency unless given expressed permission by the Incident Commander. The Administrative Board President will oversee the activities of the Auxiliary Members and will serve as the primary contact to activate the Auxiliary members. Auxiliary Members will be activated via phone tree dispatching. All members of the Administrative Board will also serve as Auxiliary members.

Paragraph 5: At any general, special, emergency, or annual meeting the Fire Chief or Board President may present to the membership the name or names of any member(s) that are currently not following the guidelines set to be an active member of the fire line as set forth in paragraph 1. Any such member being removed from the active list must in the event of wanting to re-join the department must complete the application process as set forth in paragraph 1.

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Section IV. Meetings

Paragraph 1: There shall be a general meeting held on the second Saturday of each month, this can be changed by the Board President in cases where the second Saturday conflicts with holidays. Members must be given notification of such changes as soon as the decision is made to change the meeting date. The Administrative Board here after referred to as the Administrative Board, consisting of the President, Vice President, Secretary and Treasurer shall meet no less than twice per calendar year. In the case of all meetings at least fifty-one (51) percent of membership must be present to constitute a quorum.

Paragraph 2: Special/Emergency meetings may be called anytime circumstances arise that is of urgency when waiting for a regular scheduled meeting could negatively impact the financial, response capabilities or public opinion of the organization. Any member in good standing with the department may request the President call an emergency meeting.

Paragraph 3: An annual Meeting of the organization shall be held at the time of the regular general meeting in September and written notice of this meeting shall be sent to every member not less than two (2) weeks prior to the date of the meeting. Written notice is defined as either letter, electronic message, or text form.

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Section V. Nominations and Elections

Paragraph 1: At the August meeting the President will remind all members present of the up-coming elections at the September meeting. At this time nominations will be opened for President, Vice President, Secretary and Treasurer and recorded in the minutes of the meeting. If at this time membership decides to hold a “vote of confidence” on the existing Administrative Board members and forgo the election process the election proceedings will be stopped and the vote of confidence will take place at the August meeting. This vote will be by show of hands, with the results recorded in the minutes of the meeting. Also, at the September meeting a “vote of confidence” will be conducted on the existing Fire Chief by a majority vote of all members present.

Paragraph 2: A majority vote of members at any general or annual meeting is necessary for the election of any officer. This vote will be by voice or show of hands, with the results recorded in the minutes of the meeting.

Section VI. Voting

Paragraph 1: Majority shall be defined as 51 percent of the members present at any meeting or 51 percent of the members voting.

Paragraph 2: At all meetings and elections voting shall normally be by voice or show of hands; however, upon majority request any matter or election maybe decided upon by written ballot. Where there is a written ballot, the president shall appoint two (2) tellers to distribute, collect and tabulate the ballots: after they shall report the results to the membership. It shall be a mandatory “vote of confidence” This vote will be by voice or show of hands, with the results recorded in the minutes of the meeting.

Paragraph 3: Voting by proxy may not be done at any meeting.

Paragraph 4: A quorum is defined as 75% of administrative members and 51% of general members.

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Section VII. Order of Business

Paragraph 1: The Secretary is to prepare an agenda before each meeting. Members shall at any time up to the meeting enter with the Secretary any business they would like placed on the agenda.

Paragraph 2: Just before adjournment of each meeting the President will open the floor for discussion of any item that was not previously on the agenda.

The order of business at all meetings will be,

Call to Order by the President
Roll Call of membership
Introduction of Guest (s)
Treasurer's Report
Minutes of previous meeting (s)
Old Business
Old Business as entered on the agenda
New Business
Chiefs Report
Open Discussion
Adjournment

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Section VIII. Governing Body

Paragraph 1: Qualifications for members of the Governing body shall be an active member who is attending meetings on a regular basis and has completed his/her probation period and is in good standing with the department and community.

Paragraph 2: The officers of the Organization shall be: President, Vice President, Secretary and Treasurer.

Paragraph 3: The Officers and Fire Chief shall constitute the Administrative Board.

Paragraph 4: The Administrative Board shall transact all business concerning the organization including but not limited to, purchases, fund raising and daily management of the organization. No expenditure of funds may exceed \$50.00 without the prior approval of the Administrative Board. The Fire Chief is granted purchasing authority of up to \$500.00 for emergency vehicle repairs. The Board shall meet no less than semi –annually with one of the meetings in September just before the annual membership meeting and the minutes of this meeting shall be recorded and made available for any member to review.

Paragraph 5: Should a vacancy occur on the Administrative Board during the year, nominations to fill the vacancy shall be made by the remaining members of the Board and presented to the membership at the regular meeting for a vote. As a rule, probationary members may not hold a position on the administrative board.

Paragraph 6: The Administrative Board reserves the right to recommend the removal of any member of the Board when that member is not fulfilling his or her duties. This recommendation would go before the membership for a vote at the next general meeting.

Paragraph 7: Meetings of the Administrative board are open to the general membership; however, Robert's Rules of Order must be enforced so the transaction of business is properly executed.

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Section IX. Duties of Administrative Officers

President

Shall preside at all membership meetings; represent the organization as the chief administrative officer in matters involving but not limited to fiscal issues. Serve as primary supervisor of the Auxiliary Unit. In his/her absence the Vice President shall assume these responsibilities. Shall be Chairman of the Administrative committee, shall appoint all committees, shall be one of the Officers who may sign checks of the organization. He/she shall, with the advice and consent of the Board, make every effort to further the objective and stimulate the further development of the organization. He/she shall make every effort to always further the goals and objectives of the organization and representing the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization. Shall have such powers as may be reasonably construed as belonging to the Chief Administrator of any organization. He/she shall serve as leader of the Auxiliary Unit.

He/she shall make every effort to always further the goals and objectives of the organization and represent the organization in a professional manor with the utmost integrity. Recognizing his/her behavior is a direct representation of the entire organization and as such, acting in a manner that compromises the public image of the Department may be grounds for removal from the position.

Vice President

Shall assume the duties of President in the event of absence or inability of the President to serve, with all the rights, privileges, and powers pertaining to the office. Shall be one of the officers authorized to sign on the department checking account. He/she shall serve as a member of the Auxiliary Unit.

He/she shall make every effort to always further the goals and objectives of the organization and represent the organization in a professional manor with the utmost integrity. Recognizing his/her behavior is a direct representation of the entire organization and as such, acting in a manner that compromises the public image of the Department may be grounds for removal from the position.

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Secretary

Shall have custody and care of (1) department laptop. Shall keep the minutes and records of the organization in appropriate form. Shall transmit necessary correspondence and keep on file the pertinent correspondence. Shall maintain a complete roster of members with the assistance of the Fire Chief. Shall send notices of special or annual meetings to all members. Shall be one of the officers authorized to sign on the department checking account.

Shall ensure that all records involving patient care are secured in compliance with HIPPA regulations. Shall notify the Fire Chief and Board President of any public records requests. Shall maintain an accurate inventory of all physical assets belonging to WVFD. Shall ensure all records are maintained to the industry standard period of (10) ten years. Shall also serve as the records and inventory custodian to maintain an accurate inventory of all physical assets, personnel files both active and inactive, medical encounter forms and written incident reports for the Woodville Volunteer Fire Department. Shall maintain the security of active and inactive personnel files including the secure disposal of inactive files. Assist the Treasurer in coordinating with the secure storage and retention of financial records. Ensure the monthly entries to National Fire Incident Reporting System (NFIRS) are kept up to date with up to date being defined as no more than one month behind. Shall provide a monthly/annual report(s) showing membership response numbers and number of dispatched calls for the reporting period of July 1st thru June 30th of the next year. Provide accurate and timely reports for grant writing purposes. Provide other reports as requested. Shall, when the need arises, serve as the direct back up to the Treasurer in maintaining the financial records and maintaining the fiscal stability of the department. He/she shall serve as a member of the Auxiliary Unit.

He/she shall make every effort to always further the goals and objectives of the organization and represent the organization in a professional manor with the utmost integrity. Recognizing his/her behavior is a direct representation of the entire organization and as such, acting in a manner that compromises the public image of the Department may be grounds for removal from the position.

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Treasurer

Shall have custody and care of (1) department laptop, all financial paperwork and records belonging to the organization. Shall prepare all deposits of monies donated or obtained legally in any other manor by the organization. Shall maintain control of any records required for audits, fiscal reports, or any other fiscal recording. The Treasurer will be the Board Officer who shall not have check signing authority.

He/she shall render regular written and signed reports in the approved format at membership meetings, stating the financial condition of the organization. Shall render written reports of the finances when requested by the Board. Keep accurate and appropriate records of all monies received and expenditures in such a manner as to show where all monies are used for only organizational purposes. He/she shall keep and maintain tax exemption records and any records that are of taxes and revenue nature.

He/she shall make every effort to always further the goals and objectives of the organization and represent the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization. He/she shall serve as a member of the Auxiliary Unit. Acting in a manner that compromises the public image of the Department may be grounds for removal from the position.

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Social Media Coordinator

The Social Media Coordinator (SMC) is voted into position as every other member of the Administrative Board, by general membership. The Social Media Coordinator is subject to the same guidelines as every other member of the department. The SMC serves as the fifth voting member of the Administrative Board without check signing authority. He/she shall serve as a member of the Auxiliary Unit. Acting in a manner that compromises the public image of the Department may be grounds for removal from the position. Must attend at least 70 percent of monthly meetings and participate in at least 80 percent of public and fund-raising events. Maintain the Facebook page, Instagram, and Twitter updating at a minimum weekly. Update the Facebook page with seasonal information as appropriate. Promote wildfire, hurricane, disaster preparedness and recovery. Coordinate with webmaster in sharing information to help keep the webpage current. Partner with WVFD supporters in sharing information via social media. Highlight WVFD involvement in major events in our community. Use good judgment and discretion when utilizing photos or when reporting on major events. Highlight our partnerships with other agencies/entities in and out of our community. Serve on public and in-house committees as needed. Serve as department photographer when needed. Monitor our social media for negative feedback and report back to the Fire Chief and Board President. Protect the public image of the Woodville Volunteer Fire Department.

This is a high visibility position within the department. He/she shall make every effort to always further the goals and objectives of the organization and represent the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization acting in a manner that compromises the public image or integrity of the Department may be grounds for removal from the position. The Administrative Board may remove the member from the SMC position at any time with a majority vote of the Board.

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Section X

Committees- Standing and Special

Paragraph 1: The appointment of standing committees shall be at the discretion of the President.

Paragraph 2: The President shall appoint a special committee when it is necessary to study specific non-re-occurring programs. When such a committee has reported its findings, it shall automatically disband.

Paragraph 3: The President may be an ex-officio member of any committee.

Section XI.

Amendments

Paragraph 1: Amendments to existing by-laws are made by majority (51 percent) vote of membership at any general meeting. The by-law to be amended must have been presented to membership at the previous general meeting or sent to membership via electronic message a minimum of two (2) weeks prior to the general meeting.

Paragraph 2: Amendments to existing rules, regulations and standard operating procedures are made by unanimous vote of the Administrative Board. Then presented to the general membership via electronic message or at the next general meeting. The rule, regulation, or standard operating procedure to be amended must have been presented to membership a minimum of two (2) weeks prior general meeting.

Paragraph 3: All meetings of the organization shall be governed by Roberts Rules of Order, revised and in accordance with the by-laws of the organization.

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Section XII.

Fire-Fighting Division

Fire Chief

Shall have custody and care of (1) department laptop. The qualifications for the position of Fire Chief shall be as follows; must have possession of a high school diploma or equivalent, minimum age of 25 years, reside in the Woodville response area, a minimum of five (5) years verifiable experience as a volunteer in the state of Florida, preferably in Leon County, clear criminal history verified through the Florida Department of Law Enforcement, and a minimum level training of Fire Fighter 1 and possess a working knowledge of firefighting techniques and equipment. He/she must exhibit the utmost level of integrity with good moral and ethical decision-making abilities.

The Administrative Board shall appoint the Fire Chief therefore he/she serves at the discretion of the Administrative Board. He/she can be removed from this position at any time by a majority vote of the Administrative Board members.

The fire-fighting division shall be under the direct supervision of the Fire Chief, all Fireline promotions or demotions are at the discretion of the Fire Chief.

It shall be his/her responsibility to develop a regular training program with the idea of involving all members both fire-line and administrative in some phase of the efforts. The apparatus and equipment belonging to the Woodville Volunteer Fire Department is the responsibility of the Fire Chief. All apparatus assignment is at the discretion of the Fire Chief. He/she is directly responsible to ensure all equipment is in working order and good repair when needed. He/she shall evaluate all equipment on a semi-annual basis and make his/her recommendation for additions or replacement as needed.

The Fire Chief serves as the Public Information Officer for the department and as such is the sole point of contact for the news media, county or city officials, and citizen complaints.

He/she shall make every effort to always further the goals and objectives of the organization and representing the organization in a professional manor with the utmost level of integrity. Recognizing his/her behavior is a direct representation of the entire organization. Acting in a manner that compromises the public image or integrity of the Department will be grounds for removal from the position.

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Deputy Chief of Operations

Appointment to Deputy Chief of Operations is the discretion of the Fire Chief and therefore serves at the discretion of the Fire Chief.

Shall be selected by the Fire Chief work closely with the Chief and be ready to stand in his/her stead. Shall be willing to carry out assigned tasks on the behalf of the Chief. The qualifications for the position of Deputy Chief of Operations shall be as follows; must have possession of a high school diploma or equivalent, minimum age of 25 years, reside in the Woodville response area, a minimum of three (3) years verifiable experience as a volunteer in the state of Florida, preferably in Leon County, clear criminal history verified through the Florida Department of Law Enforcement, and a minimum training of Fire Fighter 1 with a general working knowledge of firefighting techniques and equipment.

He/she shall make every effort to always further the goals and objectives of the organization and representing the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization. He/she must exhibit the utmost level of integrity with good moral and ethical decision-making abilities. Acting in a manner that compromises the public image or integrity of the Department will be grounds for discipline up to removal from the position.

Should for any reason the current Fire Chief be unable to fulfill his/her duties the Deputy Chief of Operations will fill the vacancy until an Emergency Board meeting to appoint a new Chief.

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Lieutenant

The number of fire fighters shall govern the number of Lieutenants. Promotions for a fire fighter to the rank of Lieutenant shall be the discretion of the Fire Chief with recommendations from the Deputy Chief of Operations.

The qualifications for the position of Lieutenant shall be as follows; must have possession of a high school diploma or equivalent, minimum age of 25 years, reside in the Woodville response area, a minimum of two (2) years verifiable experience as a volunteer in the state of Florida, preferably in Leon County, clear criminal history verified through the Florida Department of Law Enforcement, and a minimum training of Fire Fighter 1 with a general working knowledge of firefighting techniques and equipment.

He/she shall make every effort to always further the goals and objectives of the organization and representing the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization. He/she must exhibit the utmost level of integrity with good moral and ethical decision-making abilities. Acting in a manner that compromises the public image or integrity of the Department will be grounds for discipline up to removal from the position.

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Section XIII.

Officer Benefits

Paragraph 1: Whereas Public Law 94-430 adopted by the 94th Congress and known as the “Public Safety Officers Benefits Act of 1976” provides for death benefits of public safety officers where death is a direct and proximate result of a personal injury sustained in the line of duty; and

Whereas the Administrative Board of the Woodville Volunteer Fire Department resolves that it would be in the best interest of the Woodville citizens that the members of its Volunteer Fire Department be covered by the benefits of the aforementioned act: and whereas the members of the Woodville Volunteer Fire Department have faithfully responded to fires and other emergencies within and beyond the limits of Woodville, Florida.

Paragraph 2:

The primary obligation and authority of Woodville Volunteer Fire Department fire fighters is within the response area designated by the Leon County Board of County Commissioners and or their designee. As a secondary obligation the said firefighters may be called upon to respond elsewhere in the state of Florida.

Paragraph 3: Obligations: A fire fighter of the Woodville Volunteer Fire Department is obligated to respond to fires or other emergencies for which he is qualified by reason of training or experience within the Woodville Volunteer Fire Department’s response area. Outside of the Woodville Volunteer Fire Department’s response area, but within the limits of any county in the state of Florida, He/she is authorized to identify him/herself as a member of the Woodville Volunteer Fire Department and render such aid as he/she deems necessary and so long as such aid does not exceed his or her level of training.

Paragraph 4: Benefits: In the event any member of the Woodville Volunteer Fire Department dies as the direct and proximate result of a personal injury sustained in the line of duty, application for payment of benefits shall be made on his or her behalf under the “Public Safety Officers Benefits Act of 1976.”