

UNION CENTER FIRE COMPANY INC.
ORGANIZATIONAL STATEMENT

The Union Center Fire Company is located in the State of New York, County of Broome and the Town of Union. The Company was organized in 1947, as a Volunteer Fire Company, for the purpose of providing fire protection.

The Union Center Fire Company is organized to save lives, suppress fires, provide emergency medical services, extricate occupants from vehicles, provide fire prevention education, render public assistance during natural emergencies, and other activities as deemed in the best interest of the Fire Company or citizens of our community.

Membership of the Fire Company is comprised of active, inactive, honorary, and business members. The total active membership averages 50 members.

It is the commitment of this Company to provide to the best of our ability, a safe operation, prevent accidents, illness, fatalities, and comply with all applicable laws and regulations.

Training for the entire Company will be held at least once each month. Specialized crews and teams will drill at least every other month. Additional training will be provided throughout the year in the form of State training courses and seminars. This can be changed as Company deems appropriate.

There will be a specialized group that will serve as the safety committee. It will consist of the line officers of the companies, department line officers, corporation officers and any other personnel deemed appropriate by the Chief.

The Chief or his designee will serve as chairperson at safety committee meetings. The safety committee will serve in an advisory capacity to conduct research and develop recommendations regarding health and safety, and response issues. The Chief will review these issues and the safety committee may then vote to enact or revoke policies. Issues pertaining to these guidelines will be reviewed by a standing committee from the safety committee.

The Chief will appoint a Safety Officer. This appointment will be made annually. The Safety Officer will serve as a member of council. The qualifications and duties of the Safety Officer are outlined later in these guidelines.

The Chief or his designee will establish and maintain a record keeping system for: injuries, deaths, exposure to toxic products, infectious disease, and inventories, as deemed necessary. The Board of Directors will maintain membership and personnel information.

The Best Operating Guideline program is hereby adopted by the membership of the Union Center Fire Company. It shall remain in effect until revoked by a majority vote of the Company's membership.

Date Adopted: **January 1, 2004** **Date to Review:** **March 1 - 2014**

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FIRE BRIGADE ORGANIZATION STATEMENT/TRAINING

I. TRAINING OUTLINE

Annual OSHA Fire and EMS mandatory training should consist of the following:

NOTE: These are only guidelines and the subject matter may be changed by the department based on the type of fires that they are exposed to.

For newly appointed members:

General Hazard Recognition	1 Hour
Fire Station Safety	2 Hours
Response Safety	2 Hours
Fire Scene Safety	2 Hours
Protective Clothing	3 Hours
Self-Contained Breathing Apparatus	3 Hours
Tool and Equipment Safety	2 Hours
<u>Total:</u>	<u>15 Hours</u>

Annual Refresher Training (for current members):

General Hazard Recognition	30 Minutes
Fire Station Safety	30 Minutes
Response Safety	45 Minutes
Fire Scene Safety	1 Hour 15 Minutes
Protective Clothing	2 Hours
Self-Contained Breathing Apparatus	1 Hour
Tool and Equipment Safety	1 Hour
Recent Developments in Fire Safety	1 Hour
<u>Total:</u>	<u>8 Hours</u>

The following is a list of subjects that will be incorporated into our training programs:

Permit-Required Confined Space Entry Awareness	Tuberculosis
HAZMAT Awareness	Bloodborne Pathogens
Right To Know (Hazardous Chemicals)	Accountability Procedures

Additional training and length of service requirements for various positions and qualifications for apparatus drivers are outlined in the BOG's and By-Laws (based on the type of duties of the membership).

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II. VEHICLES AND EQUIPMENT

Drivers and Operators

All drivers and operators will physically be able to operate the vehicle, and trained as described in the BOG's and By-Laws.

Vehicles will be operated in a safe and prudent manner and in accordance and compliance with NYS Vehicle and Traffic Law. In addition, all apparatus will come to a full stop at all red lights, stop signs or other vehicle control devices requiring a stop, and proceed through the traffic control device with caution. In compliance with state law: **UNDER NO CIRCUMSTANCES WILL ANYONE PASS A STOPPED SCHOOL BUS WITH IT'S STOP SIGN AND WARNING LIGHTS FLASHING.**

The driver has ultimate responsibility to ensure the safe operations of the vehicle and ensure that all passengers are securely positioned on the apparatus. All passengers shall be seated and passenger restraint devices used. All vehicles will be equipped with a back-up alarm device.

All vehicles will be examined on a regular basis for routine maintenance items and evaluation. Vehicle maintenance will be in accordance with the manufacturer=s recommendations. Unsafe or non-serviceable equipment will be removed from service until it is repaired.

All vehicle components, such as fire pumps, SCBA, extinguishers, and hoses will be checked and serviced per the manufacturer=s recommendations.

III. MEMBERSHIP

Membership shall consist of the members of the Union Center Fire Company.

In accordance with the By-Laws, the membership shall be divided into seven (7) categories. They are repeated here for reference only.

Active

Those members certified as emergency responders by the Office of the Chiefs

Active-line members should be divided into four subcategories:

1. Full Members

a. Interior Firefighters

- i. These members will be required to comply with the requirements of the Respiratory Protection Program. They must complete a questionnaire (Appendix C to 29 CFR 1910.134) and forward the completed questionnaire to the local PLHCP (Physician or other

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Licensed Health Care Professional). The PLHCP will determine whether a physical examination is required and if required what the frequency of subsequent physical examinations will be. The PLHCP will also make the determination if a firefighter can wear SCBA (self-contained breathing apparatus) and therefore be qualified to be an interior firefighter. These members may perform all aspects of firefighting

b. Exterior Firefighters

- i. There shall be no physical requirement for these members other than that required to safely perform the task for which they are assigned.
- ii. These members shall only perform limited duties at emergency incidents (i.e., fill SCBA cylinders, apparatus operator, runner)

c. Probationary Firefighters

Probationary Members are those active members who meet the qualifications for such membership as further defined in these by-laws and in the policies of the Company. They shall have those rights and/or restrictions as set forth in the policies, but in no event shall they be permitted to vote at any meeting or committee meeting. They may not serve on the Board of Directors or as an executive or line officer.

d. Junior Firefighters

Active Junior Firefighters shall be those members who are sixteen or seventeen years of age. They shall be considered active members of the Company once the Probationary period has been completed. They may not operate emergency vehicles. They shall not be permitted to serve as line officers, directors, executive officers, or committee chairpersons.

e. **Member Not in Good Standing**

These members have failed to meet those requirements as set out in these bylaws for Active Member Status. These members shall be allowed to speak and vote at Company meetings. These members shall be allowed to attend calls and trainings as allowed by the policies and guidelines of the Company. (Amended 10/10)

2. Inactive

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- a. Inactive Members. Inactive members are those members on a Leave of Absence, considered an Inactive Life Member, or have been a Member Not in Good Standing for a continuous 6-month period. No person shall remain an inactive member for longer than twelve (12) months, except for persons on military leave and inactive life members who may remain inactive forever.
- b. Inactive members are not permitted to attend calls. They are allowed to attend trainings, except for those members on a Leave of Absence and Inactive Life Members. They shall not be permitted to vote at any meeting. They may not serve as Officers or Board members.
- c. A member on a Leave of Absence or an Inactive Life Member may return to Active status by submitting a letter to the Company requesting said change.
- d. A member who was rendered Inactive through being a Member Not in Good Standing can return to Active status once the Company requirements that rendered the member a Member Not in Good Standing have been met. (amended 7/10)

3. Honorary Members

Members who have been active members for a total of fifteen (15) years of service in the Company or reached the age of 55, or have been declared physically disabled per a physician's determination, are eligible to be elected as Honorary Members. A majority of the members present at a regular or special meeting must approve such membership. These members shall not be permitted to hold office or a directorship, or serve on any committee. They shall be permitted to vote if they have attended six (6) business meetings in the prior calendar year. They shall be permitted to attend social events and functions. They shall not be permitted to attend calls or other emergencies, and shall not participate in training or drills. Honorary Members shall be exempt from any dues.

4. Business Members

Any person may apply to become a Business Member, except any person who was expelled from the Company for any reason other than failure to meet membership requirements or residency requirements. A majority of the active members present at a regular or special meeting are required in order to approve Business Membership. Business Members may serve as members of the Board of Directors in those seats provided by these bylaws, and may serve as the Secretary or Treasurer of the Company. Business Members may participate in social events upon invitation. In no event shall a Business Member be permitted to participate in emergencies, drills, trainings, standbys or other similar events. They may not vote in any matter before the membership but may vote at board meetings if they serve on the Board of Directors. Business Members may be removed simply by a majority vote of the membership, after notice that removal is being sought, and a chance to appear before the membership to speak to the charges is granted.

5. Emergency Medical Responders

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- a. There shall be no physical requirements for these members other than those needed to be able to safely perform the assigned tasks
- b. These members require training as defined by the New York State Certification Procedures, and section 3 D of the Company By-Laws.

6. Fire Police

- a. These members shall be able to safely perform the assigned tasks.
- b. These members require training as determined by section 3 D of the Company By-Laws.

7. Life Members

Those Active, Business, or Honorary Members who have served at least twenty (20) active years in the Company according to records maintained by the statistician, each in good standing, shall become Life Members. Up to five (5) years served, as an active member in another fire company or fire department shall be credited in full towards the twenty (20) year requirement of this Company. (amended 12/11)

- a. Active Life Members
Life members who remain active shall have the same privileges as any active member, but shall be exempt from any dues.
- b. Inactive Life Members
Life members, who are not still active members, shall be permitted to attend all social functions. They may not vote at any meetings and shall not be permitted to serve as officers or board members. They shall have a voice at all meetings.
Inactive Life
Members may be inactive forever. They shall be exempt from any dues.

IV FIRE COMPANY DUTIES

1. It shall be the responsibility of the Fire Company to respond to all incidents for which it is required. Examples of these are:
 - (A) Fires and fire alarms
 - (B) Hazardous materials releases, spills or leaks
 - (C) Rescue situations, including motor vehicle accidents
 - (D) Emergency medical incidents
2. Specific Operational Guidelines have been established for response to these situations.