

BY-LAWS

of the: HARFORD COUNTY VOLUNTEER FIRE AND
EMERGENCY MEDICAL SERVICES ASSOCIATION, INC.

CONTENTS

ARTICLE I. TITLE	PAGE #
CONTENTS	1
I. TITLE	2
II. MISSION AND PURPOSE	2
III. MEMBERSHIP	3
IV. REPRESENTATION - DUES	3
V. MEETINGS	3-4
VI. OFFICERS	4
VII. ELECTION OF OFFICERS	4-5
VIII. PRESIDENT	5
IX. VICE-PRESIDENT	6
X. SECRETARY	6
XI. TREASURER	6-7
XII. BOARD OF DIRECTORS	7-8
XIII. STANDING COMMITTEES	8-12
XIV. IMPEACHMENT OF OFFICERS	12
XV. AMENDMENTS	13
XVI. BY-LAWS	13
<i>HARFORD COUNTY, MARYLAND BILL NO. 76-105</i>	<i>14-15</i>

ARTICLE I. TITLE

- Sec. 1 This organization shall be known as the; “Harford County Volunteer Fire and Emergency Medical Services Association, Inc.
- Sec. 2. This organization shall retain all rights, privileges, duties and responsibilities associated with “The Association of the Volunteer Fire and Emergency Medical Services of Harford County, Inc.” (It’s former name).
- Sec. 3. This organization shall retain all rights, privileges, duties and responsibilities associated with “The Harford County Volunteer Fire and Ambulance Association, Inc.”(It’s former name).
- Sec. 4. This organization shall retain all rights, privileges, duties and responsibilities associated with “The Harford County Fire Chiefs Association, Inc.” (It’s former name).

ARTICLE II. MISSION AND PURPOSE

- Sec. 1 To encourage the development of better and more efficient fire departments in Harford County; to foster and encourage public awareness of fire hazards and prevention; to promote the principals and objectives of efficient fire prevention, fire fighting, mutual aid, and assistance between fire companies of Harford County; to promote and coordinate for public good and assistance between fire companies of Harford County all activities and services rendered by the respective companies for fire fighting, fire prevention, and all other emergencies.
- Sec. 2 To encourage the development of better and more efficient emergency medical services for Harford County and to practice the best emergency medical training possible.
- Sec. 3 To promote the science of modern fire fighting and rescue tactics, emergency medical systems, and mutual aid for all companies, to support a Division of Emergency Operations (DEO) while maintaining responsibility for dispatch procedures and related operational matters, and to act in an advisory capacity for all other matters pertaining to emergency operations so that the response to an alarm of fire or an emergency may be more efficiently handled.
- Sec. 4 To exercise all powers and perform all duties contained in, but not limited to, Harford County Ordinance 76-105.

ARTICLE III. MEMBERSHIP

Sec. 1 The voting membership of this organization shall be composed of the Volunteer Fire and Emergency Medical Services Companies having first due responsibilities in Harford County, Maryland.

Sec. 2 Associate Membership may be extended to organizations other than Volunteer Fire and Emergency Medical Services Companies.

2a. Associate members will not vote on any matter before the Association.

2b. Associate member representatives shall hold no elective office in this Association.

ARTICLE IV. REPRESENTATION

Sec. 1 Representatives to this Association shall be limited to all past and present Chiefs, Assistant Chiefs, Deputy Chiefs, highest ranking ambulance officers, Presidents, and/or representatives of member companies designated by their Board of Directors. If representation is challenged, the responsible company shall certify credentials to the Association.

Sec. 2 There shall be but one vote in matters pertaining to the business and affairs of this corporation for each member company or department.

a. The representatives of each member company shall vote as a unit and through one member.

Sec. 3 Each member company shall be entitled to make or place a second on any motion for vote by the membership.

a. Representatives of the same member company will not move and second the same motion.

ARTICLE V. MEETINGS

Sec. 1 Regular meetings of this Association shall be held the fourth (4th) Wednesday of each month at a time so designated by the President.

a. An alternate date may be selected by the President, when the regularly appointed date would not be acceptable due to holidays, inclement weather, etc.

b. Seven days notice must be given of change of date, unless change is necessitated by an emergency.

Sec. 2 Meetings shall rotate from one member company to another until all member companies have been hosted and then such rotation shall be repeated.

Sec. 3 Special meetings shall be called by the President at his discretion, or at the request of three member companies not less than three days or more than eight days from the date such request is made to the President.

Sec. 4 No meeting shall be called to order without a quorum present. A quorum shall consist of two-thirds of the Associations votes.

ARTICLE VI. OFFICERS

Sec. 1 The officers of this association shall be President, Vice-President, Secretary, and Treasurer.

Sec. 2 These officers may be elected from the list of representatives to the Board of Directors as defined in Article XII, Section 1, or from the representatives as defined in Article IV (Representation), Section 1.

Sec. 3 Employees of Harford County Division of Emergency Operations (DEO) may not serve in any elected position of the Association.

ARTICLE VII. ELECTION OF OFFICERS

Sec. 1 The annual election of officers of this Association shall be held at the regular meeting in July.

Sec. 2 The President, Vice-President, Secretary, and Treasurer shall be elected for one year or until their successors are duly elected ; provided, however, that no person be elected to the office of President for more than four (4) consecutive terms.

Sec. 3 Nomination of officers shall be made from the floor at the regular meetings in June and July. The voting shall be by paper ballot.

a. If there is a tie vote for any office and after a second ballot the tie remains, the floor will be opened for additional nominations. Elections for this office shall be held at the next regular meeting. If there should remain a tie this procedure will be repeated as necessary to elect.

Sec. 4 The officers shall take office as the last order of business at the meeting at which they were elected.

Sec. 5 Any vacancy in an elected office shall be filled by a special election held for that purpose.

a. A special meeting shall be called for the purpose of nominating and electing for that office.

b. If during that special election an officer should leave an office to assume the one that was vacant, nominations and elections shall continue until all such offices have been filled.

ARTICLE VIII. PRESIDENT

Sec. 1 The President shall preside at all meetings of the Association, including those of the Board of Directors. (S)he shall have complete supervision of the Association, shall preserve order, put questions to a vote when properly seconded, shall sign purchase orders by authority of the Association, and shall call special meetings when requested by three (3) member companies. Any check in excess of \$5,000.00 requires his/her signature as well as that of the treasurer.

Sec. 2 The President shall not vote on any questions before the Association, until all other member votes have been cast.

a. In the event the President shall not be the representative of their company to cast their vote, that company shall vote in its order.

b. In the event a motion of business results in a tie vote, the President may vote to break the tie.

Sec. 3 Shall be judge of order, and his/her decisions shall be immediately complied with. Decisions of the chair may be appealed in accordance with the provisions of Robert's Rules of Order, (latest revision).

Sec. 4 Shall appoint all standing committees as outlined in Article XIII and such special committees as directed by the Association.

Sec. 5 In absence of the Treasurer, the President may sign the checks.

Sec. 6 Shall, on leaving the office, transfer to their successor all books, papers, and other property that may be entrusted to his/her care.

ARTICLE IX. VICE-PRESIDENT

- Sec. 1 The Vice-President shall assume all duties of the President in their absence, S/he shall also assist the President.
- Sec. 2 Shall serve on the Board of Directors of the Association.
- Sec. 3 Shall, on leaving the office, transfer to their successor all books, papers, and other property that may be entrusted to his/her care.

ARTICLE X. SECRETARY

- Sec. 1 It shall be the duty of the Secretary to keep impartial records of the proceedings of the Association, to call the roll, and record same.
- Sec. 2 Shall maintain a list of member companies and their respective representatives to the Board of Directors.
- Sec. 3 Shall notify every Committee chairperson of his/her appointment, the membership of the committee, and provide the chair with papers or documents necessary for the transaction of the business of the committee. His/Her shall receive copies of reports submitted by various officers, members, and committees and file them for record.
- Sec. 4 Shall assure the corporate charter is in full force and effect and shall file all necessary papers and forms as required by the State of Maryland, in a timely manner.
- Sec. 5 Shall, on leaving the office, transfer to their successor all books, papers, and other property that may be entrusted to his/her care.

ARTICLE XI. TREASURER

- Sec. 1 The Treasurer shall receive all monies and deposit same in such bank as selected by the Association.
- Sec. 2 Shall pay all orders drawn on him by authority of the Association by the use of checks. Checks in excess of \$5,000.00 shall require signatures by both the President and Treasurer. Shall keep a regular and exact account of all receipts and disbursements. All non budget expenditures over \$ 500.00 require Association Membership approval.

- Sec. 3 Shall give a report at each meeting of the Association documenting receipts and disbursements by account versus budget amounts and the balance on hand for each account.
- Sec. 4 Shall submit the books to the Association's appointed Auditor each year for inspection and a report shall be submitted to the membership no later than the October meeting.
- Sec. 5 Shall file the necessary tax forms with the federal government as required (such as FORM #990-RETURN OF ORGANIZATIONS EXEMPT FROM INCOME TAX).
- Sec. 6 Shall on leaving the office transfer to their successor all books, papers, and monies belonging to the Association that may be entrusted to their care.

ARTICLE XII. BOARD OF DIRECTORS

- Sec. 1 The Board of Directors shall consist of one appointed representative or alternate from each member company and the four (4) elected officers of the Association. Only the appointed representatives or alternate shall have voting powers. Each member company shall forward, in writing, the name of its representative and the name of an alternate by the June meeting of the Association. Alternates to the Board of Directors shall have full power of the representative to the Board in the absence of said representative. In the event of a tie, the President may cast the vote to break the tie.
- Sec. 2 One (1) Director and one (1) alternate shall be appointed by their respective member companies and shall serve for a term of one (1) year. Nothing, herein, shall bar any person from being re-appointed for successive terms on this board. Appointment letters for the director and alternate positions shall be in the hands of the Secretary as provided in Article XII, Section 1, at which time the individual directors and alternates will be announced.
- Sec. 3 The Board shall meet at such intervals as they shall decide is necessary to conduct the affairs entrusted to them.
- Sec. 4 Special meetings may be called at any time by the President or at the request of any Board member, provided all members are notified - giving at least 24 hours notice.
- Sec. 5 The President shall be Chair of the Board and shall call meetings to order when a quorum is present. A quorum will consist of eight (8) member Companies of the Board of Directors.

Sec. 6 The Board of Directors shall manage and control the fire and EMS dispatch center of Harford County in accordance with Harford County Bill 76-105. Necessary actions shall be taken by the Board of Directors and reported at the next meeting of the Association; rejection of such changes will require two-thirds vote of those companies voting.

Sec. 7 The Board of Directors shall: review minutes and reports of standing committees; and report findings to the Association.

Sec. 8 The Board of Directors shall have the authority to recommend disciplinary action against any member company for failure to comply with standards outlined in Harford County Bill 76-105.

Sec. 9 The Board of Directors shall be responsible for maintaining adequate insurance at all times.

ARTICLE XIII. STANDING COMMITTEES

Sec.1 The President shall annually appoint the following standing committees, name a chair, and provide such directions as necessary.

- 1a. Budget
- 1b. Standards
- 1c. Chief Officers Liaison Committee
- 1d. Length of Service Awards Program (LOSAP)
- 1e. Training
- 1f. By-Laws
- 1g. Public Relations
- 1h. Fire and Injury Prevention
- 1i. EMS Liaison Committee
- 1j. Recruitment and Retention Committee

Sec.1a The Budget Committee shall consist of a chair and a representative from each member company.

1. This committee will prepare an operating and capital budget request for this Association, submit it to the Board of Directors for review, and after the approval of the Association submit it to Harford County.

2. The committee shall meet regularly to develop both short and long range budget proposals and will report to the Association for its approval after review by the Board of Directors.
3. Shall perform other financially related duties as requested by the President.
4. Shall report to the Board of Directors on the status of member companies audit report by November meeting.
5. All committee and Officer's shall submit a fiscal year line item budget by the April Budget Committee Meeting for approval.
6. Shall recommend an Auditor for the Association

Sec. 1b The Standards Committee shall consist of a chair and one representatives of each member company.

1. It shall be the duty of this committee to update minimum standards for this Association. Final approval of all standards will be made by the Association.
2. It shall be the duty of this committee to make regular-periodic inspections to the member companies to ascertain compliance with published standards. A report shall be made in writing to the Association within thirty (30) days of each inspection.
3. It shall be the duty of this committee to maintain all records, required by standards, which the member companies shall furnish annually.
4. The Chair will make an annual report to the Board of Directors indicating compliance or deficiencies of member companies. This report will be due at the Association meeting in February.

Sec.1c The Chief Officer's Liaison Committee shall consist of a Chair and one representative of each member company, all of which must be current chief officers or their designee(s).

1. The committee shall review dispatching and related operational procedures and shall periodically recommend changes it deems necessary, reporting back to the Board of Directors for action.

2. The committee shall work closely with the Department of Emergency Operations (DEO) chain of command on matters concerning dispatch and related operations.

Sec.1d The Length of Service Awards Program (LOSAP) committee shall consist of a chair and one (1) member from at least four (4) member companies. This committee shall function to see that provisions of Harford County Bill #74-54 are complied with and will report back to the Association for final approval after the review of the Board of Directors.

1. All companies reports shall be submitted to the LOSAP chairperson by November 1.
2. The LOSAP chairperson shall submit a report to the Board of Directors by the December Directors Meeting.

Sec.1e The Training committee shall consist of a chair and the training officer of each member company or their designated representative.

1. This committee shall conduct the annual county-wide training exercise.
2. The committee will maintain training records for the member companies. These records will be from annual reports submitted by the member companies.
3. The committee will coordinate the timing and placement of courses offered by State and Federal agencies with the needs and request of member companies.
4. The Chair will make an annual report to the Board of Directors indicating the compliance or deficiencies of member companies. This report will be due at the Association meeting in February.
5. Submit annual line item budget request to Budget Committee by April budget meeting for the following fiscal year.
6. Shall submit all final recommendations and reports to the Board of Directors.

Sec.1f The By-Law's Committee will consist of a Chair and three (3) member company representatives.

1. Proposed By-Law changes should be submitted, in writing, to the committee via the President in accordance with Article XV, Section 1.
2. The committee will make suggestions to the President to amend the by-laws in accordance with the by-law provisions for amendment.
3. The committee will put into proper order any amendments proposed prior to final approval by the Association.
4. The committee will submit its report to the Board of Directors for their review prior to final approval by the Association.

Sec.1g The Public Relations committee shall consist of no less than two (2) individual Companies representatives. It shall give proper publicity to the activities of the Association. This committee shall also strive to create and maintain good relations with the populace of the County.

Sec.1h The Fire and Injury Prevention Committee shall consist of a chair and (1) representative from each company.

1. The committee shall make efforts to educate the public on fire safety.
2. This committee shall work closely with the committee on Public Relations.
3. This committee shall work towards improving the safety of Harford County, though life safety, injury and accident prevention.
4. Submit annual line item budget request to Budget Committee by April budget committee meeting for the following fiscal year.
- 5 Submit minutes and reports to the Board of Directors

Sec.1i The EMS Liaison Committee shall consist of a chair and one (1) representative of each member company. The Chair shall be an EMT-P, *EMT-I* or CRT in good standing with any member company. Representatives shall be the highest ranking EMS officer, or their designee(s) of that particular member company.

1. This committee shall have the duty of investigating and recommending a course of action on any matter relating to the emergency medical service in Harford County.
2. Submit minutes and reports to the Board of Directors.
3. Submit annual line item budget request to Budget Committee by the April budget committee meeting for the following fiscal year.

Sec.1j. The Recruitment and Retention Committee shall consist of a chair and one (1) Member from each Company

1. This committee shall promote membership in Harford County fire and emergency medical services.
2. Promote Harford County/ Board of Education training program for future members in Fire and EMS for Harford County.
3. Promote recruitment and retention for Volunteers in Harford County Fire and Emergency Medical Services.
4. Submit annual line item budget request to Budget Committee by May budget meeting for the following fiscal year.
5. Submit minutes and reports to the Board of Directors.

Sec. 2 Each member company shall be entitled to submit the name of one (1) representative for each standing committee. The names of the committee representatives shall be submitted to the President at the July Meeting. The President shall consider this list in staffing each committee. No member company shall be represented by more than one (1) voting representative per committee.

ARTICLE XIV. IMPEACHMENT OF OFFICERS

Sec. 1 Any officer of this Association, for the abuse of his authority or for misconduct in office, may be impeached therefore and removed from office by a two-thirds vote at a regular meeting; or special meeting, provided that any charges be made in writing and an investigation be made by the Board of Directors and their reports be made prior to the vote to impeach.

ARTICLE XV. AMENDMENTS

Sec. 1 No alterations or amendments shall be made to these By-Laws unless proposed in writing, signed by three (3) member companies, and submitted to the President at a regular meeting. The President shall immediately refer the proposed change to the By-Laws Committee. The By-Laws Committee shall report the amendment, ready for vote, with full explanation, impact, and recommendations at the next regularly scheduled meeting. Vote will be by 2/3 majority.

ARTICLE XVI. BY-LAWS

Sec. 1 Any previous By-Laws of this Association are hereby repealed.

Sec. 2 On any matter not provided in these By-Laws - - the latest revision of Robert's rules of Order shall be used in conduct of this Association.

By-Law Committee:

Chair -- Lewis E. Espey, Abingdon Fire Company
Member -- James Lyons, Joppa Magnolia Vol. Fire Company
Member -- Ted Burkhardt, Jarrettsville Vol. Fire Company
Member -- Janet Hewitt, Jarrettsville Vol. Fire Company

Attachments

HARFORD COUNTY, MARYLAND BILL NO. 76-105

Section 1. *Be It Enacted By The County Council Of Harford County, Maryland,* that Article 12, heading, "Fire, Ambulance and Rescue Organizations", be, and it is hereby added to Chapter 2, heading, "Administration", of the Harford County Code (1975), all to read as follows: Chapter 2. ADMINISTRATION.

ARTICLE 12. FIRE, AMBULANCE AND RESCUE ORGANIZATIONS.

Section 2-200 Standards.

(a) Equipment and Stations. All emergency fire fighting, ambulance and rescue equipment, stations and vehicles shall comply with the standards for such equipment as established by the Harford County Fire Chiefs' Association.

(b) All manpower training and manning requirements shall be in accordance with applicable Harford County Fire Chiefs' Association standards.

(c) Location. The Standard for the Establishment and Operation of Substations of the Harford County Fire Chiefs' Association shall be governing standards in establishing and locating any substation. A new station site, not an element of any other established Harford County fire, ambulance or rescue organization, shall be approved by the Harford County Fire Chiefs' Association, and such approval shall be based upon current standards of the Harford County Fire Chiefs' Association and other applicable laws and standards. Such approval shall be subject to final approval by the County Executive after a public hearing held by the Director of Administration. Other than manpower availability, the primary factor in establishing and locating a new station shall be that of providing improved protection to areas heretofore classified as unprotected, i.e., areas more than five (5) miles by paved roadway from existing approved fire station.

(d) All standards referred to in this Article shall be established in accordance with Section 807 of the Charter of Harford County, Maryland.

Section 2-201

(a) The Harford County Fire Chiefs' Association shall be responsible for administering this Article and for insuring that the standards contained herein are current and reflect the best available fire, ambulance and rescue services.

(b) The Harford County Fire Chiefs' Association shall advise the Director of Administration of Harford County on the management of the personnel of Central Alarm.

(c) All personnel of the Harford County Central Alarm shall be directly responsible to the Director of Administration and subject to the applicable Harford County personnel rules and regulations

Section 2-202.

(a) Failure of a station to comply with this Article may result in withdrawal of financial support by Harford County, Maryland, and any station failing to comply may not be recognized in the County emergency protection assignments

(b) all allotment requests for all organizations subject to this Article and the budget request for Harford County Central Alarm shall be processed through the the Harford County Fire Chiefs' Association for submission to, and approval of, Harford County.

(c) Any new organization coming under the purview of this Article shall be eligible for partial funding for a period of five (5) years from admission to the the Harford County Fire Chiefs' Association. and shall, after that time, be eligible for further funding by Harford County if it meets the standards set forth by the Harford County Fire Chiefs' Association and by law.

Section 2. *And Be It Further Enacted*, that if any provision or provisions of this Act, or the particular thereof, shall be held invalid, the remaining provisions and their application shall not be affected thereby. Should any provision hereof be inconsistent with any rule, regulation or policy of any agency having jurisdiction, such provision shall be invalid, but the remaining provisions and their application shall not be affected thereby

Section 3. *And Be It Further Enacted*, that this Act hereby declared to be an Emergency Act, necessary for the protection of the citizens of Harford County and shall take effect on the date it becomes Law

EFFECTIVE: DECEMBER 21, 1976