

**NORTH LYON COUNTY**  
**FIRE PROTECTION DISTRICT**



**VOLUNTEER CONSTITUTION AND**  
**BYLAWS**

## **ARTICLE I: TITLE AND INTENT**

**Section 1: Title:** This Organization shall be known as the North Lyon County Fire Protection District Volunteer Program.

**Section 2: Intent:** The object of the North Lyon County Fire Protection District Volunteer Program shall be the preservation and protection of life, property and the environment from and during such emergencies as may occur within the city of Fernley and the State of Nevada. This shall include the performance of those functions and duties customarily performed by the fire service and as dictated by NRS 474 Fire Departments/Districts. The North Lyon County Fire Protection District Volunteer Program is administered and overseen by the District Chief under the authority of the Fire Board of Directors.

## **ARTICLE II: MEMBERSHIP**

**Section 1: Categories:** Membership shall consist of Probationary Membership, Regular Membership, Explorer Membership, Exempt Membership, Honorary Membership or CERT.

**Section 2:** CERT and Rehab Team applicants are exempt from the remaining steps within these Constitution and Bylaws, but must follow the steps outlined in their respective packets.

**Section 3: Qualifications:** Members shall be of good moral character and repute, and both physically and mentally sound. A member shall be a minimum of 18 years of age, U.S. Citizen, possess a valid driver's license, and obtained a High School Diploma/GED or equivalent at time of application. Members shall reside within the City of Fernley and/or the North Lyon County Fire Protection District jurisdiction.

**Section 4: Time Frame:** All applications for membership shall be valid for a six (6) month period.

**Section 5: Membership Cap:** The number of district wide active members shall not exceed forty (40) Regular Members.

**Section 6: Membership Eight Steps:** Regular Membership shall be gained by following the eight-step process. The Volunteer Secretary will keep record of each individual through each step, and properly track their progress.

### **Step 1:**

Complete the application for the volunteer position in which applying for and submit for review to the District Office at 195 E. Main St. Fernley, NV 89408. The applicant will receive a packet for the position in which they are applying for. The application is then turned over to the Volunteer Secretary for filing.

**Step 2:**

The Volunteer Executive Board will review and validate all applications and references. If the Volunteer Executive Board selects your application to continue in the process, you will be contacted by a member of the Volunteer Executive Board and scheduled for an interview. If you are not selected for an interview, you will receive a letter and may reapply after 6 months. The interview panel will consist of at least one Executive Board Member, 2 Regular Members, and a member from the paid staff (if available). Upon receiving a satisfactory score on the interview, the volunteer applicant will be contacted in writing to move onto Step 3. Upon receiving an unsatisfactory score on the interview, the volunteer recruit will be notified in writing that they did not pass and may reapply in 6 months.

**Step 3:**

The applicant will be expected to attend all Volunteer Meetings and at least 4 trainings as an observer or any District functions over the next 3-month period before consideration as a Probationary Member. During this period, the applicant must also complete a Fingerprint Card from the Lyon County Sheriff Department. Failure to complete terms in Step 3 will disqualify the candidate from the membership process, and will be notified in writing and may reapply in 6 months.

**Step 4:**

After the 3-month period, if the Volunteer Executive Board feels that you make a qualified and committed member, Probationary Membership shall be granted by a majority ballot vote of the regular membership present in the next regular meeting, upon completion of the requirements and conditions in Step 3.

**Step 5:**

Next, the applicant will complete a physical examination and background check paid for by the District. This physical examination will include drug and alcohol testing. Upon successful completion of the physical examination and background check, the applicant will be assigned as a Probationary Member status and move on to the next step. Failure of physical examination and background check will result in immediate disqualification, and the applicant will be notified in writing.

**Step 6:**

The Volunteer President will assign you to a mentor and you will be placed on your initial six (6) month probation period. Your mentor will assist with goal setting, provide feedback and evaluate your performance during the first year of volunteer service. It will be your responsibility to contact the mentor assigned to you to schedule your first meeting.

**Step 7:**

You will be issued Personal Protective Equipment and be expected to adhere to all NLCFPD Policies, SOP's, SOG's and uphold the training, meeting and attendance requirements found within these Constitution and Bylaws.

**Step 8:**

The Probationary Member will be entered into the NLCFPD Entry Level Firefighter (ELFF) program. You will be given 6 months from the initial date of when you were assigned as a Probationary Member to complete the NLCFPD ELFF program. Failure to do so may result in disciplinary action and/or termination of volunteer membership. After successful completion of the ELFF program you will be able to respond to incidents at ELFF level, or the level at which you are currently certified in the State of Nevada. The Probationary Member may now be eligible for Regular Membership. Regular Membership shall be granted by a majority ballot vote of the regular membership present in the next regular meeting, upon satisfactory completion all requirements and conditions in the Eight Step Process.

**Section 6: Probationary Membership defined:** All new members shall be placed in a probationary status. The length of probation shall be a minimum of six (6) months or longer at the discretion of the Volunteer President. Upon satisfactory completion of this probationary period and a majority vote by Regular Members at a meeting, the member shall become a Regular Member with all of the associated rights and privileges. All Probationary Members are expected to meet the Maintenance of Membership Status within the Volunteer Constitution and Bylaws.

**Section 7: Regular Membership defined:** Regular Membership shall be granted by a majority ballot vote of the membership present during a regular meeting upon completion of the requirements and conditions under Probationary Membership. All Regular Members are expected to adhere to all NLCFPD Policies, SOP's, SOG's, protocols and uphold the training, meeting and attendance requirements found within these Constitution and Bylaws.

**Section 8: Explorer Membership defined:** Every explorer member must submit their application with a signed guardian/parent release of liability form which shall serve as their approval for the student to participate. Student members must be at least 16 years of age and, upon attaining the age of 18 and satisfactorily completing the Explorer Program described below, shall have first consideration for filling an active member vacancy. Same background, physical, etc as regular membership. If still in school must maintain a 2.5 GPA. Student must obtain a signed release by guidance counselor stating satisfactory GPA of 2.5 and satisfactory citizenship as defined by the school.

**Section 9: Explorer Membership Restrictions and Limitations:** The following restrictions and limitations shall apply to the activities of all student participants in this program. Violation of any restriction shall result in the immediate termination of the student's participation in the program. The student agrees to fully comply with and follow it throughout the course of his or her participation in the program. The restrictions and limitations are as followed:

a. All student participants in the program shall be at least 16 years of age, but not over 18 years of age.

b. No student shall respond to any incident on behalf of the North Lyon County Volunteer Fire Department or in his/her capacity as a student in this program during the first three months of his/her training and participation in this program.

c. No student shall respond to any fire, emergency, call, or other such event on behalf of the North Lyon County Volunteer Fire Department, or in his or her capacity as a student in this program during the second three months following completion of training, unless he or she is under the direct and immediate supervision of a Company Officer or District Chief. Notwithstanding such supervision, no student shall engage in any activity at or in connection with any such event, unless he or she has received specific training in the proper handling or response to the particular event.

d. No student may operate any vehicle or motorized equipment of the North Lyon County Fire Protection District while participating in this program.

e. No student shall be allowed to respond outside of the area serviced by the NLCFPD unless specifically supervised by a Company Officer or District Chief.

**Section 10: Mentor Defined:** A department mentor shall have a minimum of three years of time as a career or volunteer member and have an in-depth working knowledge of the fire service. Additionally, these individuals will need to commit extra time and energy to mentoring newer members. This position shall be appointed by the Volunteer President.

**Section 11: Exempt Membership defined:** An Exempt Membership shall be awarded to any active member who, after fifteen (15) years of accumulated active service, requests Exempt Membership status and is approved by a simple majority of the general membership. After classification as an Exempt Member, such member shall be excused from general membership training requirements and emergency response requirements. The Exempt Member will be allowed to respond to emergency calls when the member is available to respond. The Exempt Member shall have the right to vote on department elections and questions, as well as the privilege to attend meetings and other similar department functions. The total number of Exempt Member positions allowed will be unlimited. Exempt Membership may also be granted to an active member for outstanding service, prior to fifteen (15) years of service, for circumstances beyond the member's control which prevent the member from participating actively in the department. Acceptable reasons will be medical, physical, or others, as may be approved by a majority vote of the membership. Exempt Members are still required to follow all SOP's and Bylaws.

**Section 12: Honorary Membership defined:** Any Honorary Member is granted the privilege of attending Fire Department meetings and similar functions, but will not have any of the voting, office holding rights, or emergency response privileges of the Department. This position is reserved primarily for individuals that have made a significant contribution towards improving the fire service within North Lyon County. Acceptance to this category is based upon a majority vote of the general membership. Honorary Membership is awarded by majority vote of the regular membership.

**Section 13: Membership Oath:** The obligation to be taken before any person becomes a member of this Volunteer Program shall be as follows:

"I, (state your name), do solemnly swear that I will uphold and support the Constitution and Bylaws of the North Lyon County Fire Protection District Volunteer Program.

I will strictly adhere to all Policies and Standard Operating Procedures set forth by the North Lyon County Fire Protection District.

I swear I will protect, safeguard and preserve life, health and property against fire and other perils; I will uphold the standards of my profession, continually striving to achieve the objectives and ideals the fire service instills; I will never allow my personal feelings, nor danger to self, deter me from my responsibilities as a First Responder and guardian of the community; I will at all times, respect the property and rights of all; I recognize the badge of my office as a symbol of public faith and trust, and I will remain true to the ethics of the fire service; As a member of the North Lyon County Fire Protection District, I accept this self-imposed and self-enforced obligation as my responsibility and make these promises so solemnly, freely, and upon my honor."

Signed by \_\_\_\_\_  
(please photocopy and place in personnel file)

**Section 14: North Lyon County Issued Equipment:** Upon becoming a member of the program, North Lyon County shall issue a department uniform t-shirt, baseball cap, copy of the Volunteer Program Constitution and By-laws, all personal protective equipment, personnel manual, communications pager/radio, EMS Protocols (if applicable), District identification card, and copy of all SOPs and SOGs. Members will not receive a badge until completion of the probationary period and approval of the Volunteer Executive Board and District Chief. The Volunteer Secretary will maintain an inventory list of all District Property assigned to members.

**Section 15: Resignations:** Members must submit in writing that they wish to resign. After a resignation is once read to the membership, it shall not be withdrawn except by a majority vote of the members present.

### **ARTICLE III: DUTIES OF MEMBERS**

**Section 1: Responding:** It shall be the duty of EVERY qualified member, upon hearing the alarm, to report immediately to the apparatus and ready themselves with their personal protective equipment and respond in any available apparatus you are certified to operate and go directly to the incident. No member shall be allowed to leave the apparatus, scene of a fire or the station when on duty except by the permission of the duty officer in command. It shall be the duty of all members, upon returning from an alarm, to help ready the equipment for the next alarm and to see that they enter their names in the log. It shall be the duty of all members to attend all meetings and drills of the District unless excused by an appropriate officer.

**Section 2: Conduct:** All members are expected to adhere to all NLCFPD Policies, SOP's, SOG's, protocols and uphold the training, meeting and attendance requirements found within these Constitution and Bylaws. No member shall appear on District property, operate any department apparatus nor shall appear on duty at any incident in a state of intoxication or impairment under penalty of expulsion as provided for in the By-Laws of this program and as indicated by North Lyon County Drug and Alcohol Policy. No member of this Volunteer Program shall be guilty of conduct unbecoming a lady or gentleman, or otherwise being a disgrace to this District under penalty of fine or expulsion as hereinafter provided.

**Section 3: Chain of Command:** All members are expected to utilize the chain of command at all times. All items should be brought through the appointed Lieutenant followed by a member of the Executive Board. All issues should be handled at the lowest level possible and advanced up through the chain of command. Any member that is found to not be in compliant with this section can be subject to disciplinary action.

**Section 4: Uniforms/Personal Appearance:** All members will be expected to be in an approved uniform when performing any function for the District. All members must follow the Personal Appearance section of the District Personnel Manual. No member will wear or display District uniform items, such as T-Shirts, hats, badge shirts, etc., in such a manner or in such a location as to bring discredit to themselves or the Volunteer Program in general. No member shall be allowed to appear in public in an intoxicated state or be seen indulging in intoxicating substances while wearing or displaying Department uniform items.

#### **ARTICLE IV: MAINTENANCE OF MEMBERSHIP STATUS**

**Section 1: Process:** Whenever a member is deficient in fulfilling the requirements for Maintenance of Membership Status, that member shall be expelled upon a majority vote of the membership present at a regular meeting.

**Section 2: Meetings Standards:** The District schedules at least one volunteer meeting a month. ALL members are expected to attend and participate in ALL scheduled meetings. If any member neglects a regular meeting without notifying the Volunteer Secretary, the Volunteer Secretary shall notify in writing the member that they are suspended. Proper excuses shall consist of illness, business responsibilities, absence from town or any bona fide emergency which prevents attendance. If the member does not submit a proper excuse within thirty (30) days from the date the notice is sent, the Volunteer Secretary shall remove their name from the roll and inform the member in writing that their membership is revoked. In other cases, all members must submit the proper Withdrawal Card to be excused from meeting the Meetings Standards. CERT and Rehab Team members must meet the meeting standards within their respective job descriptions. CERT and Rehab Team members are encouraged to attend regular volunteer meetings.

**Section 3: Trainings Standards:** The District schedules at least 2 volunteer trainings each month. ALL members are expected to attend and participate in ALL scheduled trainings. If a member does not notify the Executive Board as soon as possible of a missed training, the following will occur: 1 missed training will result in a documented verbal warning. 2 consecutive missed trainings will result in documented written reprimand. 3 consecutive missed trainings will result in suspension and be brought before membership for possible expulsion. All members must submit the proper Withdrawal Card to be excused from meeting the Training Standard. CERT and Rehab Team members must meet the training standards within their respective job descriptions.

**Section 4: Response Standards:** All members, except CERT and Rehab Team members, are required to respond to at least 5 calls each month. IST members are required to respond to every call they are requested for. All members must submit the proper Withdrawal Card to be excused from meeting the Response Standard. Failure to meet the Response Standard can result in suspension and/or expulsion.

**Section 5: District Participation Standards:** All members must complete at least a total of 8 hours each month of District participation including, but not limited to, station duties, assigned duties, standby events, fundraisers, Public Education, Station Tours, parades, etc. Failure to meet this standard will result in termination of membership at the discretion of the Volunteer Executive Board. If any member neglects to fulfill this Participation Standard without notifying a member of the Executive Board, the Volunteer President shall notify in writing the member that they are suspended. Proper excuses shall consist of illness, business responsibilities, absence from town or any bona fide emergency which prevents attendance. If the member does not submit a proper excuse within thirty (30) days from the date the notice is sent, the Volunteer Secretary shall remove their name from the roll and inform the member in writing that their membership is revoked. In other cases, all members must submit the proper Withdrawal Card.

**Section 6: Logging Participation:** All members need to log all participation in meetings, trainings, events and responses in iamresponding.com. Failure to do so will result in no credit, and could result in not meeting the Maintenance of Membership status as outlined in this article and lead to suspension and/or expulsion.

**Section 7: Suspension/Expulsions:** Any member can be suspended or terminated by the authority of the District Chief or Volunteer Executive Board at any time. All other suspensions or expulsions shall require a majority vote by secret ballot of the membership present at a regular meeting. At any time, at the discretion of the Volunteer President, a member may be suspended or terminated by a majority secret ballot of Regular Members.

**Section 8: Leave of Absence:** Any member of the Department in good standing considering themselves unable to answer emergency calls, department trainings or to fulfill the duties imposed upon them by reason of their membership for a time period of greater than 3 months, at any regular or special meeting, apply for a Leave of Absence upon giving their reasons therefore in person or in writing. If, by a majority vote of the regular members, it is deemed that the reasons given are good and sufficient, the Secretary shall be ordered by the Volunteer President to issue a Leave of Absence to the



member. A Leave of Absence shall be good only for such time as the reason stated exists and means that the member loses their membership privileges during the stated time. A member on Leave of Absence, upon the ceasing of the reason thereon stated to exist, may apply for reinstatement in the active list of the volunteer program, which the reinstatement shall be granted provided there is an opening on the active list, or, for good reason, refused by majority vote of the membership. If reinstatement is granted and no opening exists, the member shall be placed first on the waiting list. A failure of any member on Leave of Absence to apply for reinstatement within one month after the reason thereon stated no longer exists shall operate as an expulsion from the volunteer program and it shall be the duty of the Secretary to strike such persons name from the membership list.

**Section 9: Out of Area Employment:** Any member who, by reason of employment, is unable to attend the meetings of the department may, upon a majority vote of the members present at any regular or special meeting of the department, absent themselves from the meetings for a stated time; but not to exceed one year or beyond the existence of such employment.

**Section 10: Military Service:** A member who has served in the Armed Forces of the United States while holding a Withdrawal Card for such purpose, may include the time so served (as shown on the Honorable Discharge papers) as time of active service in the respective district, notwithstanding that their name may have been stricken from the active roll.

## **ARTICLE V: ADMINISTRATIVE AND OPERATIONAL POSITIONS/OFFICERS & DUTIES AND PROCEDURES FOR NOMINATING/ELECTING SUCH**

**Section 1: Nominations:** Nominations for Administrative Officers shall be made during the regular meeting in April of each year, or if a vacancy occurs.

**Section 2: Elections:** Elections of Administrative Officers shall take place during the regular meeting in May, or as set in a Regular Meeting agenda, or if a vacant position occurs following nominations. Elections shall occur by secret ballot. Each officer shall hold office for two (2) years.

**Section 3: Vacancies:** In case of a vacancy in any elective office or position of the Program, nominations will be made, and the vacancy shall be filled by secret ballot at the next regular meeting thereafter.

**Section 4: Resignations:** An elected Administrative Officer may resign at anytime. Resignations must be made in writing.

**Section 5: Appointment of Operational Officers:** The respective Volunteer Executive Board shall appoint the Operational Officers of Lieutenants from those members who the Volunteer President feels are qualified. These appointments shall be made no later than the first regular meeting in May or if a vacancy occurs.

**Section 6: Categories:** The Volunteer Program Positions shall consist of Operational Officers, Operational Positions and Administrative Positions. North Lyon County Fire Protection District Volunteer Program shall have each of the following positions.

**Section 7: Operational Officers:** Consist of Volunteer Lieutenant.

**Section 8: Operational Positions:** Consist of Volunteer Fire Apparatus Operator, Volunteer Firefighter, Volunteer Firefighter/EMT, Volunteer EMT, CERT members, and Rehab Team members.

**Section 9: Administrative Officers:** Consist of a Volunteer Executive Board that includes the Volunteer President, Vice President, Secretary, and Treasurer.

**Section 10: Administrative Positions:** Consist of the District Chief and the Volunteer Coordinator(s) from the paid staff assigned by the District Chief.

**Section 11: Duties and Qualifications of Volunteer Lieutenant:** It shall be the duty of Volunteer Lieutenant to see that all apparatus is kept in good condition. This position has the right to enforce the Constitution, By-Laws and Standard Operating Guidelines and shall see that every member does their duty. It shall be the duty of the Lieutenant to assist the Volunteer President in every way possible; to maintain discipline and to report to the Volunteer President all members who disobey orders. It shall be their duty, in the absence of their ranking officer, to assume the Chiefs official duties. This position is considered middle management in charge of company operations at either incidents or during training operations. Must have Fire Officer 1 certification within one (2) years of appointment. See the District's Volunteer Lieutenant Job Description for further duties.

**Section 12: Duties and Qualifications of Volunteer Fire Apparatus Operators:** In order to serve in this capacity the FAO must have a current Class A or B Drivers License with an "F" endorsement, have completed the task book specific to the apparatus in which they will be operating and have been approved for this position by their respective Volunteer President. No personnel shall operate any type of apparatus until this process has been completed. See the District's Volunteer Fire Apparatus Operator Job Description for further duties.

**Section 13: Duties and Qualifications of Volunteer Firefighter:** In order to serve in this capacity, the Volunteer Firefighter must have completed the NLCFPD Entry Level Firefighter Program. Within one year of completing the program, the Volunteer Firefighter must complete a Firefighter I program, complete basic wildland fire training S130 & S190, and NIMS ICS 100, 200, and 700. No personnel shall enter an IDLH atmosphere without those certifications. The Volunteer Firefighter must have completed the task book specific to the position in which they will be operating and have been approved for this position by their respective Volunteer President. See the District's Volunteer Firefighter Job Description for further duties.

**Section 14: Duties and Qualifications of Volunteer Firefighter/EMT:** In order to serve in this capacity, the Volunteer Firefighter/EMT must meet the qualifications as listed above of a Volunteer Firefighter, as well as a valid State of Nevada EMS certification, valid CPR-Healthcare Provider card, and an ambulance attendance license. The Volunteer Firefighter/EMT must have completed the task book specific to the position in which they will be operating and have been approved for this position by their respective Volunteer President. See the District's Volunteer Firefighter/EMT Job Description for further duties.

**Section 15: Duties and Qualifications of Volunteer EMT:** In order to serve in this capacity, the Volunteer EMT must have a valid State of Nevada EMS certification, valid CPR-Healthcare Provider card, and an ambulance attendance license. The Volunteer EMT must have completed the task book specific to the position in which they will be operating before responding independently to calls and have been approved for this position by their respective Volunteer President. See the District's Volunteer EMT Job Description for further duties.

**Section 16: Duties and Qualifications of Rehab Team Members:** The Rehab Team Member must have completed the task book specific to the position in which they will be operating and have been approved for this position by their respective Rehab Team leader. See the District's Rehab Team Member Job Description for further duties.

**Section 17: Duties and Qualifications of CERT Members:** The CERT Member must have completed the task book specific to the position in which they will be operating and have been approved for this position by their respective CERT Team leader. See the District's CERT Member Job Description for further duties.

**Section 18: Duties of the Volunteer President:** The Volunteer President shall enforce the Constitution, By-Laws and Standard Operating Guidelines and shall see that every member does their duty. It shall be the duty of the Volunteer President to call all regular and special meetings; to preside at all meetings and to decide all points of order that may arise subject to an appeal. A majority of all members present shall be necessary to reverse his/her decision. The President shall appoint all committees as deemed necessary. The Volunteer President has the authority to assign duties to all members of the Volunteer Program.

The President and/or the Secretary/Treasurer shall sign all orders drawn on the Treasury.

The President shall cast the deciding vote in case of a tie.

In the event of the absence of any elected officer from any regular meeting, the President shall appoint a member to temporarily perform the duties of that office.

**Section 19: Duties of the Vice President:** The Vice President shall assume the presidency in the absence of the President. He/she shall act as the liaison between the CERT Program, Rehab Team, and Volunteer Program. The Vice President shall also enforce the Constitution, By-Laws and Standard Operating Guidelines and shall see that every member does their duty.

**Section 20: Duties of the Secretary:** It shall be the duty of the Secretary to keep a correct roll call of personnel and call the same at all meetings. Keep a correct record of the proceedings at all meetings in a book provided for that purpose. Make a general report at the annual meeting in the month of May each year or whenever requested at any regular meeting. Keep record of all issued Withdrawal Cards.

The Secretary shall be responsible for all correspondence.

**Section 21: Duties of the Treasurer:** Receive all money and utilize standard accounting practices and principles to account for the same. Counter sign all checks authorized to be drawn thereon. Keep a correct account of all receipts and disbursements in a book provided for that purpose and shall make a report at the annual meeting on the third Wednesday in February each year or when so ordered by a majority of the members at a regular or special meeting. Chair any financial committee appointed by the President.

**Section 22: Duties of the Volunteer Coordinator:** Fulfills duties and responsibilities as outlined within this Constitution and Bylaws, as well as the District's Operating Plan.

**Section 23: Duties of the Volunteer Executive Board:** The Executive Board shall be responsible for all interviewing and acceptance of new Volunteer applicants. The Board shall meet at the call of the President or on call signed by a majority of its members. It shall have the authority to act in the name of the Regular Membership during intervals between meetings, such acts being subject to confirmation by the Regular Membership at the next regular meeting. A majority constitutes a quorum.

## **ARTICLE VI: CHARGE OF OFFICE**

Section 1: Oath of Office: All Operational Officers and Administrative Officers shall take the following Oath of Office during the annual installation of officers meeting in May of each year.

### **OATH OF OFFICE**

“I, (state your name), do hereby declare, that I will support the constitution of the United States, the constitution of the State of Nevada, the members I serve with and that, as an officer of the North Lyon County Fire Protection District, my fundamental duty is to serve the people I swear to protect, to safeguard and preserve life, health and property against fire and other perils, and to maintain a proficiency in the fire service. As an Officer, I will uphold the standards of my profession and position, continually searching for new and improved methods of serving the people and members of the Department, and will share my knowledge and skills with my colleagues and firefighters I am assigned to lead. I will never allow my personal feelings, nor danger to self, deter me from my responsibilities as a firefighter. I will lead my fire company to the best of my ability with fairness and no prejudice. I will at all times, respect the property and rights of all men and women, the laws of my country, and members I serve with.

I recognize the badge of my office as a symbol of Fire District and public faith and trust, and I accept so long as I am true to the ethics of the fire service. I will constantly strive to achieve the

objectives and ideals that the fire service instills, dedicating myself to the saving of life, preventing and suppressing fires and performing other duties enacted and placed up to me.”

## **ARTICLE VII: IMPEACHMENT**

**Section 1: Charges:** The executive board shall have the power to impeach any officer of the volunteer program for neglect or inability to discharge the duties of that office or position, for an unwarranted excuse of power or lack of performance, or for drunkenness while in the discharge of the duties of that office. When an impeachment shall be made, the party impeached shall, after receiving one-week notice of the same, together with a written specification of the charges made, be tried before the regular membership and shall be liable to such action or actions as the regular membership deems proper.

**Section 2: Procedure:** All charges and grounds for charges shall be submitted in the name of the, North Lyon County Fire Protection District Volunteer Program, a copy of which shall be furnished the accused at least thirty (30) days before trial. Charges and grounds for charges may be submitted at any meeting, stated or special, when the district shall forthwith set a time for trial, which shall not be in less than seven (7) days from the date the charges were preferred, unless by consent of both parties. Witnesses for the prosecution shall be examined first and witnesses for the defense shall be examined second. Rebutting evidence may be offered on either side; and, when the testimony and arguments on the part of counsel shall have been closed, a secret ballot vote shall be taken upon the guilt or innocence of the party accused. If found guilty by a majority of the membership, the accused shall be removed from office, suspended or expelled at the option of the membership. In all cases, the President may appoint one member of the membership to conduct the prosecution and the accused may appoint one member of the membership to conduct the defense.

**Section 3: False Allegations:** Any member preferring charges, which on trial shall prove malicious, frivolous or false, shall be subject to expulsion from the Company if, upon trial, as provided in Section 2 of this Article, that member is found guilty.

## **ARTICLE VIII: MEETINGS AND QUORUM**

**Section 1: Regular Meetings:** There shall be a minimum of one regular meeting every second Tuesday of each month that begins at 1900 in the training room at Station 61.

**Section 2: Annual Meeting:** There shall be a volunteer department wide annual meeting to be conducted on the last Saturday of May. This meeting shall serve to install new officers and/or conduct business that affects all members.

**Section 3: Training Meetings:** There shall be at least two scheduled training sessions each month. More training sessions can be scheduled in cooperation with the NLCFPD Training Division.

**Section 4: Special Meetings:** Special meetings shall be called by the Volunteer President or the Fire Chief. Written notice of all special meetings shall be sent, or delivered, by the Secretary/Treasurer to all members at least three (3) working days before the meeting.

**Section 5: Regular Meeting Agenda:** Regular Meeting Agendas must be posted at Station 61 and Station 62, 7 days prior to the scheduled meeting. The following shall be the order of business at any regular or the annual meeting:

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Consent Agenda
- 3) Introduction and Installation of New Members (if any)
- 4) Reading of Previous Meeting Minutes
- 5) Report of Secretary/Treasurer
- 6) Report of Chief (s)
- 7) Report of Special and Standing Committees
- 8) Resignations, Suspensions and Expulsions
- 9) Bills and Communications
- 10) Nomination, Voting and/or Election of Probationary Members, Regular Members, and Officers
- 11) Old Business
- 12) New Business
- 13) Good of the Company
- 14) Adjournment.

**Section 6: Rules of Order:** Robert's Rules of Order shall govern in all matters not in this Constitution and By-Laws of the Department.

**Section 7: President Duties:** The President shall preserve order and decorum; appoint all committees; shall have none but a casting vote at a tie; and shall take no part in debate while in the chair.

**Section 8: Quorum:** Five (5) voting members shall constitute a quorum for the transaction of business.

**Section 9: Disbandment:** This Department shall not be disbanded except by a three-fourths (3/4) vote of the membership of the Department, and only after notice is published at least once a week for three (3) weeks in a newspaper which holds the contract for legal postings.

## **ARTICLE IX: EMERGENCY MEDICAL SERVICES**

**Section 1: Participation:** Participation shall consist of active service as certified EMS providers and/or ambulance attendants by the State of Nevada. Any regular member who wishes to function as a Volunteer EMT for the District, must prove competent and proficient at the level in which they are certified by the State of Nevada before they respond independently to EMS calls. Assessments on skills, knowledge and abilities will be judged and examined on a continuous basis through written testing, practical testing, task books, and evaluations. Refer to District SOP EMS 5 for further information.

## **ARTICLE X: STANDING COMMITTEES**

**Section 1: Establishment:** There shall be and are hereafter established, the following standing committees of the North Lyon County Fire Protection District Volunteer Program:

1. Fund Raising Committee: This committee shall be comprised of at least 2 regular members that shall meet not less than quarterly.
2. Training Committee: This committee shall be comprised of at least 2 regular members that shall meet not less than quarterly.
3. Constitution and Bylaw Committee: This committee shall be comprised of the Volunteer Executive Board that shall meet as needed to review existing Constitution and Bylaws.

## **ARTICLE XI: AMENDMENTS**

**Section 1: Procedure:** These Constitution and Bylaws may be amended by a majority vote at a regular meeting. Any proposed amendments shall be placed on an agenda and presented to the Volunteer Executive Board. The Volunteer Executive Board shall present the amendment at the next regular meeting for a vote of the membership.

## **ARTICLE XII: ANNUAL AWARDS**

**Section 1:** The Volunteer Fire Fighter of the year is an annual award given to a volunteer who had made the most significant contribution to the operations and duties of the department during the course of the year. This may involve fire suppression, emergency medical service, fire prevention, training, or any combination of the above. Accomplishments in line with devotion to duty and service to bringing positive acclaim to the fire department should be a guide for this award. Nominations will be made during the regular scheduled meeting in December from a list of eligible members. All regular members in good standing and all staff members will have till January 1<sup>st</sup> to submit their vote to the Executive Board to be counted. The Volunteer that receives the most votes will be notified and presented with a plaque during the February meeting.

## ACKNOWLEDGMENT AND RECEIPT

This is to acknowledge that I have received a copy of the **North Lyon County Fire Protection District Personnel Manual, Volunteer Constitution and Bi-Laws** electronically.

I acknowledge that I am expected to read, understand, and adhere to the Personnel Manual, Volunteer Constitution and Bi-Laws and that I am governed by the contents of the Personnel Manual, Volunteer Constitution and Bi-Laws. I understand that my failure to comply with the Personnel Manual, Volunteer Constitution and Bi-Laws may result in disciplinary action, up to and including termination. If I have questions concerning the Personnel Manual, Volunteer Constitution and Bi-Laws, I will bring it to the attention of the Volunteer Executive Member, Shift Captain or NLCFPD administration

I also understand that NLCFPD may change, rescind, or add to any policies or practices described in the Personnel Manual, Volunteer Constitution and Bi-Laws from time to time and without prior notice, at the sole and absolute discretion of NLCFPD, provided such changes, rescissions and/or additions are not prohibited by law. I will be responsible to maintain the Personnel Manual, Volunteer Constitution and Bi-Laws inserting all updates issued.

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Members Signature

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Members Name (Printed)

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Date

**TEAMWORK\*\*INTEGRITY\*\*SERVICE**  
North Lyon County Fire Protection District is an Equal Opportunity Employer