

## Ward 4 Fire District 3

### By-Laws

#### **Article I**

This Fire Department shall once a week or as otherwise directed by the Fire Chief.

#### **Article II**

There will be no dues for membership unless a vote by two-thirds of active members.

#### **Article III**

##### Attendance to Meetings, Drills and Alarms

- A. Any active member who does not respond to at least 50 percent of both fire alarms and drills, during the fiscal year, without just cause, shall automatically be dropped from the department.
- B. All members shall be required to attend all meetings unless they have a reasonable excuse. Reasonable excuses are defined by the department as sickness of the member or his/her immediate family, working, out of town, unexpected visitors in the home. Reasonable excuses will be reported to officer in charge of meeting.
- C. Any member having been absent from regular meeting or practice (drills) three (3) times in succession without notifying the officer in charge, either personally or by letter as to cause of said absence shall be automatically dropped and in no case be considered a member of the said company .

#### **Article IV**

Any member appearing at a call or event or going into the fire station under the influence of alcohol or drugs shall be expelled as the department shall direct in accordance with Section 5, Article II of the Constitution.

### **Article V**

Any member being disorderly toward an officer while on duty at a fire shall be expelled as the department may direct in accordance with Section 4, Article II of the Constitution.

### **Article VI**

Any member bringing any person into the fire station shall be held responsible for any act that person may commit.

### **Article VII**

A communication test (pager test) will be conducted at 8:00 p.m. each night by E-911 dispatcher (Allen Parish Sheriff's Office). Information such as classes, drills etc. will be passed on to firefighter at this time.

### **Article VIII**

Every member of the department shall be provided with a copy of the Constitution and By-Laws.

### **Article IX**

In order that this department may function efficiently, the following rules and regulations shall be observed and it shall be the duty of all active members to know them:

1. It shall be the first duty of all members to give strict obedience to the lawful orders of their selected and appointed officers.
2. All work at fires, emergencies and drills shall be done in a quick, orderly and safe manner.

3. In order to assure that there will be an officer in command at fires, the following shall be the chain of command: Chief, ~~First Assistant Chief~~, ~~Second Assistant Chief~~, and Captains.
4. The Incident commander will assign task and positions to members as needed.

The Incident Commander at a call or event shall assure that a report is filled out in its entirety immediately after returning to the station. The report shall be filled out completely and submitted to the State Fire Marshall Office. It is the duty of the Chief to see that the information is available to the governing body upon request.

Each member of this department will be responsible all equipment issued to them. And if resigning or being terminated shall return all fire department property in their possession to the Fire Chief or Assistant Chief.

The Chief or Assistant Chief may from time to time appoint certain members of this department to care for the apparatus and equipment for a certain period of time. All members assigned to this detail shall make a weekly inspection of the equipment. Forms for equipment and apparatus will be provided at each station and filled out by the assigned member.

No member of the department except an officer acting on orders of the department shall disclose to any person, not a member of the department, any business or other discussions which take place at official assemblies of the department. Any member making such disclosure which are deemed detrimental to the good of the, department shall be subject to expulsion in accordance with Section 5 4, Article II of the Constitution.

No member of the department except the officer in charge at the fire scene or emergency shall give information to anyone concerning said fire or emergency.

WARD 4 Fire DISTRICT 3

BY:

---

Charles Earl

---

Herman Fontenot

---

Robbie Howard

---

Les Kolb

---