

Allen Parish

Ward 4 Fire District 3 Volunteer Fire Department

Constitution

Preamble

Be it resolved, that we solemnly pledge ourselves to sustain the officers in the discharge of their duties, and hold ourselves bound in honor to conform to and abide by, in every respect, the following Constitution and By-Laws.

Article I

Section 1. This organization shall be known as the Allen Parish Ward 4 Fire District 3 Volunteer Fire Department. dba Allen Parish Fire District 3

Section 2. Its purpose shall be to preserve life and property in Ward 4 Fire District 3, in case of fire and/or other emergency, and to promote through fire safety education in the prevention of such fire or other emergencies.

Article II

Membership

Section 1A. Firefighters are those chosen for membership by guidelines established by the fire board. They will attend all meetings, training classes and report to all emergencies, Individual training records will be filled out on each class, drill or training. A sign in sheet will be signed of attendance at meetings, training classes and Emergencies on all active firefighters.

Section 2. Any citizen of Ward 4 Fire District 3 or that lives within a reasonable distance of the Fire District, being of sound mind and body and who has attained the age of 18 years and who is in

good repute in the community, shall be eligible for ~~election~~ appointment to active membership in this organization. Any citizen between the ages of 16 -18 years must fill out a consent of parent or guardian form with application.

Section 3. All applications for membership shall be in writing and on forms provided by the department. Such forms should provide space for a report of medical release filled out by the applicant.

Section 5 4. Any members may be expelled from this department for cause by the Fire Chief. He/She must be notified in writing of the charges against him. This section shall not apply to special reasons for automatic discharge from the department that are a part of the By-Laws or SOP's, except where reference is made to this section of the Constitution.

Section 6. All volunteer firefighters shall be available for drug testing. Applicants may be denied because of positive results. Active members may be discharged due to positive results. .

Article III

Officers

Section 1. The officers of this organization shall consist of a Fire Chief, Assistant Chief/Training Officer, Assistant Chief of Medical, Captains and Chaplain.

Section 2. The Fire Chief shall be appointed by the fire board. All other positions shall be appointed by the Fire Chief.

Article IV

Duties of Officers

Section 1. The Chief or his designee shall preside at all regular and special meetings of their department. He shall preserve order and shall conduct all meetings in conformity with their Constitution, SOP's and By-Laws. He shall appoint all committees and perform all other duties commonly belonging to the office.

Section 2. The Assistant Chief shall assist the Chief In the absence of that officer, he shall perform all duties of that office.

Section 3. The Chief shall have full charge of all apparatus and equipment and the building in which such apparatus is housed. He shall be in sole charge of this, the Chief or his delegated representatives. The Chief shall be responsible for the efficiency of any and all apparatus used by this department, and he shall satisfy himself by personal inspection at least once a week, that all means of combating fire are at their highest efficiency. He shall, at meetings and at activities, communicate such information, facts and remarks as the interest of the department may require.

The Chief shall appoint all positions and make such other appointments as he may deem advisable for the efficient operation of the department, at fires calls, drills or training sessions.

The Chief shall have the authority by the approval of the fire board to make mutual aid agreements with other departments in surrounding communities and take a part of his apparatus and department to their aid when requested. In the event that the fire department and/or apparatus responds to a call from another town or community, it shall be the duty of the Chief to make arrangements or provisions for suitable temporary protection for his own community.

Section 4. The Assistant Chief shall report to the Chief at calls or drills and shall assist him in his duties. In the absence of the Chief he shall be in charge at calls or drills, and if the office of Chief be declared vacant, he shall be Chief upon approval of the fire board.

Section 5. The Assistant Chief of medical shall report to the Chief and shall assist with preparation of medical related training and required documentation.

Section 6. Station Captains- Shall be in charge of the fire station that he/she is assigned. He shall have keys to that station. He will do weekly checks on trucks and equipment and fill out weekly truck check list. He/She will see that the station is kept clean and the grounds around the station are maintained. He will also be in charge of firefighting operations until relieved by a Chief or Assistant Chief. He may appoint other firefighters to take his place or assist him in his duties of station and equipment