

BY-LAWS OF THE OKOLONA FIRE PROTECTION DISTRICT

-PREAMBLE-

The main purpose of the OKOLONA Fire Protection District, as organized, shall be to furnish the best fire protection possible for the district. All rules and regulations set forth in these by-laws are for the purpose of maintaining a smooth, efficient organization dedicated to the control and prevention of fires, and for the safety of human life and property within this district. It should be understood by all firefighters that these rules and regulations are neither broad enough, nor intended to cover each and every case which may arise in the discharge of their duties.

It should be further understood that the ultimate responsibility for the operation of a Fire Protection District is by statute vested in the Board of Trustees, but in order to promote the purpose of this District, the Trustees have approved these rules of operating procedure. At such time that the Board of Trustees feels that in order to better accomplish the main purpose of the District, these rules may be amended.

CHAPTER I - APPLICANTS FOR NEW FIREFIGHTERS

ARTICLE I All persons wishing to become firefighters of the OKOLONA Fire Protection District must be eighteen (18) years of age or older to file an application, preferably 21.

ARTICLE II All applicants must live within the boundaries of the District.

ARTICLE III All applicants must serve six (6) months probationary time. The applicants' probationary period will begin upon completion of a thorough screening, issuance of equipment and completion of an initial training program. An applicant's red lights and siren will be issued after three (3) months of the probationary period at the discretion of the Board of Officers. After serving the entire six (6) months probationary period, the Board of Officers will discuss the applicant's performance and either accept or reject the applicant. If accepted, the applicant will be presented to the body of firefighters for acceptance or rejection by a majority ballot vote. If accepted by the body of firefighters, the applicant will be presented to the Board of Trustees for final action.

ARTICLE IV All applicants will be issued necessary equipment, when available, upon accepting the applicants.

ARTICLE V All firefighters and applicants of the OKOLONA Fire Protection District must have a liability insurance policy in effect on the car used to make fire runs. Failure to show proof of insurance within thirty (30) days of expiration of the policy will be cause for suspension.

ARTICLE VI Applicant will not be eligible to vote until successful completion of the probationary period.

ARTICLE VII If the applicant does not successfully complete the probationary period, the applicant cannot be reinstated to the OKOLONA Fire Protection District for a period of six (6) months after said non-completion.

CHAPTER II - FIREFIGHTERS OF THE DISTRICT

ARTICLE I All volunteer firefighters of the District will be required to attend fifty (50) percent of all meetings, drills and fires, unless just cause for absence can be shown to the Board of Trustees. A twelve (12) month period will be used to determine the percentage.

ARTICLE II All firefighters shall return to, or remain at the firehouse after all fires and drills to help get the equipment back into operating shape. Any person wishing not to return to the firehouse must get permission from the officer in charge before leaving the fireground, or firehouse, otherwise the firefighter shall not be counted as present.

ARTICLE III Any firefighter leaving the department for a period of ninety (90) days will re-enter the department as a new applicant and will serve a full probationary period and all seniority will be lost. Any person leaving the department for less than ninety (90) days may re-enter and retain seniority if approved by the Chief of the department. If a firefighter is drafted into military service, the firefighter may re-enter the department with full privileges within ninety (90) days of discharge. This does not apply if said firefighter re-enlists.

ARTICLE IV All firefighters must obey their superiors and must carry out all orders and commands of their superior officers both at fires and drills, to the best of their abilities.

ARTICLE V It is the duty of each firefighter to "know" their officers and the Chain of Command.

ARTICLE VI No firefighter shall operate or drive equipment unless the firefighter has been qualified as an engineer on such piece of equipment and is in sole charge of said equipment until properly relieved by the officer in charge. Any firefighter, while operating equipment of the District, shall at all times use "caution" in the safe operation of said equipment. (See Chapter IV - Article II)

ARTICLE VII Sergeants shall be appointed as necessary by the Board of Officers.

CHAPTER III - OFFICERS OF THE DISTRICT

ARTICLE I Volunteer Officers of the District shall consist of the following (or otherwise as determined by the Board of Trustees):

Two Assistant Chiefs
Two Battalion Chiefs
Ten Company Officers (Five per station)

ARTICLE II The Board of Trustees shall determine the qualifications for fire chief, shall adopt a reasonable procedure for the selection of the fire chief. The fire chief shall control the day to day operations of the fire department, and its members, and employees.

ARTICLE III The fire chief shall establish reasonable qualifications for officers, and such qualifications must be approved by the Board of Trustees.

ARTICLE IV Whenever a volunteer officer position becomes vacant, the position shall be filled by the remaining officers of the district. No officer shall participate in the selection of an office he wishes to be considered for.

ARTICLE V Upon selection, volunteer officers shall serve a six (6) month probationary period. After the completion of the probationary, the body of firefighters shall have the privilege of voting to accept the probationary officer as a permanent officer for the fire district. To be accepted as a permanent officer, the probationary officer shall receive a number of "YES" votes equal to 51% of all ballots cast at the meeting. "Abstain ballots shall not count as ballots cast.

ARTICLE VI Upon successful completion of the probationary period, and acceptance by the body of firefighters, the officer shall be presented to the board of trustees for acceptance or rejection as a permanent officer.

ARTICLE VII A permanent officer shall hold office until resignation, promotion, or removal for misconduct, insubordination, inefficiency or violation of law.

ARTICLE VIII A petition for impeachment signed by not less than two-thirds of members eligible to vote shall be evident of inefficiency. Any officer aggrieved by such petition may appeal to an appeals board as set forth in Article XI of this chapter.

ARTICLE IX The appeals board shall consist of the chairman of the Board of Trustees, or his designee, the fire chief, two officers selected by the aggrieved officer, and three firefighters selected by the petitioning firefighters. The appeals committee shall have the authority to

uphold or deny the petition, or place the officer on probation. If the committee upholds the petition, then the full board of trustees shall consider the removal of the officer.

ARTICLE X If the Board of Trustees elects to hire a full time chief, officer, or firefighter, the above selection procedure and term of office shall not apply. The following shall take their place:

A selection committee shall be appointed by the Chairman of the Board of Trustees consisting of three (3) trustees. A candidate for the position may not be a member of the selection committee. The committee shall interview all candidates and make their selection of the best qualified person. Qualifications for the position may be established by the Board of Trustees.

The term of office for a paid full time officer shall be established by the Board of Trustees.

ARTICLE XI The board of trustees may appoint career officers as they deem appropriate for the operation of the fire department. The appointment of career officers shall in no way diminish the number of volunteer officers in Chapter III, Article I.

ARTICLE X Newly appointed officers shall hold the rank of lieutenant during the probationary period described in the above article(s). Once accepted as a permanent lieutenant by the Board of Trustees, the lieutenant shall serve a one (1) year probationary period. If the officers find the lieutenant's performance to be satisfactory after two (2) years, the officers may recommend to the Board of Trustees that the lieutenant be advanced in rank to the office of captain.

In no event shall a lieutenant be considered for promotion to captain who does not comply with requirements for officer adopted pursuant to above articles. No one who is relying upon a "grace period" for achievement of certifications, or qualifications may be considered for promotion from lieutenant to captain.

CHAPTER IV RULES AND REGULATIONS FOR THE OPERATION OF THE DEPARTMENT

1. All firefighters shall report to the firehouse, and not directly to the scene of the fire, upon receiving an alarm except those otherwise designated by the fire chief.
2. No person, officer or firefighter shall respond to an alarm or operate equipment while under the influence of alcoholic beverages or drugs. Those

who do shall be subject to disciplinary action.

3. Any officer or firefighter known to remove or have removed anything not belonging to themselves, from the scene of a fire, unless asked to do so by the investigator or officer in charge, shall be subject to disciplinary action.
4. Any officer or firefighter shall have permission from his senior officer to remove any fire-fighting equipment or other apparatus from the firehouse.
5. When returning from a fire, only and red lights on the rear of the apparatus shall be used.
6. There will be no smoking on the apparatus.
7. No one will attempt to board or leave equipment while such is in motion.
8. No one shall enter a building at the scene of a fire unless they are fully equipped.
9. Any disciplinary action shall be in accordance with applicable state statutes.
10. No one, other than firefighters, shall ride the equipment unless authorized by the chief, officer in charge or senior firefighter.
11. The use of profanity and act of causing the argument or arguing and criticizing at the scene of a fire shall be prohibited. No reprimands shall be made at the scene of a fire.
12. Report all breakage and losses to an officer at once. The officer shall make a written report to the Chief as soon as possible.
13. There shall be no rough-housing or horse play during fires, meetings, work details or the hours of training.
14. All orders given at a fire shall be issued by the officers in charge. In the event no officer is at the scene of a fire when the engine arrives, the firefighter in the cab with the engineer is in charge, until relieved by an officer.
15. While on a fire run, the officer in charge has the authority to have the necessary repairs made to complete the fire run. All other purchases, except gas, oil, oil filters and grease jobs shall be approved by the Board of Trustees.
16. All members of the department will be expected to be a credit to the department through their appearance and actions.
17. The chief, in consultation with board of officers, shall have the authority to

promulgate Standard Operating Procedures for the operation of the fire department. These procedures shall have force of these Rules and Regulations of the Department and shall be construed as lawful orders from a superior officer.

CHAPTER V AMENDMENT OF BY-LAWS

ARTICLE I These by-laws may be amended when presented in writing and read at two general meetings and approved by a majority vote of firefighters present and acceptance by the Board of Trustees. The second general meeting must take place within thirty (30) days of the first meeting but may not be held within fourteen (14) days of the first general meeting. All proposed changes to the by-laws must be posted on the bulletin boards of all firehouses at least two (2) weeks prior to the first meeting.

ARTICLE II The Board of Trustees, operating within its statutory authority may promulgate policies of the district and these policies shall have the force of these By-laws, and shall be construed as Rules Adopted By the Board of Trustees.

CHAPTER VI ELECTION OF PROPERTY OWNER'S TRUSTEE

ARTICLE I Any resident desiring to seek election for the position of Property Owner's Trustee must state his intention in writing with the Department. The District shall provide the proper Nomination forms to any person so requesting. The properly completed Certificate of Nomination must be received by the department no later than 4:30 p.m. on the last Thursday of April.

ARTICLE II The election will be held according to State statutes.

ARTICLE III In the first week of April, the Board of Trustees shall cause to be printed a legal advertisement that announces a forthcoming Property Owner's Trustee election. This legal notice shall inform the general public that any person interested in running for the Property Owner's Trustee's position must file a certificate of nomination paper with the department no later than 4:30 p.m. on the last Thursday of April. The ad shall state that the Department will provide the forms to properly file to an interested person.

ARTICLE IV The Board of Trustees shall also cause to be printed a legal advertisement that includes the date, time, place and names and addresses of the candidates for the position of Property Owner's Trustee. This advertisement may be placed as often as the Board of Trustees directs but must be published at least once 30 days prior to

the election.

ARTICLE V The election shall be held at Station #1, located at 8501 Preston Highway, Louisville, Kentucky 40219. The election officers shall be (three) 3 in number and shall be appointed by the Chairman of the District. The election officers so appointed shall be representative of the Board of Trustees. It is the responsibility of the election officers to insure the integrity of the election, to conduct the election in an even handed manner and certify the person with the most votes as the elected Property Owner's Trustee.

ARTICLE VII No absentee ballots or proxy voting shall be allowed.

ARTICLE VIII In the event of a tie vote, the remaining six (6) members of the Board of Trustees shall decide the winner of the election by their ballot.

CHAPTER VII ELECTION OF FIREFIGHTER TRUSTEE

ARTICLE I Any active firefighter desiring to seek election for the position of Firefighter Trustee must state his intention in writing with the Department. The District shall provide the proper Nomination forms to any person so requesting. The properly completed Certificate of Nomination must be received by the department no later than 4:30 p.m. on the last Thursday of April.

ARTICLE II The election will be held according to State statutes.

ARTICLE III In accordance with applicable State statutes, the district shall notify all firefighters eligible to vote for Firefighter Trustee by first class mail.

ARTICLE IV The election shall be held at Station #1, located at 8501 Preston Highway, Louisville, Kentucky 40219. The election officers shall be (three) 3 in number and shall be appointed by the Chairman of the District. The election officers so appointed shall be representative of the Board of Trustees. It is the responsibility of the election officers to insure the integrity of the election, to conduct the election in an even handed manner and certify the person with the most votes as the elected Firefighter Trustee.

ARTICLE V No absentee ballots or proxy voting shall be allowed.

ARTICLE VI In the event of a tie vote, the remaining six (6) members of the Board of Trustees shall decide the winner of the election by their ballot.

**ADOPTED BY THE BOARD OF TRUSTEES OF THE OKOLONA FIRE
PROTECTION DISTRICT 2/1/90**

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