

DOBBINS - OREGON HOUSE FIRE DEPARTMENT
P.O. BOX 164
OREGON HOUSE, CA. 95962

CONSTITUTION
REVISED JUNE 2003

ARTICLE 1 - NAME

The name of this organization shall be “ Dobbins / Oregon House Fire Department (D/OHFD)

ARTICLE 2 - OBJECTIVES

- A. To provide emergency services of the highest caliber to the inhabitants & visitors within the Dobbins / Oregon House Fire Protection District.
- B. To create and maintain a brotherly and fraternal feeling, and perpetuate a spirit of a friendship among the members of the Dobbins / Oregon House Fire Protection District.

ARTICLE 3 - OFFICERS

The officers of this department shall consist of the Chief, 2 Assistant Chief, 3 Captains, 3 Lieutenants.

ARTICLE 4 - MEMBERSHIP

- A. No member of the Board of Directors of Dobbins / Oregon House Fire Protection District shall be allowed to be an active member of the Dobbins / Oregon House Fire Protection District.
- B. The number of active members shall be limited to Twenty-five (25), plus the members of the Explorer Post program.

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BY-LAWS OF THE DOBBINS /OREGON HOUSE
FIRE DEPARTMENT

ARTICLE 1- CANDIDATES FOR ACTIVE MEMBERSHIP

SECTION 1. CANDIDATES FOR ACTIVE MEMBERSHIP:

- A. Candidates for active membership in the D/OHFPD may be proposed by any member thereof at any regular meeting.
- B. The candidate's application shall be in writing on the standard application form "Dobbins / Oregon House Fire Protection District". This application shall be filled out and signed by the applicant.

SECTION 2. QUALIFICATIONS OF THE APPLICANT:

- A. All candidates for membership must be over the age of eighteen (18) of age, of moral character and industrious habits.
- B. Candidates for membership must also be of sound health and may be asked to perform some basic physical tests. The results of the tests shall be placed on the application.
- C. All candidates must carry and maintain proof of State of California required auto insurance and may be asked to provide proof of said insurance at time of applying and at any time in the future that an officer requested said insurance.
- D. All candidates must read and sign the D/OHFPD Drug and Alcohol Abuse Policy.

SECTION 3. ELECTION OF MEMBERS:

- A. During any regular meeting where an election may be held, by secret ballot for active members is being held, the meeting shall be in closed session for only active members, for the duration of the election.
- B. Upon any opening for active membership each applicant on the waiting list shall be balloted upon by secret ballot at any regular meeting after presentation of the application.
- C. If receiving five (5) or more objecting votes, they shall be declared rejected. If the application is rejected, the applicant shall be notified.
- D. The rules in relation to balloting can be suspended by the unanimous vote of active membership present at any regular meeting.

- E. New active members will be put on a one year (1) probation with no voting privileges. At the expiration of the one year probation, in closed meeting, the membership shall review the member's probation period, then decide whether or not the member will be removed from active membership.

ARTICLE 2 -DUTIES OF MEMBERS

SECTION 1 - IT SHALL BE THE DUTY OF EACH MEMBER TO:

- A. Upon being coming an active member on probation, you must complete the required training mandated by the D/OHFPD (volunteer firefighter, CPR & driving ability).
- B. Upon being advised of an emergency incident, respond immediately obeying all State of California traffic laws either to the Fire Station or to the scene of the incident as per their instruction.
- C. Do all in their power to get the apparatus functioning and to use their best efforts in working the same.
- D. Remain at their post of duty until duly relieved or an officer has released you.
- E. Strictly obey the officer in command and the laws, rules, and regulations of the D/OHFPD.
- F. Be present at 80% of all training and maintenance and to neglect no duty that is imposed upon them that is reasonable and in their power to perform.
- G. Return with apparatus to the station and help house and maintain the apparatus, unless otherwise directed by the officer in charge.
- H. It shall be their duty before leaving the community for a longer period that forty-eight (48) hours, to notify the Chief or Assistant Chief.

SECTION 2. -CONDUCT:

- A. No member shall appear at a meeting, drill, emergency incident or other public function, in a state of intoxication, nor shall they use insulting , indecent or improper language or be guilty of conduct unbecoming of a fire person or otherwise bring disgrace upon D/OHFPD. A violation of this section shall be recognized as adequate cause for suspension or expulsion from the D/OHFPD
- B. No member shall be in poor health, hygiene, physical appearance at an meeting, drill, emergency incident or other public function.
- C. No member shall repeat any thing that is said at any drill, meeting, emergency incident to any person not on fire protection district.
(What is said within fire house, stay within fire house.)
- D. No member shall break any federal, state, county or local laws.

ARTICLE 3. FIRE DISTRICT PROPERTY

- A. The D/OHFPD, may issue Identification Cards, Badges, Safety Clothing, Pagers, Radios, and other fire equipment to the members of the fire protection district.... These items being the property of the fire protection district, must be returned when a member resigns

or is expelled.

ARTICLE 4- RESIGNATIONS

- A. Any member who is absent thirty (30) days without permission from the Chief or Assistant Chief may be considered as having resigned.
Upon a majority vote of all members present, said resignation will take effect from the expiration of the said thirty (30) days.
- B. All resignation of members or offices shall be tendered to the D/OHFPD in person and writing.
- C. Upon resignation, all Fire protection district property must be turned in at that time and presented to the Chief or Assistant Chief.
- D. A member of good standing who resigns and does not rejoin within thirty (30) days must re-apply following the rules set forth in ARTICLE 1, SECTION 1,2,3.

ARTICLE 5 - EXCUSED ABSENCES

- A. Sickness in a member's family or in self or absence from the community shall be sufficient excuse for a non-attendance at business meetings, drills or incidents.
- B. All excuses shall be presented to the Chief or Assistant Chief for approval prior to the meeting.
- C. Leave of absence will usually not exceed six (6) months and all leave of absences must be approved by the Chief.

ARTICLE 6 - EXPULSION AND SUSPENSION

SECTION 1. - ATTENDANCE:

Inconsistent or erratic attendance at drills or incidents or being absent from three (3) successive drills without permission of the Chief or Assistant Chief shall be brought before the members for review.

SECTION 2- SUSPENSION AND EXPULSION PROCEDURES

- A. No member of the D/OHFPD shall be removed or expelled unless by a majority vote of those members present, and in no case shall a member be removed or expelled without having had ten (10) days written notice of the charges brought against them.
- B. A member may be suspended by a majority vote of the officers within fifteen (15) days of the incident , a special meeting of the D/OHFPD will be called to determine if a suspended member shall be expelled according to ARTICLE 6, SECTION 2. A.

ARTICLE 7 - APPOINTMENT OF OFFICERS

SECTION 1.- CHIEF

- A. Chief officer of the D/OHFPD shall be appointed by the D/OHFPD's board of Directors and shall serve at their pleasure

SECTION 2. - ASSISTANT CHIEF AND OFFICERS

- A. The Chief officer shall appoint an Assistant Chiefs, Captains and any other officers from within the membership that he/she deems necessary.

ARTICLE 8 - VACANCIES

- A. In the event of vacancy in the offices of Chief, the Assistant Chief shall fill the office of the Chief until the appointment of a new Chief.

ARTICLE 9 - RESPONSIBILITIES OF OFFICERS

SECTION 1- CHIEF

- A. The Chief shall preside at all meetings and shall preserve order and decorum and enforce a strict obedience to the D/OHFPD rules.
- B. The Chief shall call a special meeting when necessary as provided in article 6, section 2, paragraph B of these By-laws.
- C. The Chief shall attend all of the D/OHFPD board meeting. Chief shall keep the district board informed as to operation and activities of the district.
- D. The Chief shall coordinate activities between the volunteer fire fighter and the officer in charge at a emergency incidents.
- E. The Chief shall perform those duties which the D/OHFPD Board of directors may from time to time assign.
- F. The Chief shall assign duties to other members of the D/OHFPD as needed.

SECTION 2 - ASSISTANT CHIEF

- A. It shall be the duty of the Assistant Chief to act in the place of the Chief during his/ her absence from any of the meetings, and shall have the same power of and authorities, and like the duties shall be imposed upon him/her as the chief during such times as he /she shall act as Chief.
- B. Keep a record in which he/she shall maintain and update all, laws, rules, and standing resolution adopted by the D/OHFPD.
- C. He/she shall report any changes that have occurred in the D/OHFPD since his/her previous report, setting forth the name of parties, their occupation, residence, and whether elected, transferred, suspended, expelled, resigned, or deceased. This information must be also given to the treasurer of the D/OHFPD so it may be reported to the insurance company and workmen compensation fund.
- D. He/she shall perform generally such other duties as are customary and as may be imposed upon him/her within reason.
- E. He/she shall keep records for expense and reimbursements to the fire persons.

SECTION 3 - CAPTAINS

- A. It shall be the duty of the Captain to act in the place of the Chief or Assistant Chief during their absence from any of the meetings or incidents, they shall have the same power and authorities and like duties shall be imposed upon them as upon the Chief or Assistant Chief during such times as they shall act as Chief or Assistant Chief.
- B. Shall notify all members as soon as possible about meetings or drills.
- C. The Captain shall keep accurate records of the attendance for all drills, emergency incidents, and training.

SECTION 4 - LIEUTENANTS

- A. It shall be the duty of the Lieutenants to act in the place of a Captain during his/her absence.
- B. Shall be assigned a category that they are responsible for, i.e, medical, equipment, maintenance, gear, and all other item that may be needed for the fire district.

ARTICLE 10 - MEETINGS

SECTION 1- MEETINGS

- A. The regular business meeting or drill of the D/OHFPD shall be held every other wednesday , and the opposite wednesday will be for maintance.
- B. All business will be conducted at these Wednesday meetings or drill unless that a special meeting is called.
- C. Officer meetings will be held 1 once a month at said day and time stated by the officers. This officer meeting will be to conduct business that is for rules, laws, regulation, and etc.

ARTICLE 11- AMENDMENTS

- A. No alteration or amendments shall be made to this Constitution or By-laws unless proposed in writing at a regular business meeting of the D/OHFPD
- B. At the next regular officer meeting any proposed alteration or amendment shall be discussed and voted on at the next regular officer meeting.