

Norfolk Volunteer Fire Department, Inc.
By-Laws

Article I
Name

The name of this organization shall be the Norfolk Volunteer Fire Department, Incorporated. (Hereinafter referred to as the NVFD or the Department).

Article II
Purpose

The purpose of this organization shall be:

- To provide efficient, high quality Fire Protection and Emergency Services to all persons within the boundaries of the Town of Norfolk.
- To provide protection and preservation of life and property during fire or other emergencies in the Town of Norfolk.
- To assist neighboring communities by providing efficient, high quality Fire Protection and Emergency Services upon request for mutual aid.
- To cooperate with local officials in providing Emergency Services and disaster relief.
- To perform such duties as may be required by the Statutes of the State of Connecticut and the Ordinances of the Town of Norfolk.

Article III
Membership

Section 1 Membership Classifications

- Active Members (Shall consist of no more than seventy (70) members)
- Veteran Members
- General Members
- Honorary Members
- Fire Cadet Members

Section 1.1 Active Members: shall consist of Active A, B, C, and D members; Associate Members; Fire Police, Fire Cadets and New Members. All Active Members will be assigned gear.

Section 1.1.1 Active A Members:

- Shall respond to all emergency and non-emergency calls when available.
- Shall show proof of FFI certification.
- Shall be expected to attend required practices and meetings as prescribed in Article VII, Section 6.
- Shall be able to vote for and hold Line Officer, Staff Officer and Executive Officer positions.

Section 1.1.2 Active B Members: ¹

- Non-interior fire fighting, support personnel. They shall have specialized status and training such as driver, pumper, equipment setup, search and rescue, etc.
- Shall respond to all emergency and non-emergency calls when available.
- Shall be expected to attend required practices and meetings as prescribed in Article VII, Section 6.
- Shall not serve as Line Officer, except EMS Captain position.
- May hold Executive Officer positions.
- May vote for Executive Officers, Line Officer sand Staff Officers.
- Shall not be allowed in an involved structure.
- Shall be moved to active A status upon showing proof of Connecticut FFI certification.
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Section 1.1.3 Active C Members:

- NVFD will no longer accept members into the Active C Membership classification. Current C Members as of the amendment date will be grandfathered and maintain their Active C Membership. Upon acceptance of the amendment to the By-Laws, the Council will report and record the Active C Members in the monthly meeting minutes.
- Can respond to all emergency and non-emergency calls when available.
- Are exempt from Article VII, Section 6.
- Shall not serve as Line Officer, except EMS Captain position.
- May hold Executive Officer positions.
- May vote for Executive Officers, Line Officers and Staff Officers.
- Shall not be allowed in an involved structure.

Section 1.1.4 Active D Members:

- Will be a temporary position for Active A and B Members who could not attend required practices and meetings as prescribed in Article VII, Section 6.
 - It will give these members an opportunity to regain Active A or B status.
 - If after one (1) year the member has not met the Active A or B requirements, they will be moved to Inactive Status.
- Shall respond to all emergency and non-emergency calls when available.
- Shall not have the right to vote or hold office.
- Shall not be allowed in an involved structure.

Section 1.1.5 Fire Police:

- Persons joining the NVFD may join as Fire Police if a vacancy exists in the Fire Police unit. (Shall consist of no more than ten (10) members.)
- Duties will be limited only to those duties of the Fire Police.
- Shall be required to complete a Fire Police course during their one-year probationary period.
- Upon their completion of their one-year probationary period, they will be Active Members and be entitled to the same privileges as Active members.
- Shall be expected to attend required practices and meetings as prescribed in Article VII, Section 6.
- Cannot serve as Line Officers.
- May serve as Executive Officers.²

- Shall be able to vote for Line, Staff and Executive Officer positions.
- Active members will be given priority for vacancies in the Fire Police unit and such member shall be required to complete the Fire Police course.
- The Council of the Department shall determine whether or not the member has fulfilled the necessary requirements.
- The Town Clerk of Norfolk shall swear in Fire Police.

Section 1.1.6 Associate Members:

- Any person who is an Active Member in another Fire Department and works in the town of Norfolk.
- Shall have State of Connecticut Firefighter I, and provide proof.
- Shall abide by and be subject to the By-Laws of NVFD.
- Shall fill out an application and be elected by written ballot.
- Shall not have the right to vote or hold office.
- When on the scene of a fire, shall be regarded as Active A.

Section 1.2 General Members:

- Shall consist of no more that 20 members.
- Any person who is eighteen (18) years of age.
- Shall not be required to complete Firefighter I.
- Shall be exempt from Article VII, Section 6.
- Shall annually serve on at least one committee, or hold an executive office, or put in 15 hours of volunteer service to the NVFD.
- Shall not be allowed to perform any firefighting functions.
- Shall be proposed and elected upon the same as new members.
- Shall not vote for or hold any Line or Staff Officer position.
- Shall be allowed to vote for and hold Executive Officer positions.
- Upon written request they can move to become Active members by meeting the requirement of New Members.

Section 1.3 Veteran Members:

- Any member, fifty years of age or older, with ten years of service, or who is physically impaired, may request, in writing, transfer from Active membership to Veteran membership.
- Are exempt from Article VII, Section 6.
- Shall be entitled to vote at any meeting.
- Shall be able to vote for and hold any Executive Officer position.
- Can serve as a member of the Board of Trustees.
- Shall not be able to vote for or hold any Line or Staff Officer position.
- Veteran members shall have all other privileges of Active members.

Section 1.4 Honorary Members:

- Any person who has rendered exceptional service to the Department.
- Shall be voted on in the same manner as new members.
- They shall not be able to vote or hold any office.
- Shall not be allowed to perform any firefighting functions.
- Are exempt from Article VII, Section 6.

- The Department Chaplain will be an Honorary Member.
- Upon written request they can move to become Active members by meeting the requirements of New Members.

Section 1.5 New Members:

- Shall be a resident of Norfolk, CT, or live in an abutting town. The NFVD Chief shall communicate with the Chief of the department in the abutting town regarding membership in the NVFD.
- Shall be at least eighteen (18) years of age, of good moral character and must pass the annual prescribed physical examination.
- Any Active member in good standing may recommend a candidate for membership by submitting an NVFD Membership form. The signed Application form shall be submitted at any regular monthly meeting.
- After investigation, recommendation by the membership committee, and a thirty (30) day waiting period, said candidate shall be voted on by written ballot at a regular meeting of the Department and shall be elected by a vote of two-thirds (2/3) of the members present.
- Shall first be a probationary member for, one (1) year, during which time they will be offered in house training
- Active A members shall show proof of FFI certification or be given one year to enroll and two years to show proof of Connecticut FFI certification
- At the end of the first year, the Department Council shall determine whether or not the new member has fulfilled the necessary requirements, and if so, shall recommend full membership at a regular meeting of the department.
- Members on probation shall be entitled to all privileges of active members except the right to vote or hold office.
- To successfully complete the probationary period, each new member shall attend the required practices as prescribed in Article VII, Section 6.
- Any person desiring to become a member, who has been a member of Norfolk Fire Cadets, shall have the 30-day waiting period waived.

Section 1.6 Fire Cadet Members

- Shall be a resident of Norfolk, CT, or live in an abutting town
- Shall be at least fourteen (14) to eighteen (18) years of age, of good moral character, and must present proof of an annual physical examination.
- Any Active member, in good standing, may recommend a candidate for membership in the Fire Cadet program by submitting an NVFD Membership form. The application must be signed by the applicant, the parent or guardian, and the Fire Cadet advisor. The signed Application form shall be submitted at any regular department monthly meeting.
- Shall not vote for, or hold and NVFD department Executive, Line, or Staff position.
- Are exempt from Article VII, Section 3, Section 6, and Section 8.
- Fire Cadets are encouraged to attend regular department meetings, drills and practices for more intensive training.
- Shall respond to all emergency and non-emergency calls when available according to the Fire Cadet Standard Operating Procedures (SOP).
- Shall not be allowed in an involved structure.

- At the scene of an emergency, Fire Cadets members are under the direction of any NVFD Officer or Firefighter. Their function is to provide support services necessary for the mitigation of an emergency. Cadets have the obligation to follow directions quickly and efficiently for their safety and the safety of others.
- The Fire Cadet advisor may suspend any Fire Cadet for any reason, at any time that he/she deems necessary, until a hearing by the NVFD Council.
- Is covered by the NVFD Department's VFIS insurance program but must have medical insurance provided by parents or guardians.

Article IV Insurance

Insurance coverage for the NVFD shall be provided, as agreed upon, by the Town of Norfolk. In addition to the town provided insurance, all Active, Associate, New, Veteran, Fire Police, General, Honorary, and Fire Cadet members will be covered by the Fire Department insurance policy when at Fire Department functions. Fire Cadets are not covered by the Town of Norfolk insurance.

Article V Finances

The NVFD may raise funds by any and all legal means. All income shall support the NVFD. The Department Treasurer shall deposit income to a general savings account of the NVFD, unless otherwise directed.

Fees for training classes will be the responsibility of the NVFD.

No part of the net earnings of the NVFD shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons, except that the NVFD shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the NVFD's exempt purposes as set forth above. No substantial part of the activities of the NVFD shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the NVFD shall not participate in, or (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the NVFD shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1954 or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954.

Upon the dissolution of the NVFD, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the NVFD, dispose of all of the assets of the NVFD exclusively for the purposes of the NVFD in such manner, to the Town of Norfolk, Connecticut, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt

organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1954, as the Board of Trustees shall determine.

Article VI Organizational Structure

Section 1 The organizational structure of the NVFD shall consist of two separate branches. One branch shall be Executive Officers and the other branch shall be Line and Staff Officers. There shall also be a Board of Trustees.

- Each Executive, Line and Staff Officer shall be elected for a one (1) year term.
- Each elected Officer shall not hold the same elected position for more than ten (10) consecutive years.

Section 2 The Executive Officers

- President
- Vice President
- Secretary
- Treasurer

Section 2.1

- Shall be elected by paper ballot at the Annual Meeting and serve a one (1) year term.
- Shall have the authority to perform all duties conferred upon such officer under the by-laws of the NFVD.
- Shall have no authority at the scene of a fire or other emergency.
- Shall abide by the Statutes of the State of Connecticut and the Ordinances of the Town of Norfolk.

Section 2.2 The President

- Shall preside over all membership and Council meetings.
- Shall establish committees and appoint committee members.
- Shall be a spokesman for the NVFD.
- Shall be an ex-officio, non-voting member of all committees.
- Shall appoint a representative to the Emergency Services Committee of the Town of Norfolk.
- Shall only vote in the case of a tie.
- Shall have no authority at the scene of a fire.
- Shall act in the best interest of the NVFD as mandated by the membership.
- Shall represent the NVFD at town functions when appropriate.
- Shall sign checks in the absence of the treasurer.
- Shall preside over the Council.
- Shall be bonded by the NFVD.
- Shall assist with the preparation of the annual budget.

Section 2.3 The Vice President

- Shall assume the duties of the President in the absence of the President.
- Shall assist the President in other duties as needed.

Section 2.4 The Secretary

- Shall record and maintain the minutes of the monthly meetings.
- Shall record and maintain the minutes of the Council.
- Shall record and maintain the minutes of the Annual meeting.
- Shall be responsible for the correspondence of the NVFD.
- Shall be a stipend position.

Section 2.5 The Treasurer

- Shall be bonded by the NVFD and be a stipend position.
- Shall serve as the Treasurer for all committees.
- Shall receive all monies and maintain the Department Accounts. Any account to be opened or closed shall require two authorized signatures.
 - The Treasurer shall advise the membership whether sufficient funds exist in the department accounts to cover expenditures being considered for approval. The Treasurer shall process payment of allocated expenditures.
 - All accounts payable, receivable, bank statements, cancelled checks, and vouchers, shall be retained by the Treasurer according to accounting principles.
 - Shall assist with preparation of the department annual budget.
 - Note: An accounting or accounts payable voucher is a document used as an internal control mechanism in the invoicing process. The voucher is filled out after a three-way match of the invoice, purchase order and receiving report. A three-way match ensures that ordering information, receiving information and invoicing information are consistent. The key pieces of information matched are **quantity, price and total sales dollars**.

Section 3 Line Officers of the NVFD shall be:

- The Chief
- The 1st Assistant Chief (1)
- The 2nd Assistant Chief (1)
- Captain (1)
- Lieutenants (3)
- EMS Captain (1)

Section 3.1

- These Officers shall be elected by paper ballot at the Annual Meeting and serve a one (1) year term.
- Shall have the authority to perform all duties conferred upon such officer under the by-laws of the NFVD.
- They shall be required to take such training courses as deemed necessary by the Chief to fulfill their duties and responsibilities.
- Shall assist the Chief in every possible manner.
- Shall, in the Chief's absence, assume the duties of the Chief in order of rank.

Section 3.2 Chain of Command shall be as follows:

- Chief
- 1st Assistant Chief
- 2nd Assistant chief

- Captain
- EMS Captain
- Lieutenants (3)

Section 3.3 Chief

- Shall be the ranking officer of the NVFD.
- In the best interest of the department and the town, Fire Chief shall have documented officer training above that of the regular membership and shall hold, at least, Fire Fighter 2 Connecticut state certification.
- Shall be required to have documented training in water supply and pump operations as set forth in the SOG's.
- Shall see to it that all apparatus and equipment of the NVFD is in good condition and repair.
- Shall recommend to the Board of Trustees the purchase of such equipment and apparatus as deemed necessary to the proper functioning of the Department.
- Shall oversee the education, training health and safety, and discipline of the membership.
- Shall authorize attendance to all fee-based training classes. Training classes previously attended may be repeated upon approval of council. Members may be requested to pay course fees. Class fees may be reimbursed upon successful completion of class or reimbursement of fees denied based on justification of the council.
- May take command and direct the actions of the members at fires, emergencies and other incidents.
- Shall be a spokesman for the NVFD.
- Shall appoint the Training Officer.
- Shall appoint the Fire Police Officer.
- Shall appoint the Safety Officer.
- Shall take command of inspection at parades.
- Shall appoint the Public Information Officer

Section 3.4 Assistant Chiefs

- In the best interest of the department and the town, the Assistant Chiefs shall have documented officer training above that of the regular membership and shall hold, at least, Fire Fighter 2 Connecticut state certification.
- Shall be required to have documented training in water supply and pump operations as set forth in the SOG's.

Section 3.5 Captain

- Must be Fire Fighter I certified.
- Must be qualified for and expected to perform interior firefighting operations.
- Shall oversee water supply, rescue, and fire suppression operations.
- Shall be required to have documented training in water supply and pump operations as set forth in the SOG's.

Section 3.6 EMS Captain (Car 20).

- Shall operate under CT State OEMS and CHH guidelines.

- Shall possess and maintain a CT State medical certification of EMR or higher for at least (2) two years.
- Shall oversee the upkeep of departmental medical equipment.
- Shall maintain the NVFD's 1st Responder License
- Shall maintain an annual list of medically certified personnel.
- Shall coordinate yearly Blood/Air borne/CPR/AED trainings to the membership.
- Shall keep a record and inventory of departmental medical equipment and make an accurate check of same after each incident and re-stock as needed.
- Shall, as soon as possible after each incident, report any missing medical equipment to the Chief.
- Shall keep records as to the use and repair of medical equipment directed by the department, and if necessary, may request the Chief for additional assistance from membership.
- Shall coordinate with NLCA during medical emergencies.
- Shall coordinate Firefighter Rehab operations when necessary
- Shall work with NLCA to facilitate joint operations and trainings.
- Shall be expected to attend required practices and meetings as prescribed in Article VII, Section 6

Section 3.7 Lieutenants

- Must be Fire Fighter I certified.
- Must be qualified for and expected to perform interior firefighting operations.
- Shall supervise the issuing of Turnout Gear.
- Shall oversee the upkeep of the departmental equipment other than apparatus.
- Shall keep a record and inventory of departmental equipment and make an accurate check of same after each fire.
- Shall, as soon as possible after each fire, report any missing equipment to the Chief.
- Shall keep records as to the use and repair of equipment directed by the department, and if necessary, may request the Chief for additional assistance from membership.

Section 4 Staff Officers of the NVFD shall be:

- Mechanics (2)

Section 4.1

- These Officers shall be elected by paper ballot at the Annual Meeting and serve a one (1) year term.
- Shall have the authority to perform all duties conferred upon such officer under the by-laws of the NFVD.
- They shall be required to take such training courses as deemed necessary by the Chief to fulfill their duties and responsibilities.

Section 4.2 Mechanics (2)

- Shall keep the fire apparatus in proper mechanical repair.
- Shall keep any necessary records pertaining to each apparatus.
- Shall report to the Chief, any changes in the status of the apparatus.
- Shall be able to take apparatus for fuel, test drives, etc. without the permission of a Line Officer.

- Shall be a stipend position.

Section 5 Appointed Officers of the NVFD shall be:

- Safety Officer
- Training Officer
- Fire Police Officer
- Public Information Officer
- Technical Ropes Officer

Section 5.1 Safety Officer

- Shall make Incident Command aware of potential or existing safety hazards, but the Incident Command has the ultimate responsibility for scene safety.

Section 5.2 Training Officer

- Shall consult the Chief and Council in the planning, organization, direction and control of the training program for the NVFD.
- Shall coordinate the Department's training with the State's training and certification program as well as other outside training resources.
- Shall from time to time call on members to report for drills and practice sessions.
- Shall maintain a library of publications on fire prevention and protection and shall make use of it to the best advantage of all members.
- Shall maintain individual files and records of the training program.
- Shall report to the Chief and Council, any member who fails or has problems meeting the NVFD's training requirements.
- Shall recommend to the Chief and notify the membership of payment of fees for additional classes.
- Shall maintain a library of fire protection and suppression material.

Section 5.3 Fire Police Officer

- Shall be in charge of the Fire Police Unit.
- Shall be responsible for traffic and crowd control at the scene of Department incidents.
- Shall report to the ranking Line Officer at the scene.
- Shall be responsible for appropriate training of the Fire Police.

Section 5.4 Public Information Officer

- The Public Information Officer is tasked with keeping the community, media, and public officials informed on fire department safety messages, activities, and emergency incidents.

Section 5.5 Technical Ropes Officer

- Shall possess training and/or experience in rope rescue operations.
- Shall oversee the upkeep of department rope rescue equipment.
- Shall maintain a record and inventory of department rope rescue equipment and restock as needed after each incident.
- Shall report any missing or damaged rope rescue equipment to the chief after each incident.
- Shall maintain records as to the use, repair, or replacement of rope rescue equipment.
- Shall collaborate with regional agencies to facilitate joint operations and training.

- May request of the Chief for additional assistance from the membership.

Section 6 Board of Trustees

Section 6.1

- Shall consist of three (3) members.
- Shall have a minimum of 5 consecutive years of membership in the NVFD.
- Shall be elected annually by paper ballot at the Annual Meeting.
- Shall name its own Chairman.
- Shall review all by-laws change proposals.
- Shall present to the membership all by-laws change proposals endorsed by at least 2/3 of the trustees.

Section 6.2

- The management and control of the property and finances of the Department shall be vested in the Board of Trustees.
- Shall have the books of the department audited annually or more often at their discretion.
- In an emergency, a majority of the Board of Trustees shall have the authority to recommend necessary expenditures.
- Shall approve all purchases of non-budget items in excess of \$500.
- Shall annually work with the Chief, President and Treasurer to prepare a budget containing the estimated income of the Department and the expenses for the following fiscal year.
- Shall work in conjunction with the President, Chief, and Treasurer of the Department
- Shall form and determine a grievance committee in accordance with the NVFD Discipline policy as needed.
- A two-thirds (2/3) vote of the membership present at a regular meeting can override the veto of the Board of Trustees action.

Section 7 Nominations and Elections

Section 7.1

- Elections for all Executive officers, Line Officers, Staff Officers and Board of Trustees shall be held by paper ballot, at the Annual Meeting.

Section 7.2

- Any eligible member may be nominated for office within the Department.
- Any member nominated for an office may decline such nomination.
- Nominations for office will be submitted to the Nominations Committee on forms provided by the Committee.
- The Nominations Committee will then determine the candidates for each office and propose these names to the membership for election at the Annual Meeting.
- Members shall receive a nomination form provided by the Committee to propose their choice of candidates by July 1.
- Completed nomination forms shall be placed in a locked box, located at the Fire House by July 21.

- Nomination results will be posted at the firehouse and on-line by August 15.
- Any member who receives one nomination for a position shall be brought up for a second during the election process.
- Members receiving at least two (2) nominations will be considered to have been seconded prior to the Annual Meeting.

Section 7.3

- Absentee ballots shall only be available for the annual election and to fill a vacancy in the office of Fire Chief, 1st Assistant Chief, 2nd Assistant Chief, Captain, 1st LT, 2nd LT, 3rd LT, EMS Captain, President, Vice President, Treasurer, Secretary, (2) Mechanics, and (3) NVFD Trustees.
- Absentee ballots shall be made available and obtained from the President or the Chief after August 15th or within 2 weeks for members unable to attend the election of officers only if the following prerequisites are met:
 - Submitting proof of an annual departmental physical.
 - After the annual NVFD Council meeting ensuring the member has met all the provisions of Article VII or any other applicable section of the NVFD By-Laws.
- Valid excuses for requesting an absentee ballot:
 - Service in the US armed forces
 - Personal illness or physical disability
 - There will be a scheduled absence from town during the vote
 - School and/or Training
 - Religious tenets which forbid secular activity on election day
- After a member has voted with an absentee ballot, the absentee ballot envelope shall be sealed and signed on the outside by the voting member.
- Members may only submit (1) one absentee ballot.
- Completed absentee ballots shall be returned by the member to the President or the Chief before the annual election in order to be counted.
- At the time for election, ballots shall be distributed to those members present who have not previously voted by absentee ballot.
- The Secretary and his/her designee shall confirm only one absentee ballot was submitted per member and remove the absentee ballots from the sealed envelopes and count them accordingly with the election ballots

Section 8 Vacancies of Office

- Should any vacancies occur among officers, notification of such vacancy shall be made at the next monthly meeting. Within 7 days, nomination forms shall be e-mailed to all eligible members and returned to the NVFD and placed in a locked box prior to the next monthly meeting. At that meeting, nominations will be read, and a vote taken for the position.
- The President shall, by e-mail, notify the membership of said election at least 2 weeks prior to the meeting.

Section 8.1

- No person shall duplicate any positions of Office except if a vacancy of office exists for two (2) or more months and:
 - The Officer petitions the Council for recommendation.
 - The Council, by majority vote, approves the Officer's petition.

- The Officer receives a majority vote at a monthly meeting.
- The Officer shall have only one (1) vote at Council meetings.
- No Officer shall be allowed to duplicate two (2) Line Officers positions.

Section 9 The Council

Section 9.1

- The Council shall consist of the Chief, Assistant Chiefs, Captain, EMS Captain, Lieutenants, President, Vice President, Secretary, Treasurer.
- The President will preside over the Council.

Section 9.2

- Shall have the power to make and prescribe such laws, ordinances, and regulations not inconsistent with the laws of the Federal Government, the State of Connecticut, and Ordinances of the Town of Norfolk and by-laws of the NVFD.
- Such laws, ordinances, and regulations shall be deemed necessary by the Council for the proper management of the affairs of the Department.
- Shall pass on to each member the responsibility to abide by these By-laws, and propose appropriate penalties upon all delinquencies and infringements.
- Shall act in all other matters as pertains to the business and purposes for which said Department is organized.
- Shall assist with the preparation of the annual budget.

Section 9.3

- Seven members of said council shall constitute a quorum.

Section 9.4 Annual Review

- All NVFD members shall have their membership reviewed yearly prior to the Annual Meeting, by the Council, making sure each member has obtained a physical and met all the provisions of Article VII or any other applicable section of the By-Laws.

**Article VII
Duties of Members**

Section 1 General Information

- All members in good standing shall be issued a key to the firehouse.
- Every member shall be required to subscribe to the By-Laws and Operating Procedures and Guidelines of the Department.
- A copy will be provided for that purpose.
- Pleading ignorance of the By-Laws and/or Operating Guidelines shall be no excuse for the neglect of any of the duties prescribed therein.
- Every member shall be strictly responsible and accountable for all articles of equipment issued to them by the NVFD.
- All active members will meet department Standard Operating Guidelines.
- Smoking is prohibited during any meeting or class.

Section 2 Incident Scene

- Each member at any alarm shall report immediately to the firehouse or the scene.

- The senior firefighter arriving shall be entitled to command until relieved by a Line Officer.
- Members shall wear the appropriate safety equipment at a fire, emergency and all training sessions. No member shall be on scene unless properly dressed.
- All members shall wear their NVFD identification tags and place them in the appropriate place while on duty.
- No member shall give information to the news media, unless that information has been approved by the Chief, or Senior Officer.
- It shall be the duty of the members of the Department when assisting at an incident to remain until the incident is under control and assist in loading all equipment and accessories on the fire trucks.
- Members shall not be relieved of a duty without reporting and having permission granted by a Line Officer.
- All members responding to an incident must report to a Line Officer or their appointee on the scene.

Section 3 On Duty

- Whenever the members of the Department shall meet for any purpose whatsoever, (except business meetings), whether by order of the Chief, vote of the Department or in answer to an alarm, they shall be considered on duty as prescribed by Sec. 7-314 of the Connecticut General Statutes.

Section 4 Conduct

- There shall be no alcoholic beverages or illegal substances consumed during meetings or practices
- No member shall respond to incidents while under the influence of alcoholic beverages or illegal substances.
- Members' actions shall conform to conventionally accepted standards of moral conduct and be in accordance with the ethical standards of a fire service, thus representing the NVFD and the Town of Norfolk in a positive manner. Members will abide by and be accountable to the NVFD Discipline policy
- Any member who is arrested (for other than a traffic violations), shall report such arrest to the president or chief within 72 hours and subsequently shall request an immediate, self-imposed, leave of absence until such time as the NVFD Council can determine a return date to active-duty status.
- Any member, who has their driver's license suspended or revoked, shall immediately cease to drive any and all NVFD apparatus and/or vehicles. Further, such member shall report the suspension or revocation of their driver's license to the president or chief within 72 hours.

Section 5 Membership Roster

- Members shall be required to sign the official membership roster from the Annual Meeting to December 31st.
- Failure to sign by December 31st will result in suspension, until the roster is signed.
- It will be the duty of the President to prepare and post the annual member roster.

Section 6 Attendance at Practices and Meetings

- All active members A, B, D, Fire Police, and New Members must attend 8 practices per fiscal year.
- All active A, B, D, Fire Police, and New Members must attend 6 monthly meetings per fiscal year.
- An Active A, B, or Fire Police member not meeting these requirements shall be moved to Active D membership until requirements are met.
- An Active A, B, or Fire Police member with ten (10) or more years of service can request to be moved to Active C membership.
- An Active D member not meeting these requirements shall be moved to Inactive Status.
- The Training Officer, shall, at six (6) months of the calendar year, inform the membership of their standing for requirements.
- Valid excuses for not meeting the minimum Department requirements shall be:
 - Sickness or death in the member's family.
 - Personal sickness.
 - Performing the duties of their livelihood.
 - Attending school.
- The Chief shall be notified of your absence and shall make the final determination.

Section 7 Injury or Illness

- Any member receiving an injury, having an accident or becoming ill while on duty for the Department shall immediately inform the Line Officer in charge.
- An accident report shall be filled out within twenty-four (24) hours by the member and signed by the Chief.
- Any member collecting Workmen's Compensation or similar payments must notify the Chief as soon as possible and must immediately suspend themselves from participation in all alarms or drills. Such members must then submit to the chief, a statement giving notice that they are on Workman's Compensation. The Chief may then set limitation of the duty upon the member.
- Shall present to the Chief, a certificate from the physician when able to return to full duties.

Section 8 Annual Physical Exam

- All NVFD Active A, B, C, D, Associate and Fire Police members shall have, or submit proof, of an annual physical examination by the annual meeting.
- The NVFD will provide a physician for the approved annual physical examination.
- The NVFD shall not be responsible for payment for any other physical examination.
- Failure to comply will result in suspension until a physical is obtained and proof is presented.

Article VIII Meetings

Section 1 Annual Meeting

- Shall be held on the last Monday of August for the purpose of electing Officers and the submission of their Fiscal Year Reports.
- These reports shall also apply to regular Standing Committees.
- Twenty or more Active Members shall constitute a quorum for the transaction of business at the Annual Meeting.

- If a quorum is not met, the Annual Meeting will be held the second Monday of September with no quorum requirement.

Section 2 Regular Meetings

- Regular meetings will be held on the first (1st) Monday of each month.
- Should the regular meeting of the Department fall on a legal holiday, such meeting shall be held on the following Monday.

Section 3 Special Meetings

- Special meetings may be called at any time by the President or by written request of ten (10) members.

Section 4 All meetings will be conducted using “Robert’s Rules of Order” for Parliamentary Procedure, unless superseded by the by-laws.

Article IX

Resignations, Suspensions, Terminations, Leave of Absence

Section 1 Any member desiring to resign shall present written notice to the Department President.

Section 2 NVFD Property

- Any member while under disciplinary action may be requested to return all property of the NVFD.
- Members upon termination will be required to return all properties to the Department.
- It shall be the Chief’s duty to make sure all NVFD property is returned.

Section 3 Leave of Absence

- Any member may request, in writing, a Leave of Absence. This request shall be submitted to the Council of the Department who will make a recommendation to the membership.
- The member granted such leave shall return all gear.
- Shall notify the Chief, or his designee, in writing, upon desire to return to active membership.

Section 4 Reinstatement

- Any former member may be reinstated in the membership by a majority written vote of the members present at any regular meeting of the Department.
- Any terminated member may petition the council to reapply for membership. Only with 2/3 vote of approval from the council shall the terminated member be considered eligible to complete a membership application to be acted on by the NVFD membership in accordance with the by-laws.
- They shall return as new members until the requirements for active membership have been fulfilled.

**Article X
Committees**

The NVFD shall have standing and ad hoc committees. Standing committees shall be appointed by the President after each Annual Meeting and will serve for a period of one year. The President will appoint ad hoc committees as required. Each ad hoc committee will be given a specific charge and a time in which to carry out that charge.

Section 1 House Committee

- Shall consist of at least three (3) members.
- The Chairperson reports to the President.
- Will care for and maintain all house equipment.
- Will maintain written usage guidelines for all facilities and equipment owned by the NVFD.
- Shall see that the Firehouse and grounds are kept in good shape and repair.
- Shall see that the House rules are enforced.
- Shall report any major repairs or improvements needed to the Department at a regular meeting.
- Shall notify the Chief or the President as to the use of the Firehouse.

Section 2 Membership Committee

- Shall consist of at least three (3) members.
- The Chairperson reports to the President.
- Shall investigate the character and eligibility of all persons proposed for membership.
- Shall report at a regular meeting for the election of such proposed members as provided in the by-laws.

Section 3 Uniform Committee

- Shall consist of at least two (2) members.
- Shall keep the NVFD in uniforms and accessories.
- Shall keep a record of all uniform expenses for Department records.
- Shall order all uniforms within Department guidelines.
- Shall annually check the condition of each member's uniform, in March and April, prior to parades.
- Each NVFD member shall be held strictly responsible and accountable for all articles of uniform issued to them.

Section 4 Nomination Committee

- Shall consist of at least three (3) members.
- Shall follow by-law procedures and conduct the elections at the Annual Meeting.

Section 5 Computer Administrator

- One member shall administrate the computer network.

Section 6 Parade Committee

Section 7 Fund Raising Committee

Section 8 By-Law Committee

Article XI
e-mail Privacy Statement

The NVFD shall not use information about members without their permission. The NVFD shall not transmit e-mail addresses to any third parties; although they may use the e-mail addresses provided to respond to any communication made to the Department. The NVFD e-mail makes articles and/or news available to its members. Please remember that any information disclosed becomes public information and members should exercise caution when deciding to disclose any personal information. The NVFD does not and will not sell any information to any third parties.

Article XII
Amendments

Any amendment to these by-laws shall be proposed in writing to the Board of Trustees for their review. If two-thirds (2/3) of the Board of Trustees endorses the change, the Board's chair will present the amendment at a regularly scheduled business meeting of the department. It shall then be posted and added to the agenda of the following regular business meeting for consideration to accept or reject by the attending membership.

In the event that two-thirds (2/3) of the Board of Trustees does not endorse the amendment proposal and subsequently it is not proposed by said board, any member showing a petition signed by a minimum of six (6) NVFD members whose membership classification is affected by the proposal may submit the proposed amendment at a regularly schedule business meeting of the department. It shall then be posted and added to the agenda of the following regular business meeting for consideration to accept or reject by the attending membership.

No amendments to these bylaws shall be made without the approval of at least two-thirds (2/3) of the members in attendance at a regular NVFD business meeting.

Article XIII
Effective Date

These by-laws shall supersede all previous by-laws, amendments and motions and shall become effective upon adoption of two-thirds (2/3) vote of the members at a regular meeting.

Amended January 4, 2016

Amended December 3, 2018 (Fire Cadet)

Amended June 1, 2020 (Technical Ropes Officer)

Amended November 7, 2022 (C Membership, mailing Nomination forms)

Amended December 5, 2022 (Proof of FFI state Certification for Active A members)

Amended January 9, 2023 (Officer duties)

Amended October 2, 2023 (Active D membership change)