

HECTOR CITY COUNCIL
Special Meeting Monday, October 28, 2024 at 6:30pm
Hector City Hall

Meeting called to order by/time: Mayor John Riley at 6:30pm

Council Members:	<u>Position</u>	<u>Name</u>	<u>Present / Absent</u>
	Alderman 1	Samantha Brashear	Absent
	Alderman 2	John Mosley	Present
	Alderman 3	Peggy Gregory	Present
	Alderman 4	Carey McGee	Absent
	Alderman 5	Hannah D'Amato	Present
Attorney:	Bill Smith		Absent

Media has been notified to announce Special Council Meeting.

Three council members present, this is adequate to hold a quorum.

Mayor Riley stated the job descriptions for the Hector Volunteer Fire Department were passed at the last meeting held on October 21, 2024, by motion and passed unanimously.

This meeting will discuss the following items: Hector Volunteer Fire Department (HVFD) Personnel Policy and Fire Department By-Laws.

Agenda Item A: City Council to consider Fire Department Personnel Policy and Fire Department By-Laws.

- Mayor Riley handed out a copy of the HVFD By-Laws to each council member to review, there was an issue with a couple of the pages, the images transposed on top of each other and had missing pages, See Exhibit A. Council member Hannah D'Amato had a marked-up copy, she handed out to each council member to review and discuss, See Exhibit B.
- Mayor and council discussed the HVFD By-Laws.
- Discussion on Section 3 – Mayor suggested could put positions subject to job descriptions established by the Hector City Council.
- Discussion on Section 3.1.2 – who needs to establish Standard of Operations Procedures (SOP), someone will need training on how to submit the run reports. Mayor's thoughts are that the command staff would establish or delegate that SOP are established. Council member Hannah D'Amato suggested starting a list of priorities of what needs to be established. Mayor suggested to Interim Fire Chief Guerian to put on the agenda for the next meeting to establish priorities for SOP for the fire department. Mayor asked when the priority list has been made to send a copy of them to him.
- Discussion on Section 3.2.A.c – for new members, the background checks and drug screening for initial membership will be paid by the City of Hector. If suspension or accident, then the person could be subject to a drug test. Council member Hannah D'Amato asked if a person had a medical marijuana card if this is acceptable, Mayor stated this may be a question that will need to be asked to Municipal, but his thoughts are since it is still federally illegal then the person should not be able to make a run since this is safety sensitive activity. The suggested wording in the markup copy will remain in the by-laws.
- Discussion on 3.4 – how to provide notice of meetings to public, Mayor suggested to Fire Chief and Recorder/Secretary to provide the Courier that the regular business meeting for the fire department is scheduled for the 2nd Wednesday of every month. If having a special meeting, notify news media

within the required time period along with the agenda items. Special meetings must only discuss what was on the agenda.

- Mayor Riley stated that the fire dues will need to be established by an ordinance.
- Council member Hannah D'Amato asked if volunteer fire members will be exempt from fire dues. Council members present agree that the active fire members should be exempt from paying fire dues. A section in the personnel policy Section 8.5.A will be added to exempt active fire members from paying fire dues.
- Only active fire members will be eligible for LOPFI and be reimbursed for fire runs as personnel policy suggests.
- Discussion on 6.0 – Code of Ethics – Fire department wanted to keep this in the by-laws.
- Discussion on pre-volunteer physical requirement – Mayor stated if this is listed in the personnel policy then he would remove the wording that a pre-volunteer physical is required.
- Mayor suggested that on the membership application, the fire department may request the applicant to list any known medical conditions if this is not already a request.
- Mayor Riley reminded that any items needed for the fire department to let the city know so they may be purchased this year and for a list of items that need to be established in the 2025 budget.
- The following changes will be incorporated into the Hector Volunteer Fire Department By-Laws: Striking Section 2.1.d, 2.1.e, 3.1.d, 3.1.f, 3.1.h, 3.1.i; 3.2.A.d striking portion of subsection D; striking Section 3.3; striking portion of 4.1.a to require Roberts Rule of Order; striking 4.4.e and striking 5.0 in its entirety.
- Council member Hannah D'Amato will capture the discussed edits/changes and send out the approved version of the Hector Volunteer Fire Department By-Laws to each council member.
- **Resolution presented by council member:** Resolution 2024-32: to approve the Hector Volunteer Fire Department By-Laws. **Motion made by:** Hannah D'Amato **Motion 2nd by:** Peggy Gregory **Vote:** Passed 3/3

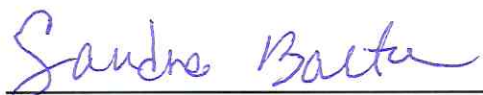
Agenda Item B: Council to consider a Resolution approving an amendment to Ordinance 2011-1 Personnel Policy

- Mayor Riley handed out Section 8 to council members to review, this section is being proposed to add to Ordinance 2011-1 Personnel Policy.
- Mayor and Council discussed Section 8 Hector Volunteer Fire Department.
- The following changes will be incorporated into Section 8: Section 8.4 remove mention of Chapter 3.g, add subsection 8.5.A to exempt active firefighter members from paying fire dues and change meeting name to business meetings being conducted monthly in Section 8.10.
- **Resolution presented by council member:** Resolution 2024-33: to Amend Ordinance 2011-1 Personnel Policy to add Section 8 Hector Volunteer Fire Department to the ordinance. **Motion made by:** Peggy Gregory **Motion 2nd by:** John Mosley **Vote:** Passed 3/3

Meeting adjourned:

Time: 8:28pm
Motion made by: Peggy Gregory
Motion 2nd by: Hannah D'Amato
Vote: Passed 100% (3/3)

The next meeting will be held on November 18, 2024, at 6:30pm.

A handwritten signature in blue ink that reads "Sandra Barta".

Recorder/Treasurer

A handwritten signature in blue ink, appearing to be "D. E. T.", written over a horizontal line.

Mayor

By signing, I agree that pages 1-3 are true and correct copy of the
special meeting held by the Hector City Council on October 28, 2024.

EXHIBIT A

HECTOR VOLUNTEER FIRE DEPARTMENT BY-LAWS

HECTOR FIRE DEPARTMENT

BY – LAWS



DATE: 09/27/2024

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HECTOR FIRE DEPARTMENT BY-LAWS

Purpose:

The purpose of this document is to set forth the minimum standards for conduct and performance, as well as to establish and identify procedures, guidelines and protocols to be followed by all members of the Hector Fire Department.

Scope:

These By-Laws may not cover all situations that maybe encountered and/or thrust upon the Hector Fire Department. The By-Laws are strict policy for the entire fire department to adhere to. These regulations may be amended and any changes will be recorded. They are intended for guidance of the entire department and are not expected to cover each specific act of duty.

Any and all previous By-Laws, Standard Operating Procedures, Guidelines or any like prior governing documents that existed prior to the adoption of the following are hereby considered null and void.

Firefighting is an inherently dangerous and ultra-hazardous activity. Proper training, practice, vigilance, and adherence to the rules, regulations and policies is essential. Unlike most other volunteer organizations, the safety and lives of the members of this organization could be jeopardized by careless or improper acts, or the failure to act when required to do so.

We are not only responsible for the safety of our fellow firefighters, we are entrusted with the awesome responsibility of protecting the lives and property of the members of our community. We don't take these responsibilities lightly, and we expect our members to make a serious commitment to the Hector Fire Department.

These Department By-Laws shall serve in concurrence with the established Procedures and Guidelines in unison with each other to ensure the effective management and operation of the Department. Each document should be referred to if a matter is presented before the Department for proper clarification on management. In the event of any contradiction, the By-Laws shall take precedence.

The Hector Fire Department shall conduct a yearly business meeting with the purpose of reviewing, considering and implementing changes to the By-Laws, Standard Operating Procedures, and Guidelines. Any changes must be agreed to by a majority vote in the affirm and documented.

Organization Overview:

The Hector Fire Department was established to provide services to the Hector, Arkansas community.

The Hector Fire Department's role in the community goes beyond emergency response, fire protection, fire prevention and disaster recovery. We are dedicated to being a positive influence in our community by supporting civic, social and moral betterment programs.

In accordance with City Ordinance 24-1 as passed by the Hector City Council, the Hector Fire Department is established as a Municipal and Rural Volunteer Fire Department.

SECTION ONE

1.0 ESTABLISHMENT OF DEPARTMENT

- 1.1 Whereas, Arkansas Code Annotated (A.C.A) 14-53-101 gives the power to the city council to establish a fire department and provide them with engines and other such equipment as shall be necessary to extinguish fires and preserve the property of the city and the inhabitants from conflagration, and in accordance with Hector City Ordinance No. 24-1 as passed by the Hector City Council effective 27 August 2024, the governing body of the City of Hector does hereby establish the Hector Fire Department as a Municipal and Rural Volunteer Fire Department.

SECTION TWO

2.0 FORMATION AND DESCRIPTION OF BOARD POSITIONS AND DUTIES

2.1 As required by Arkansas State Law, a Hector Fire Department Board of Directors shall be established with the following:

- A. Three (3) Board positions shall be fulfilled by individuals recommended for placement by the Fire Chief, with the advice and consent of the Department with a majority vote in the affirm, for a term of two (2) years, and;
- B. Two (2) Board positions shall be fulfilled by individuals recommended by the Mayor, with the advice and consent of the Hector City Council with a majority vote in the affirm, for a term of two (2) years;
- C. Board Members must reside within the boundaries of the Hector Fire District, be current on fire dues, not be convicted nor be presently charged with any felony or domestic violence offense, and;
- D. Upon the formation of the Board of Directors, the following positions with their respective duties and responsibilities shall be established:
 - i. President
 - 1. Shall call to order, preside, and close all meetings and ensure all manners of business are conducted in a manner consistent with Robert's Rules of Order.
 - 2. Be entitled to one (1) vote on each issue brought before the Board.
 - ii. Vice-President
 - 1. In the absence of the Board President, shall call to order, preside, and close all meetings.
 - 2. Be entitled to one (1) vote on each issue brought before the Board.
 - iii. Secretary
 - 1. Shall transcribe, maintain, and disseminate minutes of each Board meeting to the members therein during each meeting, and upon request of any Board member, or constituent.
 - 2. Be entitled to one (1) vote on each issue brought before the Board.
 - iv. Treasurer
 - 1. Shall maintain and disseminate financial statements of the Department to the Board upon each meeting and to the City Council upon request. These records shall include but not be limited to expenses, revenue, donations, and fire dues received.
 - 2. Be entitled to one (1) vote on each issue brought before the Board.

v. Member

1. Shall attend each Board meeting as called to order by the President.
 2. Be entitled to one (1) vote on each issue brought before the Board.
- E. The Board shall decide among itself who shall fulfill each role. Board positions shall rotate from one term to the next. At the end of the two-year term, Board members can petition for reinstatement or another term, or vacate the position.
- F. The Hector Fire Department Board of Directors shall advise to the Hector City Council the financial needs, status, and requests of the Department. The Board shall have no influence over the operational aspects of the Department in terms of response protocol, election of Officers, member requirements, or similar areas.
- G. If the City Council or Department deems it necessary to remove a Board Member from their position, a vote to remove shall be held, with a majority vote in the affirm to remove.
- H. If a Board Member is charged with any felony or domestic violent offense, that member shall be suspended from their position until the disposition of their case(s).
- I. If the disposition of the case(s) results in a conviction of any of the aforementioned circumstances, that Board Member shall be removed from their position immediately.
- J. No person shall hold more than one single position of authority and/or influence over the Department.

SECTION THREE

3.0 FORMATION, APPOINTMENT, ELECTION, AND DESCRIPTION OF FIRE OFFICERS AND FIREFIGHTERS

The Hector Fire Department shall, in accordance with City Ordinance 24-1 and with the Incident Command System, establish and maintain the following Fire Officer positions with the duties and responsibilities included therein:

A. Fire Chief

- a. Direct the daily operations of the Department and evaluate the same to ensure effective response readiness and professionalism standards are met and maintained.
- b. Preside over all business and training meetings.
- c. Supervise subordinate Fire Officers, evaluate their performance, and recommend changes as necessary.
- d. Attend all Pope County Firefighter Association meetings and maintain a positive working relationship with all the corresponding Fire Chiefs and their respective Departments.
- e. The Fire Chief shall be appointed by the Mayor for a term of one (1) calendar year. The Mayor can reappoint the current Fire Chief for another term and so on until that person resigns, retires or is terminated from the position.
- f. Only members with at least five (5) years' experience and adequate training shall be considered for the position.
- g. No person shall be considered for the position of Fire Chief if that individual also concurrently serves at the Mayor.

B. Assistant Fire Chief

- a. Assist the Fire Chief in the direction of the daily operations of the Department and evaluation of the same to ensure effective response readiness and professionalism standards are met and maintained.
- b. Preside over all business and training meetings in the absence of the Fire Chief.
- c. Supervise all subordinate Fire Officers assigned to them, evaluate their performance, and recommend changes as necessary.
- d. Attend all Pope County Firefighter Association meetings and maintain a positive working relationship with all the corresponding Fire Chiefs and their respective Departments.

- e. The Assistant Fire Chief shall be appointed upon a recommendation from the Board with vote of approval from the City Council.
- f. Only members with at least five (5) years' experience shall be considered.

C. Captain

- a. Supervise all subordinate Fire Officers, and Firefighters assigned to them, evaluate their performance, and recommend changes as necessary.
- b. Supervise and participate in fire prevention / inspection activities, and training.
- c. Oversee the specific section assigned to them (Operations, Training, Safety, etc).
- d. Only members with at least three (3) years' experience shall be considered.

D. Lieutenant

- a. Supervise all subordinate Firefighters assigned to them, evaluate their performance, and recommend changes as necessary.
- b. Each Lieutenant shall assist their respective Captain in the specific section of their assignment (Operations, Training, Safety, etc).
- c. Only members with at least three (3) years' experience shall be considered.

E. Fire Marshal

- a. Inspect the Hector School District for compliance to Fire Codes and contact the State Fire Marshal's Office when necessary for investigations.
- b. Only members with at least three (3) years' experience shall be considered.

3.1 Fire Officers

- A. Fire Officers shall be held to a higher standard as leaders within the Department. As such, each Fire Officer will strictly abide by the Firefighter Code of Ethics, as well as the personal conduct requirements as set forth by these By-Laws and the Department Procedures / Guidelines. A violation of any one of these shall be grounds for immediate dismissal.
- B. The term for each Fire Officer is for one (1) calendar year starting January 1 and ending December 31 unless that position is suspended.
- C. The positions of Captain, and Lieutenant shall be elected directly by the members of the Department by majority vote.
- D. The position of Fire Marshal shall be appointed by the Fire Chief.
- E. All Fire Officers are subject to the By-Laws, and Standard Operating Procedures / Guidelines.
- F. No person shall hold more than one single position of authority and/or influence over the Department.

- G. Fire Officer candidates must be qualified for the position they are nominated for. This includes having adequate training and experience relative to the position.
- H. The number of Fire Officers shall be dictated by the number of active firefighters on roster at any given time. Should it become necessary to eliminate any Officer position (or duplicate) due to personnel shortages, the Fire Chief shall suspend that position indefinitely until such time that a sufficient number of personnel are on the roster to justify the need for that position.
- I. In the event a personnel shortage occurs when the Department has two or more active Assistant Fire Chiefs, Captains, and/or Lieutenants, the most experienced Officer (determined by years of service, training, and overall experience) in those positions shall be retained. The other positions will be dissolved until more personnel are added to the active roster, at which point those positions may be reinstated.
- J. It is the duty of all Fire Officers to ensure that the guidelines and procedures are strictly adhered to and enforced by all personnel of the Hector Fire Department. These procedures will be utilized while operating at all emergency operations mutual aid incidents, training exercises, at the stations, and on Hector Fire Department property.
- K. On the fire ground or any emergency response, the Fire Officers are responsible for front-line supervision of the firefighters at the company level and for tactical decision making within the Incident Command System. They are the tactical interface between the front-line firefighters and Chief Officers, who are responsible for overall incident command and strategic decision making.
- L. To avoid conflict, if a Department member is a duly elected Fire Officer, that individual cannot concurrently serve as a Fire Officer on another Department without proper authorization from both agencies.
- M. If the Department deems it necessary to remove a Fire Officer from their position, a vote to remove shall be held, with a majority vote in the affirm to remove.
- N. If a Fire Officer is charged with any felony or domestic violent offense, that member shall be suspended from their position until the disposition of their case(s).
- O. If the disposition of the case(s) results in a conviction of any of the aforementioned circumstances, that Fire Officer shall be removed from their position immediately as well as dismissed from the Department.

3.2 Members

- A. In accordance with Section 1.5 of the Department Procedures and Guidelines, the following apply with regard to establishment of members within the Department.
 - a. All members must submit an application in its entirety and agree to abide by the Firefighter Code of Ethics.
 - b. Applicants must be at least eighteen (18) years old at the time of application.
 - c. Applicants shall agree to submit to a comprehensive criminal background check through the Arkansas State Police and bear the cost of such, as well as a comprehensive drug screen via urine, blood or hair follicle sample. No applicant with a felony conviction in

any degree, or domestic violence, shall be considered. This includes individuals who have been discharged from the Armed Forces of the United States on any condition(s) less than Honorable.

- d. The applicant must attend an in-person interview with the Fire Officers of the Department, who must agree to recommend the applicant before the Department for a vote after they have attended three (3) consecutive meetings.
 - e. The active members of the Department shall vote on the applicant to either accept them for a probationary period or for dismissal. The vote for acceptance must be majority.
 - i. In the event a majority vote is not reached on the first vote, discussion shall be held amongst the members present and a second vote will be held. If the second vote fails to reach majority agreement for acceptance, the applicant shall be dismissed.
- B. In accordance with Section 1.5.2, all provisions of Probationary Firefighter stand.
- a. If accepted for Probationary Firefighter, the following training must be completed:
 - i. Intro to Firefighting
 - ii. Personal Protective Equipment
 - iii. Wildland Firefighting
 - 1. As wildland firefighting is generally only offered in our area once per year, this course may be taken at any time.
 - b. The following Federal Emergency Management Agency (FEMA) Independent Study courses must be completed:
 - i. ICS-100 (Introduction to Incident Command System)
 - ii. ICS-200 (Single Action Resources & Initial Action Incident Management)
 - iii. ICS-700 (Introduction to NIMS)
 - iv. ICS-800 (National Response Framework: An Introduction)
 - c. Demonstrate basic essential firefighting skills and heightened firefighter safety skills (per level of training obtained).
- C. In accordance with Section 1.5.3, all provisions of Firefighter stand.
- a. An applicant becomes a firefighter after he/she has passed their probationary requirements and receive a majority vote in the affirm from current, active Department members with the recommendation of the Command Staff.

- b. In order for a firefighter to maintain his/her status as an active firefighter, the following requirements must be met throughout the year:
 - i. Maintain active response to emergency and non-emergency calls totaling at least thirty percent (30%) per quarter, or thirty percent (30%) in one (1) calendar year.
 - ii. Attend at least fifty percent (50%) of meetings in one (1) calendar year.
 - iii. Attend at least fifty percent (50%) of Work Days in one (1) calendar year.
 - i. Exceptions shall be made to this with regard to employment requirements, education, or other obligations that members must fulfill not limited to personal, religious, medical, or any other not stated herein.
- c. Firefighters will submit to a comprehensive criminal background check through the Arkansas State Police every five (5) years and bear the cost of such as well as random drug screenings via urine, blood or hair follicle sample with or without notice or if reasonable suspicion is raised to merit such.
- D. Should any member be charged with any felony or domestic violent offense, that member shall be suspended immediately until the disposition of their case(s). Should a member be convicted of such, they shall be dismissed from the Department.
 - a. Any violation of the Firefighter Code of Ethics shall be grounds for immediate dismissal.

3.3 Junior Firefighter / Explorer Program / Arkansas LEARNS Act Community Service Hours

- A. In accordance with City Ordinance 24-1, the Hector Fire Department establishes a Junior Firefighter / Firefighter Explorer program with the following:
 - a. Individuals wishing to participate in the program must complete a Junior Firefighter / Firefighter Explorer Application provided by the Department in its entirety accompanied by a participation authorization form signed by the parent or legal guardian with a medical release signed by a physician, medical background and insurance information.
 - b. Participants approved shall be authorized to engage in limited operations with the Department including:
 - i. Station Operations / Maintenance / Clean-Up / Work Days
 - ii. Training Sessions
 - iii. Department Fundraisers
 - c. Participants must be at least fourteen (14) years old.

Each member is entitled to one (1) vote on each matter except the Fire Chief or Presiding Officer of each meeting except in the instance of a tie.

- C. Under no circumstances will proxy voting be permitted. Members must be physically present in order to cast a vote.
- D. Voting may be done by, Voice Vote, Rising Vote (Division of the Assembly), Show of Hands, or any vote method as prescribed by Robert's Rules of Order upon majority agreement by the Department.
- E. To avoid any and all unnecessary conflict that may arise, certain elections should be conducted by paper ballot with the following procedures:
 - a. The Department Secretary shall prepare paper ballots prior to the vote.
 - b. Department members shall cast their vote in the office when summoned by the Secretary, by writing the name of their chosen candidate legibly and submitting their vote into a secure container.
 - c. Once all ballots have been cast, the Secretary shall count and record the votes, then announce the results to the Department.
 - e. The Fire Chief shall designate when this method shall be applied, however any Department member can request a paper ballot on any matter for vote.

-
- E. No vote by proxy will be accepted nor considered. Only members present shall be able to cast a vote.
 - F. If a member is reinstated, they are entitled to the full rights and privileges as such except for seeking an Officer position.
 - a. If a member is reinstated, they must serve a consecutive three (3) years to be eligible for nomination for Fire Marshal, Lieutenant, or Captain and a consecutive five (5) years to be eligible for appointment to Assistant Fire Chief or Fire Chief.
 - G. Reinstatement documentation shall be added to their personnel file.

SECTION FOUR

4.0 MEETINGS AND VOTING

4.1 PARLIAMENTARY PROCEDURE

- A. All business and Board Meetings of the Department shall be conducted via parliamentary procedure in accordance with Robert's Rules of Order. The following Order of Business shall apply:
 - a. Call to Order
 - b. Reading of Minutes
 - c. Open Issues / Reports
 - i. Treasurer
 - ii. Standing Committees
 - iii. Board of Directors
 - iv. City Council / Mayor's Office
 - v. Officers / Chief's Report
 - vi. Special Committees
 - vii. Special Orders
 - d. Old Business
 - e. New Business
 - f. Announcements
 - g. Adjournment
- B. The Fire Chief and Board President shall be knowledgeable with regard to the aforementioned procedures.
- C. A Parliamentarian shall be appointed by the Fire Chief and/or Board President if necessary to ensure that all aspects of the Order are followed. They shall keep a copy of the most updated version of the Order and have it with them during said meetings.
- D. The Parliamentarian shall render the final verdict on any questions that may arise pertaining to such.
- E. Under no circumstances will Robert's Rules of Order be suspended, vacated, or in any form or fashion not otherwise stated, nullified or voided.
- F. Department business meetings are open to the public. The public shall receive a minimum forty-eight (48) hour notice of when a business meeting will be held. The public may observe training exercise only in a manner that will not present a safety hazard nor interfere with any aspects of the training exercise(s).

4.2 Meeting Dates and Times

- A. Department meetings shall be held on a repetitive date and time as set forth by the members therein in a manner that will allow sufficient attendance.
- B. A change in such must be agreed to by majority vote.

4.3 Meeting Minutes and Records

- A. In accordance with City Ordinance 24-1, the Department shall have a Secretary upon the recommendation of the Department to the Board and upon final approval by the City Council who shall keep detailed minutes of each meeting including vote records, and shall keep a secured archive of such.
- B. The archives shall be comprised of all records including back dated records from the time of the adoption of these By-Laws.

4.4 Voting

- A. Only members of the Department who have successfully fulfilled their respective Probationary Periods with active response status as defined in Section 1.2 of the Standard Operating Procedures / Guidelines, shall be entitled to a vote on matters that may arise.
- B. Each eligible member is entitled to one (1) vote on each matter except the Fire Chief or Presiding Officer of each meeting except in the instance of a tie.
- C. Under no circumstances will proxy voting be permitted. Members must be physically present in order to cast a vote.
- D. Voting may be done by, Voice Vote, Rising Vote (Division of the Assembly), Show of Hands, or any vote method as prescribed by Robert's Rules of Order upon majority agreement by the Department.
- E. To avoid any and all unnecessary conflict that may arise, certain elections should be conducted by paper ballot with the following procedures:
 - a. The Department Secretary shall prepare paper ballots prior to the vote.
 - b. Department members shall cast their vote in the office when summoned by the Secretary, by writing the name of their chosen candidate legibly and submitting their vote into a secure container.
 - c. Once all ballots have been cast, the Secretary shall count and record the votes, then announce the results to the Department.
 - e. The Fire Chief shall designate when this method shall be applied, however any Department member can request a paper ballot on any matter for vote.

SECTION FIVE

5.0 FIRE DUES, FINES, PENALTIES, AND PAYMENTS

- A. Fire due amounts shall be determined upon recommendation from the Fire Chief to the Board with approval from the City Council in an amount that will provide sufficient funding for the operation and sustainment of the Department.
- B. Fire due notices shall be mailed to each address on file within the Hector Fire District with a due date established by the Board and approved by the City Council.
- C. Should the Department be dispatched to a property that is delinquent on current dues, the legal property owner shall be held legally liable for penalties as applicable under Arkansas state law for the response of each apparatus and personnel on record.
- D. All payments to the Department shall be made at City Hall.
- E. A log shall be kept detailing who has paid current fire dues for reference after each call for service received by the Department.
- F. Active members shall be exempt from payment of fire dues to the Department.
- G. The Fire Chief and Mayor shall have full discretion in allowing unpaid fire dues to be paid in full to avoid liability for costs of services received from the Department.
- H. In accordance with AR Code § 23-88-102 (2023) the claimed amount shall not exceed five hundred dollars (\$500).

LEADERSHIP AND DISCIPLINE

- Recognize the Chain of Command as our leadership structure
- Encourage non-confrontational leadership
- Give clear directions
- Lead in a responsible, patient and motivational manner
- Share leadership through delegation and empowerment
- Defuse conflict by focusing on the issues
- Act in a responsible and professional manner at all times
- Take pride in our actions and tasks being undertaken

COMMITMENT

- Acknowledge that commitment comes from within
- Guard against under commitment
- Do as much as I am able without detriment to myself or my family
- Share and promote the culture, purpose, and objectives of the Fire Service

EQUITY AND DIVERSITY

- Provide fair access to training and development opportunities
- Treat all people as unique individuals and value their beliefs, opinions, knowledge and experiences
- Use appropriate language that will not offend others
- Actively discourage bullying, victimization or demeaning humor
- Assign roles according to talents and abilities
- Encourage people to achieve and grow
- Stand up for the right of others as well as my own
- Recognize and congratulate the achievements of others
- Stand up for our rights and seek equitable solutions
- Value others irrespective of race, religion, color, age, gender, or creed

Hector Fire Department

Revision: 001

By-Laws

September 2024

The Hector Fire Department Board of Directors, and Hector City Council do agree to these By-Laws as

ratified as necessary to suit the Department, with no reservations given this date of approval.

Hector Fire Department Board of Directors

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER

MEMBER

Date: _____

Hector City Council / Mayor

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

MAYOR

Date: _____

Hector Fire Department Officers and Firefighters

Michael S. Surin
FIRE CHIEF

[Signature]
ASSISTANT FIRE CHIEF

[Signature]
ASSISTANT FIRE CHIEF

CAPTAIN

LIEUTENANT

FIRE MARSHAL

Rhonda Bowden
FIREFIGHTER

Jake Miller
FIREFIGHTER

FIREFIGHTER

FIREFIGHTER

FIREFIGHTER

FIREFIGHTER

X
FIREFIGHTER

CAPTAIN

[Signature]
LIEUTENANT

[Signature]
FIREFIGHTER

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FIREFIGHTER

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FIREFIGHTER

[Signature]
FIREFIGHTER

Miranda Carson
FIREFIGHTER

[Signature]
FIREFIGHTER

[Signature]
FIREFIGHTER

Date: 9/27/24

EXHIBIT B

HECTOR VOLUNTEER FIRE DEPARTMENT BY-LAWS

MARK-UP

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HECTOR FIRE DEPARTMENT BY-LAWS

Purpose:

The purpose of this document is to set forth the minimum standards for conduct and performance, as well as to establish and identify procedures, guidelines and protocols to be followed by all members of the Hector Fire Department.

Scope:

These By-Laws may not cover all situations that maybe encountered and/or thrust upon the Hector Fire Department. The By-Laws are strict policy for the entire fire department to adhere to. These regulations may be amended and ~~any~~ changes ~~will~~ may be recorded. They are intended for guidance of the entire department and are not expected to cover each specific act of duty.

Any and all previous By-Laws, Standard Operating Procedures, Guidelines or any like prior governing documents that existed prior to the adoption of the following are hereby considered null and void.

Firefighting is an inherently dangerous and ultra-hazardous activity. Proper training, practice, vigilance, and adherence to the rules, regulations and policies is essential. Unlike most other volunteer organizations, the safety and lives of the members of this organization could be jeopardized by careless or improper acts, or the failure to act when required to do so.

We are not only responsible for the safety of our fellow firefighters, we are entrusted with the awesome responsibility of protecting the lives and property of the members of our community. We don't take these responsibilities lightly, and we expect our members to make a serious commitment to the Hector Fire Department.

These Department By-Laws shall serve in concurrence with the established Procedures and Guidelines in unison with each other to ensure the effective management and operation of the Department. Each document should be referred to if a matter is presented before the Department for proper clarification on management. In the event of any contradiction, the By-Laws shall take precedence.

The Hector Fire Department shall conduct a yearly business meeting with the purpose of reviewing, considering and implementing changes to the By-Laws, Standard Operating Procedures, and Guidelines. Any changes must be agreed to by advisory board, fire chief, a quorum vote with at least 51% of active members, not on probation, present to vote by majority vote will then be submitted to city council for final approval by majority vote, by a majority vote in the affirm and documented.

Organization Overview:

The Hector Fire Department was established to provide services to the Hector, Arkansas community offering city and rural fire services.

Hector Fire Department
Revision: 001

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The Hector Fire Department's role in the community goes beyond emergency response, fire protection, fire prevention and disaster recovery. We are dedicated to being a positive influence in our community by supporting civic, social and moral betterment programs.

In accordance with City Ordinance 24-1 as passed by the Hector City Council, the Hector Fire Department is established as a Municipal and Rural Volunteer Fire Department.

SECTION ONE

1.0 ESTABLISHMENT OF DEPARTMENT

- 1.1 Whereas, Arkansas Code Annotated (A.C.A) 14-53-101 gives the power to the city council to establish a fire department and provide them with engines and other such equipment as shall be necessary to extinguish fires and preserve the property of the city and the inhabitants from conflagration, and in accordance with Hector City Ordinance No. 24-1 as passed by the Hector City Council effective 27 August 2024, the governing body of the City of Hector does hereby establish the Hector Fire Department as a Municipal and Rural Volunteer Fire Department.

SECTION TWO

2.0 FORMATION AND DESCRIPTION OF BOARD POSITIONS AND DUTIES

2.1 As required by Arkansas State Law, a Hector Fire Department Board of Directors shall be established with the following:

- A. Three (3) Board positions shall be fulfilled by individuals recommended for placement by the Fire Chief, with the ~~advice and consent approval~~ of the Department with a majority vote in the affirm, for a term of two (2) years, and;
- B. Two (2) Board positions shall be fulfilled by individuals recommended by the Mayor, with the ~~advice and consent approval~~ of the Hector City Council with a majority vote in the affirm, for a term of two (2) years;
- C. Board Members must reside within the boundaries of the Hector Fire District, be current on fire dues, not be convicted nor be presently charged with any felony or domestic violence offense ~~and;~~

~~D. Upon the formation of the Board of Directors, the following positions with their respective duties and responsibilities shall be established:~~

~~i. President~~

- ~~1. Shall call to order, preside, and close all meetings and ensure all manners of business are conducted in a manner consistent with Robert's Rules of Order.~~
- ~~2. Be entitled to one (1) vote on each issue brought before the Board.~~

~~ii. Vice-President~~

- ~~1. In the absence of the Board President, shall call to order, preside, and close all meetings.~~
- ~~2. Be entitled to one (1) vote on each issue brought before the Board.~~

~~iii. Secretary~~

- ~~1. Shall transcribe, maintain, and disseminate minutes of each Board meeting to the members therein during each meeting, and upon request of any Board member or constituent.~~
- ~~2. Be entitled to one (1) vote on each issue brought before the Board.~~

~~iv. Treasurer~~

~~1. Shall maintain and disseminate financial statements of the Department to the Board upon each meeting and to the City Council upon request. These records shall include but not be limited to expenses, revenue, donations, and fire dues received.~~

~~2. Be entitled to one (1) vote on each issue brought before the Board.~~

~~W. Member~~

~~1. Shall attend each Board meeting as called to order by the President.~~

~~2. Be entitled to one (1) vote on each issue brought before the Board.~~

~~E. The Board shall decide among itself who shall fulfill each role. Board positions shall rotate from one term to the next. At the end of the two-year term, Board members can petition for reinstatement or another term, or vacate the position.~~

~~F.D. The Hector Fire Department Board of Directors shall advise to the Hector City Council fire department the financial needs, status, and requests of the Department. The Board shall have no influence over the operational aspects of the Department in terms of response protocol, election of Officers, member requirements, or similar areas.~~

~~G.E. If the City Council or Department deems it necessary to remove a Board Member from their position, a vote to remove shall be held, with a majority vote- 2/3 majority vote in the affirm to remove.~~

~~H.F. If a Board Member is charged with any felony or domestic violent offense, that member shall be suspended from their position until the disposition of their case(s).~~

~~I.G. If the disposition of the case(s) results in a conviction of any of the aforementioned circumstances, that Board Member shall be removed from their position immediately.~~

~~J. No person shall hold more than one single position of authority and/or influence over the Department. Goes against AR Code 14-42-115 (2020)~~

SECTION THREE ~~could we scratch this section?~~

3.0 ~~FORMATION, APPOINTMENT, ELECTION, AND DESCRIPTION OF FIRE OFFICERS AND FIREFIGHTERS~~

The Hector Fire Department shall ~~in accordance with City Ordinance 24-1 and with the Incident Command System, establish and maintain the following Fire Officer positions with the duties and responsibilities included therein. Shall abide by and follow the duties and responsibilities listed below, in addition to complying with the City of Hector job descriptions and expectations.~~

A. Fire Chief

- a. Direct the daily operations of the Department and evaluate the same to ensure effective response readiness and professionalism standards are met and maintained.
- b. Preside over all business and training meetings.
- c. Supervise subordinate Fire Officers, evaluate their performance, and recommend changes as necessary. ~~Fostering morality, encouragement, teamwork and leadership amongst crew and active members. Implement disciplinary actions or termination of active firefighters. Being quick to resolve conflicts amongst team members.~~
- d. Attend all Pope County Firefighter Association meetings and maintain a positive working relationship with all the corresponding Fire Chiefs and their respective Departments.
- e. The Fire Chief shall be appointed by the Mayor for a term of ~~one (1) calendar year~~ two years. The Mayor can reappoint the current Fire Chief for another term and so on until that person resigns, retires or is terminated from the position.
- f. Only members with at least five (5) years' experience and ~~adequate training~~ Intro, PPE, and Wildland with an additional 80 hours of documents Arkansas Fire Academy approved training shall be considered for the position.
- g. ~~No person shall be considered for the position of Fire Chief if that individual also concurrently serves at the Mayor. Against Arkansas Code 14-42-115 (2020)~~

B. Assistant Fire Chief

- a. Assist the Fire Chief in the direction of the daily operations of the Department and evaluation of the same to ensure effective response readiness and professionalism standards are met and maintained.
- b. Preside over all business and training meetings in the absence of the Fire Chief.
- c. Supervise all subordinate Fire Officers ~~assigned to them~~, evaluate their performance, and recommend changes as necessary. Fostering morality, encouragement, teamwork and leadership amongst crew and active members. Implement disciplinary actions when needed. Being quick to resolve conflicts amongst team members.
- d. Attend all Pope County Firefighter Association meetings and maintain a positive working relationship with all the corresponding Fire Chiefs and their respective Departments.
- e. The Assistant Fire Chief shall be appointed upon a recommendation from the Board with vote of approval from the City Council.
- f. Only members with at least ~~five (5)~~ 4 years' experience shall be considered. In addition to 4 years of firefighting experience, Assistant Chief must have 64 hours of documented Arkansas Fire Academy approved training.

C. Captain

- a. Supervise all subordinate Fire Officers, and Firefighters assigned to them, evaluate their performance, and recommend changes as necessary.
- b. Supervise and participate in fire prevention / inspection activities, and training.
- c. Oversee the specific section assigned to them (Operations, Training, Safety, etc).
- d. Only members with at least ~~three (3) years~~ 4 years' experience shall be considered. In addition to 4 years of firefighting experience, Assistant Chief must have 64 hours of documented Arkansas Fire Academy approved training.

D. Lieutenant

- a. Supervise all subordinate Firefighters assigned to them, evaluate their performance, and recommend changes as necessary.
- b. Each Lieutenant shall assist their respective Captain in the specific section of their assignment (Operations, Training, Safety, etc).
- c. Only members with at least three (3) years' experience shall be considered. In addition to 3 years of firefighting experience, Lieutenant must have 48 hours of documented Arkansas Fire Academy approved training.

~~E. Fire Marshal~~

~~a. Inspect the Hector School District for compliance to Fire Codes and contact the State Fire Marshal's Office when necessary for investigations.~~

~~b. Only members with at least three (3) years' experience shall be considered.~~

3.1 Fire Officers

- A. Fire Officers shall be held to a higher standard as leaders within the Department. As such, each Fire Officer will strictly abide by the Firefighter Code of Ethics, as well as the personal conduct requirements as set forth by these By-Laws and the Department Procedures / Guidelines. A violation of any one of these shall be grounds for immediate dismissal.
- B. The term for each Fire Officer is for ~~one (1) calendar year~~ two calendar years starting January 1 and ending December 31 unless that position is suspended.
- C. The positions of Captain and Lieutenant shall be elected directly by the members of the Department by a quorum majority vote with the advice from the advisory board, and submitted to the Hector City Council for a vote of approval.
- ~~D. The position of Fire Marshal shall be appointed by the Fire Chief. Are we required to have a fire marshal?~~
- E. All Fire Officers are subject to the By-Laws, and Standard Operating Procedures / Guidelines.
Who is responsible for the making of SOP's and what SOP's are needed?
- ~~F. No person shall hold more than one single position of authority and/or influence over the Department.~~
- G. Fire Officer candidates must be qualified for the position they are nominated for. This includes having adequate training and experience relative to the position. In the event, no one is qualified the position shall remain vacant until someone is qualified to fill the position. Exceptions for Chief and Assistant Chief will be considered by the Mayor subject to city council consideration and approval.
- ~~H. The number of Fire Officers shall be dictated by the number of active firefighters on roster at any given time. Should it become necessary to eliminate any Officer position (or duplicate) due to personnel shortages, the Fire Chief shall suspend that position indefinitely until such time that a sufficient number of personnel are on the roster to justify the need for that position.~~
- ~~I. In the event a personnel shortage occurs when the Department has two or more active Assistant Fire Chiefs, Captains, and/or Lieutenants, the most experienced Officer (determined by years of service, training, and overall experience) in those positions shall be retained. The other positions will be dissolved until more personnel are added to the active roster, at which point those positions may be reinstated.~~
- J. It is the duty of all Fire Officers to ensure that the guidelines and procedures are strictly adhered to and enforced by all personnel of the Hector Fire Department. These procedures will be utilized while operating at all emergency operations mutual aid incidents, training exercises, at the stations, and on Hector Fire Department property.
- K. On the fire ground or any emergency response, the Fire Officers are responsible for front-line supervision of the firefighters at the company level and for tactical decision making within the

Commented [hd1]: I'm unsure if this merits amendment. Thoughts?

Commented [hd2]: Will the terms for Officers be 1 year or 2 years like the board member?

Incident Command System. They are the tactical interface between the front-line firefighters and Chief Officers, who are responsible for overall incident command and strategic decision making.

- L. To avoid conflict, if a Department member is a duly elected Fire Officer, that individual cannot concurrently serve as a Fire Officer on another Department without proper authorization from both agencies.
- M. If the Department deems it necessary to remove a Fire Officer from their position, a vote to remove shall be held, with a majority vote in the affirm to remove.
- N. If a Fire Officer is charged with any felony or domestic violent offense, that member shall be suspended from their position until the disposition of their case(s).
- O. If the disposition of the case(s) results in a conviction of any of the aforementioned circumstances, that Fire Officer shall be removed from their position immediately as well as dismissed from the Department.

3.2 Members

- A. In accordance with Section 1.5 of the Department Procedures and Guidelines, the following apply with regard to establishment of members within the Department. There will be an annual membership meeting to vote on new members. At the annual membership meetings, a quorum of at least 51% of members must be present to hold votes for new members. Special membership meetings may be held. A special membership meeting must be requested to the advisory board and fire chief and must be held within 30 days of the request.
 - a. All members must submit an application in its entirety and agree to abide by the Firefighter Code of Ethics.
 - b. Applicants must be at least eighteen (18) years old at the time of application.
 - c. Applicants shall agree to submit to a comprehensive criminal background check through the Arkansas State Police and bear the cost of such, as well as a comprehensive drug screen via urine, blood or hair follicle sample. No applicant with a felony conviction in any degree, ~~or~~ domestic violence, or convictions of violence shall be considered. This includes individuals who have been discharged from the Armed Forces of the United States on any condition(s) less than Honorable.
 - d. The applicant must attend an in-person interview with the Fire Officers of the Department and the advisory board, who must agree to recommend the applicant before the Department for a vote after they have attended three (3) consecutive meetings.
 - e. The active members of the Department shall vote on the applicant to either accept them for a probationary period or for dismissal. The vote for acceptance must be majority.
 - i. In the event a majority vote is not reached on the first vote, discussion shall be held amongst the members present and a second vote will be held. If the second vote fails to reach majority agreement for acceptance, the applicant shall be dismissed.

B. In accordance with Section 1.5.2, all provisions of Probationary Firefighter stand.

a. If accepted for Probationary Firefighter, the following training must be completed within 12 months, starting the day the first day of membership:

- i. Intro to Firefighting
- ii. Personal Protective Equipment
- iii. Wildland Firefighting

1. As wildland firefighting is generally only offered in our area once per year, this course may be taken at any time.

b. The following Federal Emergency Management Agency (FEMA) Independent Study courses must be completed:

- i. ICS-100 (Introduction to Incident Command System)
- ii. ICS-200 (Single Action Resources & Initial Action Incident Management)
- iii. ICS-700 (Introduction to NIMS)
- iv. ICS-800 (National Response Framework: An Introduction)

c. Demonstrate basic essential firefighting skills and heightened firefighter safety skills (per level of training obtained).

C. In accordance with Section 1.5.3, all provisions of Firefighter stand.

a. An applicant becomes a firefighter after he/she has passed their probationary requirements and receive a majority vote in the affirm from current, active Department members with the recommendation of the Command Staff.

b. In order for a firefighter to maintain his/her status as an active firefighter, the following requirements must be met throughout the year:

- i. Maintain active response to emergency and non-emergency calls totaling at least thirty percent (30%) per quarter, ~~and or~~ thirty percent (43.0%) in one (1) calendar year.
- ii. Attend at least fifty percent (50%) of meetings in one (1) calendar year.
- iii. Attend at least fifty percent (50%) of Work Days in one (1) calendar year.

- i. Exceptions shall be made in writing to this with regard to employment requirements, education, or other obligations that members must fulfill not limited to

personal, religious, medical, or any other not stated herein.

- c. Firefighters will submit to a comprehensive criminal background check through the Arkansas State Police every five (5) years and bear the cost of such as well as random drug screenings via urine, blood or hair follicle sample with or without notice or if reasonable suspicion is raised to merit such.
- D. Should any member be charged with any felony or domestic violent offense, that member shall be suspended immediately until the disposition of their case(s). Should a member be convicted of such, they shall be dismissed from the Department.
 - a. Any violation of the Firefighter Code of Ethics shall be grounds for immediate dismissal.

~~3.3 Junior Firefighter / Explorer Program / Arkansas LEARNS Act Community Service Hours~~

- ~~A. In accordance with City Ordinance 24-1, the Hector Fire Department establishes a Junior Firefighter / Firefighter Explorer program with the following:~~
 - ~~a. Individuals wishing to participate in the program must complete a Junior Firefighter / Firefighter Explorer Application provided by the Department in its entirety accompanied by a participation authorization form signed by the parent or legal guardian with a medical release signed by a physician, medical background and insurance information.~~
 - ~~b. Participants approved shall be authorized to engage in limited operations with the Department including:~~
 - ~~i. Station Operations / Maintenance / Clean-Up / Work Days~~
 - ~~ii. Training Sessions~~
 - ~~iii. Department Fundraisers~~
 - ~~c. Participants must be at least fourteen (14) years old.~~
 - ~~d. The Fire Chief and Superintendent shall agree to and approve all activities.~~
- ~~B. The Department shall comply with all applicable state and federal laws regarding juvenile participation and safety. Under no circumstances will participants respond to or engage in any call for service.~~
- ~~C. The Department recognizes the community service graduation requirements as set forth by the Arkansas LEARNS Act of 2023 (Act 237) as enacted by the 94th General Assembly. As such the Department shall form a working partnership with the Hector School District to allow ample opportunities for students to participate in approved Department activities for credit hours towards their respective community service hours requirements.~~

3.4 Resignation and Reinstatement

- A. It is the policy of the Hector Fire Department that member's resignation be addressed in person to the Fire Chief or Assistant Fire Chief. Resignation of membership must be accompanied by the return of all Department property, ID's, gear, uniforms, and other issued equipment.
- B. Individuals who were previous members of the Department who resigned their position within one (1) calendar year who wish to be reinstated as a full member of the Department shall notify the Fire Chief in-person.
- C. The Fire Chief must recommend the individual(s) for full reinstatement to the Department.
- D. The Department, only upon the recommendation of the Fire Chief, shall vote to either reinstate the individual(s) requesting such. The vote for reinstatement must be by quorum at a membership meeting.
- E. No vote by proxy will be accepted nor considered. Only members present shall be able to cast a vote. A quorum of at least 51% of members must be present to hold votes.
- F. If a member is reinstated, they are entitled to the full rights and privileges as such except for seeking an Officer position.
 - a. If a member is reinstated, they must serve a consecutive three (3) years to be eligible for nomination for ~~Fire Marshal~~, Lieutenant, or Captain and a consecutive five (5) years to be eligible for appointment to Assistant Fire Chief or Fire Chief.
- G. Reinstatement documentation shall be added to their personnel file.

leave of absence?

SECTION FOUR

4.0 MEETINGS AND VOTING

4.1 ~~PARLIAMENTARY PROCEDURE~~ Robert's Rules of Order

- A. All business and Board Meetings of the Department shall be conducted via ~~parliamentary Robert's Rules of Order~~ procedure in accordance with Robert's Rules of Order. The following Order of Business shall apply:
 - a. Call to Order
 - b. Reading of Minutes – vote to approve minutes of meeting.

c. Open Issues / Reports

- i. ~~Treasurer~~Secretary
- ii. ~~Standing Committees~~
- iii. ~~Board of Directors~~Advisory Board
- iv. City Council / Mayor's Office
- v. Officers / Chief's Report
- vi. ~~Special Committees~~
- ~~vii. Special Orders~~

Public Comment

- d. Old Business
- e. New Business
- f. Announcements
- g. Adjournment

- B. The Fire Chief and Board President shall be knowledgeable with regard to the aforementioned procedures.
- C. A Parliamentarian shall be appointed by the Fire Chief ~~and/or Board President~~ if necessary to ensure that all aspects of the Order are followed. They shall keep a copy of the most updated version of the Order and have it with them during said meetings. *Robert's Rules of Order*
- D. The Parliamentarian shall render the final verdict on any questions that may arise pertaining to such. *Stay consistent.*
- E. Under no circumstances will Robert's Rules of Order be suspended, vacated, or in any form or fashion not otherwise stated, nullified or voided.
- F. Department business meetings are open to the public. The public shall receive a minimum forty-eight (48) hour notice of when a business meeting will be held. The public may observe training exercise only in a manner that will not present a safety hazard nor interfere with any aspects of the training exercise(s).

4.2 Meeting Dates and Times

- A. Department meetings shall be held on a repetitive date and time ~~as set forth by the members therein in a manner that will allow sufficient attendance.~~
- ~~B. A change in such must be agreed to by majority vote. The Fire Chief has the authority to change and call meetings, emergency meetings, and special meetings. The Fire Chief must announce a special meeting at least 5 business days in advance. The Fire Chief must give at least 48 hours notice for an emergency meeting.~~

C. There will be mandatory work days. There will be one mandatory work day announced every month. If a member cannot attend a mandatory work day, they must make arrangements with the Fire Chief to reschedule a day that for that member that is feasible for the Fire Chief and the member that allows the member to makeup the work day. Members must participate in 50% of mandatory work days.

*documented
& make arrangements
if they cannot attend
or be excused.*

4.3 Meeting Minutes and Records

- A. In accordance with City Ordinance 24-1, the Department shall have a Secretary upon the recommendation of the Department to the Board and upon final approval by the City Council who shall keep detailed minutes of each meeting including vote records, and shall keep a secured archive of such.
- B. The archives shall be comprised of all records including back dated records from the time of the adoption of these By-Laws.

4.4 Voting

- A. Only members of the Department who have successfully fulfilled their respective Probationary Periods with active response status as defined in Section 1.2 of the Standard Operating Procedures / Guidelines, shall be entitled to a vote on matters that may arise.
- B. Each eligible member is entitled to one (1) vote on each matter except the Fire Chief or Presiding Officer of each meeting except in the instance of a tie.
- C. Under no circumstances will proxy voting be permitted. Members must be physically present in order to cast a vote.
- D. Voting may be done by, Voice Vote, Rising Vote (Division of the Assembly), Show of Hands, or any vote method as prescribed by Robert's Rules of Order upon quorum majority agreement by the Department.

~~E. To avoid any and all unnecessary conflict that may arise, certain elections should be conducted by paper ballot with the following procedures:~~

- ~~a. The Department Secretary shall prepare paper ballots prior to the vote.~~
- ~~b. Department members shall cast their vote in the office when summoned by the Secretary, by writing the name of their chosen candidate legibly and submitting their vote into a secure container.~~
- ~~c. Once all ballots have been cast, the Secretary shall count and record the votes, then announce the results to the Department.~~
- ~~d. The Fire Chief shall designate when this method shall be applied, however any Department member can request a paper ballot on any matter for vote.~~

SECTION FIVE

~~5.0 FIRE DUES, FINES, PENALTIES, AND PAYMENTS~~

- ~~A. Fire due amounts shall be determined upon recommendation from the Fire Chief to the Board with approval from the City Council in an amount that will provide sufficient funding for the operation and sustainment of the Department.~~
- ~~B. Fire due notices shall be mailed to each address on file within the Hector Fire District with a due date established by the Board and approved by the City Council.~~
- ~~C. Should the Department be dispatched to a property that is delinquent on current dues, the legal property owner shall be held legally liable for penalties as applicable under Arkansas state law for the response of each apparatus and personnel on record.~~
- ~~D. All payments to the Department shall be made at City Hall.~~
- ~~E. A log shall be kept detailing who has paid current fire dues for reference after each call for service received by the Department.~~
- ~~F. Active members shall be exempt from payment of fire dues to the Department.~~
- ~~G. The Fire Chief and Mayor shall have full discretion in allowing unpaid fire dues to be paid in full to avoid liability for costs of services received from the Department.~~
- ~~H. In accordance with AR Code 5-23-89-102 (2023) the claimed amount shall not exceed five hundred dollars (\$500).~~

SECTION SIX

6.0 FIREFIGHTER AGREEMENT / CODE OF CONDUCT / CODE OF ETHICS

All officers, firefighters, and members must follow and adhere to the Firefighter Code of Ethics as required by the City of Hector, Arkansas. Any violation of the Firefighter Code of Ethics could lead to dismissal and put on the no rehire list for the Hector Fire Department. When new members are voted in they are required to acknowledge and sign: The Firefighter Code of Ethics, The Hector Fire Department By-Laws, the current job description, and complete a background check and drug screen. The Firefighter Agreement / Code of Conduct (Code) is a statement of behavioral principles, expectations and ideals. It reflects how we respect and treat each other as members of the Hector Fire Department and provides an ethos that guides our decision-making. It incorporates principles of natural justice and fairness so that everyone knows what is expected of them.

The Firefighter Code of Ethics are a list of statements developed by the National Society of Executive Fire Officers that each member of the Hector Fire Department must adhere to. Each member shall be issued a copy of the Code of Ethics which must be signed in agreement to. Failure to uphold the Code of Conduct and Code of Ethics shall be grounds for immediate dismissal.

6.1 CODE OF CONDUCT

As a Hector Fire Department Volunteer I agree to:

SAFETY

- Put safety first in all our activities
- Respect and use all equipment in the manner in which it was intended
- Follow all procedures to the best of my ability and training at all times
- Promote healthy and safe work practices
- Recognize and congratulate those members who follow safe and caring practices
- Report all injuries, illnesses, accidents and near misses immediately to the appropriate people
- Recognize that training is fundamental to everyone's safety

RESPECT

- Respect the cultures, beliefs, opinions, and decisions of others although I may not always agree
- Treat others with courtesy, sensitivity, tact, consideration and humility
- Accept the Chain of Command and respect all members regardless of position
- Respect the Laws of the land as the basis for my behavior as a Hector Fire Department volunteer
- Do not engage in or further slander, rumor, or unproven statements that could be detrimental to the Department

TRUST

- Value the trust we have in each other
- Seek to understand and appreciate each other's abilities by working together and providing support
- Honor the confidentiality people place in us

INTEGRITY

- Endeavor to balance organizational and individual needs
- Give honest, constructive feedback and value the input of others
- Treat each other fairly

HONESTY AND TRUTHFULNESS

- Be truthful with my colleagues and myself
- Admit when I am wrong and accept responsibility for my actions
- Express my views openly and directly without fear or favor, with tact and in accordance with known, available facts

WELFARE

- Value my department's role in ensuring the safety of each other and the community
- Foster an environment of well-being, happiness, health and prosperity
- Take care of, respect and support the members of my department

LOYALTY

- Demonstrate commitment to the goals of the Hector Fire Department
- Demonstrate commitment further enhancing my firefighting skills and training
- Support, be faithful to, and honor the integrity of the Hector Fire Department and its positions

SELF-DISCIPLINE

- Exercise self-control in managing stress, anger and my behavior
- Know when to walk away
- Recognize my limitations and those of others
- Believe in doing a job the right way and with appropriate enthusiasm

COMRADESHIP AND TEAMWORK

- Rely on my fellow firefighters
- Have a bond that has grown through shared experiences over time
- Work together towards an identified and common goal
- Recognize and acknowledge my fellow firefighters' skill and abilities
- Create an environment that is supportive and encouraging to all members
- Acknowledge and accept that I am an intricate part of a team through my training
- Promote participation and co-operation

SUPPORT

- Share the load and provide encouragement to fellow members
- Offer sympathy and understanding when appropriate
- Help others achieve their endeavors and aspirations

COMMUNICATION

- Value effective two-way communication
- Respect constructive comment and feedback

- Practice effective listening
- Are alert to non-verbal forms of communication
- Seek advice whenever appropriate

LEADERSHIP AND DISCIPLINE

- Recognize the Chain of Command as our leadership structure
- Encourage non-confrontational leadership
- Give clear directions
- Lead in a responsible, patient and motivational manner
- Share leadership through delegation and empowerment
- Defuse conflict by focusing on the issues
- Act in a responsible and professional manner at all times
- Take pride in our actions and tasks being undertaken

COMMITMENT

- Acknowledge that commitment comes from within
- Guard against under commitment
- Do as much as I am able without detriment to myself or my family
- Share and promote the culture, purpose, and objectives of the Fire Service

EQUITY AND DIVERSITY

- Provide fair access to training and development opportunities
- Treat all people as unique individuals and value their beliefs, opinions, knowledge and experiences
- Use appropriate language that will not offend others
- Actively discourage bullying, victimization or demeaning humor
- Assign roles according to talents and abilities
- Encourage people to achieve and grow
- Stand up for the right of others as well as my own
- Recognize and congratulate the achievements of others
- Stand up for our rights and seek equitable solutions
- Value others irrespective of race, religion, color, age, gender, or creed

What will be the process to make amendments to the by-laws if necessary?

- Propose changes to fire chief and advisory board.
- Hold a quorum vote of over 51% of members present to vote on proposed changes.
- If changes are accepted by advisory board, fire chief, and majority vote; the requested changes will be submitted to the city council for approval.

Department expectations:

The Fire house is a public facility and must be presentable at all times. It is every firefighters and officers duty to maintain a clean environment. A clean schedule needs to be established to maintain a clean and efficient station. Firehouse should not be abused. Firefighters can be present to "man the station" however, the fire

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department facilities are not for anyone's personal use. Meals made for members during trainings, meetings, or events must be documented.

The Hector Fire Department Board of Directors, and Hector City Council do agree to these By-Laws as ratified as necessary to suit the Department, with no reservations given this date of approval.

Hector Fire Department Board of Directors

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER

MEMBER

Date: _____

Hector City Council / Mayor

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

Hector Fire Department
Revision: 001
COUNCIL MEMBER

By-Laws
September 2024
MAYOR

Date: _____

Hector Fire Department Officers and Firefighters

FIRE CHIEF

ASSISTANT FIRE CHIEF

CAPTAIN

LIEUTENANT

FIREFIGHTER

FIREFIGHTER

FIREFIGHTER

FIREFIGHTER

ASSISTANT FIRE CHIEF

CAPTAIN

LIEUTENANT

FIRE MARSHAL

FIREFIGHTER

FIREFIGHTER

FIREFIGHTER

FIREFIGHTER

Hector Fire Department
Revision: 001
FIREFIGHTER

By-Laws
September 2024
FIREFIGHTER

FIREFIGHTER

FIREFIGHTER

FIREFIGHTER

FIREFIGHTER

Date: _____