

RESOLUTION NO. R2024-32

**RESOLUTION APPROVING THE BY-LAWS OF THE
CITY OF HECTOR VOLUNTEER FIRE DEPARTMENT**

Be it resolved on this 28th day of October 2024, the City Council of the City of Hector, Arkansas met in a special called session for the purpose of reviewing and considering the City of Hector Volunteer Fire Department by-laws.

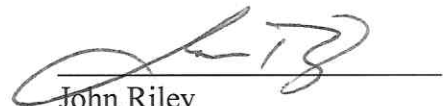
Now therefore, the city council, after review, discussion, and consideration does hereby approve the City of Hector Volunteer Fire Department by-laws. A copy of the by-laws are hereto attached.

Be it resolved by the Hector City Council this 28th day of October 2024.



Sandra Barton
Recorder/Treasurer

10-28-2024
Date



John Riley
Mayor

10-28-24
Date

Present: 3

Absent: 2

Recused: 0

Opposed: 0

In Favor: 3

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 changes 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, present to vote by majority vote will then be submitted to city council for final approval by majority vote.

Organization Overview:

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

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 approval of the Hector Fire Department with a quorum 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 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.
 - D. The Hector Fire Department Board of Directors shall advise to the fire department the financial needs, status, and requests of the Department.
 - 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 in the affirm to remove.
 - 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).
 - G. If the disposition of the case(s) results in a conviction of any of the circumstances, that Board Member shall be removed from their position immediately.

SECTION THREE

3.0 DESCRIPTION OF FIRE OFFICERS AND FIREFIGHTERS

The Hector Fire Department shall maintain and abide by 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. 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 Intro, PPE, and Wildland with an additional 80 hours of documents Arkansas Fire Academy approved training shall be considered for the position.

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, 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 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 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 of firefighting experience, Fire Marshal must have 48 hours of documented Arkansas Fire Academy approved Fire Marshal courses.

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 calendar year, January 1 and ending December 31, unless that position is suspended.
- C. The positions of Captain and Lieutenant shall be nominated 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 and Advisory Board, submitted to city council for final approval.
- E. All Fire Officers are subject to the By-Laws, and Standard Operating Procedures / Guidelines.
- F. Fire Officer candidates must be qualified for the position for which they are nominated., unless an exception is made by the fire chief, mayor, or city council. 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 with the approval of the city council.
- G. 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.
- H. 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.
- I. 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.
- J. 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.
- K. 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).
- L. If the disposition of the case(s) results in a conviction of any of the circumstances, that Fire Officer shall be removed from their position immediately as well as dismissed from the Department.

3.2 Members

- A. 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 apply 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 and drug screen. Those with a medical marijuana card will not be considered for acceptance as an active firefighter. No applicant with a felony conviction in any degree, 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.
- 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 a quorum 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. Probationary Firefighter requirements:

- 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 receives a majority vote in the affirm from current, active Department members with the recommendation of the Command Staff.
 - b. 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 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 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.
- 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 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 majority.
- 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.

SECTION FOUR

4.0 MEETINGS

4.1 ROBERT'S RULES OF ORDER

- A. All business and Board Meetings of the Department shall be conducted via 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. Secretary
 - ii. Advisory Board
 - iii. City Council / Mayor's Office
 - iv. Officers / Chief's Report

Public Comment

- d. Old Business
 - e. New Business
 - f. Announcements
 - g. Adjournment
- B. The Fire Chief, advisory board, and secretary shall be knowledgeable with regard to the Robert's Rules of Order.
- C. The Fire Chief and Secretary are responsible for providing the agenda for each scheduled meeting and the minutes of meeting.
- D. The Fire Chief 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.
- B. 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.

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.

SECTION FIVE

5.0 FIREFIGHTER AGREEMENT / CODE OF CONDUCT / CODE OF ETHICS

All officers, firefighters, and other 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 them 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 too. Each member shall be issued a copy of the Code of Ethics which must be signed in agreement too. Failure to uphold the Code of Conduct and Code of Ethics shall be grounds for immediate dismissal.

5.1 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

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 Advisory Board

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

Date: _____

Hector City Council / Mayor

COUNCIL MEMBER #1

COUNCIL MEMBER #2

COUNCIL MEMBER #3

COUNCIL MEMBER #4

COUNCIL MEMBER #5

MAYOR

Date: _____

Hector Fire Department Officers and Firefighters

FIRE CHIEF (Print)

FIRE CHIEF (Sign)

ASSISTANT FIRE CHIEF (Print)

ASSISTANT FIRE CHIEF (Sign)

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Hector Fire Department
Revision: 001

CAPTAIN (Print)

CAPTAIN (Print)

LIEUTENANT (Print)

LIEUTENANT (Print)

FIREFIGHTER (Print)

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By-Laws
September 2024

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