

**DAUNTLESS FIRE COMPANY  
EBENSBURG, PENNSYLVANIA**

**FIRE COMPANY BYLAWS**

**TABLE OF CONTENTS**

<b>ARTICLE I</b>		<b>5</b>
<b>A.</b>	<b>NAME</b>	<b>5</b>
<b>ARTICLE II</b>		<b>6</b>
<b>A.</b>	<b>MISSION STATEMENT</b>	<b>6</b>
<b>ARTICLE III</b>		<b>7</b>
<b>A.</b>	<b>FIRE COMPANY OFFICERS</b>	<b>7</b>
<b>B.</b>	<b>TERMS OF OFFICE</b>	<b>8</b>
<b>C.</b>	<b>ELECTION OF OFFICERS – VOTING PROCESS</b>	<b>9</b>
<b>D.</b>	<b>VACANCY IN OFFICE</b>	<b>10</b>
<b>ARTICLE IV</b>		<b>11</b>
<b>A.</b>	<b>STATED MEETINGS</b>	<b>11</b>
<b>B.</b>	<b>ORDER OF BUSINESS</b>	<b>11</b>
<b>C.</b>	<b>QUORUM</b>	<b>12</b>
<b>D.</b>	<b>VOTING STANDARDS</b>	<b>12</b>
<b>E.</b>	<b>SPECIAL MEETINGS</b>	<b>12</b>
<b>ARTICLE V</b>		<b>13</b>
<b>A.</b>	<b>FIREFIGHTER DUTIES</b>	<b>13</b>
<b>ARTICLE VI</b>		<b>15</b>
<b>A.</b>	<b>NEW MEMBERS</b>	<b>15</b>
<b>1.</b>	<b>Membership Application Qualifications</b>	<b>15</b>
<b>2.</b>	<b>Membership Application Process</b>	<b>15</b>
<b>3.</b>	<b>Probationary Members</b>	<b>16</b>
<b>ARTICLE VII</b>		<b>18</b>
<b>A.</b>	<b>STATUS OF MEMBERSHIP</b>	<b>18</b>
<b>1.</b>	<b>Regular Member</b>	<b>18</b>
<b>2.</b>	<b>Inactive Member</b>	<b>18</b>
<b>3.</b>	<b>Life Member</b>	<b>20</b>
<b>4.</b>	<b>Junior Firefighters</b>	<b>20</b>
<b>5.</b>	<b>2<sup>nd</sup> Alarm Members</b>	<b>21</b>
<b>B.</b>	<b>ACTIVE MEMBER POINT SYSTEM</b>	<b>22</b>

<b>ARTICLE VIII</b>		<b>23</b>
<b>A.</b>	<b>MEMBER EXEMPTIONS</b>	<b>23</b>
1.	<b>Military Service Exemptions</b>	<b>23</b>
2.	<b>Post-Secondary Education Exemptions</b>	<b>23</b>
3.	<b>Medical Leave Exemptions</b>	<b>23</b>
<b>ARTICLE IX</b>		<b>25</b>
<b>A.</b>	<b>ACTIONS FOR DISCIPLINE</b>	<b>25</b>
<b>B.</b>	<b>GRIEVANCE COMMITTEE</b>	<b>25</b>
<b>C.</b>	<b>FIRE COMPANY GREIVANCE PROCEDURE</b>	<b>25</b>
<b>D.</b>	<b>LEVELS OF DISCIPLINE</b>	<b>25</b>
<b>E.</b>	<b>EXPULSION</b>	<b>25</b>
<b>ARTICLE X</b>	<b>DUTIES OF THE ADMINISTRATIVE OFFICERS</b>	<b>27</b>
<b>A.</b>	<b>TITLES OF THE ADMINISTRATIVE OFFICERS</b>	
<b>B.</b>	<b>DUTIES AND POWERS OF THE PRESIDENT</b>	<b>27</b>
1.	<b>Law and Order</b>	<b>27</b>
2.	<b>Meetings</b>	<b>28</b>
3.	<b>Elections</b>	<b>28</b>
4.	<b>Committees</b>	<b>28</b>
5.	<b>Financial</b>	<b>28</b>
6.	<b>Point System</b>	<b>28</b>
<b>C.</b>	<b>DUTIES OF THE VICE PRESIDENT</b>	<b>29</b>
<b>D.</b>	<b>DUTIES OF THE TREASURER</b>	<b>30</b>
<b>E.</b>	<b>DUTIES OF THE RECORDING SECRETARY</b>	<b>31</b>
<b>F.</b>	<b>DUTIES OF THE FINANCIAL SECRETARY</b>	<b>32</b>
<b>G.</b>	<b>DUTIES AND POWERS OF THE TRUSTEES</b>	<b>33</b>
<b>ARTICLE XI</b>	<b>DUTIES OF THE FIRE OFFICERS</b>	<b>34</b>
<b>A.</b>	<b>TITLES OF THE FIRE OFFICERS</b>	<b>34</b>
<b>B.</b>	<b>AUTHORITY OF THE FIRE CHIEF</b>	<b>34</b>
<b>C.</b>	<b>DUTIES AND RESPONSIBILITIES OF THE FIRE CHIEF</b>	<b>35</b>
<b>D.</b>	<b>DUTIES AND RESPONSIBILITIES OF THE DEPUTY FIRE CHIEF</b>	<b>36</b>
<b>E.</b>	<b>DUTIES AND RESPONSIBILITIES OF THE ASSISTANT FIRE CHIEF</b>	<b>36</b>
<b>F.</b>	<b>DUTIES AND RESPONSIBILITIES OF THE TRUCK CAPTAIN</b>	<b>36</b>
<b>G.</b>	<b>DUTIES AND RESPONSIBILITIES OF THE ENGINE CAPTAIN</b>	<b>36</b>
<b>H.</b>	<b>DUTIES AND RESPONSIBILITIES OF THE HOSE LIEUTENANT</b>	<b>37</b>
<b>I.</b>	<b>DUTIES AND RESPONSIBILITIES OF THE RESCUE LIEUTENANT</b>	<b>37</b>
<b>J.</b>	<b>DUTIES AND RESPONSIBILITIES OF THE FIRE POLICE CAPTAIN</b>	<b>37</b>
<b>K.</b>	<b>DUTIES AND RESPONSIBILITIES / FIRE POLICE LIEUTENANT</b>	<b>38</b>
<b>L.</b>	<b>STANDARD OPERATING GUIDELINES (SOG) DAUNTLESS</b>	<b>38</b>
<b>ARTICLE XII</b>	<b>COMMITTEES</b>	<b>39</b>
<b>A.</b>	<b>COMMITTEE APPOINTMENTS</b>	<b>39</b>
<b>B.</b>	<b>ANNUAL COMMITTEES</b>	<b>39</b>
<b>C.</b>	<b>TRAINING COMMITTEE</b>	<b>39</b>
<b>D.</b>	<b>COMMITTEE TERMS</b>	<b>39</b>
<b>E.</b>	<b>SPECIAL COMMITTEES</b>	<b>39</b>
<b>F.</b>	<b>COMMITTEE CHAIRPERSON</b>	<b>40</b>

<b>G.</b>	<b>COMMITTEES</b>	<b>40</b>
	1. Banquet Committee	40
	2. Bylaws Committee	40
	3. Budget Committee	40
	4. Fire Prevention Committee	40
	5. Finance & Marketing Committee	41
	6. Flower Committee	41
	7. Fund Drive Committee	41
	8. Fundraising Committee	41
	9. Grants Committee	41
	10. Grievance Committee	41
	11. Historical Committee	42
	12. House Committee	42
	13. Information Technology Committee	42
	14. Junior Firefighter Committee	42
	15. Kitchen & Refreshment Committee	42
	16. Life Membership Committee	42
	17. Membership Committee	43
	18. Parade & Uniform Committee	43
	19. Purchasing Committee	43
	20. Resolution Committee	43
	21. Safety Committee	44
<b>ARTICLE XIII</b>	<b>DELEGATES</b>	<b>45</b>
<b>A.</b>	<b>DELEGATES</b>	<b>45</b>
<b>B.</b>	<b>NOMINATIONS</b>	<b>45</b>
<b>C.</b>	<b>ELIGIBILITY</b>	<b>45</b>
<b>D.</b>	<b>ELECTIONS</b>	<b>45</b>
<b>E.</b>	<b>RESPONSIBILITY</b>	<b>45</b>
<b>ARTICLE XIV</b>	<b>FUNDS</b>	<b>46</b>
<b>A.</b>	<b>FUNDS</b>	<b>46</b>
	1. GENERAL FUND	46
	2. CARNIVAL FUND	46
	3. EQUIPMENT FUND	46
	4. BUILDING FUND	46
<b>B.</b>	<b>TRUSTS</b>	<b>46</b>
<b>C.</b>	<b>TRANSFER OF FUNDS</b>	<b>47</b>
<b>D.</b>	<b>FUNDRAISERS</b>	<b>47</b>
<b>ARTICLE XV</b>	<b>AMENDMENTS</b>	<b>48</b>
<b>A.</b>	<b>AMENDMENT PROCESS</b>	<b>48</b>
<b>B.</b>	<b>AMENDMENT VOTING</b>	<b>48</b>
<b>C.</b>	<b>AMENDMENT DOCUMENTATION</b>	<b>48</b>
<b>ARTICLE XVI</b>	<b>DISSOLUTION</b>	<b>49</b>
<b>A.</b>	<b>DISSOLUTION</b>	<b>49</b>
<b>ARTICLE XVII</b>	<b>APPROVAL</b>	<b>50</b>
<b>A.</b>	<b>APPROVAL</b>	<b>50</b>

**ARTICLE XVIII**

<b>A.</b>	<b>GENERAL PURCHASES</b>	<b>51</b>
<b>B.</b>	<b>BID PROCESS</b>	<b>51</b>
<b>C.</b>	<b>PURCHASING COMMITTEE</b>	<b>52</b>
<b>D.</b>	<b>PURCHASING POWERS</b>	<b>52</b>
<b>E.</b>	<b>PURCHASING DOCUMENTATION</b>	<b>53</b>

**DAUNTLESS FIRE COMPANY  
EBENSBURG, PENNSYLVANIA**

**FIRE COMPANY BYLAWS**

**ARTICLE I**

**A. NAME**

1. This fire company shall be known as the Dauntless Fire Company of Ebensburg, Pennsylvania.
2. The fire company name within these bylaws will be referenced as the Dauntless Fire Company.
3. The Bylaws of the Dauntless Fire Company shall be available as follows:
  - a. Posted within the fire station.
  - b. Available in written form upon request to the President.
  - c. Available in electronic format from the fire company's website.

## **ARTICLE II**

### **A. MISSION STATEMENT**

- 1. The Dauntless Fire Company shall perform duties and responsibilities in the prevention and extinguishment of fires, and the preservation and protection of life and property in the Borough of Ebensburg and Cambria Township due to any natural or man-made emergency.**
  - a. The Dauntless Fire Company shall extend their mission under a mutual-aid service agreement through the Volunteer Firemen's Association of Cambria County and Vicinity, and any other mutual service agreement applicable within the Commonwealth of Pennsylvania.**
- 2. In the promotion of the mission of the Dauntless Fire Company, the fire company shall possess and maintain fire and rescue apparatus, equipment and facilities.**

**ARTICLE III**

**A. FIRE COMPANY OFFICERS**

- 1. Officers of the Dauntless Fire Company shall be elected on an annual basis to provide leadership and guidance, administer the operations of the fire company, and maintain control of those operations, in order to perform the mission of the Dauntless Fire Company.**
- 2. The elected administrative officers of the Dauntless Fire Company shall consist of the following officers:**
  - a. President**
  - b. Vice-President**
  - c. Treasurer**
  - d. Financial Secretary**
  - e. Recording Secretary**
  - f. (3) Trustees**
- 3. The elected fire officers of the Dauntless Fire Company shall consist of the following officers:**
  - a. Fire Chief**
  - b. Deputy Chief**
  - c. Assistant Chief**
  - d. Truck Captain**
  - e. Engine Captain**
  - f. Hose Lieutenant**
  - g. Rescue Lieutenant**
  - h. Fire Police Captain**
  - i. Fire Police Lieutenant**
- 4. Nominations of elected officers shall be presented at the stated November meeting.**
- 5. Those nominated must meet the following requirements to be eligible to hold said office:**
  - a. The President, Vice-President and (3) Trustees:**
    - (1) Shall have been an active member for the last (5) consecutive years, not to include any probationary or junior years, prior to holding office.**
    - (2) The Recording Secretary and Financial Secretary :**

**Shall have been an active member for the last (3) consecutive years, not to include any probationary or junior years, prior to holding office.**
    - (3) The Treasurer need not be a member of the fire company.**
  - b. The Fire Chief, Deputy Chief and Assistant Chief:**

- (1) Shall have been an active member for the last (5) consecutive years, not to include any probationary or junior years, prior to holding office.
  - (2) Shall have received Firefighter II Certification or in lieu of certification, have been a fire officer in the fire company for (5) years.
  - (3) Shall have completed and received a certificate(s) of training for (16) hours in state or national certified course(s) in fire, rescue or related safety curriculum, for two of the three years prior to their holding office.
- c. The Truck Captain, Engine Captain, Hose Lieutenant and Rescue Lieutenant:
- (1) Shall have been an active member for the last (3) consecutive years, not to include any probationary or junior years, prior to holding office.
  - (2) Shall have received Firefighter I Certification or in lieu of certification, have been a fire officer in the fire company for (5) years.
  - (3) Shall have completed and received a certificate(s) of training for (16) hours in state or national certified course(s) in fire, rescue or related safety curriculum, for two of the three years prior to their holding office.
- d. The Fire Police Captain and Fire Police Lieutenant:
- (1) Shall have been an active member for the last (3) consecutive years, not to include any probationary or junior years, prior to holding office.
  - (2) Shall have completed certified training in fire police curriculum.
6. Should any member be elected and then it be determined that such member not possess the proper qualifications to hold said office, that office shall be declared vacant until the next stated meeting during which a special election for that specific office be conducted.

**B. TERMS OF OFFICE**

1. Officers shall be elected at the stated meeting in December of each year.
2. The officers shall be sworn in prior to performing the duties of the office for which they have been elected.
3. The terms of office for all officers shall be for one year beginning on the first day of January following their election except for the Treasurer.
  - a. The term of office for the Treasurer shall expire at the stated January meeting.



**C. ELECTION OF OFFICERS – VOTING PROCESS**

1. Voting process of officers shall be under the control of (3) tellers as appointed by the President.
  - a. A minimum of (2) appointed tellers shall be present at the polling site at all times during the voting hours.
  - b. An alternate teller may be appointed to assist in the voting process as needed.
2. The voting polls shall be open in the fire station from 1200 hours (noon) to 1300 hours and again from 1800 hours to 1930 hours on the third Tuesday of December.
  - a. Should an alarm or emergency situation occur during the later voting period, the President shall have the right to extend voting hours for those members at the alarm or an emergency.
3. Ballots shall be on paper print and identify the office and the names of all nominees who met the respective requirements for that office.
4. Only active and active life members who have attended a minimum of (3) stated or special meetings for the year shall be entitled to vote.
  - a. For voting purposes, the December meeting for the prior year shall be counted towards the (3) meeting minimum rule used for determining voter eligibility.
5. All eligible voters, prior to be provided an official ballot by the tellers, shall sign a voter registration list.
6. Upon completion of the voting ballot, the ballot shall be placed in the locked ballot box by the voting member in view of the tellers.
7. During the time between the close of the mid-day voting session and the opening of the evening voting session, the locked ballot box shall be maintained in the President's office with the ballot box key in the possession of a designated teller.
8. The election tellers shall inform the President and the fire company membership of any election irregularities identified by the tellers prior to the election report being presented to the fire company membership.
  - a. The President shall then act as appropriate in regards to any such irregularity and/or request action from the fire company membership in regards to any such irregularity.
9. Following the completion of the vote tally by the tellers, a designated election teller will provide an election report to the company membership during the stated December meeting.

- a. The election report shall include the name of all nominees and write-in candidates for the respective offices, and their respective vote totals.
  - b. The election report shall be recorded in full in the company meeting ledger.
- 10. All ballots shall remain locked in the ballot box and maintained by the President until the third Tuesday of January and then be permanently disposed of.
- 11. In the event of a tie for any fire company elected office, that office shall be declared vacant until the next stated fire company meeting, during which a special election for that specific office shall be conducted.
  - a. Only the tied candidates will be listed on the special election ballot.
  - b. All election regulations shall apply for any special election with the exception that only one voting session will be conducted with that one session being during the stated meeting itself.

**D. VACANCY IN OFFICE**

- 1. Shall a vacancy occur in any office herein provided for, an election shall be held at the next stated meeting thereafter in order to fill the vacancy.
- 2. All election regulations shall apply for any election to fill a vacancy in office.
- 3. Any member so elected to fill a vacancy shall, after being sworn to perform the duties of their office, shall hold such office until the first day of January, with the exception of the fire company Treasurer.
  - a. The fire company Treasurer shall serve until the completion of the stated January meeting.

## **ARTICLE IV**

### **A. STATED MEETINGS**

- 1. Stated meetings of the Dauntless Fire Company shall be held on the third Tuesday of each and every month.**
- 2. Stated meetings of the fire company shall be called to order at 8 p.m.**
- 3. Stated meetings of the fire company shall be held in fire company quarters.**
- 4. All proceedings of the fire company meetings shall be conducted in accordance with Robert's Rules of Order.**

### **B. ORDER OF BUSINESS**

- 1. The order of business at all stated meetings shall be as follows:**
  - a. Call to Order**
  - b. Pledge of Allegiance to the flag**
  - c. Reading of the minutes from:**
    - (1) Last stated meeting**
    - (2) Last Relief Association meeting**
    - (3) Any special meeting(s)**
  - d. Reading of the bills**
  - e. Reading of the deposits**
  - f. Correspondence**
  - g. Fire Chief's Report**
  - h. Trustees' Report**
  - i. Treasurer's Report**
  - j. Committee Reports**
  - k. Old Business**
  - l. New Business**
  - m. Good of the Company**
  - n. Adjournment**
- 2. Should a non-member of the fire company request to address the fire company membership during a stated meeting, that person shall be introduced to the membership following the Pledge of Allegiance to present their agenda.**

- a. Following said address, the non-member shall then be excused prior to the continuation of the stated meeting.

**C. QUORUM**

1. Twelve active and/or active life members shall constitute a quorum.

**D. VOTING STANDARDS**

1. Discussion, motion and voting procedures on meeting issues shall follow Robert's Rules of Order.
2. Fire company members ineligible to vote are as follows:
  - a. Junior members
  - b. Probationary members
  - c. 2<sup>nd</sup> Alarm members
  - d. Inactive members
3. The President may request a standing vote in lieu of any vocal approval/disapproval when the circumstances dictate the need for such.
4. Any request for a fire company bylaw change shall be presented at a stated company meeting and voted upon by the company membership at the succeeding stated meeting.
  - a. Two-thirds of company members voting shall be required to change any bylaw.
5. Regulation and procedures covered under the Dauntless Fire Company Standard Operating Guidelines shall be imposed and maintained at the discretion of the officers of the fire company.

**E. SPECIAL MEETINGS**

1. Special meetings of the Dauntless Fire Company shall be held upon the call of the President within a fair and reasonable time frame.
  - a. The President shall call a special meeting when requested to do so by a minimum of (12) active and/or active life members in writing.
  - b. Only such business shall be considered at a special meeting as is set forth in the request for such a meeting.
2. Notice of the date and time of the special meeting and the purpose of such, shall be posted in the fire station (72) hours prior to the special meeting being called to
3. Special meetings of the company shall be held in fire company quarters.
4. Special meetings of the company shall be conducted under Robert's Rules of Order.

## **ARTICLE V**

### **A. FIREFIGHTER DUTIES**

- 1. Upon an alarm activation, all firefighters shall report to the Dauntless Fire Station with the following exceptions:**
  - a. The (3) Chief Officers, the Command 22-6 officer, and the fire police officers shall be permitted to respond directly to the incident scene.**
  - b. Any firefighter, who comes upon the incident while directly enroute to the fire station, may stop and provide any assistance as possible.**
- 2. All firefighters shall respond to the scene via fire company apparatus and perform the necessary duties in accordance with the Dauntless Fire Company Standard Operating Guidelines (SOG) under the direction of the Dauntless Fire Office-In-Charge (FOIC).**
- 3. All firefighters shall conduct themselves in a professional manner and uphold the provisions of these bylaws at all times when representing the Dauntless Fire Company of Ebensburg, Pennsylvania.**
- 4. All members are responsible for signing their name to the appropriate attendance roster for any fire company alarm or activity.**
  - a. An attendance roster will be available for the following fire company activities:**
    - (1) Alarms**
    - (2) Meetings**
    - (3) Monday night training/maintenance**
    - (4) Public service details**
    - (5) Special work details**
    - (6) Any other activity authorized by fire company officers for which points will be awarded.**
  - b. No member shall sign another member's name to any attendance roster unless authorized to do so by the President or a Fire Officer.**
    - (1) When signing another person's name on any attendance roster, the President or Fire Officer doing so, shall affix their initials following that member's name.**
  - c. Attendance rosters for alarms shall be filed with the Fire Chief.**
  - d. Attendance rosters for activities shall be filed with the President.**
- 5. Any firefighter (member) who is injured in any type of fire company operation or function shall immediately notify the company president or the fire officer-in-charge of their injury.**

- a. **The injured firefighter (member) must file an accident report within (24) hours of the time of injury occurring at the Ebensburg Borough Municipal Office or within (24) hours of that said office being open for regular business.**
- b. **In lieu of the injured firefighter (member) filing notice to the Ebensburg Borough Municipal Office due to an incapacity, the fire officer-in-charge shall act on behalf of that member and file the notice with the Ebensburg Borough Municipal Office.**

## **ARTICLE VI**

### **A. NEW MEMBERS**

#### **1. Membership Application Qualifications**

- a. Applicants for membership must be one of the following:**
  - (1) A resident of the Borough of Ebensburg**
  - (2) A resident of the Township of Cambria**
- b. Applicants for Regular Membership must a minimum age of (18) at the time of membership application.**
- c. Applicants for the Junior Firefighter Program must be a minimum age of (14) at the time of membership application.**
- d. Applicants for the 2<sup>nd</sup> Alarm Program must be a minimum age of (18) at the time of membership application.**

#### **2. Membership Application Process**

- a. Membership applications are required to be submitted for the following types of membership in the Dauntless Fire Company:**
  - (1) Regular Member**
  - (2) Junior Firefighter Member**
  - (3) 2<sup>nd</sup> Alarm Member**
- b. Any person desiring to become a member of the Dauntless Fire Company shall have their application presented at a stated company meeting.**
- c. The application shall lay-over until the following stated meeting when action shall be taken by the Company membership based upon the recommendation (via motion) of the Dauntless Fire Company Membership Committee.**
- d. The membership application process shall consist of the following criteria:**
  - (1) Regular Membership**
    - (a) Submission of a completed application by the applicant**
    - (b) Criminal background check**
    - (c) PA Child Clearance Check**
    - (d) Drug screening (provided for by the Dauntless Fire Company)**

- (2) Junior Firefighter Membership
  - (a) Submission of a completed application by the applicant
  - (b) PA Department of Labor working papers
- (3) 2<sup>nd</sup> Alarm Membership
  - (a) Submission of a completed application by the applicant
  - (b) Criminal background check
  - (c) PA Child Clearance Check
  - (d) Drug screening (provided for by the Dauntless Fire Company)

e. The Membership Committee shall have the authority to recommend to the Dauntless Fire Company membership the disqualification of any applicant for membership who has failed any part of the application process.

- 1. The application of any applicant disqualified for membership shall be reviewed by the fire board consisting of all elected fire company officers within (30) days of an applicant's disqualification.

### 3. Probationary Members

a. Any person elected to regular membership in the Dauntless Fire Company shall be afforded a period of two years to attain the following obligations in order to fulfil their probationary requirements:

- (1) Answering 25% of the total alarms per year
- (2) Attending 25 % of the regular meetings per year
  - (a) The point system is applicable annually to new members during their probationary period.

#### (3) Training Requirements

(a) Applicants for Regular Membership shall have up to two full years to complete the following Entry Level Fire Training program consistent with the Pennsylvania State Fire Academy curriculum:

Level 1	Introduction to Fire Service	(16 hours)
Level 2	Fire Ground Support	(32 hours)
Level 3	Exterior Firefighter	(56 hours)



**(b) Level 4 Interior Firefighter (40 hours)**

**(1) Highly recommended but is optional and not mandatory.**

**(c) Any member who elects to become a member of the Dauntless Fire Company Fire Police only - shall be required to attain only Level 1, Level 2 and the Basic Fire Police training curriculum.**

**(4) A probationary member who had previously been a regular member in the Dauntless Fire Company or a firefighter in another fire department elsewhere, may be exempted from taking the Entry Level Fire Training Program if they possess one of the following:**

**(a) Firefighter I Certification**

**(b) PA State Fire Academy FF I course**

**(c) Recognized Basic Firefighter Certificate**

**(5) In lieu of the aforementioned Entry Level Fire Training Program exemption, former Dauntless Fire Company members seeking reinstatement to the fire company as a probationary member will still be required to take a minimum of (16) hours training in any one firefighting course to complete their probationary requirements during their probationary year.**

**(6) At the end of the two-year probationary period following their election to membership, any member who has complied with the probationary provisions herein set forth, shall be accepted into regular membership in the Dauntless Fire Company.**

**(a) As such, new regular members shall then sign their name into the official company register of the Dauntless Fire Company.**

**(7) At any time during the permissible two-year probationary period, should a probationary member complete their training requirements after their first probationary year, but prior to the end of their second year, they will be afforded regular membership at that time and afforded all benefits of a regular member of the Dauntless Fire Company.**

**(8) Any probationary member who has failed to conform with the foregoing requirements as a probationary member, shall have their name removed from the company roster.**

- (a) Any probationary member who has failed to conform with the foregoing requirements as a probationary member during their initial probationary period, may reapply as a new member for a second probationary period.
  - (b) Conditions for reapplication shall be the same as a new member.
  - (c) Failure to comply with a second consecutive probationary period shall necessitate a one-year interval by the applicant prior to any subsequent new application for membership.
- (9) There is no probationary period for either the Junior Firefighter Program or the 2<sup>nd</sup> Alarm Program.
- (10) During the probationary period, probationary members shall be entitled to all rights and privileges of membership with the exception of the following:
  - (a) Probationary members cannot vote at meetings.
  - (b) Probationary members cannot vote in elections.
  - (c) Probationary members cannot hold office.
  - (d) Probationary members cannot serve as delegates.
  - (e) Probationary members shall be restricted in response operations as provided for in the Dauntless Fire Company Standard Operating Guidelines.

## ARTICLE VII

### A. STATUS OF MEMBERSHIP

#### 1. Regular Member

- a. Regular members shall be those members who have attained the age of (18), and have successfully completed their probationary period and/or a minimum of one year as a Junior Firefighter.

(1) At the discretion of the Fire Board, the Junior Firefighter year may be accepted as the first year of the probationary period.

- b. Regular members shall be members who attained a minimum of 25 % of total alarms and meetings for the preceding year and shall be referred to as an ACTIVE MEMBER.

(1) Regular member who failed to attain the minimum of 25 % of total alarms and meetings for the preceding years may have their total alarms/meeting total supplemented by the point system in order to assist them in maintaining active membership

- c. Regular member shall be entitled to all rights and privileges afforded by the Dauntless Fire Company including:

(1) Voting privileges at meetings

(2) Voting privileges in elections

(3) The right to hold office, if qualified, according to the specific qualifications provided for each office

(4) The right to serve as a delegate

(5) The right to respond to alarms in accordance with these Bylaws and the Dauntless Fire Company Standard Operating Guidelines.

(6) The right and privilege to represent the Dauntless Fire Company in any fire company activity in accordance with these Bylaws and the Dauntless Fire Company Standard Operating Guidelines.

#### 2. Inactive Member

- a. Any regular member who failed to maintain the requirements of an active member for one-year shall be referred to as an INACTIVE MEMBER.

(1) Inactive members cannot vote at meetings.

(2) Inactive members cannot vote in elections.

- (3) Inactive members cannot hold office.
      - (4) Inactive members cannot serve as delegates.
      - (5) Inactive members shall be restricted in response operations as provided for in the Dauntless Fire Company Standard Operating Guidelines.
  - b. No year of inactive membership status shall count towards life membership.
  - c. Any regular member who was inactive for two consecutive years will have their name stricken from the membership rolls of the company.
    - (1) Any member who has had their name stricken from the rolls, and wishes to reapply for regular membership, shall follow the provisions of the new member application process.
    - (2) Any member who has been stricken from the membership rolls of the company shall be notified of such within thirty days of their membership termination.
  - d. Upon notification of membership termination, such member shall return any and all fire company issued equipment/property back to the fire company within thirty days of said notification.
    - (1) Failure to comply with the return of any and all fire company-issued equipment/property may result in legal action against the former member by the fire company.

### **3. Life Member**

- a. Any regular member, after successfully completing (25) years of active service in the Dauntless Fire Company, shall be entitled to become a LIFE MEMBER of the Dauntless Fire Company.
  - (1) For the purpose of life membership, only one year of any member's probationary period (or periods) shall count towards said-members life membership.
  - (2) Life membership shall not include shall not include any extensions due to military service or post-secondary education exemption periods.
  - (3) Only one year as a junior firefighter shall be counted for and applied to requirements for life membership.
- b. Any member who desires to be a life member shall present a application letter for life membership to the fire company President by the regular company meeting in May

- (1) Following the regular company meeting in May, the President shall then forward any such letter requesting life membership to the Life Membership Committee.
  - (2) The Life Membership Committee shall report in favor of or rejection of such application at the regular company meeting in June.
  - (3) Upon the favorable vote of the membership at the June meeting, based upon the recommendation of the Life Membership Committee, the said applicant for life membership shall become a Life Member of the Dauntless Fire Company.
- c. Life Members shall not be required to comply with the requirements for Regular Membership as set forth in Article VII, Section A, Part 1b, "Regular Member".
- d. Life Members shall be entitled to all rights and privileges afforded by the Dauntless Fire Company including:
- (1) The right to hold office, if qualified, according to the specific qualifications provided for each office
  - (2) The right to serve as a delegate
  - (3) The right to respond to alarms in accordance with these Bylaws and the Dauntless Fire Company Standard Operating Guidelines.
  - (4) The right and privilege to represent the Dauntless Fire Company in any fire company activity in accordance with these Bylaws and the Dauntless Fire Company Standard Operating Guidelines.
- e. Voting rights and privileges for Life Members are as follows:
- (1) A LIFE MEMBER with election voting privileges shall be any life member who attended a minimum of (3) regular company monthly meetings during the previous twelve months prior to the company officer elections in December.
    - (a) The twelve-month period includes the December meeting of the previous year and the monthly meetings for January through November of the current election year.
  - (2) A LIFE MEMBER with election voting privileges in the preceding year is eligible to vote at any special election.
  - (3) Any LIFE MEMBER is eligible to vote at all company meetings.

4. **Junior Firefighters**
  - a. **Provisions of the Junior Firefighter Bylaws apply as written in the subsection of these Bylaws under the Dauntless Fire Company Junior Firefighter Program.**
  - b. **The Child Labor Laws of the Commonwealth of Pennsylvania, as applicable, shall take precedence over the Bylaws of this company.**
  
5. **2<sup>nd</sup> Alarm Members**
  - a. **A member of the fire company, who provides auxiliary support to the membership and the fire company, shall be known as a 2<sup>ND</sup> ALARM MEMBER.**
  - b. **Any person desiring to be a 2<sup>nd</sup> Alarm Member shall make application to the fire company in accordance with Membership Application Process.**
  - c. **Applicants for 2<sup>nd</sup> Alarm Membership shall have attained the age of (18) prior to making application.**
  - d. **Applicants for membership must be one of the following:**
    - (1) **A resident of the Borough of Ebensburg**
    - (2) **A resident of the Township of Cambria**
    - (3) **The child of a Dauntless Fire Company member**
    - (4) **A former member of the Dauntless Fire Company**
  - e. **2<sup>nd</sup> Alarm Members may assist with the following:**
    - (1) **General company functions**
    - (2) **Station and equipment maintenance**
    - (3) **Fundraising activities**
    - (4) **Fire prevention activities**
    - (5) **Public relation activities**
    - (6) **And other in-station and non-emergency activities as approved by the fire company President or Fire Chief.**
  - f. **2<sup>nd</sup> Alarm Members cannot participate in the following:**
    - (1) **Response to any alarm**
    - (2) **Any firefighting activity**
    - (3) **Voting**

- (4) Hold any office
- g. In addition, 2<sup>nd</sup> Alarm Members are not eligible for:
  - (1) Life Membership in the Dauntless Fire Company
  - (2) Death benefit insurance through the Dauntless Fire Company Relief Association
- h. Active membership requirements are not applicable to the 2<sup>nd</sup> Alarm Member Program.

## **B. ACTIVE MEMBER POINT SYSTEM**

1. A point system shall be utilized in determining the active status for probationary membership, regular membership and 2<sup>nd</sup> Alarm Membership in the Dauntless Fire Company.
2. The purpose of this point system shall be to award members on a yearly basis for their participation in fire company activities other than alarms and meetings.
  - a. These points will be added in with a member's annual alarm and meeting total in an effort to assist all members in attaining active member status.
  - b. Points for 2<sup>ND</sup> Alarm members shall be determined based upon the number of activities and events held throughout the calendar year.
    - (1) 2<sup>nd</sup> alarm members shall be required to attain a minimum total of ten points for any calendar year.
3. Fire company activities that will be provide the opportunity to attain points include training, fundraisers, public service details, in-station work details, fire prevention activities, public relation functions, and any other fire company related activity deemed worthy of inclusion at the discretion of the fire company President and/or Fire Chief.
  - a. None of the activities selected for the point system will be added to the total of alarms and meetings used as a ceiling to attain membership.
  - b. Activities selected for the point system will be added to each respective member's total of alarms made and meetings attended to boost active status.
4. The point system will be tabulated for each calendar year under the authority of the fire company President and Fire Chief.
  - a. The regular membership active status will be recorded along with the point system totals and posted in the fire station.
5. The point system does not apply to the Junior Firefighter Program or life members.

## ARTICLE VIII

### A. Membership Exemptions

#### 1. Military Service Exemption

- a. Any member serving in active duty with the United States military shall be provided a temporary exemption from meeting their membership requirements.
- b. Such members with a military service exemption shall be extended the opportunity to qualify for active membership during the period of one year beginning with the date of their discharge from the military.

#### 2. Post-Secondary Education Exemption

- a. Any student enrolled in post-secondary education or a trade school shall be provided a temporary exemption from meeting their membership requirements.
- b. Such members with a post secondary education or trade school exemption shall be extended the opportunity to qualify for active membership during the period of one year beginning with the date of their education being completed or terminated.
- c. Student requesting a post-secondary education exemption shall provide a letter of intention stating their post education status to the President at the time of their enrollment for each calendar year for which they are to be enrolled.

#### 3. Medical Leave Exemption

- a. Any active member who becomes physically incapacitated shall at the time of their incapacitation, notify the President or the Fire Chief of their incapacitation in writing.
  - (1) Should the incapacitated member be physically unable to do so, a medical excuse from that member's attending physician shall be required as soon as possible to verify the incapacity of such member.
  - (2) The starting date considered for medical incapacitation shall begin on the date of notification to the President or Fire Chief.
- b. The incapacitated member shall remain an active member until able to perform duties within the scope of their physical limitations, up to a maximum of (5) years.
  - (1) The (5)-year maximum period shall be waived for firefighting line-of-duty injuries.
  - (2) The (5)-year maximum period shall count towards attaining life membership status.



- (3) The (5)-year maximum period may be reached for any one single incapacitating period or may be accumulative over several incapacitated periods.
  
- c. Any incapacitation that extends into the following year shall require the incapacitated member to re-submit a physician's medical excuse to the President and/or the Fire Chief by the stated January meeting.
  
- d. Prior to and following the incapacitation period in any calendar year, the member shall be required to attain the active membership quota of 25 % of that year's alarms and meetings in order to retain their active membership status.
  
- (1) The point system shall be in effect throughout the period of incapacitation.

## **ARTICLE IX**

### **A. ACTIONS FOR DISCIPLINE**

- 1. Any member of the Dauntless Fire Company can be disciplined, removed from office, or expelled from the Dauntless Fire Company for any one of the following reasons:**
  - a. For a violation of the provisions of these bylaws.**
  - b. For a breach of trust.**
  - c. For improper conduct while on duty, at meetings, while on fire company property or any other capacity when representing the Dauntless Fire Company.**
  - d. For insubordination to a superior officer of the fire company acting within the scope of their duties as provided for by these Bylaws of the Dauntless Fire Company.**
  - e. For any felony or misdemeanor conviction.**
- 2. For the reporting of a violation) per Article IX, Section C.1.), The Dauntless President or the Fire Chief shall reserve the right to take immediate temporary action, such as the loss of privileges or suspension, for a period of time not to exceed (30) days or until the matter can be resolved by the Grievance Committee.**
- 3. The Grievance Committee shall act upon the alleged violation or exoneration within (30) days of their receipt of the grievance.**

### **B. GRIEVANCE COMMITTEE**

- 1. The Grievance Committee shall be a five-member board appointed by the President on an annual basis.**
- 2. The purpose of the Grievance Committee shall be to determine the findings of fact against the person(s) for which a grievance has been filed against.**
- 3. The Grievance Committee will exonerate or determine the necessary disciplinary action in accordance with these bylaws.**
- 4. The decision rendered by the Grievance Committee shall be final.**
  - a. Should there be a conflict of interest in the grievance matter with any member(s) of the Grievance Committee, the president shall appoint a neutral replacement(s) for the Grievance Committee from the membership at-large.**

**C. GRIEVANCE PROCEDURE**

- 1. Any violation of the provisions of these bylaws, or any action prohibited under Section 1 of this Article, shall be reported in writing to the President of the Dauntless Fire Company within (30) days of the alleged violation being known or reported.**
- 2. The President shall determine if the filed grievance is material, and if so, shall forward the filed grievance to the Grievance Committee for their review and appropriate action as necessary.**
  - a. Should the President deem the grievance of lacking substance or appropriateness, and the grievance filer(s) object to such opinion, the grievance filer(s) may appeal the President's decision by re-grieving the matter directly to the Grievance Committee.**
- 3. Any member(s) named in a grievance shall be advised in writing, in a timely manner by the President, of the findings by the Grievance Company.**
- 4. The Grievance Committee shall act upon the discipline or exoneration within (45) days of their receipt of the grievance.**
- 5. The Grievance Committee shall provide their findings in writing to the President within (5) days upon reaching a decision.**

**D. LEVELS OF DISCIPLINE**

- 1. The Grievance Committee shall review the alleged violation(s), and determine the appropriate disciplinary action as follows:**
  - a. Verbal warning issued by the President and the Fire Chief.**
    - (1) Should such action be against the President and/or the Fire Chief, the highest ranking uninvolved administrative and/or fire officer shall issue the verbal warning.**
  - b. Written warning issued by the President and the Fire Chief**
    - (1) Should such action be against the President and/or the Fire Chief, the highest ranking uninvolved administrative and/or fire officer shall issue the written warning.**
  - c. Loss of all privileges**
  - d. Suspension**
    - (1) The length of any imposed suspension by the President or Fire Chief shall be determined by and based upon the severity of the violation.**
    - (2) Suspensions shall be for a period of no less than (15) calendar days or for no more than (90) calendar day.**
  - e. Expulsion**

- f. Documentation of any disciplinary action by the Grievance Committee shall be placed in the said member(s) file and remain there and shall not be expunged.
2. The Grievance Committee can recommend to the President and the Fire Chief of the Dauntless Fire Company that legal action be pursued through local legal authorities/local law enforcement.
  - a. This includes monetary retrieval of damages, repairs to damages, or any other costs incurred directly or indirectly from the violation (s).
3. Actions involving a criminal violation shall automatically be presented to the appropriate local law enforcement agency.

#### **E. EXPULSION**

1. Any member expelled from the Dauntless Fire Company shall have their fire company membership terminated permanently.
2. Any member expelled from the fire company shall forfeit any and all rights and benefits previously extended including life membership if applicable.
3. Any member expelled from the fire company shall be notified immediately of the expulsion by the President, followed by a certified letter stating the same.
4. The expelled members shall be required to return the following company-issued property within (15) days of their expulsion to the fire company trustees:
  - a. Firefighter turnout gear
  - b. Fire company pager
  - c. Fire company dress uniform
  - d. Any other equipment deemed such by the Dauntless trustees

**ARTICLE X**

**DUTIES OF THE ADMINISTRATIVE OFFICERS**

**A. TITLES OF THE ADMINISTRATIVE OFFICERS**

- 1. The President of the Dauntless Fire Company shall be the highest ranking administrative officer of the Dauntless Fire Company in regards to administrative functions and the oversight of all organizational duties and responsibilities.**
- 2. The administrative officers of the Dauntless Fire Company shall consist of the following officers:**
  - a. President**
  - b. Vice-President**
  - c. Treasurer**
  - d. Financial Secretary**
  - e. Recording Secretary**
  - f. Trustees (total of 3)**

**B. DUTIES OF THE PRESIDENT**

- 1. Law and Order**
  - a. The President shall enforce all parliamentary rules of order and these bylaws of the Dauntless Fire Company.**
    - (1) The President shall also enforce all parliamentary rules of order and the bylaws of the Dauntless Fire Company Relief Association.**
  - b. The President shall enforce any action taken by the company under the provisions of these bylaws.**
  - c. The President shall enforce any action in regards to discipline in accordance with Article IX of these bylaws.**
  - d. The President shall post a copy within one week of any company regulation approved by the company membership.**
    - (1) In the event of a bylaw change, a written copy of that change shall be made available to all members for inclusion into their personal copy of company bylaws.**
  - e. The President shall notify any member suspended or terminated from the fire company of the said action within (7) days of any such action.**

**2. Meetings**

- a. The President shall preside at all meetings of the company under Robert's Rules of Order.
- b. The President shall conduct the meeting in accordance with the prescribed Order of Business.
- c. The President shall have the power to call for a special meeting in accordance with Article IV of these bylaws.

**3. Elections**

- a. The President shall determine the voting eligibility of all members.
- b. The President shall appoint s special committee of election tellers (of no less than three members) to preside over the voting process and present the election results to the company membership.
  - (1) The President shall provide a voter eligibility list to the election tellers.

**4. Committees**

- a. The President shall appoint all standing committees for the meeting in January.
- b. The President shall appoint any special committee(s) as necessary or as directed by the membership of the company.

**5. Financial**

- a. The President shall exercise the management of company income and expenses as identified within the company budget as adopted by the membership.
- b. The President shall present a company budget for the upcoming year at the October stated meeting.
  - (1) The budget shall be voted upon by the membership at the November stated meeting.
- c. The President shall have the authority to sign all company issued checks.

**6. Point System**

- a. The President, in cooperation with the Fire Chief, shall determine the activities within each calendar year that constitute points to be counted towards a member's yearly point total in determining active membership status.
- b. The President and Fire Chief shall maintain a list of point system activities and those members participating in such.

**C. DUTIES OF THE VICE-PRESIDENT**

- 1. The Vice-President shall assist the President of the Dauntless Fire Company in the administrative business and affairs of the Dauntless Fire Company.**
- 2. In the absence of the President, the Vice-President shall perform the duties of the President.**
  - a. In the absence of both the President and the Vice-President for stated meetings, the Trustees shall appoint a chairman from the trustees present or a fire company member-at-large who is present, who shall then perform the duties of the President until the arrival of the President or Vice-President; or the adjournment of the meeting.**
- 3. The Vice-President shall maintain an up-to-date total of all alarms, meetings and Monday nights, as attended by the company membership.**
  - a. These totals shall be posted within the fire station in a timely manner.**
- 4. The Vice-President shall have the authority to sign all company-issued checks.**
- 5. The Vice-President shall be responsible for collecting and presenting all correspondence at stated company meetings.**
- 6. The Vice-President, under the direction of the President, shall be responsible for posting a voter eligibility list for the election of officers by the first of December, and keep such posted through the adjournment of the stated December meeting.**

**D. DUTIES OF THE TREASURER**

- 1. The Treasurer of the Dauntless Fire Company shall give bond with sureties, to be approved by the Trustees, double the amount in the treasury, at the beginning of their term of office, conditioned for the faithful performance of the Treasurer's duties and proper application of the funds in their hands.**
  - a. The Treasurer shall give additional bond with approved sureties at any time the Trustee's shall deem proper.**
- 2. The Treasurer shall oversee all monies owned by the Dauntless Fire Company.**
- 3. The Treasurer and Financial Secretary shall maintain an accurate account and responsible record for all funds received and all orders paid from the accounts of the fire company.**
- 4. The Treasurer shall provide an Annual Report at the stated January meeting.**
  - a. The Annual Report shall include:**
    - (1) The preceding year's receipts and expenditures.**
    - (2) The remaining balances of all company accounts as of December 31<sup>st</sup> of the preceding year.**
    - (3) Any other investments, properties, or holdings of the fire company as of December 31<sup>st</sup> of the preceding year.**
- 5. The Treasurer may provide other financial reports as required.**



**E. DUTIES OF THE RECORDING SECRETARY**

- 1. The Recording Secretary shall maintain a complete and accurate written record of all proceedings of the fire company meeting.**
  - a. The minute book(s) shall be available in station to all fire company members for inspection.**
- 2. The Recording Secretary shall attend to all correspondence of the fire company.**
- 3. The Recording Secretary shall maintain any additional business records of the fire company as may be required or directed to do so by the President or the membership.**
- 4. The Recording Secretary shall perform other duties that are considered essential to the office of the Recording Secretary including the following:**
  - a. Shall maintain the membership rosters and dues for company and individual memberships in the various fire service associations and organizations.**
  - b. Shall maintain the insurance beneficiary records and insurance policy rosters for all members.**
- 5. In the absence of the Recording Secretary, the President shall appoint a Recording Secretary Pro-Temp who shall perform the duties of the Recording Secretary during the said leave-of-absence.**
  - a. The Recording Secretary Pro-Temp shall be authorized to have access to all records and documents required while performing the duties of the Recording Secretary during said leave-of-absence.**
- 6. For the faithful performance of duty, the Recording Secretary shall receive the monthly sum of twenty dollars (\$ 20.00).**

**F. DUTIES OF THE FINANCIAL SECRETARY**

- 1. The Financial Secretary shall be responsible for all accounts payable and receivable of the Dauntless Fire Company.**
  - a. Such funds and monies shall be:**
    - (1) Deposited into the proper account.**
    - (2) Reported as receipts at the next stated company meeting.**
    - (3) Be entered into the account ledger of the proper account.**
- 2. The Financial Secretary shall have the authority to sign all company issued checks.**
- 3. The Financial Secretary and Treasurer shall maintain an accurate account and responsible record for all funds received and all orders paid from the accounts of the fire company.**
- 4. The Financial Secretary, in cooperation with the Fund Drive Committee, shall be responsible for the coordination of the annual fire company fund drive.**
- 5. In the absence of the Financial Secretary, the President shall appoint a Financial Secretary Pro-Temp who shall perform the duties of the Financial Secretary during the said leave-of-absence.**
  - a. The Financial Secretary Pro-Temp shall be authorized to have access to all records and documents required while performing the duties of the Financial Secretary during said leave-of-absence.**
- 6. For the faithful performance of duty, the Financial Secretary shall receive the monthly sum of twenty dollars (\$ 20.00).**

**G. DUTIES AND POWERS OF THE TRUSTEES**

- 1. The Trustees shall have the role and responsibility as the general business and financial managers of the Dauntless Fire Company.**
- 2. The Trustees shall not individually exercise any duty without the concurrent and consent of the majority of the Board of Trustees.**
- 3. The Trustees shall report at each stated meeting on the following as necessary:**
  - a. The condition / status of fire company property.**
  - b. The condition / status of fire company finances.**
  - c. Any additions, changes or needs regarding fire company property, assets or finances.**
  - d. Present recommendations or required actions in regards to fire company property, assets or finances, that benefit or best serves the interests of the Dauntless Fire Company.**
- 4. Any of the Trustees, as authorized by the President of the Dauntless Fire Company, shall have the authority to sign company issued checks.**
- 5. The Trustees shall have charge of all property owned or utilized by the Dauntless Fire Company.**
- 6. The Trustees shall be permitted to authorize any necessary capital expenditure or new equipment purchase not exceeding one-thousand dollars (\$ 1,000.00) without the consent of the fire company membership.**
- 7. The Trustees shall be the medium through which the fire company communicates general business issues, including contracts, with government officials, excluding emergency operations.**

**ARTICLE XI**

**DUTIES OF THE FIRE OFFICERS**

**A. TITLES OF THE FIRE OFFICERS**

1. The Fire Chief of the Dauntless Fire Company shall be highest ranking fire company officer of the Dauntless Fire Company in regards to emergency preparedness and response functions.
2. The Chief Fire Officers of the Dauntless Fire Company shall consist of the following three ranks:
  - a. Fire Chief
  - b. Deputy Fire Chief
  - c. Assistant Fire Chief
3. The Line Officers of the Dauntless Fire Company shall consist of the following six ranks:
  - a. Truck Captain
  - b, Engine Captain
  - c. Hose Lieutenant
  - d. Rescue Lieutenant
  - e. Fire Police Captain
  - f. Fire Police Lieutenant

**B. AUTHORITY OF THE FIRE CHIEF**

1. The Fire Chief shall have sole authority and command over fire company personnel, apparatus and operations at alarms, training, parades and for maintenance.
2. In the absence of the Fire Chief, the Dauntless Fire Company chain-of-command shall be:
  - a. Fire Chief
  - b. Deputy Chief
  - c. Assistant Chief
  - d. Truck Captain
  - e. Engine Captain
  - f. Hose Lieutenant
  - g. Rescue Lieutenant

3. **Dauntless Fire Company utilizes an on-call Command Officer designated as "Command 22-6".**
  - a. **The on-duty command officer shall command the fire company personnel, apparatus and operations for emergency and non-emergency responses when on-duty.**
  - b. **The on-duty command officer may relinquish command to a higher ranking officer whenever deemed as appropriate.**
4. **In the absence of any fire command officer or Command 22-6, the driver operator of the first responding Dauntless Fire Company apparatus shall be recognized as the Fire-Officer-In-Charge (FOIC).**
5. **The Fire Police Captain and the Fire Police Lieutenant shall be charged with the duties of their respective positions as outlined in Article XI, Sections J and K, respectively.**
  - a. **The Fire Police Captain and Fire Police Lieutenant shall not assume the role of Fire-Officer-In-Charge (FOIC) in lieu of the absence of any other fire officer.**

**C. DUTIES AND RESPONSIBILITIES OF THE FIRE CHIEF**

1. **The Dauntless Fire Chief shall have the responsibility of ensuring that all apparatus and equipment related to fire, rescue or emergency response of any type, be maintained in a proper operating condition and in a state-of readiness.**
  - a. **In order to maintain this state-of-readiness, the Fire Chief shall have the authority to purchase up to one-thousand dollars (\$ 1,000.00) for emergency equipment purchases or emergency repairs deemed as necessary to keep apparatus and equipment in a safe and serviceable condition without the prior approval of the fire company body or the fire company trustees.**
2. **The Fire Chief shall have the authority to assign apparatus and equipment to alarms**
3. **The Fire Chief shall be responsible for maintaining the Dauntless Fire Company Standard Operating Guidelines in a proper and up-to-date status.**
4. **In cooperation with the President of the Dauntless Fire Company, the Fire Chief shall have the authority to establish, implement and govern any reasonable rule, regulation or procedure necessary to ensure safety, professionalism and the integrity of the Dauntless Fire Company and the members comprising such.**
5. **The Fire Chief shall be responsible for record maintenance of the following:**
  - a. **Personnel Records**
  - b. **Training Files**
  - c. **Alarm Reports (Incident Reports)**

(1) The Fire Officer-In-Charge of any alarm or command call shall be responsible for the proper completion of the incident report for that respective alarm or call.

- d. Apparatus and Equipment Purchase and Maintenance Records
- e. Personal Protective Equipment (PPE)
- f. 9-1-1 Alarm Cards
- g. Pre-Plan Files

6. In cooperation with the President of the Dauntless Fire Company, the Fire Chief will assist in maintaining documentation associated with the membership Point System.

**D. DUTIES AND RESPONSIBILITIES OF THE DEPUTY FIRE CHIEF**

1. The Deputy Fire Chief shall assume the duties and responsibilities of the Fire Chief in the absence of the Fire Chief.

**E. DUTIES AND RESPONSIBILITIES OF THE ASSISTANT FIRE CHIEF**

1. The Assistant Fire Chief shall assume the duties and responsibilities of the Fire Chief in the absence of the Fire Chief and the Deputy Fire Chief.

**F. DUTIES AND RESPONSIBILITIES OF THE TRUCK CAPTAIN**

- 1. In the absence of the three Chief Fire Officers, the Truck Captain shall assume the duties and the responsibilities of the Fire-Officer-in-Charge.
- 2. The Truck Captain shall oversee all standard truck company operations.
- 3. The Truck Captain shall manage all maintenance of the aerial apparatus and all ground ladders; and maintain the proper records of such.
- 4. The Truck Captain shall manage all training on the aerial apparatus and ground ladders; and maintain the proper records of such.

**G. DUTIES AND RESPONSIBILITIES OF THE ENGINE CAPTAIN**

- 1. In the absence of the three Chief Fire Officers and the Truck Captain, the Engine Captain shall assume the duties and the responsibilities of the Fire-Officer-in-Charge.
- 2. The Engine Captain shall oversee all standard engine company operations.
- 3. The Engine Captain shall manage all maintenance of the engine and tanker apparatus and pumps; and maintain the proper records of such.
- 4. The Engine Captain shall manage all training on the engine and tanker apparatus and pumps; and maintain the proper records of such.

**H. DUTIES AND RESPONSIBILITIES OF THE HOSE LIEUTENANT**

1. In the absence of the three Chief Fire Officers and both Captains, the Hose Lieutenant shall assume the duties and the responsibilities of the Fire-Officer-in-Charge.
2. The Hose Lieutenant shall manage all maintenance of hose, nozzles and appliances; and maintain the proper records of such.

**I. DUTIES AND RESPONSIBILITIES OF THE RESCUE LIEUTENANT**

1. In the absence of the three Chief Fire Officers, both Captains and the Hose Lieutenant, the Rescue Lieutenant shall assume the duties and the responsibilities of the Fire-Officer-in-Charge.
2. The Rescue Lieutenant shall oversee all standard rescue company operations.
3. The Rescue Lieutenant shall manage all maintenance of the rescue apparatus and rescue/EMS equipment; and maintain the proper records of such.
4. The Rescue Lieutenant shall manage all training on the rescue apparatus and rescue equipment; and maintain the proper records of such.

**J. DUTIES AND RESPONSIBILITIES OF THE FIRE POLICE CAPTAIN**

1. The Fire Police Captain shall serve as the Sergeant-of-Arms at all meetings conducted by the Dauntless Fire Company under the direction of the presiding officer.
2. At any alarm or event, the Fire Police Captain shall coordinate the proper protection to ensure and protect both emergency and non-emergency operations being conducted; and to protect those conducting such operations.
3. At any alarm or event, the Fire Police Captain shall coordinate the control of both vehicular and pedestrian traffic.
4. The Fire Police Captain shall have the authority to appoint up to twenty (20) fire company members to assist as directed with fire police operations being conducted at Dauntless Fire Company incidents and events.
  - a. Fire company members being appointed as Fire Police of the Dauntless sworn in as Fire Police by the Honorable Mayor of the Borough of Ebensburg for all duties provided wherever the fire company may be conducting operations.
5. The Fire Police Captain shall manage all maintenance of the fire police apparatus and fire police equipment; and maintain the proper records of such
6. The Fire Police Captain shall manage all training on fire police operations and equipment; and maintain the proper records of such.

**K. DUTIES AND RESPONSIBILITIES OF THE FIRE POLICE LIEUTENANT**

- 1. The Fire Police Lieutenant shall assume the duties and responsibilities of the Fire Police Captain in the absence of the Fire Police Captain.**

**L. STANDARD OPERATING GUIDELINES OF THE DAUNTLESS FIRE COMPANY**

- 1. The Standard Operating Guidelines (SOG) of the Dauntless Fire Company shall be referred to so as to further identify incident and operational guidelines to be implemented by the fire officers of the Dauntless Fire Company as deemed proper.**



**ARTICLE XII COMMITTEES**

**A. COMMITTEE APPOINTMENTS**

1. Standing committees shall be appointed by the Fire Company President by January 31<sup>st</sup> of the year in which they are serving.

**B. ANNUAL COMMITTEES**

1. Banquet
2. Bylaws
3. Budget
4. Fire Prevention
5. Finance & Marketing
6. Flower
7. Fund Drive
8. Fundraising
9. Grants
10. Grievance
11. Historical
12. House
13. Information Technology
14. Junior Firefighters
15. Kitchen & Refreshment
16. Life Membership
17. Membership
18. Parade & Uniform
19. Purchasing
20. Resolution
21. Safety

**C. TRAINING COMMITTEE**

1. The Training Committee shall be appointed by the Fire Chief by January 31<sup>st</sup> of the year in which the committee is serving.

**D. COMMITTEE TERMS**

1. All committee members shall serve a one-year term from February 1st of the year they were appointed through January 31<sup>st</sup> of the following calendar year.

**E. SPECIAL COMMITTEES**

1. If necessary, the President may appoint a special committee for the purpose of any special event or project.
2. Special committees shall serve their respective appointments until the completion of the special event or project for which they were appointed.

**F. COMMITTEE CHAIRPERSON**

1. The President shall appoint a Chairperson(s) to coordinate the respective activities of their respective committee.
2. The Chairperson(s) shall report to the company membership at each monthly meeting, a report of their committee's activities, findings and/or recommendations as necessary,

**G. COMMITTEES**

**1. BANQUET COMMITTEE**

- a. The Banquet Committee, with membership not to exceed five, shall be responsible for planning and conducting the annual fire company banquet.
- b. The banquet shall be held on the first Saturday of every March.

**2. BYLAW COMMITTEE**

- a. The Bylaw Committee, with an open roster, shall be responsible for drafting updates to the fire company bylaws for presentation to the general membership for action.
- b. The Bylaw Committee shall be responsible for the periodic review of the bylaws for the purpose of maintaining the bylaws in an up-to-date format.

**3. BUDGET COMMITTEE**

- a. The Budget Committee shall be comprised of all company fire and administrative officers, responsible for the preparation of the annual fire company budget to be presented to the general membership for adoption.
  - (1) The first reading of the annual budget shall be presented to the membership, for review, at the October stated meeting.
  - (2) The second reading of the annual budget shall be presented to the membership, for approval, at the November stated meeting.

**4. FIRE PREVENTION COMMITTEE**

- a. The Fire Prevention Committee, with an open roster, shall be responsible for the planning and presentation of community fire safety and other public safety programs.

**5. FINANCE & MARKETING COMMITTEE**

- a. The Finance and Marketing Committee, with membership not to exceed five, shall be chaired by the Vice-President.
- b. This committee shall be responsible for long range financial planning and providing short range concepts for marketing the expectations and requirements of the fire company.

**6. FLOWER COMMITTEE**

- a. The Flower Committee, with an open roster, shall be responsible for operating the 50/50 raffle prior to the monthly meeting with proceeds being deposited into the Flower Fund.
- b. The Flower Fund shall primarily be used for memorials and other contributions as determined by the company membership.

**7. FUND DRIVE COMMITTEE**

- a. The Fund Drive Committee, with an open roster, shall include both the Financial Secretary and the Treasurer.
- b. The Fund Drive Committee shall be responsible for the coordination and management of the annual fire company fund drive held annually in October.

**8. FUNDRAISING**

- a. The Fundraising Committee, with an open roster, shall be responsible for establishing and conducting fundraising activities.

**9. GRANTS COMMITTEE**

- a. The Grants Committee, with an open roster, shall be responsible for exploring grant opportunities and assisting with the submission of grant applications.

**10. GRIEVANCE COMMITTEE**

- a. The Grievance Committee, consisting of five members, shall have the authority to investigate charges entered against members regarding the violation of these bylaws, the standard operating guidelines, or conduct adversely affecting the fire company organization and its reputation in accordance with Article IX.
- b. The Grievance Committee shall report their findings at the next stated meeting for such action as appropriate.

**11. HISTORICAL COMMITTEE**

- a. The Historical Committee, with an open roster, shall be charged with the collection, inventory and display of company artifacts that exhibit the history of the fire company and the fire company's role in the community.

**12. HOUSE COMMITTEE**

- a. The House Committee shall consist of no more than seven members in addition to all company officers.
- b. The House Committee shall make recommendations in regards to the management of the fire station building and grounds.

**13. INFORMATION TECHNOLOGY COMMITTEE**

- a. The Information Technology Committee, with an open roster, shall manage the information systems within the station in addition to making recommendations for response information technology.

**14. JUNIOR FIREFIGHTERS COMMITTEE**

- a. The Junior Firefighters' Committee, with an open roster, shall consist of a combination of active members performing in a leadership role and the junior firefighters.
- b. The Junior Firefighters' Committee will be responsible for identifying and coordinating activities that promote the junior firefighter program.

**15. KITCHEN & REFRESHMENT COMMITTEE**

- a. The Kitchen & Refreshment Committee, with an open roster, shall be responsible for the operation of the kitchen facilities and the management of food preparation operations.
- b. Food preparation operations consists of alarms and other fire company operation activities, fundraising activities, social and community activities, and annual activities including the Christmas dinner and the annual picnic.
- c. The food stock and utensils are the responsibilities of the Kitchen and Refreshment Committee chairperson(s).

**16. LIFE MEMBERSHIP COMMITTEE**

- a. The Life Membership Committee, with membership not to exceed five, shall be responsible for the annual review of any member's application for life membership within the Dauntless Fire Company.

**17. MEMBERSHIP COMMITTEE**

- a. The Membership Committee, consisting of all Fire and Administrative officers of the Dauntless Fire Company, shall be responsible for reviewing the membership applications as submitted for regular, junior and 2<sup>nd</sup> Alarm membership.
- b. The Membership Committee, upon the review of said applications, shall make their recommendation to the company membership for acceptance or refusal for each applicant on an individual basis.

**18. PARADE & UNIFORM COMMITTEE**

- a. The Parade & Uniform Committee, with an open roster, shall be responsible for coordinating all parade invitations and advising the membership of local parades and associated events.
- b. The Parade & Uniform Committee shall coordinate the acquisition of the company dress uniform for the company membership including the inventory of uniforms and related accessories.

**19. PURCHASING COMMITTEE**

- a. The Purchasing Committee, with a membership of five, shall consist of a chief fire officer, a trustee and three members-at-large.
- b. The Purchasing Committee, acting as directed by the company membership, shall be responsible for developing specifications, soliciting bids, and making purchasing recommendations to the company membership on station furnishings and portable equipment excluding fire apparatus.

**20. RESOLUTION**

- a. The Resolution Committee, with a membership not to exceed five, shall be responsible for coordinating the memorial services of deceased members.
- b. Duties and responsibilities of the Resolution Committee shall include, but are not limited to the following:
  - (1) Coordination of the fire company memorial service
  - (2) Preparing the public display of the draped charter
  - (3) Composition of the funeral service memoriam
- c. Any use of any formal colorguard or funeral procession shall be coordinated by and at the discretion of the Fire Chief and the Fire Company President.

**21. SAFETY**

- a. The Safety Committee, with a membership not to exceed five, shall be responsible for monitoring overall safety conditions within the fire station and on the grounds property of the fire company.**
- b. The Safety Committee shall advise the Fire Chief, the President and/or the Trustees of any unsafe conditions or situations for appropriate action to be taken.**

## **ARTICLE XIII DELEGATES**

### **A. DELEGATES**

1. Delegates shall be chosen by the company membership for the following associations:
  - a. Volunteer Firemen's Association of Cambria County and Vicinity
  - b. Central District Fireman's Association
  - c. Western District Fireman's Association
  - d. Pennsylvania State Fireman's Association

### **B. DELEGATE NOMINATIONS**

1. The nomination of association delegates shall be conducted at the stated November meeting.
2. In the event no delegate has been nominated or elected to any association, any eligible fire company member may be appointed by the Fire Company President as a delegate to that respective association.

### **C. DELEGATE ELIGIBILITY**

1. The following membership groups are not eligible to serve as a delegate:
  - a. 2<sup>nd</sup> Alarm Members
  - b. Junior Fire Fighters
  - c. Members with Probationary Status
  - d. Members with Inactive Status

### **D. DELEGATE ELECTIONS**

1. The election of association delegates shall be conducted at the stated December meeting.
2. The election process for delegates will be the same as the election process for fire company officers.

### **E. DELEGATE RESPONSIBILITIES**

1. Members elected as delegates to the Volunteer Firemen's Association of Cambria County and Vicinity must attend at least (2) monthly meetings of the County Association, in addition to the county convention meeting, in order to receive their respective delegate appropriation.
  - a. The delegate appropriation shall be determined and voted upon by the fire company members at a stated monthly meeting.
2. All other delegates must attend that Association's respective convention meeting in order to receive their respective delegate appropriation.
  - a. The delegate appropriation shall be determined and voted upon by the fire company members at a stated monthly meeting.
3. Delegates shall be required to provide a timely report of all meetings that they attend, in compliance with fulfilling their delegate duties.

**ARTICLE XIV FUNDS**

**A. All monies received by the Dauntless Fire Company shall be deposited in the following funds or accounts, and may be paid out only for the purposes hereinafter set forth:**

**1. GENERAL FUND – All appropriations received from the Borough of Ebsenburg for fire protection shall be deposited in the General Fund.**

**a. A proportionate share of the Barker Fund shall also be deposited into the General Fund as established by the Trustees.**

**b. All general expenses for the operation of the fire company shall be paid out of the General Fund.**

**2. CARNIVAL FUND – All monies awarded from events and competitions shall be deposited into the Carnival Fund.**

**a. A proportionate share of the Barker Fund shall also be deposited into the Carnival Fund as established by the Trustees.**

**b. Expenses associated with the Refreshment Committee and internal social activities shall be paid out of the Carnival Fund.**

**3. EQUIPMENT FUND - All appropriations received from the Township of Cambria and the County of Cambria for fire protection shall be deposited in the Equipment Fund.**

**a. A proportionate share of the Barker Fund shall also be deposited into the Equipment Fund as established by the Trustees.**

**b. Financial donations and gifts, including the annual fire company fund drive, shall be deposited into the Equipment Fund for the purpose of maintaining, updating and the purchase of new apparatus and equipment.**

**4. BUILDING FUND – Funds deposited into the Building Fund shall be determined by the Trustees.**

**a. All monies available in the Building Fund shall be utilized to maintain and enhance the general operation of the facilities and grounds.**

**b. Building Fund monies may also be used for renovation projects or new construction projects encompassing the facilities and grounds.**

**B. TRUSTS**

**1. Trusts, as established by the Dauntless Fire Company, will be established under the following conditions:**

**a. Name of Trust**

**b. Earmark of Trust**

**c. Deposit of funds**

**d. Minimum level before expenditures**



**C. TRANSFER OF FUNDS**

1. The trustees shall be authorized to make transfers out of the General Fund as seen necessary to fund other accounts as needed in the best interest of the Dauntless Fire Company.

**D. FUNDRAISERS**

1. Fundraisers, as established by the fire company membership, may have the monies received from such, earmarked by the membership for special events and purchases.

**ARTICLE XV            AMENDMENTS**

**A.        AMENDMENT PROCESS**

1.        Any and all changes to these bylaws of the Dauntless Fire Company shall adhere to the following process:
  - a.        Proposed changes shall be submitted to the President in writing.
  - b.        Any proposed change shall be signed by a minimum of (12) active or life members of the Dauntless Fire Company.
  - c.        Any proposed change shall be presented at a stated meeting, where it will be read to the membership by the presiding officer, and then lay over until the next stated meeting for action by the membership.
  - d.        During the interim lay-over period, a copy of the proposed change shall be posted in the fire station on the company bulletin board.
  - e.        At the next stated meeting, the proposed change shall be voted upon by the members present with two-thirds of those members voting necessary for approval.

**B.        AMENDMENT VOTING**

1.        Twelve active and/or active life members shall constitute a quorum.
2.        Fire company members ineligible to vote are as follows:
  - a.        Junior members
  - b.        Probationary members
  - c.        2<sup>nd</sup> Alarm members
  - d.        Inactive members
3.        The President may request a standing vote in lieu of any vocal approval/disapproval when the circumstances dictate the need for such.

**C.        AMENDMENT DOCUMENTATION**

1.        Future amendments to these bylaws shall be noted in the fire company minute book of stated meetings.
2.        Changes reflecting any change to these bylaws shall be made and maintained as follows:
  - a.        Master copy in the President's Office.
  - b.        Master copy in the Fire Chief's Office.
  - c.        In-station bylaw document on display.
  - d.        Dauntless Fire Company website

**ARTICLE XVI            DISSOLUTION**

**A.        DISSOLUTION**

- 1.        The Dauntless Fire Company shall not be dissolved so as long as ten members shall desire it to continue in existence, maintain their membership, and provide for the activity within the fire company.**
  
- 2.        Nor shall any of the company property be applied to any purchase other than for the legitimate use and purpose of a fire company for the Borough of Ebensburg, Pennsylvania.**

**ARTICLE XVII          APPROVAL**

**A.          APPROVAL**

- 1.          These Bylaws have been approved and enacted by the membership of the Dauntless Fire Company of Ebensburg, Pennsylvania.**

**Entered May 21, 2012 by Ronald J. Springer, President, Dauntless Fire Company**

**Attested by the Dauntless Fire Company Bylaw Committee**

## ARTICLE XVIII

## PURCHASING POLICY

### A. GENERAL PURCHASES

1. General purchases for day-to-day items may be made by any regular member of the fire company.
2. General purchases SHALL REQUIRE the authorization of a fire company officer.
3. General purchases shall not exceed one-hundred dollars (\$ 100.00).
  - a. In the event a general purchase is expected to exceed the one-hundred dollar (\$ 100.00) limit –prior approval is required from a chief fire officer, the President or a Trustee.
4. All such purchases shall require a signature by the purchaser and a receipt shall be promptly provided to fire company officer.
  - a. All receipts should be forwarded promptly to the Financial Secretary.

### B. BID PROCESS

1. Definition of the term “bid”: An offer of a specific price or cost to do a piece of work or service, or to provide an item(s).
2. \$ 2,000.00 or greater
  - a. Requires a minimum of three (3) bids to be requested.
  - b. The fire company membership shall act in accordance in regards to the bid(s) received.
  - c. If for any legitimate reason three bids cannot be obtained, the fire company membership shall act in accordance in regards to the number of bid(s) received.
3. For any purchase requiring bids, the Purchasing Committee shall be utilized as the medium for securing such bids.
  - a. Special committees named by the President may act in lieu of the Purchasing Committee as the medium for securing bids relative to the project for which the special committee was formed.
4. Any single purchase – exceeding \$ 25,000.00 – shall require two stated meetings for approval. The first meeting shall present the purchase for remarks; the second meeting shall present the purchase for a floor vote.
  - a. Budgeted line items – not exceeding \$ 50,000.00 – shall require only one stated meeting for approval.

**C. PURCHASING COMMITTEE**

1. The Purchasing Committee is standing committee appointed annually by the President of the fire company.
2. The Purchasing Committee, with a membership of five, shall consist of a chief fire officer, a trustee, and three members at-large.

[Reference to Article XII; Part H, "Committees"; Section 19, "Purchasing Committee"; Part a;]

3. The Purchasing Committee, acting as directed by the company membership, shall be responsible for developing specifications, soliciting bids, and making purchasing recommendations to the company membership on station furnishings and portable equipment, excluding fire apparatus.

[Reference to Article XII; Part H, "Committees"; Section 19, "Purchasing Committee"; Part b;]

**D. PURCHASING POWERS**

**1. TRUSTEES**

- a. The Trustees shall be permitted to authorize any necessary capital expenditure or new equipment purchase not exceeding two-thousand dollars (\$ 2,000.00) without the consent of the fire company membership.

(1) Two trustees, or one trustee along with either the fire chief or the president, shall constitute the above requirement.

[Reference to Article XI; Part F, "Duties and Powers of the Trustees"; Section 6;]

- b. The Trustees shall be the medium through which the fire company communicates general business issues including contracts with government officials, excluding emergency operations.

[Reference to Article XI; Part F, "Duties and Powers of the Trustees"; Section 7;]

- c. Any of the Trustees, as authorized by the President of the Dauntless Fire Company, shall have the authority to sign company issued checks.

[Reference to Article XI; Part F, "Duties and Powers of the Trustees"; Section 4;]

**2. FIRE CHIEF**

- a. The Fire Chief shall have authority and command over fire company personnel, apparatus and operations at alarms, training, parades, and for maintenance.

[Reference to Article XI; Part B, "Duties and Powers of the Fire Chief";  
Section 1;]

- b. In order to maintain a (this) state of readiness, the Fire Chief shall have the authority to purchase up to one-thousand dollars (\$ 1,000.00) for emergency equipment purchases or emergency repairs deemed as necessary to keep apparatus and equipment in a safe and serviceable condition without the prior approval of the fire company body or the fire company trustees.

[Reference to Article XI; Part F, "Duties and Powers of the Fire Chief";  
Section 1; Part a;]

**E. PURCHASING DOCUMENTATION**

1. All purchase and carry transactions require a receipt.
  - a. All receipts should be forwarded promptly to the Financial Secretary.
2. All bids (both respective vendors and prices) shall be recorded by the Recording Secretary at the stated company meeting and be part of the monthly meeting minutes.

**END**

**ATTEST:** Ronald J. Springer, President  
Nicholas A. Damin, Vice-President