

**DIGHTON JUNIOR FIREFIGHTER
ASSOCIATION
BY-LAWS**

January 10, 2016

TABLE OF CONTENTS

Article I	Dighton Fire Department Objective	Page 2
Article II	Junior Firefighters Mission	Page 2
Article III	Junior Firefighters Objective	Page 2
Article IV	Membership	Page 2-3
Article V	Officers and Elections	Page 3-4
Article VI	Officer's Duties	Page 4-5
Article VII	Junior Firefighters Business & Meetings	Page 5
Article VIII	Junior Firefighters Website	Page 5
Article IX	Dues	Page 6
Article X	Amendments	Page 6
Article XI	Discipline	Page 6-7
Article XII	Dress Code	Page 7-8
Article XIII	Rules & Regulations	Page 8
Article XIV	Attendance	Page 9
Article XV	Musters and Muster Training	Page 9-10
Article XVI	Leaves of Absence	Page 10
Article XVII	Junior Firefighters Command Structure	Page 11
Article XVIII	Summer Ride Along Program	Page 11-12
Article XIX	Member Protection	Page 13

Article I

1.0 Dighton Fire Department Objective

- 1.01 The objective of the Dighton Fire Department is to provide a learning center to the youth of the community, and to provide trained individuals who may become career or call Fire and Emergency Medical personnel later in life.

Article II

2.0 Junior Firefighter's Mission

- 2.01 As a Junior Firefighter, I will, work to gain as much knowledge as I can through training provided to me by the Dighton Junior Firefighters Association and the Dighton Fire Department, I possibly can. With this knowledge, I will be able to serve my community to the best of my ability. Also, through my experiences I will gain respect for the men and women who put their lives on the line everyday in the fire service.

Article III

3.0 Junior Firefighter's Objective

- 3.01 To learn to serve and protect.
- 3.02 To learn about fire apparatus, fire and medical equipment and their proper use.
- 3.03 To learn how to affiliate with other groups, departments and Towns.
- 3.04 Support the Dighton Fire Department.

Article IV

4.0 Membership

- 4.01 Participation shall be open to all young adults 13 to 20. All prospective members will be required to fill out an enrolment application and complete a prerequisite interview before attending any meetings. No prospective participant shall be disqualified because of race, color, creed, or sex. All participants must agree to these By-Laws.

- 4.02 No participant shall be considered a full member until the end of a six (6) month probationary period and has successfully completed Healthcare Provider C.P.R. and D.O.T. First-Responder courses. Badges and collar pins will only be issued by this Association to a member after all requirements listed above have been met.
- 4.03 Any person of good moral character, distinguished public service or meritorious service to this association may be elected Honorable Members by a two-thirds vote of the members present at any regular association meeting. Honorary Members shall not pay initiation fees, dues or other charges and shall have no voice or vote in the association. Such membership may be revoked at any time for just cause.
- 4.04 Participation in the program will require all prospective and current members of the Dighton Junior Firefighter program to submit a copy to the Dighton Junior Firefighter Program an annual medical physical.
- 4.05 All participants enrolled in the Dighton Junior Firefighter program Sponsored by the Dighton Fire Rescue Department are covered under the McNamara Law, MGL Chapter 125 Sections 1 through 9. Torres Insurance provides the VFIS “Accident & Sickness Policy” this policy covers Junior Firefighters the same as it covers regular personnel.

Article V

5.0 Officers and Elections

- 5.01 The officers of this Junior Firefighters Association shall consist of a Captain (President) and two Lieutenants (one being Vice President and the other being the Secretary) who shall hold office for one year.
- 5.02 The normal term of office shall be for one year starting on January 1st. With elections to be held in December.
- 5.03 On the night of the election, an active member may present nominations from the floor. If the nomination is seconded and the candidate agrees to serve, he or she shall be included on the ballot.
- 5.04 At any point before the election a nominee can withdraw his or her name from the ballot with no question of said nominee’s reason for withdrawal.
- 5.05 All ballots shall be secret.

5.06 If at any time in a term an officer steps down, his/her position shall be filled by seniority and by rank (already elected officers will have first shot and then it will go by seniority of the firefighters). Also it is any member's choice to accept or deny a position with the full understanding that once his/her decision is made it is final.

I.e.: Captain steps down
1st Lieutenant-----Captain
2nd Lieutenant-----1st Lieutenant
Senior Firefighter-----2nd Lieutenant

5.07 Only members in good standing (having paid all dues and met the attendance requirements) can be elected provided said member is thirteen (13) years of age by December 1st, has successfully completed and passed both Healthcare Provider C.P.R. and D.O.T. First-Responder and has completed the required six (6) month probationary period.

Article VI

6.0 Officer's Duties

6.01 Captain:

- A) Serves as Leader.
- B) Implements the Association's program in cooperation with fellow officers and members.
- C) Works closely with the Chief and Deputy Chief's in a spirit of partnership.
- D) Conducts the business meetings and be responsible for the overall management of the Association.

6.02 Lieutenant (Training Officer):

- A) Serve as administrative officer of the Association.
- B) Assumes the responsibilities of the Captain in his or her absence.
- C) Leads the recruiting and admission of new members during the year.
- D) Organizes and recognizes the achievements of members.
- E) Conducts opening and closing ceremonies for special occasions as scheduled.
- F) Will serve as the training officer of the Association and is responsible for maintaining up to date, accurate records on all training that goes on. Arranges and organizes training activities alongside the Chief and Deputy Chiefs.

6.03 Lieutenant (Secretary):

- A) Serves as the communications officer and, in that position manages communications and publicity for the organization.
- B) Handles organization correspondence and minutes.

Article VII

7.0 Junior Firefighter's Business and Meetings

- 7.01 Business will be conducted under the principles outlined in Atwood's rules for meetings. Voting on all issues will be by simple majority, with the exception of changes or amendments to the by-laws, which will require a two-thirds vote of the total attendants at the meeting.
- 7.02 General meetings will be held twice a month with the first one on the 1st Thursday of the month at 19:00-21:00 and the 2nd to be held on the 3rd Sunday of the month at 19:00-21:00. All meetings are to be held at Station 2 unless otherwise advised by the Chief or Deputy Chiefs.
- 7.03 Officers meetings will be held thirty (30) minutes prior to the 3rd Sunday meeting of the month starting at 18:30.
- 7.04 There will be a training night held once a month, on the 2nd Sunday of the month at 19:00-21:00. There will be no business discussed at this meeting unless the membership is told of such business one (1) day before said meeting.

Article VIII

8.0 Junior Firefighter's Website

- 8.01 This organization will maintain a website, which will include all meeting dates and other information of interest to the participants.
- 8.02 All pictures of Association members who are seventeen (17) years of age or less that are to be posted on Association website will require permission from member's parent or legal guardian. Names of members will not be posted with member's pictures.

Article IX

9.0 Dues

9.01 Dues will be \$5.00 a month, payable quarterly or at any time within the quarter. Members delinquent in dues payments for one (1) year will be dropped from the Association roster. All members must have dues paid by December 1st.

Article X

10.0 Amendments

10.01 These by-laws made under its provisions, may be amended by a two-thirds vote, at a regular meeting, provided that each member in good standing is notified in writing of the proposed amendment at least fifteen (15) days in advance of the meeting at which a vote will be taken.

Article XI

11.0 Discipline

11.01 Disciplinary action will follow the proper chain-of-command with the ultimate final decision being a majority vote of the Chief and Deputy Chiefs.

11.02 Disciplinary Procedures:

- The disciplinary procedure will only be used once the Chain-of-Command has been exhausted and has failed.

Step I- Offender will be issued a written/verbal warning which will include the date of the warning and a description of the offense, it will be signed by the offender and one of the Chiefs.

Step II- Offender will be issued a written warning which will have the date of the warning and a description of the offense; it will be signed by both the offender and one of the Chiefs.

Step III- Same as Step II.

Step IV- Offender will be suspended from all Association activities with the length of the suspension being decided by a majority vote of the Chief and Deputy Chiefs.

Step V- Offender is removed from the Association. To be decided by the Chief and Deputy Chiefs with notification of such removal to be made to the current Chief of the Dighton Fire Department.

Article XII

12.0 Dress Code/Issued Gear

12.01 Members will adhere to the following dress code or he/she not be allowed to participate in said event.

- A) Training/Meetings: The training/meeting uniform will be (class c):
 - 1) Navy Dighton Fire Department T-shirt
 - 2) Navy work trousers
 - 3) Work boots

- B) Dress Uniform: The formal uniform will be (class b):
 - 1) Navy blue shirt (short sleeve for summer/long sleeve for winter) with all patches and pins
 - 2) Navy blue trousers
 - 3) Black shoes or boots
 - 4) Neck tie with the long sleeve shirt only

- C) Issued Turnout Gear/Equipment will consist of:
 - 1) Fire Helmet (black helmet probationary junior firefighter, yellow helmet regular junior firefighter and red helmet junior firefighter officer). Any member under 18 will have a reflective blue decal on their helmets.
 - 2) Nomex hood
 - 3) Bunker Coat
 - 4) Gloves
 - 5) Bunker Pants with suspenders
 - 6) Firefighter boots
 - 7) Uniform Shirt badge
 - 8) Uniform Collar pins
 - 9) Gear Bag
 - 10) Dighton Junior Firefighter ID

12.02 All members will be responsible for **ALL** issued gear will sign and date a gear issued report form and are subject to random gear inspections.

12.03 All issued gear/equipment **WILL** be returned to the Dighton Junior Firefighter program if any member decides to leave or is removed from the program. Dighton Junior Firefighter gear is the property of the Town of Dighton Fire/Rescue Department and has an approximate value of \$1500.00; if all gear and equipment is not returned in a timely manner the Dighton Police Department will be notified.

Article XIII

13.0 Rules & Regulations

13.01 Meetings are upstairs no horseplay or fooling around.

13.02 Cleanup after ourselves.

13.03 All Fire Department equipment we use must be put back in service and any defective equipment must be reported and tagged out-of-service to be repaired.

13.04 There will be no babysitting; everyone must leave when it is time to leave.

13.05 The organization's officers will handle all disciplinary actions under the advisement of the Chief and Deputy Chiefs.

13.06 No Parking in front of the apparatus bay doors.

13.07 A) All Junior Firefighters will be in uniform that is appropriate for the function that they are attending.

B) Any member who fails to comply with said dress code will not be allowed to participate in said event.

13.08 Any member who has three (3) unexcused absences in one (1) year shall be subject to disciplinary actions, which may lead up to removal from the Association.

13.09 During all Association events and meetings, put downs, harassment or taunting of any kind, to any member, will not be tolerated. The Chief and Deputy Chiefs shall deal with those who violate this rule accordingly.

Article XIV

14.0 Attendance

14.01 Any unexcused absence shall be defined as any absence that is not reported to the Chief or his/her Deputy Chiefs at least two hours before the scheduled meeting time. This policy will also be applicable to any function including fund raising, special events, the scheduled bi-monthly meetings and officer's meetings discussed in Article VII, Section II and III under Business and Meetings.

14.02 An excused absence will be defined as, any absence that is reported to the Chief's before the set time limits above.

14.03 Emergency absences will be dealt with on a case-by-case basis and will be judged by the Chiefs whether the emergency is legitimate or not.

Article XV

15.0 Musters and Muster Training

15.01 Musters:

- All members are urged to take part in all musters in some way whether it is by participation or to support the other Association members in some other way.
- Muster teams and/or participants will be chosen by the Captain at each event or before said muster (Assistance from the Lieutenants on decisions and selections is at the Captain's discretion). Captain has final say on all decisions.
- In the Captain's absence the Chain-of-Command will be the deciding factor on who is in charge at that event.
- Good sportsmanship is expected of all members at all musters that the Association takes part in.

15.02 Muster Training:

- Attendance will be dealt with according to Article XIV Section X under Rules and Regulations and Article XV under Attendance.
- Hazing and picking fun at fellow Association members will not be tolerated at any Muster Trainings.
- Dates for Muster Training will be set at a regular meeting by a majority vote of all present members.
- All Muster Training will be held at Dighton Fire Department Station #2.

Article XVI

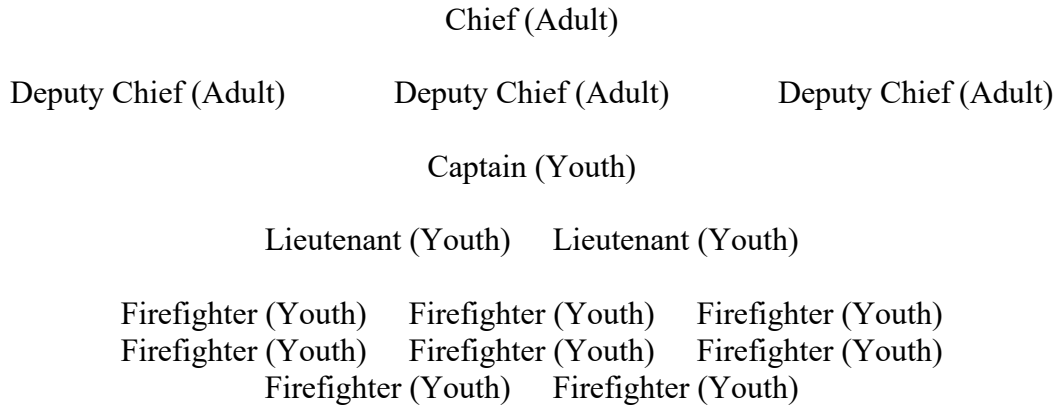
16.0 Leaves of Absence

- 16.01 A leave of absence will only be granted to a Member on an individual basis with the decision of whether or not to approve a leave of absence to be decided by a majority vote of the Chief and the Deputy Chiefs. Any and all leave of absences will be a thirty (30) day period, and at the end of those thirty (30) days the Chief and Deputy Chief's will re-evaluate the reason for the leave with the member.
- 16.02 The basis on which the Chief and Deputy Chiefs will approve a leave of absence will be as follows:
- 1.) Medical Reasons
 - 2.) Family Reasons
 - 3.) Struggling with school academics
- Any other reason above and beyond those listed shall not be considered a legitimate cause to this Association.
- 16.03 It will also be up to the discretion of the Chief and Deputy Chiefs to ask the opinions of the Captain and Lieutenant's on whether or not to approve or disapprove a post member for a Leave of Absence.

Article XVII

17.0 **Junior Firefighter's Command Structure:**

17.01 Structure:



Article XVIII

18.0 **Summer Ride along/Station Coverage/Program**

18.01 The summer ride along/station coverage program sponsored by the Dighton Fire Rescue/Department will run only when school is out on its summer break to August 31 each year. The work week will run seven days a week and go from 0900 to 1700 each day and report to station 1.

18.02 All Dighton Junior Firefighters who wish to participate in the summer ride along program/station coverage/program sponsored by the Dighton Fire/Rescue Department must have the following:

- 1) Current Healthcare provider C P R card
- 2) Current DOT First Responder certification
- 3) Current annual medical physical on file
- 4) Signed permission slip
- 5) Complete Class B & C uniform
- 6) Department issued ID card
- 7) Department issued turnout gear
- 8) Only Junior Firefighters 18 or over will be allowed to ride on the apparatus responding to calls

18.03 Signup for the ride along program will go as follows:

- 1) Captain
- 2) 1st Lieutenant
- 3) 2nd Lieutenant
- 4) Then by seniority

18.04 Summer Ride Along/Station Coverage/Program Guidelines

- 1) Junior Firefighters may not be substituted for trained personnel.
- 2) Junior Firefighters who ride in apparatus or other Department vehicles must be seated and must wear a seat belt.
- 3) Junior Firefighters may not drive Department vehicles.
- 4) Junior Firefighters may not climb aerial ladders.
- 5) Junior Firefighters may not climb ground ladders that exceed 35' in length.
- 6) Junior Firefighters may not enter or perform ventilation procedures on a burning building.
- 7) Junior Firefighters may not use dielectric tools or gloves on energized equipment.
- 8) Junior Firefighters may not operate acetylene-cutting torches.
- 9) Junior Firefighters may not handle life nets.
- 10) Junior Firefighters may not enter any burning building.
- 11) Junior Firefighters may not be made to do any work that may be required by any Department personnel.
- 12) Junior Firefighters may ride on the first out truck unless trained personnel take up each seat. Otherwise the Junior Firefighter may ride on the second out piece.
- 13) Junior Firefighters will report to the driver of the vehicle and await further instructions.
- 14) Junior Firefighters will report to Dighton Station 1 with full gear and in Dighton Fire Department class-b shirt (with all badges & pins), black boots and blue Dickie's. Each shift will run from 09:00 to 17:00 (5pm).
- 15) Junior Firefighters will not be allowed to participate if they do not have a valid Health Care Provider CPR Card, First Responder Card and a current physical form on file.

Article XIX

19.0 Member Protection

19.01 The adult leaders (Chief and Deputy Chiefs) will be sure so as not to leave any member or adult leader one on one with each other at any organization meeting, training, parade, and/or function for the protection of the member and adult leader. There will be a minimum requirement of three (3) participants at all events listed above.