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CONSTITUTION



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Revised 1/29/2014

CONSTITUTION

We, the members of the Louisiana Fire Department, agree under the following articles to pledge our best exertions to the fulfillment of the obligations enjoined on us.

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Article I

SECTION 1. This unit shall be known as the Louisiana Fire Department.

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Article II

SECTION 1. The business meeting of this department shall be on the last Wednesday of each month unless otherwise rescheduled by majority vote of the membership.

SECTION 2. The hour of the meeting shall be 7:00 P.M.

SECTION 3. A quorum for the transaction of business shall consist of one half the membership plus one becoming a majority.

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Article III

SECTION 1. The business officers of the department shall be; President, Vice-President, Secretary-Treasurer, all of whom shall be elected by majority vote.

SECTION 2. The Fire Chief shall be elected by majority vote of the department members with the result of vote presented to the City Administrator for approval.

SECTION 3. The Asst. Chief, First and Second Captains and a qualified Medical Officer shall be elected by the majority vote of the department members.

SECTION 4. The Safety Officer may be appointed by the Chief

each year.

- SECTION 5. The election shall be held each year in the month of March on the regular meeting date.
- SECTION 6. The President shall preside at all meetings, preserve order and decorum therein, and in the determination of all questions shall have a casting vote only. He shall have the power to call special meetings.
- SECTION 7. In case of absence of the President his duties shall be performed by the Vice-President or in absence of both, the Secretary-Treasurer shall preside.
- SECTION 8. The Secretary-Treasurer shall collect all monies due and keep an accurate record of all received, keep a record of all meetings, recording all transactions thereof, and give a statement of accounts and records when his successor is elected.
- SECTION 9. The Secretary-Treasurer shall receive all applications for membership and submit same to the membership committee.
- SECTION 10. It shall be the duty of the Chief and Asst. Chief to take command of the department at all drills and on every occasion of a fire or other situations. The first arriving fire fighter shall be in charge until relieved by an officer.
- SECTION 11. Dismissal of member(s) It shall be the duty of the Fire Chief to maintain documentation of any disciplinary actions taken within the Louisiana Fire Department relating to personnel. Said documentation will be in accordance with the dictates and protocols as set forth in the City of Louisiana Employee Handbook of Louisiana, Missouri as stated in Chapter 6-Appointments and Separations, Section F-Disciplinary Actions. Disciplinary actions will be progressive in nature. The Fire Chief will be responsible for providing the City Administrator with appropriate documentation in situations where his/her recommendation is for dismissal.

- SECTION 12. The Fire Chief is the Department Head and all members report to the Fire Chief
- SECTION 13. All matters of the Fire Department shall be made known to the Fire Chief prior to being presented to the City Administrator or City Council
- SECTION 14. Fireground Command is as follows: Fire Chief, Assistant Fire Chief, First Captain, Second Captain, First Arriving Fire Fighter.

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Article IV

- SECTION 1. The department shall consist of personnel approved by the city council.
- SECTION 2. It shall be the duty of each fireperson upon every alarm to proceed to the fire house or to the scene, but only after determining that the fire apparatus has departed the fire house. All fireman must have reliable means of transportation (Car, Truck)

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Article V

- SECTION 1. There shall be a membership committee appointed by the President to determine eligibility of applicant. This committee shall be comprised of the Fire Chief and four (4) department members. This committee will submit the applicant's name to the department members for acceptance by majority vote. The vote will be by secret ballot.
- SECTION 2. Eligibility of applicants:
- (a) Must have attained the age of 18.
 - (b) Availability to attend all fire calls and situations.
 - (c) Availability to attend state sponsored fire training.
 - (d) Refer to City Ord. #205.050
- SECTION 3. Any member wishing to leave the department shall notify the department in writing. Upon payment of all indebtedness to the fire department or to the city, and returning all property in his

possession belonging to the department or city, his name shall be stricken from the rolls.

SECTION 4. All fines or assessments due the department and all monies due the city must be paid in full and up to date before a member receives his quarterly pay or before the next regular scheduled meeting. No fireman will be allowed to attend any meeting until all monies due the city or fire dept. are paid in full. and will be count absent for said meetings. Maybe subject to disciplinary action.

SECTION 5. Grounds for Action; The following are declared to be grounds for demotion, suspesion, or removal of a regular member of the fire depaartment or a substitue. This list is nonexclusive and such grounds, including those not soecifically mentioned herein, may be grounds for immediiate removal.

- (a) Disorderly conduct.
- (b) Conduct injurious to interest of department
- (c) Insubordinate to commanding officer.
- (d) Disobeying a direct order from commanding officer.
- (e) Excessive absence from roll call situations
- (f) Making a false alarm.
- (g) Any member being absent from three successive regular meetings without an excused absence.
- (h) Any of the grounds set forth in the City of Louisiana Employee Handbook of Louiisiaana, Missouri as stated in Chapppter 6-Appointments and Separations, Secftion F-Disciplinary Actions, Section 222-Grounds for Action.

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Article VI

SECTION 1. All voting for admission of reular members and substitutes shall be by secret ballot.

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Article VII

SECTION 1. No unauthorized personnel (civilian) shall be

allowed to drive or become a passenger of any department equipment going to or from any emergency situation.

SECTION 2. No unauthorized personnel (civilian) shall be allowed to drive or become a passenger of any department equipment at any time unless receiving permission before hand from an officer of this department. Each individual instance will require an additional request.

SECTION 3. All drivers of department equipment must be qualified by the Fire Chief or Safety Officer.

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Article VIII

SECTION 1. All by-laws and resolutions enacted in conformity with the provisions of this constitution and not repugnant to city ordinances shall be equally binding on members of the Constitution itself.

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BY-LAWS

Article I

SECTION 1. The order of business at a business meeting shall be as follows:

- (a) At the hour of the meeting if a quorum is present the President shall take his chair and call the meeting to order.
- (b) Minutes of preceding meeting read and approved.
- (c) Imposing fines and assessments.
- (d) Reports of Treasurer.
- (e) Reports of committees.
- (f) Election of members.
- (g) Unfinished business.
- (h) New business.

- (i) Chief Section
- (j) Roll call.
- (k) Meeting adjournment.

Article II

- SECTION 1. All fines, contributions or donations shall go to the use of the department in such a manner and for such purpose as the members see fit.
- SECTION 2. For every non-attendance of a meeting the member shall be fined \$5.00.
- SECTION 3. For every non-attendance of a roll call fire or situation the member shall be fined \$3.00.
- SECTION 4. Any member who shall leave the city, regardless of the length of absence, shall furnish a substitute and report same to Chief or Asst. Chief. Said substitute are subject to all penalties of a regular firefighter if they are actually substituting at the time of incident.
- SECTION 5. For every non-attendance of work detail (Fish Fry, Etc.) the member shall be fined \$5.00.
- SECTION 6. If any member feels aggrieved by any fine he shall be allowed to appeal to the Chief, Asst. Chief, President, Vice-President, Secretary-Treasurer and these five shall determine if the fine shall or shall not be imposed.

Article III

- SECTION 1. All committees shall be appointed by the President and committees shall make their reports at the regular business meetings.
- SECTION 2. All business meetings shall be conducted under "Roberts Rules Of Order".

Article IV

- SECTION 1. It shall be the duty of each member to assist in removing, cleaning and replacing any hose or equipment after a fire, drill or any occasion when required. No personnel shall leave the scene without permission of commanding officer.

Article V

- SECTION 1. Where upon Louisiana Fire Department is called on a Mutual Aid it will be the policy of the Fire Department when dispatched that One (1) Pumper with no less than Three (3) firefighters of which one will be an officer, and no more than Five (5) firemen will respond.

Article VI

- SECTION 1. All resolutions adopted by majority of those present, not repugnant to the constitution and by-laws, shall be equally as binding as the by-laws.

Article VII

- SECTION 1. No alteration shall be made in the by-laws unless the same shall have been proposed at a previous business meeting, and no alteration shall be made in any section without the concurrence of the majority of the members present.

Rules of Election

Rules of Voting Procedures

1. All Members in good standing may vote.
Subs and Full time Firefighters
2. All votes concerning personnel will be by Secret Ballot.
3. The President will vote only as a tie breaker.
4. All other issues, at the discretion of the president, will be decided by secret ballot or show of hands.
5. The tabulation and affirmation of secret ballots will be conducted by two (2) uninvolved business officers and the senior uninvolved command officer and the casting vote will belong to the senior uninvolved business officer.

For the purpose of this section- "Members in good standing" shall be full time or sub firemen, which have passed all testing required by the City of Louisiana, and have been approved by the **City Administrator**

MISSION STATEMENT

Louisiana Volunteer Fire Department

Mission Statement

The Mission of the Fire Department is to
Provide, Serve, and Protect the City of
Louisiana and its Citizens with Integrity,
Pride, and Passion with due
Consideration to Efficiency, Excellence,
Brotherhood and Education of our youth.

SECTION. 205.050

SUBSTITUTE FIREFIGHTERS.

- A. The City shall hire a maximum of four (4) substitute firefighters who shall, as their duties, work for and take the place of regular firefighters if a regular firefighter is absent and cannot answer fire alarms. Such substitutes shall be first approved by the Fire Department and the City Administrator before they are hired. They shall serve for such compensation as established by the City Council from time to time. After such substitutes have been hired, they shall train as if they are regular firefighters and each shall be prepared to take the place of a regular firefighter if one should resign. One (1) of such substitutes shall take the place of the resigning regular firefighter on the basis of the amount of time served by such substitute, and the substitute having served the most time will become the regular firefighter.
- B. Should a substitute firefighter be deemed inactive or uninterested in the Fire Department membership, he/she shall be removed from the active substitute roster and be replaced by the substitute firefighter with the most qualified applicant for substitute firefighters.

Amendments

Date	Section Changed	Changes
06-30-2004	Section 5 E	Excessive absence from roll call situations due to a lack of interest.
06-30-2004	Section 5 F	Deleted
06-30-2004	Section 5 G	Changed to section F
06-30-2004	Section 5 H	Changed to section G
1/29/2014	Section 11	Changed to section 11
1/29/2014	Article I	Changed added
1/29/2014	Article II	Changed Section 2
1/29/2014	Article II	Changed Section 3
1/29/2014	Article II	Changed Section 5
1/29/2014	Article III	Changed Section 12
1/29/2014	Article V	Changed Section 1
1/29/2014	Article V	Changed Section 2
1/29/2014	Article V	Changed Section 4

