

Bylaws and Constitution of the
Brownsville Volunteer Fire Department

Article I.

Section 1

This organization shall be known as Brownsville Volunteer Fire Department Inc. The object shall be the extinguishing of hostile fires and the protection of life and property.

Article II.

Section 1

Regular meetings shall be held at 7:00 p.m. on the Second Monday of each month. Special meetings may be called by the chief or in his absence by the Assistant Chief, at any time giving 6 hours general notice by telephone, mailed notice, email or paging devise.

Section 2

Roberts Rules of Order shall be the rules of procedure for all meetings of the Brownsville Volunteer Fire Department subject to the provisions of these By-Laws.

Article III

Section 1

Officers shall consist of a chief, secretary, and treasurer, (to be elected by majority ballot), and an assistant chiefs (to be appointed by the elected chief and confirmed by the membership.) The chief may appoint a Training Officer at his or her discretion. All officers to be elected in the same year and to hold office for one year or until successors are elected. Elections will be held at the December meeting.

Section 2

It shall be the duties of the chief to preside at all the meetings, appoint all committees not ordered by motion and sign warrants drawn on treasury. The chief shall be the ex-officio member of all committees. The chief shall see that all committees perform their duties, settle all disputes among the members and his decision shall be final until the next regular meeting when they may be acted upon by the department.

Section 3

The chief shall see that all fire apparatus is inspected and in first class condition at all times.

Section 4

The chief shall have control and be responsible for all members and have authority to suspend, reprimand or expel any member for misconduct while on duty. Any member so suspended or expelled may present his case at the next regular meeting where a majority vote may reinstate him.

Section 5

The chief shall see that corporate charter, workman's compensation and all state certification requirements are filed with the state, mutual aid agreements are signed with neighboring communities, equipment and manpower agreements are signed with the county advisory board and state forestry and all fire department electronic data is properly backed up and securely stored to maintained data integrity.

Section 6

The chief shall see that records of all calls are kept on file and reports of all calls are recorded with the state fire marshal's office within thirty days after the occurrence of said call.

Section 7

It shall be duty of the assistant chiefs to officiate in all the above matters in case of the absence or death of the chief.

Section 8

It shall be the duty of the Secretary, to provide a record of all meeting minutes in electronic format. The secretary shall also keep a roll call of the members present at every meeting, training and calls.

Section 9

It shall be the duty of the Treasurer to sign warrants drawn on the treasury, to keep a financial record of all transactions, to receive all money due to the department and deposit into the treasury. The Treasurer must make a report of all money transactions at each meeting. All warrants shall have membership approval.

Section 10

Upon the death, or resignation of any officer, the Assistant Chief will serve out the term, or until a successor is elected.

Section 11

In responding to all emergencies and calls the incident Command System (ICS) shall be used.

Section 12

It shall be the duty of members to be prompt at all meetings and on every emergency call to duty. All members shall behave in a courteous and professional manner when representing the fire department.

Article IV

Section 1

Five members shall consist into a quorum.

Article V.

Section 1

Any able-bodied person of good moral character over the age of 18 years may become a member upon written application and by receiving a majority vote of the membership. A valid SD driver's license is required to operate any fire department apparatus.

Section 2

Any member becoming unfit for duty or otherwise may be dropped from active membership by a two-thirds majority vote.

Section 3

A member in good standing must have attended at least 75% of the meetings and drills for the previous year or have a legitimate excuse approved by the Chief for being absent.

Section 4

Only members in good standing shall be eligible to vote during the meetings of the department and provided further that a member may not vote by proxy.

Section 5

Any member of good standing having served continuously for a period of ten years may be given honorary membership by a majority vote of members present.

Section 6

Any member in good standing shall be eligible to hold any office except the chief who shall have been a member in good standing for 3 years.

Section 7

Any member between the ages of 14 and 17 shall be a junior member without voting privileges. Members in good standing 18 years of age and older shall be senior members with all privileges.

Section 8

All members and Officers of the Brownsville Volunteer Fire Department shall meet the following minimum qualifications prior to January 1, 2016. All new members of the Brownsville Volunteer Fire Department shall be Firefighter qualified within 2 years of acceptance to the Department.

- Firefighter Support Personnel:
Shall attend SD Certified FF1 & FFII, S-130/S-190, annual RT-130, IS100, IS200, IS700 or equivalent.
- Firefighter shall attain:
State Certified Structural Firefighter, NWCG Certified Wildland firefighter S130–S190 & annual RT-130 or equivalent.
- Assistant Chief/Captain:
Firefighter with 3 years membership 15 hours training from the following list or equivalent;
 - a. Incident Commander Course
 - b. Leadership Course
 - c. Company Officer Course
 - d. Intermediate Fire Behavior (S-290)
 - e. IS-300, IS-400, IS800
- Chief:
Firefighter with 3 years membership
1 year as assistant chief, captain or equivalent training;
 - a. Urban Interface Course (S-215)
 - b. Fire/Arson Investigation Course
 - c. Company Officer Course
 - d. Incident Commander
 - e. Or other courses approved by Fire Chief

Article VI

Section 1

Upon the request of any member in good standing, the Department shall have the financial records audited by a Volunteer Committee of three fire department members in good standing.

Article VII

Section 1

Balloting on any subject must be secret upon request of any member in good standing.

Article VIII.

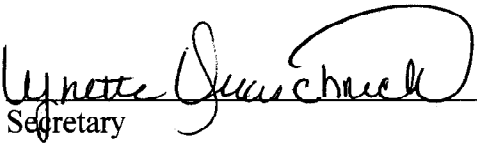
Section 1

Having one reading at two consecutive meetings and having a two-thirds majority vote in favor may make amendments to these by-laws.

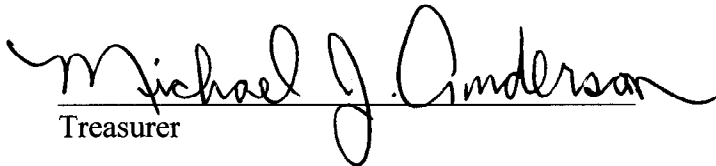
Amended January 28, 1999
Amended February 10, 2014



Chief



Secretary



Treasurer

2 - 10 - 2014
Date