

**BY-LAWS**  
**OF**  
**DEER MOUNTAIN VOLUNTEER FIRE DEPARTMENT**

DEER MOUNTAIN FIRE PROTECTION DISTRICT  
COTOPAXI, COLORADO  
Effective January, 2015

ARTICLE I  
OBJECTIVE

Objective of the DEER MOUNTAIN VOLUNTEER FIRE DEPARTMENT (DMVFD) shall be the preservation and protection of life and/or property during such FIRE, DISASTER or RESCUE, which may occur in the Deer Mountain Fire Protection District. The responsibility of the DMVFD is the education, training and safety of Fire Fighters in fire suppression (structure and/or wild land), disasters, and rescue.

ARTICLE II  
OFFICE and MAILING ADDRESS

The principal office of DMVFD shall be located at 6181 County Road 28, Cotopaxi, Colorado 81223.  
Mailing address shall be: 6181 County Road 28, Cotopaxi, Colorado 81223

ARTICLE III  
MONETARY FUNDS

The Officers of DMVFD shall maintain an account of funds not limited to but including, Donations to Station # 1, moneys raised, and Limited Reimbursement Grants by means of a checking account.

SECTION 1  
ACCOUNT:

The funds will be held in a checking account and have at least 2 of the Officers from DMVFD on the bank's signature card. The account will be set up to require 2 (two) signatures on checks over \$500. This account shall also have a Debit card. The appointed Chief shall hold the checkbook and Debit card. The Chief with the assistance of the Treasurer shall be responsible for accurate accounting of funds and records to DMVFD Members. Funds availability and accountability will be given at a regularly scheduled monthly meeting and an annual report given at fiscal year end. It will be the responsibility of the outgoing Chief and the newly appointed Chief to ensure that signatures at the bank are changed within 45 days of appointment.

SECTION 2  
FUNDS:

Funds can/will be used for the retention of DMVFD Fire Fighters, Station social events for Fire Fighters and or Families, Station open house for fire education to the community and the general public, Fire Fighter education and equipment, support of community or group activities and reimbursement of personal funds spent for department functions.

SECTION 3  
SPENDING LIMITS:

There will be a spending limit of \$500.00 (five hundred dollars) per occurrence for immediate needs with a report given at the next regularly scheduled meeting.

## ARTICLE IV MEETINGS

### SECTION 1

#### REGULAR MEETINGS:

Regular meetings for DMVFD will be held on the First and Third Monday of each month. The regular meeting time will be 6:00 p.m. An Officers meeting will be held on the last Monday of each month at 6:00 p.m. All Officers should be present. Meeting times subject to change as needed. All meetings will be conducted using Parliamentary procedure.

### SECTION 2

#### TRAINING:

Training will be conducted at each of the regular meetings following the business section. Times of regular meetings may be altered, based on time needed for training segment. Various station training will be conducted on weekends throughout the year.

### SECTION 3

#### SPECIAL MEETINGS:

A special meeting of the DMVFD, for any purpose or purposes, may be called and held by no less than 2 (two) Officers of the DMVFD. Officers will attempt to notify all Fire Fighters and Personnel with date and time of the special meeting. A special meeting will not constitute a regularly scheduled meeting.

### SECTION 4

#### ABSENCES:

All members that cannot attend regularly scheduled meetings should contact the Chief or an Officer of DMVFD. Excused absences will consist of, but not limited to, jobs, family, and personal business. Failure to contact an Officer prior to the meeting time shall constitute an unexcused absence.

## ARTICLE V MEMBERSHIP

Membership is open to any persons over 18 years of age that: lives and/or owns property inside the boundaries of Station # 1 (one) DMFPD, (Special waiver may be set by the Officers and/or the Board of Directors for DMFPD) and is a U.S. citizen. They must be willing to submit to a Background Investigation that is set forth by the District Board of Directors, and provide proof of good health. Members must be able to endure the rigorous activities of fire fighting. In order to drive any Station or District vehicle or apparatus members must hold a current Colorado Driver's License with a photocopy on file at DMVFD. If a prospective member does not hold a valid Colorado drivers license, they must hold a current State of Colorado I.D. with a photocopy on file at DMVFD.

### SECTION 1

#### PROBATIONARY PERIOD:

All new Fire Fighters will be placed on probation. New Fire Fighters must complete their Fire Fighter 2 (FF2) within 1 (one) year. All Probationary Fire Fighters will be allowed to assist Fire Fighters in Station/Scene activities, and other activities at the Chiefs discretion. Upon completion of FF2 and Background check, all Probationary Fire Fighters must meet with the Chief or other officers for review and removal from probationary status. While on Probationary status Fire Fighters will be issued: Firefighting equipment (Structural Wild Land), Radio/Charger Batteries and Radio call number. All issued items will remain the property of DMVFD. If a Member is suspended, terminated, or placed on Inactive Status all items will be returned to the Lieutenant or a superior officer of the Lieutenant with-in 30 days.

## SECTION 2

### JUNIOR FIRE FIGHTER PROGRAM:

The DMVFD will sponsor a Junior Fire Fighter program for teenagers from the age of 14 through the age of 17. The program will have 1 (one) Officer as lead sponsor. This program is to prepare young adults for firefighting and knowledge of fire equipment.

## SECTION 3

### INSUBORDINATION AND ALCOHOL:

Any insubordination, dereliction of duty, or any act of recklessness and/or endangerment of life or limb to another member, or the property of another member, Station, Fire District, or to any citizen and/or their property will not be tolerated. This may be cause for reprimand and/or suspension from DMVFD.

Any Fire Fighter, showing indication of being under the influence of alcohol and/or drugs shall not be permitted on equipment owned or operated by the Station and/or Fire District. This also includes responses to emergency calls.

## SECTION 4

### FIREFIGHTER DUTIES AND EXPECTATIONS:

It shall be the duty of ALL Fire Fighters to follow the commands and/or request of their Officers, IC's, and/or Safety Officers during any and/or all emergency situations and/or any Station function of the DMVFD. If a Fire Fighter refuses to do as commanded and/or requested, complaints should be given in writing by the Officer, IC or Safety Officer to the Chief for review and action. An inquiry of the event will be conducted by the Chief. All Firefighters shall maintain a current CPR certificate.

## SECTION 5

### ATTENDANCE:

It shall be the duty of all Fire Fighters/Probationary Members to be present at least 70%, including excused absences, of the regularly held meetings. This shall constitute an Active Fire Fighter/Probationary Member. Members should respond to emergency calls when available and in the response area.

## SECTION 6

### INACTIVE / LONG ABSENCES:

Any Fire Fighter/Probationary Member absent for a period of 4 (four) consecutive regular meetings in a reporting year without being excused may be subject to reprimand and/or suspension or being placed on inactive status. If a Fire Fighter is placed on inactive status, that Fire Fighter will return all equipment issued by the department to the lieutenant within 30 days. Any Fire Fighter wishing to return to active status must re-apply.

## SECTION 7

### VIOLATION OF BY-LAWS:

Any suspected violation of the By-Laws by an Active Fire Fighter or Probationary Fire Fighter shall be reported by an Active Fire Fighter in writing using ARTICLE and SECTION to the Chief, who, shall investigate the alleged violation and at the conclusion will dismiss allegations or issue a verbal/written reprimand to the member(s) involved. The record of proceedings will be kept for 1 (one) year from date of incident.

## SECTION 8

### REPRIMAND WRITTEN/VERBAL:

Reprimand may be verbal or in written form. Findings and actions of verbal reprimand will be kept in written form for record and held for 1 (one) year from date of incident. (See attached form 1). Findings and actions of written reprimands shall be placed in personnel files. Written reprimands will remain in personnel file for a period of one (1) year from date of reprimand. More than 3 (three) written reprimands in a year will be cause for a plan of action for resolution or suspension and/or Termination (See attached form #1).

## SECTION 9

### SUSPENSION I TERMINATION:

Suspension or Termination from this department can be used if the Chief feels it is in the best interest of DMVFD. Suspension or Termination will be decided by the Chief. Suspension must be specific in length and will not exceed a 6 (six)-month period. Any conditions of reinstatement must also be specified at the time of suspension and must be completed before the time of reinstatement. Before reinstatement the member must meet with the Chief for review of completed condition.

## ARTICLE VI ELECTED/APPOINTED POSITIONS

The Positions of DMVFD shall consist of Chief, Assistant Chief, Captain, Lieutenant, Safety Officer, Treasurer and Secretary. The Positions shall be filled by the Appointed Chief. Other appointments may be required to maintain and/or carry out Station requirements and activities.

## ARTICLE VII AMENDMENTS

Any proposed amendment to these By-Laws shall be presented in writing to the Chief for consideration.

## ARTICLE VIII FISCAL REPORTING YEAR

The fiscal/reporting year shall run from January 1st and end on December 31st each year.

## ARTICLE IX MISCELLANEOUS

Any and all equipment issued to a member of the DMVFD remains the property of DMVFD. Any member who voluntarily requests to be placed on inactive status or is placed on inactive status by the Chief will return all of their issued equipment to the Lieutenant of DMVFD within 30 days. If the Lieutenant is not available, member should contact any higher ranking Officer for the return of equipment. Any member that chooses to resign will also return all issued equipment in the same manner.

## ARTICLE X BY-LAW REVIEW

By-laws shall be reviewed by the appointed Chief in January and at other times as needed.

# LETTER OF REPRIMAND Deer Mountain Volunteer Fire Department

Name of Member/Firefighter: \_\_\_\_\_ Date: \_\_\_\_\_

