



Jefferson County Water District No. 10  
Volunteer Fire Department  
3707 Central Boulevard  
Nederland, Texas 77627

ORDER OF BUSINESS

1. Call to order
2. Invocation and Pledge Allegiance
3. Roll Call
4. Application for Membership
5. Reading of minutes of Previous Meeting
6. Communications and Bills
7. Treasurers Report
8. Report of Officers
9. Report of Committees
10. Unfinished Business
11. New Business
12. Nominations and election of Officers
13. Installation of Officers
14. Discussion of Fires and the Good of the Department
15. Adjournment



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## CONSTITUTION

### ARTICLE I

**Section 1.** The name of this department shall be known and designated as:  
JEFFERSON COUNTY WATER DISTRICT NO. 10 VOLUNTEER FIRE DEPARTMENT.

**Section 2.** The fire department shall consist of the Fire Service Division, the Auxiliary Division, and the Junior Division.

**Section 3.** The Fire Service Division and Junior Division together shall not consist of more than twenty-five (25) members, which shall make up the necessary companies to efficiently conduct the services of this department.

### ARTICLE II

**Section 1.** The elected Officers of this department shall consist of: President, Vice President, Secretary-Treasurer, Fire Chief, and Assistant Fire Chief. The Fire Chief and Assistant Fire Chief shall appoint the Officers: Captains, Safety Officer, Certification Coordinator, Chaplain, and Public Information Officer.

**Section 2.** The elected Officers of this department shall be elected separately by secret ballot at the regular business meeting in December of each calendar year and members shall be present to vote and be elected. Qualified members wishing to hold an elected office in the department shall announce and post their candidacy for the desired office. Posting shall be completed and turned into the Secretary by the end of the November business meeting. No other candidates will be recognized or allowed after the end of the November business meeting.

**Section 3.** No one person shall be eligible for office unless they are a member in good standing and have been in the department for twelve (12) consecutive months. The elected and appointed Officers of this department shall demonstrate the following qualifications/traits: Dedication, Innovation, Leadership, Experience, Training and Certification. State Firefighters' & Fire Marshals' Association of Texas Basic Level Certification or higher will be required of all individuals in a Command Staff position.

**Section 4.** Vacancies occurring in any of the elected offices of this department shall be filled by an election at the first regular business meeting following the vacancy or as soon as possible.



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**Section 5.** All newly elected Officers shall assume their duties at the first regular business meeting after installation.

**Section 6.** This oath shall qualify each Officer to do their duty and to serve in this department. “I do solemnly promise that I will uphold the Constitution and By-Laws of the department and faithfully perform all duties pertaining to my office as prescribed, until my successor is duly qualified.”

**Section 7.** No member shall run for more than one elected office. An elected Officer may also hold an appointed office as benefits the department if qualified for said office. No office shall require any pay.

### ARTICLE III

**Section 1.** Any person eighteen (18) years of age or older that is attending or has graduated high school or equivalent, and qualifying according to the guidelines, may become a member of this department by submitting an application to join.

**Section 2.** All newly appointed members shall be on probation for six (6) months from the date of their appointment with a review every three (3) months. Probationary members receiving majority vote of the active members present after six (6) months shall enter the ranks as an active member. Probationary members receiving less than majority vote of the active members present after three (3) months or six (6) months shall be discharged from the department. Any member on probation shall not have voting rights.

**Section 3.** Any active member wishing to withdraw from the department and be placed on the Honorary Roll must be in good standing and have turned in all issued equipment. This request must be in writing and will be voted on by the membership at the next regular business meeting. A member returning from the Honorary Roll shall meet the same requirements as a new member, passing a first and second reading, but shall not be subjected to a six (6) month probation, and does not accumulate years of service while on the Honorary Roll. No member shall go on the Honorary Roll more than three (3) times.



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**Section 4.** The membership of this department shall consist of four (4) classifications: Active, Honorary, Retired and Inactive. Only Active and Retired members shall be accorded a vote in the operation of the department.

Definitions:

Active - Members must meet the qualifications of Article IV, Section 2.

Honorary - Members who have withdrawn following the guidelines in Article III, Section 3.

Retired - Members who have been active and instrumental in the department until medical or other conditions prohibit their being active. Retired members will retain their voting rights.

Retired members shall not miss more than three (3) consecutive business meetings.

Inactive - Members not meeting the qualifications of Article IV, Section 2 for three (3) consecutive months and may be removed from the department after vote of membership for removal.

**Section 5.** The Fire Chief and Assistant Fire Chief shall have the authority to appoint three (3) Captains.

**Section 6.** The Command Staff shall consist of the Fire Chief, Assistant Fire Chief, and Captains.

#### ARTICLE IV

**Section 1.** An attendance committee of three (3) eligible members may be appointed by the President at the January business meeting to monitor attendance and make recommendations to the department regarding inactive members.

**Section 2.** Members must attend 25% business meetings, 40% drills, and 25% calls either for the month, quarter, or year.

**Section 3.** Only the following excuses shall be accepted by this department from members for failure to report for duty: 1) Sickness or death in family or 2) Other unavoidable circumstances which render it impossible for a member to attend meetings, drills, and calls. No excuses shall be accepted after three (3) consecutive months, unless approved by majority of the Officers.

**Section 4.** It is the member's responsibility to contact a Captain of an absence prior to a meeting or drill.



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**ARTICLE V**

**Section 1.** The Fire Chief shall have the right to call a drill whenever deemed necessary with 72 hours due notice being given.

**ARTICLE VI**

**Section 1.** The regular meetings for the transaction of business shall be held on the first Tuesday night of the month at 6:00 PM, if that Tuesday is a recognized Holiday, it will be held on the second Tuesday night.

**Section 2.** The regular meetings for drill shall be held each Tuesday night of the month at 6:00 PM; except if it is a Holiday, or 5<sup>th</sup> Tuesday, or regular business meeting.

**Section 3.** The Constitution and By-Laws of this department may only be amended at the regular October and April business meetings. Any proposed amendment shall be submitted in writing to the membership at the regular September and March business meetings.

**Section 4.** Fire Department Departmental Operating Guidelines (D.O.G.s) may be amended as necessary to improve department operations. Any proposed amendment shall be submitted in writing to an Officer. The proposed amendment shall be read at the next business meeting and discussed. Any changes to the Fire Department's D.O.G.s will become effective on the date of the next regular business meeting following a vote of the Officers.

**Section 5.** Five (5) active members shall constitute a quorum and this department shall not be dissolved while such members desire its continuance.

**ARTICLE VII**

**Section 1.** The duties of Officers and Members shall be defined by the By-Laws, as will the penalties for the neglect thereof.

**Section 2.** All Officers duly elected shall hold office for twelve (12) months, unless disqualified.



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**ARTICLE VIII**

**Section 1.** Applicants who have not reached the age of eighteen (18) may become members of the Junior Division by filing an application, just like any other applicant desiring to join the department and must have written parental consent. These members must abide by all the rules and regulations provided for by the Constitution and By-Laws and their duties shall be outlined in the Fire Department's D.O.G.s. They may voice their opinions and make suggestions for the good of the department, but shall not have the authority to vote or hold office.

**Section 2.** Upon attaining the age of eighteen (18) and fulfilling the Probationary Membership requirements, a Junior Member in good standing may become a member of the Fire Service Division if approved by majority of the active members in a business meeting.

**Section 3.** Applicants desiring to support the Fire Department may become members of the Auxiliary Division by filing an application, just like any other applicant desiring to join the department. These members must abide by all the rules and regulations provided for by the Constitution and By-Laws and their duties shall be outlined in the Fire Department's D.O.G.s. They may voice their opinions and make suggestions for the good of the department, but shall not have the authority to vote or hold office.

**ARTICLE IX**

**Section 1.** The Fire Chief and Assistant Fire Chief shall select the Firefighter of the Year. This selection will be made during the month of November so that the award may be presented at the annual Christmas dinner. The Fire Chief and Assistant Fire Chief are not eligible for this recognition.

**ARTICLE X**

**Section 1.** The elected Officers that are bank account holders are responsible for signing the checks on the bank account.

**Section 2.** Signature and Witness are required on each check.

**Section 3.** Approval by majority of the elected Officers to authorize transaction up to \$1,000. Approval by majority of the members in a business meeting to authorize transaction over \$1,000.



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**ARTICLE XI**

**Section 1.** Only active and probationary members, appropriate operator's license, properly trained, and meeting the requirements of insurability stipulated by the Fire Department's insurer shall drive any of the Fire Department vehicles.

**Section 2.** All drivers shall make every effort to drive the vehicles in a safe manner, making sure intersections are clear, if not make sure the other driver is yielding you the right of way, before entering the intersection.

**Section 3.** All drivers shall know the Fire Department's D.O.G.s concerning the rules for safe driving and riding on vehicles.

**Section 4.** All members shall have a Texas Class B CDL Exempt or higher Driver License. Current members shall have six (6) months to comply. New members shall finish within their six (6) month probation period.



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**BY-LAWS**

**ARTICLE I**

**DUTIES OF THE PRESIDENT:**

**Section 1.** It shall be the duty of the President to preside at all business meetings of the department according to Robert's Rule of Order and appoint all business committees not otherwise ordered.

**Section 2.** The President shall have and cast the deciding vote on all business questions in the event of a tie vote and make decisions on all points of order.

**Section 3.** The President shall see that all laws are properly and impartially executed and shall suggest such improvements as deemed necessary for the good of the department.

**Section 4.** The President shall have no fire ground authority unless he holds an appointed office granting such authority.

**ARTICLE II**

**DUTIES OF SECRETARY-TREASURER:**

**Section 1.** It is the duty of the secretary to keep a complete record of all proceedings of this department.

**Section 2.** The Treasurer shall keep an accurate and itemized record of all receipts and disbursements and present a financial statement of the prior month's transactions at each regular business meeting.

**Section 3.** At the request of the Fire Department membership to dissolve, the Treasurer shall balance all accounts and with all remaining money provide a scholarship fund in the name of the Jefferson County Water District No. 10 Volunteer Fire Department until such fund is depleted. Said fund shall be administered by a board of trustees of not less than three (3) members selected by the membership prior to dissolution.

**Section 4.** The Secretary-Treasurer shall hold no fire ground authority unless he holds an appointed office granting such authority.





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**ARTICLE III**

**DUTIES OF THE FIRE CHIEF:**

**Section 1.** The Fire Chief shall have at least six (6) years of fire service in this Fire Department, Basic Certificate, Instructor I Certificate, and NIMS Certificates required by state and federal guidelines.

**Section 2.** It shall be the duty of the Fire Chief to preside at all drills of the department. The Fire Chief shall grant a leave of absence whenever deemed proper, and report the same to the Secretary so that it may be noted as an excused absence. The Fire Chief shall suggest such improvements as deemed necessary for the good of the department.

**Section 3.** The Fire Chief shall have sole and entire command at incident scenes and over all members of the department and all apparatus. The Fire Chief shall direct all measures deemed proper for the extinguishment of fires, protection of property, preservation of order and observance of the laws, ordinances, and regulations respecting fires.

**Section 4.** The Fire Chief shall, when deemed necessary for the good of the department, suspend any officer or member under him from duty, and report at the next regular business meeting, where the Fire Chief shall be required to prefer charges.

**Section 5.** The Fire Chief shall act as liaison between the Fire Department and the Board of Directors of Jefferson County Water Control & Improvement District No. 10.

**Section 6.** The Fire Chief or his designee will meet with the Board of Directors at their regular monthly meeting and will present a monthly recap of incident responses made during the month.

**Section 7.** The Fire Chief shall also receive from the manager of Jefferson County Water Control & Improvement District No.10 a monthly budget financial statement, reflecting expenditures and income in the maintenance fund and present this information to the membership upon request.

**Section 8.** The Fire Chief and Assistant Fire Chief shall have the authority to appoint three (3) Captains.

**Section 9.** Radio designation of the Fire Chief will be Unit 1.



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**ARTICLE IV**

**DUTIES OF THE ASSISTANT FIRE CHIEF:**

**Section 1.** The Assistant Fire Chief shall have at least four (4) years of fire service in this Fire Department, Basic Certificate, Instructor I Certificate, and NIMS Certificates required by state and federal guidelines.

**Section 2.** It shall be the duty of the Assistant Fire Chief to perform the duties of the Fire Chief in the Fire Chief's absence. It shall be the Assistant Fire Chief's duty to assist the Fire Chief in performing all duties.

**Section 3.** The Assistant Fire Chief shall be second in command at an incident scene.

**Section 4.** The Assistant Fire Chief and Fire Chief shall have the authority to appoint three (3) Captains.

**Section 5.** Radio designation of the Assistant Fire Chief will be Unit 2.

**ARTICLE V**

**DUTIES OF THE CAPTAINS:**

**Section 1.** The Captains shall have at least two (2) years of fire service in this Fire Department, Basic Certificate, and NIMS Certificates required by state and federal guidelines.

**Section 2.** It shall be the duty of the Captains to ascertain that all fire apparatus are ready for immediate use in the event of an emergency.

**Section 3.** It shall be the duty of the Captains to assist in all drills.

**Section 4.** The Captains shall be the third in command at incident scenes.

**Section 5.** Radio designation of the Captains are Units 3, 4, and 5.



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**ARTICLE VI**

**DUTIES OF THE SAFETY OFFICER:**

**Section 1.** The Safety Officer shall have at least two (2) years of fire service in this Fire Department, Basic Certificate, Incident Safety Officer Certificate, and NIMS Certificates required by state and federal guidelines.

**Section 2.** It shall be the duty of the Safety Officer to ascertain that all fire apparatus are in a safe condition and that all members are performing safely. Have the ability, skill, and knowledge to accomplish his/her role. Recognize and forecast risks. Communicate his/her concerns of unsafe operations to Firefighters, Officers, and/or the Incident Commander; thereby causing an incident or an activity of the incident to be altered, suspended, or terminated.

**ARTICLE VII**

**DUTIES OF THE CERTIFICATION COORDINATOR:**

**Section 1.** The Certification Coordinator shall have at least two (2) years of fire service in this Fire Department.

**Section 2.** The Certification Coordinator is responsible for planning and conducting the Fire Department's training program with the assistance of the Fire Chief.

**Section 3.** The Certification Coordinator should attend Firemen's Training School as often as possible to keep abreast of modern firefighting methods.

**Section 4.** The Certification Coordinator can appoint an assistant Certification Coordinator with the title of Assistant Certification Coordinator.

**Section 5.** It shall be the goal of the Certification Coordinator to work toward certifying each member of the department by developing a training schedule based on member deficiencies.

**Section 6.** The Certification Coordinator shall hold no fire ground authority unless he holds an appointed office granting such authority.



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**ARTICLE VIII**

**DUTIES OF THE VICE PRESIDENT:**

**Section 1.** It shall be the duty of the Vice President to perform the duties of the President in the President's absence. It shall be the duty of the Vice President to assist the President in performing all duties.

**Section 2.** The Vice President shall hold no fire ground authority unless he holds an appointed office granting such authority.

**ARTICLE IX**

**DUTIES OF THE PUBLIC INFORMATION OFFICER:**

**Section 1.** It shall be the duty of the Public Information Officer to be the communications coordinator and spokesperson of the department.

**Section 2.** Provide information to the public and the media as required by law and according to the standards of their certification.

**Section 3.** The Public Information Officer shall hold no fire ground authority unless he holds an appointed office granting such authority.

**ARTICLE X**

**DUTIES OF THE CHAPLAIN:**

**Section 1.** It shall be the duty of the Chaplain to meet the life needs of all fire service personnel and their families, who honors all faiths, and who is also able to care for community victims impacted by fire or assisted by fire service personnel.

**Section 2.** Is not a pastor or a minister in a traditional sense. Ministers to fire service personnel outside the traditional boundaries of the local church and address human needs in specialized contexts in the department, out in the community, or even at the fire scene.

**Section 3.** The Chaplain shall hold no fire ground authority unless he holds an appointed office granting such authority.



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**ARTICLE XI**

**DUTIES OF THE FIREFIGHTER:**

**Section 1.** It shall be the duty of each firefighter to carry out all orders of the Command Staff of this Department during incident responses and any department related activities.

**Section 2.** It shall be the duty of each firefighter to assist each Captain in the execution of all duties.

**ARTICLE XII**

**GENERAL DUTIES OF MEMBERS:**

**Section 1.** The first firefighter arriving at the incident scene shall assume command until relieved by a higher-ranking officer or higher-seniority member.

**Section 2.** Each and every member of the department shall implicitly obey the Command Staff of the same when in the discharge of their duty.

**Section 3.** Every member shall attend meetings and drills regularly and assist in the execution of the Constitution and By-Laws.

**Section 4.** Any member removed from the roll and wishing to be reinstated, shall make an application just like a new member, and be voted on in a like manner after being removed for at least one (1) year.

**ARTICLE XIII**

**RULES OF ORDER:**

**Section 1.** No member shall be allowed to speak until properly recognized by the Chair.

**Section 2.** Every member desiring the privilege of the floor shall raise his/her hand, be recognized, and address the Chair.

**Section 3.** Only one member shall be entitled to the floor during the same period of time.

**Section 4.** When a motion is properly before the department, it shall be disposed of before another can be entered. No motion shall be made subject to more than two amendments.



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**ARTICLE XIV**

**MEMBER CONDUCT:**

**Section 1.** Should any member prove they are incompetent to perform or discharge their duties, or should they commit any act whereby the good name of the department may be brought into bad repute, or not abiding by all the rules and regulations, the member may be subjected to disciplinary action.

**Section 2.** Following a recommendation from the Fire Chief, approval by majority of the active members in a business meeting to terminate a member.