

# Articles and By-Laws of the Charlestown Fire Company, Inc.

## Article I: Title or Name

**Sec. 1:** The name and title of this organization shall be the **Charlestown Fire Company Inc., (hereafter known as the Company)**, of Charlestown, Cecil County, Maryland and vicinity.

## Article II: Mission Statement

**Sec. 1:** The mission of the Company is to provide Fire, Rescue, and Emergency Medical Services education, prevention and protection for the Town of Charlestown, Cecil County Maryland and vicinity. The Company will provide for and maintain an efficient organization, with modern apparatus and equipment, located in a convenient station or stations with professionally trained personnel.

To secure funds necessary for the maintenance and improvements of property and apparatus by appropriations, donations, subscriptions, entertainment, fairs, etc.

To purchase property for the firehouse in the furtherance of the mission: to sell, assign, transfer, convey and mortgage their property.

## Article III: Membership

**Sec. 1: Categories.** Membership shall be divided into six (6) categories: CHARTER, LIFE, ACTIVE, PROBATIONARY, CONTRIBUTING, AND ASSOCIATE.

**Sec. 2: Application.** All perspective members of the Company must complete, sign and submit an application for membership.

**2a.** No person shall be permitted into the Company unless an investigation of the applicant's background reveals that they are suitable for membership in the Company.

**2b.** All applicants seeking membership in the Company must sign a waiver permitting a background check be conducted. This background check may include both a criminal and Motor Vehicle Administration check, depending on the classification of membership being requested (i.e., a person requesting an active/probationary membership with the intent of operating the Company equipment/apparatus may be scrutinized in terms of driver license status/history).

**2c.** Applicants for membership under these Articles and Bylaws shall fulfill the requirements of the Equal Employment Opportunity Act. All qualified applicants will receive consideration for membership without regard to race, color, sex, religion, national origin, age, and/or handicap.

**Sec. 3: Minimum Age Statute.** No person under the age of sixteen (16) years of age shall be admitted into membership. In the case of a National Emergency, the age of membership may be lowered to fourteen (14) years of age, if two - thirds (2/3) of the Company members present vote in the affirmative.

#### **Sec. 4: Definition of Membership Categories/Classifications:**

**Section 4a. V.L.O.S.A.P.**: Is defined as the Volunteer Length Of Service Awards Program.

**Section 4b.**: Any member wishing to hold an administrative or operations position and have the right to vote must obtain 50 V.L.O.S.A.P. points that directly benefit the Company in the preceding year.

**4c. Charter Members** – shall be those original members that founded the Company. A charter member shall have the privilege to vote and the right to hold office, if the member has obtained their 50 VLOSAP points during the preceding fiscal year. A charter member shall be subject to the duties and regulations of these articles and by - laws. A charter member is exempt from annual member dues.

**4d. Life Members** – Shall be those members who have met one or more of the following; Completed 25 active years of service with the Company that are credited by the Cecil County V.L.O.S.A.P. system or have been injured in service to the Company to the point of partial or total disablement. Members wishing to obtain life membership status shall make the application to that effect in writing at a regular meeting of the Company. If two-thirds (2/3) of the company members present vote in the affirmative, the member shall be declared elected. Life members shall enjoy all privileges of the membership, but be exempt from active service. A life member shall have the privilege to vote and the right to hold office if the member has obtained their 50 V.L.O.S.A.P. points during the preceding fiscal year. A life member shall be subject to the duties and regulations of these articles and by-laws. A life member is exempt from annual membership dues.

**4e. Active Members** – Shall be residents of the Charlestown Fire Company's fire district who are at least eighteen (18) years of age, served a probationary period in the Company of at least one (1) year and must have passed M.F.R.I. Firefighter 1 or E.M.T.. A National Pro Board course equivalent to M.F.R.I. Firefighter 1 or an E.M.S. course that is equivalent to or greater than the Maryland E.M.T. certification is also acceptable. An active member shall have the privilege to vote and the right to hold an administrative or operations office, if the member has obtained their 50 V.L.O.S.A.P. points during the preceding fiscal year. An active member shall be subject to the duties and regulations of these articles and by-laws. It is the responsibility of the member seeking Active Membership to produce the proper certification of the required training before Active Membership will be granted.

**4f. Probationary Members** – shall be residents of the Charlestown Fire Company Fire District who have served less than one (1) year in the company and/or are under the age of eighteen (18). Probationary members will not have the privilege to vote and cannot hold any office. A probationary member must successfully complete a twenty – five (25) hour orientation class which focuses on the Company departmental operation/familiarization within eight (8) weeks of becoming a member. A Probationary Member will not be permitted to operate any Company apparatus/equipment without the permission of the Chief, Assistant Chief, or his/her designee. A Probationary member must also obtain 50 VLOSAP points to become an active member. A Probationary member shall be subject to the duties and regulations of these articles and by - laws. No probationary member will be permitted to operate any company apparatus or equipment as per SOP DT 09001

**4g. Contributing Members** – shall be residents of the Charlestown Fire Company Fire District and provide services and/or contribute to support the Company. A Contributing Member is not mandated to complete a fire suppression or emergency medical services training course. A Contributing Member shall have the privilege to vote and the right to hold administrative office, if the member obtains their 50 VLOSAP points during the preceding fiscal year. A contributing member shall be subject to the duties and regulation of these articles and by - laws. Contributing members will not receive credit for fire or EMS calls if they don't have the appropriate training.

**4h. Associate member:** Shall be members that provide services and support the Company but do not live in the Company's first due fire district. An associate member is not required to complete a fire suppression or emergency medical course. They do have the privilege to vote and hold administrative office in the Company if the member obtains their 50 VLOSAP points with the Company during the preceding year and have completed a course in fire suppression or emergency medical services.

**Sec. 5: Changes in Membership Categories/Classifications-** Any member of the Company may change their membership status from Active/Probationary to Contributing or Associate, or from contributing status to Active or Associate, etc. However, the member shall make application to that effect in writing to the Board of Directors at a regular meeting of the Company. Upon the approval of the member's request, that member will be bound by the regulations and requirements of that membership classification.

**Sec. 6: Membership Review:** Any active member who fails to obtain their 50 V.L.O.S.A.P. points during the preceding year fiscal year will have their membership status changed to contributing. Any member who moves out of the Company's first due fire district will be moved to associate membership. Any member who does not meet the requirements of their category of membership will be subject to change in and possible termination of membership after a recommendation by the Board of Review to the Board of Directors. This recommendation shall be made at the January meeting. This does not apply to Charter or Life members.

**Sec. 7:** Each person elected to membership shall within thirty (30) days receive from the secretary a membership card and a copy of the Articles and By Laws of the Company.

**Sec. 8:** Any member, whose dues are unpaid, shall not be permitted to participate in any company function.

**Sec. 9:** Any member or officer may be impeached or removed from office or expelled from the Company for any violation of these Articles and By - Laws or for any other improper conduct that brings disgrace upon the Company by two - thirds (2/3) vote in the affirmative at a regular meeting or special meeting of the Company members present providing that said member or officer be given written notice by registered mail from the Board of Directors at least fourteen (14) days in advance of the date said member is to appear in order to have time to make their defense.

**Sec. 10:** All Officers and/or Board of Directors shall have the authority to suspend any member for violating these Articles and By - Laws, providing such a suspension shall not last beyond the next regular meeting of the company, at which time the facts of the suspension shall be presented to the Board of Directors, who will render a decision in accordance with Article III Sec. 9. Any member that is suspended from the company will not be permitted to ride with any other Cecil County Fire Company while suspended, no other suspended members from any Cecil County Fire Company will be permitted to ride on any Charlestown Fire Company Calls

**Sec. 11:** Any probationary member brought up for election to active member status, but not elected shall be continued on probationary status or removed from the company's membership rolls, as determined by the Board of Directors.

#### **Article IV: Admission Fees and Dues**

**Sec. 1:** The admission fee for all membership applicants shall be three (3) dollars.

**Sec. 2:** The dues of active, associate, probationary and contributing members shall be three (3) dollars per annum. Dues can be paid at any regular meeting in October, November, or December for the upcoming year or at any regular meeting for the current year. Dues can only be paid one (1) year at a time for the current calendar year.

**Sec. 3:** All applications for membership are to be posted on the bulletin board in the firehouse for at least fourteen (14) days before being presented to the membership committee for investigation.

**Sec. 4:** The election of candidates for membership may take place after proper investigation, the fourteen (14) day posting, and the collection of the three (3) dollar dues.

**Sec. 5:** Election of members shall be by secret ballot. It shall take a majority of negative votes to reject an applicant for membership and any rejected applicant shall be refunded the three (3) dollar fee and shall not be proposed again for a period of six (6) months.

#### **Article V: Meetings**

**Sec. 1:** All regular meetings of the Charlestown Fire Company, Inc., shall be held on the second Monday of the month at 1900 hours in the station occupied and used by the company.

**Sec. 2:** A regular meeting of the Board of Directors of the Company shall be held each month. Special Directors meetings may be called at the discretion of the presiding officer at any time providing a written or oral notice is given to the Board members at least 24 hours in advance of such meetings.

**Sec. 3:** Special meetings of the company shall be called by the president at the request of five (5) members of the company. The secretary shall notify all members in writing or by electronic means, at least five (5) days in advance of such meetings.

## **Article VI: Officers and Mode of Election**

**Sec. 1:** The administrative officers of the Company shall consist of a board of ten (10) directors from which there shall be elected annually a President, Vice President, Secretary, Assistant Secretary, and Treasurer.

**Sec. 2:** The directors shall be elected by the Company by a majority vote of the eligible members present at the regular meeting held in the month of January of each year.

**Sec. 3:** Terms of the directors shall be for a period of two (2) years with five (5) directors being elected each year.

**Sec. 4:** The election shall be by printed ballot. The candidate receiving the highest number of votes shall be declared elected.

**Sec. 5:** The eligible members elect the Fire Chief, Assistant Chief, Fire Captain, Truck Captain, and EMS Captain at the regular company meeting in January of each year.

**Sec. 6:** All annually elected officers shall assume the duties of their respective offices at 12:01 a.m. on the fourth Monday of January.

**Sec. 7:** Vacancies in office shall be filled by a special election at any regular meeting of the company.

**Sec. 8:** The names of candidates for each position will be placed on a self nomination form posted by the Board of Review. The self nominations form will be posted in November and to the end of the meeting in December.

**Sec. 9:** The term of any member filling any vacancy whether appointed or elected shall not exceed the remaining term of the person being replaced.

## **Article VII: Fiscal Year**

**Sec. 1:** The fiscal year of the company shall be from January first to December thirty first.

## **Article VIII: Debts and Bills**

**Sec. 1:** No indebtedness shall be incurred on behalf of the company except by the Board of Directors in the performance of their duties as authorized by the bylaws or by duly authorized committees.

**Sec. 2:** The Fire Chief, Assistant Chief, President or Vice President of the company shall have the authority to spend a reasonable amount of funds for the emergency repairs of the building, apparatus or equipment.

**Sec. 3:** All bills or demands against the company shall be presented and acted upon at the regular meeting unless a special meeting is called for the expressed purpose of acting upon the said bills or demands.

## **Article IX: Quorum**

**Sec. 1:** Six (6) directors shall constitute a quorum to transact the business of the company.

## **Article X: Amendments**

**Sec. 1:** These articles and by - laws can be amended providing such amendment be typed with the date, a copy of the current text of the article or by law and the proposed amendment be presented to the company at regular meeting and then be posted on the bulletin board in the firehouse until the next regular meeting at which time it will require a majority vote of the eligible members to adopt it.

**Sec. 2:** By-laws can be amended once annually. Changes shall be presented at the regular June meeting and voted on at the regular July meeting. If passed the proposed amendment will take effect immediately.

## **By - Law I: Order of Business**

**Sec. 1:** The order of business at each meeting of the company shall be according to the following:

- 1: Call the meeting to order**
- 2: Roll call**
- 3: Reading of the minutes of the proceeding meeting**
- 4: Treasurer's report**
- 5: Collections of fines and dues**
- 6: Report of Officers**
- 7: Report of Committees**
- 8: Election of members**
- 9: Unfinished business**
- 10: New business**
- 11: Election of Officers**
- 12: Good of the company**
- 13: Adjournment**

**Sec. 2:** The business of all meetings shall be conducted in accordance with parliamentary procedure, rules and usages of Robert's Rules of Order to govern.

## **By - Law II: Committees**

**Sec. 1:** All committees appointed for a special purpose shall report to the company their progress at the next meeting after their appointment.

## **By - Law III: Duties of Members**

**Sec. 1:** It shall be the duty of all qualified members upon receipt of every alarm to report immediately to the fire station and respond with equipment to the scene of the alarm, and while at the alarm act under the command of the officer in charge. It shall be the duty of all qualified members to remain with the apparatus until it has been placed back in service and they are released by the officer in charge.

**Sec. 2:** No member shall retire from any meeting of the company previous to adjournment without permission from the presiding officer.

**Sec. 3:** Any charter, life, active, or probationary member who becomes active and has obtained their 50 VLOSAP points during the preceding fiscal year, shall have the privilege to vote and the right to run for office (if qualified) on the night of the company elections.

**Sec. 4:** Any member, excluding those serving on active duty with the armed forces, that lets their dues run arrears for one (1) year may be removed from the membership roles at the discretion of the Board of Directors.

#### **By - Law IV: Board of Directors**

**Sec. 1:** The Board of directors shall have general supervision over the entire company. They shall have the authority to spend up to five thousand (5,000) dollars per month without holding a meeting if the presiding officer polls all ten (10) directors by phone, electronic means or in person and at least six (6) directors agree to do so.

**Sec. 2:** No Board of Director shall serve on the Charlestown Commissioners or Cecil County Council

#### **By - Law V: The President and related duties**

**Sec. 1:** It shall be the duty of the President to preside at all meetings of the company, preserve order and decorum, regulate debates, state and put all questions, motions that are seconded to a vote. The President shall sign all drafts upon the treasury which have received the sanction of the company and approval of the Board of Directors. The President shall appoint all committees. The President shall have the right to disband any committee or replace any chairperson of a committee if he/she feels a committee or chairperson is not fulfilling their or its appointed task.

**Sec. 2:** The President shall call special meetings of the company upon the written request of five (5) members.

**Sec. 3:** In the absence of both the President and Vice President, the Board of Directors shall elect a president pro-term from the directors present, who shall act in accordance with the duties of the President.

**Sec. 4:** The President shall not vote at any election of the Company unless it shall be to break a tie.

**Sec. 5:** The President, Board of Directors, or a majority of the Company may on the night of the meeting in December of each year, appoint a committee of three to examine and audit all accounts of the company, inspect the books and records of the secretary and treasurer, and to report at the next regular meeting of the company the amount of all receipts and expenditures by the company as to exhibit a complete statement of its financial affairs.

**Sec. 6:** The President shall on the night of the meeting in February of each year, appoint and post a list of the following standing committees:

**A. Board of Review:** This committee shall consist of five (5) members of the Company, namely; Chief, Assistant Chief, EMS Captain and two (2) active members of the company. They shall make recommendations to the Board of Directors as to the appropriate action to be taken concerning all members and their membership status in the Company. They will also check the self nomination form ensuring that all candidates running are qualified for the position they are running for. They will also ensure that the ballots are printed for the elections.

**B. Membership Committee:** This committee shall consist of three (3) members, one of which will be a line officer, one which will be a Board of Director, and one will be an active member. This committee will receive all applications for membership to the company. They will conduct or have conducted an investigation of the applicant's eligibility for membership and report their findings to the Company.

**C. By - Laws Committee:** This committee shall consist of five (5) members of the Company who have earned 50 VLOSAP points during the preceding year, whose job shall be to keep the Articles and By Laws of the company current and up to date.

**D. Building Committee:** This committee shall consist of three (3) members of the company who have earned 50 VLOSAP points during the preceding year, one of which will be the Vice President who shall act as Chairperson. They shall be responsible for the maintenance and repair programs and usages of the building.

**E. Tag Day Committee:** This committee shall consist of a chairperson and two (2) members. Their duties are to carry out the annual tag day fund appeal of the company.

**F. Ambulance Maintenance Fund:** This committee shall consist of the chairperson and two (2) members. Their duties are to carry out the annual ambulance club appeal of the company.

**G. Fund Raising:** This committee shall consist of a chairperson and four (4) members of the company whose duties shall be to initiate and continue the fund raising activities for the company.

**H. Hospitalization and Welfare:** This committee shall consist of a chairperson and assistant whose duties shall be to acknowledge the illness or death of any member of the company and to send proper card, flowers, etc.

**I. Fire Prevention Committee:** This committee shall consist of three (3) members of the Company one of which shall be the Assistant Chief or his/her designee, who shall act as the chairperson. Their duties shall be to initiate and coordinate the Fire Prevention activities of the company.

**J. VLOSAP Committee:** This committee shall consist of a chairperson and two (2) members. Their duties shall be to keep the Company and County VLOSAP records current and up to date. They shall report to the Board of Directors at the end of the fiscal year the members that obtained their 50 VLOSAP points.

**K. Computer Committee:** This committee shall consist of a chairperson and two (2) members. Their duties shall be to administrate the operation of the company's computer(s).

**L. Clothing Standards Committee:** This committee shall consist of a chairperson and four (4) members. Their duties shall be to set standards and guidelines for company uniforms and clothing (not to include company turn out gear).



**M. Safety and Health Committee:** It shall be the duties of the Company Safety & Health Committee to act as the *administrative* group to review, discuss, make recommendations and assist in the implementation of changes to the safety & health policies and procedures of the company. It will be required that a member of this committee attend the Cecil County Safety Committee Meetings and report items to the company at least quarterly at the regular company meetings. The committee shall also be responsible for scheduling, implementing and conducting the required health screenings of the company (i.e. Fit Testing) members prior to their expiration dates. This committee shall require 3 members consisting of a Chair, a Fire Line or EMS Officer and a member at large. If a line officer fails to volunteer to serve on the committee, the Fire Chief shall assign one to the serve on the committee as they deem fit.

**N. CCFA Board of Trustees:** The President shall appoint a chairman and co-chairman to represent the company in matters of the CCFA such as but not limited to the Apparatus replacement program.

**Sec. 7:** The President shall on the night of the meeting in February of each year, appoint and post a list of delegates and alternates to represent the company at the following standing Association meetings. These delegates or alternates are to represent the best interest of the company when voting on issues at the meetings. The delegates or alternates must inform the Board of Directors before casting any vote on issues that concern money, elections of officers of said associations, or something that would adversely impact the daily operation of the Company.

**A: Maryland State Fireman's Association – 5 Delegates/ 5 Alternates**

**B: Harford Cecil Fireman's Association – 5 Delegates/ 5 Alternates**

**C: Cecil County Fireman's Association- 5 Delegates/ 5 Alternates**

**By - Law VI: Vice President**

**Sec. 1:** The Vice President shall in the absence of the President perform all of the duties of the office of the president and assist in the discharge of the President's duties.

**Sec. 2:** The Vice President shall have the right to vote at any election of the Company except when acting in the place of the President at which time he/she may vote only to break a tie.

**Sec. 3:** The Vice President shall serve as chairperson of the Building Committee.

**By - Law VII: Secretary**

**Sec. 1:** It shall be the duty of the Secretary to keep accurate and regular minutes of all meetings of the company in a book provided for that purpose, to preserve all books and papers and such property as may be committed to his/her care and to transfer to his/her successor in office all such books, papers, and materials within two (2) weeks after the expiration of his/her term in office.

**Sec. 2:** The Secretary shall within thirty (30) days after the election of an applicant to membership, notify the applicant in writing of their membership and give them a copy of these Articles and By Laws.

**Sec. 3:** The Secretary shall sign all orders that have been approved by the Company.

**Sec. 4:** The Secretary shall advertise all special meetings of the Company in accordance with these Articles and By Laws.

**Sec. 5:** The Secretary shall, if unable to attend the meetings obtain the paperwork completed in his/her absence and transfer same into the Company books.

**Sec. 6:** The Secretary shall transmit to all committees appointed, any papers, or documents necessary for the business referred to them, and shall furnish the representatives and all other delegates, elected, or appointed, with their certificates stating that they were duly chosen by the company and place the seal of the company on all documents when approved by the Company.

**Sec. 7:** The Secretary will receive a list of members from the VLOSAP chairman that have obtained their fifty (50) VLOSAP points before the January election so he/she can administer the voting.

#### **By - Law VIII: Assistant Secretary**

**Sec. 1:** The Assistant Secretary shall perform the duties of the secretary in his/her absence and assist the secretary in the discharge of the required duties.

#### **By - Law IX: Treasurer**

**Sec. 1:** The Treasurer upon assuming the duties of the office shall be bonded in the amount of Three Hundred Thousand (\$300,000) dollars, the fee of which shall be paid by the Company. He/She shall sign all drafts on the treasury that have the signature of the President and the sanction of the Company and the Board of Directors.

**Sec. 2:** The Treasurer shall attend each meeting of the Company and receive all money due to the Company, keep regular and authentic entries of all of his/her receipts and expenditures, and exhibit a statement of his/her accounts at each regular meeting or at any special meeting if required. He/She shall deliver over to his/her successor in office all money, books, etc within two (2) weeks after the expiration of his term in office.

#### **By - Law X: Fire Chief**

**Sec. 1:** The Fire Chief shall be the commanding officer of the Company. It shall be the duty of the Fire Chief to call meetings of his/her subordinate officers and members assigned to special duty for drill or test work, or anything pertaining to the operation of the Company, at any time or place and to see that each subordinate officer and member does his/her duty or duties that may be assigned. It shall be the Fire Chief's duty to be present at all alarms possible and to plan the operation of the Company and to assign personnel and apparatus their positions at an emergency. The Fire Chief shall serve on the Board of Review. Qualifications for Fire Chief shall be: a charter, life, or active member of the Company and having at least two (2) years of service in the Company and having attended and satisfactorily completed the Maryland Fire Rescue Institute of the University of Maryland Fire Officer I and a Company recognized course in rescue or equivalent or previously held and satisfactorily performed in this office.

## **By - Law XI: Assistant Fire Chief**

**Sec. 1:** It shall be the duty of the Assistant Fire Chief to perform the duties of the Fire Chief in the case of his/her absence and to assist him/her in the discharge of his/her duties. He/She shall also serve as Chairperson for the Fire Prevention Committee and serve on the Board of Review. Qualifications for Assistant Fire Chief shall be: a charter, life, or active member of the Company and having at least two (2) years of service in the Company and having attended and satisfactorily completed the Maryland Fire Rescue Institute of the University of Maryland, Fire Officer I and a Company recognized course in rescue or equivalent or have previously held and satisfactorily performed in this office.

## **By - Law XII: Fire Captain**

**Sec. 1:** It shall be the duty of the Fire Captain to perform the duties of the Assistant Fire Chief or Fire Chief in the case of his/her absence and to assist him/her in the discharge of his/her duties. He/She shall serve as the Company Training Officer and represent the Company on the Cecil County Training Committee. Qualifications for the Fire Captain shall be: a charter, life, or active member of the company and having at least two (2) years of service in the Company and having attended and satisfactorily completed the Maryland Fire Rescue Institute of the University of Maryland, Firefighter II, a recognized course in rescue or equivalent and be a current driver and pump operator for the Engine or previously held and satisfactorily performed this office.

## **By - Law XIII: Truck Captain**

**Sec. 1:** It shall be the duty of the Truck Captain to perform the duties of the Fire Captain or Assistant Fire Chief or Fire Chief in the case of his/her absence and to assist him/her in the discharge of his/her duties. They shall also train members of the company in the area of rescue and truck operations. They shall have the authority to appoint a lieutenant to assist in the discharge of their duties. Qualifications for Truck Captain shall be: a charter, life, or active member of the Company and having at least two (2) years of service in the Company and having attended and satisfactorily completed the Maryland Fire Rescue Institute of the University of Maryland Fire Fighter II, Aerial Apparatus Operator and Truck Company Operations and a Company recognized course in rescue or equivalent or Pro-board certification, or previously held and satisfactorily performed this office and be a current driver, pump operator and aerial operator for the truck.

## **By - Law XIV: E.M.S. (Emergency Medical Services) Captain**

**Sec. 1:** It shall be the duty of the EMS Captain to be over see the EMS operations of the Company. They shall also train members of the Company in the area E.M.S. They shall be in charge of patient care if he/she is the highest EMS trained person on the emergency. They shall serve on the Board of Review. They shall have the authority to appoint two (2) Lieutenants to assist in the discharge of their duties. Qualifications for the E.M.S. Captain shall be: charter, life, or active member of the company and having at least two (2) years of service in the company and having attended and satisfactorily completed a minimum of Maryland Institute of Emergency Medical Services System Emergency Medical Technician Basic Course and he/she must maintain that certification, or equivalent and be a current Driver of the Ambulance and Utility. The EMS Captain may have also held and successfully performed in this position.

## **By - Law XV: Subordinate Officers**

**Sec. 1:** The Fire Chief and Assistant Fire Chief may appoint two (2) Lieutenants: 1- Fire Lieutenant, 1- Truck Lieutenant, and Chief Engineer.

**Sec. 2:** The Fire Chief will submit the names of all subordinate fire officers to the Board of Directors at the February meeting.

**Sec. 3:** All subordinate officers will assume their respective positions at 12:01 a.m. on the fourth Monday of January. They will serve a period of one (1) year unless removed in accordance with Article III Sec. 9 of these Articles and By - Laws.

**Sec. 4:** Fire Lieutenant: It shall be the duty of the Fire lieutenant to perform the duties of the Fire Captain or Assistant Fire Chief or Fire Chief in the case of his/her absence and to assist him/her in the discharge of his/her duties. Qualifications for Fire Lieutenant shall be: Charter, Life, or active member of the Company and having at least two (2) years service in the Company and having attended and satisfactorily completed the Maryland Fire Rescue Institute of the University of Maryland Firefighter I course or equivalent or previously held and satisfactorily performed in the office.

**Sec. 5:** Truck Lieutenant: It shall be the duty of the Truck Lieutenant to perform the duties of the Truck Captain in the case of their absence and to assist him/her in the discharge of their duties. Qualifications for Truck Lieutenant shall be: charter, life, or active member of the Company and having at least two (2) years of service in the Company and having attended and satisfactorily completed the Maryland Fire Rescue Institute of the University of Maryland Firefighter I Course, a Company Level Truck Company course and a company recognized course in rescue or equivalent or Pro-board certification, or previously held and satisfactorily performed in this office.

**Sec. 6: E.M.S. Lieutenant:** It shall be the duty of the E.M.S. Lieutenant to perform the duties of the E.M.S. Captain in the case of his/her absence and to assist him/her in the discharge of his/her duties. Qualifications for E.M.S. Lieutenant shall be: charter, life, or active member of the Company and having at least two (2) years of service in the Company and having attended and satisfactorily completed a minimum of Maryland Institute of Emergency Medical Services System Emergency Medical Technician Basic

**Sec. 7:** Lieutenant of Fire Police: It shall be the duty of the Lieutenant of Fire Police to establish police lines at all emergencies and to see that no one except authorized personnel are allowed through such lines. He/She shall have the authority to choose two (2) assistants from the membership to work under him/her in the performance of his/her duties with the approval of the Fire Chief. The fire police must complete the required MFRI Course.

**Sec. 8:** Chief Engineer: It shall be the duty of the Chief Engineer to manage the maintenance and repairs of all company apparatus and equipment. He/ She are to see that the apparatus is ready to respond. Qualifications for Chief Engineer shall be: charter, life, or active member of the company and having at least two (2) years of service in the Company and having attended and satisfactorily completed the Maryland Fire Rescue Institute of the University of Maryland Firefighter I Course and a company recognized course in pumps or equivalent or previously held and satisfactorily performed this office.

**Sec. 9:** Engineer: It shall be the duty of the Engineers to perform the duties of the Chief Engineer in his/her absence and to assist him/her in the discharge of his/her duties. Qualifications of Engineer shall be: charter, life, or active member of the company that has attended and satisfactorily completed the Maryland Fire Rescue Institute of the University of Maryland Firefighter I Course and a Company recognized course in pumps or equivalent or previously held and satisfactorily performed this office and must have the approval of the Board of Directors.