

BY LAWS OF THE ROCKWALL FIRE DEPARTMENT

Article I:

- Section 1. All business of the department will be transacted at a business meeting on the second Monday night of each month.
- Section 2. The Chief may call a meeting at any time deemed necessary, provided he has given notice to all the active members. At a called meeting, no business can be transacted except that for which the meeting has been called.
- Section 3. At any regular or called meeting, 50% of the active members in good standing shall constitute a quorum for the transaction of business.
- Section 4. The regular training sessions of this department will be held on the third and fourth Monday night of each month. The Chief or Training Officer may conduct special practice sessions as deemed necessary, provided all active members and recruits are notified. The practice sessions of this department will last a minimum of two (2) hours. Any active member or recruit needing to make up a regular practice meeting will be assigned training by the Chief or Training Officer.

Article II:

- Section 1. Any person desiring to become a member of the Rockwall Fire Department shall complete a City of Rockwall application and fulfill the requirements of exhibit A. (Entry Level Requirements for the Position of Volunteer Firefighter.)
- Section 2. After an application is accepted, applicant must successfully complete physical agility test, submit personal history packet for background review and complete an interview with the oral review board. Applications not meeting the requirements outlined in Exhibit A (Entry Level Requirements for the Position of Volunteer Firefighter) will be rejected.
- Section 3. The application and minimum requirements shall be approved by active members of the department as well as city management.

Article III:

- Section 1. All active members and recruits will be required to attend 25% of all paged fires or emergency situations this department is summoned to each year. Any active member not attending 25% of paged calls each year will be placed on probation for one year. Any active member not qualifying for 2 years in succession will be dropped from the department. Any active member not attending 25% of paged calls each year will not receive credit toward the Pension and Retirement system unless it is one of the exceptions listed in the Pension and Retirement qualifications under House Senate Bill 411.

- Section 2. In order for any active member or recruit to receive any incentive pay or water discount, he/she must have met the minimum requirements as set forth by the Pension and Retirement system for the period in which the payment is to be received.
- Section 3. Any active member or recruit absent from three (3) second Monday night meetings in succession shall be automatically suspended from active membership or recruit status, except in case of sickness of self, immediate family, occupation requirements, or school. Absences to be excused for the above reasons should be reported to the Secretary/Treasurer and the Chief within seven days of the occurrence.
- Section 4. Any active member or recruit absent from three (3) regularly scheduled practice sessions in succession shall be automatically suspended from active membership or recruit status, except in case of sickness of self, immediate family, occupation requirements, or school. Absences to be excused for the above reasons should be reported to the Secretary/Treasurer and the Chief within seven days of the occurrence. If an active member or recruit misses 50% of regularly scheduled practices because of the exceptions, he/she must make the practice sessions up as determined by the Chief or Training Officer. If a member or recruit misses 50% of regularly scheduled practices because of the exceptions, and does not make the meetings up as determined by the Chief or Training Officer, the member will not receive credit toward the Pension and Retirement system unless it is one of the exceptions listed in the Pension and Retirement qualifications under House Senate bill 411.
- Section 5. If an active member or recruit is absent for any reason other than those stated in article III, sections 3 or 4, the member must come before the administrative staff review board and give his/her reasons for being absent. The board will determine whether the active member or recruit will remain on the department or be removed from membership.
- Section 6. All recruits (defined as a new, recently hired firefighter who has not been accepted as an active member) will undergo a probation period of twelve months with limited benefits. The limited benefits do not include voting, holding office, serving on any board or position. At the end of the twelve months, the administrative staff review board will determine if the recruit becomes an active member or is removed from the department.
- Section 7. Any active member or recruit wishing to attend department funded fire academy or EMT training must agree, in writing, to remain on the department for a minimum of two years. If the member fails to fulfill the agreement, or achieve state certification for the course attended, He/She shall reimburse the department for the training. During this two year period the active member or recruit must meet the minimum requirements as set forth by the Pension and Retirement system. The Chief may make exceptions for hardships such as job transfers, family illness, etc. The Chief's decision may be appealed to the grievance committee. The decision of the grievance committee may be appealed to the City Manager for final disposition.

Section 8. Any member or recruit of the Department is required to report any arrest to the Chief, or in his absence the officer in charge, within 24 hrs of the arrest or release from jail, whichever is earliest. If any active member or recruit is arrested for an offense under Exhibit A, he shall be suspended from the Department until final determination of guilt or innocence and shall turn in his pager and city issued equipment on the first regular business day after the arrest. The suspension from the Department until final determination of guilt or innocence will not affect the percentage of runs or meetings required under Department By-laws and the active member or recruit shall receive credit for those runs and meetings already attended. If the member is convicted of the offense, he/she shall appear before the administrative staff review board in order to have their permanent status on the department determined. If the arrest is for an offense not under Exhibit A, the administrative review board will determine if the recruit or active member shall be suspended until final determination of guilt or innocence. If the active member or recruit is found guilty of charges, the administrative review board will make the final determination as to whether or not the active member or recruit will remain on the department.

Article IV:

Section 1. No active member or recruit of this department shall operate any apparatus or equipment without first qualifying to operate such equipment. The Chief or the training officer will make final authorization.

Section 2. Apparatus of this department shall not leave the station except when authorized by the SOG's or unless cleared by the Chief, Assistant Chief or Lieutenant.

Section 3. All active members and recruits will remain at meetings, practices, fires and emergency situations until released by the Chief, Assistant Chief, Lieutenant, or Officer in charge.

Article V:

Section 1. Active members and recruits shall refer to the Standard Operating Guidelines for policies regarding the operation of Department apparatus and personal vehicles to and from calls.

Section 2. No unauthorized personnel are allowed in fire trucks. Exceptions are Texas Department of Public Safety Driving Test Examiners, authorized repair persons, or active members of another department in a mutual aid situation or others authorized by the Fire Chief, Assistant Chief or Lieutenant.

Article VI.

Section 1. Disobedience of constitution, by-laws, standard operating guidelines, policies, or direct orders from the Chief, Assistant Chiefs or Lieutenant, may result in charges being filed and possible expulsion.

- Section 2. All personnel will conduct themselves in an orderly and professional manner at all times.
- Section 3. Upon written charges having been filed with the secretary against any member of this department, the department will follow standard operating guideline A008.
- Section 4. If the Chief finds said member guilty of the charges referred against him, the Chief will refer the charges to the administrative staff review board to decide punishment and/or expel said member. The final determination of the administrative staff review board may be appealed to the grievance committee. This final ruling of the grievance committee may be appealed to the City Manager for a final disposition.
- Section 5. Any active member who has been expelled from this department will not be eligible to reapply to the department for a period of one year from the date of expulsion.

Date New By-Laws was Submitted: May 9, 2005

Date New By-Laws Voted was on by Membership: June 13, 2005

Effective Date of New By-Laws: June 13, 2005

Secretary Signature: _____

Chief Signature: _____