

CONSTITUTION OF THE ROCKWALL FIRE DEPARTMENT

ARTICLE I:

- Section 1. The name of this department shall be Rockwall Fire Department.
- Section 2. The badge and/or emblem of this department shall be selected by the department from time to time.
- Section 3. The Rockwall Fire Department is created through City Charter, and is under the direction of the, Fire Chief, City Manager and City Council.

ARTICLE II:

- Section 1. The members of this department shall consist of three classes; first; active members, second; honorary members, third; recruits. (Recruits are defined as new, recently hired firefighters who have not completed the twelve month probationary period and been accepted as an active member of the department.)
- Section 2. Active members must be a current resident of the City of Rockwall or County of Rockwall at the discretion of the oral review board.
- Section 3. A retired firefighter after serving 20 years active membership, will be an honorary firefighter for life with the right to attend meetings, eating privileges, use of fire stations weight rooms, others privileges deemed by the members of the department and recognized as such as department gatherings.
- Section 4. The Rockwall City Council will determine the total membership of the Rockwall Fire Department.

ARTICLE III:

- Section 1. Entry level requirements for the Rockwall Fire Department shall be as stated in Exhibit A.
- Section 2. All non TCFP certified members of this department must attend Texas A & M Fire Training School, or other equivalent training at least once every three years.
- Section 3. Active members and recruits that are TCFP certified must complete the minimum number of annual continuing education hours as required by the Texas Commission on Fire Protection.
- Section 4. All new recruits will be required to complete basic training as set forth by the training Lieutenant.

ARTICLE IV:

- Section 1. The officers of this department shall consist of a Chief, First Assistant Chief, Second Assistant Chief, Third Assistant Chief/Secretary-Treasurer, Captain for each apparatus, safety officer, pension and retirement board members and a five member grievance committee, with one alternate. The assistant chiefs, pension and retirement board members, and the six grievance committee members will be elected by the active members of the department. The Chief will appoint the captains for each apparatus and the safety officer.
- Section 2. An oral review board, for the purpose of hiring recruits, will be elected by active members on an annual basis. This board will consist of five active members and five alternate active members. (Amended August 8, 2005)
- Section 3. An administrative review board consisting of the Chief, full time Lieutenant and the three Assistant Chiefs shall be established for the purpose of making final recommendations on recruits and any other decisions deemed necessary by the Constitution, By-Laws, City Management or City Council.

ARTICLE V:

- Section 1. The command structure of the Rockwall Fire Department shall be the Chief, First Assistant Chief, Second Assistant Chief, full time Lieutenant, Third Assistant Chief / Secretary. In the absence of any of these, the senior active member shall be in command at any emergency scene. In the absence of the Chief, the full time Lieutenant will be in charge of all day to day operations, enforce the constitution, by-laws, policies, and standard operating guidelines.
- Section 2. The duty of the full time Chief shall be to preside at all meetings, enforce the constitution, by-laws, policies, and standard operating guidelines, co-sign all checks for expenses of the department and be in charge of the department at all emergencies.
- Section 3. In the absence of the Chief, the command structure as described in section 1 shall be followed, to assume the duties of the Chief.
- Section 4. It shall be the duty of the secretary-treasurer to keep on hand a record book in which he/she shall record the proceedings of all regular and called meetings. He/She shall keep a list of all recruits, active members and honorary members of this department. He/She shall record attendance of all members at the regular meetings. He/She shall collect and deposit all money due to the department, maintain records, and pay all debts, approved by the department, and co-sign all checks with the Chief or Assistant Chief. He/She shall maintain such records so as to be able to present them for auditing, at any time, to the Director of Finance for the City of Rockwall.

Section 5. The pension and retirement local board trustees (members) are to meet each month and conduct the business related to the pension and retirement board of local trustees. The P & R secretary shall keep minutes of all business conducted and a record of members present at each meeting. The local board of trustees is composed of the following; one representative selected by the governing body, five members of the local department chosen by a majority of the fire fighters in qualified service, and two tax-paying voters who are chosen by the other members of the local board. The local board shall elect a Chairman, Vice Chairman and Secretary from the members of the local board at the first meeting of each year. Trustees serve two-year terms. On the first local board, the fire department representatives shall serve staggered terms. The fire departments representatives shall draw by lots at the first board meeting to determine the length of term to be served. Three representatives shall serve two-year terms, and two representatives will serve one-year terms. The first appointment of the tax-paying or citizen representatives shall be one appointed for a two-year term and one appointed for a one-year term. Thereafter, all appointments are for two year terms. A majority of the board constitutes a quorum. The boards decisions are made by a majority vote of all members present and the vote will be recorded in the minutes of the board meeting. No member of the local board may receive compensation for services as a trustee. If a vacancy occurs on the board, it is filled for the remainder of the unexpired term by the procedure by which the position was originally filled.

Section 6. It is the engine Captain’s responsibility to make sure the personnel assigned to the apparatus are properly trained.

Article VI:

Section 1. The elected officers of this department shall be elected at the regular business meeting in January of each year, or as soon thereafter as possible, and shall take office the date elected. All officers of this department are elected for one (1) year terms, except pension and retirement board members, their terms are as dictated in Article V section 5.

Section 2. An active member who has been nominated for an elected position must receive a majority of vote’s casts to be elected.

Section 3. Only active members not under suspension are eligible to vote. Recruits are not eligible to vote or, hold elected or appointed positions

Article VII:

Section 1 Any active member or recruit who wishes to resign from the department shall present their resignation to the Chief and turn in all equipment and city issued identification cards.

Article VIII:

- Section 1. Any amendments to this constitution or by-laws shall be presented in writing and signed by a minimum of 20% of active members and then lay-over until the next business meeting, then if adopted by a two-thirds vote of all votes cast, it shall become a part of this constitution and by-laws.

- Section 2. It shall require a two-thirds majority of votes cast, of all active members present, in order to suspend the rules of this constitution and by-laws.

Date New Constitution was Submitted: May 9, 2005

Date New Constitution was Voted on by Membership: June 13, 2005

Effective Date of New Constitution: June 13, 2005

Secretary Signature: _____

Chief Signature: _____

EXHIBIT A

Entry Level Requirements for the Position of Volunteer Firefighter Recruit

To be considered for a position as a Volunteer Firefighter, an applicant must meet the following minimum requirements:

1. Citizen of the United States of America or a lawful permanent resident.
2. Possess a High School Diploma or GED.
3. Minimum age of 18.
4. Must be a current resident of the City of Rockwall or a resident of Rockwall County, at the discretion of the oral review board, for at least six months.
5. Be in good moral standing.
6. Have good credit history.
7. Must be an able bodied person, be in good physical condition, be in good mental health, normal hearing, binocular acuity correctable to 20/40 (20/100 uncorrectable) with a slight degree of color blindness allowed (subject to review).
8. Must have a valid Texas Drivers License, class B, A, or CDL, or a class C and be able to obtain a class B, A, or CDL within 90 days.
9. Must not have any felony level convictions.
10. Must not have any convictions of Class 'A' or Class 'B' misdemeanors which are considered to be a crime against person, drug related *or a crime of moral turpitude*.*
11. Some crimes as listed in the Class A and Class B Misdemeanors may not disqualify an applicant if the conviction is over *three* years old; *no DWI's in last five years*.
12. Must have a stable and satisfactory work record.
13. Must attend a minimum of 25% of all paged emergency calls which the member is required to make and a minimum of 50% of all required business meetings and training sessions.
14. Applicant must be able to perform the job duties listed on the attached job duty requirement sheet.
15. Must be able and willing to abide by the Volunteer Fire Department Constitution and By-Laws, Fire Department Standard Operating Procedures, City of Rockwall policy and administrative hand book, policies listed in the employee's handbook and City safety program manual.

If the applicant meets the above requirements, the applicant should complete the City's basic application and sign required waivers needed to check criminal history and physical agility hold harmless agreement. After the application and waivers are submitted, the department will check to make sure the applicant meets the minimum requirements. The department will schedule a time for the applicant to conduct the physical agility test. After successful completion of the physical agility test, the applicant will receive the personal history packet to be completed so as to allow for a background investigation. Upon completion of the background investigation the applicant will be scheduled for an interview with the oral review board. The oral review board will determine whether or not the applicant will be made a conditional offer to be a recruit with the Rockwall Fire Department. The applicant must pass the physical and drug testing process. Upon receipt of an acceptable report from a physician, that the applicant is able to perform the required job duties, the applicant becomes a probationary recruit for one year. At the conclusion of the probation period the recruit will appear before the administrative staff review board. The board will determine if the recruit is accepted as a member of the volunteer department or removed from the department recruit program.

Listed below are the requirements for the physical agility test. All events are timed. You have two attempts at each event. If the applicant can not complete any event in two attempts he/she may come back and retest at a later date but the entire test must be re-taken. The test will be conducted in any appropriate clothing:

1. Drag (3) 50 foot sections (150') 1 3/4" charged hose and nozzle for a total of 300 feet around building. Hose will be charged to 100 psi. Maximum Time: 1 minute 30 seconds.
2. Drag 50 foot section 3" charged hose and nozzle for a total of 100 feet straight line. Maximum Time: Hose will be charged to 100 psi. 0 minutes 20 seconds.
3. Remove 24' extension ladder from apparatus, carry ladder, set up ladder, fully extend and tie off rope. Maximum Time: 1 minute 25 seconds.
4. Drag 185 pound dummy 75 feet. Maximum Time: 0 minutes 30 seconds.
5. Pick up 200 foot of 1 3/4" high rise hose pack and nozzle, carry it up 24 foot extension ladder and back to the ground. Maximum Time: 1 minute 15 seconds.
6. Carry nozzle and charged 1 3/4" hose up 24 foot extension ladder, lock leg in, lean back while holding nozzle. Maximum Time: Hose will be charged to 100 psi 1 minute 00 seconds.
7. Climb 24 foot extension ladder, lock leg in, remove hands from ladder and lean back. Maximum Time: 0 minute 30 seconds.

****Crime of moral turpitude: Theft, perjury, vice crimes, bigamy, and rape have generally been found to involve moral turpitude, while liquor law violations and disorderly conduct generally have not***

Date New Entry Level Minimum Requirements & Physical Agility Test was Submitted: May 9, 2005

Date New Entry Level Minimum Requirements & Physical Agility Test was Voted on by Membership: June 13, 2005

Effective Date of New Entry Level Minimum Requirements & Physical Agility Test: June 13, 2005

Secretary Signature: _____

Chief Signature: _____