

**BY-LAWS
OF THE
ADDISON COUNTY FIREFIGHTERS ASSOCIATION, INCORPORATED**

ARTICLE I: MEMBERSHIP

- a) ACTIVE: Any firefighter who is a member in good standing of a member department of the Addison County Firefighters Association (hereinafter referred to as: the Association) may become an active member upon payment of annual dues.
- b) HONORARY: Honorary Membership may be conferred on any person in recognition of outstanding service to the Association by vote of the Advisory Board of the Association. Honorary members will be presented with appropriate membership card or insignia, but will not have voting privileges.
- c) LIFE: Life Membership may be conferred on any person in recognition of one of the following:
 - 1) An outstanding record of service an achievement in the fire services.
 - 2) The individual's interest, effort and service to the Association.
 - 3) Long-standing tenure in the fire service.
 - 4) Served two (2) years as the Association President.

The name and qualifications of a candidate for Life Membership shall be submitted to the Recognition and Awards Committee of the Association for study and review. The recommendations of the Recognition and Awards Committee shall be presented at a regularly scheduled meeting of the Advisory Board of the Association for final approval or disapproval of the Advisory Board.

Life Members shall have voting privileges at Quarterly Meetings of the Association, and will be presented with an appropriate membership card, certificate or insignia which will be permanent in nature.

ARTICLE II: STANDING COMMITTEES

- a) The BUDGET AND FINANCE COMMITTEE shall consist of three (3) members for the purpose of determining and promoting ways and means of raising funds for the Association, and assisting the Officers of the Association in the development of an annual budget.
- b) The TRAINING COMMITTEE shall consist of six (6) members for the purpose of developing and executing an annual training for firefighters and fire officers of all member departments of the Association. The committee chair or his/her designee shall be responsible for Association training records. The training committee is responsible for the Associations annual Paul Turpin training award.
- c) The PUBLICITY COMMITTEE shall consist of three (3) members for the purpose of preparing regular news releases, and generally implementing an informational program related to the activities of the Association. This will be accomplished by using various forms of information sharing technology to create web content and dialogue around a specific issue or area of interest.

- d) The RECOGNITION AND AWARDS COMMITTEE shall consist of six (6) members for the purpose of establishing and maintaining a suitable plaque displaying the names, rank, department name and date of election of all Honorary and Life Members of the Association; to recognize the outstanding achievements of firefighters in Addison County; to give appropriate recognition to deceased fire chiefs, officers of the Association, Life Members and others who have given outstanding service to the Association; and to make arrangements for plaques, certificates or other appropriate ways of recognition for presentation to award recipients.

Addison County Firefighter's Association – Annual Awards:

- Francis Shorkey Fire Chief of the Year Award
 - Officer of the Year
 - Firefighter of the year
 - Senior Firefighter of the Year
 - Emergency Maintenance Technician of the Year
 - Life Members
 - Chief Ralph Jackman Youth Firefighter of the Year
 - Friends of Addison County Firefighters Award
 - Presidents Award
- e) The RADIO COMMUNICATIONS COMMITTEE shall consist of three (3) members who shall have responsibility for establishing radio procedures for all member departments, investigating violations and complaints, and generally coordinating the county-wide radio communications system. The Committee will conduct an ongoing study of how to improve the radio system and will provide an information manual of radio procedures to all member departments.
- f) The AUDITING COMMITTEE shall consist of three (3) members, one (1) member to be elected each year that shall have the responsibility for conducting an audit of all records and accounts of the Association Treasurer and will present a written report at the Annual Meeting of the Association.
- g) The NOMINATING COMMITTEE shall consist of five (5) members who shall have the responsibility of preparing a list of interested and qualified candidates for the offices of President, Vice-President, Secretary, Treasurer, Auditor, Sergeant at Arms, and County Representatives, and for reporting the committee's recommendations to the membership for action at the Annual Meeting of the Association.
- h) The CONSTITUTION; BY-LAW & STANDARD OPERATING GUIDELINE (S.O.G.) COMMITTEE shall consist of six (6) members who shall have the responsibility of accepting suggested changes, amendments and alterations to the Constitution, bylaws and standard operating guidelines of the Association; as well as performing an annual review of said documents of the Association for the purpose of making recommendations to the Advisory Board of the Association.
- i) The SCHOLARSHIP COMMITTEE shall consist of four (4) members with the purpose of giving two (2) scholarships to deserving students who live in Addison County. Each applicant must be the son and/or daughter, a member themselves of the ACFA.

- j) The Turpin Library shall consist of four (4) members with the purpose of maintaining an up to date and high quality training video library.
- k) The Final Alarm Team shall consist of eight (8) members with the purpose, to offer support and resources to the families of fire departments of fallen firefighters, providing support mechanisms needed before, during and after the funeral.

ARTICLE III: COMMITTEE APPOINTMENTS and TERMS OF APPOINTMENT

- a) All committee appointments shall be made by the president of the Association, subject to the approval of the Advisory Board of the Association, unless otherwise specified.
- b) The president shall make appointments to Standing Committees on the basis of recommendations made to the president by the fire chiefs of the member departments, with consideration given to geographical distribution to ensure broad and fair representation of areas throughout the county.
- c) All Committee assignments shall be made on the basis of varying terms (one for a one-year term, one for a two-year term, etc.) to ensure continuity of committee activities.
- d) The president or the Advisory Board shall have the authority to create ad hoc committees for specific purposes. The president shall appoint interested and qualified persons to ad hoc committees, with consideration to geographic distribution throughout the county. Ad hoc committees shall be dissolved when discharged of their responsibilities by the president or the Advisory Board.

ARTICLE IV: ACFA UNITS

- a) The FIRE INVESTIGATION UNIT shall consist of five (5) members, one of whom shall be the unit leader. When the officer in charge of a fire determines that this fire should be investigated, at least two (2) members should be contacted to assist in investigating the cause of said fire. The members of this team shall apply for membership. Each member will have a term of four (4) years with one member's term expiring each year.
- b) The FIRE DEPARTMENT INSPECTION UNIT shall consist of four (4) members, one of whom shall be the unit leader. The unit will inspect each member-department of the Association once every two (2) years.
- c) The ACFA HONOR GUARD UNIT shall consist of a minimum of four (4) members, one of whom shall be the unit leader. The primary responsibility of the honor guard unit is to represent the Association

ARTICLE V: TRAINING PROGRAM

- a) The Association shall sponsor an active, continuing education program providing a variety of training opportunities in order to meet the fire service needs of its members. The training program shall consist of, but not limited to:

Basic Training Courses for Beginners

1. Training Seminars
2. Annual Regional County Fire School
3. Operations Courses
4. Specialized Courses
5. Access to training videos and books
6. Recognition of Department With Most County Sponsored Training Hours

ARTICLE VI: STANDARD OPERATING GUIDELINES FOR THE MUTUAL AID SYSTEM

- a) A set of Standard Operating Guidelines shall be established to promote the purpose of the system as set forth in Article I of the Constitution of the Association, and the Articles of the Association of the Addison County Firefighters Association, Incorporated.

- b) The Standard Operating Guidelines shall encompass, but not limited to, the following areas:

1. Organization
2. Communications
3. Accountability
4. Resources and Equipment
5. Training
6. Recommended Practice for Fire Service Reports & Records
7. Admission Procedure
8. Fire Department Inspections
9. Enforcement of Standard Operating Guidelines
10. Revisions & Amendments

- c) The general intent of the Standard Operating Guidelines is to encourage advancement and capability beyond the standards; and for that reason, is neither necessarily restrictive nor punitive.

ARTICLE VI: AMENDMENTS TO THE BYLAWS

- a) The By-Laws may be amended, altered, or repealed by a majority vote of the Association, in accordance with the procedures established in Article VIII of the Constitution of the Association.

This document was duly reviewed by each member department as amended at their regularly scheduled department meetings in the year 2015. The amendments were duly warned in June of 2015, for a vote to be tallied at the Advisory Board on December 15, 2015 at the New Haven State Police Barracks.

This document, as amended in accordance with all Constitutional provisions, received approval and ratification by more than fifty-one (51) percent of the membership of the Association.

Respectfully,

Karen L. Taylor, Secretary
Addison County Firefighters Association, Incorporated

Cc: Original document filed in Association Secretary's permanent records
All fire chiefs of member departments
All Advisory Board Delegates/Alternatives
Association Officers