

**LANDER VOLUNTEER  
FIRE DEPARTMENT**



**BY-LAWS**

**2023**

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Volunteer Fire Department

**BY-LAWS OF THE  
LANDER VOLUNTEER FIRE DEPARTMENT**

The organization shall be called the Lander Volunteer Fire Department. It is the mission of this Department to “fight fires, to perform rescue and lifesaving operations, and to train volunteer firefighters in the use of fire fighting and lifesaving equipment”. It is the intent of these BY-LAWS to provide a framework, by which this organization can efficiently operate, for the benefit of the community, under the statutory authority of the City of Lander, Fremont County, Wyoming.

**ARTICLE 1: MEMBERSHIP**

**SEC. 1: MEMBERSHIP LIMIT**

- (A) The membership shall consist of no more than forty-five (45) members as approved by the Mayor and Council of the City of Lander.
- (B) The need for new applicants shall be determined by the Chief and Officers of the Lander Volunteer Fire Department.

**SEC. 2: APPLICATIONS FOR MEMBERSHIP**

- (A) Any person may request a membership in the Lander Volunteer Fire Department by filling out an application. Any applicant applying for membership must be eighteen (18) years of age or older. An applicant must live within two (2) miles of the Lander city limits and shall have lived in that area for a minimum of 1 year.
- (B) Applicants transferring from another fire department or with prior fire service experience may have priority when prospective applicants are considered for membership. Such applicants shall submit a letter of reference from their previous Fire Chief to be considered for this priority.
- (C) Applicants will be required to attend a minimum of two (2) business meetings, two (2) training meetings and complete a physical agility test before being considered for a vote by the active Department membership.

**SEC. 3: VOTING ON MEMBERSHIP**

- (A) Vacancies will be filled upon approval of the active Department membership at the next regular business meeting.

- (B) Balloting upon all membership applications will be secret. The ballots will be collected by officers or chief's designees. Two people will be required to collect and count the ballots.
- (C) All applicants shall be voted upon one at a time with the oldest application being first, with the exception of applicants who meet the requirements of Article 1, Section 2 (B) of these BY-LAWS or have been past members of this Department.
- (D) A majority vote of the voting members present is required to accept or deny any application. If the majority vote is favorable, the proposed applicant shall become a probationary member of the Department. If the majority vote is unfavorable, the applicant will be denied and shall be notified by the Chief or designee. A denied applicant may re-apply for membership after sixty (60) days.

## **ARTICLE 2: MEMBERSHIP CATEGORIES AND PROVISIONS**

### **SEC. 1: PROBATIONARY**

- (A) The probationary period shall be for one (1) year, unless otherwise specified.
- (B) Probationary members shall have no voting rights.
- (C) For insurance purposes, a probationary member shall be required to pass a Department physical and complete drug testing and Hepatitis B screening within two (2) weeks of acceptance to the probationary period. This testing shall be at the expense of the City of Lander.
- (D) Upon satisfactory completion of the requirements as specified in Article 2, Section 1 (C) of these BY-LAWS, a probationary member will report to the Chief or a designee to be issued proper equipment and be given a walkthrough of the Department.
- (E) The Lander Volunteer Fire Department shall provide or arrange for the following to probationary members:
  - a. Proper personal protective gear.
  - b. Pager.
  - c. Key to the Department.
  - d. Vehicle I.D. plate.
  - e. Designated Fire Department number.

- f. Copy of the Lander Volunteer Fire Department BY-LAWS.
- g. Copy of the Lander Volunteer Fire Department Standard Operating Guidelines (SOG's).
- h. IFSTA Essentials of Fire Fighting manual (current version).
- i. Hepatitis B vaccination (if series not current). The City will cover the cost of the series or a booster to get the Hepatitis B current.
- j. Department email or account and Google drive access will be provided

## SEC. 2: PROBATIONARY REQUIREMENTS AND PROVISIONS

- (A) During the probationary period as specified in Article 2, Section 1 (A) of these BY-LAWS, it shall be mandatory that a probationary member successfully complete the following requirements:
  - a. State of Wyoming Fire Fighter I Certification.
  - b. National Wildfire Coordinating Group (NWCG) Courses S-130 & S-190.
  - c. Attend a minimum of fifty percent (50%) of all regular scheduled business meetings and attend a minimum of fifty percent (50%) of all regularly scheduled trainings.
  - d. Attend a minimum of fifty percent (50%) of all calls for service.
  - e. Attain a Class B driver's license with minimum endorsements to include tanker and air brakes.
  - f. Meet quarterly with current Department Officers for the purpose of mentoring and consultation on probationary development.
- (B) Training for probationary member requirements shall be provided by or arranged for by a Captain or designee. An active member will be assigned as a mentor to each probationary firefighter by the chief of designee.
- (C) Working fire scene operations such as driving and pumping fire apparatus, initial hose line fire attack, etc., can only be performed after six (6) months' probation has been completed with approval of Department Officers. A member of the Department on probationary status shall be required to be familiar and comply with the BY-LAWS and Standard Operating Guidelines of the Lander Volunteer Fire Department.

- (D) A probationary member may be voted on for permanent, active status at the first regular business meeting after the one (1) year probationary period has ended.
- (E) It shall be the duty of the Chief or designee to report on the achievement of the probationary member prior to a vote for permanent, active status. If by the end of the probationary period a prospective member has not met the requirements set forth in Article 2, Section 2 (A) of these BY-LAWS, they may be placed back on six (6) months' probation or removed from the Department by a majority vote of the voting members present.
- (F) If a favorable vote as specified in Article 1, Section 3 (D) of these BY-LAWS is received, the probationary member will then become a permanent, active member of the Department and be granted all privileges thereof. At this time they may receive the following:
  - a. Fire Department dress shirt.
  - b. Fire Department Picture I.D. card.
  - c. Fire Department badge and insignia.
- (G) An unfavorable vote shall follow the provisions as specified in Article 1, Section 3 (D) of these BY-LAWS.
- (H) The Lander Volunteer Fire Department has the right to accept or reject any probationary member to permanent, active status by a majority vote of the voting members present.

### SEC. 3: ACTIVE

- (A) The active members of the Lander Volunteer Fire Department shall obey the orders of the Officers of the Lander Volunteer Fire Department. Roll call shall be taken at all emergency calls. Active members must attend a minimum of thirty five percent (35%) of the Department's emergency calls, fifty percent (50%) of all regularly scheduled business meetings and attend fifty percent (50%) of regularly scheduled trainings. Each member will be responsible for seeing that their attendance has been recorded for all calls and training by reporting to the Officer in charge.
- (B) Active members who fail to meet the above requirements may be subject to the provisions outlined in Article 8, Section 1 (A) of these BY-LAWS.
- (C) All active members must meet the requirements of their positions as specified in Article 5, Sections (A) through (D) of these BY-LAWS.
- (D) An active member who has any condition or debilitating injury which requires medical treatment must present to the Chief or designee [with a letter provided by a](#)

physician giving a brief description of what the member can do with this medical condition and an estimated time of returning. In order to return a medical release provided by the physician will needed before returning for firefighting activities, ~~before they may return to active duty~~. A copy will be given to the Secretary for permanent record. All members on medical leave should ~~may~~ attend meetings and offered trainings, but need not participate in any activities which would be restricted by the medical condition or the advice of his or her treating physician.

- a. Firefighters on medical leave shall receive all benefits.
  - b. No member may remain on medical leave for a period more than one (1) year. If a related injury takes you past the 1 year you will be placed on inactive status following Article 2, Sec. 4.
  - c. The member's quotas at the time that medical leave starts will remain the same until medical release is received.
- (E) The Mayor of the City of Lander has the authority to request that the Chief of the Department obtain a physical examination.
  - (F) The Chief of the Department has the authority to request that any active member, including Department Officers, obtain a physical examination.
  - (G) All physical examinations requested or required by and for the Department shall be at the expense of the City of Lander.

#### SEC. 4: INACTIVE

- (A) An active member may elect to go to inactive status at any time. Any member who has been placed on inactive status with the Department must remain inactive for a minimum of six (6) months, unless the reason for requesting inactive status was directly job related and that reason has terminated.
- (B) An inactive member may come back on the active list without a vote if the Department has a vacancy, and if said member requests a return to the active list within three (3) years.
  - a. After three (3) years on the inactive list, the member shall be dropped from the Department roster.
  - b. No member shall be allowed to go inactive more than two (2) times in a five (5) year period, unless the request is directly job related.
- (C) Upon electing inactive status, such members shall forfeit all Department benefits and all Department property shall be returned.



## SEC. 5: RETIRED

- (A) Any member who has served a minimum of fifteen (15) years as an active member may qualify for retired status. Retired members will retain the rights of an active member (voting, fire house use and access, etc.)
- (B) A retired member shall return all Lander Volunteer Fire Department issued personal protective gear and pager and may be issued a "Retired" vehicle I.D. plate.
- (C) Any member's retirement shall be presented at the next regularly scheduled business meeting after the letter has been received. No vote from the active membership will be required.
- (D) Any retired member wanting to return to active status may do so as long as there is a spot available on the roster. They will need to receive a favorable vote from a majority of the members present. He/She will be automatically placed on active status and no probationary period will be required.

## SEC. 6: RESIGNATION

- (A) A member who resigns from the Lander Volunteer Fire Department will no longer be considered a member of the Lander Volunteer Fire Department.
- (B) The resigned shall forfeit all Lander Volunteer Fire Department benefits. All Lander Volunteer Fire Department property must be returned.
- (C) Any member's resignation shall be presented at the next regularly scheduled business meeting after the letter has been received. No vote from the active membership will be required.
- (D) The resigned shall not re-apply for a period of one (1) year from the date of resignation.

## ARTICLE 3: BENEFITS

### SEC. 1: WYOMING VOLUNTEER FIREFIGHTERS, EMT AND SEARCH AND RESCUE PENSION FUND

- (A) All members, upon being voted on the Department, shall be enrolled in the Wyoming Volunteer Firefighters, EMT and Search and Rescue Pension Fund within thirty (30) days after a Department physical and testing, as specified in Article 1, Section 2 (C) of these BY-LAWS, have been successfully completed.

- (B) Monthly payments to the Wyoming Volunteer Firefighters, EMT and Search and Rescue Pension Fund as specified in this section, shall be made by the City of Lander.

## SEC. 2: OTHER PROVISIONS

- (A) A member must be voted on as a regular, permanent member of the Lander Volunteer Fire Department before they are eligible to receive any Department benefits with the exception of insurance, workers compensation, clothing allowance, and enrollment in the Wyoming Volunteer Firefighters, EMT and Search and Rescue Fund.
- (B) If a probationary member does not satisfactorily complete the requirements of the probationary period, all monies that have been paid into an account on their behalf shall be forfeit back to the City of Lander.
- (C) A retired member, as outlined in Article 2, Section 5 of these BY-LAWS, will have their pension plan paid by the City of Lander until such plan reaches maturity.

## ARTICLE 4: BUSINESS

### SEC. 1: MONTHLY MEETINGS

- (A) Regular business and training meetings of the Lander Volunteer Fire Department shall be scheduled for the first and third Thursday of every month, with the exception of legal holidays. If the meeting falls on a legal holiday, the meeting will be called for the second Thursday of the month. The Chief or senior Officer in charge shall preside.
- (B) While conducting business of the Lander Volunteer Fire Department, the latest version of Robert's Rules of Order shall be followed.
- (C) Fifty-one percent (51%) of the voting membership present and assembled at the time of the meeting shall constitute a quorum for the transaction of business.
- (D) A meeting shall be held even if a quorum is not present, but NO voting can occur without a quorum.
- ~~(E) The Secretary or designee shall take roll and record the names of the members present and members absent.~~
- (F) Minutes of the last regular business meeting may be read, and if read, shall be approved before moving on to other matters of business. The order of the meeting's agenda shall be determined by the Chief or senior Officer in charge.

- (G) The Administrator, or designee, of the Lander Volunteer Fire Department will act as parliamentarian at all meetings, and will ensure that these BY-LAWS are followed in their intent.

## **ARTICLE 5: ATTENDANCE**

### **SEC. 1: ATTENDANCE REQUIREMENTS**

- (A) Recognizing that training for and responding to emergencies is part of the mission of the Lander Volunteer Fire Department, there shall be an overall minimum attendance of fifty percent (50%) of regularly scheduled business meetings and fifty percent (50%) of regularly scheduled trainings, and thirty-five percent (35%) of emergency calls.
- (B) Percent of attendance shall be actual attendance at regularly scheduled business and training meetings offered by the Department on the first and third Thursdays of each month. Meetings rescheduled per Article 4, Section 1 (A) of these BY-LAWS shall also count toward the percent of attendance.
- (C) In addition to the provisions set forth by Article 2, Section 3 (A) of these BY-LAWS, a roll call shall be placed in the Fire Hall. Upon responding or returning to the Fire Hall from a call for service, all attending members shall sign in. This record will be used as a basis for tallying the percentage as described by this section.
- (D) Each member shall be responsible for signing attendance sheets for meetings and trainings.

## **ARTICLE 6: LEAVE OF ABSENCE**

### **MILITARY SERVICE**

- (A) Any member called to active military duty shall be considered an active member for longevity purposes. No enumeration shall be made to the member while on active military duty. Said member may return to their position in the Department, regardless of vacancy, within six (6) months of completion of that active duty.

- (B) Bereavement. A member may miss 1 meeting and 1 training and may be exempt from call quotas for 7 consecutive days.

## ARTICLE 7: OFFICERS AND TRUSTEES

### SEC. 1: GENERAL QUALIFICATIONS

- (A) All offices of the Lander Volunteer Fire Department shall be held by active members during the term of their office. In the event that an Officer resigns their position, that office shall be declared vacant and may be filled by appointment by the Chief with a qualified person for the term remaining of the office.
- (B) The Officers of this Department will consist of a Chief, Assistant Chief, two (2) Captains, 2 Lieutenants, The Chief will receive an annual salary of \$750.00 ~~\$350.00~~ and all other Officers will receive an annual salary of \$500.00 ~~\$250.00~~.
- (C) The Chief and Assistant Chief shall be nominated and elected by the voting membership. All other Officers shall be appointed by the Chief and Assistant Chief. No election shall be held without at least two (2) nominated candidates for each office. Nominations for offices will be made from the floor prior to voting. A majority vote of the voting members present shall be required for a candidate to be elected to any office, including absentee votes.
- (D) Other Officers may be appointed by the Chief or Assistant Chief for special services as the need arises.
- ~~(E)~~
- (F) Should any vacancy occur in an office of this Department, it may be filled at the next regular business meeting by the Chief or designee in the manner prescribed in this section.

### SEC. 2: CHIEF

- (A) It shall be the duty of the Chief or designee to conduct all meetings in accordance with these BY-LAWS and the latest version of Robert's Rules of Order.
- (B) The Chief, with the assistance of the Officers, shall ensure that Department equipment and manpower needs are being sufficiently met.
- (C) The Chief shall be responsible for the overall supervision of training, maintenance of equipment, and Department record keeping.

(D) The Chief or designee shall submit an annual report showing the calls for service, fire damage, recommendations, etc. for the previous calendar year by January 31<sup>st</sup> of the current year to the Lander City Council.

(E) The Chief or designee shall submit a report of budgetary needs of the Department at the request of the Mayor of the City of Lander.

~~(F) The Chief shall be familiar with the latest version of Robert's Rules of Order.~~

(G) The qualifications for Chief shall be as follows, in addition to the general qualifications:

- a. A member of the Lander Volunteer Fire Department having an active membership for at least five (5) years.
- b. Have a thorough knowledge of maintenance and operation of equipment used by the Department.
- c. Have previously served as Assistant Chief for at least one full year, served as a captain for two years.
- d. The Chief will serve as an ex-officio member of the Lander Volunteer Firefighters Association.
- e. The Chief will appoint a member to perform the duties of Fire Department Secretary.

(H) The term for Chief shall be two (2) years. This position shall be subject to a vote of confidence by the membership on the last regular business meeting after the first full year of the term. A favorable vote as outlined in Article 7, Section 1 (E) of these BY-LAWS is required to maintain office. In the event of an unfavorable vote, the Assistant Chief shall assume the duties of Chief for the remainder of his or her term and may appoint a qualified member to fill the vacated position.

### SEC. 3: ASSISTANT CHIEF

(A) The Assistant Chief shall act in the capacity of the Chief in the event of their absence.

(B) The qualifications for Assistant Chief shall be as follows, in addition to the general qualifications:

- a. A member of the Lander Volunteer Fire Department having an active membership for four (4) years.
  - b. Have a thorough knowledge of maintenance and operation of equipment used by the Department.
  - c. Have previously served in the capacity of another office at least one full year.
- (C) The Assistant Chief shall oversee the Department training program.
- (D) The term for Assistant Chief shall be two (2) years. This position shall be subject to a vote of confidence by the membership on the last regular business meeting after the first full year of the current term. A favorable vote as outlined by Article 7, Section 1 (E) of these BYLAWS is required to maintain office. In the event of an unfavorable vote, the Chief may appoint a qualified member to fill the vacated position.

#### SEC. 4: CAPTAINS

- (A) Captains shall act in the capacity of the Assistant Chief or Chief in the event of their absence.
- (B) The Captains shall be responsible to provide or arrange for all training requirements of the department the training of all probationary members as required by Article 2, Section 2 (A) of these BY-LAWS.
- (C) The qualifications for Captain shall be as follows, in addition to the general qualifications:
- a. A member of the Lander Volunteer Fire Department having an active membership for three (3) years.
  - b. He or she shall have a thorough knowledge of maintenance and operation of equipment used by the Department.

#### SEC. 5 LIEUTENANTS

- (A) Will arrange for truck assignments and also designating truck officers for monthly equipment checks.
- (B) Lieutenants shall act in the capacity of Captains in the event of their absence.
- (C) Lieutenants may assist Captains in the organization and conducting of department

training.

- (D) The qualifications for Lieutenant shall be as follows, in addition to the general qualifications
  - a. A member of the Lander Volunteer Fire Department having an active membership for at least two (2) years.

## SEC. 7: TRUSTEES

- A) The Chief shall review annually the trustees of the Jerry Valentine Fund. In the event of vacancy, members interested in serving as a trustee shall submit a letter of interest to the chief. At the next regular business meeting the Chief will present candidates to the floor. A majority vote by the membership will be required to be elected as a trustee for the Jerry Valentine Fund.

## **ARTICLE 8: GRIEVANCE AND DISCIPLINARY ACTION**

### SEC. 1: MEMBER REVIEW

- (A) Members shall be subject to an annual attendance review to determine if the requirements outlined in Article 5, Section 1 (A) of these BY-LAWS are being met. This review shall be conducted by the Chief and Officers based on a calendar year from the last meeting in December. If a member is below required attendance he/she will be brought up for a majority vote by the membership in attendance. Quotas for meetings, training and emergency calls can be requested from the officers at any time during the calendar year.

### SEC. 2: DISCIPLINE

- (A) Self-discipline or maintaining a disciplined work environment may be viewed as conditioning which corrects, molds, strengthens, and perfects. This quality can be found in competent volunteers who wish to conform to desirable patterns of conduct and who are capable of performing their duties promptly, efficiently, and unfalteringly. Obedience and order promote efficiency within an organization, and facilitate the coordination of effort. Poise and confidence advance high morale within the organization and encourage public trust.

A Fire Chief and Officers or supervisor must deal courageously and directly with personnel problems. He should not be reluctant to contend actively with any situation, since hesitation will weaken discipline. The end result of the supervisor's lenience will be a loss of respect rather than achievement of personal approval. To promote the positive aspects of discipline, the supervisor must be alert at all times, to recognize and ensure credit for quality performance over and above the high standards set for the fire service.

presenting the complaint to the officer(s)/fire administrator. The officer(s)/fire administrator are responsible for evaluating the volunteer's complaint in compliance with this handbook.

If the complaint is not satisfactorily resolved at the informal discussion level, the volunteer may file a formal written grievance.

Step 2. In the event an employee decides to file a formal written grievance, they shall do so within five (5) days from the date of the informal discussion between the volunteer and the responsible officers. The volunteer shall submit in writing their statement of events that led to the disciplinary action. The responsible officer(s) shall do the same and all documentation shall be given to the Fire Chief and Fire Administrator. The Fire Chief and Fire Administrator shall review documentation and request testimony and make a determination on the disciplinary action and report the results.

If through this process the complaint is not resolved the volunteer can request a fire board review.

Step 3. The Fire Chief shall appoint a fire board to review the documentation and take testimony. The determination made by the fire board is final. All procedures of the grievance policy shall be approved by the Mayor and City Attorney.

### SEC. 3: FIRE BOARD

- (A) The Fire Board shall consist of a minimum of three (3) past Chiefs of the Lander Volunteer Fire Department. This Board will be appointed by the current Chief and the current officers as the need arises. This appointment shall comply with the City of Lander policy manual and the Fair Labor Standards Act. The purpose of the fire board is to review the presented information of the grievance and/or disciplinary action, request new testimony from those involved in the action and make a final determination on the department level on the actions taken. This is the final step of the Lander Volunteer Fire Departments grievance policy.

### Article 9: Lander Volunteer Fire Department Awards

Fireman of the Year: Eagle Award in Bronze and Glass, Maximum \$200

Presented to: \_\_\_\_\_ For an Outstanding Year of Dedication to the community and to the Lander Volunteer Fire Department

Process: All firemen all eligible, nominations open at both December meetings. When nominations are made justification will be made by the nominator. After the two December meetings ballots will be made for secret balloting at the first meeting in January to include a line for a no vote. The Fireman of the Year award does not have to be given out. In the event of a tie there will be another vote taken at the second meeting in January.

Along with this process it is requested to have a large permanent plaque made to list the recipients of the Fireman of the Year and one for the Danny Logue Award



Danny Logue Award: Blue Tuscany 7 3/4 inch-Fire Award, Maximum \$200

Danny Logue Award Presented to: \_\_\_\_\_

This award is presented to: \_\_\_\_\_ for many years of Loyalty, Constant Devotion and commitment to the Citizens of your community and The members of the Lander Volunteer Fire Department: year

The Danny Logue Award criteria is a member of the department in good standing with at least 15 years of service and goes above and beyond in his dedication and commitment to the Lander Volunteer Fire Department and the citizens of the City of Lander. This member participates in extra activities, supports the officers with department knowledge and experience and offers knowledge and experience to mentor new members of the department.

Chiefs Award- Maximum amount \$100

May be given out, Chief's Discretion. Plaque 6 wide by 8 inches tall. Verbiage shall be up to the Fire Chief

Most Trainings-Certificate of Appreciation, top 3 training hours

Most Calls-Certificate of Appreciation, top 3 most emergency calls attended

Outgoing Chief- officers of the year served without the fire chief, maximum \$300-Eagle engraving

Retirement: Half helmet-Ultimate Helmet Firefighter Award-Eagle Engraving Maximum \$500

Presented to \_\_\_\_\_ for years of dedicated and faithful service to the citizens of your community and the Lander Volunteer Fire Department

Years served by date

Years of service recognition:

Pins given out in 5 year increments until 15 years. At 20, 25 will be Fireman Award in Bronze And Glass-Fire Awards, Maximum \$200

30 and 35-Small size Brass Trumpet Trophy Fire Awards, maximum \$300

40 and 45-Sculpted Bronze Fire Hat-Fire Awards, maximum \$400

All awards presented at the annual banquet.

Although there must be abiding mutual trust among volunteers, dedication to the organization should transcend individual loyalties. Failure to disclose information about fellow firefighters who violate the law and/or the rules and regulations is damaging to all members. Therefore, to advance the organization, proper performance must be encouraged and transgressions corrected. The reputation of the entire Lander Volunteer Fire Department may be affected by the behavior of a few members. When necessary, discipline must be administered promptly and equitably, in order to be effective.

## **(B) Levels of Discipline**

Disciplinary action can be administered at any level depending on the behavior or infraction of the By-Laws or Code of Conduct that may occur. The following describes the levels of discipline that are available to officers/supervisors. Officer/Supervisor will complete a Personnel Incident Report detailing all the facts of the incident and a disciplinary recommendation. This document will be forwarded through the chain of command prior to discussing discipline with the member.

A. Verbal Counseling - Many behaviors that are in need of modification are relatively mild and can be handled by supervisors in a fairly informal manner without documentation being generated. Officers/Supervisors may, and are in fact encouraged to, keep notes of verbal counseling that they may provide to members so that should further discipline be necessary in the future they have a record of the date on which verbal counseling occurred and what was discussed.

B. Verbal Reprimand - The verbal reprimand is the first level of discipline and involves a formal conversation between an and an employee about a disciplinary or performance problem. A written record of the concerns and future expectations shall be documented in writing, and signed by both the supervisor and the employee.

C. Written Reprimand - A written reprimand may be issued for a more serious offense than for a verbal reprimand, or when undesirable behavior and/or performance issues continue to occur after receipt of verbal reprimand(s).

D. Suspension - An employee may be suspended with pay or without pay by a department head or appropriate supervisor. The department head or appropriate supervisor shall notify the employee, as soon as practicable, of the reasons for and the duration of the suspension. Suspension with pay may be permitted pending investigation. An employee reinstated after a period of suspension without pay, will serve in a probationary status for 180 days.

## **(C) Grievance Procedures**

Step 1. In the event an employee has a complaint, informal discussions between the member and the supervising officer(s) are initially required. In most situations this would include the member and at least two (2) officers. The discussion must be requested by the volunteer within five (5) days of the occurrence or receipt of disciplinary action and take place as soon as possible. The member is responsible for

**ARTICLE 9: 10: GENERAL PROVISIONS**

**SEC. 1: BY-LAW CHANGES**

- (A) These BY-LAWS can be changed from time to time providing a quorum is assembled for the transaction of business. Members shall be given two (2) weeks prior to a meeting regarding such changes and the nature of the meeting will be so stated. Any BY-LAW change(s) voted upon favorably by a majority vote of the voting members present will then be recommended to the Lander City Council for approval.

**SEC. 2: AUTHORITY**

- (A) All BY-LAWS enforced prior to this day and in conflict herewith are hereby repealed. These BY-LAWS shall take effect and be in effect from and after passage and adoption. All Officers, members, and BY-LAWS will be governed by Lander City Ordinance.

Revised and signed this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**ATTESTED:**

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Fire Chief

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City Mayor

**CODE OF CONDUCT OF THE  
LANDER VOLUNTEER FIRE DEPARTMENT**

The following list of directives, although not exhaustive, represents the conduct standards for members of the Lander Volunteer Fire Department. The basis for these regulations is the following policy:

Every member of the Lander Volunteer Fire Department is expected to operate in a highly self-disciplined manner and is responsible to regulate their own conduct in a positive, productive, and mature way. Failure to do so will result in disciplinary action ranging from counseling to suspension or removal from the Department.

**ALL MEMBERS SHALL:**

1. Follow the BY-LAWS, Standard Operating Guidelines and written directives of both the Lander Volunteer Fire Department and the City of Lander.
2. Use their training and capabilities to protect the public at all times.
3. Work competently in their positions to cause all Department programs to operate effectively.
4. Always conduct themselves to reflect credit on the Department.
5. Always conduct themselves in a manner that creates good order inside the Department.
6. Keep themselves informed to do their jobs effectively.
7. Be concerned and protective of each member's welfare.
8. Operate safely and use good judgment.
9. Obey the law.
10. Be careful of Department equipment and property.

**ALL MEMBERS SHALL NOT:**

11. Engage in any activity that is detrimental to the Department.
12. Engage in a conflict of interest to the Department or use their position with the Department for personal gain or influence.
13. Fight.
14. Steal.
15. Use or be under the influence of alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capacities while on duty.

By signing this Code of Conduct, a member agrees to accept the provisions contained within and to adhere to them to the best of their ability.

Revised and signed this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**ATTESTED:**

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Member Name