

Membership Policies

of the Library Volunteer Fire Company

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Purpose

The purpose of these policies is to provide overall guidance in how the organization functions. These policies are for internal management guidance. These policies may be changed at any time by the members and adherence to the new polices are expected. Changes or

exceptions to these policies must be obtained in advanced and in writing and approved by membership.

Revisions

These policies may be revised by following the vote requirements to Amend Something Previously Adpoted in Robert's Rules of Order, Newly Revised.

Scope

These policies currently apply to volunteer members within the organization. Paid employees or people who are compensated for goods or services do not fall within the scope of this document.

Management Procedures

Record Maintenance

Records will be maintained on each member of the organization. Information retained will include, personnel data, membership status, positions held, eligibility for offices, communications, disciplinary records, background checks, and similar documentation. These records may be digitized at the discretion of the Membership Committee.

Confidentiality of Records

The records will be treated with confidentiality and will be released only as needed or as permitted by the member.

Social Security Numbers

Attempts should be made to reduce the instances of storing Social Security Numbers (SSN) in personnel records. It should be the goal to keep only one instance of the SSN per member to assist in background checks.

Full or Partial Social Security Numbers (SSN) will not be permitted to be stored digitally in text format. Full SSNs will not be permitted to be stored digitally in any form including images. Existing certificates that have the last 4 of the SSN included may be digitally stored in picture format. Those images may be redacted at member's request.

Medical Records

Digitizing medical records will not be permitted.

Conflicts of Interest

For any decision where a member who may personally or financially benefit themselves or their families, must recuse themselves from any discussion or action on the matter.

Representation of the Agency

Prior to any action that may impact the organization, permission should be sought beforehand. This includes but is not limited to: public statements, agreements, contracts, or financial obligations. Members may represent the organization within the limits of their offices or committees. The President represents the organization as a whole. The Fire Chief represents the emergency management side of the organization. Various committees, such as Public Relations, may represent within their areas of responsibility.

Confidentiality

The business of the organization should not be released to non-members or the public without express permission of the President or Chairman of the Board. Emergency management information must not be released without permission of the Fire Chief. This includes discussions, actions taken, meeting information or financial data. This policy will not supersede legal requests, such as Freedom of Information Act requests.

Members

New Members

Application

Prospective members must fill out an application and undergo all background, drug, and medical checks required by Membership Policy. Once the Membership Committee receives the application and completes their investigation, it shall be submitted to the next regular monthly meeting for voting.

All applicants must have:

1. Two employment and/or personal references.
2. A criminal history report issued by the Pennsylvania State Police Department prior to the completion of their probationary period.
3. A driver's status report as issued by the Pennsylvania State Police Department and/or the Pennsylvania Department of Transportation prior to completion of their probationary period.
4. All names and addresses of all prior Fire Company/Departments where he/she was a Member.

Firefighting applicants must:

1. Pass a complete drug test conducted by our contracted organization within forty-eight hours of the date of application.
2. Pass a physical examination conducted by our selected medical provider within fourteen days of the date of application.
3. Pass a physical agility test given by the Fire Chief.

Background and Drug Checks

These checks may be conducted on each applicant:

1. Criminal History check
2. Child Abuse Clearance check
3. Driving History check
4. Drug test
5. Physical examination

Investigation

All new Member applications shall be submitted to the Membership Committee. The committee shall interview and investigate all applicants. Any applicants having disqualifying criminal violations listed in the policies will not be accepted.

Probation

Each application for new membership will be read at a regular meeting. The Membership Committee will report to the general Membership the results of its interview and investigation of each applicant. If the membership approves the application, the applicant shall be a Probationary Member for at least a six month period. All new members must pay a dues of \$10.00 to the Treasurer.

Induction

The probationary member should be asked to leave the discussion. After the Membership Committee presents their report, a motion to induct, extend probation, or remove the member should be made. A ballot vote is required.

Points

Members will be assigned points for attending Bingo by the Bingo Committee, and for drills by the Fire Chief or his designated person. The number of points required is listed in the bylaws. The points will be tallied on a month to month basis.

Bingo Points

The Bingo Committee may assign bingo credit for taking fire classes if these requirements are met:

- Two Wednesday classes per month are required to get credit.
- The classes need to be a minimum of 3 hours on bingo night.
- The classes happen at the same time as Bingo.

Delinquent Status

Members that have failed to meet the minimum requirements of membership will be notified. If they have not caught up by the next meeting, they will be put on delinquent status for up to 3 months. If they have not caught up at the end of the 3 months, they will be removed from membership. Delinquent members lose voting privileges and will not be able to run for office.

Dues

Dues shall be collected annually prior to the December meeting. Members who have not paid their dues for this period shall be notified by the Treasurer by certified mail, return receipt requested, at least 15 days prior to the next meeting. Members who fail to pay their dues by the March regular meeting shall be, upon announcement, automatically dropped from the Fire Company rolls and their Membership shall be terminated. A Member who pays his dues after receiving the Treasurer's written notice shall also pay the costs of the certified mailing.

Discipline

Due to the heightened risk of firefighting and emergency services, discipline is an important part of the organization. Any issues or problems must be resolved in a timely and fair manner. The following will detail unacceptable behaviors and the consequences.

Charges

Charges may be brought by submitting to the Board in writing. If valid, the board will refer the matter to the Membership Committee or select a special committee for trial. The disciplinary process outlined in Robert's Rules of Order, Newly Revised shall be the guide.

Fire Station or Emergency Scene

Charges that may be brought include, but are not limited to, the following:

- Disorderly Conduct
- Countermanding Orders
- Lending Fire Company Equipment to non-members
- Damaging Fire Company Equipment

- Leaving post or assignment without permission
- Disobeying an order
- Intoxication by alcohol or drugs
- Taking articles of salvage or of others
- Removing Fire Company apparatus or materials without permission
- Interference with the Fire Chief or others in charge
- Recklessly endangering the lives of others
- Threats or acts of violence or illegal harassment

Social Hall and Fire Company Property

- Charges that may be brought include, but are not limited to, the following:
- Damaging or defacing anything therein
- Entering forcibly, except in an emergency
- Removing equipment or materials without proper authorization
- Being highly intoxicated and disorderly
- Interfering with persons in charge of an activity

Underage Consumption

There will be no underage consumption of alcohol, drugs, or tobacco products on company property, or coming onto the premises with or while under the influence.

Drugs and Alcohol

Purpose

The purpose of this policy is establishing a minimum criterion for response after consumption of alcohol or its influences. This policy identifies the separation of the social hall and/or fund-raising activities involving alcohol from the operation and function of emergency services. This policy also identifies guidelines for illegal and over the counter drug concerns.

Alcohol

No member of the Library Volunteer Fire Company shall participate in any operational or support aspect of the organization while under the influence of alcohol, including but not limited to, any fire and emergency operations, fire-police, training, administrative functions, rehab, etc. If impaired, members should voluntarily remove themselves from the activities and functions of the Department and from any capacity in which they are representing the Library Volunteer Fire Company.

No alcohol shall be permitted on the premises of any operational portion of the fire and

emergency services organization, including but not limited to the apparatus, the apparatus bays, the day room, gym, line offices, and the entire downstairs area. Exceptions for events will be authorized by both the Fire Chief and President, a majority of the board.

The hall rentals that raise funds by renting or hosting events in social halls should provide a clear and distinct separation of facilities to help enforce this position. Further, the agency/organization's drug and alcohol-free awareness position should be shared with other users of the department's facilities to support enforcement. Departments should obtain appropriate legal advice concerning insulation from liability associated with any activities that occur on their premises.

Blood Alcohol Content (BAC) limits will be:

- Responders on scene 0.08 BAC within 2 hours of responding..
- All drivers - 0.04 BAC within 2 hours of driving, the same as CDL limits.

Illegal Controlled Substances

The Library Volunteer Fire Company should not tolerate the possession, use and/or sale of illegal controlled substances. If there is reasonable cause to believe a member of the department is involved with the possession, use and/or sale of illegal controlled substances, they may be suspended until the completion of an internal and/or external investigation, which may include drug testing.

Additionally, the Library Volunteer Fire Company shall not tolerate the misuse of legal substances for illegal purposes.

Medical Marijuana

Since Pennsylvania still has a zero-tolerance policy of driving with any schedule I drugs in your system, we will not allow anyone with a valid Medical Marijuana card to drive any fire department vehicles.

Over-the-Counter and Prescription Medications

Library Volunteer Fire Company personnel who use over-the-counter and prescription medications should consult with a health professional on the specifics of their operational position to ensure that such medications do not negatively impact their ability to perform the essential functions of their position.

Any personnel using over-the-counter or prescription medications where potential side effects that may reasonably affect the performance of their duties have been identified by a healthcare provider or manufacturer's packaging should report their use to their supervisor when they are functioning in a capacity responsible for emergency and non-emergency operations. Upon notification, supervisors should, in the case of prescription medications, direct personnel to obtain appropriate documentation from the prescribing healthcare provider attesting to the medication's safety while performing the essential duties of the fire service position. In the case of over-the-counter medications, supervisors should contact the fire

department physician or other health care provider to consult on the potential side effects. Personnel should refrain from engaging in such activities until the appropriate release is obtained.

Events

When a fire station hosts an event where alcohol is being served or consumed, a roster shall be completed to indicate who is competent to respond, in respect to the parameters of this policy. This will limit any confusion regarding who responds in the event a dispatch is received during the event. The roster shall indicate: Driver/operator, officer, and firefighters.

Violations

Violations or suspicions of violations must be reported to a higher ranking or most senior person. A second person must suspect or verify the violation before testing can be ordered.

Substance Abuse Testing

To enhance workplace safety, LVFC may test members for drugs or alcohol at the following times:

- Pre-employment: after acceptance of a new job but before work begins;
- To comply with state or federal laws, such as the U.S. Department of Transportation regulations, Drug-Free Workplace laws, or state workers' compensation laws;
- After work-related accidents, incidents, or illness in situations in which member's drug use is likely to have contributed to the incident, and for which the drug test can accurately identify impairment caused by drug use;
- If LVFC management has reasonable cause to suspect that a member is impaired because of drug or alcohol use in violation of LVFC's Drug and Alcohol Policy.

Follow-Up Testing

Members who test positive for alcohol or drug abuse may request a second test at their own expense, if circumstances permit. If a second test proves that the first test was incorrect, LVFC will reimburse the applicant/members the cost of the test.

Members who have tested positive in the past may be retested every three months for the following one year after testing positive.

Refusal to Test

Any member refusing to submit to any required drug test, including refusal to sign the written release, or inspection under any of the provisions of this drug policy may be removed from their position and be subject to discipline up to and including termination of membership as a volunteer. Any member who does not report to the collection site within 45 minutes of notification while on duty is considered a refusal to test and will be subject to discipline up to and including termination of employment and/or membership as a volunteer. Careful consideration will be given to a reasonable excuse for failing to appear at the collection site within the allotted time frame.

Criminal Violations

Felonies

Any member charged with a felony will be suspended from all fire hall functions and grounds pending the outcome of their case. Any member convicted of a felony will be immediately terminated from membership.

Sex Offenders

Any member charged or convicted of a crime that requires them to be registered as a sex offender will be handled the same as if they were charged or convicted of a felony.

Misdemeanors

Unless specifically stated otherwise, any member charged with a misdemeanor listed below will be suspended from all fire hall functions and grounds pending the outcome of their case. Unless specifically stated otherwise, any member convicted of a misdemeanor listed below will be immediately terminated from membership.

List of Misdemeanors

Theft Related Crimes

18 Pa.C.S. §3921, §3922, 3923, §3924, §3926, §3929, §3932, §3934, §4120

Driving Violations

Suspended License

Any member who has their operating privilege suspended is not allowed to drive any department vehicles for the duration of the suspension.

DUI

75 Pa.C.S. §§3802. "Driving under influence of alcohol or controlled substance." Members will be suspended from driving fire department vehicles immediately upon being charged. The suspension will end when the state restores the operating privileges to the member.

Apparatus Driving Disqualification

Pennsylvania does not require a Commercial Drivers License (CDL) to drive emergency apparatus. However, we will still continue to follow CDL laws as guidelines for disqualification. Any driver who is disqualified from holding a CDL under 75 Pa.C.S. §§1611,

whether or not they have a valid CDL, will not be permitted to drive vehicles exceeding 26,001 pounds or more.

(Refer to Pennsylvania Department of Transportation “Disqualifications and Traffic Offenses Fact Sheet” for a summary.)

Service Requirements

Community Events

Community events, referred to in the Bylaws, relate to various community events we provide a service or participate in. They are:

- Community day
- Memorial Day Parade and Service
- 9/11 Memorial Service
- Homecoming bonfire
- South Park High School Football lighting details
- Middle School Open House lighting detail

Benefits

Rewards Program

The Rewards program is a LOSAP for retirement. All Active members are eligible for this program.

Use of Social Hall

Any Member, after being a Member for one year and in good standing, shall be entitled to use the Social Hall for themselves, their spouses, and/or their immediate family consisting of parents, their children, brothers, or sisters. To obtain use of the Social Hall, a Member shall submit a letter to the Board of Directors with the requested date and the intended use.

Members granted personal use are solely responsible for set-up prior to use and for clean-up following use. The Member shall restore the Social Hall to its previous set-up, unless directed otherwise in writing. Any Member using the bar facilities must pay for bartenders, security, and clean-up at rates established by the Board of Directors. The Board of Directors may waive the rates if any Member volunteers to bartend, serve as security, or provide custodial services for the event.

Definitions

On-Duty - This covers being at the hall in a response or working mode. This includes but is not limited to: duty crew, responding to calls, drills, community events, fundraisers, working at hall events.

Off-Duty - Being at the station for personal relaxation or errands.

Revision History

- 2019-12-10 – New Bylaws and Policies adopted
- 2020-07-14 – Struck out Public Drunkenness
- 2020-07-14 – Struck out Underage Drinking
- 2020-07-14 – Struck out Controlled Substances
- 2020-07-14 – Changed Driving Violations, DUI section
- 2022-04-12 – Added points clarification
- 2022-07-12 – [Added requirements for bingo credit for classes.](#)
- 2022-07-12 – [Drug and Alcohol Policy added.](#)