

ORGANIZATIONAL GUIDELINES FOR THE PONDEROSA FIRE DEPARTMENT

SECTION I Purposes

The purposes for which the Ponderosa Fire Department, hereinafter referred to as the Fire Department, is formed to implement the activities and operate the systems and facilities as established by the Ponderosa Volunteer Fire Association, Inc., hereinafter referred to as (the Association), as outlined in Article I, paragraphs A and B of the Association By-Laws.

SECTION II Membership

- A. Members - All such qualified persons who: are voting members of the Association, staff the equipment available, and pledge their service as members to the Association shall be eligible for membership
1. Probationary Period - All prospective members shall be subject to a minimum probationary period of ninety (90) days. Subsequent probationary periods may be imposed at the discretion of the Command Staff, said extension to be verbally explained to the prospective member, with the total probationary period not to exceed one (1) year.
 2. Any prospective member who, in the opinion of the Command Staff, does not qualify for and is denied membership in the Fire Department as described herein must be informed of the reasons for his/her denial.
 3. At the completion of the probationary period or nine (9) months, whichever comes last, said member shall become a full member of the Department.
 4. A qualified prospective member shall meet the requirements for acceptance into the Department as set forth below:
 - a. 18 years or older - Applicant
 - b. 16-17 years old - Senior/Junior Applicant
 - c. 12-15 years old - Junior Applicant: This individual must have a direct family relationship with a member in good standing in the Department. (e.g. Father, Mother, Sister, Brother, etc.).
 5. The Command Staff shall determine the final eligibility status of the Junior Applicant and have the power to act according to circumstances.

6. Due to the physical requirements and the inherent dangers of the Firefighting and Rescue duties as a member of the Department, the Command Staff may require that the applicant receive a complete physical examination by a qualified physician. All costs incurred may be borne by the applicant, dependent upon the discretion of the Command Staff.
 7. The Command Staff may, at any time, limit the number of Members.
- B. Honorary Membership - Such membership may be bestowed upon any individual as recommended by any Member and approved by the Command Staff.

SECTION III Duties of Members

It shall be the duty of all prospective members and all members to:

- A. At all times assist in the work of the Association and the Fire Department and be bound by the requirements outlined in the Association By-Laws and the Fire Department Standard Operating Guidelines.
- B. Attend meetings, drills and training sessions as required by the Fire Department Standard Operating Guidelines.
- C. Obey all the commands of assigned officers while on duty. Full cooperation at the scene of an emergency incident is required. Duty is not complete until the apparatus and equipment is cleaned and returned to service status at the station, or until excused by their assigned officer or released by the Senior Officer present.

SECTION IV Officers

The Fire Chief is an appointed employee of the PVFA.

The officers of the Fire Department shall consist of those described below:

- A. Command Staff
 - Fire Chief
 - Assistant Fire Chief
 - Deputy Fire Chief
 - Captains of respective stations

- B. Appointed – Lieutenants
- C. The Command Staff positions are: Fire Chief, Assistant Fire Chief, Deputy Fire Chief, and Captains. These positions are voting members of the Command Staff.
- D. Optional – Fire Marshal, Jr. Captains, Safety Officers, Training Officer, Medical Officer, Chaplain, others to be determined by the Command Staff.

These tasks may be assigned to specific officers at the discretion of the Command Staff

- E. The process of appointing the command officers is to:
 - 1. Have candidates announce the intended office(s) they wish to seek prior to appointment.
 - 2. Provide an opportunity for as many as possible to have input into the appointment process.
- F. The Fire Chief will appoint the Assistant Fire Chief during the first week of April each year. The Fire Chief and Assistant Fire Chief will appoint the Deputy Fire Chief within one week of the Assistant Fire Chief Appointment. The three chiefs will then appoint the respective fire station captains within the month of April of each year.
- G. Other appointed officers shall be appointed by the Command Staff prior to May 1 of each year, or as necessary during the course of normal business.
- H. Terms of all officers, except the Fire Chief, shall not exceed one (1) year. Terms of replacement officers shall be for the unexpired term of the officer being replaced. The Command Staff may remove appointed officers at any time and appoint replacements within 30 days.
- I. All potential candidates for Command Staff positions must declare which office(s) he/she intends to compete for and notify the Fire Chief by February 15. A list of candidates will be prepared by the Chief and posted at each station on or about February 16.
- J. Each fire station membership will meet prior to March 28 of each year to review the potential Command Staff list and will select their preferences for Assistant Fire Chief and Deputy Fire Chief and their respective preferences for their station captain. The preference lists will be provided to the Fire Chief on or before April 1 of each year.

All candidates for Command Staff positions, except the Fire Chief, may participate in campaigning for each desired position following the PFD adopted guideline on campaigning. This process must be completed prior to each station's meeting that determines that station's proposed Command Staff appointees.

K. Any member may be removed from the department in accordance with the following procedure:

1. A written petition, signed by not fewer than one-third of the active, non-probationary members of the Fire Department stating the reason those signing the petition believe the member / officer should be removed from membership / office, may be presented to the membership at any regular meeting of the Department or at any special meeting of the Department called by the Fire Chief. In the case of the Fire Chief, this petition must be presented to the PVFA for their consideration of termination.
2. The petition shall be voted upon by secret ballot by the active, non-probationary members of the Fire Department at the next regularly scheduled or specially called meeting of the Department occurring at least seven (7) days following the presentation of the removal petition of the membership. A quorum of 66% of the active, non-probationary members must be present and two-thirds of the votes cast at the meeting are to remove the member/officer from office, the petition shall be deemed to be accepted by the membership, the member/officer will be immediately removed from membership/office and the position declared vacant.

The remaining Command Staff will appoint a replacement for the remaining term of the vacated position.

SECTION V

Qualifications and Duties of Officers

The privilege to hold an office should be considered a matter of personal preference; however, the following qualification/traits should be paramount in the decision making process.

Training, Experience, Leadership, Decisiveness, Availability, Composure, Innovation, Dedication

The departmental officers shall have the responsibility, and must be able to devote the time necessary in operating and conducting the Fire Department. All officers shall have demonstrated proficiency in fire department administration, fire suppression, and emergency management related to their position.

A. Command Staff Qualifications

The following minimum requirements pertain to Command Staff positions: (The Fire Chief is exempt from these requirements)

1. Chiefs positions –
 - A minimum of 4 years in good standing with the PFD immediately preceding each respective appointment
 - SFFMA Intermediate and Instructor Level II/NFPA Instructor 1, or TCFP Basic firefighter/Instructor 1
2. Captains position –
 - SFFMA Basic and Instructor Level 1/NFPA Instructor 1, or TCFP Basic firefighter / Instructor 1
 - A minimum of 3 years in good standing with the PFD immediately preceding each respective appointment
3. In the event that no qualified candidate is qualified for a specific position, the Command Staff shall select the respective individual for the position.

B. Specific duties pertaining to each officer are as described below:

- A. The Fire Chief (FC) is the chief officer of the Ponderosa Fire Department. The FC is answerable to the PVFA, Inc., and is the focal point of the Command Staff. The FC is expected to represent all PFD members, the community, and emergency services in general. The FC is expected to provide full cooperation, a positive spirit, and motivation to all members and boards of directors.
- B. The Assistant Fire Chief (AFC) is the second in-charge officer of the Ponderosa FD. The AFC is answerable to the Fire Chief, PVFA, Inc. The AFC is expected to represent the members, boards and community. The AFC shall be responsible to fulfill the Fire Chief's duties in the absence of the Fire Chief.
- C. Deputy Fire Chief (DC) - There will be one DC. It shall be the duty of the DC to perform all the duties and responsibilities of the Fire Chief and/or the Assistant Fire Chief during the absence of either or both.
- D. Captains - There will be a Captain for each fire station in the district.

- E. Junior Captain
The Junior Captain position may be appointed by the Command Staff with the purpose to assist the respective Station Captain as necessary.
- F. Lieutenants - The number of Lieutenants appointed and their specific assignments shall be decided by the Command Staff.
The Company Lts., herein referred to as Lt., report to the Captain of their respective station. The Command Staff appoints Lts.
- G. Training Officer - It shall be the duty of the Training officer to work with Departmental Officers in the establishment of training sessions and drills that will provide the best possible training to Firefighters. Programs established for this training must demonstrate proper methods of using all Departmental apparatus and equipment as well as the proper methods of fire suppression, insuring personal safety and meeting State of Texas requirements for Firefighter Certifications.
- H. Medical Officer - This office shall not be a mandatory office, but may be filled.
- I. Chaplain - It shall not be a mandatory office. The Chaplain shall be responsible for the spiritual and divine requirements of the Fire Department, and shall, with other Departmental officers, console the family of any injured Firefighter.

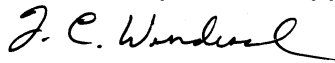
SECTION VI
Amendment of Organizational Guidelines

- A. These organizational guidelines may be amended by a majority vote of the Firefighter members present at any regular meeting of the Department or any special meeting of the Department called by the Fire Chief. A quorum is required of a minimum of 20 qualified members.
- B. The proposed amendment shall be submitted in writing and read at a special or regular meeting of the Department and shall be acted on at the next special (or) regular meeting of the Department at least seven calendar days following the reading of the proposed amendment provided for above.

**SECTION VIII
Authorization**

The Fire Chief is authorized to execute these guidelines on behalf of the Department and to do all things proper and/or necessary to carry out the intent hereof.

Passed, adopted and approved the 28th Day of July, 2008



F. C. Windisch
Fire Chief, Ponderosa.F.D

The first reading of these by-laws were read at the regular meeting on July 14, 2008. The motion to accept was made by Marti Stein and seconded by Robert Logan. There was no opposition.

The second reading of these by-laws were read at the regular meeting on July 28, 2008. The motion to accept was made by Marti Stein and seconded by Ryan Lee There was no opposition.