MISSION STATEMENT:
“To provide a well-trained team of committed individuals who proudly provide professional firefighting and fire safety services to the Telluride region.”
# INDEX

<table>
<thead>
<tr>
<th>ByLaw</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>offices</td>
</tr>
<tr>
<td>1.2</td>
<td>station two</td>
</tr>
<tr>
<td>2.1</td>
<td>class of members</td>
</tr>
<tr>
<td>2.2</td>
<td>probationary members</td>
</tr>
<tr>
<td>2.2.1</td>
<td>application</td>
</tr>
<tr>
<td>2.2.2</td>
<td>membership committee</td>
</tr>
<tr>
<td>2.2.3</td>
<td>election - timing</td>
</tr>
<tr>
<td>2.2.4</td>
<td>probationary election</td>
</tr>
<tr>
<td>2.2.5</td>
<td>probationary member orientation</td>
</tr>
<tr>
<td>2.2.6</td>
<td>performance review</td>
</tr>
<tr>
<td>2.2.7</td>
<td>final election</td>
</tr>
<tr>
<td>2.2.8</td>
<td>reapplication</td>
</tr>
<tr>
<td>2.3.1</td>
<td>general members</td>
</tr>
<tr>
<td>2.3.2</td>
<td>performance of duty</td>
</tr>
<tr>
<td>2.3.3</td>
<td>non-attendance - regular monthly meetings</td>
</tr>
<tr>
<td>2.3.4</td>
<td>non-attendance - battalion duty - truck checks</td>
</tr>
<tr>
<td>2.3.5</td>
<td>non-attendance - battalion duty - calls to duty</td>
</tr>
<tr>
<td>2.3.6</td>
<td>proficiency testing</td>
</tr>
<tr>
<td>2.3.7</td>
<td>minimum state requirements</td>
</tr>
<tr>
<td>2.3.8</td>
<td>delinquent member - hearing</td>
</tr>
<tr>
<td>2.3.9</td>
<td>delinquent member - suspension or expulsion</td>
</tr>
<tr>
<td>2.4</td>
<td>resignation</td>
</tr>
<tr>
<td>2.5</td>
<td>transfer of membership</td>
</tr>
<tr>
<td>2.6</td>
<td>qualifications</td>
</tr>
<tr>
<td>2.7</td>
<td>duties</td>
</tr>
<tr>
<td>2.8</td>
<td>associates</td>
</tr>
<tr>
<td>2.8.1</td>
<td>qualifications</td>
</tr>
<tr>
<td>2.8.2</td>
<td>organization</td>
</tr>
<tr>
<td>2.8.3</td>
<td>privileges</td>
</tr>
<tr>
<td>3.1</td>
<td>annual meeting</td>
</tr>
<tr>
<td>3.2</td>
<td>special meetings</td>
</tr>
<tr>
<td>3.3</td>
<td>regular meetings</td>
</tr>
<tr>
<td>3.4</td>
<td>quorum</td>
</tr>
<tr>
<td>3.5</td>
<td>proxies</td>
</tr>
<tr>
<td>3.6</td>
<td>rules</td>
</tr>
<tr>
<td>3.7</td>
<td>fire training</td>
</tr>
<tr>
<td>3.8</td>
<td>order of business - regular meetings</td>
</tr>
<tr>
<td>3.9</td>
<td>order of business - special meetings</td>
</tr>
<tr>
<td>3.10</td>
<td>order of business - annual banquet</td>
</tr>
</tbody>
</table>
4 Officers
4.1 Officers 12
4.2 Election and Terms of Officers 12
4.3 Removal 13
4.4 Vacancies 13
4.5 Powers and Duties 13
  4.5.1 Chief
  4.5.2 First Assistant Chief
  4.5.3 Second Assistant Chief
  4.5.4 Captain
  4.5.5 Lieutenant
  4.5.6 Secretary
    4.5.6.1 Secretary - Compensation
  4.5.7 Treasurer
    4.5.7.1 Treasurer - Compensation
4.6 Safety Officer 15
  4.6.1 Qualifications
  4.6.2 Duties
  4.6.3 Authority
  4.6.4 Privileges

5 Board of Directors 16
5.1 General Powers 16
5.2 Number, Tenure, and Qualifications 16
5.3 Regular Meetings 16
5.4 Annual Meetings 16
5.5 Special Meetings 16
5.6 Notice 17
5.7 Quorum 17
5.8 Board Decisions 17
5.9 Vacancies 17
5.10 Compensation 17

6 Committees 17
6.1 Committees 17
6.2 Membership Committee 17
6.3 General Committee 17

7 Contracts, Checks, Deposits, and Funds 18
7.1 Contracts 18
7.2 Checks, Drafts, and Orders 18
7.3 Deposits 18
7.4 Funds 18
7.5 Gifts 18

8 Books and Records 18

9 Fiscal Year 19

10 Seal 19
<table>
<thead>
<tr>
<th></th>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Waiver of Notice</td>
<td>19</td>
</tr>
<tr>
<td>12</td>
<td>Calls</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>12.1 Ambulance</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>12.2 Ambulance Transport</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>12.3 Town of Telluride</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>12.4 Town of Mountain Village</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>12.5 Other Areas</td>
<td>20</td>
</tr>
<tr>
<td>13</td>
<td>Expenses</td>
<td>20</td>
</tr>
<tr>
<td>14</td>
<td>Fines</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>14.1 Alarm</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>14.2 Meetings</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>14.3 Fire Trainings</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>14.4 Fourth of July Cleanup</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>14.5 Other Events</td>
<td>20</td>
</tr>
<tr>
<td>15</td>
<td>Honorary Discharge and Honorary Members</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>15.1 Resignation</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>15.2 Honorary Members</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>15.3 Armed Forces</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>15.4 Leave of Absence</td>
<td>21</td>
</tr>
<tr>
<td>16</td>
<td>Amendments</td>
<td>21</td>
</tr>
<tr>
<td>17</td>
<td>Gender Clause</td>
<td>21</td>
</tr>
<tr>
<td>18</td>
<td>Voting</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>18.1 Majority Vote of the Members</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>18.2 Simple Majority Vote of the Members</td>
<td>22</td>
</tr>
<tr>
<td>19</td>
<td>Anti-Discrimination Policy</td>
<td>22</td>
</tr>
<tr>
<td>20</td>
<td>Anti-Harassment and Violence Policy</td>
<td>22</td>
</tr>
<tr>
<td>21</td>
<td>Drug and Alcohol Policy</td>
<td>22</td>
</tr>
</tbody>
</table>
ByLaw One - Offices

1.1 Station One - The Town of Telluride Fire Station and the Town of Telluride Office of the Telluride Volunteer Fire Department is located at 133 West Columbia Avenue, Town of Telluride, County of San Miguel, State of Colorado, United States of America.

1.2 Station Two - The Town of Mountain Village Fire Station and the Town of Mountain Village Office of the Telluride Volunteer Fire Department is located at 411 Mountain Village Boulevard, Town of Mountain Village, County of San Miguel, State of Colorado, United States of America.

ByLaw Two - Members

2.1 Class of Members - There shall be one class of members known as the General Members. These members will be allocated as the Chief, one Station One Assistant Chief, one Station Two Assistant Chief, Station One Firefighters, and Station Two Firefighters.

2.2 Probationary Members

2.2.1 Election of Members - Application - Any person interested in becoming a member of the Department shall submit a written and signed application, on a form approved by the Board of Directors, to the Secretary of the Department.

2.2.2 Membership Committee - Each application received by the Department shall be reviewed by the Membership Committee; subsequently, the Membership Committee shall interview the applicant. Based on the Department's familiarity with the applicant, a background check may be initiated. Based upon the review of the application and the interview of the applicant, the Membership Committee shall make a verbal recommendation to the general membership at a regular meeting.
2.2.3 **Election - Timing** - Elections of members can be held at any regular meeting. No person shall be considered for membership unless their application has been received, and the Membership Committee has conducted an interview with the applicant.

2.2.4 **Probationary Election** - Elections for membership shall be by secret ballot. This secret ballot vote may be waived by a majority vote of the general members and replaced with a show of hands. Any applicant receiving a simple majority vote from the members in attendance at the meeting shall be considered elected as a probationary member. Elections for multiple openings may be performed singularly or concurrently based on the desires of the members in attendance. The ballot shall be reviewed by the Treasurer and the Secretary, and the result announced by the Chief. After a favorable ballot, the new member(s) will be introduced to the Department, and read the Secretary's Greeting.

2.2.5 **Probationary Member Orientation** - After a favorable new member vote, the appropriate Assistant Chief shall assign the Probationary Member to a Captain and a Lieutenant who will oversee the Probationary Member's orientation and training during the probationary period. During the probationary period, the Probationary Member must complete at least twenty hours of training.

2.2.6 **Performance Review** - At a time not less than ninety days and not more than one hundred and twenty days after the date of the new member election, the appropriate Assistant Chief, the Captain and the Lieutenant assigned to oversee a Probationary Member shall review the progress and performance of the Probationary Member. Additionally, at a time not less than one hundred and seventy days and not more than one hundred and ninety days after the date of the new member election, the appropriate Assistant Chief, the Captain and the Lieutenant assigned to oversee a Probationary Member shall once again review the progress and performance of the Probationary Member. Based on these reviews, a verbal recommendation will be made to the general membership prior to final election.

2.2.7 **Final Election** - Six months after a member is elected to probationary status, the general membership shall consider voting the member to regular status. Under special
circumstances, the Chief, based on the performance review, may request that the probationary period be extended. This shall require a majority vote of the general members. Final Election shall be by secret ballot. This secret ballot vote may be waived by a majority vote of the general members and replaced with a show of hands. Any probationary member receiving a simple majority vote from the members in attendance at the meeting shall be considered a full member in the Department. Any probationary member that fails to receive a simple majority vote of the members will no longer be a member of the Department. The ballot shall be reviewed by the Treasurer and the Secretary, and the result announced by the Chief.

2.2.8 Reapplication - Any applicant rejected by the Department may reapply for probationary membership at any time after six months from the date of rejection.

2.3 General Members - Each member present shall vote on each matter submitted to a vote of the members unless that member has declared a conflict of interest or has been excused by the Chief. Associates are not allowed to vote.

2.3.1 Performance of Duty - If the Chief reasonably determines that a member is repeatedly delinquent in discharging their duties, is unable to perform their duties, or that the member does not exert themself to arrive at an alarm, then the Chief shall notify the member in writing of the delinquency and schedule the member for a hearing before the Department.

2.3.2 Non-Attendance - Regular Monthly Meeting - A member is required to attend a minimum of six regular monthly meetings per year. A member may be placed on delinquent status for absence, during any calendar year, from seven or more regular meetings. Any member who becomes delinquent will be notified in writing and a hearing before the appropriate Chiefs and Captains will be scheduled. At the hearing, the Chiefs and Captains may adjust the requirements under extraordinary circumstances.

2.3.3 Non-Attendance - Fire Training - A member is required to attend a minimum of fifty percent of the regularly scheduled summer fire trainings and fifty percent of the regularly scheduled winter fire trainings. A member may be placed on delinquent status for absence from more than fifty percent of the regularly scheduled summer fire
trainings or from fifty percent of the regularly scheduled winter fire trainings. Summer trainings occur during the six months from May to October. Winter trainings occur during the six months from November to April. Credit for attendance at regularly scheduled trainings may be received for attendance at extra trainings; for example Firefighter 1 or Firefighter 2, Hazardous Materials, Mass Casualty Incidents, and Colorado Firefighters Academy. Credits are to be determined by the Chief or his designated representatives. Regardless of credits received for extra trainings, a member is required to attend a minimum of thirty five percent of the annual regularly scheduled fire trainings. Any member who becomes delinquent will be notified in writing and a hearing before the appropriate Chiefs and Captains will be scheduled. At the hearing, the Chiefs and Captains may adjust the above requirements under extraordinary circumstances.

2.3.4 Non-Attendance - Battalion Duty - Truck Checks - Each Battalion is required to meet at the appropriate station to do a thorough check of personal and truck equipment on the Monday evening that begins the Battalion's duty week. Each Battalion member is required to attend a minimum of sixty percent of these Battalion Truck Checks. A member may be placed on delinquent status for absence, during any calendar year, from more than forty percent of the Truck Checks. Any member who becomes delinquent will be notified in writing and a hearing before the appropriate Chiefs and Captains will be scheduled. At the hearing, the Chiefs and Captains may adjust the above requirements under extraordinary circumstances.

2.3.5 Non-Attendance - Battalion Duty - Calls to Duty - All members are required to respond immediately when called to their respective station. Each Battalion member is required to respond, or have another qualified member respond, to a minimum of sixty percent of these Battalion Calls. A member may be placed on delinquent status for absence, during any calendar year, from more than forty percent of the Battalion Calls. Any member who becomes delinquent will be notified in writing and a hearing before the appropriate Chiefs and Captains will be scheduled. At the hearing, the Chiefs and Captains may adjust the above requirements under extraordinary circumstances.
2.3.6 **Proficiency Testing** - A member is required to pass Proficiency Tests as required annually by the Department. A member may be placed on delinquent status for failure to pass any one of the Tests by the end of the calendar year. Any member who becomes delinquent will be notified in writing and a hearing before the appropriate Chiefs and Captains will be scheduled. At the hearing, the Chiefs and Captains may adjust the above requirements under extraordinary circumstances.

2.3.7 **Minimum State Requirements** - All members are eligible to receive a pension from the Colorado Firefighters Pension Fund upon the completion of twenty years of qualified service. A qualified year of service requires the member to meet a minimum number of training hours, per year, as set by the Colorado Firefighters Pension Fund. Any year in which the member fails to meet the minimum number of hours will not be counted as a year of qualified service. As of January 1, 2002, the minimum number of hours has been set at thirty six per year.

2.3.8 **Delinquent Member - Hearing** - A member scheduled for a delinquency hearing before the appropriate Chiefs and Captains will be given an opportunity to explain or defend their conduct. A motion passed by a simple majority vote of the Officers present will be required to place the member having the hearing on delinquent status. The members of the Department will be notified at the next Regular Meeting of any actions taken at the Delinquency Hearing.

2.3.9 **Delinquent Member – Suspension or Expulsion** - The Officers at a Delinquency Hearing convened pursuant to ByLaw 2.3.8 may place under Suspension from the Department a member found to be delinquent in the performance of his or her duties or in violation of the Policies contained in these By-Laws, and may recommend to the general membership of the Department at the next Regular Meeting that such delinquent member be further Suspended or Expelled from the Department. Such Suspension or Expulsion shall require a (simple) majority vote of general members in attendance by secret ballot. The ballot shall be reviewed by the Treasurer and the Secretary, and announced by the Chief.

2.4 **Resignation** - Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the resigning member...
of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid.

2.5 **Transfer of Membership** - Membership in the Telluride Volunteer Fire Department is not transferable or assignable.

2.6 **Qualifications** - Any person eighteen years of age or older shall be eligible for membership provided they meet the residency requirements. Prospective members of Station One shall reside within a five mile radius of the Town of Telluride. Prospective members of Station Two shall reside within a five mile radius of the Town of Mountain Village.

2.7 **Duties** - It shall be the duty of every member to attend all meetings of the Department; to go immediately to the Station when called; and to obey promptly the orders issued by the Officer in charge. No member shall remove from the Station any property of the Department or the District. No member shall store personal property in the Station. No member shall come to any meeting, training, or fire call while legally impaired by alcohol or a controlled substance (see ByLaw 21). All members achieve State of Colorado Firefighter 1 Certification within four years of joining the department. All members must be governed by the rulings of the Chief, with the privilege of an appeal to the members of the Department.

2.8 **Associates** - In addition to Regular Members, there shall also be Associates, who are not members of the Department.

2.8.1 **Qualifications** - Any person eighteen years of age or older shall be eligible to be an Associate if they have a current and valid application on file with the Department, if they are an honorably discharged former member of the department, or if they are a citizen at large who meets the residency requirements of the Department.

2.8.2 **Organization** - Associates may meet separately at such times and frequency as they may deem appropriate. The Associates may elect a representative to represent the Associates before the Department; this representative shall be elected by a simple majority vote of the Associates present at the election.

2.8.3 **Privileges** - Associates may attend regular meetings of the Department and participate in all proceedings except the voting process and delinquency hearings. Associates may attend training sessions, observe, and, if acceptable to the officer (s) in charge, participate in the training. Associates
may attend all social functions of the department with the exception of the Chief's Banquet and the June Banquet.

3  **ByLaw Three - Meetings**

3.1  **Annual Meeting** - An annual meeting of the members shall be held at a place designated by the Chief on the first Sunday in the month of June at the hour of seven o'clock P.M., for the purpose of electing directors and officers, and for the transaction of regular monthly business. If the election of directors is not held on the day designated herein for any annual meeting, the Chief shall cause the election to be held at a meeting of the members as soon as is possible thereafter.

3.2  **Special Meetings** - A special meeting of the members may be called by the Chief, the Board of Directors, or a group of at least eleven members. Special meetings shall be valid with twenty four hours prior notice, and at such meeting any corporate action may be taken.

3.3  **Regular Meetings** - Regular meetings shall be held at a place designated by the Chief on the first Sunday of each month at the hour of seven o'clock P.M., or at such other times as may be designated by the Chief. The officers shall have an officer's meeting one hour prior to the regular meeting, or at such other times and places as may be designated by the Chief. The regular meeting in September is typically held on Sunday one week after Labor Day at eleven o'clock A.M. The regular meeting in December is typically held at twelve o'clock noon.

3.4  **Quorum** - A simple majority of the general members shall constitute a quorum.

3.5  **Proxies** - No proxy shall be valid.

3.6  **Rules** - All meetings shall be conducted in accordance with Roberts' Rules of Order when not in conflict with these bylaws.

3.7  **Fire Training** - Fire training will be held at six o'clock on the second and fourth Thursdays of each month of the year, or as scheduled. Due to the Holidays, there will typically only be one training each during November and December, to be held on the second Thursday of each month.

3.8  **Order of Business - Regular Meetings** - The order of business at the regular monthly meetings shall be at the discretion of the Chief, or shall be:
- Roll Call
- Reading of the Minutes
- Secretary's Report of Delinquents
- Collection of Fines
- Treasurer's Report
- Reports of Committees and Officers
- Report of the Fire Protection District
- Communications
- Presentation of Bills
- Proposals for Membership
- Election of Members
- Unfinished (Old) Business
- New Business

3.9 **Order of Business - Special Meetings** - At all special meetings which may be called for 'special business' the roll shall be called, after which the 'special business' only shall be discussed. Special meetings called for general business shall follow the order of business of the regular meeting.

3.10 **Order of Business - Annual Meeting** - The order of business at the annual meeting shall be at the discretion of the Chief.

4 **ByLaw Four - Officers**

4.1 **Officers** - The officers of the Department shall be a President/Chief, a First Vice-President/First Assistant Chief, a Second Vice-President/Second Assistant Chief, a Secretary, a Treasurer, a Safety Officer, Captains, Lieutenants and such others officers as may be elected in accordance with the provisions of this bylaw. The members may elect or appoint such other officers, as they shall deem desirable. Officers shall have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except the offices of President and Secretary.

4.2 **Election and Terms of Officers** - The officers of the Department shall be elected annually by the members at the regular annual June meeting of the members. New offices may be created and filled at any regular meeting of the members. Each officer shall hold office until his successor has been duly elected and installed. Officers shall be installed at the June Banquet held on the first Saturday following the annual June meeting. One officer at a time shall be elected beginning with the Chief. Nominations for Chief will be accepted from the floor. A motion must be made, seconded, and passed by a simple majority vote of the members present to close nominations. Immediately following, the voting shall take place by secret ballot. This secret ballot vote may be waived by a majority vote of the general members and replaced with a show of hands. The ballots will be counted and the new Chief announced before nominations are accepted for First Assistant Chief. All officers shall be
elected in the same manner and in the following sequence: Chief, First Assistant Chief, Second Assistant Chief, Secretary, Treasurer, Captains and Lieutenants. The First Assistant Chief and the Second Assistant Chief will consist of one member of Station One and one member of Station Two. In the elections of Captains and Lieutenants, the firefighters from each station, and the Chiefs, will vote on the Captains and Lieutenants for that station. The terms of the Chief, the First Assistant Chief, and the Second Assistant Chief will be three years. The terms of the Captains and Lieutenants will be two years. The terms of the Secretary and Treasurer will be one year. An effort will be made to elect one of the three Chiefs each year, and approximately one half of the Captains and Lieutenants each year.

4.3 **Removal** - Any officer elected or appointed by the members may be removed by the members whenever, in their judgment, the best interests of the Department would be served thereby, but such removal shall be without prejudice to the membership rights, if any, of the officer so removed. An officer may only be removed by a majority vote of the members.

4.4 **Vacancies** - A vacancy in any office because of death, resignation, removal, disqualifications, or otherwise, shall be filled upon a Simple Majority Vote of the members for the unexpired portion of the term.

4.5 **Powers and Duties** - The officers shall have such powers and shall perform such duties as are set forth in the following.

4.5.1 **Chief** - The principal duties of the Chief shall be to preside at all meetings of the members and the Board of Directors, and to have general supervision of the affairs of the Department. Additionally, it shall be the duty of the Chief to ensure that the fire house and all the apparatus and equipment belonging to, or in the charge of the Department, is kept in good order and repair; to have command of the Department at all times, and to ensure that every member performs their duty; to enforce the Bylaws impartially; and with respect to disobedience of orders or contempt of the Bylaws by any member, to report the case and the member so offending to the Department at the next regular meeting. When the Secretary is absent the Chief shall appoint some member to act as Secretary. The Chief shall appoint members of all Committees.

The Chief of the Department shall be the Department's principal executive officer and shall exercise general supervision and control over all the business and affairs of the Department. In addition to the items listed above, the Chief shall have the following specific powers and duties:
• To have general and active management of the business of the Department.
• To see that all orders and resolutions of the Board or members are carried into effect.
• To execute bonds, mortgages, deeds of trust, and other contracts requiring a seal, under the direction of the Department.
• To ensure the safekeeping of the seal of the Department, and when authorized by the Board of Directors, to affix the seal to any instrument requiring it.
• To operate and conduct the business and affairs of the Department according to the orders and resolutions of the Board of Directors or members.

4.5.2 First Assistant Chief - It shall be the duty of the First Assistant Chief to aid the Chief in the discharge of the Chief's duties, and in the event of the absence or disability of the Chief, to perform the duties of the Chief. The First Assistant Chief shall oversee response from one of the Stations.

4.5.3 Second Assistant Chief - It shall be the duty of the Second Assistant Chief to aid the Chief in the discharge of the Chief's duties, and in the event of the absence or disability of the Chief and the First Assistant Chief, to perform their duties. The Second Assistant Chief shall oversee response from the station not overseen by the First Assistant Chief.

4.5.4 Captain - It shall be the duty of the Captain to lead the initial response of the Department, including but not limited to, ensuring a safe response, establishing command, and directing the firefighters on scene. It shall be the duty of the Captains to give support and direction to their Battalions, and to perform such duties as assigned by the Chief(s).

4.5.5 Lieutenant - It shall be the duty of the Lieutenant to assist the Captain in leading the initial response of the Department, including but not limited to, ensuring a safe response, establishing command, and directing the firefighters on scene. It shall be the duty of the Lieutenants to give support and direction to their Battalions, and to perform such duties as assigned by the Chief(s).

4.5.6 Secretary - It shall be the duty of the Secretary to keep a correct roll of the Department, and to call the same after every meeting and practice; to keep a true record of the proceedings of all meetings in a suitable book provided for that purpose and keep and
file all documents relating to the business of the Department; notify the members of all special meetings of the members at least twenty four hours prior to such meeting, and state the object thereof; furnish each newly elected member a copy of the ByLaws; place the name of new members on the roll; keep a current list of all honorary members; report all delinquent members at every meeting; collect all fines and pay the amounts to the Treasurer; and enter his receipt of the fines in a suitable book provided for that purpose; notify all candidates of their acceptance or rejection; sign or countersign all deeds, leases, and conveyances executed by the Department and affix the seal of the Department thereto and to such other papers as shall be required or directed to be sealed; keep a record of the proceedings of the Board of Directors; safely and systematically keep all books, papers, records, and documents belonging to the Department, or in any way pertaining to the business thereof, except the books and records incidental to the duties of the Treasurer; and attend to all correspondence of the Department.

4.5.6.1 Secretary - Compensation - The Secretary shall receive as compensation $200.00 per annum.

4.5.7 Treasurer - It shall be the duty of the Treasurer to receive all monies collected by the Secretary; to pay all bills provided the money is available for that purpose; keep a correct account of all receipts and disbursements, and to submit a written report of the same at least once a month, or whenever called upon by the Department; sign or countersign all deeds, leases, and conveyances executed by the Department and affix the seal of the Department thereto and to such other papers as shall be required or directed to be sealed; safely and systematically keep all books, papers, records, and documents belonging to the Department, or in any way pertaining to the business thereof, except the books and records incidental to the duties of the Secretary; perform or have performed a yearly accounting of the Department's Finances; and to file or have filed a yearly tax statement to the appropriate authority(s).

4.5.7.1 Treasurer - Compensation - The Treasurer shall receive as compensation $200.00 per annum.

4.6 Safety Officer - An additional officer level position, the Safety Officer, may be elected pursuant to the provisions of section 4.2. Upon a majority vote of the general members, the election of the Safety Officer may be waived, and the position may be appointed by the Chief. If desired, there may also be a First Assistant Safety Officer and a Second Assistant Safety Officer. The term of any Safety Officer will be for one year.
4.6.1 Safety Officer - Qualifications - A general member, any person who is a former general member of the Department who was granted an honorable discharge, or any person who based on their life experiences is deemed qualified, may be a Safety Officer.

4.6.2 Safety Officer - Duties - All Safety Officers shall respond to all structure fires and, if requested by the incident commander, any other incident responded to by the Department. Additionally, the Safety Officer may attend any training session of the Department, and may teach such aspects of training as directed by the Chief(s), the training officer, or the officer in charge.

4.6.3 Safety Officer - Authority - The Safety Officer(s), in conjunction with the Incident Commander, shall have the authority to stop any action at any incident.

4.6.4 Safety Officer - Privileges - The Safety Officer(s), although possibly not a member of the Department, shall nevertheless have all the privileges accorded to a general member.

5 ByLaw Five - Board of Directors

5.1 General Powers - The affairs of the department shall be managed by the Board of Directors. Directors must be members of the department.

5.2 Number, Tenure, and Qualifications - The number of Directors shall be three. Directors shall be elected at the annual meeting of the members, and the term of office of each Director will be one year. In the event that no election for Directors is held, the Chief and the two Assistant Chiefs will be considered the Directors.

5.3 Regular Meetings - A regular meeting of the Board of Directors shall be held without any other notice other than this bylaw concurrent with, and at the same place as, the regular meeting of the members. Additional regular meetings of the Board of Directors may only be held upon the approval of eleven of the members.

5.4 Annual Meeting - The annual meeting of the Board of Director's shall be held concurrent, and at the same place as the annual meeting of the members.

5.5 Special Meetings - Special meetings of the Board of Directors may be called by or at the request of nine members who are not Directors, and shall be held at a location determined by the Board of Directors.
5.6 **Notice** - Notice of any special meeting of the Board of Directors shall be given by written notice delivered personally or sent by mail to each director and each of the nine members requesting the special meeting. The business to be transacted shall be included in the notice.

5.7 **Quorum** - A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

5.8 **Board Decisions** - The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these bylaws.

5.9 **Vacancies** - Any vacancy occurring in the Board of Directors shall be filled upon a simple majority vote of the members at the next regular meeting. A director appointed to fill a vacancy shall serve for the remainder of the term of the director being replaced.

5.10 **Compensation** - Directors shall not receive any financial compensation for their services. Nothing herein shall be construed to preclude any director from serving the department in any other capacity and receiving compensation therefor.

6 **ByLaw Six - Committees**

6.1 **Committees** - The Chief may designate one or more committees, each of which shall consist of two or more members, which shall have and exercise the authority granted to it by the Chief. Any member thereof may be removed by the person or persons authorized to appoint such member whenever, in their judgment, the best interests of the Department shall be served by such removal.

6.2 **Membership Committee** - The membership committee shall consist of three members who shall serve for a period of one year. The membership committee shall be appointed by the Chief. It shall be the duty of the membership committee to inquire rigidly into the character and competency of all persons making application to the Department for membership; to interview each applicant; and to report their findings to the Department at large during a regular meeting.

6.3 **General Committee** - The general committee shall consist of five members who shall serve for a period of one year. The general committee shall be appointed by the Chief. It shall be the duty of the General Committee to make all preparations for meetings and banquets; examine the books and accounts of the Secretary and Treasurer whenever directed by the
Department; appoint, with the assistance of the Chief, all 4th of July committees; visit and comfort any member or member of their family who is sick or in distress; report to the Department on members who are sick or disabled, and recommend waivers of fines for these members.

7   **ByLaw Seven - Contracts, Checks, Deposits, and Funds**

7.1 **Contracts** - The Board of Directors may authorize any officer or officers, agent or agents of the Department, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Department, and such authority may be general or may be confined to specific instances.

7.2 **Checks, Drafts, and Orders** - All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Department, shall be signed by such officer or officers, agent or agents of the Department, and in such manner as shall from time to time be determined by resolution of the Board of Directors or as are authorized by these bylaws. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer and countersigned by the President or a Vice President of the Department.

7.3 **Deposits** - All funds of the Department shall be deposited from time to time to the credit of the Department in such banks, trust companies, or other depositories as the members may select upon a majority vote of the members.

7.4 **Funds** - All funds of the Department shall be handled under the direction of the Treasurer. The Treasurer will report to the Department at large on the status of these funds.

7.5 **Gifts** - The Board of Directors may accept on behalf of the Department any contribution, gift, bequest, or device for any purposes of the Department.

8   **ByLaw Eight - Books and Records**

The Department shall keep correct and complete books and records of all accounts. The Department shall keep minutes of the proceedings of its members, Board of Directors, and any committees directed to keep such minutes. The Department shall keep a record giving the names and addresses of the members. All books and records of the Department may be inspected by any member, or their agent or attorney for any proper purpose at any reasonable time. Unless specified otherwise, the minutes of the
meetings of the members shall constitute the minutes of the meetings of the Board of Directors.

9  **ByLaw Nine - Fiscal Year**

The fiscal year of the Department shall be the calendar year.

10 **ByLaw Ten - Seal**

The Board of Directors shall provide a corporate seal.

11 **ByLaw Eleven - Waiver of Notice**

Whenever any notice is required to be given under the provisions of the Articles of Incorporation or the Bylaws of the Department, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

12 **ByLaw Twelve - Calls**

12.1 **Calls - Ambulance** - Ambulance calls must be answered by the on call members of the Department. Each attendant is eligible for payment as determined by the Telluride Fire Protection District. Ambulance attendants must leave the ambulance in a state of readiness for the next run.

12.2 **Calls - Ambulance Transport** - Ambulance calls must be answered by the on call member of the Department. Each attendant is eligible for payment as determined by the Telluride Fire Protection District. Ambulance attendants must leave the ambulance in a state of readiness for the next run.

12.3 **Calls - Town of Telluride** - Fire calls within the Station One response area will initially be responded to by the Station One Battalion on duty. Upon confirmation of an actual fire, or in the event that more help is needed for any reason, a second alarm or a general page may be requested. Consideration shall be given to ensuring a response to areas secondary to the initial fire call.

12.4 **Calls - Town of Mountain Village** - Fire calls within the Station Two response area will initially be responded to by the Station Two Battalion on duty. Upon confirmation of an actual fire, or in the event that more
help is needed for any reason, a second alarm or a general page may be requested. Consideration shall be given to ensuring a response to areas secondary to the initial fire call.

12.5 Calls - Other Areas - Fire calls in other areas of the Telluride Fire Protection District shall be responded to as deemed appropriate by the officer(s) in charge. Consideration shall be given to ensuring a response to areas secondary to the initial fire call.

13 ByLaw Thirteen - Expenses

All bills of expenses shall be presented in itemized form at a regular meeting and voted upon by the Department. When passed, such bills shall be paid by check.

14 ByLaw Fourteen - Fines

14.1 Fines - Alarm - For absence from any general page and/or any Station 1 and Station 2 second alarm - $1.00.

14.2 Fines - Meetings - Once a member becomes delinquent under ByLaw 2.3.2, absence from any annual or regular meeting - $2.00. For absence from any special meeting, the fine is up to the discretion of the Chief. However, it may not be more than $10.00. The Chief may excuse absences, but not fines.

14.3 Fines - Fire Training - Once a member becomes delinquent under ByLaw 2.3.2, absence from any scheduled fire training - $3.00. The Chief may excuse absences, but not fines.

14.4 Fines - Fourth of July Cleanup - Absence from the cleanup scheduled for the morning of the Fifth of July - $25.00.

14.5 Fines - Other Events - Other fines may be levied as determined by the Department.

15 ByLaw Fifteen - Honorary Discharge and Honorary Members

15.1 Resignation - Any active member of the Department may resign upon giving written notice of their intention. In all cases, upon resignation or when any member moves from the applicable five mile radius, the former member may receive an honorable discharge upon receipt of a favorable majority vote of the members. This honor shall be conferred on no other persons. No member in arrears or against whom charges are pending
shall be granted an honorable discharge. Upon the acceptance of a member's resignation, the member's turnout gear, pager, flashing light, license plate tags, badge, and any other Department issued items must be returned.

15.2 **Honorary Members** - A member may be recognized as an honorary member if they have served as an active member in the Department for five years or longer, and if they receive a favorable majority vote of the members. Under special circumstances, individuals with no active service in the Department may be recognized as an honorary member if they receive a favorable majority vote of the members. Under special circumstances, the Chief may confer the title of honorary member on an individual with no Department service. All honorary members shall be entitled to all the privileges of a general member except voting and the holding office.

15.3 **Armed Forces** - Members who enter the Armed Forces of the United States of America will retain their seniority and place on the membership rolls of the Department until they are discharged from the Department.

15.4 **Leave of Absence** - Members who will be out of the area or unavailable to the Department, but would like to retain their Department membership, may request a leave of absence. The leave of absence will be considered granted after a favorable simple majority vote of the members present.

16 **ByLaw Sixteen - Amendments**

No amendments shall be made to these bylaws, except at a regular meeting, and upon receipt of a favorable majority vote of the members. Such amendments must be presented in writing and must be signed by one or more members. Any amendment must be read at a regular meeting and approved as to form and content. The amendment must be read at the next regular meeting for a second reading, and then may be adopted after a favorable vote.

17 **ByLaw Seventeen - Gender Clause**

Where necessary for the understanding of any provision, the singular shall be deemed to include the plural and vice versa, and use of any gender shall be deemed to include the other gender.
18  ByLaw Eighteen - Voting

18.1  **Majority Vote of the Members** - a majority vote of the members shall be the affirmative vote of two thirds of the members present or seven members, whichever is greater.

18.2  **Simple Majority Vote of the Members** - a simple majority vote of the members shall be the affirmative vote of more than one half of the members present or seven members, whichever is greater.

19  ByLaw Nineteen - Anti-Discrimination Policy

The Telluride Volunteer Fire Department is committed to ensuring equal volunteer opportunity to all qualified volunteer applicants without regard to the race, color, national or ethnic origin, disability, religion, gender, sexual orientation, age, veteran status or disability of an otherwise qualified individual. Any alleged violation of this Policy against a member or members of the Department shall be investigated by the appropriate Chief(s) and, if found credible, result in a Delinquency Hearing pursuant to ByLaw 2.3.8 and, where warranted, Suspension or Expulsion from the Department pursuant to ByLaw 2.3.9.

20  ByLaw Twenty - Anti-Harassment and Violence Policy

Volunteers have the right to a safe environment, free of harassment and violence. Accordingly, the Telluride Volunteer Fire Department strongly opposes and has zero tolerance for any form of harassment or violence. Any credibly alleged violation of this Policy against a member or members of the Department shall be investigated by the appropriate Chief(s) and, if found credible, result in a Delinquency Hearing pursuant to ByLaw 2.3.8 and, where warranted, Suspension or Expulsion from the Department pursuant to ByLaw 2.3.9.

21  ByLaw Twenty One: Drug and Alcohol Policy

The Telluride Volunteer Fire Department is committed to a safe, healthy and productive environment for all Volunteers, free from the effects of substance abuse. Alert and rational behavior is required for the safe performance of firefighting duties. Therefore, conducting Department duties while legally impaired by alcohol or a controlled substance is prohibited. Furthermore, the purchase or sale of a controlled substance or alcohol while conducting Department duties is prohibited. Any credibly alleged violation of this Policy against a member or members of the Department shall be investigated by the appropriate Chief(s) and, if found credible, result in a Delinquency Hearing pursuant to section ByLaw 2.3.8 and, where warranted, Suspension or Expulsion from the Department pursuant to ByLaw 2.3.9.