

**DANDRIDGE VOLUNTEER FIRE DEPARTMENT  
RULES AND REGULATIONS**



**SUBJECT TO CHANGE**

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## ARTICLE I

### QUALIFICATIONS OF MEMBERS

- A. ALL MEMBERS SHALL BE AT LEAST EIGHTEEN (18) YEARS OF AGE WITH THE EXCEPTION OF FIREFIGHTER CADETS.
- B. ALL NEW APPLICANTS SHALL BE OF GOOD MORAL CHARACTER.
- C. ALL NEW APPLICANTS SHALL BE SUBMITTED TO ASSISTANT CHIEF
  - 1. ALL NEW APPLICANTS SHALL BE PHYSICALLY FIT.
  - 2. ALL NEW APPLICANTS SHALL ATTEND TWO REGULAR BUSINESS MEETINGS AND ONE TRAINING SESSION PRIOR TO BEING VOTED ON BY THE DEPARTMENT, APPLICANT WILL BE SCREENED PRIOR TO BEING VOTED ON AT THIRD BUSINESS MEETING.
  - 3. THE SCREENING COMMITTEE SHALL HAVE A TOTAL OF FOUR MEMBERS
    - a. HEADED BY ASSISTANT CHIEF
    - b. TWO MEMBERS WHO HAVE BEEN A MEMBER OF DVFD FOR MORE THAN TEN YEARS
    - c. ONE MEMBER WHO HAS BEEN A MEMBER OF DVFD FOR LESS THAN 10 YEARS
  - 4. AFTER THE SCREENING COMMITTEE HAS APPROVED THE APPLICATION TO BE PRESENTED TO THE MEMBERSHIP AND AFTER IT'S PRESENTATION FOR A VOTE, A PHYSICAL AND DRUG TEST SHALL BE REQUIRED WITHIN 14 CALENDAR DAYS
  - 5. ALL NEW APPLICANTS SHALL LEARN THE CHAIN OF COMMAND AND ABIDE BY THE RULES OF ORDER.
  - 6. A COMPLETE BACKGROUND CHECK SHALL BE REQUIRED.
  - 7. NO NEW APPLICANT SHALL BE ALLOWED TO RESPOND TO EMERGENCY TRAFFIC UNTIL THEY HAVE BEEN A GOOD STANDING MEMBER FOR 18 MONTHS AND SUCCESSFULLY COMPLETED EVOC AND VKF.
  - 8. ALL FIREFIGHTERS ENTER THE DEPARTMENT ON A SIX (6) MONTH PROBATIONARY PERIOD. EACH FIREFIGHTER SHALL BE SUBJECT TO A VOTE OF APPROVAL AT THE END OF THEIR PROBATION. THEY CAN

BE APPROVED AS A FULL PLEDGED FIREFIGHTER, THEY MAY BE DROPPED FROM THE DEPARTMENT ROLLS, OR PROBATION PERIOD MAY BE EXTENDED FOR AN ADDITIONAL 3 MONTHS.

- D. EXISTING FIREFIGHTERS AND ALL NEW APPLICANTS SHALL SUCCESSFULLY COMPLETE BASIC FIREFIGHTING CLASS AND LIVE BURN; THAT IS EQUIVALANT TO LIVE BURN AT BELL BUCKLE WITH 16 HOURS MINIMUM
1. NEW APPLICANTS SHALL NOT ATTEND CLASSES UNTIL COMPLETING THEIR PROBATION PERIOD, AT THIS TIME APPLICANTS WILL HAVE 18 MONTHS TO SUCCESSFULLY COMPLETE CLASSES.
  2. IF APPLICANT DOES NOT SUCCESSFULLY COMPLETE ANY OR ALL CLASSES, WITHIN 18 MONTHS OF COMPLETING PROBATION PERIOD, THEY SHALL BE DIMISSED FROM THE DEPARTMENT, WITHOUT ANY DISCUSSION.
  3. ALL NEW APPLICANTS SHALL SUCCESSFULLY OBTAIN TN FIREFIGHTER I CERTIFICATION WITHIN 30 MONTHS OF COMPLETING THEIR PROBATIONARY PERIOD.
  4. EXISTING MEMBERS THAT ARE NOT *CURRENTLY* LIFETIME MEMBERS SHALL SUCCESSFULLY OBTAIN TN FIREFIGHTER I CERTIFICATION BY JULY 1, 2012.
  5. DVFD WILL PAY FOR APPLICANT TO ATTEND CLASSES ONLY TWICE.
  6. ANY MEMBER WHO JOINED THE DEPARTMENT AFTER JULY 1, 2004 SHALL ATTEND 16 HOUR INTRODUCTION CLASS MEETING GUIDELINES SET FORTH BY T.C.A TITLE 4, CHAPTER 24, PART 1 SECTION 4-24-112
- E. WHEN THE SCREENING COMMITTEE APPROVES THE APPLICANT, THE COMMITTEE SHALL PRESENT THE APPLICATION TO BE VOTED ON BY THE MEMBERSHIP AT THE NEXT MEETING.
1. A SIMPLE MAJORITY IS REQUIRED TO ELECT THE APPLICANT TO MEMBERSHIP TO THE DANDRIDGE VOLUNTEER FIRE DEPARTMENT.
- F. ANY APPLICANT WHO HAS PREVIOUSLY BEEN DISMISSED FROM THE DEPARTMENT SHALL NOT BE CONSIDERED FOR MEMBERSHIP AGAIN FOR AT LEAST SIX MONTHS.
- G. IF A MEMBER HAS BEEN DISMISSED TWICE, FOR ANY REASON, THEY MAY NOT REAPPLY.

H. IF A CURRENT OR NEW MEMBER HAS PREVIOUSLY SERVED WITH ANOTHER FIRE DEPARTMENT, AFTER SERVING 5 YEARS WITH DVFD, THEIR SERVICE WILL BRIDGE AND COUNT AS YEARS SERVED FOR DVFD; WITH THE EXCEPTION OF BEING CONSIDERED DVFD LIFETIME MEMBER, ALL OF THE TIME SHALL BE SPENT AS AN ACTIVE MEMBER OF DVFD.

## ARTICLE II

### DRILLS AND MEETINGS

- A. REGULAR MEETINGS SHALL BE HELD ON THE FIRST AND THIRD MONDAY NIGHT OF EACH MONTH.
1. ALL REGULAR MEETINGS WILL BEGIN AT 7:00PM EASTERN TIME.
  2. THE THIRD MONDAY SHALL CONSIST OF A SHORT BUSINESS MEETING, IF NEEDED, AND THEN TRAINING. STARTING TIME SHALL BE 7:00 PM.
  3. IF A MEMBER THINKS HE OR SHE WILL BE LATER THAN 30 MINUTES, THEY MUST CALL AN OFFICER TO INFORM THEM THEY WILL BE LATE, IN ORDER TO BE EXCUSED.
- B. ALL MEMBERS SHALL ATTEND MEETINGS AND PARTICIPATE IN DRILLS.
1. ALL MEMBERS SHALL ATTEND 50% OF THE BUSINESS MEETINGS AND PARTICIPATE IN 50% OF IN-HOUSE TRAINING.
  2. ALL MEMBERS SHALL ATTEND 10% OF ALL CALLS.
  3. A LEGITIMATE EXCUSE FOR MISSING MEETINGS OR TRAININGS WILL BE ACCEPTED.
    - a. SHALL BE GIVEN TO AN OFFICER
    - b. MAY BE LEFT ON THE TELEPHONE ANSWERING MACHINE AT THE FIRE HALL
  4. AT ANYTIME A MEMBER DOES NOT MEET THE REQUIREMENTS SET FORTH BEFORE, THEY SHALL BE PLACED ON 3 MONTHS PROBATION FOR 1<sup>ST</sup> OFFENSE, 2<sup>ND</sup> OFFENSE SHALL BE 60 DAYS SUSPENSION, 3<sup>RD</sup> OFFENSE SHALL BE DISMISSAL FROM DEPARTMENT.
  5. TIME FRAME FOR OFFENSES SHALL BE 24 MONTHS FROM 1<sup>ST</sup> OFFENSE.
  6. PUNISHMENTS ARE AUTOMATIC AND DO NOT REQUIRE VOTE OF DEPARTMENT.
- C. SPECIAL DRILLS OR MEETINGS MAY BE CALLED AT ANY TIME BY THE CHIEF OR ASSISTANT CHIEF.

## ARTICLE III

### OFFICERS AND ELECTIONS

#### A. ELECTED OFFICER SHALL BE

1. CHIEF (UPON APPROVAL OF BOARD OF MAYOR AND ALDERMEN).

#### B. ALL OTHER OFFICERS WILL BE APPOINTED BY THE CHIEF.

1. APPLICATION SHALL BE SUBMITTED FOR THE POSITION THAT THE FIREFIGHTER IS INTERESTED IN APPLYING FOR.
2. EACH APPLICATION SHALL BE APPROVED THAT IT MEETS THE QUALIFICATIONS LISTED WITHIN THESE RULES & REGULATIONS.
3. EACH APPROVED APPLICANT WILL BE INTERVIEWED BY A COMMITTEE OF FIVE PERSONNEL.
4. CHIEF SHALL SELECT THE OFFICER FOR CHOSEN POSITION.

#### C. APPOINTED POSITIONS SHALL BE:

1. ASSISTANT CHIEF
2. CAPTAIN-TRAINING OFFICER
3. CAPTAIN-SAFETY OFFICER
4. LIEUTENANT

#### D. ADMINISTRATIVE PERSONNEL

1. ARE APPOINTED BY CONSENSUS OF THE OFFICERS.
2. DO NOT HAVE TO ANSWER CALLS.
3. DO NOT HAVE TO MEET TRAINING REQUIREMENTS, UNLESS THEY ANSWER CALLS.
4. MUST MEET REQUIREMENTS OF BUSINESS MEETINGS.
5. POSITIONS
  - a. SECRETARY / TREASURER
  - b. CHAPLAIN
  - c. FIRE INSPECTOR
  - d. HISTORIAN

#### E. OTHER POSITIONS

1. FIREFIGHTER
2. ACTIVE/INACTIVE LIFETIME FIREFIGHTER
3. INACTIVE FIREFIGHTER

F. QUALIFICATIONS OF OFFICERS

1. THE CHIEF AND ASSISTANT CHIEF SHALL HAVE COMPLETED BASIC FIREFIGHTING, LIVE BURN, HAZ-MAT TRAINING THROUGH OPERATIONS LEVEL, AN ACTIVE MEMBER OF DVFD FOR 5 YEARS, AND MADE 15% OF CALLS IN THE PREVIOUS 12 MONTHS.
2. CAPTAINS AND LIEUTENANT SHALL HAVE COMPLETED BASIC FIREFIGHTER, LIVE BURN, HAZ-MAT TRAINING THROUGH AWARENESS LEVEL, AN ACTIVE MEMBER OF DVFD FOR 3 YEARS, AND MADE 15% OF CALLS IN PREVIOUS 12 MONTHS.
3. TO BE ELIGIBLE FOR THE POSITION OF CHIEF AND ASSISTANT CHIEF, MEMBER SHALL HAVE PREVIOUSLY SERVED AS A CAPTAIN OR LIEUTENANT.

G. THE ELECTION OF THE FIRE CHIEF SHALL BE HELD EVERY TWO (2) YEARS.

1. THE ELECTION OF THE FIRE CHIEF SHALL BE HELD AT THE FIRST MEETING IN JUNE.
  - a. ELECTIONS SHALL BE HELD ON EVEN NUMBERED YEARS.
  - b. THE CHIEF SHALL BE ELECTED BY THE MEMBERS PRESENT.
  - c. ABSENTEE BALLOTS SHALL BE ALLOWED ONLY ON THE FIRST BALLOT FOR EACH OFFICE.
    - i. ABSENTEE BALLOTS SHALL BE TURNED IN TO THE FIRE CHIEF OR SECRETARY.
    - ii. ABSENTEE BALLOTS SHALL BE IN A SEALED ENVELOPE.
  - d. AN OFFICE SHALL BE DECLARED FILLED WHEN ONE CANDIDATE HAS RECEIVED A MAJORITY OF THE VOTES CAST.
2. THE CHIEF SHALL APPOINT TWO MEMBERS PRESENT ALONG WITH THE SECRETARY/TREASURER TO HOLD ELECTION.
3. NOMINATIONS SHALL BE TAKEN FROM THE MEMBERS PRESENT.
4. THE ELECTION SHALL BE BY WRITTEN BALLOT.
5. THE EXISTING OFFICERS SHALL SERVE THROUGH JUNE 30th.
6. THE NEWLY ELECTED CHIEF AND APPOINTED OFFICERS SHALL TAKE OFFICE ON JULY 1st.

7. THE EXISTING CHIEF AND SECRETARY/TREASURER SHALL FINISH THE BOOKS FOR THE FISCAL YEAR ENDING ON JUNE 30<sup>th</sup>.

## ARTICLE IV

### DUTIES OF OFFICERS AND MEMBERS

#### A. CHIEF:

1. RESPONSIBLE FOR OVERALL DEPARTMENT OPERATION.
2. ANSWERABLE TO BOARD OF MAYOR AND ALDERMEN.
3. IN CHARGE OF THE CITY BUDGET FOR THE DEPARTMENT.
4. WORK WITH THE AUDITORS ON THE APPROVAL OF THE BOOKS.
5. SHALL REQUIRE RECORDS OF ALL FIRES AND OPERATIONS.
6. MAKE MONTHLY REPORTS TO BOARD OF MAYOR AND ALDERMEN.
7. TURN IN MONTHLY RUN REPORTS TO THE STATE. FIRE REPORTS MUST BE ENTERED INTO THE COMPUTER BY THE CHIEF OR A MEMBER APPOINTED BY THE CHIEF.
8. SHALL CO-SIGN ALL THE VOLUNTEER FIRE DEPARTMENTS CHECKS WITH THE TOWN OF DANDRIDGE'S REPRESENTATIVE.
9. SHALL CO-SIGN THE MINUTES OF ALL THE MEETINGS WITH THE SECRETARY/TREASURER AFTER THEY ARE APPROVED BY THE MEMBERSHIP.
10. MEET WITH INSURANCE REPRESENTATIVES DURING FIRE INVESTIGATIONS.
11. MEET WITH THE STATE FIRE MARSHAL DURING FIRE INVESTIGATIONS.
12. PROVIDE INFORMATION TO THE INSURANCE COMPANIES AND INDIVIDUALS ON THE FIRE INSURANCE RATE FOR OUR SERVICE AREA.
13. SENDING BILLS FOR EXPENSES OCCURRED DURING CALLS.
14. WORK WITH CHARITY ORGANIZATIONS FOR DONATIONS.
15. WORK WITH GOVERNMENT AGENCIES ON GRANTS.
  - a. JEFFERSON COUNTY
  - b. STATE OF TENNESSEE
  - c. FEDERAL GOVERNMENT
16. THE CHIEF SHALL BE REQUIRED TO BECOME OR APPOINT A MEMBER OF THE DEPARTMENT TO BECOME AN ASSISTANT TO THE COMMISSIONER OF COMMERCE AND INSURANCE.

#### B. ASSISTANT CHIEF:

1. ACTING OFFICER IN ABSENCE OF THE CHIEF.
2. ANSWERABLE TO THE CHIEF.
3. SHALL BE THE HEAD OF THE SCREENING COMMITTEE.
4. SHALL APPOINT TWO FIREFIGHTERS TO SERVE ON THE SCREENING COMMITTEE.
5. IN CHARGE OF ALL DEPARTMENT PUBLICITY.
  - a. SHALL APPOINT TWO FIREFIGHTERS TO ASSIST WITH PUBLICITY.

- b. SHALL BE IN CHARGE OF KEEPING THE SCRAPBOOK UP TO DATE.
- c. ANY NEWS RELEASE SHALL BE APPROVED BY CHIEF OR ASST. CHIEF

**C. CAPTAINS:**

- 1. ACTING OFFICER IN ABSENCE OF THE CHIEF AND ASSISTANT CHIEF.
- 2. SHALL OBTAIN ALL NECESSARY INFORMATION AT THE FIRE SCENE.
- 3. ANSWERABLE TO THE CHIEF AND ASSISTANT CHIEF.
- 4. ONE (1) CAPTAIN SHALL BE THE TRAINING OFFICER.
  - a. RESPONSIBLE FOR THE TRAINING OF MEMBERS ON THE OPERATION OF TRUCKS AND THE USE OF OTHER EQUIPMENT.
  - b. RESPONSIBLE FOR MAINTAINING RECORDS ON TRAINING SESSIONS AND CLASSES ATTENDED BY MEMBERS.
  - c. SHALL APPOINT TWO FIREFIGHTERS TO ASSIST WITH TRAINING.
- 5. THE TRAINING OFFICER AND PERSONS CONDUCTING TRAINING SHALL SIGN OFF ON TRAINING ROSTERS
  - a. THE HIGHEST RANKING OFFICER PRESENT AT TRAINING SHALL SIGN IN ABSENCE OF TRAINING OFFICER.
  - b. EACH MEMBER TAKING TRAINING SHALL SIGN ROSTER AFTER COMPLETING THE TRAINING.
- 6. ONE (1) CAPTAIN SHALL BE THE SAFETY OFFICER.
  - a. RESPONSIBLE FOR SAFETY TRAINING AT THE FIRE HALL.
  - b. RESPONSIBLE FOR SAFETY AT THE FIRE SCENE.
  - c. RESPONSIBLE FOR SAFETY OF FIRE VEHICLES AND DRIVERS GOING TO AND RETURNING FROM THE FIRE SCENE.
  - d. RESPONSIBLE FOR THE TESTING OF HOSE, HYDRANTS, SELF CONTAINED BREATHING APPARATUS AND SELF-CONTAINED BREATHING APPARATUS TANKS.
  - e. RESPONSIBLE FOR MAINTAINING RECORDS ON THESE TESTS.
  - f. WORK WITH THE ASSISTANT CHIEF TO MAINTAIN THESE RECORDS.
  - g. SHALL APPOINT TWO FIREFIGHTERS TO HELP WITH SAFETY.

**D. LIEUTENANT:**

- 1. RESPONSIBLE FOR THE MAINTENANCE AND MINOR REPAIRS OF TRUCKS AND EQUIPMENT.
- 2. RESPONSIBLE FOR MAINTAINING RECORDS ON TRUCKS AND EQUIPMENT.
- 3. RESPONSIBLE FOR HAVING TRUCKS TAKEN TO THE CITY GARAGE FOR MAINTENANCE AND REPAIRS. MUST OBTAIN COPIES OF THE MAINTENANCE RECORDS FROM THE CITY GARAGE FOR OUR RECORDS.

**E. SECRETARY/TREASURER:**

1. RESPONSIBLE FOR ALL RECORDS, REPORTS AND FINANCIAL BUSINESS.
2. KEEP ALL RECORDS UP TO DATE AND AVAILABLE.
3. KEEP MINUTES OF ALL MEETINGS.
  - a. READ MINUTES AT THE REGULAR MEETING.
  - b. HAVE MINUTES APPROVED BY THE MEMBERSHIP PRESENT AT THE MEETING.
  - c. CO-SIGN THE MINUTES OF ALL MEETINGS WITH THE CHIEF AFTER THEY ARE APPROVED BY THE MEMBERSHIP.
  - d. MINUTES SHALL BE AVAILABLE FROM SECRETARY FOR VIEWING, NO LATER THAN 48 HOURS AFTER MEETING.
  - e. COPIES OF MINUTES SHALL NOT LEAVE STATION, UNLESS APPROVED BY FIRE CHIEF.
4. FINANCIAL REPORTS:
  - a. MAINTAIN A LEDGER OF REVENUE.
  - b. MAINTAIN A LEDGER ON EXPENSES.
  - c. WRITE RECEIPTS FOR ALL REVENUE.
  - d. LIST ALL REVENUE IN THE MINUTES.
  - e. MAINTAIN AND BALANCE CHECKING ACCOUNT.
  - f. SUBMIT A MONTHLY BUDGET REPORT ON THE ACTUAL REVENUE AND EXPENDITURES.
  - g. SUBMIT MONTHLY EXPENDITURE REPORT FOR MINUTES SHOWING WHAT MONEY WAS SPENT FOR.
5. SHALL CO-SIGN ALL THE VOLUNTEER FIRE DEPARTMENT CHECKS WITH THE TOWN OF DANDRIDGE'S REPRESENTATIVE IN ABSENCE OF THE CHIEF.
6. SHALL PREPARE A FINAL REPORT FOR THE AUDITORS INCLUDING:
  - a. MINUTES OF THE MEETINGS
  - b. ROLL CALL LIST
  - c. LEDGER OF REVENUE
  - d. LEDGER OF EXPENDITURES
  - e. DEPOSIT SLIPS
  - f. CANCELLED CHECKS
  - g. ACCOUNTS PAYABLE
  - h. BANK STATEMENTS
  - i. CHECK BOOK
  - j. RECEIPT BOOK

**F. CHAPLAIN:**

1. OPEN ALL MEETINGS WITH PRAYER.
2. NOTIFY FAMILY MEMBERS ALONG WITH THE CHIEF WHEN THERE HAS BEEN A FATALITY INVOLVING ANOTHER FIREFIGHTER.

**G. FIRE INSPECTOR**

1. MUST MAINTAIN STATE CERTIFICATION.

2. MUST LOG A MINIMUM OF 5 HOURS ON-SITE INSPECTIONS AND MINIMUM OF 3 HOURS ADMINISTRATIVE WORK PER MONTH.
3. SHALL TURN IN MONTHLY LOG TO FIRE CHIEF TO BE PLACED ON MONTHLY REPORT.
4. SHALL ATTEND MONTHLY COUNTY PLANNING COMMITTEE MEETINGS.
5. SHALL MAINTAIN RECORDS OF THESE INSPECTIONS ON FILE FOR AVAILABILITY FOR FUTURE NEEDS.
6. ALL BUSINESSES ON FILE SHALL BE REINSPECTED EVERY THREE YEARS.

**H. FIREFIGHTER:**

1. DRIVER/OPERATOR
  - a. ACTING OFFICER IN CHARGE AT SCENE UNTIL THE ARRIVAL OF A HIGHER RANKING OFFICER IF OFFICER ACCEPTS COMMAND AND IS PROPERLY BRIEFED.
  - b. THE DRIVER OF THE FIRST TRUCK ON THE SCENE SHALL BE THE OFFICER IN CHARGE.
  - c. SHALL BE A QUALIFIED DRIVER OF APPARATUS AND BE SUFFICIENTLY TRAINED IN OPERATION OF PUMPING EQUIPMENT AND OTHER APPARATUS.
  - d. SHALL OBTAIN AND MAINTAIN EVOC CERTIFICATION.
  - e. SHALL OBTAIN NECESSARY INFORMATION AT THE SCENE, TO BE PASSED ON TO SUPERIOR OFFICER.
2. PRIMARY DUTIES ARE FIRE SUPPRESSION AND RESCUE.
3. REPLACE ALL EQUIPMENT ON VEHICLES EITHER AT THE SCENE OR UPON RETURNING TO THE FIRE HALL.
  - a. SHALL SEE THAT ALL SCBA'S ARE PLACED BACK ON TRUCKS IN OPERATING CONDITION.
  - b. SHALL REPORT ALL EQUIPMENT THAT HAS BEEN TAKEN OUT OF SERVICE TO THE APPROPRIATE OFFICER.

**I. LIFETIME FIREFIGHTER:**

1. A FIRE FIGHTER HAVING SERVED IN A FAITHFUL AND SATISFACTORY MANNER IN THE DANDRIDGE VOLUNTEER FIRE DEPARTMENT FOR A PERIOD OF FIFTEEN YEARS, OR HAS BECOME PHYSICALLY UNABLE TO SERVE AS AN ACTIVE FIREFIGHTER.
  - a. A FIREFIGHTER SHALL SUBMIT A LETTER TO THE CHIEF, ASKING TO BECOME A LIFETIME FIREFIGHTER.
  - b. LIFETIME MEMBERSHIP MAY BE GRANTED BY A VOTE OF THE MEMBERS PRESENT.
    - i. A VOTE SHALL BE TAKEN FROM MEMBERS PRESENT.
    - ii. A SIMPLE MAJORITY IS REQUIRED TO ELECT A FIREFIGHTER TO A LIFE TIME MEMBERSHIP.
2. ACTIVE LIFETIME FIREFIGHTER
  - a. THEY MAY ANSWER CALLS.

- b. THEY SHALL MAINTAIN THEIR CERTIFICATIONS.
  - c. THEY SHALL MEET SAME REQUIREMENTS AS ACTIVE FIREFIGHTERS.
3. INACTIVE LIFETIME FIREFIGHTER
- a. THEY MAY NOT ANSWER CALLS.
  - b. THEY DO NOT HAVE TO MAINTAIN CERTIFICATIONS.
  - c. THEY DO NOT HAVE TO ATEND IN-HOUSE TRAINING.
  - d. THEY SHALL TURN IN FIRE DEPARTMENT GEAR AND PAGER.
  - e. THEY SHALL NOT VOTE ON FIRE DEPARTMENT BUSINESS, UNLESS THEY HAVE ATTENDED 50% OF THE MEETINGS DURING THE CURRENT PHYSICAL YEAR
  - f. THEY SHALL NOT HOLD OFFICERS POSITIONS IN THE DEPARTMENT.

**J. INACTIVE FIREFIGHTER**

1. A FIREFIGHTER WHO IS NO LONGER ACTIVE IN THE DAY TO DAY OPERATIONS OF THE DEPARTMENT, DUE TO HEALTH, AGE OR OTHER REASONS, AS MAY BE DIRECTED AND APPROVED BY THE DEPARTMENT, MAY BE PLACED ON INACTIVE LIST.
  - a. A FIREFIGHTER SHALL SUBMIT A LETTER TO THE CHIEF ASKING TO BECOME AN INACTIVE FIREFIGHTER.
  - b. INACTIVE MEMBERSHIP SHALL BE GRANTED BY MEMBERS PRESENT.
    - i. A VOTE SHALL BE TAKEN OF THE MEMBERS PRESENT.
    - ii. A SIMPLE MAJORITY IS REQUIRED TO PLACE A FIREFIGHTER ON INACTIVE LIST.
2. AN INACTIVE FIREFIGHTER MAY ATTEND MEETINGS AND OTHER FUNCTIONS OF THE DEPARTMENT.
3. AN INACTIVE FIRE FIGHTER SHALL NOT VOTE ON FIRE DEPARTMENT BUSINESS.
4. AN INACTIVE FIREFIGHTER CAN NOT HOLD AN OFFICER’S POSITION IN THE DEPARTMENT.
5. AN INACTIVE FIREFIGHTER MAY NOT ANSWER CALLS.
6. SHALL TURN IN FIRE DEPARTMENT GEAR AND EQUIPMENT, UNLESS ON MEDICAL FOR LESS THAN 6 MONTHS.
7. AN INACTIVE FIREFIGHTER SHALL SUBMIT A LETTER TO THE CHIEF REQUESTING TO RETURN TO ACTIVE DUTY.
  - a. THE INACTIVE FIREFIGHTER SHALL SUBMIT A NEW APPLICATION.
    - i. A VOTE SHALL BE TAKEN OF THE MEMBERS PRESENT.
    - ii. A SIMPLE MAJORITY IS REQUIRED TO PLACE A FIREFIGHTER BACK ON THE ACTIVE LIST.
    - iii. THE INACTIVE FIREFIGHTER SHALL RETURN TO ACTIVE DUTY UNDER SIX MONTHS PROBATION.
    - iv. AFTER ONE YEAR, THEIR TIME WILL BE BRIDGED AS AN

ACTIVE FIREFIGHTER WITH PREVIOUS YEARS THEY WERE ACTIVE.

- b. IF THE INACTIVE FIREFIGHTER HAS BEEN ON THE LIST FOR MEDICAL REASONS, A RELEASE SHALL BE REQUIRED FROM HIS/HER DOCTOR, STATING THAT THEY ARE PHYSICALLY ABLE TO RETURN TO ACTIVE DUTY.

#### **K. LEAVE OF ABSENCE**

1. MEMBER MAY TAKE LEAVE FROM DEPARTMENT BY WRITTEN REQUEST TO BE BROUGHT TO THE MEMBERS AND APPROVED BY MAJORITY VOTE.
2. SHALL BE ABLE TO ATTEND FIRE DEPARTMENT FUNCTIONS.
3. SHALL NOT BE ALLOWED TO PARTICIPATE IN ANY TYPE OF FIREFIGHTING OR FIRE DEPARTMENT TRAINING.
4. SHALL TURN IN ALL GEAR AND FIRE DEPARTMENT EQUIPMENT.
5. SHALL NOT BE ABLE TO VOTE ON FIRE DEPARTMENT BUSINESS.
6. SHALL COME BACK TO ACTIVE DUTY BY WRITTEN REQUEST AND MAJORITY VOTE APPROVAL, WITHIN FIRST 6 MONTHS.
- 7...SHALL GO BEFORE SCREENING COMMITTEE WHEN REQUESTING TO BE PLACED BACK AS ACTIVE AFTER 6 MONTHS, AND MAJORITY VOTE APPROVAL.
8. IF MEMBER OBTAINS MEDICAL LEAVE
  - a. THEY MAY RETAIN THEIR EQUIPMENT.
  - b. THEY MAY PERFORM DUTIES WITHIN THEIR SCOPE OF MEDICAL ABILITY.
  - c. SHALL BE REMOVED FROM MEDICAL LEAVE AFTER PRESENTING DOCTOR'S RELEASE STATING SUCH MEMBER CAN PERFORM FIREFIGHTING FUNCTIONS WITH NO LIMITATIONS.

#### **L. OFFICERS WORKSHOP**

1. A CONSENSUS SHALL BE REQUIRED FOR ALL RECOMMENDATIONS MADE AT OFFICERS WORKSHOP.

## ARTICLE V

### CONDUCT OF MEMBERS

FAILURE TO COMPLY WITH DVFD RULES AND REGULATIONS MAY RESULT IN ANY OF THE FOLLOWING ACTIONS:

VERBAL WARNING  
WRITTEN WARNING  
SUSPENSION WITHOUT PAY  
DISMISSAL  
ADMINISTRATIVE LEAVE WITHOUT PAY

- A. MEMBERS SHALL BE EXPECTED AT ALL TIMES TO CONDUCT THEMSELVES, IN SUCH A MANNER AS TO COMMAND THE RESPECT OF FELLOW FIREFIGHTERS AND THE GENERAL PUBLIC.
- B. MEMBERS SHALL NOT TAKE PART IN ANY DEPARTMENT ACTIVITIES, CALLS, MEETINGS, TRAINING SESSIONS, OR OTHER SERVICES WHILE UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES, ILLEGAL DRUGS OR ANY OTHER FORM OF INTOXICATION.
- C. NO FIREARMS SHALL BE PERMITTED ON ANY DEPARTMENT FUNCTION, UNLESS THEY ARE LAW ENFORCEMENT ON DUTY.
- D. MEMBERS SHALL NOT USE, OR PERMIT TO BE USED, ANY OF THEIR ASSIGNED WEARING APPAREL OR OTHER ARTICLES, IN ANY WAY EMBARRASSING TO THE DEPARTMENT.
- E. MEMBERS SHALL REFRAIN FROM MAKING CONVERSATION AT THE SCENE, OTHER THAN MINIMUM REQUIRED TO FAITHFULLY PERFORM THEIR DUTIES.
- F. MEMBERS SHALL CONDUCT THEMSELVES AS PROFESSIONALS AT ALL TIMES.
  - 1. A MEMBER SHALL NOT DOWN GRADE THE DEPARTMENT TO THE GENERAL PUBLIC.
  - 2. A MEMBER SHALL NOT DOWN GRADE FELLOW MEMBERS TO THE GENERAL PUBLIC.
    - a. PROBLEMS WITH FELLOW MEMBERS SHALL BE BROUGHT TO THE ATTENTION OF THE OFFICERS.
    - b. THE OFFICERS SHALL TRY TO SETTLE ANY DIFFERENCES BETWEEN MEMBERS.
- G. INSUBORDINATION WILL NOT BE TOLERATED BY ANY OF THE MEMBERS. INSUBORDINATION SHALL INCLUDE BUT NOT LIMITED TO:

FAILURE TO FOLLOW SUPERIOR OFFICERS COMMANDS OR DIRECTIVES, OR ONE OF THE RULES AND REGULATIONS SET FORTH HEREIN.

- H. A MEMBER HAVING A COMPLAINT OR GRIEVANCE OF ANY NATURE PERTAINING TO THE DEPARTMENT SHALL TRY TO RESOLVE IT WITH A SUPERIOR OFFICER. IF THE OFFICER CANNOT RESOLVE THE ISSUE HE/SHE MUST BRING IT BEFORE THE CHIEF.
- I. WHEN MEMBERS ARE ON AN INCIDENT SCENE, OR REPRESENTING THE FIRE DEPARTMENT IN ANY WAY, THEY SHALL REFRAIN FROM THE FOLLOWING:
  - 1. INDECENT LANGUAGE OR ACTIONS
  - 2. PROFANE LANGUAGE OR ACTIONS
  - 3. UNCIVIL LANGUAGE OR BEHAVIOR
  - 4. BOISTEROUS LANGUAGE
- J. MEMBERS SHALL NOT ENTERTAIN PERSONS OF THE OPPOSITE SEX ON THE DEPARTMENT PREMISES WITH THE EXCEPTION OF FAMILY MEMBERS, OR DURING AN APPROVED DANDRIDGE FIRE DEPARTMENT/TOWN OF DANDRIDGE FUNCTION.
- K. NO MEMBER, WITH THE EXCEPTION FOR THE CHIEF, ASSISTANT CHIEF OR HIS ASSISTANTS, SHALL GIVE OUT ANY INFORMATION PERTAINING TO AN INCIDENT TO ANY NEWSPERSON, REPORTER, OR MEDIA FOR PUBLICATION OR BROADCAST UNLESS DIRECTLY ORDERED TO DO SO BY THE OFFICER IN CHARGE. THIS MAY INCLUDE, BUT NOT LIMITED TO, WRITTEN, AUDITORY, AND/OR VISUAL MESSAGES COMMUNICATED VIA OR ON DEPARTMENT RESOURCES OR VIA PERSONAL DEVICES SUCH AS CELL PHONES, PDA'S, AND/OR SOCIAL MEDIA (TWITTER, FACEBOOK, MYSPACE, ETC.)
- L. ALL MEMBERS THAT ANSWER CALLS SHALL BE SUBJECT TO ANNUAL PHYSICALS, SCBA FIT TESTS, AND RANDOM DRUG SCREENINGS.
  - 1. ANY MEMBER WHO DOES NOT MEET REQUIREMENTS OF PHYSICALS WILL BE PLACED ON MEDICAL LEAVE PENDING REEVALUATION.
    - a. MEMBER MAY REQUEST LIFETIME INACTIVE
    - b. MEMBER MAY RESIGN
    - c. MEMBER MAY BE DISMISSED
  - 2. ANY MEMBER WHO DOES NOT PASS SCBA FIT TEST WILL NO LONGER BE ALLOWED TO WEAR SCBA.
  - 3. ANY FIREFIGHTER WHO IS TESTED POSITIVE FOR ILLEGAL DRUGS WILL

- BE DISMISSED FROM THE DEPARTMENT AND NOT ELIGIBLE TO REAPPLY UNTIL COMPLETING DRUG REHAB CLASS AT FIREFIGHTER'S EXPENSE.
- a. MEMBER MAY REQUEST SECOND TEST AT THEIR EXPENSE FROM FIRE DEPARTMENTS TESTING FIRM.
  - b. IF SECOND TEST NEGATIVE FIRE DEPARTMENT WILL REIMBURSE FOR TEST AND REINSTATE FIREFIGHTER.
  - c. SECOND TEST MUST BE COMPLETED WITHIN 72 HOURS OF NOTIFICATION OF POSITIVE RESULTS.
- M. IF MEMBER IS ON SUSPENSION OR ADMINISTRATIVE LEAVE, THEY SHALL NOT ATTEND ANY FIRE DEPARTMENT FUNCTIONS.
- N. IF MEMBER IS SUSPENDED OR ON ADMINISTRATIVE LEAVE, MEMBER SHALL IMMEDIATELY TURN IN ALL DEPARTMENT ISSUED EQUIPMENT.
- O. A MEMBER WILL HAVE THE OPTION TO APPEAL DISCIPLINARY ACTION TO AN APPEAL BOARD APPOINTED BY A CONSENSUS OF THE DANDRIDGE FIRE DEPARTMENT OFFICERS. THE BOARD WILL BE MADE UP OF AT LEAST 3 PERSONS WHO ARE STATE COMMISSION FIREFIGHTERS, AND ARE NOT CURRENTLY MEMBERS OF DANDRIDGE FIRE DEPARTMENT.

## **ARTICLE VI**

### **AMENDMENTS**

- A. THE RULES AND REGULATIONS OF THE DANDRIDGE VOLUNTEER FIRE DEPARTMENT MAY BE AMENDED AS FOLLOWS:
1. CHANGES SHALL BE PRESENTED IN WRITING AT A REGULAR MEETING OF THE DEPARTMENT IN MONTH OF MARCH OR SEPTEMBER.
  2. THE PROPOSED CHANGES SHALL BE READ AND DISCUSSED.
  3. THE PROPOSED CHANGES SHALL BE PLACED ON THE TABLE UNTIL THE NEXT REGULAR MEETING.
  4. THE PROPOSED CHANGES SHALL BE REVIEWED BY THE OFFICERS FOR THEIR RECOMMENDATION.
  5. THE PROPOSED CHANGES SHALL BE REMOVED FROM THE TABLE.
  6. THE OFFICERS RECOMMENDATION SHALL BE PRESENTED.
  7. ADDITIONAL DISCUSSION AND COMMENTS SHALL BE HEARD FROM THE MEMBERSHIP.
  8. THE PROPOSED CHANGES SHALL BE VOTED ON.
    - a. SIMPLE MAJORITY OF THE MEMBERS PRESENT IS REQUIRED FOR PASSAGE OF THE PROPOSED CHANGES.
    - b. IF THE CHANGES ARE PASSED, THEY SHALL BE ADDED TO THE DANDRIDGE VOLUNTEER FIRE DEPARTMENT RULES AND REGULATIONS AND PRESENTED TO THE TOWN OF DANDRIDGE BOARD OF MAYOR AND ALDERMEN.
    - c. CHANGES SHALL TAKE PLACE IMMEDIATELY, UPON BEING APPROVED BY THE MEMBERS PRESENT AS SET FORTH HEREIN.
    - d. ALL MEMBERS SHALL SIGN SIGNATURE SHEET AND HAVE COPY PLACED IN FILE WITHIN 30 DAYS OF RECIEPT OF NEW COPY OF RULES AND REGULATIONS.

## **ARTICLE VII**

### **DANDRIDGE VOLUNTEER FIREFIGHTER CADETS**

- A. NO MEMBER SHALL BE YOUNGER THAN SIXTEEN (16) YEARS OF AGE AND MUST BE LESS THAN EIGHTEEN (18) YEARS OF AGE.
- B. THERE SHALL BE NO MORE THAN SIX (6) DANDRIDGE VOLUNTEER FIREFIGHTER CADETS AT ANY TIME.
- C. ALL NEW CADET APPLICANTS SHALL BE OF GOOD MORAL CHARACTER.
  - 1. FIREFIGHTER CADETS SHALL MAINTAIN A “C” AVERAGE AT SCHOOL.
  - 2. FIREFIGHTER CADETS SHALL SHOW PROOF OF GRADE AVERAGE AT THE END OF EACH 9 WEEKS.
  - 3. FIREFIGHTER CADETS WHO DO NOT MAINTAIN A “C” AVERAGE WILL BE PLACED ON SUSPENSION UNTIL THE FOLLOWING 9 WEEK PERIOD.
- D. ALL NEW CADET APPLICANTS SHALL BE PHYSICALLY FIT. AFTER THE SCREENING COMMITTEE HAS APPROVED THE APPLICATION TO BE PRESENTED TO THE MEMBERSHIP, AND BEFORE IT’S PRESENTATION FOR A VOTE, A PHYSICAL AND DRUG TEST SHALL BE REQUIRED.
- E. THE PARENTS OR GUARDIAN OF THE APPLICANT SHALL ALSO SIGN THE APPLICATION FOR MEMBERSHIP.
  - 1. THE PARENT (S) OR GUARDIAN (S) SIGNATURE SHALL BE NOTARIZED.
  - 2. THE PARENT (S) OR GUARDIAN (S) SHALL MEET WITH THE CHIEF, ASSISTANT CHIEF, AND THE SCREENING COMMITTEE BEFORE THE APPLICATION IS ACCEPTED.
- F. A COMPLETE BACKGROUND CHECK SHALL BE REQUIRED.
- G. ALL NEW CADET APPLICANTS SHALL BE ABLE AND WILLING TO ATTEND MEETINGS, BOTH CLASSROOM AND TRAINING.
- H. ALL CADET FIREFIGHTERS SHALL ABIDE BY ALL DANDRIDGE VOLUNTEER FIRE DEPARTMENT RULES AND REGULATIONS.
- I. ALL NEW CADET APPLICANTS SHALL LEARN THE CHAIN OF COMMAND AND ABIDE BY THE RULES OF ORDER.

- J. A SCREENING COMMITTEE, HEADED BY THE ASSISTANT CHIEF, SHALL APPROVE ALL APPLICANTS.
  
- K. ALL CADET FIREFIGHTERS ENTER ON A SIX (6) MONTH PROBATIONARY PERIOD.
  - 1. EACH APPLICANT SHALL BE SUBJECT TO THE APPROVAL OF THE DEPARTMENT AT THE END OF THE PROBATIONARY PERIOD.
  - 2. WHEN A CADET FIREFIGHTER WISHES, HE/SHE MAY REQUEST AN APPLICATION INTO THE DANDRIDGE VOLUNTEER FIRE DEPARTMENT UPON REACHING HIS/HER EIGHTEENTH (18) BIRTHDAY.
  
- L. NO CADET FIREFIGHTER SHALL GO ON A CALL ALONE.
  
- M. NO CADET FIREFIGHTER SHALL INSTALL NOR OPERATE ANY EMERGENCY LIGHTS OR SIREN ON THEIR VEHICLE.
  - 1. EACH CADET SHALL ABIDE BY ALL TRAFFIC LAWS IN ROUTE TO AND FROM THE FIRE HALL.
  - 2. EACH CADET SHALL REPORT TO THE FIRE HALL AND NOT TO THE SCENE. AN EXCEPTION MAY BE GIVEN IF THE SCENE IS ON THE CADET'S ROUTE TO THE FIRE HALL.
  
- N. NO CADET FIREFIGHTER SHALL BE PERMITTED, UNDER ANY CIRCUMSTANCES, TO OPERATE ANY FIRE DEPARTMENT VEHICLE OR EQUIPMENT.
  
- O. WHENEVER RESPONDING TO A CALL, THE CADET FIREFIGHTER SHALL CHECK WITH THE OFFICER IN CHARGE TO SEE WHAT HIS/HER ORDERS ARE.
  
- P. A CADET FIREFIGHTER SHALL NOT BE PERMITTED TO ENTER THE HOT ZONE ON ANY CALL.
  
- Q. ALL CADET FIREFIGHTERS SHALL WEAR AN ORANGE FIRE HELMET FOR IDENTIFICATION.
  
- R. ALL CADET FIREFIGHTERS SHALL BE EXPECTED TO CARRY OUT ANY TASKS ASSIGNED TO THEM.
  
- S. AFTER A SECOND WARNING FOR ANY MISCONDUCT, A CADET FIREFIGHTER SHALL BE EXPELLED FROM THE DEPARTMENT FOR ANY OTHER OFFENSE.

- T. ALL MEMBERS OF THE DANDRIDGE VOLUNTEER CADET FIREFIGHTERS SHALL CONDUCT THEMSELVES AS RESPONSIBLE CITIZENS OF THE COMMUNITY AT ALL TIMES, ESPECIALLY WHEN REPRESENTING THE FIRE DEPARTMENT.
- U. ALL RULES OF SAFETY SHALL BE OBSERVED AT ALL TIMES.
- V. A COMMITTEE CONSISTING OF THE ASSISTANT CHIEF, LIEUTENANT, CHAPLAIN AND TWO (2) DANDRIDGE VOLUNTEER FIRE DEPARTMENT MEMBERS APPOINTED BY THE CHIEF SHALL OVERSEE THE CADET FIREFIGHTER PROGRAM.

THESE RULES AND REGULATIONS CANNOT, NOR ARE THEY EXPECTED TO, PROVIDE A SOLUTION TO EVERY QUESTION OR PROBLEM THAT MAY ARISE IN AN ORGANIZATION ESTABLISHED TO RENDER EMERGENCY SERVICES. THEY ARE EXPECTED TO COVER SUFFICIENTLY, WHETHER IN A SPECIFIC OR GENERAL WAY, THE OBLIGATIONS AND DUTIES OF THE MEMBERS OF THE DANDRIDGE VOLUNTEER FIRE DEPARTMENT.

THEY ARE NOT INTENDED TO LIMIT A MEMBER, EXERCISING INDIVIDUAL JUDGEMENT OR INITIATIVE, WHEN TAKING ACTION AS A REASONABLE PERSON WOULD TAKE IN AN EXTRAORDINARY SITUATION. BY NECESSITY, MUCH IS LEFT TO THE LOYALTY, INTEGRITY, AND DISCRETION OF MEMBERS. HOW INDIVIDUAL MEMBERS DEMONSTRATE THESE QUALITIES DURING THE CONSCIENTIOUS DISCHARGE OF DUTY IS HOW THE FIRE SERVICE SHALL BE REQUIRED OF THE DANDRIDGE VOLUNTEER FIRE DEPARTMENT.

THE BELOW MENTIONED DANDRIDGE VOLUNTEER FIRE DEPARTMENT MEMBER HAS READ AND UNDERSTANDS THE DVFD RULES AND REGULATIONS AND THUS AGREES TO ABIDE BY THEM BY SIGNING BELOW.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHIEF

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SECRETARY/TREASURER

\_\_\_\_\_  
DATE

A COPY OF THIS SIGNATURE SHEET WILL BE PLACED IN EACH MEMBERS PERSONNEL FILE.