

TOWN OF BIRCH HILLS

BYLAW NO. 4 of 2025

A BYLAW TO PROVIDE FOR ENTERING INTO AN AGREEMENT WITH THE RURAL MUNICIPALITY OF BIRCH HILLS NO. 460 TO ESTABLISH THE BIRCH HILLS VOLUNTEER FIRE AND RESCUE DEPARTMENT

WHEREAS it is deemed desirable by the council of the Town of Birch Hills to enter into an agreement with the Rural Municipality of Birch Hills No. 460 to establish a Fire Department to be known as the *Birch Hills Volunteer Fire and Rescue Department* and to provide fire protection services to all residents within its boundaries;

NOW, THEREFORE, the Council of the Town of Birch Hills in the Province of Saskatchewan enacts as follows:

1. The Mayor and Administrator are hereby authorized to execute under the seal of the Town of Birch Hills an agreement in writing between the Town of Birch Hills and the Rural Municipality of Birch Hills No. 460 for the purpose of establishing the Birch Hills Volunteer Fire and Rescue Department.
2. The Memorandum of Agreement made between the Town of Birch Hills and Rural Municipality of Birch Hills No. 460, which agreement is attached hereto and Exhibit "A" to this bylaw, the terms of which agreement are hereby incorporated herein, adopted, ratified and confirmed.
3. That Bylaw No. 7 of 2024 is hereby repealed.

Introduced and read a first time this 12th day of February, 2025.

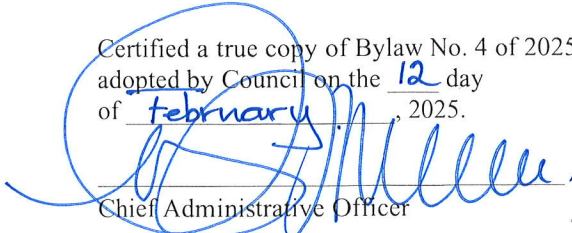
Read a second time this 12th day of February, 2025.

Read a third time and adopted this 12th day of February, 2025

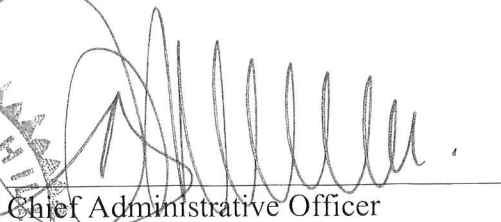


Mayor

Certified a true copy of Bylaw No. 4 of 2025 adopted by Council on the 12 day of February, 2025.



Chief Administrative Officer



Chief Administrative Officer

Exhibit "A"
to
Bylaw No. 4 of 2025

The Council of the Town of Birch Hills in the Province of Saskatchewan enacts as follows:

MEMORANDUM OF AGREEMENT made this 12 day of February, 2025.

Between:

The **"Town of Birch Hills"**
a municipal corporation Of and in the Province of Saskatchewan,

- AND -

The **"Rural Municipality of Birch Hills No. 460"**
a municipal corporation Of and in the Province of Saskatchewan

WHEREAS the parties hereto agree to enter into an agreement for the purpose of establishing the "Birch Hills Volunteer Fire and Rescue Department" jointly and equally owned and operated by the Town of Birch Hills and the Rural Municipality of Birch Hills No. 460.

1. Definitions:

- a. "Administration" means the appointed person to issue invoices for firefighting and emergency response charges and processing payments for the expenditures of the operations of the Fire Department;
- b. "Administrator" means the administrator of the municipality;
- c. "Council" means the Council of the municipality;
- d. "Councils" means the Council for the Town of Birch Hills and the Rural Municipality of Birch Hills;
- e. "Deputy Chief" means the person appointed as Deputy Chief for the Birch Hills Volunteer Fire and Rescue Department and anyone authorized to act on their behalf in their absence;
- f. "Fire Chief" means the person appointed as Fire Chief for the Birch Hills Volunteer Fire and Rescue Department and anyone authorized to act on their behalf in their absence;
- g. "Fire Department" means the Birch Hills Volunteer Fire and Rescue Department, jointly owned and operated by the Town of Birch Hills and RM of Birch Hills No. 460 established pursuant to this bylaw;
- h. "Fire Department Executive" means the Fire Chief, Deputy Fire Chief, Captains and Secretary;
- i. "Fire Equipment" means the fire trucks, pumps, hoses, fire suits, and any and all other firefighting equipment or lifesaving equipment owned by and provided by the Town of Birch Hills and the Rural Municipality of Birch Hills No. 460 jointly and

equally for use of the Fire Department in the prevention and control of fires as well as responding to motor vehicle accidents and various other emergencies;

- j. “Fire Hall” means the premises owned by the Town of Birch Hills and the Rural Municipality of Birch Hills No. 460 that is used for housing the fire trucks and all other equipment;
- k. “Head of Council” means the Mayor or Reeve of the municipality, as the case may be;
- l. “Municipalities” means the Town of Birch Hills and the Rural Municipality of Birch Hills No. 460; and
- m. “Municipality” means the Rural Municipality of Birch Hills No. 460.

2. Council hereby establishes the Birch Hills Volunteer Fire and Rescue Department:

- a. Birch Hills Volunteer Fire & Rescue Department shall be established, governed by and obtaining its authorities from the provisions of this Agreement and the Birch Hills Fire and Rescue Department Bylaws and Constitution (Appendix A) which is hereby adopted as attached hereto and forming part of this Bylaw.
- b. The service level declaration shall be approved by the Councils of the Town of Birch Hills and the Rural Municipality of Birch Hills No. 460 mutually and the operating guidelines of the Birch Hills Volunteer Fire and Rescue Department shall be established in accordance with the service level declaration and implemented by the officers of Birch Hills Volunteer Fire and Rescue Department with member input and shall not circumvent anything set out in this Bylaw, including the Birch Hills Fire and Rescue Department Bylaws and Constitution, any Provincial Acts, Regulations or statutes including, but not limited to *The Fire Prevention Act* and/or *The Saskatchewan Fire Code Regulations*.
- c. The Council shall by resolution appoint fire department personnel for the following purposes:
 - i. To ensure that the fire equipment is maintained in good working order;
 - ii. To operate the fire equipment for the prevention and extinguishing of fires as well as responding to various other emergencies within the boundaries of the municipalities;
 - iii. To control, supervise and manage the premises known as the fire hall, and all the equipment contained therein;
 - iv. To ensure to Council’s satisfaction that adequate fire protection be provided for the safety and welfare of the municipalities;
 - v. To promote and encourage preventative fire measures in the municipalities;
 - vi. To regulate the conduct and assistance of persons present at fires and various other emergencies within the municipalities; and
 - vii. To maintain and operate the firefighting equipment in extinguishing fires and responding to various other emergencies outside the municipality, where a request for such service is made by another municipality, urban or rural, or any of its officers, or by any person outside the municipalities of the Town of Birch Hills and the Rural Municipality of Birch Hills No. 460

- viii. To respond to incidents as directed by the Provincial Emergency Communications Centre.
3. Council further establishes the Birch Hills Volunteer Fire and Rescue Committee consisting of the following:
 - a. The Council appointed members from the Town of Birch Hills;
 - b. The Council appointed members from the RM of Birch Hills No. 460; and
 - c. The Fire Department Executive consisting of the Fire Chief and/or Deputy Chief and Captains.
 4. The Fire and Rescue Council Committee Representatives shall:
 - a. Meet at least once annually to review the governance, guidelines, regulations and to review the preliminary annual budget of Birch Hills Fire and Rescue Department prior to submission to both Councils for approval.
 - b. Review disciplinary/personnel issues forward by either the Administrator of the Town of Birch Hills or the Rural Municipality of Birch Hills No. 460 as they may arise from time to time;
 - c. Make a recommendation to Council as a whole to approve updated operational guidelines, additions, removals or amendments to the Fire Department Bylaws and Constitution by the membership and officers of the Birch Hills Volunteer Fire and Rescue Department;
 - d. Act as an appeal board in the case of disciplinary action required with personnel of the Birch Hills Volunteer Fire and Rescue Department; and
 - e. Provide general governance.
 5. The Composition of the Birch Hills Volunteer Fire and Rescue Department shall be as follows:
 - a. The Fire Department shall consist of a minimum of fifteen (15) active Firefighters;
 - b. The Executive Officers of the Fire Department shall consist of the Fire Chief, Deputy Fire Chief, Captains I, II, III and Secretary. Elections shall be conducted in accordance with the Birch Hills Volunteer Fire and Rescue Department Constitution;
 - c. All members of the Fire Department shall be appointed by Council, and shall sit at the discretion of Council. Council shall accept recommendations for such appointments from the Fire Chief and Firefighters.
 - d. The Council shall be given written notice by the Fire Chief of any vacancy occurring within the Fire Department, such notice to be given within ten (10) days of its occurrence.
 6. Duties and responsibilities:

- a. The Fire Chief and Firefighters shall meet for instruction and/or training sessions at the appointed times at the discretion of the Fire Chief but not less than once per month;
- b. The Fire Department Executive shall meet with the Council appointed representatives a minimum of once annually and additionally upon request by either party;
- c. The Fire Chief shall provide the Fire Department Call Out Sheets and Incident Report Data and all other necessary reports to the Administration for the calculation of fees and charges to issue service billings in accordance with the current Municipal Fire Rate Bylaws in effect;
- d. The Fire Chief or a member of municipal Council may make a recommendation to the Administrator regarding implementing burning restrictions and/or fire bans. The request for such burning restrictions shall be brought to the attention of Council for the applicable jurisdiction to obtain approval prior to being enacted by either the Town of Birch Hills or the Rural Municipality of Birch Hills as the case may be;
- e. That prior to the February Council meeting annually, that the Fire Chief with the assistance of the Fire Department Members, shall prepare an inventory of all the fire equipment of the municipality. This inventory shall record the working condition of each piece of equipment and in addition that annual safety inspections for the fire trucks be conducted as well as quotes obtained for any issues identified. One copy of the annual inventory and safety inspections shall be forwarded to both Councils to be held in the municipal records, and one copy shall be held in the records of the Fire Department;
- f. The Fire Chief shall also prepare an Operating and Capital Budget, with consideration to the inventory findings, to be presented at a budget meeting between the Fire Department Executive and the Council Committee Representatives prior to the February Council meeting annually;
- g. The Fire Chief has the authority to proceed with repairs to equipment up to the amount specified in the Fire Department Spending Allowance Policy without prior approval from either Council and any amount which exceeds the maximum amount shall require Councils approval prior to proceeding with the repairs. It shall be the responsibility of the Fire Chief to ensure that equipment is maintained in good working order;
- h. Council shall, before approving the municipal budget or the fire department budget annually, set aside a portion of municipal revenue for fire protection. Council shall determine; how these revenues are to be used, but shall give due consideration to the National Fire Code regulations, the recommendations of the Fire Chief, and to the general financial position of the municipality in arriving at a decision regarding such revenues and expenditures. Upon approval by each Council, this budget shall be included and form part of the municipal budget;
- i. The Fire Chief, and Firefighters under the supervision of the Fire Chief, shall control, manage and operate the fire equipment and facilities owned by the Fire Department within the budgetary allowances approved by Council;

- j. The Fire Department may, by fundraising campaigns, assist the municipalities in the purchase of additional equipment as deemed necessary in the opinion of Council and the Fire Chief;
 - k. The Fire Chief shall ensure that all fees, donations and grants to the Fire Department are made payable to the Rural Municipality of Birch Hills No. 460 and that any monies received by the Fire Department appear in the records of the Rural Municipality of Birch Hills No. 460 to be used for fire protection. All donations given to the Fire Department designated for a specific purpose will be used as per the designation unless otherwise approved in writing by the party that made the donation. Council shall provide the Fire Chief with an annual accounting of all fire protection revenues and expenditures;
 - l. The Fire Chief shall maintain a list of volunteers who may be called upon by the Fire Department for assistance should additional people be required in the extinguishing of fires, fire prevention campaigns, fire education and so forth;
 - m. No Firefighters shall vote on Fire Department matters unless appointed to the Fire Department by Council;
 - n. The Fire Department shall provide firefighting and lifesaving training to all Fire Department Members within the budgetary allowances approved by Council;
 - o. The Fire Department shall not enter into any contracts or lease agreements for service to another municipality. All such contracts and lease agreements must be approved and signed by Council;
 - p. Council shall ensure that adequate personal injury, death and liability insurance be maintained for the Fire Department and that this coverage to be provided for in the Municipal budget for fire protection;
 - q. Failure to comply with the regulations of this agreement shall make any or all members of the Fire Department liable to dismissal from the Fire Department, entirely at the discretion of Council;
 - r. In the event that it may become necessary to cancel this agreement, the assets that are available for distribution after paying all liabilities shall be paid in proportion to the sums paid by each municipality;
 - s. It is understood and agreed that this agreement shall be continuous with the provision that this agreement may be terminated by either party to the agreement giving sixty (60) days written notice to the other party.
7. This Agreement shall come into force and take effect upon third and final reading of this bylaw and the respective bylaw for the Rural Municipality of Birch Hills No. 460.

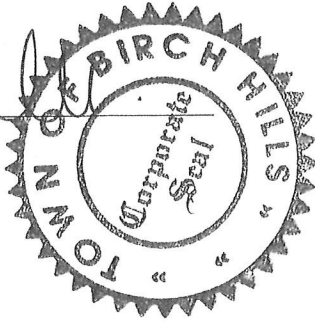
IN WITNESS WHEREOF the Councils of the Town of Birch Hills and the Rural Municipality of Birch Hills No. 460 and have affixed their respective seal and official signatures this 12 day of February, 2025.

[Handwritten signature]

Mayor
Town of Birch Hills

[Handwritten signature]

Administrator
Town of Birch Hills



[Handwritten signature: Brent Fenner]

Reeve
Rural Municipality of Birch Hills No. 460

[Handwritten signature]

Administrator
Rural Municipality of Birch Hills No. 460

BIRCH HILLS VOLUNTEER FIRE AND RESCUE DEPARTMENT

CONSTITUTION

AND

BYLAWS

TERMINOLOGY STATEMENT

FOR THE PURPOSE OF THIS DOCUMENT, THE BIRCH HILLS VOLUNTEER FIRE AND RESCUE DEPARTMENT SHALL HEREINAFTER BE REFERRED TO AS THE B.H.F.D.

B.H.F.D. STRUCTURE UNDERSTANDING/PROFILE

THE B.H.F.D. IS UNIQUE IN THE KNOWLEDGE THAT WE ARE ALL MEMBERS OF A VOLUNTEER ORGANIZATION. MEMBERSHIPS IN THE B.H.F.D. ARE NOT INTENDED TO INTERFERE WITH FAMILY, PERSONAL OR EMPLOYMENT COMMITMENTS. HOWEVER, IT MUST BE UNDERSTOOD THAT TO BE A MEMBER OF THE B.H.F.D., A HIGHER LEVEL OF COMMITMENT WILL BE REQUIRED.

RESPONSIBILITIES STATEMENTS

THE RESPONSIBILITY TO PROVIDE ALL FIREFIGHTERS WITH STANDARD ISSUE FIREFIGHTERS TURN OUT GEAR, BREATHING APPARATUS, FIRE SUPPRESSION TOOLS, ACCESSORIES, RESCUE TECHNIQUES TRAINING, FIREFIGHTING/RESCUE SAFETY TECHNIQUES THROUGH SCHEDULED PRACTICE AND EDUCATIONAL TRAINING SESSIONS, SHALL BE A SHARED RESPONSIBILITY OF THE B.H.F.D., RURAL AND TOWN COUNCILS OF BIRCH HILLS, SK, TO THE BEST OF THEIR ABILITY AND FINANCES.

IT SHALL BE THE RESPONSIBILITY OF ALL FIREFIGHTERS TO ATTEND ALL CALL OUTS APPROPRIATELY DRESSED IN THEIR TURN OUT GEAR OR OTHER REQUIRED PERSONAL PROTECTIVE EQUIPMENT.

EMERGENCY MEDICAL SERVICES WILL ONLY BE SUPPLIED BY QUALIFIED AND LICENCED MEDICAL PERSONNEL. B.H.F.D. MEMBERS WILL ONLY ASSIST WHEN ASKED TO DO SO BY THE SCENE COMMANDER AT THE REQUEST OF THE E.M.S. PERSONNEL. THE ONE AND ONLY EXCEPTION TO THIS RESPONSIBILITY IS IF WE ARE FACED WITH A "LIFE THREATNING SITUATION" AND IN THE ABSENCE OF E.M.S. PERSONNEL – WHERE IMMEDIATE ATTENTION MUST BE GIVEN TO PRESERVE HUMAN LIFE. IN THIS SITUATION THE SCENE COMMANDER (UNDER ADVISEMENT FROM THE B.H.F.D. MEDICAL OFFICER IF IN ATTENDANCE) WILL GIVE THE ORDER TO EXTRICATE (LOAD AND GO).

FOR THE PURPOSE OF COMMUNICATION AND INFORMATION DELIVERY, ALL MEMBERS OF THE B.H.F.D. WILL NOTIFY THE EXECUTIVE OF ANY CHANGE OF ADDRESS OR PHONE NUMBER(S) OR ANY OTHER CONTACT INFORMATION.

BYLAWS

ARTICLE 1

SECTION 1

In case of the absence of the Fire Chief or Deputy Fire Chief at a fire scene, practice or other gathering of the B.H.F.D., the NEXT SENIOR OFFICER shall take command and become THE SCENE COMMANDER. On arrival of the FIRE Chief or Deputy Fire Chief, these officers, once fully briefed, will assume command responsibilities when asked to do so and re-assign the now relieved scene commander to other duties as required.

SECTION 2

The Fire Chief in consultation with the Deputy Fire Chief and Captains will appoint the position of Medical Officer to the most qualified member of the B.H.F.D. **This Medical Officer will have: THE SOLE RESPONSIBILITY OF THE MEDICAL SUPPLIES, STORAGE AND MAINTENANCE OF ALL MEDICAL GEAR. THIS MEDICAL OFFICER WILL REPORT DIRECTLY TO THE SCENE COMMANDER AT ALL FIRE/RESCUE OPERATIONS.** The Fire Chief, Deputy Fire Chief and Captains will assist the medical officer in the performance of the above stated duties.

ARTICLE 2

RULES OF ORDER – MEETINGS

1. Roll Call
2. Reading of the minutes of the last meeting
3. Errors or omissions
4. Chief or Senior Officer in Chair, approve the minutes by show of hands
5. Applications or Admission of new members
6. Election of Officers (Annual Meeting or as necessary)
7. Reading of Correspondence/discussion if required
8. Discussion of Call Out's/Fire, Rescue, Training and/or other
9. Reports of all standing and special committees
10. Call for Reports of all Officers
11. Any other business
12. Motion to be received from the floor for adjournment, motion seconded and adjourned

ARTICLE 3

SECTION 1

Any Firefighter who disobeys the order of his Superior Officer, arrives at a fire/rescue scene, practice or fire hall under the influence of alcohol, illegal drugs, or who conducts themselves in a manner which, in the opinion of the officers of the B.H.F.D., is unseemly thereby rendering themselves incapable for duty, MAY be suspended immediately. The alleged offence(s) are to be charged and brought forward against him/her at the next regular or special meeting (if deemed required), and after the hearing of evidence and all witnesses, the member shall be dealt with by the membership as follows: disciplined, suspended, or discharged.

SECTION 2

Further, **all Firefighters are required to attend all training/safety sessions or practices called, whether regular or special in nature**, if it is at all possible to do so without interfering with their private avocation. Permission may be given by the Fire Chief, Deputy Fire Chief or Scene Commander for a Firefighter to leave a practice scene before the said practice is finished for good reason. Firefighters should refrain from asking for such permission, deeming it their responsibility as a Firefighter to receive as much practice/training as possible. Due to the employment scheduling characteristics and the everyday life of our Volunteer Firefighter, the B.H.F.D. will assist in rescheduling for unavoidable missed, but required, sessions whenever it is possible to do so.

ARTICLE 4

SECTION 1

The Fire Chief, Deputy Fire Chief, Captains I, II, III and Secretary shall constitute the Executive Committee of the B.H.F.D. This Executive shall be empowered to act for and on behalf of the B.H.F.D. in any emergency situation, or whenever it may be impossible to call the B.H.F.D. to a meeting on short notice.

SECTION 2

Seniority of the Executive Officers are in this order: Fire Chief, Deputy Fire Chief, captains I, II, III, Secretary. In the case of absence of the Fire Chief from a meeting, conduct of the meeting shall fall to the NEXT SENIOR OFFICER PRESENT. If no officer is present, the members shall appoint a chairman from the floor, providing a quorum is present.

SECTION 3

The Bylaws of the B.H.F.D. may be amended at any regular meeting of the B.H.F.D. Notice of motion of such amendments must be in writing and submitted to the Secretary at a regular meeting. No discussion is allowed on submission of the Notice of Motion to Amend. The Notice of Motion to Amend will be read by the Secretary at the next regular meeting. Discussion and voting will take place at the following regular meeting. A Special Meeting MAY be called for the purpose of reading and discussion of the Notice of Motion to Amend, followed with the vote to Approve, Decline or further Amend the motion if required. Amendments submitted through discussion MUST be voted on and approved or declined by the membership. The voting on a Motion to Amend the Bylaws of the B.H.F.D. will be by Secret Ballot WITH A CLEAR TWO-THIRDS (2/3) MAJORITY OF THE MEMBERS PRESENT.

CONSTITUTION

ARTICLE 1

SECTION 1

This Firefighting group shall be known as:

**“The Birch Hills Volunteer Fire and Rescue Department -
B.H.F.D.”**

ARTICLE 2

SECTION 1

The Executive officers of the B.H.F.D. shall consist of the Fire Chief, Deputy Fire Chief, Captains I, II, III and Secretary. Elections shall be bi-annual, by office and by written ballot at the annual meeting of the B.H.F.D. The Executive positions will be filled by a majority votes cast of members present.

SECTION 2

Should there be a vacancy for any reason in the Offices of the B.H.F.D., election of new officer(s) shall take place by written ballot and by majority of members present at the next regular or special meeting called to handle this matter.

ARTICLE 3

SECTION 1

It shall be the duty of the Fire Chief or in his absence the next senior officer, to call all regular and special meetings, to preside at all meetings, decide points of order, subject to an appeal, which shall then be decided by two-thirds (2/3) majority of the members present.

SECTION 2

The Fire Chief shall at all times exercise general supervision of the member(s) and delegate specific authority or duties to personnel he may feel will aid the good and welfare of the B.H.F.D.

SECTION 3

The Fire Chief shall see that all Officers and members do their duty promptly and efficiently.

SECTION 4

The Fire Chief shall not cast a vote on any issue except to cast the deciding vote in the case of a tie vote. The Fire Chief shall enforce the bylaws and constitution of the B.H.F.D. to the best of his/her ability.

SECTION 5

It shall be the duty of the Fire Chief to take charge at all fires or rescue operations (or in the Fire Chiefs absence, the next senior officer) and with the assistance of the Deputy Fire Chief, plan the attack and issue the orders necessary to carry out the fighting of the fire or rescue operation. It shall be the duty of the Deputy Fire Chief, in consultation with the Fire Chief, to organize and carry out periodic training sessions and to report on the progress of the B.H.F.D. members and discuss the efficiency of the B.H.F.D. Executives are in charge to see that all members of the B.H.F.D. are dressed appropriately. All members of the B.H.F.D. have the responsibility to attend any "Call Out" appropriately dressed in their turn out gear or other personal protective equipment.

SECTION 6

It shall be the duty of the Fire Chief and Deputy Fire Chief to assign Fire Department Training and/or maintenance duties to the three Captains. These duties will be assigned on a ROTATIONAL BASIS so as to keep all Captains very familiar with the routines and proper operation and maintenance of Fire Department equipment and accessories. The basic duty roster is as follows and will rotate between all Captains.

SECTION 7

The 1st Captain or assigned Captain shall, insure regular maintenance of the trucks and order such minor repairs to be carried out by those under him or refer the matter to the Fire Chief or Deputy Fire Chief who will decide the proper action in consultation with the 1st Captain. The 1st Captain will make sure all truck operators' reports are properly filled out. At a fire or practice, all drivers will be under orders from the Scene Commander. Any problems experienced or other issues will be immediately reported to the Fire Chief or Deputy Fire Chief.

SECTION 8

The 2nd Captain or assigned Captain shall, be responsible for the care and instruction of the use of all breathing apparatus and accessories and maintain records of repair and maintenance. The 2nd Captain shall see that all air bottles are refilled after use and tested when required. The 2nd Captain shall insure and assist in the maintenance of all gas driven power tools, pumps and electrical generating equipment and accessories. Any problems experienced or other issues will be immediately reported to the Fire Chief or Deputy Fire Chief.

SECTION 9

The 3rd Captain or assigned Captain shall be responsible for all of the small tools such as hydrant wrenches, ladders, hoses, axes, extrication blocking, portable pumps, etc. The 3rd captain will also keep an inventory of such and request additional tools or materials at meetings when required. Any problems experienced or other issues will be immediately reported to the Fire Chief or Deputy Fire Chief.

AT ANYTIME A CAPTAIN IS MISSING, THE RESPONSIBILITY WILL MOVE UP TO THE NEXT OFFICER OR BE DELEGATED TO A MEMBER BY THE SCENE COMMANDER IN CHARGE OF THE FIRE/RESCUE OR PRACTICE.

SECTION 10

It shall be the duty of the Secretary to record all roll call, minutes, attendance at fires, rescues, practices or on any other occasion when so ordered to do so by the officers. The Secretary shall have the minute's available at all regular meetings. The Secretary shall report on any correspondence received by the B.H.F.D. and bring forth all correspondence requiring discussion or approval of the membership. The Secretary shall carry out the duties developing upon a Secretary.

SECTION 11

It shall be the duty of the Secretary to keep records of all financial reports, budgets and transactions of the B.H.F.D. The Secretary shall have this information at all regular meetings or any other occasion when so ordered to update the B.H.F.D. on their financial status. The Secretary shall present a statement of income and expenditures at the annual meeting in such form that each member shall have a copy, and generally carry out the duties developing upon a Secretary/Treasurer.

ARTICLE 4

SECTION 1

Maintaining the strength of numbers in the B.H.F.D. shall be the responsibility of the members. Application for Membership Forms must be filled out and received at a regular meeting. Before making the selection of any new applicant the matter shall be discussed by the members and a vote to accept or reject the application will be by show of hands by the majority of members present. It shall be the normal practice to accept membership from young men or women of good health and physical condition who are alert and sincerely interested in fire suppression, fire prevention, rescue duties and are willing and able to attend fire calls and other duties required of a Firefighter. All new Firefighters will be subject to a 90 day probationary period. During or on completion of the 90 day period the applicant(s) service record will be discussed and then voted on by the membership to be placed on permanent roll call or discharged.

ARTICLE 5

SECTION 1

The annual meeting shall be held on the Second or Fourth Monday in the Month of November of each year and at this time the reports of all officers shall be heard and elections held if required.

SECTION 2

It shall be required that at least five (5) members of the B.H.F.D be present at any meeting to form a quorum.

SECTION 3

Recommend the strength of the B.H.F.D. should consist of at least fifteen (15) ACTIVE members.

SECTION 4

The minimum age of a full member shall be eighteen (18) years of age. The only exception to this is novice and junior firefighters. The age of retirement of any active firefighting member shall be sixty-five (65) years of age. Members may be asked to give proof of age. Service after retirement is at the discretion of the B.H.F.D. Executive and will be based on the abilities, knowledge and health of the member.

SECTION 5

On retirement of an active member, the B.H.F.D. shall recognize years of service with an appropriate gift. The B.H.F.D. shall present pins for 5, 10, 15, 20, etc. years of service.

SECTION 6

A Novice member shall be defined as any member between fourteen (14) and fifteen (15) years of age. These members are NOT permitted to attend calls for service and shall follow all laws and regulations applicable to them. A junior member shall be defined as a member between sixteen (16) and eighteen (18) years of age. These members shall only be permitted to attend certain calls for service. The Fire Chief or delegate reserves the right to choose if these members may attend a call.

ARTICLE 6

SECTION 1

Every member shall enforce the rule that no unauthorized person(s) shall ride on fire trucks, handle firefighting or rescue equipment or otherwise interfere with operation of the B.H.F.D. in any manner. Every Firefighter shall cooperate fully with members of the Police and any other fire/rescue response teams. Members shall travel to and from the fire hall in keeping with all traffic regulations and obey the laws and maintain good order at all times. Every member shall maintain the responsibility of authority standards of the B.H.F.D. on all duty calls.

ARTICLE 7

SECTION 1

The Constitution of the B.H.F.D. may be amended at any regular meeting of the B.H.F.D. Notice of motion of such amendment(s) must be in writing and submitted to the Secretary at a regular meeting. No discussion is allowed on submission of the Notice of Motion to Amend. The Notice of Motion to Amend will be read by the Secretary at the next regular meeting. Discussion and voting will take place at the following regular meeting. A Special Meeting may be called for the sole purpose of reading and discussion of the Notice of Motion to Amend, followed with the vote to Approve, Decline or further amend the motion if required. Amendments submitted through discussion MUST be voted on and approved or declined by the Membership. Then and only then may the Notice of Motion (or amended Notice of Motion) be dealt with by the voting procedure. The voting on a Motion to Amend the Constitution of the B.H.F.D. will be by Secret Ballot WITH A CLEAR TWO-THIRDS (2/3) MAJORITY OF THE MEMBERS PRESENT. No part of the Constitution may be changed or amended unless notice in writing of such change(s) is handed to the Secretary at the meeting immediately prior to the meeting at which a vote shall be taken on such change.