

RESCUE SQUAD BY-LAWS

Preamble:

We, the Members of the Babylon Fire Department Rescue Squad, in order to promote discipline, define duty, and ensure fulfillment of our goals and objectives, do hereby subscribe to and agree to be guided by the following by-laws.

Article I

Name

This organization, comprised of members of the Babylon Fire Department, shall be known as the “Babylon Fire Department Rescue Squad

Article II

Officers

The Officers of the Rescue Squad shall consist of a Rescue Captain, Rescue Lieutenant, Secretary, Treasurer, and three Trustees.

Article III

Duties of Officers

SECTION I: CAPTAIN

1. The Captain shall preside over all meetings of the Rescue Squad and Executive Board.
2. The Captain shall appoint all Crew Chiefs, a Chief Driver, Crews, and Committees not otherwise provided for and shall impartially enforce the Bylaws of the Babylon Fire Department and the Rescue Squad.

SECTION II: LIEUTENANT

1. The Lieutenant, in the case of the inability or absence of the Captain, shall perform the duties and have all the powers of the Captain.
2. The Lieutenant shall perform any duties especially assigned to them by the Captain to aid in the running of the Rescue Squad.

SECTION III: SECRETARY

1. The Secretary will notify all Members in writing of Special Meetings.
2. The Secretary shall record the Minutes of all the meetings, keep a roll call of the Rescue Squad, and call roll at every meeting.
3. The Secretary shall be responsible for the safekeeping of all the Rescue records.
4. The Secretary shall inform the Board of Wardens in writing of any change in membership status and supply each new member with a copy of the Rescue Bylaws.
5. The Secretary shall be responsible for all incoming and outgoing correspondence.
6. The Secretary shall prepare the Annual Report for the Annual Department Meeting.
7. The Secretary shall be responsible for all field reports and PCR's. The Secretary will coordinate these reports with the Assistant Chief or as otherwise directed by the Chief.

SECTION IV: TREASURER

1. The Treasurer shall keep an account of all receipts and disbursements of the Rescue Squad and dispense checks when so ordered.
2. The Treasurer shall report the financial standing of the Squad at each meeting and shall be present at the auditing of the books.
3. An audit of the Rescue Squad's books shall be done during the month of February.

SECTION V: TRUSTEES

1. The Trustees shall be responsible for maintaining an inventory of equipment and supplies on hand.
2. The Trustees shall report to the Members at the March and September meetings on the condition of the ambulance and its equipment.

SECTION VI: EXECUTIVE BOARD

1. The Executive Board shall be responsible for all disciplinary actions

Article IV

ELECTION OF OFFICERS

1. Each of the aforementioned Officers shall be elected by a simple majority of the Active Members of the Rescue Squad that are present at the elections.
2. Elections shall take place on the last Thursday in March. All voting will be conducted by secret ballot.
3. Only Active Members are eligible to vote in the elections of Officers. Probationary Members of Rescue are not eligible to vote in the election of Officers.
4. The term of office is one year and shall not exceed two consecutive terms without a break in service. Interim service time is not to be counted as a full term.
5. A Member may not be considered for the office of Captain or Lieutenant without being an Active Member assigned to a Crew, in good standing and:
 - A- a current NYS EMT (or higher) certification or
 - B- An expired EMT (or higher) plus 5 years of service in Rescue or,
 - C- 10 years Member of the Rescue Squad.Captain and Lieutenant must remain on an assigned crew throughout their term.
6. A probationary member may not hold office
7. There shall be three Trustees. A Trustee shall be an ex-Officer of the Squad or a Member with eight years of active service. The term shall be for three years and shall not exceed two consecutive terms.

ARTICLE V

SECTION 1: MEMBERSHIP

1. The membership of the Rescue Squad shall be limited to forty-five Firefighters and thirty Firefighter E's.
2. The Squad may take in another Member for each Member attaining Life Membership.
3. Each Candidate within the Babylon Fire Department applying for membership in the Squad must be in good standing in their Company.
4. A Candidate for membership must serve a twelve month probationary period and be judged a functioning member of their Crew.
5. All Firefighter E's will have to abide by and fulfill the Department Bylaws as stated in Article 9, Section 4.
6. Each proposed Candidate for membership shall appear before the Investigation Committee and be made aware of the duties of a Member of the Rescue Squad. The Investigation Committee shall report to the General Membership of the Rescue Squad as to its findings. The Squad shall then vote on the application.

SECTION II: DUTIES OF MEMBERS

1. The Membership shall be divided into the required number of Crews as needed to provide manpower for the operation of the ambulance twenty-four hours a day for the complete calendar year.
2. Each Crew shall have a Crew Chief.
3. Any member who is unavailable for all or part of their tour of duty should obtain coverage. If unable to find coverage, the Crew Chief shall be notified. If the Crew Chief is unavailable, contact a Rescue Officer.
4. Duty Crew other than Chiefs or Company Officers shall respond to the ambulance on fire calls.
5. Duty Crew shall report to the ambulance for rescue calls.
6. Members should attend the regular meetings of the Squad.

SECTION III: CREW CHIEF

1. The captain shall appoint all Crew Chiefs.
2. During a call, the Crew Chief shall be responsible for getting the ambulance and Crew to the scene in a safe manner. The Crew Chief is also responsible for the placement of the ambulance and control of the scene. Anything pertaining to patient care and comfort shall be the responsibility of the highest medical authority in conjunction with the Crew Chief.
3. It shall be the duty of the Crew Chief or person designated by the Crew Chief to complete the required checklist for the beginning of their tour.
4. The Crew Chief is responsible for the completion of all paperwork. They or a person of their designation will check the ambulance and equipment at the end of each call.
5. The Crew Chief is responsible for the Crew. Any infractions by a Crew Member should be reported to a Rescue Officer. The Crew Chief is responsible for maintaining minimum Crew staffing as outlined by Rescue Protocols (Protocol #6).

SECTION IV: CHIEF DRIVER

1. The Chief Driver shall be appointed by the Captain at the Annual Meeting in March.
2. The Chief Driver, Captain or Lieutenant shall be responsible for the qualifying of Members to drive the ambulance.
3. The Captain shall submit a list of qualified drivers to the Board of Wardens.

ARTICLE VI

MEETINGS

1. Regular Meetings of the Rescue Squad shall be held on the first Thursday of each month at 8:00 PM.
2. Special meetings may be called by the Captain. Notifications shall be in writing. Any notice of a Special Meeting shall state the purpose of the meeting.
3. The Annual Meeting of the Rescue Squad shall be held on the first Thursday in March at 8:00 PM.
4. It shall take one-third of the Active Members to constitute a quorum for the purpose of conducting a meeting.

ARTICLE VII

LIFE MEMBERSHIP

1. An ex-Captain with a minimum one complete term as Rescue Captain and eight years of active service in the Rescue Squad.
2. Regular Member with a minimum of ten years of active service in the Rescue Squad.
3. Life Membership shall be automatic once criteria are met.

ARTICLE VIII

GENERAL RULES

1. Squad Members, besides abiding by the Bylaws of the Rescue Squad, are to abide by the By-laws of the Babylon Fire Department.
2. When the Captain or Lieutenant prefers charges against a Member of the Rescue Squad, the procedures and consequences shall be as outlined in the Department Bylaws.
3. Concerning Rescue activities, a Squad Member can be relieved of duty for the following reasons:
 - a. Upon recommendation of the Crew Chief to the Captain in cases of insubordination at a Rescue Call.
 - b. For failure to obey a direct order from the Captain or Lieutenant.
 - c. Failure to answer alarm(s) when his Crew is on duty or when covering for another Member. Unexcused absences will be reported to a Rescue Officer. On the first offense, the Member shall be notified in writing and

could receive a Chief's reprimand. On the second offense the Member can be relieved of Rescue duty by the Rescue Captain or Department Chief.

4. The ambulance will not respond to calls outside the Incorporated Village area and its protection areas. Except for mutual aids or by direction of the Chief of the Department.

5. When returning from a call, the ambulance will not display emergency lights, will refrain from using the siren, and will obey all traffic laws.

6. Any Member desiring a Leave of Absence shall present a valid reason in writing to the Executive Board for approval. Upon approval, a leave shall be granted not to exceed six months. A member may reapply every six months.

7. On each Saturday night, the Duty Crew will be responsible for thoroughly cleaning the ambulance. Cleaning shall include washing floors, walls, cabinet doors, cabinets and tools. In addition, the ambulance should be re-stocked if necessary.

8. An Active Member is one who actively participates on their assigned Crew, any Chief of the Department who, prior to becoming Chief, was active on an assigned Crew, or any Rescue Member who responds to 10% of the total number of day calls. (Example: 500 Day calls means a member must have answered a total of 50 calls, day or night). Calls used for calculation are from the previous calendar year.

9. All Members shall abide by the Protocols of the State, County, and the Rescue Squad.

ARTICLE IX

RESCUE PROTOCOLS

1. Highest medical on scene is responsible for patient care.
2. Once an EMT has initiated care they may not discontinue until they are relieved by a qualified NYS EMT or higher.
3. Driver has a sole responsibility to the vehicle and is not considered Medical.
4. Crew Chief is responsible for the Crew and scene safety unless relieved by a Department Chief.
5. EMT-CC's / EMT-P's will be assigned a Crew. Any ALS provider may respond to the ambulance or scene on any call they feel is necessary. If it is their duty night, they should make an effort to respond to the ambulance.
6. A Crew should consist of a minimum of three Members: one driver (not to be considered a medical) one medical (NYS EMT or higher), and one additional Crew Member.
7. The **JOSEPH BARRY MILESTONE AWARD** is to be given to Members who have responded to 500, 1000, 1500, 2000, (ETC) calls. The award is to be given out at the Election Meeting. The award is to be a certificate and a pin (pin not to be worn on class A uniform). Members achieving 5000 calls will receive a plaque in addition to the above. Plaques and certificates are not for display on the walls of the firehouse.

ARTICLE X

ORDER OF BUSINESS

Rescue Meetings operate under Robert's Rules of Order:

1. CALL TO ORDER
2. SALUTE TO THE FLAG
3. MOMENT OF SILENCE FOR DEPARTED MEMBERS
4. READING OF PREVIOUS MINUTES
5. READING OF COMMUNICATIONS, NOTICES, AND BILLS
6. REPORT OF COMMITTEES AND/OR TRUSTEES
7. REPORT OF OFFICERS
8. OLD BUSINESS
9. NEW BUSINESS
10. TREASURER'S REPORT
11. ROLL CALL
12. GOOD AND WELFARE
13. ADJOURNMENT