



Fluvanna Fire and Rescue Association Bylaws



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BYLAWS
Of the
Fluvanna Fire and Rescue Association

Article I: Organization

- A. The name of the organization shall be the **Fluvanna Fire and Rescue Association** (hereinafter "Association" or "FFRA").
- B. The Association shall be composed of the leadership of the emergency services organizations in Fluvanna County (see Article III (A)).
- C. The Association has been established by a Resolution from the Fluvanna County Board of Supervisors, dated November 2, 1994.

Article II: Purpose

- A. The following are the purposes for which this organization was formed:
 - 1. To maintain an association of the emergency service organizations in Fluvanna County, including the Fire Companies, Rescue Squads, and Water Rescue Teams (hereinafter "member companies").
 - 2. To provide a unified Association, as directed by the Fluvanna County Board of Supervisors (BoS) in a resolution dated November 2, 1994, for the purpose of assisting member companies and the Board of Supervisors in the budgetary process. This association would include, but is not limited to, helping in determining appropriate amounts needed for operating funds, capital expenditures for equipment, negotiations of priority listing of items requested, long range planning for capital item acquisition, and presentation of this information to Fluvanna County staff and/or the Fluvanna Count Board of Supervisors at appropriate times.
 - 3. To develop, review and approve matters of policy, operational procedures, member recruitment and retention, standardization of operational procedures, standardization of member training and certification. These policies, rules and regulations shall not conflict with the bylaws of the member organizations. Each member company shall have a defined grievance process. In addition, these policies, rules and regulations shall

be consistent with those of the Virginia Department of Fire Programs (VDFP) or the Virginia Office of Emergency Medical Services (VaOEMS), as appropriate.

4. The Association shall make specific recommendations to the BoS regarding the approval or disapproval of the organization of a Fire Company pursuant to Virginia Code 27-8.1, or of any Rescue Squad pursuant to Virginia Code 32.1-111.14.

B. These emergency services shall be provided primarily to the citizens of Fluvanna County, Commonwealth of Virginia, United States of America. Services may be provided to other localities within the Commonwealth of Virginia or the United States of America upon request and/or at the discretion of the Fire Chiefs, Rescue Chiefs, or Water Rescue Chief, through the creation of Mutual Aid Agreements. Such agreements shall be presented to the Association for general information and approval. If the Association feels that a particular agreement is not in the best interests of the FFRA, then it may, with a two-thirds (2/3) vote of the Class 1 (or Class 2, as appropriate) voting Members present, recommend disapproval of such Mutual Aid Agreement to the BoS.

Article III: Membership

A. The membership of the Association shall consist of the following:

Class 1 – One active member from the following squads or companies, as defined by the charter, bylaws or rules and regulations of the respective organizations. This will be the Chief or their designee. Each Class 1 member shall have one (1) vote for the purposes of conducting Association business.

Member organizations of the FFRA include:

- Fork Union Fire Company
- Kent's Store Fire Company
- Kent's Store Rescue Squad
- Lake Monticello Fire Company
- Lake Monticello Rescue Squad
- Lake Monticello Water Rescue Team
- Palmyra Fire Company, and
- Palmyra Rescue Squad

Additional Member organizations may be added by a two-thirds (2/3) majority vote of the current FFRA members.

Class 2 - An alternate member, chosen by their respective squad or company, as listed under Class 1, who may substitute for the active member from that organization when deemed necessary and appropriate. When substituting, each Class 2 member shall have one (1) vote.

Class 3 - The Corporation Presidents of the Fluvanna Fire Department, the Fluvanna Rescue Squad and the Lake Monticello Volunteer Fire Department and Rescue Squad are eligible to attend Association meetings as ex officio members, and may participate in the discussions, but shall not have a vote. The Fluvanna County Fire Chief and the Fluvanna County Emergency Management Coordinator shall also be ex officio, non-voting members of the FFRA. None of these ex officio members shall be counted when determining whether a quorum is present.

Article IV: Officers

A. The business of the Association shall be managed by the Officers of the Association, which shall consist of a Chair, a Vice-Chair and a Secretary.

B. A slate of candidates for officers shall be proposed by a nomination committee appointed by the Chair in accordance with these bylaws at the May meeting of the Association. The proposed candidates shall be submitted at the June meeting, at which time additional nominations will be accepted from the Association members. After discussion, voting by the Class 1 members will be by either open ballot or by secret ballot, at the pleasure of the Chair. If the Class 1 member from a member organization is unable to attend the June meeting, the appropriate Class 2 member may vote in their place.

C. A vacancy in any of these offices will be filled by a Special Election. Nominations from the Association members will be taken at the next regularly scheduled meeting of the Association, and then voted upon by the Class 1 (or Class 2, if necessary) members by open or secret ballot at the pleasure of the membership.

D. Each officer's term shall be the fiscal year following their election, and becomes effective on the first day of the first month of the fiscal year following the election. Officers elected pursuant to section c of this article shall serve the remaining term of the officer that they are replacing.

Article V: Officer and Member Responsibilities

A. The management of the affairs of business of the Association shall be vested in the members of the Association.

B. The Chair shall preside at all meetings of the Association, and be an ex-officio member of all committees. The Chair may appoint such committees as necessary for the proper operation of the Association. The Chair shall have the right to see all the files, reports, certificates, and correspondence necessary for the operation of the FFRA. The Chair may only vote in the event of a tie. The Chair may represent the FFRA to the Board of Supervisors.

C. In the absence of the Chair, or if the Chair is unable to exercise the powers of office, the Vice-Chair shall assume the duties of the Chair. In the absence of the Chair, the Vice-Chair shall have all of the rights, privileges, and powers of the Chair as if he/she had been duly elected. The Vice-Chair shall be responsible for maintaining and updating the bylaws of the Association. The Vice-Chair may act as parliamentarian and sergeant at arms.

D. The Secretary shall keep minutes of all meetings, keep a register of members (and their alternates, with contact information), send out required notices of meetings of the Association, and handle correspondence of the Association. In the absence of both the Chair and the Vice-Chair, the Secretary shall assume the powers and duties of the Chair.

Article VI: Meetings

A. The Association shall meet at least monthly, at a date, time, and place determined by a simple majority vote of the Association members. Meetings shall normally begin at 7:30 PM and end at 9:30 PM. Meetings may continue for a stated period of time beyond that by a simple majority vote of the members present.

B. All meetings are open except executive sessions.

C. Executive sessions of the Association may be called only to discuss and act upon pending or potential legal matters, contractual matters, personnel issues, and to elect FFRA officers.

D. Minutes will not be taken of executive sessions. Decisions and other results, if any, of executive sessions will be announced in open sessions immediately following the executive session and at the next regular meeting.

E. Members shall not discuss matters addressed in executive session. A member who divulges the proceedings of an executive session will be subject to removal from the Association.

F. If an issue is complete, it will be divulged to the membership of the member organizations unless the Association Members decide by a two-thirds (2/3) majority that harm to the Association would occur.

G. Special FFRA Meetings may be called by the Chair, by a simple majority vote of the FFRA members, or by a petition submitted to the Chair signed by at least thirty percent (30%) of the voting membership of a member organization (see Article III, Class 1). A written notification shall be mailed via the US Mail or provided via electronic mail to each FFRA voting member at his or her address of record or email address at least two (2) weeks prior to the proposed meeting date. The agenda, date, time and place for the meeting shall be stated in the written notification. No other business will be transacted during the special meeting.

H. If circumstances exist which require the immediate attention of the Association and, in the judgement of the Chair, the delay required by providing fourteen (14) days notice would compromise the efficient delivery of emergency services, the Chair may call an Emergency Meeting. The Chair shall have the authority to call an Emergency Meeting, or an Emergency Meeting shall be called when a quorum of at least six (6) members submit a written request for such a meeting. Members shall be given at least twenty-four (24) hours notice of the date, time and place of the meeting. Also, according to the Acts of Assembly Chapter 789, the FFRA may conduct electronic Emergency Meetings if necessary.

Article VII: Voting

A. A quorum of the Members of the Association must be present in order to transact business at an FFRA meeting. A quorum shall consist of six (6) Class 1 (or Class 2, if appropriate) members.

B. No candidate for office may count ballots when voting for Association Officers.

C. For normal matters of Association business, a simple majority of the Class 1 (or Class 2, if appropriate) voting members present shall be sufficient to allow a motion to pass.

Article VIII: Fiscal Year

A. The Association shall operate on a fiscal year from July 1 to the following June 30 inclusive.

Article IX: Bylaw Amendments

A. These bylaws may be amended by an affirmative vote of no less than two-thirds (2/3) of the Association Members at a Special Meeting called for this purpose. Proper notification is required (see Article VI (G)).

B. Any bylaw amendment shall be reviewed by the County Attorney prior to implementation.

C. When official amendments are made to the bylaws, such amendments will be certified by the Chair and Secretary, by affixing their signatures to a copy of the revised bylaw. The revised bylaw shall be distributed to the membership in accordance with Article VI (G). All amendments, and the dates of such amendments shall be attached to these Bylaws, in appendices, in order to maintain a history of such changes.

Article X: Committees

A. The Association shall have such standing committees and temporary committees as are deemed necessary by the Association.

B. Committee members and the Chair of each Committee shall be appointed by the Association Chair.

C. The term of office for committees and committee members shall be at the pleasure of the Association.

Article XI: General Procedures and Miscellaneous

A. The Chair may take Association Member votes by poll, either by personal contact, telephone, or e-mail if expedient action or an emergency need exists, such actions shall be ratified at the next regular Association meeting.


B. Minutes of the FFRA Meetings, Action Items and Meeting Notes shall be published in a manner accessible to the member organizations. The Fluvanna County website may be one such method for publication.

C. If any portion of the bylaws is found to be in effect not binding due to conflict with applicable federal or state regulations, statutes, or laws then the remainder of the bylaws will continue to stand and be binding upon the Association unless abolished by a vote of the membership.

D. These bylaws shall take effect when all member companies have agreed and signed these Bylaws.

**HEREIN ARE THE BYLAWS OF THE
Fluvanna Fire and Rescue Association**

Approved by membership on the _____ day of _____, 2018.

Signature: 

Date: 8/12/18

Printed Name: P. JOHN LYE

Chair

Signature: 

Date: 8/13/18

Printed Name: Roger Antwood

Vice-Chair

Signature: Gloria W Vest

Date: 8/13/18

Printed Name: Gloria W. Vest

Secretary

Signature: 

Date: 8/13/18

Printed Name: Roger Antwood

Fork Union Fire Company

Signature: _____

Date: _____

Printed Name: _____

Kent's Store Fire Company

Signature: Gloria W Vest

Date: 8/13/18

Printed Name: Gloria W. Vest

Kent's Store Rescue Squad

Signature: Richard J Constantino

Date: 8/13/18

Printed Name: RICHARD CONSTANTINO

Lake Monticello Fire Dept.

Signature: [Signature]

Date: 11-12-18

Printed Name: Andrew Pullen

Lake Monticello Rescue Squad

Signature: [Signature]

Date: 8/13/18

Printed Name: R. JOHN LYF

Lake Monticello Water Rescue Team

Signature: [Signature]

Date: 8/13/18

Printed Name: E. Dwayne Mayo

Palmyra Fire Company

Signature: [Signature]

Date: 8/13/18

Printed Name: Crystal D Mayo

Palmyra Rescue Squad