

Buckland Fire & Rescue



Governing Documents
THE BUCKLAND C0-OPERATIVE VOLUNTEER FIRE FIGHTERS
Revised March 2016

BUCKLAND FIRE AND RESCUE

Revision March 2016

MISSION:

Buckland Fire and Rescue is dedicated to provide emergency protective services to the RM of Buckland and surrounding area. These protective services will be delivered professionally in a safe, accountable manner. This is accomplished by providing the volunteer members quality training, comprehensive leadership, operational equipment, and a dedication to safe operations.

VALUES:

- Buckland Fire and Rescue values honesty, integrity, respect and equal treatment of all members; on active emergency response or otherwise.
- Buckland Fire and Rescue believes it is important to work as a team, provide opportunities, maintain strong leadership, work towards continual improvement and to recognize achievements and milestones.

VISION:

Buckland Fire and Rescue will be measured by our ability to meet our program objectives, while fostering a culture built on respect, trust, honest, equality, accountability, communication and professionalism. Each person within the organization accepts individual responsibility to ensure his or her conduct will promote a safe, healthy, and respectful work environment.

Schedule 1

OBJECTIVES:

The objectives or purposes the cooperative is intended to fulfill:

- A. Acquire by purchase or otherwise suitable emergency services equipment for the control of fire spread and for the extinguishment of fire.
- B. To operate or cause to be operated emergency services equipment acquired by the cooperative for the benefit of the community.
- C. To acquire lands or buildings by purchase, rental, or otherwise for housing the firefighting equipment of the cooperative.
- D. To maintain or to provide for maintaining the emergency services equipment of the cooperative.
- E. To encourage, foster and develop amongst its members a recognition of the importance of fire safety in the community and in national life.

** Adopted in principle on April 11, 2016 Board of Director's Meeting until next revisions in Policy at 2017 Annual General Meeting.*

BY-LAWS

II. BUSINESS OF THE CO-OPERATIVE

Registered Office

2.01 The registered office of the Co-operative shall be located in the Rural Municipality of Buckland in the Province of Saskatchewan.

Fiscal Year

2.02 The fiscal year of the Co-operative shall end on the 31st day of December in each year.

Execution of Instruments

2.03 a) Contracts, documents or instruments in writing requiring execution by the Co-operative shall be signed on behalf of the Co-operative by two persons; and, subject to clause (b), either the President or the Secretary shall sign such contracts, documents or instruments in writing on behalf of the Co-operative.

b) The Board is authorized, from time to time, to appoint, by resolution, any officer or officers or any persons on behalf of the Co-operative either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

Surplus

2.04 Any surplus arising from the yearly operation of the Co-operative shall be transferred to reserve for future use and no part of the surplus shall inure to any member.

Annual Dues

2.05 a) Each member of the Co-operative shall be required to pay annual dues, the amount of which shall be fixed by the directors from time to time.

b) The amounts shall be determined by Board motion and recorded in the minutes.

c) The annual dues are non-refundable.

d) Failure to pay annual dues by any member may be cause for the Directors to terminate the membership of that member.

e) Members eligible under 3.03 b) ii) shall pay \$30.00 per share plus a levy per year as determined by Board motion and recorded in the minutes.

Service to Members

- 2.06 a) In case of fire at a member's property, such member of the Co-operative or his representative shall have the right to call upon whoever is in charge of the fire fighting equipment to have such equipment brought to the member's property, provided the road and weather conditions make it possible to do so, and to have such equipment used to the member's advantage for as long a time as necessary to control spread of, or to extinguish the fire. Such services are to be rendered to the member without cost unless otherwise stipulated in these By-Laws or by any policy of the Co-operative adopted at a general meeting of the members.
- b) In the event that a second call should be made on the fire fighting equipment before it has left the fire hall, the first call shall have precedence, regardless of the relative value of the premises endangered by such reported fire, except that calls from any publicly owned and operated buildings such as school, hospital, or public hall, each, when occupied shall have precedence over private calls, when such buildings are also members of the Co-operative.
- c) No member shall call upon the fire fighting equipment without just cause.
- d) Each member whose property the fire fighting equipment has been called to, shall be expected to render all possible assistance to the operating crew in the performance of their duties and should it be necessary, shall assist the Fire Chief and the crew as far as possible to get the fire fighting equipment back to the Fire Hall, and such service shall be rendered by the member without remuneration. Such assistance shall be under the direction of the Fire Chief.

Claims for Damages

- 2.07 Under no circumstances, shall a member have any claim against the Co-operative of the Board of Directors, or any individual operating the equipment of the Co-operative if:
- a) for any reason the equipment fails to arrive when called out by the property owner, or,
 - b) for any reason the equipment fails to operate or function properly after arrival, or,
 - c) damage is caused during the attempt to put out the fire by use of the fire fighting equipment or firemen on the pursuit of their duties, while under the orders of the Fire Chief in charge of the fire fighting equipment operations; excluding from the foregoing such claims as may be normally made in the event the person making the claim has such insurance, namely truck insurance, or public insurance, as may cover the circumstances.

Service to Non-Members

- 2.08 Non-members within reasonable distance may be aided in fighting fire. Such calls shall be subject to a fee of an amount that may be set from time to time by the Directors. Such fee is due and payable upon submission of a bill of account for the same.

III. SHARES AND MEMBERSHIP

Who may Apply

- 3.01 a) No person may become a member of the Co-operative unless that person has submitted a written application for membership and until the said application has been approved by the Board of Directors.
- b) There shall be no joint membership.

Share Purchase Requirement

- 3.02 a) Applicants for membership are required to purchase ONE common share of the Co-operative.
- b) No interest shall be paid on common shares.
- c) The Co-operative is not required to issue share certification for common shares, but shall make available upon request a statement of a member's shares and other amounts held to his credit.

Eligibility of Membership

- 3.03 a) Applicants for membership must be at least 16 years of age to be eligible to become a member.
- b) All applicants:
- i) must own, rent or lease property in the areas served by the Co-operative
- OR**
- ii) be an active volunteer for the Co-operative.

Withdrawal of Membership

- 3.04 a) A member may apply to withdraw his membership from the Co-operative by giving to the Secretary of the Co-operative ONE month's notice of intention to withdraw. The Board, by resolution, may accept any application to withdraw upon shorter notice.

- b) The notice of intention to withdraw shall be sent via registered mail to the Secretary of the Co-operative.
- c) The Board of Directors may issue an order for the termination of membership when the member can no longer use the services of the Co-operative.

Cessation or Termination of Membership

3.05 Membership ceases when the Board of Directors approves withdrawal or issues an order of termination.

Member Termination Order

- 3.06 a) The Directors by a two-thirds majority vote at any Director's meeting may order the termination of a membership.
- b) When a membership is terminated, the Secretary shall within 10 days from the date on which the order is made, notify the member in writing of the order.

Appeal of Membership Termination Order

- 3.07 a) A member may appeal the termination order at the next general meeting of the Co-operative by giving notice of his/her intention to appeal to the secretary within 30 days from the date of receiving the notice of termination order.
- b) At a meeting called for the purpose of hearing the appeal, the order can be rescinded only by a majority of at least two-thirds of the members present and casting votes at such meeting.

IV. PAYMENT TO MEMBER

- 4.01 a) Upon withdrawal of a member from the Co-operative, the Co-operative shall within ONE year, purchase from the member, at par value all shares of the capital stock of the Co-operative held by that member, **and** Pay to the member all his member loans, and any other amounts held to the credit of the member, as shown in the records of the Co-operative, less any amounts owing to the Co-operative by the member.
- b) Where the Co-operative terminates the membership of a member, pursuant to the Act, the Co-operative shall; within a period of ONE year, purchase from the member at par value all shares of the capital stock of the Co-operative held by the member, pay to the member, as shown in the records of the Co-operative, less any amounts owing to the Co-operative by the member.

V. GENERAL MEETINGS

Requirements

- 5.01 a) General meetings of the Co-operative shall be held at such locations in Saskatchewan as may be determined by the Board of Directors.
- b) A quorum at a general meeting of the membership shall be the number of the Board of Directors, plus one.

Appointment of Auditor

- 5.02 a) The members shall, by ordinary resolution at the first annual general meeting of members, and at each succeeding annual general meeting, appoint an auditor to hold office until the close of the next annual general meeting.
- b) Notwithstanding clause (a), where an auditor is not appointed at an annual general meeting of members, the incumbent Auditor continues in office until the successor is appointed.

VI. DIRECTORS

Number of Directors

- 6.01 a) at each annual meeting the members shall determine by ordinary resolution the number of directors to be elected.
- b) directors hold office until the conclusion of the meeting at which their successors are elected, and are eligible for re-election.

Notice of Meetings

- 6.02 a) Director's meetings may be called on 3 days notice.
- b) The notice may be delivered personally, by mail, or by telephone.
- c) If all members are present and give consent, notice can be waived.

Quorum for Director's Meetings

- 6.03 The quorum necessary for the transaction of business by the Directors at any Board meeting shall be a majority of the Directors.

Term of Office

- 6.04 The term of office for Directors shall be three years: provided that there shall be a rotation of terms to require the election of one-third of the Directors to office each year.

Removal of Directors-Filling of Vacancy

- 6.05 a) Any director who is absent from three consecutive regular meetings of the Board without Board approval, may be removed from office by a majority vote of all the remaining Directors.
- b) The members of the Co-operative may remove any Director of Directors from office by a special resolution.
- c) The term of office of a Director elected to fill a vacancy shall be for the unexpired term of that vacancy.

Transaction of Business at Director's Meetings

- 6.06 a) At regularly and legally constituted meetings of the Board or any committee of the Board, all questions may be decided by a simple majority vote. In the case of any equality of votes, the motion shall be lost.
- b) The President or other presiding officer may vote upon any resolution but shall not have a second or casting vote in the event of a tie.
- c) A resolution of the Board may be passed without a meeting where:
- i) All the Directors consent in writing to the resolution: AND
 - ii) The consent is filed with the minutes of the proceedings of the Directors;
- Except that no resolution of the Board involving the expenditure of money may be passed without a meeting of Directors being held.

Directors' Duties and Powers

- 6.07 The Directors shall carry out the duties and may exercise the powers given to them in the Act.

Duties of the Officers of the Board

- 6.08 a) No Director shall hold more than one office except that the offices of the Secretary and the Treasurer may be combined.
- b) After the next board of directors meeting, following the conclusion of the annual general meeting in each year, the Board shall appoint:
- i) From among the Directors, a President and First Vice President; AND
 - ii) A Secretary and Treasurer who may, but need not, be a Director.
- c) The President Shall:

- i) Preside as Chairman at all general meetings of the Co-operative and all meetings of the Directors, unless some other member is appointed by the meeting to do so;
 - ii) Be an ex-officio member of all committees appointed.
 - iii) Perform such other duties and exercise such other powers as are incidental to such office or as may be required, from time to time, by the Board.
- d) The First Vice- President, in the absence of the President, shall discharge the duties of the President.
- e) The Secretary Shall:
 - i) Attend all general meetings of the Co-operative and all directors' meetings and keep or cause to be kept correct minutes of same;
 - ii) Have charge of the seal, if any, of the Co-operative;
 - iii) Conduct the correspondence of the Co-operative and, subject to the order of the Board, have charge of all non-financial corporate records, books, papers and documents of the Co-operative;
 - iv) Perform such other duties and exercise such other powers as are incidental to the office or as may be required, from time to time, by the Board.
 - v) The Secretary/Treasurer is to be remunerated for his/her services that the amount of which shall be fixed by the board of directors from time to time.
- f) The Board may appoint and delegate powers and duties to such officers, in addition to the President, First Vice-President and Secretary, as it deems necessary to properly conduct the affairs of the Co-operative.
- g) The Board, in its discretion, may remove any officer of the Co-operative and elect or appoint another individual to fill the unexpired portion of that individual's term.
- h) Subject to clause (g) each Director appointed by the Board as an officer shall hold office until the conclusion of the next following annual meeting or until resigning, whichever first occurs.
- i) The Board may enter into an agreement with a municipal body to provide fire prevention and fire fighting equipment and services.
- j) The Board shall cause the property of the Co-operative to be properly and adequately insured against loss and that sufficient liability insurance is carried.
- k) Committees:
 - i) The Board may establish any committee it determines necessary for the execution of the Fire Departments responsibilities. The committee may consist of directors, firefighters, members and volunteers. The committee must have a director as committee chair whom reports the

committee's recommendations to the full Board of Directors at the next regular meeting of the Board, or sooner if necessary. The recommendation shall be passed by receiving majority vote of the full board as warranted. The Board shall determine the roles and responsibilities for any such committee. The board may dissolve any committee by resolution at any time.

- l) Executive Committee:
 - i) Consist of President, Vice- President, Secretary/Treasurer, Fire Chief, and Deputy Fire Chief.
 - ii) The executive committee makes “justifiable emergency decisions” in between regular board of directors meetings. All decisions are to be reported to the full board of directors at the next regular meeting, or sooner if necessary, and recorded in the minutes.
 - iii) Notice of executive meetings are to be given preferably by telephone and scheduled as soon as all members are able to attend. Meetings should be held in physical person if able, but if not conference calls/emails may be used, but must be documented, presented and attached to regular board of directors minutes.
 - iv) All executive committee members must be in agreement for a decision to be made, if not then a special meeting of the board of directors is to be held with a majority vote.
 - v) Executive committee members are removed when their term of office is expired or resigning, which ever may come first.

Fire Chief

6.09

Following the direction of the Board of directors, The Volunteer Fire Chief is responsible for managing the operations of Buckland Fire Rescue and is the sole authority and command at the scene of a fire or emergency situation, unless delegated to an incident commander. The Fire Chief is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. The Fire Chief is also responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order.

- i) At the next board of directors meeting, following the conclusion of the annual general meeting in each year, the Board shall nominate and hold an election by secret ballot for the position of Fire Chief. Any nominees shall make application for the position and present it to the board of directors.
- ii) The term for a new chief will be for a period of three years, followed by annual renewals.

- iii) The specific duties of the fire chief, are set out in the attached “Roles and Responsibilities of the Buckland Volunteer Fire Chief” and are reviewed from time to time by the board of directors.
- iv) The Board, in its discretion, at any time may remove the Fire Chief of the Co-operative, and elect or appoint another individual to fill the unexpired portion of that individual’s term.
- v) The Volunteer Fire Chief is to be remunerated for his/her services, that the amount of which shall be fixed by the board of directors from time to time.

VII. ENACTMENT, AMENDMENT AND REPEAL OF BY-LAWS

- 7.01 The members may, at any annual or special meeting called for the purpose, enact, amend, repeal or replace any By-laws where written notice of the proposed enactment, amendment, repeal or replacement is:
- i) Sent to the members with the notice of the meeting at which the enactment, amendment, repeal or replacement is to be considered, by a simple majority or the votes cast at the meeting: OR:
 - ii) Not forwarded to each member with the notice described in clause (a), by a unanimous vote of the votes cast at the meeting.

VIII. DISSOLUTION

Statement of Dissolution

- 8.01 Upon the dissolution of the Co-operative, the distribution of the property shall be in accordance with the Resolution to Dissolve.