

PENNINGTON COUNTY FIRE SERVICE BOARD
BYLAWS
OPERATING POLICIES AND PROCEDURES

1. GENERAL

- A. These policies and procedures supersede any prior constitution, by-laws, policies, and procedures of the Fire Service Board (FSB).
- B. This Board is a non-profit organization, formed by the Pennington County Board of Commissioners on September 11, 1973.
- C. The objective of this board shall be to promote and develop all segments of fire protection in Pennington County, to include hazardous materials control and preparation for support in other public emergencies.
- D. The function of this board shall be to act as a coordination body between Penning County fire departments, other agencies related to fire protection, and the Pennington County Board of Commissioners.
- E. This board shall make recommendations, including dispersal of the Pennington County Fire protection fund, to the Pennington County Board of Commissioners.

2. BOARD STRUCTURE

- A. This board shall consist of not less than thirteen (13) regular members.
 - 1. One representative of the Pennington County Board of Commissioners.
 - 2. One representative of the United States Forest Service.
 - 3. One representative of the South Dakota Division of WildlandFire Suppression.
 - 4. The Rapid City-Pennington County Emergency Management Coordinator.
 - 5. The Pennington County Fire Administrator.
 - 6. Two members elected from each of the following districts; East, East Central, West and West Central.
 - 7. All representatives on the FSB must be Pennington County residents and/or an active member of a department with jurisdictional authority.
- B. The representative of the Pennington County Board of Commissioners, the United State Forest Service and the South Dakota Division of Wildland Fire Suppression shall be appointed by their respective agencies.
- C. The Fire Administrator shall be non-voting.
- D. The representatives of each district shall serve two year staggered terms.
 - 1. District representatives shall not serve more than two (2) consecutive terms.
 - 2. Any vacant or unfilled district representative position will remain vacant or unfilled until the affected district fills the position in accordance with the FSB bylaws.

3. A representative elected to fill a vacant position shall serve the unexpired term of the vacant position.
- E. All other board members shall serve until a replacement is appointed by their respective agencies.
- F. For the purposes of electing member to the FSB, the fire departments will be divided into the following districts:
East: Wall VFD, Wasta VFD, New Underwood VFD, Quinn VFD and Scenic VFD.
East Central: Box Elder VFD, Rapid Valley VFD, Hermosa VFD, North Haines VFD, Pennington County Search & Rescue and Rapid City FD.
West Central: Black Hawk VFD, Doty VFD, Johnson Siding/Cleghorn VFD, Whispering Pines VFD and Rockerville VFD.
West: Hayward VFD, Keystone VFD, Hill City VFD, Rochford VFD and Silver City VFD.
- G. Elected members shall be seated as the first order of new business at the regularly scheduled January meeting.
- H. The officers of the board shall consist of a Chairperson and Vice Chairperson.
 1. These officers shall constitute the Executive Board of the FSB.
 2. The Chairperson and Vice Chairperson shall be elected annually, as the second order of new business, at the regularly scheduled January meeting.
 3. Election of officers shall be by majority vote of the FSB members present.
 4. The Fire Administrator shall act as financial officer.
- I. Six (6) voting members of this board shall constitute a quorum.

3. ELECTION OF DISTRICT REPRESENTATIVES

- A. During the month of November of every year each District shall meet, in agreeable manner or location with all fire chiefs, in their respective districts for the purpose of electing representatives.
- B. The Fire Chief, or equivalent rank, or his/her duly appointed representatives shall represent his/her fire department or agency at the election meeting.
- C. Any fire department or agency unable to attend the election meeting shall not be allowed to vote by proxy or absentee.
- D. Each district shall elect their representative in an agreeable manner by a vote of the Fire Chief's, or their representative, attending from their respective districts.
- E. Each fire department or agency shall be entitled to only one vote for representative at the election meeting.
- F. At the conclusion of the districts election meeting, each district shall report, in writing with all representatives attending signing the report, to the FSB as to who they have elected. This report shall be due to the FSB by their first regularly scheduled meeting in December. The FSB shall note this in the official minutes of the meeting along with the expiration of their term.

- G. In the event a vacancy occurs. The affected district shall meet at their earliest convenience, to elect a representative to fill the unexpired term, in accordance with the above requirements.

4. BOARD MEETINGS

- A. Regular meetings of this board shall be held on the second Wednesday of each month, at a time as determined by the Board.
 - 1. This board may reschedule meetings to an alternative date, by majority vote, with 24 hours notice.
 - 2. The Chairperson may reschedule meeting to an alternative date for good cause, with 24 hours notice.
 - 3. This Board or its Chairperson may call special meetings outside of the regular schedule, with 24 hours notice.

5. FISCAL RESPONSIBILITIES

- A. The FSB shall review and/or approve disbursements from the following budget line items:
 - 1. 434.00 - Equipment <\$5000
 - 2. 435.00 - Equipment >\$5000
- B. The Fire Administrator shall disburse funds from all approved budget line items that pertain to the Fire Administrator office expenses.
- C. The Fire Administrator shall review all disbursements for the compliance with South Dakota Statute and policies and procedure specified by the Pennington County Board of Commissioners and County Auditor.
- D. The Fire Administrator shall have the responsibility for procedural steps necessary to implement disbursements authorized by the FSB.
- E. Regardless of the above, the Pennington County Board of Commissioners retains the full and ultimate authority and responsibility in the administration of the fire protection fund.

6. ELIGIBILITY FOR ASSISTANCE

- A. In order to be eligible to request financial assistance through the FSB, an organization must:
 - 1. Submit a organization budget, for fiscal year under consideration, if requested by the Fire Administrator or FSB.
 - 2. Submit a membership roster as requested by the Fire Administrator.
 - 3. Submit a vehicle driver's license list as requested by the Fire Administrator.
 - 4. Submit a vehicle list, as requested by the Fire Administrator.
- B. Pursuant to the above, only the following organizations are eligible to request financial assistance, through the FSB.
 - 1. Rochford VFD
 - 2. Hill City VFD
 - 3. Silver City VFD
 - 4. Johnson Siding/Cleghorn VFD
 - 5. Whispering Pines VFD
 - 6. Keystone VFD

7. Hayward VFD
8. Doty VFD
9. Black Hawk VFD
10. Rockerville VFD
11. North Haines VFD
12. Box Elder VFD
13. Hermosa VFD
14. Rapid Valley VFD
15. New Underwood VFD
16. Wasta VFD
17. Scenic VFD
18. Wall VFD
19. Quinn VFD
20. Rapid City/Pennington County Emergency Response Training Center
21. Pennington County Search & Rescue
22. Western Dakota Vo-Tech Regional Fire Training Facility

- C. Only requests for funding assistance for specific equipment and services may be considered by the FSB.
- D. Requests for normal operating costs or normal department maintenance will not be considered by the FSB.
- E. Requests for equipment of services received prior to board action will not be considered, with the exception noted in the emergency vehicle repair section of these policies.
- F. Request for assistance under the Title IV Volunteer Fire Assistance Grants, Rural Fire Assistance Grants, Assistance to Fire Grants, SAFER grants, and similar programs will not be considered by the FSB, unless it is a regional application.

7. REQUEST PROCEDURE

- A. With the exception noted in the emergency vehicle repair section of these policies, verbal requests for assistance will not be considered by the FSB.
- B. All requests must be made in writing, on the form supplied by the FSB.
- C. All requests must include the following information:
 1. Organization name, address, phone number.
 2. Indication of request classification.
 - a. Non-Emergency- A non-emergency request is a request for funding assistance for equipment or services essential to the organization's function, but not of such nature that immediate procurement is necessary.
 - b. Emergency- An emergency request is a request for funding assistance for equipment or services essential to the organization's function, required on an immediate basis, and without which, the organization's capabilities are severely affected.

3. Quantity and description of item(s), listed in priority order, for which assistance is requested.
4. Estimated costs of both county and organizations share of expense.
5. Justification of the request, to include the following:
 - a. Description of the organization need for the items(s) requested.
 - b. Description of the organizations capabilities to utilize the item(s) requested.
 - c. Justification of the request classification.
 - d. Any other information pertinent to the request.
6. Dated signature of the organizations official submitting the request.

D. All requests shall be submitted to the FSB Chairperson, or the Fire Administrator.

1. The FSB may defer non-emergency request to a later date for formal action.
2. Emergency requests may be submitted at any time.
3. Emergency vehicle repair requests may be made verbally, to the Chairperson or the Fire Administrator, but must be followed by a written request submitted prior to, or during, the next regularly scheduled meeting of the FSB (see emergency vehicle repair section of these policies).

E. Requests which supply insufficient information shall be returned to the requesting organization for clarification. In order for a request to be considered by the FSB, the requesting organization must have a representative at the meeting for discussion as follows:

1. Non-emergency: A organization representative must attend the regularly scheduled meeting at which requests will be initially presented to the Board.
2. Emergency: Same as non-emergency, or at the next meeting immediately following submission of the request to the Fire Administrator.

7. BOARD ACTION ON REQUEST – GENERAL

A. The Board shall consider each request based on the policies and procedure established for the request classification.

B. The Board's goal in considering requests shall be to assist organization in attaining a minimum level of adequacy in areas essential to effective and safe fire protection.

C. In considering any request the Board shall consider:

1. The needs and priorities of the requesting organization.
2. The needs and priorities of the County Fire Service as a whole.
3. The potential utilization of the requested item(s)
4. The potential benefits to the organization, the County Fire service, and the County citizen
5. The compatibility of the request with the organization budget, submitted for the fiscal year under consideration.

6. The fiscal responsibilities and constraints necessary to assure cost effective use of budgeted funds.
7. The organization existing level of adequacy for the item(s) requested.
8. The 5 Year Plan goals, and if the request meets these goals.
9. Any other factors considered pertinent to the request.

8. BOARD ACTION ON REQUESTS – NON-EMERGENCY

- A. Non-emergency request received after the regularly scheduled meeting shall not be considered for funding assistance until the next regular meeting.
- B. At the regularly scheduled meeting, the board shall read and discuss all valid non-emergency requests received and shall defer all request until the next regularly scheduled meeting.
- C. At the next regularly scheduled meeting, the Board may take action on my deferred non-emergency requests.
- D. The board may act on a non-emergency request at any regularly scheduled meeting if deemed in the best interest of Pennington County to do so.

9. BOARD ACTION ON REQUESTS – EMERGENCY

- A. The Board shall determine if the emergency classification for equipment or service is appropriate to the request.
 1. In the event that the Board determines that the request is inappropriately classified, the Board may downgrade the request to a non-emergency and deal with it as such.
- B. At the regularly scheduled meeting, following the submission of an emergency request, or during the meeting at which the request is submitted, the board may take action on the request.

10. BOARD ACTION ON REQUEST – EMERGENCY VEHICLE REPAIR

- A. Definition: An emergency vehicle repair request is a request for funding assistance for the repair of a vehicle which is out of service due to a major vehicle component or pump malfunction and which is critical to the organization function.
- B. On receipt of a verbal or written emergency vehicle repair request, the Chairperson or Fire Administrator will determine if the emergency classification is appropriate.
- C. The Chairperson or Fire Administrator may take action on an emergency vehicle repair request, prior to the next regularly scheduled meeting.
- D. If the request is verbal, the requesting organization must submit a written request prior to, or during, the next regularly scheduled meeting.

- E. At the next regularly scheduled meeting. The Board shall review the written request and any action taken by the Chairperson or Fire Administrator.
- F. The Board shall not consider any emergency vehicle repair request which is the result of abuse or neglect of the vehicle involved.

11. BIDDING PROCESS

- A. All supplies and/or equipment purchased will comply with Pennington County Commissioner Policies and/or State law, and the FSB 5- Year Plan.
- B. The FSB may adopt minimum specification for any item procured through the fire protection fund.

12. PERSONNEL

- A. The FSB through the Chairperson, shall act as immediate supervisory to the Fire Administrator.
- B. The FSB shall adopt a job description for the position of Fire Administrator.
- C. The Chairperson shall:
 - 1. Review and sign the time sheets of the Fire Administrator, on a monthly basis.
 - 2. Complete a written employee performance appraisal on the Fire Administrator, as per county policy.
 - 3. Complete request for merit pay forms, for the Fire Administrator, as per county policy.

13. AMENDMENTS

- A. These policies and procedures may be amended at any regularly scheduled meeting, by majority vote of the FSB, after all Board members have received a minimum of 20 days notice of such proposed change(s). This notification may be either verbal or written.
- B. These policies and procedures shall be reviewed, on an annual basis, at the regularly scheduled December meeting.

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