

Storey County Volunteer Fire Department Constitution

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ARTICLE I: TITLE AND INTENT

Section 1: Title: This Organization shall be known as the Storey County Volunteer Fire Department.

Section 2: Intent: The object of the Storey County Volunteer Fire Department shall be the preservation and protection of life, environment, and property from and during such emergencies as may occur within Storey County and the State of Nevada. This shall include the performance of those functions and duties customarily performed by the fire service and as dictated by NRS 474 Fire Departments/Districts.

ARTICLE II: MEMBERSHIP

Section 1: Categories: Membership shall consist of Regular Member, Student Member, Auxiliary Member, Volunteer Resident, Intern Membership, Exempt Membership or Honorary Membership.

Section 2: Qualifications: Members shall be of good moral character and repute, and both physically and mentally sound. A member shall be a minimum of 18 years of age, U.S. Citizen, and obtained a High School Diploma/GED or equivalent at time of application

Section 3: Time Frame: All applications for membership shall be valid for a six (6) month period.

Section 4: Membership Cap: The number of district wide active members shall not exceed forty (40).

Section 5: Student Membership defined: Every student member must submit their application with a signed guardian/parent release of liability form which shall serve as their approval for the student to participate. Student members must be at least 16 years of age and, upon attaining the age of 18 and satisfactorily completing the Chaser Program described below, shall have first consideration for filling an active member vacancy.

Section 6: Membership Seven Steps: Membership shall be gained by following the seven step process.

- Step 1: Complete application process and submit for review to the Headquarters station at 145 North "C" Street.
- Step 2: Application is then turned over to the Storey County Volunteer Fire Department Board. If the Board selects your application to continue

in the process, you will be contacted by the board.

- Step 3: Upon selection, you will be sent to the Sheriff's Department to be fingerprinted for a background investigation.
- Step 4: Next the applicant will complete a physical examination. this physical examination will include drug and alcohol testing. If the Board feels that you make a qualified and committed member, they will assign you to a mentor and you will be placed on your initial six (6) months probation. Your mentor will assist with goal setting, provide feedback and evaluate your performance during the first year of volunteer service. It will be your responsibility to contact the mentor assigned to you to schedule your first meeting.
- Step 5: Upon receipt of acceptable results from the Sheriff's Department and medical review, Volunteer will make arrangements with Administrative Assistant of SCFD to go to the Sheriff's Department to obtain a Storey County ID card.
- Step 6: You will be issued Personal Protective Equipment and be expected to adhere to all SCFPD Policies and uphold the training, meeting and responsible schedules.
- Step 7: After completion of one through six you will be able to begin responding in a limited capacity. During the probationary period you will be expected to have begun at least a Firefighter I program. After successful completion of that program you will be able to respond to incidents at that level.

Section 7: Regular Membership defined: Regular Membership shall be granted after review of criminal background, Board interview, drug and alcohol testing, medical physical examination and completion of a six month probationary period.

Section 8: Student Membership defined: Same background, interviews, etc as regular membership but must have a signed form attached by their parents/guardian. In addition these members must be between sixteen and eighteen years of age and if still in school must maintain a 2.5 GPA. Student must obtain a signed release by guidance counselor stating satisfactory GPA of 2.5 and satisfactory citizenship as defined by the school.

Section 9: Student Membership Restrictions and Limitations: The following restrictions and limitations shall apply to the activities of all student participants in this program. Violation of any restriction shall result in the immediate termination of the student's participation in the program. The student agrees to fully comply with and follow it throughout the course of his or her participation in the program.

- a. All student participants in the program shall be at least 16 years of age, but not over 18 years of age.
- b. No student shall respond to any incident on behalf of the Storey County Volunteer Fire Department or in his/her capacity as a student in this program during the first three months of his/her training and participation in this program.
- c. No student shall respond to any fire, emergency, call, or other such event on behalf of the Storey County Volunteer Fire Department, or in his or her capacity as a student in this program during the second three months following completion of training, unless he or she is under the direct and immediate supervision of a Company Officer or District Chief. Notwithstanding such supervision, no student shall engage in any activity at or in connection with any such event, unless he or she has received specific training in the proper handling or response to the particular event.
- d. No student may operate any vehicle or motorized equipment of the Storey County Volunteer Fire Department while participating in this program.
- e. No student shall be allowed to respond outside of the area serviced by the SCFD unless specifically supervised by a Company Officer or District Chief.

Section 10: Auxiliary Membership defined: This category of membership is the same as regular member except that the person does not live in the boundaries of Storey County.

Section 11: Volunteer Resident defined: This is a special program in which volunteers will be allowed to essentially live at a designated station, without rent or lease expectations and can only be approved by the County Fire Chief with recommendations being made by the Volunteer Fire Chiefs. Refer to SOG binder for complete definition.

Section 12: Probationary Membership defined: All members shall be placed in a probationary status after completion of the seven step entry process. Length of probation shall be a minimum of six (6) months. Upon satisfactory completion of this probationary period the member shall become a Regular Member with all of the associated rights and privileges.

Section 13: Mentor Defined: A department mentor shall have a minimum of three years of time as a career or volunteer member and have an in-depth working knowledge of the fire service. Additionally these individuals will need to commit extra time and energy to mentoring newer members. This position shall be appointed by the Board.

Section 14: Exempt Membership defined: An Exempt Membership shall be awarded to any active member who, after twenty-five (25) years of accumulated active service, requests Exempt Membership status and is approved by a simple majority of the general membership. After classification as an Exempt Member, such member shall be excused

from general membership training requirements and emergency response requirements. The Exempt Member will be allowed to respond to emergency calls when the member is available to respond. The Exempt Member shall have the right to vote on department elections and questions, as well as the privilege to attend meetings and other similar department functions. The total number of Exempt Member positions allowed will be unlimited.

Exempt Membership may also be granted to an active member for outstanding service, prior to twenty-five (25) years of service, for circumstances beyond the member's control which prevent the member from participating actively in the department. Acceptable reasons will be medical, physical, or others, as may be approved by a majority vote of the membership.

Section 15: Honorary Membership defined: Any Honorary Member is granted the privilege of attending Fire Department meetings and similar functions, but will not have any of the voting, office holding rights, or emergency response privileges of the Department. This position is reserved primarily for individuals that have made a significant contribution towards improving the fire service within Storey County. Acceptance to this category is based upon a majority vote of the general membership.

Section 16: Membership Oath: The obligation to be taken before any person becomes a member of this Company shall be as follows:

“ I (applicant to state name) UPON MY SACRED HONOR, DO PROMISE AND SWEAR THAT I WILL OBEY AND SUPPORT THE OFFICERS OF THIS COMPANY TO THE BEST OF MY ABILITY, THAT I WILL BE CAREFUL TO NOT JEOPARDIZE THE LIVES OF PERSONS OR MY FELLOW FIREFIGHTERS THROUGH ANY NEGLIGENCE ON MY PART. I HEREBY PROMISE TO SO CONDUCT MYSELF IN THE DISCHARGE OF MY DUTIES SO THAT NO MEMBER OF THIS COMPANY SHALL HAVE CAUSE TO COMPLAIN. IT SHALL BE MY SPECIAL AIM TO SAVE PROPERTY THREATENED BY FIRE AND TO BE CAREFUL IN THE USE OF WATER, CHEMICALS, AXES, ETC, SO THAT AS LITTLE PROPERTY AS POSSIBLE SHALL BE INJURED BY THEIR USE. I SHALL NOT, UNDER ANY CIRCUMSTANCES, TAKE ANY ARTICLES OR ARTICLES FROM A BUILDING OR HOUSE DURING THE PROGRESS OF A FIRE AND RETAIN POSSESSION OF SAME, OR PERMIT OTHERS TO DO SO. I WILL REPORT ALL SUCH ACTS WHICH MAY COME TO MY NOTICE. I WILL ENDEAVOR TO ATTEND ALL MEETINGS, DRILLS AND FIRES, AND WILL EXERT MYSELF TO BECOME PROFICIENT IN THE ART OF FIREFIGHTING AND ALSO TO BECOME PROFICIENT IN THE EMERGENCY MEDICAL SERVICES. IF, THROUGH ANY FAULT OF MINE IN NOT OBEYING THE CONSTITUTION AND BY-LAWS OF THIS COMPANY, IT BECOMES NECESSARY TO FINE, SUSPEND OR DROP ME FROM THE ROLLS OF SAID COMPANY, I SHALL HOLD NO ONE TO BLAME BUT MYSELF AND SHALL NOT HOLD MALICE AGAINST ANY OFFICER OR MEMBER OF THIS COMPANY WHO, IN THE PERFORMANCE OF THEIR DUTY, WAS INSTRUMENTAL IN MY DISMISSAL.

TO ALL OF WHICH I ASK THE OFFICERS AND MEMBERS OF THIS COMPANY TO BEAR WITNESS.”

(Applicant to say “I do”)

Signed by _____

(please photocopy and place in personnel file)

Section 17: Volunteer Issued Equipment: Upon becoming a member of the department each member shall be issued a departmental, uniform shirt, baseball cap, copy of constitution and by-laws as well as a VFD “T” shirt. Member will not receive a badge until completion of the mentoring program.

Section 18: Storey County Issued Equipment: Upon becoming a member of the department Storey County shall issue all personal protective equipment, business plan, communications pager/radio, departmental identification card and copy of all Standard Operating Procedures.

ARTICLE III: DUTIES OF MEMBERS

Section 1: Responding: It shall be the duty of EVERY member, upon hearing the fire alarm, to report immediately to the apparatus and ready themselves with their personal protective equipment and respond in any available apparatus you are certified to operate and go directly to incident. No member shall be allowed to leave the apparatus, scene of a fire or the station when on duty except by the permission of the field officer in command. It shall be the duty of all members, upon returning from an alarm, to help ready the equipment for the next alarm and to see that they enter their names in the log. It shall be the duty of all members to attend all meetings and drills of the Company unless excused by an appropriate officer of the company

Section 2: Conduct: No member shall appear on Department property, operate any department apparatus nor shall appear on duty at any incident in a state of intoxication or impairment under penalty of expulsion as provided for in the By-Laws of this Department and as indicated by Storey County Drug and Alcohol Policy. No member of this Company shall be guilty of conduct unbecoming a lady or gentleman, or otherwise being a disgrace to this Department under penalty of fine or expulsion as hereinafter provided.

Section 3: Uniforms: No member will wear or display Department uniform items, such as T-Shirts, hats, badge shirts, etc., in such a manner or in such a location as to bring discredit to themselves or the Company in general. No member shall be allowed to appear in public in an intoxicated stated or be seen indulging in intoxicating substances while wearing or displaying Department uniform items.

ARTICLE IV: MEETINGS AND QUORUM

Section 1: Business Meetings: There shall be a minimum of one business meeting per quarter. Meetings shall be: January- Station 74, April-Station 71, July- Station 74 and October-Station 71. Each quarterly meeting shall be on the First Monday of each month unless such meeting falls on a holiday, then meeting moves to Second Monday of the

month.

Section 2: Annual Meeting: There shall be a volunteer department wide annual meeting to be conducted on the last Saturday of March. This meeting shall serve to install new officers and/or conduct business that affects all districts.

Section 3: Training Meetings: There shall be at least one scheduled Mandatory training session each month. More training sessions are scheduled in cooperation with the Storey County Fire Department Training Division.

Section 4: Special Meetings: Special meetings shall be called by the President or a Board Member. Written notice of all special meetings shall be sent, or delivered, by the Secretary/Treasurer to all members at least three (3) working days before the meeting.

Section 5: Business Meeting Agenda: The following shall be the order of business at any regular or the annual meeting:

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Introduction and Installation of New Members (if any)
- 4) Reading of Previous Meeting Minutes
- 5) Report of Secretary/Treasurer
- 6) Report of Chief (s)
- 7) Report of Special and Standing Committees
- 8) Resignations and Expulsions
- 9) Bills and Communications
- 10) Nomination and Election of Officers (February of each year)
- 11) Old Business
- 12) New Business
- 13) Good of the Company
- 14) Adjournment.

Section 6: Rules of Order: Robert's Rules of Order shall govern in all matters not in this Constitution and By-Laws of the Department.

Section 7: Quorum: Seven (7) voting members shall constitute a quorum of any one district for the transaction of business.

Section 8: Disbandment: This Department shall not be disbanded except by a three-fourths (3/4) vote of the membership of the Department, and only after notice is published at least once a week for three (3) weeks in a newspaper which holds the contract for legal postings.

**ARTICLE V: OFFICERS, DUTIES AND PROCEDURES FOR
NOMINATING/ELECTING SUCH**

Section 1: Nominations: Nominations for officers shall be made during the regular business meeting in February.

Section 2: Elections: Election of Officers shall take place by secret ballot during the annual meeting on the third Wednesday in February, or as set by each district date. Each officer shall hold office for two (2) years.

Section 3: Vacancies: In case of a vacancy in any elective office of the Company, the same shall be filled by secret ballot at the first regular business meeting thereafter.

Section 4: Appointment of Operational Officers: The respective Volunteer Fire Chief shall appoint the Operational Officers of Assistant Chief and Captain (s) from those members who the Chief feels are qualified. These appointments shall be made no later than the first regular meeting in March.

Section 5: Categories: The department Officers shall consist of Operational Officers and Administrative Positions. Storey County Volunteer Fire Department shall have each of the following positions.

Section 6: Operational Officers: Consist of County Volunteer Chief, Assistant Chief, Captain and Lieutenant will be appointed by Volunteer Fire Chief if needed.

Section 7: Administrative Officers: Consist of President, Vice President, Secretary/Treasurer, and Sergeant at Arms and Executive Director.

Section 8: Duties of Volunteer Fire Chief: It shall be the duty of Volunteer Fire Chief to see that all apparatus is kept in good condition. In case of fire or when otherwise detailed for duty, the Chief shall take command and have a general and supreme supervision and control of the Company, its property and apparatus. The Chief may appoint Assistant Chiefs and Captain (s) The Chief shall enforce the Constitution, By-Laws and Standard Operating Guidelines and shall see that every member does their duty.

Section 9: Duties of Assistant Fire Chief: It shall be the duty of the Assistant Chief to assist the Chief in every way possible; to maintain discipline and to report to the Chief all members who disobey orders. It shall be their duty, in the absence of their ranking officer, to assume the Chiefs official duties. This position is considered middle management in charge of company operations at either incidents or during training operations. Must have Fire Officer 1 certification within one (1) year of appointment.

Section 10: Duties and Qualifications of Fire Apparatus Operators: In order to serve in this capacity the FAO must have a current Class A or B Drivers License with an "F" endorsement, have completed the task book specific to the apparatus in which they will be operating and have been approved for this position by their respective Volunteer Fire

Chief. No personnel shall operate any type of apparatus until this process has been completed.

Section 11: Duties of the President: It shall be the duty of the President to call all regular and special meetings; to preside at all meetings and to decide all points of order that may arise subject to an appeal. A majority of all members present shall be necessary to reverse his decision. The President shall appoint all committees as deemed necessary. The President and/or the Secretary/Treasurer shall sign all orders drawn on the Treasury.

The President shall cast the deciding vote in case of a tie and to carry out and enforce the Constitution and By Laws of this Department to the best of his ability.

The President shall chair any appointed Constitution and By-Laws Review and Revision Committee, or may, at his discretion, appoint the Vice President or a member of his choice to chair that committee.

In the event of the absence of any elected officer from any regular meeting, the President shall appoint a member to temporarily perform the duties of that office.

Section 12: Duties of Vice President: The Vice President shall assume the presidency in the absence of the President.

Section 13: Duties of the Secretary: It shall be the duty of the Secretary to keep a correct roll of call of their respective district personnel and call the same at all meetings. Keep a correct record of the proceedings of the respective district at all meetings in a book provided for that purpose. Make a general report at the annual meeting in the month of February each year or whenever requested at any regular meeting.

The Secretary shall be responsible for all correspondence.

Section 14: Duties of Treasurer/Co-Treasurer: Receive all money and utilize standard accounting practices and principles to account for the same. Counter sign all checks authorized to be drawn thereon. Keep a correct account of all receipts and disbursements in a book provided for that purpose and shall make a report at the annual meeting on the third Wednesday in February each year or when so ordered by a majority of the members at a regular or special meeting. Chair any financial committee appointed by the President.

Section 15: Duties of the Sergeant at Arms: It shall be the duty of the Sergeant at Arms, under the direction of the Division Chief, to preserve order at meetings; to eject unruly or boisterous members; to check for badges and to keep all persons not members of the Company out of the meeting room unless otherwise arranged. Sergeant at Arms will also be responsible for all issuance of PPE, pagers and radios.

Section 16: Duties of Executive Director: Participates in design, develop and implement strategic plans for the organization. And participates in developing business

plans in collaboration with the board for the future of the organization. The Executive Director is accountable to the President and reports to the board on a regular basis. This position must be filled by a past Volunteer Chief and/or held all positions on the Board. Serves as a Chief Officer.

Section 17: Duties of the Board: The Board shall be responsible for all interviewing and acceptance of new Volunteer applicants.

ARTICLE VI: CHARGE OF OFFICE

Section 1: Oath of Office: All Operational Officers and Administrative Officers shall take the following Oath of Office during the annual installation of officers meeting in March of each year.

HONORED MEMBERS, YOU HAVE BEEN SELECTED BY THE MEMBERS OF THIS COMPANY TO HOLD THE HIGHEST POSITIONS WITHIN IT'S POWERS TO BESTOW, AND YOU MUST INDEED FEEL THE CONFIDENCE WHICH THIS COMPANY HAS IN YOUR ABILITY AND INTEGRITY, AND SHOULD SO CONDUCT THE AFFAIRS OF YOUR OFFICES SO THAT THE COMPANY WILL HAVE NO REGRETS FOR BESTOWING THEM ON YOU.

HONORED MEMBERS, YOU SHOULD NOT CONSIDER THAT AN OFFICE IN A VOLUNTEER FIRE DEPARTMENT IS A POST OF NO IMPORTANCE. THE PEOPLE OF THIS CITY ARE DEPENDING ON YOU JUST AS MUCH AS THOUGH YOU WERE DRAWING A SALARY EVERY MONTH AND EACH AND EVERY ONE OF YOU SHOULD FEEL THAT ANY MISTAKE THAT YOU MAKE MAY COST SOMEONE A LIFE SAVINGS. EACH AND EVERY ONE OF YOU SHOULD FEEL THIS RESPONSIBILTY AND SO CONDUCT YOUR OFFICES THAT NO ONE CAN POINT THE FINGER OF SCORN AT YOU OR OUR COMPANY.

BE HONEST AND SINCERE WITH THE MEMBERS OF THIS COMPANY AND THE GENERAL PUBLIC. MAKE PEOPLE SEE THAT IT IS AN HONOR TO BELONG TO OUR COMPANY, FOR ONLY A LIMITED NUMBER CAN BELONG TO THE STOREY COUNTY VOLUNTEER FIRE DEPARTMENT AND YOU SHOULD SEE THAT WHEN THERE IS A VACANCY IT IS PROPERLY FILLED. IT IS UP TO YOU AS OFFICERS TO CREATE AND KEEP UP THE INTEREST IN THIS IMPORTANT WORK. THE PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER AND TRUSTEES ARE TO CONDUCT OUR CIVIL BUSINESS IN SUCH A MANNER THAT IT REFLECTS TO THE CREDIT OF ALL.

TO THE CHIEF, ASSISTANT CHIEFS, CAPTAINS AND LIEUTENANTS FALL THE DUTIES OF SO SUPERVISING THE MEMBERS, THAT ALL

APPARATUS IS ALWAYS IN THE BEST POSSIBLE CONDITION, AND YOU SHOULD TREAT YOUR FELLOW MEMBERS AS YOU WOULD WISH TO BE TREATED. NEVER ASK A MEMBER TO DO A THING WHICH YOU WOULD NOT ATTEMPT YOURSELF.

I NOW DECLARE YOU THE OFFICERS OF THE STOREY COUNTY VOLUNTEER FIRE DEPARTMENT THE ENSUING YEAR UNLESS SOONER REMOVED.

MR/MRS (as appropriate) PRESIDENT, I PRESENT YOU WITH THIS GAVEL. WILL YOU PLEASE TAKE YOUR SEAT AND PROCEED WITH THE DUTIES OF YOUR OFFICE. THE OTHER OFFICERS WILL TAKE THEIR RESPECTIVE SEATS.

**Signed By: _____
(photocopy and place in personnel file)**

Section 2: Bi-Annually Installation of Officers Ceremony: The date of the Installation Banquet meeting in March shall be decided upon by the membership at the regular business meeting in February.

ARTICLE VII: IMPEACHMENT

Section 1: Charges: Each district may be called together by a request of any seven members of that specific district, shall have the power to impeach any officer of the Company for neglect or inability to discharge the duties of that office, for an unwarranted excuse of power, or for drunkenness while in the discharge of the duties of that office. When an impeachment shall be made, the party impeached shall, after receiving one weeks notice of the same, together with a written specification of the charges made, be tried before the Company and shall be liable to such action or actions as the Company deems proper.

Section 2: Procedure: All charges and grounds for charges shall be submitted in writing to the specific district in the name of the Storey County Volunteer Fire Department, designate which district; a copy of which shall be furnished the accused at least thirty (30) days before trial. Charges and grounds for charges may be submitted at any meeting, stated or special, when the district shall forthwith set a time for trial, which shall not be in less than seven (7) days from the date the charges were preferred, unless by consent of both parties. Witnesses for the prosecution shall be examined first and witnesses for the defense shall be examined second. Rebutting evidence may be offered on either side; and, when the testimony and arguments on the part of counsel shall have been closed, a secret ballot vote shall be taken upon the guilt or innocence of the party accused. If found guilty by a majority of the membership, the accused shall be removed from office, fined, suspended or expelled at the option of the Company. In all

cases, the President may appoint one member of the Company to conduct the prosecution and the accused may appoint one member of the Company to conduct the defense.

Section 3: False Allegations: Any member preferring charges, which on trial shall prove malicious, frivolous or false, shall be subject to expulsion from the Company if, upon trial, as provided in Section 2 of this Article, that member is found guilty.

ARTICLE VIII: EMERGENCY MEDICAL SERVICES

Section 1: Membership: Participation in the Storey County Emergency Medical Service (EMS) may occur without regular membership in the Department. The application process shall be the same as for Regular Membership.

Section 2: Participation: Participation shall consist of active service as licensed ambulance drivers or EMT attendants. Participants shall attend all meetings and training exercises involving EMS activities unless excused by a proper authority.

ARTICLE IX: LIBERTY ENGINE COMPANY NUMBER ONE MUSEUM

Section 1: Liberty Engine Company: Is a Nevada Corporation, 501 C-3, non-profit and is a sub organization of Storey County Volunteer Fire Department. It was formed in 1979 and is overseen by it's own Board of Directors.

Section 2: Membership: Participation in Liberty Engine Company Number One Museum may occur without regular membership in the Storey County Volunteer Fire Department.

Section 3: VFD Membership: ALL active members (and their spouses) of the Storey County Volunteer Fire Department shall have automatic membership in the Liberty Engine Company Number One Museum.

ARTICLE X: AMENDMENTS

Section 1: Procedure: This Constitution may be amended by a THREE-FOURTHS vote of the entire composition of the Storey County Volunteer Fire Department. This is the only area that is not specific to respective district business and shall be the entire organizational vote. Amendments shall be presented at any regular meeting to the Chiefs Advisory Board. The Chiefs Advisory Board shall present this at their next respective business meeting for a vote of their membership. This vote shall be taken from each respective district back to the next regularly scheduled meeting and all votes shall be tallied at that time.

Section 2: LECO Amendments: The museum is a separate corporate entity within the Storey County Volunteer Fire Department governed by a separate Constitution and By-Laws. The financial responsibilities are separate from the Storey County Volunteer Fire Department.