

Crook County Volunteer Firefighters Association

By-Laws

Preamble

Article I: *Name*

The name of this organization shall be Crook County Volunteer Firefighters Association.

Article II: *Purpose*

Section 1: To provide organization of the various volunteer firefighters and citizens, to enable fire suppression and respond to all risk hazards to the citizens and property in Crook County, WY.

Section 2: To aid in formulating cooperative agreements between Crook County, Wyoming and the following:

- a. The U.S. Government (**including but not limited to the** U.S.D.A. Forest Service, U.S.D.I. Park Service, U.S.D.I. Bureau of Land Management, **Bureau of Reclamation**);
- b. Adjoining counties in the State of Wyoming (Campbell and Weston);
- c. Adjoining counties in adjoining states (Carter County Montana, Butte & Lawrence County, South Dakota);
- d. The State of Wyoming and various state agencies (State Forestry, State Parks);
- e. The Fire Departments from the City of Sundance, and Towns of Moorcroft, Hulett and Pine Haven;
- f. The citizens and landowners of Crook County, Wyoming.

Article III: *Authority*

Section 1: The Board of County Commissioners in and for Crook County, Wyoming and their designated agents has the authority pursuant to W.S. 18-3-509 to do the following:

- a. Provide fire protection for persons and property within the boundaries of the county;
 - b. Contract to give or receive fire protection to or from one (1) or more municipal corporations or private organizations;
 - c. Provide fire protection jointly with one (1) or more municipal corporations or private organizations;
 - d. Contribute toward the support of any fire department in return for fire protection service;
- and

- e. Contract to participate in the emergency fire suppression account program pursuant to W.S. 36-1-401 through 36-1-404.
- f. When contracting with any municipal corporation, private organization or fire department in return for fire protection service may make an appropriation in its annual budget for the purchase of fire equipment or for the maintenance and support of the fire protection and may annually levy a tax of not more than one (1) mil on the taxable valuation of the property in the county except property within any incorporated city or town or rural fire district. The levy shall be made at the same time as other levies for county and school purposes and the proceeds from the levy shall be kept in a special fund by the county treasurer and used solely for the purpose of fire protection;
- g. The administration and expenditures of the special fund is the responsibility of the board of county commissioners. The board of county commissioners of any county entering into a contract with any municipal corporation or private organization shall provide that the municipal corporation or private organization shall reimburse the county for the use of fire fighting equipment on such terms as the contracting parties may agree.

Section 2: *Workman's Compensation* The Board of County Commissioners in and for Crook County, WY has the authority to cover volunteer firefighters with Wyoming Workman's Compensation Insurance pursuant to W.S. 27-14-108(e) for:

- a. Firefighting;
- b. Performing rescue work;
- c. Participating in a hazardous material response;
- d. Responding to any other situation where the health or safety of the public is at risk;
- e. Training for the activities enumerated in subparagraphs (a) through (d) and (f) of this paragraph; or
- f. Constructing, maintaining or improving equipment or facilities utilized in the activities enumerated in subparagraphs (a) through (e) of this paragraph.

Section 3: *Liability* The Board of County Commissioners in and for Crook County, WY has the authority to cover volunteer and paid firefighters (members) with Governmental Immunity pursuant to W.S. 1-39-103 (a) (iv) (A) and cover their liability with the Local Government Liability Pool (LGLP). Members, Cadet Members, and landowners that are

volunteer and paid firefighters shall be covered by Governmental Immunity and LGLP to the maximum extent allowed by law.

Section 4: *Pension Fund* The Board of County Commissioners in and for Crook County, WY has the authority to cover volunteer and partially paid firefighters with Volunteer Firefighter Pension Fund pursuant to W.S. 35-9-601 that belongs to a volunteer fire department.

a. A "volunteer fire department" means any duly constituted and organized fire fighting unit:

1. Recognized by the appropriate local government with jurisdiction of the area the unit services and which provides fire protection services to the community as a whole pursuant to a contract or agreement with, or as sponsored by, a governmental entity;
2. Operating under duly adopted bylaws;
3. All or a portion of the members of which are volunteers;
4. Holding monthly meetings to conduct business and training; and
5. The entire membership of which is not comprised exclusively of employees of a sponsoring nongovernmental entity.

Section 5: *License Plates* The Board of County Commissioners in and for Crook County, WY has the authority to allow the Crook County Fire Warden pursuant to W.S. 31-2-218 the authority to enable firefighters to obtain Firefighter License Plates who qualify in the following manner:

a. A volunteer firefighter as defined by W.S. 35-9-601 may apply for distinctive license plates for any motor vehicle that is not a commercial motor vehicle or multipurpose vehicle owned or leased by him upon registration of the vehicle. If the firefighter became a member of a bona fide fire department after January 1, 1995, he shall have a minimum of one (1) year service with the fire department and be firefighter one certified or engine boss wildfire certified in order to apply for the license plate. The fire chief (warden) or his designated assistant shall sign a written statement that the applicant is eligible to obtain the license plate. License plates issued under this section shall be displayed upon the vehicle for which they are issued. The license plates shall bear a distinctive symbol and letters identifying the registrant as a firefighter.

- b. Application for license plates under subsection (a) of this section shall be annually made to the county treasurer as provided by Chapter 31 Article 2. The written statement of eligibility required under subsection (a) of this section shall be presented to the county treasurer before a license plate may be issued. Application forms shall be available at all county treasurer's offices. The fee required under W.S. 31-3-102(a) (viii) shall accompany each application.
- c. No license plate or renewal sticker shall be issued under this section without written statement of eligibility required under subsection (a) of this section. All applications for special license plates provided by this section shall be made directly to the county treasurer at least thirty (30) days before registration of the vehicle expires.
- d. The department of transportation may prepare any special forms and issue any rules and regulations necessary to carry out this section. A license plate issued under this section shall meet the Wyoming department of transportation's requirements under W.S. 31-2-218(d) relating to the symbol or letters appearing on the license plate.
- e. Unless one thousand (1,000) license plates are issued under this section before December 31, 2008, the plate authorized under this section shall be eliminated from production and the department of transportation shall report the cessation of production to the legislature not later than January 15, 2009.

Crook County Volunteer Firefighters Association

Article I: *Membership*

Section 1: *Member* Any resident of Crook County who is at least eighteen (18) years old may become a volunteer firefighter and a member of this organization.

Section 2: *Cadet Member* Any resident of Crook County who is at least age sixteen (16) may be a volunteer cadet firefighter in order to attend training sessions and observe until they are eligible for membership. Volunteer Cadet Firefighter's are eligible for training, observation at actual fires from a safe zone and light or minor duties on an actual but not in the hot zone of a fire. Once the fire has been declared under control, they may under direct supervision by the Volunteer Cadet's parent or legal guardian work on the hot zone of a fire. The purpose of the Volunteer Cadet Program shall be to train the minor residents of Crook

County in Fire suppression, so that they may become members of Crook County Volunteer Firefighter's Association.

Section 3: *Landowners* Landowners and their family members may be considered to be a volunteer firefighter. Minors who are at least sixteen (16) years of age may be a volunteer firefighter and may fight fire on their families land as long as they are under the direct supervision of their parent or legal guardian or adult family member who shall be responsible for the minor. If the minor is underage sixteen (16) they are not a volunteer firefighter and cannot be covered by Wyoming Workman's Compensation, LGLP or operate county equipment.

Section 4: *Qualified Member* Any member may qualify for the Firefighters Pension Fund paid for by the County if they do the following:

- a. A member shall attend at least fifty percent (50%) or 6 of the monthly meetings per year to maintain active status and qualify for the Volunteer Firefighter Pension Fund.
- b. A meeting shall include attendance **at: any Crook County Fire Zone meeting**, any other paid or volunteer firefighting department of any city or town in Wyoming, South Dakota or Montana, any Advisory Board meeting, and the Annual Meeting.
- c. The member shall sign in at any meeting and provide verifiable written proof of their attendance of any meeting by the end of the month to the County Fire Warden before they will be given credit for their attendance and be covered by **LGLP, the Pension Fund**, Wyoming Workman's Compensation Act subject to the limitations contained pursuant to the Act.
- d. A meeting shall include a training session of any Crook County Fire Zone, any other paid or volunteer firefighting department of any city or town in Wyoming, South Dakota or Montana, any Advisory Board training, and training at the Annual Meeting.
- e. The member shall provide the County Fire Warden an I-9 form before becoming a qualified member. (This is necessary before the member may be eligible for the Firefighters Pension Fund, the County Volunteer Firefighter Pay Policy, Wyoming Workman's Compensation and any other payment made to any member.)
- f. The person in charge of the meeting or training session shall provide verifiable written proof by the end of the month of the attendance and participation of members to the County Fire Warden before the members will be given credit for their training session

and be covered by **the Pension Fund**, Wyoming Workman's Compensation Act subject to the limitations contained pursuant to the Act.

Section 5: *Voting* Any member of a Fire Zone shall have the right to vote as a member of the Crook County Fire Fighters Association.

Section 6: *Membership meetings*

- a. *Monthly Meetings* The Crook County Firefighters Association Fire Zones shall hold separate or joint meetings with other Zones or groups on a monthly basis at a location selected at the previous meeting. Meetings shall include a business meeting or a training session, and shall include the annual meeting. Notice of the meeting shall be posted at the location of the meeting at least one (1) week before the meeting; and may be published in any county newspaper, sent by letter, or electronically by telephone message, page or email at least one (1) week before the meeting.
- b. *Annual Meeting* The annual meeting of the Crook County Firefighters Association shall be held in February of each year at the Crook County Courthouse in Sundance, WY. The meeting shall include business and may include training session. Notice of the meeting shall be published in all county newspapers at least two (2) weeks before the annual meeting and may be published by letter, or electronically by telephone message, page or email.

Section 7: *Order of Annual Business at Meetings* The Annual Business Meeting shall be conducted in substantially the following order:

- a. Call meeting to order.
- b. County Fire Warden's secretary or appointee takes a written roll.
- c. Reading of the minutes of the last meeting.
- d. Financial report.
- e. Old Business.
- f. New Business.
- g. Fire Warden's Reports.
- h. Removals, if any, of any members of the Advisory Board and Zone Wardens.
- i. Announcement of the appointed Advisory Board Members.
- j. Election of new Advisory Board Members and officers.
- k. Adjourn the meeting.

1. Training session.

Section 8: *Compensation* All services rendered by a volunteer fireman shall be on a voluntarily basis consistent with the **Crook** County Volunteer Firefighter Pay Policy that was enacted by the Board of County Commissioners, unless prior arrangements for payment have been made with the written consent of Crook County Fire Warden subject to written approval of the Crook County Board of Commissioners.

Article II: *Advisory Board*

Section 1: *Membership* There shall be an Advisory Board that shall consist of the following voting and non-voting Board members:

a. *Voting Board Members* shall be:

1. The fire chief or their delegate from each incorporated municipal fire department.
2. Five (5) at large members elected by the members that attend the Annual Meeting.

b. *Non-voting Board Members* shall be:

1. A Crook County Commissioner who shall be elected by the Board of Crook County Commissioners.
2. The County Fire Warden.
3. The Deputy County Fire Warden.
4. The Homeland Security County Coordinator.

Section 2: *Officers* The voting Board members of the Crook County Volunteer Firefighter's Association Advisory Board shall elect a Chairperson, Vice-Chairperson and Secretary to preside over all meetings of the Crook County Volunteer Firefighters Association and meetings of the Advisory Board. The officers shall have two year terms that commence at the end of the annual meeting and run until the end of the second annual meeting thereafter.

a. *Chairperson* The chairperson shall, in general, supervise and control all of the business and affairs of the Advisory Board. They shall, when present, preside at all meetings of the Advisory Board. They may sign, with the secretary any documents or instruments which the advisory Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Advisory Board or by these By-laws to some other officer of the Board or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the Advisory Board from time to time.

- b. *Vice-Chairperson* In the absence of the chairperson or in the event of their death, inability or refusal to act, the vice-chairperson shall perform the duties of the chairperson and, when so acting, shall have all the powers of and be subject to all the restrictions upon the chairperson. Any vice-chairperson may sign, with the secretary anything the chairperson is authorized to sign; and shall perform such other duties as from time to time may be assigned to them by the chairperson or by the Advisory Board.
- c. *Secretary* The secretary shall:
1. Keep the Minutes of the Advisory Board's meetings in one or more books provided for that purpose.
 2. See that all notices are duly given in accordance with the provision of these By-laws or as required by law.
 3. Be custodian of the records.
 4. Keep a register of the post office address of each Advisory Board Member which shall be furnished to the secretary by such Advisory Board Member;
 5. Sign any document with the chairperson, or a vice-chairperson, as designated by the Advisory Board or by these By-laws;
 6. In general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to them by the chairperson or by the Board of Directors.

Section 3: *Meetings* The Advisory Board shall hold meetings at a time and a place to be decided at the Annual Meeting **held in February of each year. The Advisory Board shall meet in April to review the County Fire Warden's proposed budget.** Special meetings may be called by the Chairperson of the Advisory Board, the Crook County Fire Warden or six (6) members of the Advisory Board. All meetings are public meetings and open to any member of the public. Notice of meetings shall be provided to the members of the Advisory Board not less than two (2) weeks before meeting by written or electronic notice of the time and place of the meetings. Notice of the meeting shall be published in all county newspapers at least two (2) weeks before the annual meeting and may be published by letter, or electronically by telephone message, page or email. Any other person that requests notice may be sent electronic notice.

Section 4: *Quorum* For the purpose of conducting business, a quorum shall consist of a majority of the voting Advisory Board's members or their delegates.

Section 5: *Purpose* The Advisory Board shall review, revise and make recommendations on any matter concerning fire suppression and response to all risk hazards, including but not limited to:

- a. Cooperate with the Crook County Fire Warden in all matters concerning the Crook County Volunteer Firefighters Association, either directly or indirectly.
- b. Review, revise and make recommendations to the rules and suggested operating procedures for the volunteer fire fighters to follow.
- c. Review the equipment needs of the County to ensure that it is operating and ready for immediate response and located where it gives the best coverage of the area and will be cared for responsibly.
- d. Arbitrate in a non-binding manner all disagreements and disputes within the organization and adjoining agencies, and any matter referred to the Advisory Board.
- e. Determine training needs, standards and requirements.
- f. Determine hazard mitigation needs and assist in enacting mitigation strategies.
- g. Determine other needs and make recommendations.

Section 6: *Attendance* All Advisory Board Members are expected to attend Advisory Board meetings. If an Advisory Board Member fails to attend or send their appointed delegate to more than two (2) meetings in a one (1) year time frame without being excused by the Advisory Board, then the at large voting Advisory Board member shall be removed from the Board by the Advisory Board and replaced by appointment of the Chairperson until the next Annual Meeting. If the voting Advisory Board Member is a fire chief from an incorporated municipal fire department the municipality will be notified of the fire chief's failure to attend Advisory Board Meetings and the need for them or their appointed delegate to attend.

Section 7: *Compensation* All services rendered by an Advisory Board member shall be on a voluntary basis consistent with the County Volunteer Firefighter Pay Policy that was enacted by the Board of County Commissioners, unless prior arrangements for payment of necessary expenses pursuant to W.S. 9-3-103 have been made with the written consent of Crook County Fire Warden subject to written approval of the Crook County Board of Commissioners.

Section 8: *Meetings* The Advisory Board Meetings shall be conducted in substantially the following order:

- a. Chairperson calls the meeting to order.

- b. Secretary takes roll call.
- c. Reading of the minutes of the last Advisory Board Meeting.
- d. Crook County Fire Warden gives financial report.
- e. Old business.
- f. New Business.
- g. Adjourn the meeting.
- h. Training Session.

Section 8: *Election* The five (5) at large voting Advisory Board members shall be elected to serve a two (2) year term by the members (**who are eighteen (18) years or older residing within a Crook County**) and landowners owning land within Crook County. The election shall occur during the Annual Meeting by nomination and secret written ballot with a place for a write-in candidate. Only members or landowners in attendance at the meeting may vote. The term **of office commences** at the end of the Annual Meeting and runs until the end of the second annual meeting thereafter. The terms of the at large voting Advisory Board members shall be staggered, based upon the existing unexpired terms.

Article III County Fire Warden

Section 1: *County Fire Warden* The Board of County Commissioners in and for Crook County, WY has the authority to appoint the Crook County Fire Warden pursuant to W. S. 35-9-401.

Section 2: *General Duties* The Crook County Fire Warden or their duly designated representative shall be responsible for management of fire suppression, fire prevention and related activities, except within any incorporated city, town or fire district, and is responsible for coordinating fire suppression and fire prevention among all county fire agencies pursuant to W.S. 35-9-402.

Section 3: *Specific Duties* The Crook County Fire Warden shall be responsible for:

- a. Fire suppression, fire prevention and related activities that may include, but are not limited to:
 - 1. Inquiring about and obtaining Federal Excess Personal Property.
 - 2. Fire reporting coordination;
 - a. Report all fires occurring within the county’s jurisdiction. The report shall include all information required by the forms provided by the State. The

reports shall be forwarded to the State monthly, before the 10th day of the month following the reporting period.

- b. Fire, training and maintenance reporting on WFIRS report to generate income to the county.
3. Develop and maintain annual budget for fire suppression. Submit budget to the Board of County Commissioners at April meeting.
4. Coordination with other agencies such as:
 - a. All fire service entities within the county
 - b. County Commissioners
 - c. Homeland Security Coordinator
 - d. Federal Agencies
 - e. State Agencies
- b. Fire Closures:
 1. Make recommendations for a Fire Closure to the Board of County Commissioners when he deems the fire danger in a given area of the county to be extreme, because of drought, the presence of an excessive amount of **flammable** material or for any other sufficient reason, the area to be closed and any form of restrictive use by the public. The County Fire Warden shall notify the Wyoming State Forestry and all of the state and federal agencies set forth in the Commissioners Resolution as well as the local radio stations, newspapers, of any type of fire closure or the lifting of any type of fire closure and also flipping the signs on all county roads and State Highways.
- c. Fire Suppression Account:
 1. The County Fire Warden will have knowledge of how the State Fire Suppression Account functions and will make recommendations to the Board of County Commissioners when such account shall be activated.
- d. Training for county firefighters:
 1. County Fire Warden will coordinate annual training for county firefighters.
- e. Representation of County
 1. County Fire Warden will attend meetings of the Advisory Board; and county fire zone meetings as needed.

2. County Fire Warden will report monthly to the Board of County Commissioners.
- f. Fire Suppression
1. The County Fire Warden will help coordinate fire suppression on
 - a. Private lands
 - b. State lands
 - c. Federal lands
 - d. Multi-jurisdictional areas
- g. Fire Investigations
1. County Fire Warden will conduct fire investigation outside incorporated cities, towns or fire districts.
 2. Report any suspicion of criminal activity to the Sheriff.

Section 4: *Deputy County Fire Warden* The Crook County Fire Warden shall select a Deputy County Fire Warden with the approval of the Board of County Commissioners.

Section 5: *Duties* The Deputy County Fire Warden shall act as the County Fire Warden in the absence or removal of the County Fire Warden; and shall carry out any duties as assigned by the County Fire Warden.

Section 6: *Attendance* The Deputy County Fire Warden shall attend all Advisory Board Meetings and the Annual Meeting.

Section 7: *Compensation* The County Fire Warden and Deputy Fire Warden shall be compensated in a manner determined by the Board of County Commissioners.

Article IV: *Fire Zones*

Section 1: *Fire Zone* The Board of County Commissioners upon recommendation of the Crook County Fire Warden and the Advisory Board shall divide the unincorporated areas of Crook County, outside the municipal boundaries of the city and towns of Crook County into geographical areas for fire protection that shall be known as Fire Zones. The geographical areas may be reviewed annually to determine if any changes are needed. Before any changes are made to an existing Fire Zone Boundary the Advisory Board shall seek input from the affected area and make recommendations to the Board of County Commissioners.

Section 2: *Fire Zone Warden* The members of each Fire Zone shall elect a Fire Zone Warden, who is a resident of the Fire Zone and member that shall govern and preside over the fire zone meetings and such other duties as set forth below. Fire Zone Wardens shall be elected

to serve a two (2) year term by the members, **who are eighteen (18) years or older residing within a Fire Zone**, and landowners owning land within a Fire Zone. The election shall occur before the Annual Meeting by nomination and secret written ballot with a place for a write-in candidate. Any member or landowner in attendance at the meeting may vote. Each newly elected Fire Zone Warden shall take office when elected. The previous Zone Warden shall give all Zone property, inventory list and member list to the new Zone Warden. Even numbered Fire Zones shall hold their election for Fire Zone Warden on even numbered years and odd numbered Fire Zones shall hold their election for Fire Zone Warden on odd numbered years.

Section 3: *Duties* The Fire Zone Warden will cooperate with the Crook County Fire Warden and the Advisory Board and shall do the following:

- a. Set up monthly meetings for their Fire Zone for business and training. The Zone Warden shall provide a written report to the County Fire Warden of the attendance of members at any meeting or training session before the members will be given credit for the Firefighters Pension Fund, the County Volunteer Firefighter Pay Policy and be covered by Wyoming Workman's Compensation Act subject to the limitations contained pursuant to the Act.
- b. Provide the Crook County Fire Warden and the Advisory Board an annual Inventory of Equipment provided by the County and by the Fire Zone; and a list of needs for their Fire Zone on or before the annual meeting.
- c. Allocate equipment where it will do the most good in their Fire Zone and will be taken care of properly.
- d. **If possible** respond to calls of mutual aid, when called upon to do so, to other Fire Zones and Counties with the personnel and equipment requested.
- e. Keep all records of man hours, equipment hours and amount of water and chemical foams used, and provide these records to the Crook County Fire Warden at the end of each month.
- f. Submit all reports required by the Crook County Fire Warden within five (5) days of the end of each month and keep a copy of these reports.
- g. Post a copy of these By-Laws where every member can read them.
- h. Prepare a written budget.
- i. Carry out other duties as assigned by the Crook County Fire Warden.

- j. Assign and delegate any of these duties as he sees fit.
- k. Appoint or remove any Deputy Fire Zone Wardens with or without cause.

Section 4: *Deputy Fire Zone Warden* A Deputy Fire Zone Warden who is a member shall govern in the absence of the Fire Zone Warden. The Deputy Fire Zone Warden shall be appointed by the Fire Zone Warden to a term of not greater than the term of the Zone Warden.

Section 5: *Fire Zone Secretary-Treasurer* The members of each Fire Zone shall elect a Secretary, who is a member that shall act as the Secretary and such other duties as set forth below. The Secretary shall be elected to serve two (2) year terms by the members who are eighteen (18) years or older residing within a Fire Zone and landowners owning land within a Fire Zone. The election shall occur before the Annual Meeting by nomination and secret written ballot with a place for a write-in candidate. Any member or landowner in attendance at the meeting may vote. Each newly elected Secretary shall take office when elected. The previous Secretary shall give all Zone property, inventory list and member list to the new Secretary. Even numbered Fire Zones shall hold their election for Secretary on odd numbered years and odd numbered Fire Zones shall hold their election for Fire Zone Warden on even numbered years.

Section 6: *Duties of the Fire Zone Secretary-Treasurer* They shall:

- a. Keep the Minutes of the Fire Zones meetings in one or more books provided for that purpose;
- b. See that all notices are duly given in accordance with the provision of these By-laws;
- c. Be custodian of the records;
- d. Keep a register of the telephone numbers, physical and mailing address of each fireman which shall be furnished to the County Fire Warden;
- e. Sign any document with the Zone Warden, or a Deputy Zone Warden, as designated by the Zone Warden or by these By-laws;
- f. In general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to them by the Fire Zone Warden or by the County Fire Warden.
- g. Act as the treasurer of the County Fire Zone funds on deposit in a line item with Crook County:
 - 1. Take charge and custody of all funds that are given or earned by the County Fire Zone;

2. Receive and give receipts for moneys due and payable to the County Fire Zone from any source whatsoever;
 3. Deposit all such moneys in the name of the County Fire Zone and deposit said funds with the County Treasurer into the County Fire Zone Line Item; and
 4. In general perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him/her by the Fire Zone Warden. If required by the Board of County Commissioners, the treasurer shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties as the Board shall determine.
- h. Provide notice of the any Fire Zone meeting to the members and eligible members of the Fire Zone by posting the notice of the meeting at the location of the meeting at least one (1) week before the meeting; and the notice may be published in any county newspaper at least one (1) week before the meeting, or sent by letter, or electronically by telephone message, page or email.

Section 7: *Meetings* Each Fire Zone shall meet on monthly basis. All meetings are public meetings open to the public. Notice of the meeting shall be by posting the notice of the meeting at the location of the meeting at least one (1) week before the meeting. Members of a Fire Zone may be provided written or electronic notice of the meetings by telephone message, page or email.

Section 8: *Budget* Each Fire Zone Warden shall prepare a written budget request and submit it to the County Fire Warden by March 15 of each year. The Fire Zone Warden shall report how much is held in private funds outside of the counties control and how much is in the County Fire Zone Line Item in the Crook County Fire Budget. The Budget should include estimated income and expenses on forms provided by the County Fire Warden.

Section 9: *Attendance* Fire Zone Wardens shall attend all of their Fire Zone meetings or if they are unable to attend they shall send the Deputy Fire Zone Warden or a designee. If Zone Warden fails to attend or send their Deputy Fire Zone Warden or a designee to more than two (2) meetings in a one (1) year time frame without being excused by the Secretary, the Secretary shall report said fact to the Advisory Board who shall review the matter and make a recommendation to the Board of County Commissioners to remove the Fire Zone Warden and appoint a member

of the Fire Zone to become the new Fire Zone Warden for the unexpired term of the removed Fire Zone Warden.

Section 10: *Order of Fire Zone Meetings* Meetings shall be conducted in substantially the following order:

- a. Call meeting to order.
- b. Secretary takes a written roll.
- c. Reading of the minutes of the last meeting.
- d. Financial report of both auxiliary funds and county line item funds.
- e. Old Business.
- f. New Business.
- g. Deputy Fire Warden Report.
- h. Fire Warden's report.
- i. Elections if any of Warden, Deputy Warden or Secretary.
- j. Announcement of the appointed Deputy Wardens.
- k. Set the next meeting time and place.
- l. Adjourn the meeting.
- m. Training Session.

Section 11: *Quorum* A quorum shall consist of a majority of the members in attendance at the meeting.

Section 12: *Compensation* All services rendered by a Fire Zone Warden, Deputy Zone Warden, Secretary-Treasurer and member shall be on a voluntarily basis consistent with the County Volunteer Firefighter Pay Policy that was enacted by the Board of County Commissioners, unless prior arrangements for payment of necessary expenses pursuant to W.S. 9-3-103 have been made with the written consent of Crook County Fire Warden subject to written approval of the Crook County Board of Commissioners.

Article V: *Budget and Finances*

Section 1: *Fire Zones* Each Fire Zone may ask for and receive donations of money and equipment from all individual landowners and businesses or companies who conduct business or other activities within their respective Fire Zones. Fire Zones may also receive donations from other sources outside of their Fire Zones. These funds shall be kept in a separate line item for each Fire Zone in the County Fire Budget. These funds may only be spent with the written

approval of the Zone Warden, Zone Warden Secretary-Treasurer, County Fire Warden and the Board of County Commissioners upon the appropriate voucher.

- a. Funds that are deposited in a separate line item for each Fire Zone in the County Fire Budget shall only be used for firefighting purposes within the fire zone or any fire zones that said Fire Zone has been merged together with by the Board of County Commissioners pursuant to W.S. 18-2-509 according to these By-Laws.
- b. If a Fire Zone is divided into more than one Fire Zone the funds shall be divided in an equitable manner as determined by the Board of County Commissioners.

Section 2: *Auxiliary or support group funds* Any funds that are not deposited in a separate line item for each Fire Zone in the Crook County Fire Budget are not county funds and cannot take advantage of the county tax exempt status for a tax deductible contribution or use the County tax ID number. These funds are “Auxiliary or support group funds.”

- a. The Fire Zone Warden or Deputy Fire Zone Wardens cannot be a signatory nor have any control over these funds.
- b. Any item purchased with these or any other funds become the property of the county and must be inventoried turned into the County Fire Warden so that it may be covered for loss by the County as the County sees fit.
- c. All fund raisers shall clearly state if the funds go to the County Fire Zone or the “Auxiliary or support group funds.” Unless these “Auxiliary or support groups” are a charitable or tax exempt organization recognized by the Internal Revenue Service a donation to the entity is not tax deductible.
- d. A donation to a Fire Zone that **is** deposited in a separate line item for each Fire Zone in the Crook County Fire Budget **is** a charitable or tax exempt deduction.

Section 3: *Proposed Budget* Each Fire Zone shall prepare a written budget and present it to the County Fire Warden by March 15 of each year. The County Fire Warden shall prepare a budget to present to the Advisory Board at **their April** meeting, and may make any recommended changes to present to the Board of County Commissioners at their May meeting.

Section 4: *Final Budget* The Board of County Commissioners shall determine the final budget. Funds deposited in a Fire Zones line item may only be spent with the written approval of **the Zone Warden, Zone Warden Secretary-Treasurer, County Fire Warden and the Board of County Commissioners upon the appropriate voucher.**

Article VI: Rules and Suggested Operating Procedures

Section 1: The County Fire Warden with the advice of the Advisory Board, State and Federal Officials shall prepare the rules and suggested operating procedures for fire suppression within Crook County that shall be made available to all members and other adjoining fire suppression agencies that these rules and operating procedures may affect.

Section 2: The Board of County Commissioners with the advice of the County Fire Warden, Advisory Board, State and Federal Officials may enter into various Memorandums of Understanding (MOU) with other emergency and firefighting agencies to protect the health, safety and welfare of the citizens and landowners within Crook County, WY.

Article VII: Amendments

Section 1: These By-Laws may be amended at any time by the Board of County Commissioners and shall take effect pursuant to the **Wyoming Administrative Act**.

Article VIII: Conducting Meetings

Section 1: *Rules* All Meetings conducted by the Fire Zones, Advisory Board and Crook County Volunteer Firefighter’s Association may but are not required to use the “Roberts Rule of Order” as a guide for governing and otherwise conducting their Meetings.

BOARD OF COUNTY COMMISSIONERS IN
AND FOR CROOK COUNTY, WYOMING

BY _____
JOHN A. MOLINE JR., CHAIRMAN

BY _____
J. W. HADLEY, VICE-CHAIRMAN

BY _____
KELLY B. DENNIS, MEMBER

State of Wyoming }

}

County of Crook }

Signed or attested before me on (date) _____
by (name(s) of person(s)) _____

(Seal, if any)

(Signature of notarial officer)

My commission expires:

CONNIE D. TSCHETTER, COUNTY CLERK