

Jefferson Township Fire Company No.1, Inc.

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Organized 1936

CONSTITUTION & BY-LAWS

OF THE

**JEFFERSON TOWNSHIP FIRE COMPANY NO. 1, INC.
MILTON RD
OAK RIDGE, NEW JERSEY**

**REVISED – 2/7/2023
AMENDMENTS POSTED IN TEXT THROUGH 7-14**

Be it resolved that the Constitution and By-Laws heretofore adopted replaced in their entirety and the following Constitution and By-Laws be adopted.

ARTICLE I NAME AND OBJECTIVE

Section 1. Name

The name of this organization shall be the Jefferson Township Fire Company No. 1, Inc.

Section 2. Headquarters

The headquarters of the Jefferson Township Fire Co. No. 1, Inc., shall be located on Milton Rd., Township of Jefferson, County of Morris, State of New Jersey.

Section 3. Purpose

The purpose of this organization shall be to render service in the protection of life and property in the Township of Jefferson.

ARTICLE II MEMBERSHIP

Section 1. Types of Membership (amended 1/13/1998)(amended 5/12/09)(amended 11/14/17)

This organization shall have the following types of membership: Active, Exempt, Inactive, Junior Fire Fighter, Honorary and Life (Retired and Active).

Section 2. Active Membership (Amended 11/9/99) (Amended 12/11/07) (Amended 3/11/08) Amended 1-14)

(1) The active membership of this Company shall consist of no less than ten nor more than seventy-five members, as allowed by Township Ordinance No. 75. They shall be citizens of the township for a period of 6 months and shall have attained their 18th birthday. They shall be of good moral character and sound health. A person who immediately prior to taking residence in Jefferson Township was an Active Fireman in good standing in a recognized Fire Department shall not have to reside in Jefferson Township for (6) six months, and he is to be placed at the top of the waiting list, with the exception of the Life members.

(2) Any person desiring to become a member shall submit his application on forms furnished by the Company. He must also show proof that he is physically fit to assume the duties of an active fireman by submitting a doctor's certificate, and approved by the Jefferson Township Fire Company No. 1, Inc.

(3) All applications for active membership in the Fire Company shall be turned over to the membership committee for investigation, at a regular monthly meeting, along with a medical report. The membership committee shall report at the next regular meeting. He shall become an active member on probation for a period of one year. During the new member's probationary period, he/she may become qualified as a driver and operator of any one or all fire trucks of this Company. He will be so duly qualified and will be allowed to operate and drive said equipment while he is still on his one-year probation. However, said qualification must be made under the rules indicated in Paragraph 5.

(4) (Amended 1-8-91)(Amended 1-14)

During his probation period, member must attain 50% as determined by the clothing allowance formula.

(5) No probationary member shall drive unless directed by a line officer, and accompanied and supervised by a line officer. He must also undergo appropriate tests as to the operation of the fire apparatus, said test to be given by two line officers.

(6) (Amended 1/12/16)

The probationary member must also obtain a certificate stating that he/she has completed Fire Fighter 1, as given by a Tier-1 Eligible Organization that provides training facilities and capabilities as identified by TITLE 5. COMMUNITY AFFAIRS CHAPTER 73 - STANDARDS FOR FIRE SERVICE TRAINING AND CERTIFICATION, SUBCHAPTER 2 - EDUCATIONAL PROGRAMS AND FACILITIES.

(7) (Amended 1-8-91 as paragraph 8)

If at the end of his probationary period, member is not in accord with the Constitution and By-Laws, he may be voted out of the Company.

(8) (Amended 1-8-91)Amended 1/14/14)

However, if his reasons for not being in accordance with the Constitution and By-Laws are justified, his probationary period may be extended for a period of two years in one year increments. No person shall be carried on a probationary period for more than three years. All active members will be required to attend annually, 30% of all fires and drills combined. To become state exempt active members must maintain 50% of all fires and drills combined for a period of seven years.

(9) (Amended 1/14/14)

Any active member who fails to meet 30% as determined by the Clothing Allowance shall receive written notification from the Company secretary.

(10) (Amended 3/11/08) (Amended 5/12/09)(Amended 1-14-14)

Any active member who fails to meet this 30% requirement for two consecutive years shall be considered unsatisfactory. Once a member has been considered unsatisfactory, he shall automatically be removed from the active rolls. Clothing allowance will not be paid to any member artificially carried at 30%.

In the event that a member is dropped from the rolls for failure to maintain a percentage of 30% for two consecutive years, the following shall apply:

a. The member who has been dropped from the rolls must wait a period of six (6) months before reapplying for membership.

b. The applicant must also meet with the Chief, Assistant Chief, President, and Vice President or their representatives prior to reapplying for membership.

c. Any exception to or waiving of the six (6) month waiting period must be approved by a two-thirds (2/3) majority of the membership at a regular business meeting and by written ballot.

d. Voting for the applicant will be by closed ballot.

(11) (Amended 10-13-92)(Amended 1-1-14)

Any member enlisting into the Armed Forces on active duty shall be artificially carried on the active roll at 30%. This shall not exceed a period of four (4) years at one time. In case of a National Emergency, this period shall extend to the end of the emergency. Any member on active military duty, being carried with an artificial 30% may not vote for Line Officers, or vote on Firematic matters, and will not be paid a Clothing Allowance.

(12) (Amended 1-14-14)

Any member enrolling into a full time college shall be artificially carried at 30% if needed, while attending college. Any member being artificially carried at 30% for a full year must show proof that he/she attended a full time college in that year. Any member that has been artificially carried at 30% will not be paid a clothing allowance and may not vote for line officers or vote on any other firematic matters.

(13) All new members are required to sign for all equipment issued to them by the Fire department. Such articles: Boots, Coats, Plectron, Helmet, Blue Light, Badges, Dress Uniform, and any other item issued by the Fire department.

(14) Any member leaving the services of the Fire department must return all articles issued to them.

Section 3. Exempt Members

(1) Exempt members shall be those members who have attained a Township Exempt Certificate pursuant to the Township Ordinance in effect.

(2) (amended 12/15/20 to be eliminated) Exempt members shall receive fire company credit for six training drills per year that they did not attend. This **excludes** LOSAP points or credit.

Section 4. Inactive Members

(1) Any active member, upon their request at a regular meeting, may become an inactive member, provided the member has been active for a period of five (5) years or must resign for medical reasons, or moving out of town. However, upon becoming an inactive member, he wishes to regain active membership, he must fulfill all the requirements of a person making an application for active membership except no probationary period is required. His name will appear at the head of the waiting list upon receipt of his application, with the exception of any lifetime members.

(2) An inactive member is not entitled to vote, cannot hold office, operate or ride on any Fire apparatus, receive any Township protection under the Workman's Compensation Law, will not be listed on Township Rolls, and is not required to attend fires and drills. However, they will be afforded any and all privileges of the Fire Company.

(3) Whereas the majority of members at a regular monthly meeting find an inactive member not in good standing, a vote will be taken by the eligible voting members to remove him from the rolls of inactive membership.

(4) To be a member in good standing a member must participate in at least 50% of Section 8. (Fund Raising, Building Maintenance, and Social Events)

Section 5. Junior Fire Fighters (amended 1/13/1998) (Amended 7/10/2012)

(1) There will only be five (5) active Junior Fire Fighters at one time. A waiting list will be used after that by the date of the application.

(2) Anyone wishing to become a Junior Fire Fighter must conform to all the rules and regulations out lined in the Junior Fire Fighters Rules and Regulations. (See Attachment 1)

(3) All Junior Fire Fighters will be expected to know and obey the constitution and by-laws of the Jefferson Township Fire Company No. 1.

(4) Any Junior Fire Fighter that is removed from the rolls as a result of a disciplinary action will not be permitted to reapply for membership as a junior or active member in the future.

Section 6. Honorary Membership (amended 1/13/1998)(Amended 4/14/09)

(1) Any person who has rendered outstanding service to the Jefferson Township Fire Company #1 may be elected to Honorary membership for a period of one year. The election must be by a majority of favorable votes in a closet ballot. There is no limit to the number of times a person may be elected to Honorary status. Anyone currently an Honorary member is not subject to election, but is grandfathered in their current status.

This vote will take place at the January business meeting.

Section 7. Lifetime Membership (amended 4/14/09)

Lifetime membership is a class of membership attained after a member has completed 20 years of active status as a member in good standing in Jefferson Township Fire Company #1. There shall be two types of Lifetime membership: Active Life and Retired Life.

A. ACTIVE LIFE

After 20 years of active service as a member in good standing in JTFC#1 and verification of his/her records by the Secretary, a member may request "Active Life" status. In order to remain "Active Life" the member must fulfill all current training requirements of the company. This member is entitled to all privileges and responsibilities of an active member, including participation in all firematic activities. You must meet LOSAP requirements in order to be eligible for LOSAP payout. The Chief Officers may move you to the Retired Life rolls if you fail to meet current training requirements or if your percentage falls below 20 percent for 2 consecutive years. The member must be notified by the Secretary in writing.

B. RETIRED LIFE

In order to become a "Retired Life" member, a member who has served 20 years of active service as a member in good standing in JTFC#1 must submit in writing a request to the Secretary and upon verification of his/her records, automatically be dropped from the Active rolls and be entered on the Retired Lifetime Membership rolls. The member may not be removed from the Retired Lifetime Membership rolls unless the member himself so wishes.

Once on the Retired Lifetime rolls, members shall have all the privileges of an active member and be entitled to vote on all non-firematic business of the company. Their responsibilities shall include all the duties of an active member, excluding firematics.

If a Retired Life member wishes to become active again, he/she may do so with no loss of seniority and be placed at the head of the waiting list if one exists at the time, with no exceptions. This member must be in compliance with all current training requirements required by the Company before resuming firematic duties.

If no waiting list exists, he/she shall be placed on the Active rolls immediately upon written request to the Chief and upon compliance with all current training requirements of the Company. In no case may a member make more than one switch from either roll per calendar year.

Retired Lifetime members are not eligible to earn LOSAP points.

Section 8. Special Duty Firefighter (removed 11/14/17)

Section 9. Duties of an Active Member (amended 2/12/08)

(1) It shall be the duty of all Active Members to immediately report to the firehouse when an alarm of fire is sounded. When a sufficient number of men and a driver to handle the apparatus have arrived, they shall proceed to the place of the fire. If there are no officers available at the time of an alarm the most recent past chief on the rolls shall take over command and retain it until a line officer arrives. In the event that there are no line officers or past chiefs at the time of an alarm, the member longest on the rolls shall take command and retain it until a line officer arrives.

(2) No member shall take from the firehouse any property of the company for any other purposes other than to extinguish fires or to give first aid, without the permission of the Chief, or if not available, the next officer in command.

(3) (Amended 11-10-92)

He shall take part in all company functions, this is to include but not limited to: Maintenance of the building and fire equipment, Social Activities, fund raising functions (fund drive, bingo, dinners, etc.).

(4) It shall be the duty of all Active Members designated as drivers to be thoroughly familiar with the operation of trucks and pumps, subject to a test.

(5) (Amended 7-09-19)

Article 2 Membership Section 9 Number 5 will be amended to read:

Any member of the company shall be subject to disciplinary action by reprimand, suspension, or dismissal from the Company under the following violations:

1. Willful disobedience of orders.
2. Disrespect of a superior officer.
3. Refusal or failure to attend fires or drills.
4. Immorality, indecency, or lewdness.
5. Neglect of duty.
6. Violation of any criminal law.
7. Conduct subversive of good order and discipline of the Company.
8. Any member using, buying, selling or having in one's possession, drugs defined by law as a controlled substance, but not including those prescribed by a physician for personal use, in or on such premises or equipment owned by the Jefferson Twp. Fire Co. #1.
9. Missing Flower Sale and either the Kids Halloween Party or the Santa Tour:

A member missing these events must pay for themselves and their guest to attend the picnic and the installation dinner. The amount shall be determined by the voting body. This fee may be waived if it was deemed by the President that there was a valid reason for missing either fundraiser. A member missing the required events may not attend the picnic or installation dinner as a guest of a member or as a guest of the fire company.

• Should disciplinary actions be deemed necessary, the following progression is recommended to be followed at a minimum:

- There may be some rare cases where immediate suspension/termination is necessary and that will be handled by a case to case basis
- First Offense/Infraction: Verbal documented warning issued by any firematic officer and/or the President, based on the severity of the infraction;
- Second Offense/Infraction: Written warning followed by written documentation of the offenses, issued by the Top 5 Line Officers or the President, based on the severity of the infraction;
- Third Offense/Infraction: Temporary suspension, term of which subject to a vote.
- Additional offences could lead to termination subject to a vote by the membership by way of a special meeting.
- A Top 5 Line Officer and the President will have the authority to reprimand or temporarily suspend a member. The Top 5 Line Officers will need to vote on a recommendation of suspension and in the event of a tie the Chief shall decide. The documentation of a reprimand will be placed in the members file after a vote by the Top 5 Line Officers. Regarding a suspension brought by a Top 5 Line Officer the member will be suspended until the vote by the Top 5 Line Officers can be completed within 72 hours. A suspension brought by the President will require a Special Meeting within 72 hours.
- If the member in question feels as if they have been treated unfairly, they will have the opportunity to appeal to the membership for a vote within an additional 72 hours by way of a Special Meeting called by the President. This will need to be reported to a Top 5 Line Officer as well as the Chief prior to the meeting so both parties can gather documentation in preparation for the meeting. Any relevant information from the file of the member will be pulled, and the incident will be read on the floor during the special meeting by the secretary. The person who is appealing the suspension will need to document the reasons they feel it is unjust as well and have that handed in to the secretary. All relevant documentation will be read by the secretary, both parties will have an opportunity to speak followed by a discussion on the floor and an opportunity to amend the length of suspension up to and including dismissal, after which time closed vote will be held.. A simple majority of members present will determine the outcome.

Section 10. LOSAP Benefits of an Active Member (amended 8/14/2001)

Both the LOSAP Ordinance 12-00 and the point system can be found in Chapter 132 of the Jefferson Township Municipal Code entitled "Volunteers."

Section 11. Duties of Inactive Members (amended 1/13/1998)

- (1) It shall be the duty of all Inactive Members to take part in all Company functions; Maintenance of the building, Fund Raising, Social Activities, etc.

Section 12. Leave of Absence (amended 1/13/1998)

- (1) If a member wishes, the member may go on a leave of absence for personal reasons for any period of two to twelve months.
- (2) The Chief shall grant the leave immediately provided the member has submitted a written request to the Company Secretary, and the member has not been on leave for any part of the previous

two years. If the Chief grants any leave it shall be reported to the Company at the next regular meeting. If the member has had any previous leave then the Company shall take a vote, and a leave of absence shall be granted if there is a majority of affirmative votes of voting members present.

(3) When the member is on leave member may not respond to any fire calls or drills, but may attend any other Company functions. Also, the member shall receive a clothing allowance pro-rated on his active time.

(4) The member may prematurely come off leave by submitting a written request to the Company Secretary, who shall forward it to the Chief.

Section 13. LOSAP Rules and Regulations (amendment added 5/3/01)(amendment 10/12/10)

1. The LOSAP Board shall consist of three members elected by the company at the December business meeting, and one line officer who shall be appointed by the incoming chief. The members shall be elected to three-year terms, in a staggered pattern. (Member 1-year 2005, Member 2-year 2006, Member 3-year 2007, etc.). (Amended 12/2005)
2. There shall be two functions of the LOSAP Board:
 - A. The three members appointed by the Company President shall continue to monitor both Federal and NJ LOSAP legislation, shall serve as liaison to the Township concerning implementation of funding the program, etc., and shall keep the Company updated regarding LOSAP.
 - B. In conjunction with the elected members, the officer selected by the Chief shall be responsible for the following:
 - a. Checking and approving completed forms;
 - b. Maintaining a record of voided sheets;
 - c. Storing completed (yellow) sheets and blank forms in a secure location;
 - d. Tallying LOSAP points earned by each member;
 - e. Posting quarterly and complete year-end reports of points earned;
 - f. Mediating disputed points.
 - C. The officer selected by the Chief shall initial each completed LOSAP form upon approval by the LOSAP Board.
 - D. The LOSAP Board shall meet on a monthly basis to check and approve the completed forms.
 - E. The LOSAP Board shall be responsible for maintaining a record of accumulated LOSAP points.
 - F. The LOSAP Board shall have the responsibility and authority to determine which committees are eligible to receive points under the LOSAP guidelines.
3. LOSAP sheets shall be filled out by the following personnel:
 - A. Meetings, Drills, and Firematic Calls – the appropriate officer (if in attendance) or the senior member;
 - B. Committee Meetings – the committee chairperson (if in attendance) or the senior member;
 - C. Other Activities – the appropriate officer (if in attendance) or the senior member.

4. A limited (and numbered) amount of blank LOSAP sheets shall be available on a daily basis. The remaining sheets shall be kept in a secure location.
5. Completed LOSAP forms (yellow) shall be kept in a secure location.
6. A record will be kept of the numbers of all sheets that have been voided for any reason.
7. No LOSAP points shall be given to Officers (both firematic and Company) for performing administrative duties that are designated as part of the duties of their office.
8. To qualify for LOSAP points, a committee meeting must meet the following requirements:
 - A. A simple majority of committee members must be present.
 - B. The meeting must last for at least thirty minutes.
 - C. The meeting must be called for a specific purpose.(The LOSAP Point System can be found in Attachment 2.)
9. There shall be no LOSAP points given for committee meetings held on nights when a Company meeting or drill has been scheduled.
10. All members of the Company shall be appointed to number of eligible committees as equal as possible.
11. LOSAP sheets shall be available for names and signatures for a reasonable amount of time after firematic calls, which have been cancelled within 5 minutes of dispatch.
12. Upon the return of the last apparatus from a call and all names have been printed in the first column of the LOSAP sheet, the remaining blank spaces shall be crossed out.

ARTICLE III LINE OFFICERS

Section 1. Officers

- (1) (Amended 12-14-82) (Amended 2-10-87)
(Amended 7-2-91) (Amended 11-1-2005)(Amended 1/8/13)(Amended 11/14/17)

The line officers of the Company shall consist of the following: Chief, Assistant Chief, Captain, First Lieutenant, Second Lieutenant, and three Engineers numbered First, Second, and Third. To be eligible for any of the above positions the member needs to be with Jefferson Township Fire Company 1 for a minimum of three years as well as in good standing.

Section 2. Election of Line Officers

- (1) (Amended 1-1-08)
The election of line officers will be based on a modified progressive system, the Chief retiring.

- (2) (Amended 10/12/10)(Amended 11/14/17)
Each year during the November Meeting, all Line Officers advancing to the next higher office shall be voted on by the members present, with the exception of Assistant Chief who will automatically attain the office of Chief when the current Chief's term expires. The Chief's term shall be limited to 2 years. The first year he/she automatically steps up from Assistant Chief, he/she shall be voted on for the second year in office according to the voting eligibility outline in Article V section 3.

- (3) In the event a line officer does not receive a majority of affirmative votes of voting members present, he will be out of office and returned to the ranks.

- (4) The next officer in line will assume the office, provided he receives a majority of affirmative votes of voting members present.

- (5) Each succeeding line officer will then assume the next higher office, providing he receives a majority of affirmative votes of voting members present. An election will then be held for the remaining vacant office.

- (6) (Added 3-10-92)
In the event a vacancy occurs during the year, requirements for voting shall remain the same using the previous twelve months in determining eligibility.

- (7) All line officers elected will be on a probationary period of three months. If during this time the Company feels he is incapable of performing the duties of his office he may be voted out of office at a regular meeting by a majority vote of the voting members present. All voting will be done by closed ballot.

- (8) To be eligible for a line officer position the candidate must be a member in good standing, a member off probation, a member of JTFD1 for minimum of 3 years, qualified on all apparatus as per the qualification list maintained by the Chief and meet the State requirements as defined by The State Division of Fire Safety, State requires Hazmat Ops and Awareness as well as Level 1 as a minimum for said position.

(Added 3-13-07)(Amended 11/14/17)

The nominated member must meet voting eligibility requirements pursuant to Article 5, Section 3, paragraph 2.

(9)) (Added 10-11-16) (Amended 2/8/2022)

Chief Officer (Chief, Asst. Chief)

In order to be eligible for a Chief officer position the candidate must be a member in good standing, have met all the qualifications of the lower Company Officer positions and meet the State requirements as defined by The State Division of Fire Safety, (currently Level 1, 2, & 3 as well as Hazmat awareness) The candidate must also have held at least Company Office within the last 5 years.

Company Officer (Captain, Lieutenant)

In order to be eligible for a Company officer position the candidate must be a member in good standing, have met all the qualifications of the lower Engineer positions and meet the State requirements as defined by The State Division of Fire Safety, (currently Level 1 & 2) The Candidate must also have held at least Engineer position within the last 5 years.

Engineer (1st, 2nd, 3rd) (Amended 11/14/17)

In order to be eligible for an Engineer position the candidate must be a member in good standing, a member off probation, a member of JTFD1 for minimum of three (3) years, qualified on all apparatus as per the qualification list maintained by the Chief and meet the State requirements as defined by The State Division of Fire Safety, State requires Hazmat Ops and Awareness as well as Level 1 as a minimum for said position

Engineer 1 requirements –

- A supervisory role to prepare for an officer role. Reports to Incident Command for direction, follows the chain of command. Will give direction to crew for assignments when on truck. When on scene, will obtain any further direction from Incident Command and direct crew;
- Level 1 Incident Management Certified; and
- Responsible for keeping in good operating condition Trucks Mainhouse Trucks assigned by the chief.

Engineer 2 requirements-

- This is a supervisory role to prepare for an officer role. Reports in to IC for direction, follows the chain of command. Will give direction to crew for assignments when on truck. When on scene the engineer will obtain any further direction from IC;
- Level 1 incident Management Certified; and
- Responsible for keeping in good operating condition Trucks assigned by the chief. .

Engineer 3 requirements-

- This is a supervisory role to prepare for an officer role. Reports in to IC for direction, follows the chain of command. Will give direction to crew for assignments when on truck. When on scene the engineer will obtain any further direction from IC;
- Level 1 incident Management Certified; and
- Responsible for keeping in good operating condition Trucks assigned by the chief.

Section 3. Resignation of Chief

(1) Should a Chief resign after 1 July, the Assistant Chief shall fill the current term of the Chief and remain as Chief the following year as his regular term as Chief.

Section 4. Chief

(1) The Chief is the commanding officer of the Fire Company at all times except at business meetings, when he shall relinquish his command to the president. The duties of the Chief shall be defined by the current Township Ordinance in effect during his term of office.

Section 5. Assistant Chief (amended 7/10/2014)

(1) It shall be the duty of the Assistant Chief to assist the Chief at all times and in the absence of the Chief, he shall be in command.

(2) He shall be at all times responsible and accountable for the apparatus and equipment of the company, while on duty as well as off duty, and in or out of the firehouse. He shall see that the bays as well as the equipment and apparatus are at all times in a clean and presentable condition. He shall immediately report to the Chief any loss or damage to any part of the apparatus or equipment together with an explanation for such loss or damage.

(3) He shall make requests to the Chief on all repairs needed for the equipment and apparatus.

(4) It shall be the duty of the Assistant Chief to over see the Junior Fire Fighter program.

Section 6. Captain (Amended 2/8/2022) - Roles may be changed at the disgression of the chief or IC at any time depending on the need and manpower.

(1)It shall be the duty of the Captain at all times to aid and assist his superiors in the discharge of their duties, and in their absence, to take command.

(2)(Amended 3-10-92)

At the scene of a fire, the Captain shall be in charge of all extinguishing operations under the supervision of the Chief and Assistant Chief. It shall be his duty to plan

and direct all training drills. He shall be responsible to fill out the fire call sheet and training drill call sheets. Roles may be changed at the discretion of the chief or IC at any time depending on the need and manpower.

(3) He may, without permission of the Chief or Assistant Chief, call drills whenever deemed necessary. However, the Chief or Assistant Chief should be notified if possible.

Section 7. Lieutenant (Amended 2/8/2022)

(1)

- It shall be the duty of the Lieutenant to assist his superior officers in carrying out their orders and in the absence of the Captain, shall assume his duties. It shall be the duty of the Lieutenant to instruct all newly elected members in the use of the equipment on the apparatus, and to familiarize them with their duties at a fire;
- It shall be their duty to assist IC in the placement of the apparatus safely and efficiently at the incident scene. In the absence of the Captain, he shall be responsible to fill out the call sheet. Roles may be changed at the discretion of the chief or IC at any time depending on the need and manpower ;
- It shall be their duty to be responsible for the maintenance and functionality of all communication devices to the department;
- Incident Management Level 1 and Level 2 Certified; and
- It shall be their duty to be responsible for all PPE coordinating budget with the Chief if new gear needs to be obtained.

Section 7a. Second Lieutenant (Amended 2/8/2022)

(1)

- It shall be the duty of the Second Lieutenant to assist his superior officers in carrying out their orders and in the absence of the First Lieutenant, shall assume his duties;
- It shall be the duty of the Second Lieutenant to Report to Incident Command for direction, follows the chain of command. Will give direction to crew for assignments when on truck as well as setting up Draft sites as needed. When on scene, will obtain any further direction from Incident Command and direct crew;
- Roles may be changed at the discretion of the chief or IC at any time depending on the need and manpower
- It shall also be his duty to be responsible for all community service operations, which shall include everything done for the Township, which is not directly related to fire calls. But under no circumstances will any truck or equipment be used on a non-emergency basis without prior approval of the Chief;

- ☐Level 1 and Level 2 Incident Management certified;
- ☐Responsible for keeping in good operating condition -assigned apparatus from the Chief.
- ☐Responsible for LOSAP/Call Manager.

Section 8. Engineers (Amended 11/14/17)

(1) Engineers

- Can assume command if no other superior's officers are present;
- It shall be the duty of the Engineer to maintain the apparatus assigned to him or her in serviceable condition always;
- During drills the Engineer shall see that the apparatus is operating to the best of its ability;
- After a fire or drill, it shall be their duty to see that the apparatus is ready to respond to any occasion;
- If any repairs are necessary, he or she shall obtain necessary quotes and coordinate all the repairs, the repairs can be delegated as needed. When the quotes or repairs in question are ready to be submitted for PO the Engineer will submit the required paperwork to the Chief for review and budget consideration; and
- It will be the Engineer's responsibility to report on the apparatus (Unless delegated) during business meetings to make the company aware of any items that may need to be addressed. The Engineer will be responsible for his or her truck crew at a work drill, on scene or any function that requires leadership.

Section 9. Truck Commanders (Amended 11/14/17)

(1) Truck commanders shall be appointed by the officers. There shall be one truck commander for each Engineer as well as second LT. It shall be the duty of the Truck Commander perform routine maintenance and keep the apparatus in serviceable conditions at all times as well as helping coordinate repairs with Engineer.

Any additional duties for said Truck Commander shall be set forth by the line officers at their discretion. All personnel wishing to be appointed Truck Commander by the Officers must be qualified on the apparatus they wish to be appointed to.

The Truck commander is not considered an Officer position.

Section 10. Drivers

(1) (Amended 3-10-92)

It shall be the duty of the drivers to be thoroughly familiar with the operations of the pumps, subject to a test. All new drivers to be appointed shall be taken out by an Engineer plus one other line

officer on a road test and go through the pumps to the satisfaction of the Line Officer giving the test, before becoming a driver. In the absence of the Engineer, the driver who operates the apparatus will assume the duties of the Engineer until such time as the Engineer relieves him, or in securing from a drill.

Section 11. Fire Police

(1) There shall be as many Fire Police appointed annually by the Chief as deemed necessary. It shall be the duty of the Fire Police on reaching a fire to immediately take charge of all traffic and to keep the road clear in order to let emergency equipment move in and out of the fire area. They shall form a line and allow no one inside unless they are authorized to do so. They shall see that all spectators are kept at a safe distance from the fire scene.

Section 12. Chaplain

(1) The office of Chaplain is an honorary office filled by appointment, preferably a clergyman of one of the churches of this district. He shall officiate at any farewell service held by the Fire Company for a deceased member.

(2) He shall take part in any fire company function where the services of the Chaplain are appropriate. He shall be granted the same rights and privileges afforded any other honorary member. He shall perform his duties in the same manner member finds benefiting an official of his standing, and shall have the full cooperation of the Fire Company.

ARTICLE IV ADMINISTRATIVE OFFICERS

Section 1. Administrative Officers

(1) The administrative officers of this company shall consist of President, Vice President, Secretary, Financial Secretary, Treasurer, Sergeant at Arms, Steward, Assistant Steward and Board of eight (8) Trustees. (Amended 11/14/17)

(2) (Amended 10/12/10)

These officers shall be elected for a term of one year. A person who assumes an office in the middle of a term shall only complete the term elected to. Upon completion of their term, they may be re-elected to office. They shall be elected in the regular meeting held in December, and their term begins on January 1st of the next year.

Section 2. President

(1) It shall be the duty of the President to preside at all meetings, to sign all orders drawn on the treasury, direct the Secretary to call special meetings when deemed necessary, appoint all committees except a nomination committee, enforce the constitution and by-laws, see that all administrative officers and committees perform their duties, shall not vote on any issue except to create or break a tie vote, and maintain order at the meetings.

Section 3. Vice President

(1) The Vice President shall assume the duties of the President in his absence and see that all committees perform their duties and report back to the President with any issues.

Section 4. Secretary

(1) (Amended 3-13-84) (Amended 3-10-92)

It shall be the duty of the Secretary to keep the minutes of all the company meetings, advise the trustees in writing of property purchased by the company, call the roll at meetings, note the absentees who will be investigated by the membership committee, notify all members in advance of all meetings, drills, parades, etc. In case of a special meeting, he must state the objective of the meeting, keep a record of all fires and drills, notify newly elected members of their election and furnish them with a copy of the Constitution and By-Laws, badge, and key, submit the name of newly elected members to the Township Committee, notify the Township Committee of newly elected officers and membership roster within one week after the election. Read at every meeting all incoming and outgoing correspondence and keep same on file, refer all bills to the company for action. In consideration

of his services, he shall be paid \$200.00 per year for fiscal 1984. Each year thereafter an increase of \$10.00 per year will be applied. (I.e. 1985 = \$210.00 1986 = \$220.00, etc.)

(2) (Added 3-12-91)

The company Secretary shall make copies of all 'By-Law Changes' approved by the company. These 'By-Law Changes' will be available within 30 days to all Company Members

Section 5. Financial Secretary

- (1) It shall be the duty of the Financial Secretary to keep strict and accurate accounts of all moneys received by the company, to act as co-chairman of all fund raising campaigns, turn such proceeds over to the Treasurer on or before the following meeting. Keep an accurate record of donations in order that a report of same may be made at the regular meeting, and a complete report at the annual meeting.
- (2) The fire company shall bond him for the sum of \$10,000.00.

Section 6. Treasurer

- (1) (Amended 3-13-84)
It shall be the duty of the Treasurer to take charge of all moneys turned over to him by the Financial Secretary giving a receipt thereof, keep an accurate record of the financial condition of the company and render an account at every meeting. Pay the bills when approved by the company and certified by the Financial Secretary, render an audited account at the end of each year.
- (2) The Fire Company shall bond him for the sum of \$10,000.00.
- (3) In consideration for his services, he shall be paid \$200.00 per year for fiscal 1984. Each year thereafter an increase of \$10.00 per year will be applied. (i.e. 1985 = \$210.00 1986 = \$220.00, etc.)

Section 7. Sergeant at Arms

- (1) The Sergeant at Arms shall have charge of the door at all meetings and shall be subject to the President in preserving order.

Section 8. Steward

- (1) It shall be the duty of the Steward to see that the firehouse and grounds are in presentable conditions at all times.
- (2) (Amended 3-10-92)
In order to accomplish this, he shall be empowered to call work drills or assign men in a rotating list. However, he shall be present and have complete charge at all times. He shall fill out the call sheet for all Steward's drills
- (3) (Amended 3-10-92)
He shall have the right to purchase miscellaneous equipment and materials, such as brooms, buckets, etc., required in the performance of his duties, not to exceed \$500.00 per year. This dollar amount may be exceeded only with the Board of Trustees approval and the Fire Company approval.

Section 9. Trustees

- (1) (Amended 12-12-95)(Amended 10/12/10)

The Board of Trustees shall consist of seven members and the Fire Company Steward. Trustees shall be elected at the December meeting.

(2) The duties of the trustees shall be to formulate rules and regulations for the improvement of the Company, be responsible for the upkeep of the firehouse, and recommend any change which shall be brought before the Company for approval, to assume general supervision of all property owned by the company, keep record of all Company property, and make a monthly report indicating changes thereto. Shall be empowered to loan certain Company properties upon the approval of three of the members to responsible persons and recognized organizations of the Township. Their judgment as to what constitutes certain properties shall be final.

(3) Take a physical inventory of all fire company properties quarterly, or as often as necessary, make a written list of all fire company properties and present same to incoming President at the beginning of the year.

(4) All action taken by the Trustees shall be reported at the next regular meeting immediately following such action. The Board of Trustees will meet at least once a month.

(5) The Trustees shall elect a chairman amongst their members annually.

ARTICLE V ELECTION OF OFFICERS AND MEMBERS

Section 1. Election of Members

(1)

All applications, which have been reported on by the membership committee, shall be presented to the members at any regular meeting, or the annual meeting.

Section 2. Election of Officers

(1) (Amended 10/12/10)(

Election of Line Officers will take place during the regular meeting held in November of each year. The election of Administrative Officers will take place during the regular meeting held in December of each year. If for any reason an office becomes vacant during the year, the office will be filled at the following meeting or the meeting at which it occurs as provided in Article III and Article IV.

Section 3. Voting Eligibility

(1)(Amended 10/12/10)

To be eligible to vote for administrative officers at the December meeting, active members must have attended at least six meetings during the year, and exempt members must have attended at least four meetings during the year. Attendance at the November meeting is credited for eligibility.

(2) (Amended 1-92)(Amended 10/12/10) (Amended 2/11/14) To be able to vote for Line Officers at the November meeting, all active members must meet the same requirements as in voting for Administrative Officers, and have made 30% of fires and drills, or have made 50% of fires and drills to be determined using the clothing allowance percentage of that year.
No member artificially carried at 30% shall be eligible to vote for line officers.

(3)(Amended 10/12/10)

To be eligible to vote for a line office vacated at any time other than November, an active member must have attended at least six of the previous twelve meetings and must also have made forty percent of fires and drills, to be determined using the clothing allowance percentage of the previous year.

(4)

No member on leaves of absence or suspended shall be eligible to vote on any question brought before the company.

(5) (Amended 1/8/19)

No member shall be eligible to vote for administrative or line officer in November or December or any time a vacancy occurs whoever owes the company money

ARTICLE VI MEETINGS

Section 1. Regular Meeting

- (1) The regular meeting shall be held on the second Tuesday of each month at 8:00 p.m.

Section 2. Annual Meeting

- (1) The annual meeting of the Fire Company will be held on the second Tuesday of each year at 8:00 p.m.
- (2) All standing committees and special committees who have not been dismissed by the chair will make their final reports.

Section 3. Special Meetings

- (1) The President or three members of the Fire Company may call for a special meeting. No other business except that for which the special meeting was called is to be discussed and resolved.
- (2) All members shall receive at least 48 hours notice of any special meeting.

Section 4. Quorum

- (1) No meeting shall be conducted without a quorum being present. A quorum shall consist of one third of the active members of the company, disregarding any fraction of a member.

Section 5. Order of Business

- (1) The Order of business shall be as follows:
1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call of Line Officers
 4. Reading of the Minutes
 5. Treasurers Report
 6. Presentation of Bills
 7. Reading of Correspondence
 8. Report of Line Officers
 9. Report of Committees
 10. Election of Officers and Members
 11. Unfinished Business
 12. New Business
 13. Financial Secretary's Report
 14. Good and Welfare

- 15. Roll Call
- 16. Adjournment

Section 6. Robert's Rules

- (1) Robert's Rules of order shall be the authority to decide all questions of debate.

ARTICLE VII COMMITTEES

Section 1. Uniform Committee

- (1) The uniform committee shall consist of a chairman to be appointed annually by the President.
- (2) All firemen shall sign a contract with the uniform committee upon receipt of a uniform.
- (3) All uniforms will be the property of the Fire Company and are subject to inspection by the trustees at all times.
- (4) (Amended 8-9-83 as paragraph 3)(2/11/14)
The Fire Company will pay the full cost of the dress uniform less \$30.00. If a member on probation desires a uniform, he/she shall pay the total price and on completion of his probationary period, the company shall reimburse his/her for the full purchase price of the uniform less \$30.00. This money may be deducted from the members clothing allowance if he so wishes.
- (5) All men will be required to keep their uniform clean and pressed at all times and ready for immediate use.
- (6) (Amended 8-9-83 as paragraph 5)
The trustees can recall the uniform from any fireman upon resignation or dismissal. The reclaimed uniform will be issued to a member whom it fits. Under no circumstances will a new uniform be purchased for a member if the fire company has one on hand that is the correct size or can be altered to fit, and is in presentable condition.
- (7) (Amended 8-9-83 as paragraph 6)
In the event of death, the uniform committee will supply, at the request of the next of kin, a uniform for burial.
- (8) (Amended 4-11-82)
Refer to Jefferson Township Fire Company #1 Company Uniform Specifications 2a formal Dress Uniform Class A (b.) Blouse coat- Any Past chief that becomes a Captain, Lieutenant, Engineer or Fire Police shall wear gold buttons

Section 2. Auditing

(1)

The auditing committee shall consist of three members appointed by the president annually. The duties of the auditing committee shall be to audit the books and accounts of the Treasurer and Financial Secretary every six months, and report the results to the company at the annual meeting, or the regular meeting upon completion of their audit. If an audit is two months overdue, the company may make no further transactions until such an audit is done.

Section 3. Membership Committee

(1)

The membership committee shall consist of the Line Officers. All applications for membership must be referred to this committee. It shall be their duty to see that all questions in the application are answered, that said application is properly signed and counter-signed and to make a thorough investigation as to the character, physical condition, and age of the applicant, and may request further information that may be required to act upon this application.

It shall be the duties of the sick committee to post names of hospitalized, ill or deceased members on the bulletin board, along with any pertinent information as to hospital, service, etc. Any member learning of such sickness or death shall notify a member of the sick committee.

Section 5. Special Committees

(1)

The chair shall appoint special committees whenever required.

ARTICLE VIII RULES OF ORDER

Section 1.

(1)

The consumption of all food and drink shall cease as soon as the meeting is called to order.

Section 2.

(1)

Any member wishing to be heard, shall raise his hand until recognized, and then address the chair. Member shall be considered out of order if member does otherwise.

Section 3.

(1)

The President shall not vote on any issue, unless the vote is evenly divided, or he wishes to create a tie vote.

Section 4.

(1)

Any member recognized by the chair shall be allotted no more than three minutes to speak on any subject, unless he requests more time and the membership at large sanctions his request.

Section 5.

(1)

It shall be the duty of the President to keep order and to enforce the Constitution and By-Laws of the company at all times.

Section 6.

(1)

If the President is desirous of debating a subject for or against, he must request permission to step down from the Chair and request the Vice President to preside over the meeting until member has finished his business.

Section 7. Death of a Member

(1)

In the event of a death of a fireman, the Chief and Secretary shall be notified as soon as possible. The Chief will confer with the appropriate Chaplain and specify the date and time that the company will assemble as a body and pay their last respects. All firemen will attend the services in uniform.

(2) (Amended 3-10-92)

The Chief will assemble the company to notify them of the time and place by calling a special meeting or drill. The Secretary, upon notification, will send an appropriate expression of sympathy on behalf of the company, the cost not to exceed \$100.00. On the day of the funeral the flag will be flown at half-mast at the firehouse. Services of the Fire Company will be available to the deceased member's family, if so desired.

Section 8. Death in the Immediate Family

(1) (Amended 3-10-92)

In the event of a death in the immediate family of a fireman, the Secretary will be notified as soon as possible. The Secretary, upon notification, will send an appropriate expression of sympathy on behalf of the fire company, the cost not to exceed \$100.00.

(2)

The Immediate Family is defined as follows: mother, father, wife and children of the member's family.

ARTICLE IX REVISION to The CONSTITUTION And BY-LAWS

Section 1. Amendment, Suspension, or Repeal of this Constitution and By-Laws or any Provision Thereof

(1) (Amended 8/9/94)

Proposed amendments to the Constitution and By-Laws must be submitted in writing to the company secretary. The proposed amendment must be signed and dated by an active member of the company in good standing and eligible to vote on the amendment. The company secretary will then forward those to the chairman of the By-Law committee at the next regular meeting shall read the same for a first reading. The company secretary shall then post a copy of the amendment on the company bulletin board.

(2)

The By-re Laws committee shall report on such said amendments at the next regular meeting, which shall be considered the second reading, at which time the company shall take a vote.

(3) (Amended 8/9/94)

Any revision to this Constitution and By-Laws must receive approval by a two-thirds vote of eligible voting members present.

(4) (Amended 8/9/94)

A proposed amendment that has been defeated may be revised on the floor by the body and re-submitted, and will be read at the next regular meeting for its third and final reading.

(5) (Amended 7/12/22)

It shall be the responsibility of the Trustees to Monitor and Oversee all electronic data and surveillance equipment. The purpose of the cameras that are located throughout the building or outside the building are to be used to help identify any issues with vandalism or theft or damage at or around the firehouse. The viewing of the recorded feeds shall only be by any two of a committee of a Chief officer, President, and senior trustee after suspected incidents. There are to be no remote feeds to personal devices, phones etc.

The Trustees shall be responsible for maintaining a record of all administrative passwords to the various systems related to the operation of the firehouse including but not limited to Servers, camera system, and electronic signs. This shall be a sealed record that is give to thePresidentsecured in a safe only to be unsealed when there are changes in the IT administration.

Section 2. Repeal

(1)

In order to repeal this Constitution and By-Laws a two- third's majority of the entire membership will be necessary.

Section 3. Dissolution (amended 11/14/00)

(1) Upon dissolution of this organization and liquidation of assets the general treasury shall be turned over to Community Fire Company #2, West Milford.

(2) (Amended 12/11/18)

Upon dissolution of this organization and liquidation of assets the general treasury shall be turned over to Milton First Aid Squad, Jefferson, NJ.

ATTACHMENT 1

Junior Fire Fighter Jefferson Township Fire Co. No. 1 (Amended 1/06/2020)

The purpose of this organization is to provide training for eventual membership into the township's Volunteer Fire Department.

1. Each applicant regardless of race, color, sex, shall:

- A. Be at least 16 and no more than 17.
- B. Must present permission from parents or legal guardian and such permission shall be in writing and acknowledged and witnessed in a manner required by law.
- C. Pass a physical examination establishing the physical capability to carry out the duties of the above position.
- D. obtain a letter from the school that the candidate is in good academic standing in school.

Parents and/or legal guardian must be present when interviewed by the Chief and Line Officers.

2. Rules:

Junior Firemen's Auxiliary any person living in the Township of Jefferson between the ages of 16 and 17 with written permission from their parents or legal guardian, may make application to the Junior Firemen's Auxiliary as provided for in the Township Ordinance No. 23-91.

Each applicant must pass a physical examination establishing the physical and mental capability to carry out the duties of the position as required by fire company bylaws. Obtain a letter from the school that the candidate is in good academic standing in school.

Parents and/or legal guardian must be present when interviewed by the Chief and Line Officers.

Parents and/or legal guardian must present permission from parents or legal guardian and such permission shall be in writing and acknowledged and witnessed in a manner required by law.

Junior Fire Fighters are required to observe the rules and By-Laws of the Company and must demonstrate an active interest in the Company as well as company functions. They shall observe the discipline and direction of the officers and members of the Company. They shall be responsible to the Chief. Junior Fighters shall be subject to Federal, State and Local law and regulations including but not limited to NJ State child labor laws. Junior firefighters may not deliberately and/or willfully misuse, damage or destroy fire company equipment or property.

Junior Fire Fighters shall not drive any fire apparatus.

School grades shall be monitored. Should grades fall below a "C" average in any class said member shall be suspended from the Company until such time as the member can show the grades have improved.

Proof of "C" average shall be verified by means of school report card.

Should a Jr. Fire Fighter drop out of school prior to their 18th birthday they shall no longer meet the requirements of being Jr. Fire Fighter and shall be dropped from the rolls

Junior members may not be in the firehouse unless you have two or more regular members present or two junior members with a regular member. With the exception the regular member is the legal parent or guardian of the junior member(s). Juniors as well as regular members are to be seat belted when responding to calls in all fire department vehicles.

A curfew of 11:00 P.M. will be observed, the only exception is for approved Company functions with the consent of a parent or legal guardian. Junior Fire Fighters may not leave school to attend any fire or Company function with the exception of school functions involving emergency services.

*** No junior firefighter shall carry their pager while in school.**

*** No junior firefighter will have dispatch applications on their cell phones that are paid for by the fire department.**

*** No junior firefighters shall have a fire department name plate or blue light on their vehicle until they become a full member of the fire department.**

Junior Fire fighters shall be required to attend as many Company drills as possible plus fund raising activities unless excused and be trained in basic fire operations including but not limited the following:

*** Pump operations**

*** Ladder**

*** Rescue**

*** Use of self-contained breathing apparatus**

*** Fire suppression**

*** Fire ground tactics**

*** Firefighting equipment**

Safety rules shall be followed at all times. Junior members shall not be allowed to perform duties, which would expose them to the same degree of life hazard as a regular member.

Prohibited activities include but are not limited to the following:

- * Entering any burning building or unstable structure. They will be issued turn out gear.**
- * Firefighting gear must be worn at all calls and drills. Failure to wear proper gear will be handled by the Chief.**
- * All other safety rules set forth by the Company By-Laws or the Chief and Line officers shall be followed without question.**
- * Riding on the outside of any equipment or vehicles. Junior firefighters must ride in the enclosed cab of the fire apparatus or in the rear of the emergency truck.**

A Junior Fire Fighter may be removed from membership for just cause. Should a junior member have charges brought against them for any violation of firematic functions or rules, they shall be entitled to a hearing before the Chief. Should they have non firematic violations brought against them, they shall be entitled to a hearing before the President, Vice President or Trustees. The presiding officer shall make the Company aware of these charges when or if a decision has been reached.

At any time the Chief, Assistant Chief or President may suspend a Junior member from all activities of the Company. In doing so, the Junior member is entitled to a hearing as to why he/she was suspended within 48 hours of the suspension. Parents or legal guardian shall be notified of the suspension and be present at the hearing.

Reasons for suspension include but are not limited to:

- * Removal of Township or Company property without proper permission.**
- * Disregard of safety rules.**
- * Disregard of Line officers orders at a fire scene.**
- * Disobeying any part of the Company By-Laws.**
- * Violation of any local, state or federal laws.**
- * Use of any illegal drug(s) or alcoholic beverage(s).**

A. Junior Fire Fighters are required to observe the rules and By-Laws of the Fire Department and of the Fire Company and must demonstrate an active interest in the Fire Company and its functions.

B. Junior Fire Fighters will be required to observe the discipline and direction of the Officers and members of the Fire Company.

C. Junior Fire Fighters may not deliberately and/or willfully misuse, damage or destroy Fire Company Equipment or property.

D. Junior Fire Fighters may not misappropriate, remove without permission or steal Fire Company equipment or property.

E. Junior Fire Fighters shall not drive any fire equipment (pumper trucks, ladder trucks, auxiliary truck, brush trucks, etc.)

F. Junior Fire Fighters must be enrolled in a recognized High School or have obtained a certificate of graduation. School grades will be monitored and if they fall below a grade level 'C' in any one class, said Junior Fire Fighter will be suspended or restricted from fire fighting and/or the fire house until such time as the Junior Fire Fighter can show evidence that the grades have improved.

G. No Junior Fire Fighter may be in the firehouse unless a Line Officer or member is present.

H. A curfew of 10:00 PM will be observed Sunday through Thursday and 11:00 PM on Friday and Saturday, with the exception of approved Fire Company functions. Junior Fire Fighters may not leave school to attend any fire or Fire Company Function.

I. No Junior Fire Fighter shall carry their pager while in school.

J. No Junior Fire Fighter will have E-Dispatch on their cell phone that is paid for by the fire department.

K. no Junior Fire Fighter Shall have a Fire Department name plate or blue light on their vehicle until they become a full fledge member of the Fire Department.

3. Training Rules:

Junior Fire Fighters are required to be trained in Basic Fire Operations including but not limited to:

- A. Pump Operations
- B. Ladder Operations
- C. Rescue Operations
- D. Use of Self Contained Breathing Apparatus
- E. Fire Suppression
- F. Fire Ground Tactics
- G. Use of Fire Fighting Equipment.

4. Safety Rules:

A. Junior Fire Fighters will not be allowed to perform duties that would expose them to the same degree of life hazard as a regular member of the Fire Company. Prohibited activities include but are not limited to the following:

B. Entering any burning or unstable structure.

C. Riding on the outside of any fire truck or fire equipment. Junior Fire Fighters must ride in the enclosed cab of the fire apparatus or in the rear of the emergency truck. The Junior Fire Fighter must be seated when the apparatus is in motion.

D. Performing any functions or work details that would place the Junior Fire Fighter or Volunteer Fire Fighter in any hazardous situation or condition.

E. Junior Fire Fighters will be issued turn out gear. This equipment must be used at all fire calls and drills as necessary. Failure to wear the turn out gear will be handled by the Fire Chief.

F. Any other safety rules set forth by the State Of New Jersey and the By-Laws of the Fire Company or the Fire Chief and/or Line Officers.

5. Disciplinary Hearing, Removal from Membership:

A. Any Junior Fire Fighter may be removed from membership for just cause only. If the Junior Fire Fighter is accused of a violation of any rules or By-Laws by a Junior Fire Fighter or Volunteer Fire Fighter, such accused member is entitled to a hearing before:

B. Fire Company Line Officers for any violation of Firematic functions or rules. The Fire Company Chief will review the findings and take whatever action he deems necessary, excluding dismissal. Dismissal, if appropriate, will be determined by the membership at the next regular meeting.

C. Administrative Officers (President, Vice President, Trustees) for any non-firematic violations. The findings of the hearing of the Junior Fire Fighter for a non-firematic violation shall be sent back to the Fire Company Floor with the Administrative Officers recommendations. The fire company membership will then take whatever action it deems necessary.

D. At anytime the Fire Chief, Asst. Chief, President or Vice-President feels it is in the best interest of the Fire Company he may suspend a Junior Fire Fighter from all activities of the Fire Company. In doing so, the Junior Fire Fighter is entitled to a hearing on the reason(s) why he/she was suspended within 48 hours of the suspension. Parents or Legal Guardian will be notified of any such suspension and hearing.

E. Reason(s) for suspension include but are not limited to:

- Removal of firematic or fire company property without permission.
- Disregard of safety rules.
- Disregard of Line Officers orders at a fire scene.
- Disobeying any part of Fire Company By-Laws.
- Violation of any Local, State or Federal Law.
- Use of any illegal drug(s) or alcoholic beverage

ATTACHMENT 2

Jefferson Township Fire Companies #1 and #2 LOSAP Point Schedule

100 points are required for a member to be eligible for 100% of the annual contribution. If a member achieves fewer than 100 points, the following table would be used in determining the contribution:

100 points	=	100 % contribution
90-99 points	=	75% contribution
80-89 points	=	50% contribution
70-79 points	=	25% contribution
Under 70 points	=	0% contribution

Points Earned for Fire Calls:

60% to 100%	=	60 points
45% to 59%	=	50 points
30% to 44%	=	40 points
0% to 29%	=	0 points

Points Earned for Administrative Positions:

President	20 points
Vice President	20 points
Secretary for the Company	10 points
Financial Secretary	10 points
Treasurer	10 points

Points Earned for Line Officers:

Chief	40 points
Assistant Chief	40 points
Captain	30 points
Lieutenant	30 points
Engineers	20 points

Points Earned for Activities:

Training Drills	2 points each
Work Drills	1 point each
Special Details	1 point each
Schooling	4 points each class
Department Meetings	2 points each
Company Meetings	1 point each

Miscellaneous Activities: 2 points will be credited for participation in activities, which are deemed official by the Chief or President, such as the following:

- Truck Committees

- Fire Prevention Activities

- Fund Raising Activities

- Wakes and Memorial Services

- Local Relief Association Meetings as Delegate or Trustee

- Attendance as Delegate to County or State Association as member

- Parades and other special events

- Attendance at outside firematic activities not previously covered.

Attachment 3
Uniform Specifications
(Adopted 7-10-12) (Amended 11/14/17)

JEFFERSON TOWNSHIP FIRE COMPANY NUMBER 1
COMPANY UNIFORM SPECIFICATIONS

1. The uniforms for members of Jefferson Township Fire Company Number 1 shall consist of :
 - A. Formal Dress Uniform (CLASS A, to be used for all formal functions, Including funerals and wakes)
 - B. Service Uniform (CLASS B, to be used for functions like Flower Sale and National Night Out)
 - C. Service Dress Uniform (CLASS C)
2. The following specifications identify all aspects of the uniform requirements, including but not limited to: color, style, design and accessories.

A. FORMAL DRESS UNIFORM CLASS A)

(1) The Class "A" Uniform shall consist of hat, coat, shirt, tie, trousers, shoes and socks. Accessories include the JTFD1 patch and a flag patch, company badge, nameplate, badge & nameplate holder, hashmark service stripe(s) and officer insignia (if applicable).

(a) Hat:

- i. Firefighters/Fire Police. The hat shall be a bell style, navy blue in color with a black brim. The braid (chin strap) shall be black. The front badge shall be a Blackington Silver badge.
- ii. Engineers. The hat shall be a bell style, navy blue in color with a black brim. The braid (chin strap) shall be metal expansion type silver 1/2" wide. The front badge shall be a Blackington Silver badge.
- iii. Lieutenant. The hat shall be the same as Engineers.
- iv. Captain. The hat shall be the same as Engineers.

v. Assistant Chief. The hat shall be a bell style white in color with a white brim. The braid (chin strap) shall be a metal expansion type gold 1/2" wide. The front badge shall be a Blackington Gold Badge.

vi. Current Chief. The hat shall be the same as Assistant Chief.

vii. Past Chiefs. The hat shall be a bell style white in color with a black brim. The braid (chin strap) shall be a metal expansion type gold 1/2" wide. The front badge shall be a Blackington Gold badge.

(b) Blouse Coat:

The Blouse Coat shall be a navy blue double-breasted coat (55% polyester / 45% wool) with two rows of 4-buttons (FD Buttons).

Chief, Assistant Chief and Past Chiefs will wear gold buttons.

Captain, Lieutenant, Engineers, Firefighters and Fire Police will wear silver buttons.

The JTFD1 Company patch will be attached to the left shoulder 1" below the seam.

An American Flag patch (rectangular 2 1/2" X 3 1/2") will be attached to the right shoulder 1" below the seam.

The Flag patch will be sewn with the stars facing up and forward on the blouse. Any Past Chief that becomes a Captain, Lieutenant, Engineer or Fire Police shall wear gold buttons.

i. BADGES (BREAST)

(HAT)

aa. Firefighter/Fire Police

Badge Color: TFSS195 NICKEL
Text Type: SOFT ENAMEL
Text Font: BLOCK
Text Color: BLACK
Panel 1: MEMBER
Panel 2 Top: J.T.F. CO. NO. 1 INC.
Panel 2 Bottom: MILTON
Panel 3: N.J.
Seal Style: C197B
Badge Backing: PIN 7 SAFETY CATCH
Text Separators: NONE

TFSB484 NICKEL
SOFT ENAMEL
BLOCK
BLACK
JEFFERSON
TOWNSHIP
A2890
SCREW & CLUTCH

BADGES (BREAST)**(HAT)****bb. Enginner**

Badge Color: S195 NICKEL
Text Type: SOFT ENAMEL
Text Font: BLOCK
Text Color: BLACK
Panel 1: ENGINEER
Panel 2 Top: J.T.F. CO. NO. 1 INC.
Panel 2 Bottom: MILTON
Panel 3: N.J.
Seal Style: C873P (BLUE ENAMEL)
Badge Backing: PIN & SAFETY
Text Separators: NONE

F143 RHODIUM
SOFT ENAMEL
BLOCK
BLACK
JEFFERSON

TOWNSHIP

C873P
SCREW & CLUTCH

cc. Lieutenant

Badge Color: TFSS195 NICKEL
Text Type: SOFT ENAMEL
Text Font: BLOCK
Text Color: BLACK
Panel 1: LIEUTENANT
Panel 2 Top: J.T.F. CO. NO. 1 INC.
Panel 2 Bottom: MILTON
Panel 3: N.J.
Seal Style: C181B (BLUE ENAMEL)
Badge Backing: PIN & SAFETY
Text Separators: NONE

TFSSF143 NICKEL
SOFT ENAMEL
BLOCK
BLACK
JEFFERSON

TOWNSHIP

C180S
SCREW & CLUTCH

dd. Captain

Badge Color: TFSS195 NICKEL
Text Type: SOFT ENAMEL
Text Font: BLOCK
Text Color: BLACK
Panel 1: CAPTAIN

TSSF143
SOFT ENAMEL
BLOCK
BLACK
JEFFERSON

Panel 2 Top: J.T.F. CO. NO. 1 INC.
Panel 2 Bottom: MILTON
Panel 3: N.J.
Seal Style: C183B (BLUE ENAMEL)
Badge Backing: PIN & SAFETY
Text Separators: NONE
BADGES (BREAST)

TOWNSHIP

C182S
SCREW & CLUTCH

HAT

ee. Assistant Chief

Badge Color: S195 GOLD
Text Type: SOFT ENAMEL
Text Font: BLOCK
Text Color: BLACK
Panel 1: ASST. CHIEF
Panel 2 Top: J.T.F. CO. NO. 1 INC.
Panel 2 Bottom: MILTON
Panel 3: N.J.
Seal Style: C177B (BLUE ENAMEL)
Badge Backing: PIN & SAFETY
Text Separators: NONE

GOLD 1 3/4" ROUND
3 CROSSED BUGLES
W/ ASST. CHIEF
IN CENTER
BLUE ENAMEL
BACKGROUND

ff. Chief

Badge Color: S195 GOLD
Text Type: SOFT ENAMEL
Text Font: BLOCK
Text Color: BLACK
Panel 1: CHIEF
Panel 2 Top: J.T.F. CO. NO. 1 INC.
Panel 2 Bottom: MILTON
Panel 3: N.J.
Seal Type: C189B (BLUE ENAMEL)
Badge Backing: PIN & SAFETY
Text Separators: NONE

GOLD 1 3/4" ROUND
5 CROSSED BUGLES
W/ CHIEF IN CENTER
BLUE ENAMEL
BACKGROUND

gg. Past Chiefs

Badge Color: S195 GOLD
Text Type: SOFT ENAMEL
Text Font: BLOCK
Text Color: BLACK

GOLD 1 3/4" ROUND
5 CROSSED BUGLES
W/ PAST CHIEF
IN CENTER

Panel 1:	PAST CHIEF	BLUE ENAMEL
Panel 2 Top:	J.T.F. CO. NO. 1 INC.	BACKGROUND
Panel 2 Bottom:	MILTON	
Panel 3:	N.J.	
Seal Type:	C189B (BLUE ENAMEL)	
Badge Backing:	PIN & SAFETY	

ii. HASH MARK SERVICE STRIPES

Style: Will be Vertical-Straight
Blue in Color on Black Background
3/8" X 1 1/2"

Placement: Class "A" Blouse
Left Sleeve
Sewn Vertically 4" Above Cuff

Service/ 1 Hash Mark to be worn for each **5 years of Active Service with Jefferson Township Fire Department**

Chief Officer/ Past Chief Officer

Style: Will be Vertical-Straight
Gold in Color on Black Background
3/8" X 1 1/2"

Placement: Class "A" Blouse
Left Sleeve
Sewn Vertically 4" Above Cuff

Service/ 1 Hash Mark to be worn for each **5 years of Active Service with Jefferson Township Fire Department**

iii LAPEL PINS

Lapel pins shall be 1" diameter and worn on each lapel of the blouse coat as follows:

aa. Engineers. Engineers will wear the Smith & Warren C873 on each lapel of the coat.

bb. Lieutenant. Lieutenant will wear the Smith & Warren C180 on each lapel of the coat.

cc. Captain. Captain will wear the Smith & Warren C182 on each lapel of the coat.

dd. Assistant Chief. Assistant Chief will wear the Smith & Warren C176 on each lapel of the coat.

ee. Chief. Chief will wear the Smith & Warren C188 on each lapel of the coat.

ff. Past Chiefs. Past Chiefs will wear the Smith & Warren C188 on each lapel of the coat.

iv. PAST CHIEF BLOUSE SLEEVE PINS

Past Chiefs will wear the 1" Gold 5 Crossed Bugles cut-out type lapel pin on the left sleeve 1" to the rear of the vertical hash marks.

1 pin for each year of service as JTFD Chief.

v. NAMEPLATES

aa. Captain / Lieutenant / Firefighters/ Fire Police. Will wear the Silver Smith & Warren C600S with C197B seal.

bb. Chief / Assistant Chief / Past Chiefs Will wear the Gold Smith & Warren C600G with C189B seal.

vi. BADGE & NAMEPLATE HOLDER

aa. Badge & Nameplate Holder shall be the "fish" style black leather.

bb. Badge & Nameplate Holder shall be worn on the left breast of the outermost garment.

(c) Shirt

The shirt shall be a long sleeve 100% polyester shirt with 5 sewn-in military creases (2 front, 3 back). Color of shirt shall be white. The JTFD1 patch will be sewn on the left shoulder 1" below the seam and the American Flag patch (rectangular 2 1/2" X 3 1/2") shall be sewn on the right shoulder 1" below the seam. The Flag patch will be sewn with the stars facing up and forward on the shirt

i. LAPEL PINS

Lapel pins shall be worn on each collar of the shirt, approximately 1" from the point of the collar and 1" below the collar line.

- aa. Lieutenant. Will wear the 1" Silver 1 Standing Bugle cut-out type lapel pins.
- bb. Captain. Will wear the 1" Silver 2 Standing Bugle cut-out type lapel pins.
- cc. Assistant Chief. Will wear the 1" Gold 3 Crossed Bugle cut-out type lapel pins.
- dd. Chief. Will wear the 1" Gold 5 Crossed Bugle cut-out type lapel pins.
- ee. Past Chiefs. Will wear the 1" Gold 5 Crossed Bugle with EX in the center on a blue enamel background cut-out type lapel pins.

(d) Tie

A black colored tie will be worn with the long sleeve shirt.

(e) Trousers

Trouser will be navy blue (55% polyester / 45% wool) hemmed with no cuffs.

(f) Belt

The belt shall be 1 3/4" black plain smooth leather with buckle.

(g) Shoes

Shoes shall be a low cut black oxford high gloss upper (patent leather).
Black socks will be worn with dress uniforms.

B. SERVICE UNIFORM (CLASS B)

(1) The Class "B" Uniform shall consist of shirt, trousers, boots and socks. Accessories include the JTFD1 patch and a flag patch, company badge, nameplate, badge & nameplate holder, and officer insignia (if applicable).

(a) Shirts

There shall be 2 shirt types as part of the CLASS B uniform:

(1) Long sleeve navy blue (65% polyester / 35% cotton) with 5 sewn-in military creases (2 front, 3 back).

(2) Short sleeve navy blue (65% polyester / 35% cotton) with 5 sewn-in military creases (2 front, 3 back).

The JTFD1 patch will be sewn on the right shoulder 1" below the seam.

The American Flag patch (rectangular 2 1/2" X 3 1/2") will be sewn on the left shoulder 1" below the seam.

The American Flag patch will be sewn with the stars facing up and forward on the shirt.

i. BADGES

aa. Refer to FORMAL DRESS UNIFORM (CLASS A).

ii. LAPEL PINS

Lapel pins shall be worn on each collar of the shirt, approximately 1" from the point of the collar and 1" below the collar line.

aa. Lieutenant. Will wear the 1" Silver 1 Standing Bugle cut-out type lapel pins.

bb. Captain. Will wear the 1" Silver 2 Standing Bugle cut-out type lapel pins.

cc. Assistant Chief. Will wear the 1" Gold 3 Crossed Bugle cut-out type lapel pins.

dd. Chief. Will wear the 1" Gold 5 Crossed Bugle cut-out type lapel pins.

ee. Past Chiefs. Will wear the 1" Gold 5 Crossed Bugle with EX in the center on a blue enamel background cut-out type lapel pins

iii. NAMEPLATES

Refer to FORMAL DRESS UNIFORM (CLASS A).

iv. BADGE & NAMEPLATE HOLDER

Refer to FORMAL DRESS UNIFORM (CLASS A). .

(b) Trousers

Trouser will be navy blue (65% polyester / 35% cotton) BDU style, hemmed with no cuff.

(c) Belt

The belt shall be 1 3/4" black plain smooth leather with buckle.

(d) Boots

Boots shall be black leather 6" or 8" high - plain toe.

C. SERVICE DRESS UNIFORM (CLASS C)

(1) The Class "C" Uniform shall consist of hat, shirt, trousers, shoes and socks. Accessories include the JTFD1 patch and a flag patch, company badge, nameplate, badge & nameplate holder, and officer insignia (if applicable).

(a) Hat:

Refer to FORMAL DRESS UNIFORM (CLASS A)

(b) Shirt

The shirt shall be a SHORT SLEEVE 100% polyester shirt with 5 sewn-in military creases

(2 front, 3 back). Color of shirt shall be white. The JTFD1 patch will be sewn on the left shoulder 1" below the seam and the American Flag patch (rectangular 2 1/2" X 3 1/2") shall be sewn on the right shoulder 1" below the seam. The Flag patch will be sewn with the stars facing up and forward on the shirt.

i. LAPEL PINS

Refer to FORMAL DRESS UNIFORM (CLASS A)

ii. BADGES (BREAST)

(HAT)

Refer to FORMAL DRESS UNIFORM (CLASS A)

iii. NAMEPLATES

Refer to FORMAL DRESS UNIFORM (CLASS A)

iv. BADGE & NAMEPLATE HOLDER

Refer to FORMAL DRESS UNIFORM (CLASS A)

(c) Trousers

Refer to FORMAL DRESS UNIFORM (CLASS A)

(d) Belt

Refer to FORMAL DRESS UNIFORM (CLASS A)

(e) Shoes

Refer to FORMAL DRESS UNIFORM (CLASS A)