

# CONSTITUTION OF THE

## Lancaster County Fire Police Task Force



Adopted: October 16, 2019

# **CONSTITUTION**

## **ARTICLE I**

### **NAME – MISSION - OBJECTIVE**

#### Section 1: Name

The name and title of the organization shall be the:

#### **LANCASTER COUNTY FIRE POLICE TASK FORCE**

Residing at 947 Holly Tree Road Manheim, Pennsylvania 17545.

#### Section 2: Mission

In support of our mission, we the members of the Lancaster County Fire Police Task Force agree, by general consensus, to support the Constitution and By-Laws of the Lancaster County Fire Police Task Force.

#### Section 3: Objective

The objective of the Lancaster County Fire Police Task Force is to provide to the Municipal Governments, Police, and Fire Companies of Lancaster County and surrounding areas, the additional resources and support required for crowd control, traffic control and scene security wherever and whenever needed. This shall be accomplished through working with incident commanders and planners to coordinate the response of multiple Fire Police throughout Lancaster County into a single response.

## **ARTICLE II**

### **MEMBERSHIP**

#### Section 1: Membership

The Lancaster County Fire Police Task Force membership shall consist of Fire Companies and Fire Police throughout Lancaster County. All responding Fire Police shall be duly approved, by the Authority Having Jurisdiction, and sworn in accordance to State Law. Further, all responding Fire Police shall meet the minimum training requirements as outlined in the SOG Manual. No responding Fire Police shall be under the age of 18.

#### Section 2: Membership Types

For the sake of this document, Fire Companies, Independent Fire Police Companies and Municipal Fire Police shall be considered the same. Membership in the Lancaster County Fire Police Task Force shall be divided into three (3) types:

- a. Participating Fire Companies – Participating Fire Companies shall be those who agree to respond to dispatched emergency incidents as part of the Lancaster County Fire Police Task Force. Participating Fire Companies may or may not seek a municipal resolution approving the company’s participation. Additional definition of Participating Fire Companies and their requirements shall be outlined in the By-Laws and SOG Manual.
- b. Member Fire Companies – Member Fire Companies shall be those who agree to respond to dispatched emergencies as well as pre-arranged traffic and/or crowd control non-emergencies. Member Fire Companies must seek a municipal resolution approving the company’s membership in the Lancaster County Fire Police Task Force. Additional definition of Member Fire Companies and their requirements and benefits shall be outlined in the By-Laws and SOG Manual.
- c. Honorary Members – Upon the approval of the Executive Board of the Lancaster County Fire Police Task Force, Fire Police, both past and present, as well as individuals may be given the title of Honorary Member.
- d. Support Members - Those who provide assistance at various social and fund-raising events may be voted as Support by the Executive Board. Support Members shall not be allowed to respond to emergency or non-emergency dispatches or participate in training events. Support Members may be allowed to provide wellness support during an active dispatch. Support Members wishing to become Active Members will need to apply as outlined in the SOG Manual.

### Section 3: Application Process for Membership

Fire Companies shall apply for membership as outlined within the By-Laws and SOG Manual. All applications must be reviewed by the Executive Board of the Lancaster County Fire Police Task Force and approved by a majority vote. Additional processes for membership shall be outlined within the By-Laws and SOG Manual.

## ARTICLE III MEETING

### Section 1: Monthly Meetings

The Executive Board of the Lancaster County Fire Police Task Force shall meet on the second Wednesday of each month. In the event of a holiday, inclement weather, or conflict, the Executive Board shall meet within one (1) week of the second Wednesday of the month. Notification of said change should be made within 72-hours and approved by the President.

### Section 2: Special Meetings

When deemed necessary by the President and Vice President, special meetings of the Executive Board shall be held upon a 72-hour notice.

## ARTICLE IV

### STRUCTURE

#### Section 1: Structure

The Lancaster County Fire Police Task Force shall be structured in a manner that creates three (3) Task Forces, Northeast Lancaster County, Northwest Lancaster County and Southern Lancaster County. Each Task Force shall have a Captain who will report to the Chief and/or Deputy-Chief of the Lancaster County Fire Police Task Force. Additional reporting structure shall be contained within the By-Laws and SOG Manual.

#### Section 2: Modifications to Structure

The boundary lines of each Task Force shall be defined by the Executive Board. The Executive Board shall have the right to modify the boundaries and make additional Task Forces as needed.

## ARTICLE V

### OFFICERS

#### Section 1: Executive Board

The Executive Board shall consist of all Business and Line Officers. The executive Board shall have the right of final decision on all matters related to the operations of the Lancaster County Fire Police Task Force.

#### Section 2: Business Officers

The Business Officers of the Lancaster County Fire Police Task Force shall consist of a President, Vice-President, Secretary and Treasurer. The responsibilities and duties of the Business Officers shall be outlined in the By-Laws and SOG Manual.

#### Section 3: Line Officers

The Line Officers of the Lancaster County Fire Police Task Force shall consist of a Chief, Deputy-Chief, Task Force Captains and when necessary Task Force Lieutenants, Sergeants and Safety Officers. The responsibilities and duties of the Line Officers shall be outlined in the By-Laws and SOG Manual.

## ARTICLE VI

### DEBTS AND BILLS

#### Section 1: Fiscal Year

The Lancaster County Fire Police Task Force shall operate on a fiscal year commencing January 1<sup>st</sup> and ending December 31<sup>st</sup> of the same calendar year. The treasurer shall provide a summary and detailed accounting of the previous year's income and expenditure no later than February 1<sup>st</sup> of the following year. A copy of the summary report shall be made available in a manner that is easily accessible to the public.

#### Section 2: Debts

No indebtedness shall be incurred on behalf of the Lancaster County Fire Police Task Force except by the President, Vice-President, Chief and Deputy-Chief in the performance of their duties as outlined by the By-Laws. No purchases shall be made over the sum of \$100.00 without approval of the Executive Board during its monthly meeting. Emergency purchases exceeding this amount shall be allowed for the purpose of maintaining Task Force vehicle(s) and the care and maintenance of personnel during emergency dispatches.

#### Section 3: Bills

All bills and/or demands against the Lancaster County Fire Police Task Force shall be presented and acted upon at the monthly meeting of the Executive Board unless a special meeting is called for the express purpose of acting upon the bill and/or demand.

#### Section 4: Purchases

All purchases over \$100.00 shall require multiple pricing. A minimum of three (3) bids is recommended. Any and all bids may be rejected by a majority vote of the Executive Board.

#### Section 5: Exceptions

It shall be recognized that at times the requirement for a minimum of three (3) bids may not be possible. When said purchases arise, the minutes of the meeting must stipulate why multiple bids are not possible and the agreement of the Executive Board to proceed with the purchase.

## ARTICLE VII

### DUES

#### Section 1: Setting of Dues

The Executive Board shall have the right to request dues from its membership. The amount of the dues shall be set by the Executive Board no later than November 1<sup>st</sup> of each year. The Executive Board shall retain the right to set the amount of dues for Fire Company membership.

#### Section 2: Collection of Dues

The Secretary shall notify, in writing, each member company of their dues no later than December 1<sup>st</sup> of each year. All dues collected shall be given to the Treasurer for deposit. A list of dues requested and dues paid shall be kept by the Secretary and reviewed during the March meeting of the Executive Board.

#### Section 3: Failure to Pay Dues

The Executive Board shall have the right to set penalties for failure to pay dues. Penalties shall be outlined within the By-Laws and SOG Manual.

## ARTICLE VIII

### AMENDMENTS, ALTERATIONS AND REVISIONS

#### Section 1: Amendments and/or Alterations to the Constitution and By-Laws

Neither the Constitution nor By-Laws shall be amended or altered unless said amendment or alteration has been presented to the Executive Board. Upon presentation, said amendment or alteration shall be reviewed at two (2) consecutive meetings of the Executive Board and approved at the third meeting by a two-thirds majority ballot vote. In the event the Executive Board requires modifications to the amendment or alteration, it shall be returned to the presenter and, if desired by the presenter, resubmitted as a new amendment or alteration.

#### Section 2: Revisions to the SOG Manual

With the exceptions of the Appendices, the SOG Manual shall not be revised unless said revision has been presented to the Executive Board. Upon presentation, said revision shall be reviewed at the next meeting of the Executive Board and approved by the Executive Board at the following meeting. In the event the Executive Board requires modifications to the revision, it shall be returned to the presenter and, if desired by the presenter, resubmitted as a new revision.

## ARTICLE IX

### DISSOLVING OF THE LANCASTER COUNTY FIRE POLICE TASK FORCE

#### Section 1: Dissolving

In the event the Lancaster County Fire Police Task Force is dissolved and liquidated, no individual member of the organization shall benefit. In the event this organization is dissolved, any and all outstanding debts shall be paid. Any and all funds, including funds received from the sale of assets, remaining after all debts have been paid shall be distributed equally to all dues-paying Fire Companies.

After a vote of \_\_\_\_ to approve and \_\_\_\_ to reject, the Constitution of the Lancaster County Fire Police Task Force is hereby adopted this \_\_\_\_ day of \_\_\_\_\_, 2019.

Those members of the Executive Board present this day and voting were:

\_\_\_\_\_  
Luke Gerhart – Commander                      \_\_\_ Accept    \_\_\_ Reject    \_\_\_ Present

\_\_\_\_\_  
Bob Billett – Deputy Commander                      \_\_\_ Accept    \_\_\_ Reject    \_\_\_ Present

\_\_\_\_\_  
Michael E. Rhoads – Task Force 1 Captain                      \_\_\_ Accept    \_\_\_ Reject    \_\_\_ Present

\_\_\_\_\_  
Norman E. Brower, Jr. – Task Force 2 Captain                      \_\_\_ Accept    \_\_\_ Reject    \_\_\_ Present

\_\_\_\_\_  
Jason Beiler – Task Force 3 Captain                      \_\_\_ Accept    \_\_\_ Reject    \_\_\_ Present

\_\_\_\_\_  
Kevin T. Fuentes – Secretary                      \_\_\_ Accept    \_\_\_ Reject    \_\_\_ Present

Submitted by:

\_\_\_\_\_  
Kevin T. Fuentes, Secretary