

**Delaware County Firemen's Association**  
**of the State of Pennsylvania**  
Policy and Procedure Manual

Adopted

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of the State of Pennsylvania**

**Policy and Procedure Manual**

*Table of Contents*

- I. Delegates to Other Organizations**
  - A. Organizations 2
  - B. Delegates and Representatives 2
- II. Committees and Their Duties**
  - A. Law and Legislative Committee 2
  - B. Awards Committee 3
  - C. Installations and Awards Dinner Committee 4
- III. Standards of Conduct, Offenses and Discipline**
  - A. General 4
  - B. Offenses and Discipline 4
- IV. Amendments**
  - A. Presentation 5
  - B. Process 6

## **I. Delegates to Other Organizations**

### **A. Organizations**

The Association shall maintain membership in the following organizations:

1. The Firefighter's Association of the State of Pennsylvania
2. The Pennsylvania Fire and Emergency Services Institute, State Wide Advisory Board (SWAB)
3. The Delaware County Board of Fire and Life Safety

### **B. Delegates and Representatives**

1. The President, with the consent of the Executive Board, shall appoint a delegate and up to two (2) alternates to the Firefighter's Association of the State of Pennsylvania and the Pennsylvania Fire and Emergency Services Institute, State Wide Advisory Board (SWAB). The President is the official representative of the Association on the board of the Delaware County Board of Fire and Life Safety but may send a representative in his/her place to its meetings.
2. The Association shall provide reimbursement for expenses as determined by the Executive Board.

## **II. Committees and Their Duties**

- ### **A. Law and Legislative Committee** – Consists of the Delegate and Alternates to the Firefighter's Association of the State of Pennsylvania, the Pennsylvania Fire and Emergency Services Institute, State Wide Advisory Board (SWAB) and The Delaware County Board of Fire and

Life Safety.

1. The Committee shall attend to all matters pertaining to national, state and county legislation of interest to the firefighters of Delaware County and the Commonwealth of Pennsylvania.
2. The Committee shall present a report to the Association at each Quarterly Meeting. They shall also make a report to the Executive Board whenever requested to do so.

**B. Awards Committee** – Consisting of at least three (3) members and chaired by the Fire Commissioner.

1. Each year, the Committee shall select winners from the nominations made by the members of this Association for the following awards to be presented at the Annual Installation and Awards Dinner:
  - a. Robert R. Baxter Jr. Memorial Firefighter of the Year Award
  - b. Theodore R. Epright Memorial Valor Award
  - c. Harry Maitland Memorial Lifetime Achievement Award
  - d. Christopher N. Kangas Memorial Junior Firefighter Award
  - e. Civilian Humanitarian Service Award
  - f. Andrew Hogan Memorial Fire Safety Education Award
  - g. Gerald R. Davis Cancer Presumption Award
2. Special awards may be given if approved by the Executive Board.

3. For each Award, the Committee shall maintain a history of award winners, and maintain and develop guidelines and rules for each award, with the consent of the Executive Board. A copy of the history and guidelines will be provided to the Recording Secretary.

C. **Installation and Awards Dinner Committee** – Consisting of at least three (3) members.

The Committee shall select the date and location, and handle all aspects of the Annual Installation and Awards Dinner, with the consent of the Executive Board.

### **III. Standards of Conduct, Offenses and Discipline**

#### **A. General**

1. All members of the Association are expected to conduct themselves in a manner that conveys a positive image of the Association, particularly at Association functions. Whenever a member fails to follow appropriate standards of conduct, action will be taken to correct the infraction.
2. The Executive Board will be responsible to record all offenses and determine appropriate action to be taken. The decision of the Executive Board will be final.

#### **B. Offenses and Discipline**

The following are general guidelines regarding discipline of members and officers. The procedures outlined may be followed at the discretion of the Association depending on the circumstances and do not limit the Association to discipline a member, and do not limit the rights of a member to challenge a disciplinary action against him/her.

Such offenses may constitute proper cause for immediate suspension, dismissal, or other disciplinary action depending on the circumstances, conditions and nature of the offense, and shall include but are not limited to the following:

1. Possession of illegal drugs
2. Carrying weapons in or on the member's body whether legal or illegal at any and all functions and events of the Delaware County Firemen's Association is strictly prohibited. Failure to abide by this rule shall result in a suspension or expulsion from the Association. There is an exception for duly authorized police officers.
3. Committing any act of sexual harassment (See Sexual Harassment Policy)
4. Falsification of information requested
5. Disorderly or immoral conduct
6. Unauthorized use, theft or damage of Association property
7. Threatened or actual physical violence
8. Violating Bylaws

#### **IV. Amendments**

##### **A. Presentation**

All amendments to these Policies and Procedures shall be presented in writing at a Quarterly Meeting of the Association at which a quorum is in attendance.

## **B. Process**

Prior to the Quarterly Meeting at which the amendments are to be considered, the Recording Secretary will have the webmaster post a copy of the proposed changes on the Association website. At said Quarterly Meeting the changes will be distributed in writing to the members in attendance, at which time they may be adopted by a two-thirds (2/3) vote of the members in attendance at said meeting.