

LINCOLN COUNTY SEARCH and RESCUE RESPONSE TEAM

ORGANIZATION BYLAWS

ARTICLE I

NAME, PURPOSE, LOCATION

1.1 Name and Purpose: The name of the organization shall be the Lincoln County Search and Rescue Response Team (L.C.S.R.R.T.). The L.C.S.R.R.T. is a volunteer team dedicated to provide trained resources at no cost to assist in search and rescue, disaster and/or emergencies for the Lincoln County Emergency Management Agency (L.C.E.M.A.), the Maine Department of Inland Fisheries & Wildlife (ME I.F. & W.), or any other authorized agency that requests our assistance either through the L.C.E.M.A. and/or the United States Air Force Rescue Coordination Center (A.F.R.C.C.). The L.C.S.R.R.T. is committed to professionalism, accountability and the spirit of emergency response so that others may live.

1.2 Location: The principal office of the L.C.S.R.R.T. shall be located in Lincoln County, Maine.

ARTICLE II

MEMBERSHIP, DISCRIMINATION

2.1 Classes of Membership: The Lincoln County Search and Rescue Response Team classes of members shall be:

Active: An active member is defined as a member who is 18 years of age or older and maintains an attendance of 50% or more of all business meetings and trainings.

Inactive: An inactive member is defined as a member who has failed to maintain active class status and has the approval of the L.C.E.M.A. Director or the L.C.S.R.R.T. Chief to remain as team member in inactive status in a reasonable amount of time. Reasons for status change include restrictions due to job, medical situation, financial situation, or an approved, extended leave of absence. Inactive members do not have voting or field duty privileges.

Level: Level 1 – No out-of-County activations accepting only M.A.S.A.R. course
Level 2 – In or out of County

LINCOLN COUNTY SEARCH and RESCUE RESPONSE TEAM

2.2 Membership: Membership in the L.C.S.R.R.T shall be made available upon completion of the membership application process. The application process is detailed on the application and may be changed with the approval of the officers and the Director of the L.C.E.M.A.

Membership approval will take thirty (30) days from the date of application. During those thirty days, the membership application process, including the mandatory background and reference check, will be completed.

Upon approval of membership, the member will enter the three (3) month probationary period required for all new members. Everyone will complete and maintain current personal information including the medical and emergency information forms.

Members cannot serve as an officer until after the probationary period.

2.3 Discrimination: The Lincoln County Search and Rescue Response Team shall not discriminate in any manner on the basis of race, color, religion, age, sex, or national or ethnic origin in the administration of its programs or operations.

ARTICLE III

MEETINGS

3.1 Meetings: Business meetings will be held the second Monday of each month during the fiscal quarter. (i.e. January, May, September, December). Special meetings may be called by the Director of the Lincoln County E.M.A., by the L.C.S.R.R.T. Chief, the First Deputy Chief or the Second Deputy Chief.

3.2 Special Meetings: Reasonable notice of the time and place of special meetings shall be distributed to all of the members. Such notice need not specify the purpose(s) of the meeting unless required by law. A member requesting a special meeting must do so in writing to the Secretary who will notify the L.C.S.R.R.T. Chief of the request.

3.3 Meeting Notification: Except as otherwise expressly provided herein, it shall be reasonable and sufficient notice to notify a member in person, via telephone or pager, by electronic or USPS mail. If sent by USPS mail, addressed to the member at the last known residential or business address provided by that member to the L.C.S.R.R.T. Secretary.

LINCOLN COUNTY SEARCH and RESCUE RESPONSE TEAM

ARTICLE IV

BOARD OF DIRECTORS

4.1 Board of Directors: The Board of Directors is defined as the Lincoln County Emergency Management Agency (L.C.E.M.A.) Director, Deputy Director, and the officers of the organization.

The L.C.S.R.R.T. Chief, L.C.S.R.R.T. First Deputy Chief, Second Deputy Chief, the Secretary, the Chief Medical/Safety Officer, the Training Officers, the Captains and the Lieutenants.

During an incident, the chain of command is the Director L.C.E.M.A., the L.C.S.R.R.T. Chief, First Deputy Chief, Second Deputy Chief, the Captains and then the Lieutenants.

ARTICLE V

OFFICERS: DEFINITIONS AND RESPONSIBILITIES

5.1 Officer Duties: The definitions and responsibilities of each officer are as follows:

Chief: The Chief shall preside at all business meetings and act as chief executive office of the L.C.S.R.R.T and, subject to the control of the officers, shall have general charge and supervision of the affairs of the team. The Chief shall work with the L.C.E.M.A. for direction and support. In addition, the Chief, as the leader of the L.C.S.R.R.T., must represent and promote the team to other agencies as well as the public sector.

First Deputy Chief: The First Deputy Chief shall have the duties and powers as the Chief shall determine. The First Deputy Chief shall have and may exercise all of the powers and duties of the Chief during the absence or incapacity of the Chief. The primary responsibility of the First Deputy Chief is to oversee all rescue operations of the L.C.S.R.R.T. as well as assisting the Chief with routine day-to-day business functions.

Second Deputy Chief: The Second Deputy Chief shall have the duties and powers as the Chief shall determine. The Second Deputy Chief shall have and may exercise all of the powers and duties of the Chief during the absence or incapacity of the Chief and the First Deputy Chief. The primary responsibility of the Second Deputy Chief is to oversee all training programs of the L.C.S.R.R.T. and to evaluate and maintain the integrity of the team's ability to provide emergency response capabilities.

Secretary: The Secretary shall record and maintain records of all proceedings of the

LINCOLN COUNTY SEARCH and RESCUE RESPONSE TEAM

members and officers in ledgers kept for that purpose. Such ledgers shall contain records of all meetings, the original or attested copies of the Policies and S.O.P.'s, and the names and addresses of all current members and officers. The Secretary shall also be responsible for all team financial records including maintaining all accounting records and procedures. If the Secretary is absent from any business meeting, a temporary Secretary, chosen at the meeting, shall exercise the duties of Secretary for that meeting.

Chief Medical/Safety Officer: The Chief Medical Officer shall be responsible for all medically related training programs including blood-borne pathogens, EMT, First Responder and CPR certifications and shall maintain records on all team members regarding such medical training. The Chief Medical Officer shall assist the Chief by reviewing and maintaining personnel medical files on all team members. The Chief Medical Officer will oversee team medical equipment and will oversee the inspection of their condition and contents quarterly and after every incident when said equipment is used.

Captains: The four (4) Captains are responsible for overseeing the operations and maintaining the field readiness of their unit (Safety, Equipment, Training and Scribe). The Captains are responsible for their unit during times of an emergency and report directly to the Second Deputy Chief, the First Deputy Chief and Chief for assignments. In the absence of the Chief, the First Deputy Chief and Second Deputy Chief during an incident, the Captains will oversee the operations of the entire team as stated in the chain of command in article 5.1.

Lieutenant: Lieutenants shall support and supervise assignments given to them by their respective Captains during an incident. The Lieutenants will assist the Captains and Training Officers by assisting in unit and team training and unit organization.

In the absence of qualified members to staff vacant positions, the Chief may elect not to appoint a replacement until such time when a member can be trained to perform the duties of that position. The Chief Medical/Safety Officer is considered to be a staff position only and can be held as a joint position by a member. If an officer occupies the office of Chief Medical Officer as a joint position, that member has the privilege of one vote only and cannot cast his/her vote twice.

5.2 Tenure: Each officer shall hold office from the date of his/her appointment until his/her successor is otherwise duly appointed and qualified, unless, he/she earlier resigns or the office becomes vacant by reason of death, removal or other cause.

5.3 Resignation: An Officer may resign by delivering in writing his/her resignation to the Director of the L.C.E.M.A. Such resignation shall be effective upon receipt unless specified to be effective at some other time and that the Director of the L.C.E.M.A. agrees to the delayed date of resignation.

5.4 Vacancies: If any office becomes vacant, the Director of the L.C.E.M.A. may appoint a successor upon recommendation of the Board of Directors for L.C.S.R.R.T.

LINCOLN COUNTY SEARCH and RESCUE RESPONSE TEAM

5.5 Compensation: Officers shall not receive compensation for their services.

5.6 Removal of an Officer: The L.C.E.M.A. Director and the L.C.S.R.R.T. Chief reserve the right to remove and replace any officer at any time with cause. The L.C.E.M.A. Director has the authority to replace an officer at any time. The L.C.S.R.R.T. Chief has the authority with the majority vote of the officers.

ARTICLE VI

SUSPENSION, REMOVAL, DISCIPLINE

6.1 Ability to Suspend: The ability of an officer to suspend a member is necessary to protect the safety, the integrity and the accountability of the L.C.S.R.R.T.

6.2 Reprimand or Removal: A member who is in good standing, who violates any policy, S.O.P., law (municipal, state or federal), or disobeys any order given them or is insubordinate to any officer or county or state official, maybe removed from scene by the L.C.S.R.R.T Incident Commander pending an investigation, findings will be brought to the officers for a vote on whether that member is guilty and if that member will be reinstated, left on suspension for a designated period of time, or terminated. Once terminated, the member will not be able to return to the organization.

Discipline of an individual can only be done with cause and must show cause to the Chief by means of a written report within five (5) business days. An individual may request a hearing based on the evidence with the L.C.S.R.R.T. Board of Directors. The individual may appeal to the Director, Deputy Director, Assistant Director of L.C.E.M.A.

All actions are to be documented and placed into that member's personnel file.

6.3 Automatic Termination: Automatic termination of a member by the Director of the L.C.E.M.A., the L.C.S.R.R.T. Chief, the First Deputy Chief or the Second Deputy Chief will be made for the following offenses and without regard to that member's status within the organization: coming to a search under the influence of alcohol or a controlled substance, physical altercations, or found guilty of a felony.

6.4 Discipline: Progressive discipline will be used whenever possible with the exception of the clauses stated under automatic termination. Progressive discipline will consist of: (1) verbal warning, (2) written warning, (3) suspension, (4) termination.

6.5 Hearings: A person has the right to request a hearing within seven (7) business days of being notified about an incident in writing from the Chief. The officers will hold a hearing as expediently as possible to discuss and vote on possible disciplinary action against the member. At the hearing, the incident will first be privately discussed between the officers and then the individual will be heard. Afterwards, the information regarding the incident will be verified (if necessary), re-discussed, and a decision made. If found

LINCOLN COUNTY SEARCH and RESCUE RESPONSE TEAM

guilty, the decision will be made by the majority vote of the officers present and voting at the meeting. Pending the seriousness of the incident, progressive discipline will be used and the individual will be notified in writing of the outcome and action(s) taken.

6.6 Appeals: Upon the decision of the Board of Directors, a member has seven (7) days to file an appeal, which will be heard by the L.C.E.M.A. Director. The L.C.E.M.A. Director will hear both sides of the complaint and will render the final decision. Any/all decisions made by the L.C.E.M.A. Director are final and binding.

ARTICLE VII

EXPENDITURES, PURCHASE ORDERS, CHEQUES, REPORTS, AUDITS

7.1 Expenditures: The Treasurer shall keep records to show team expenditures. All expenditures must be approved by the L.C.S.R.R.T. Chief, the First Deputy Chief or the Second Deputy Chief before authorization can be made. All expenditures will be documented including purpose for and copies of all receipts for the expenditure.

7.2 Purchase Orders: The L.C.S.R.R.T. contracts to vendors and services for the support of the organization. As part of the documentation required for expenditures, the L.C.S.R.R.T. will make use of formal purchase orders to purchase equipment or services over \$500 as per Lincoln County Purchasing Agreement. All purchase orders must follow the policies regarding the approval of financial expenditures of Lincoln County.

7.3 Checks: All L.C.S.R.R.T. cheques must have two (2) signatures. One of which must be the L.C.S.R.R.T. Chief, the First Deputy Chief or the Second Deputy Chief. Unless the check is written at Lincoln County, which will have a written request for payment with two signatures required.

7.4 Expenditures Due to Supporting an Emergency: If a L.C.S.R.R.T. unit is involved in supporting an emergency, the Unit Captain is responsible for submitting an accounting of all financial expenses incurred by the unit for that mission with ten (10) business days to the Treasurer with copy sent to the L.C.S.R.R.T. Chief with the completed mission reports.

7.5 Activity Reports: Quarterly activity reports shall be submitted to the L.C.S.R.R.T. Chief and the L.C.E.M.A. Director by the Secretary. These reports will outline all team training, all meetings, and any other activities. Incident reports shall be submitted within (10) ten days after a response.

7.6 Audits: All L.C.S.R.R.T. financial records shall be audited on an annual basis by an audit committee appointed by the Lincoln County EMA Director.

LINCOLN COUNTY SEARCH and RESCUE RESPONSE TEAM

ARTICLE VIII

STANDING OPERATING PROCEDURES AND POLICIES

8.1 Standard Operating Procedures and Policies: The L.C.S.R.R.T. has established Standard Operating Procedures (S.O.P.'s) to assist in the operations for the unit. These S.O.P.'s are attached to the bylaws and are subject to change upon approval of the L.C.S.R.R.T. officers and the Director of L.C.E.M.A. unless such change is due to a change in state or federal standards or law. Changes will be published and distributed to all L.C.S.R.R.T. members when approved. Such changes will take effect immediately unless otherwise posted.

Final