

BY-LAWS
of the
INNES HOSE COMPANY, INC.
aka, Canton Fire Department
Department No. 2
Canton, Pennsylvania



The following is a complete revision or amendment of the Innes Hose Company, Inc., and supersedes all other By-Laws of said Company. Dated 12-28-15

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Article 1

Company Name and Objective

I Section

Name

- 1.1.1 This Company shall be known by the name of: Innes Hose Company Inc., of Canton PA, and sometimes referred to as the Canton Volunteer Fire Department, Department No. 2
- 1.1.2 Innes Hose Company, Inc., May be referred to as Company or department in these Bi-Laws.

I Section 2

Mission Statement

- 1.2.1 The Innes Hose Company’s mission is to protect life and property from loss, suffering and damage due to Fire, Environmental hazards, Natural or Man-Made disasters, and/or Motor Vehicle accidents within the communities that we are contracted to protect or the area of mutual aid. These things will be accomplished through emergency response and/or public education to the best of the company’s ability.

I Section 3

Affidavit – Documentation

- 1.3.1 The company hereby declares the following provision: Innes Hose Company Inc., of Canton, PA strictly prohibits the use of any surplus funds for private inurement to any person in the event of sale, or dissolution of the company.

Article II

Leadership

II Section 1

Civil Officers

- 2.1.1 The Civil Officers of this company shall consist of President, Vice President, Secretary, Treasurer, Chaplain, and Board of Directors.

II Section 2

Line Officers

- 2.2.1 The line Officers of this company shall be a Chief, Deputy Chief, Assistant Chief, Captain, Lieutenant, QRS Captain, QRS Lieutenant, Fire Police Captain, Fire Police Lieutenant, Forest Fire Warden, and Assistant Forest Fire Warden.

II Section 3

Fire Police

- 2.3.1 The Fire Police shall be made up of members of the company who state in writing to the general membership that they aspire to become Fire Police.
- 2.3.2 All approved Fire Police member must complete an approved basic Fire Police Course (Training) consisting of 16 hours within one year of their appointment as a Fire Police to continue in the capacity of a Fire Police.
- 2.3.3 **Fire Police will be accepted by the host municipality, and be sworn in by the February meeting, annually.**

II Section 4

Board of Directors

- 2.4.1 The Board of Directors shall consist of fifteen (15) members; the Chief, Deputy Chief, Assistant Chief, President, Vice President, Treasurer, Trustee and one member of the General Membership as elected by the company, as well as one representative from each of the following protected municipalities: Alba Borough, Canton Borough, Canton Township, LeRoy Township, McNett Township, Union Township, and Ward Township.
- 2.4.2 The Borough Council and the Township Supervisors of all municipalities protected,, be invited to annually appoint a single council member or representative to attend all meetings of the Board of Directors, and who shall hold voting powers at such meetings.

II Section 5

Election of Officers and Board Members

- 2.5.1 At the regular membership December meeting of the Innes Hose Company, Inc., the Officers shall be elected or appointed as the follows:
- 2.5.2 Civil Officers: Shall be elected by the Active Firefighters and Active Members of the Department.
- 2.5.3 Line Officers: Shall be elected by the Active Fire Fighters eligible to vote.
- 2.5.4 QRS CPT and LT. Shall be appointed by the Chief of the company at the February meeting.
- 2.5.5 Forest Fire Warden and Assistant: Shall be appointed by the Chief of the company at the February meeting.
- 2.5.6 Fire Police Captain and Lieutenant: Shall be voted on by the Active Fire Fighters of the company.
- 2.5.7 Board of Directors: One member will be voted to the Board at the December elections.

II Section 6

Expiration of Office Term

- 2.6.1 At the expiration of the term of office, all Officers of the Company shall deliver to their successor in office, all books and papers, money or other property belonging to the company in their possession.
- 2.6.2 The outgoing and incoming treasurer will work together until the audit is completed around end of February.

Article III

Members

III Section 1

Membership

- 3.1.1 There shall be six classes of members of the company: Active Firefighters, Active Members, Social Members, JR fire fighters Life Members and Honorary Life Members.
- 3.1.2 All firefighters of Innes Hose Company, Inc. shall be 18 years or more of age.
- 3.1.3 All junior firefighters of Innes Hose Company, Inc. shall be between the ages of 14 and 17 years of age. Upon their 18th birthday the individual may apply to become a firefighter of Innes Hose Company, Inc.

III Section 2

Active Firefighters

- 3.2.1 To be considered as an active firefighter the individual must respond to 25% of all incidents, attend 25% of all scheduled training events, attend 25% of all work bees and attend 25% of all scheduled fundraising activities..

III Section 3

Active Members

- 3.2.2 To be considered as an active member of company the individual must respond to 10% of all incidents, attend 10% of all scheduled training events, attend 10% of all work bees and attend 10% of all scheduled fundraising activities.

III Section 4

Probationary Firefighter

- 3.4.1 Probationary fire fighter shall be a new member recently voted into the Company.
- 3.4.2 Probationary fire fighter will need to attain an active status, either active firefighter or active member, within the first year.
- 3.4.3 Probationary fire fighter will also need to complete one certified school within the first year of membership.
- 3.4.4 Probationary fire fighter may be dropped from rolls within the 1st year if the executive committee finds them a detriment to the organization.

III Section 5

Honorary Life Member

- 3.5.1 The General Membership shall appoint any Honorary Life Member.
- 3.5.2 Any Honorary Life Member shall have all of the benefits of a “Life Member” of Innes Hose Company.

III Section 6

Life Members

- 3.6.1 Any member who has completed five (5) consecutive years as an active firefighter shall be known as a Life Member of Innes Hose Company, Inc.
- 3.6.2 The Life Member shall have the benefits of not paying annual dues.

III Section 7

Social Membership

- 3.7.1 Shall be any member that does not make the qualifications for active firefighter or active member for the prior year, provided the individual is not an Honorary Life Member or a Life Member of the Company.

III Section 8

Rejection/Expulsion

- 3.8.1 No rejection applicant or person expelled from the company may apply or reapply for membership until after 12 months of the rejection/expulsion. Member must be in good standing with Innes Hose Company.
- 3.8.2 Member not in good standing within 24 months of the Rejection/Expulsion may not reapply for membership.

- 3.8.3 Good Standings is one who is not indebted to the company, under investigation or suspension. This includes accountability of all gear and equipment, and monies owed to the company.

III Section 9 Resignations

- 3.9.1 All resignations shall be submitted in writing to the Executive Committee who shall have full power to act.
- 3.9.2 Should any Line or Civil Officer leave office before the end of their term, for any reason, the officers under this position would be asked to move up one position in the line. Any position that remains unfilled, or if the officers remain in place without moving up in line, would then revert back to the General Membership for the election of the position.
- 3.9.3 The resignation shall be accepted. All monies, keys, and equipment belonging to Innes Hose Company and/or Canton Fire Department will be turned in immediately. Failure to turn in all properties may result in legal actions to recover and person will be held in bad standing with the department and dropped from the rolls/rosters including Life membership and Honorary Membership.

III Section 10 Members Rules

- 3.10.1 The members shall be governed by any regulations that may at any time be adopted by the Board of Directors and/or Innes Hose company membership and penalties therein prescribed shall be enforced in all cases of violations of the same.

III Section 11 Discrimination

- 3.11.1 There shall be no discrimination in the department membership because of sex, race, religion or age.
- 3.11.2 The one exception to this is all firefighters must be 18 years or more of age.
- 3.11.3 The company will not tolerate any form of harassment of the membership. This will include sexual harassment, verbal , physical and bullying.

Article IV Duties of Civil Officers

IV Section 1 President

- 4.1.1 It shall be the duty of the president to preside at all meetings and maintain and command order.
- 4.1.2 The president shall have been a member of Innes Hose Company for at least 2 years and have been a civil officer of the company for a minimum of 1 year in the past 5 years.
- 4.1.3 The president shall decide all questions of order without debate, subject to appeal of the Board of Directors.
- 4.1.4 The President shall call a special meeting whenever necessary or upon the request of (3) three members.
- 4.1.5 The President shall appoint all standing and special committees.
- 4.1.6 The President shall be an ex-officio member of all committees.
- 4.1.7 The President shall discharge all committees when their duties are terminated, or if they neglect their duties, and fill all vacancies on the committees.
- 4.1.8 The President shall have a vote as a member in general elections.
- 4.1.9 The President shall attend at least 9 Monthly and 4 Board meetings and as many special meetings as possible.

IV Section 2 Vice President

- 4.2.1 The Vice President, in the absence of the President, shall perform all the duties and enjoy all the privileges of the president in any work in which the Vice President may be engaged.
- 4.2.2 The Vice President shall attend at least 9 Monthly and 4 Board meetings and as many special meetings as possible.

IV Section 3 Secretary

- 4.3.1 It shall be the duty of the Secretary to call the roll at all meetings, and to keep correct minutes of all slated and special meetings in books kept for that purpose.
- 4.3.2 Shall appoint a member to preside over a Regular Membership meeting that the President or Vice President are absent.

- 4.3.3 The Secretary shall inform all newly elected members of their election and to furnish each a copy of the Bi- Laws within five (5) days after the election.
- 4.3.4 The Secretary shall notify all members of all special meetings and every committee of its appointment through its Chairperson, at the meeting in which the committee is announced.
- 4.3.5 The Secretary shall keep a financial account between the company and its members and notify all members who are in arrears, collect all moneys due to the company, and pay the same to the Treasurer, taking their receipt for same, and to keep an account thereof with an account of all orders drawn on the treasurer, draw and sign all orders upon the Treasurer by order of the Company.
- 4.3.6 The secretary, and Fire Chief, shall keep a record of all members present at all fires and drills as presented by the Officer in charge.
- 4.3.7 The Secretary shall record in the minute books of the Company, the minutes of the Board of Directors meetings.
- 4.3.8 The Secretary shall carry on all correspondence of the Company, keeping a copy of the same for future reference.
- 4.3.9 The Secretary shall have the power to request that the President appoint one (1) or two (2) members to assist the Secretary whenever necessary.
- 4.3.10 The Secretary shall attend at least 9 Monthly and 4 Board meetings and as many special meetings as possible.
- 4.3.11 The secretary shall be in charge of all building rentals, with the assistance of the Treasurer.
- 4.3.11.1 All building rentals will be posted at the Social Building on a specified calendar.
- 4.3.11.2 The Secretary, and Treasurer, is therefore responsible for soliciting individuals to clean buildings of Innes Hose Company.
- 4.3.12 In the absence of a Chaplin, it shall be the duty of the Secretary to see that all members are remembered at times of sickness or death, to themselves or their families by flowers, baskets, cards or what ever may be appropriate.

IV Section 4

Treasurer

- 4.4.1 It shall be the duty of the Treasurer to keep an account of all receipts and disbursements of money in a book kept for that purpose.
- 4.4.2 The Treasurer shall receive from the Secretary or members all monies belonging to the company, and pay the same only on receiving an approved invoice or authorization from the President, Chief, Board of Directors or approval by the General Membership.
- 4.4.3 The Treasurer shall receive from the Secretary all monies belonging to the Company, and pay the same only upon receiving an invoice and approval by the General membership.
- 4.4.4 Books shall be available at any time for the inspection by an Auditing Committee upon request of the Board of Directors.
- 4.4.5 Shall assist the Budget Committee in determining a budget.
- 4.4.6 Reports Company accounts at each Regular Monthly Meeting of the General Membership.
- 4.4.7 Shall provide, at each regular monthly meeting, a financial report of the previous month to the President and to the Secretary for reporting.
- 4.4.7.1 Shall provide, at each regular monthly Board of Directors meeting, a financial report of the Operations budget from the previous month to the Chief of the Department and to the Secretary for reporting.
- 4.4.8 Provides a quarterly report to the Board of Directors on all accounts and Budget status.
- 4.4.9 Shall make sure all company bills are paid on a monthly basis.
- 4.4.10 Attends as many functions as possible that bring in or require the handing out of monies for Innes Hose Company.
- 4.4.11 For those functions that the Treasurer cannot attend, then the Treasurer shall appoint a person to act as an alternate.
- 4.4.12 Will have been a member of Innes Hose Company for a minimum of 2 years.
- 4.4.13 The Treasurer shall attend at least 9 Monthly and 4 Board meetings and as many special meetings as possible.
- 4.4.14 **The Treasurer shall assist the Secretary with the duties of the “Rental of Buildings” as per 4.3.11.**

IV Section 5

Chaplain

- 4.5.1 It shall be the duty of the Chaplain to conduct all devotions of the Company.

- 4.5.2 The Chaplain shall see that all members are remembered at times of sickness or death, to themselves or their families by flowers, baskets, cards, or whatever The Chaplain considers appropriate.
- 4.5.3 Chaplain shall be an appointed position by the Board of Directors.

IV Section 6 Board of Directors

- 4.1.1 The Bi- monthly meeting of the board of directors shall follow the Regular Membership Meeting.
- 4.1.2 The President shall call special meetings when he/she deems it necessary or at the request of at least three (3) directors.
- 4.1.3 The Board of directors shall organize after the Regular Monthly Meeting on the second Tuesday of February.
- 4.1.4 Eight (8) members constitute a quorum.
- 4.1.5 The President shall be ex-officio Chairperson on the Board.
- 4.1.6 The Company elected secretary shall be the Secretary on the Board of Directors, and requested to attend all meetings of the Board.
- 4.1.7 Minute Books shall be included in the minute books of the Company. The board of Directors minutes must be properly approved by the general membership at the next scheduled regular meeting at which time they are considered to be official and binding.
- 4.1.8 It shall be the duty of the Board of directors to act immediately on all written cases of appeal presented to them.
- 4.1.9 The Board of Directors decision is to be presented to the company at the next regular meeting, at which time the company may revise this decision with a (2/3) two thirds favorable vote.
- 4.1.10 The Board shall establish any policy it deems necessary. Said policies shall be kept in writing in a policy manual and remain in effect until revoked by the Board. These policies may be established, annulled, or changed by two thirds (2/3) majority vote by the General Membership at the regular meeting.
- 4.1.11 Members of Municipalities must be present at a minimum of 3 Board Meetings per year.
- 4.1.12 It is preferred by Innes Hose Company that the representative of the municipality to the board not be a member of Innes Hose Company to avoid a conflict of interest.

IV Section 7 Trustee

- 4.7.1 The trustee will have the duty to supervise all properties of Innes Hose Company, Inc.
- 4.7.2 It shall be the duty of the trustee to complete any emergency repairs, up to \$500.00, with the exception of essential services.
- 4.7.3 It shall be the duty of the trustee to provide up keeps of all Innes Hose Company Property, i.e. lawn mowing, garbage, painting, etc..
- 4.7.4 The Board of Directors will appoint a committee of two (2) assistants to help the trustee with these duties, upon the recommendation of the trustee.

Article V Duties of Line Officers

V Section I Chief

- 5.1.1 It shall be the duty of the Chief to see that all apparatus and fire station are kept in good working order.
- 5.1.2 To have command of the Fire Company at all times except at meetings.
- 5.1.3 To obtain a discharge from emergencies as soon as possible.
- 5.1.4 To observe that each member does their duty.
- 5.1.5 Shall be responsible for all actions at emergency incidents.
- 5.1.6 To grant a leave of absence to each member when deemed necessary.
- 5.1.7 To report to the board as to the status of all apparatus and building(s) under his control.
- 5.1.8 The Chief is responsible for the proper maintenance, inventory and assignment of all equipment, so that it will be continually available for service.
- 5.1.9 The Chief will direct the company at all dispatched incidents and calls out as CANTON 1.
- 5.1.10 The Chief is held strictly accountable for all actions and delegates' authority accordingly.
- 5.1.11 The Chief shall keep a record of all emergency calls.
- 5.1.12 The three (3) company Chiefs will periodically review and/or update the Standard Operating Procedures for changes. The Board of Directors must approve any and all changes. The Board of Directors may also request that the Standard Operating Procedures be changed and/or updated. The Chief is responsible for enforcement of Standard Operating Procedures.

- 5.1.13 The Chief will attend a minimum of 35% of all incidents, attend 35% of all scheduled training events, and attend 35% of all work bees.
- 5.1.14 The Chief will also attend 9 regularly scheduled meetings and 4 board meetings and as many special meetings as possible.
- 5.1.15 The chief is responsible for establishing a budget for the fire related equipment and activities. (This pertains to firefighting equipment, fire station, training and fire related expenses.)
- 5.1.16 The Chief will ensure the safety of all members at all emergency incidents.

V Section 2 **Deputy Chief**

- 5.2.1 It shall be the duty of the Deputy Chief to aid the Chief in the discharge of the duties of the Chief and to act as Chief in that persons absence.
- 5.2.2 When acting in the capacity of the Chief, that person shall report to the Chief upon their arrival, stating what has been done and if approved by the Chief carry out same.
- 5.2.3 Is responsible for equipping each member with personal protective firefighting gear, and reporting any and all needs to the Relief Association and the Fire Chief.
- 5.2.4 Responds directly to the scene of incidents and calls out as CANTON 2.
- 5.2.5 The Deputy Chief shall attend 30% of all incidents, attend 30% of all scheduled training events, and attend 30% of all work bees.
- 5.2.6 Will attend 9 monthly and 4 board meetings per year and as many special meetings as possible.

V Section 3 **Assistant Chief**

- 5.3.1 It shall be the duty of the Assistant Chief to aid the Chief in the discharge of the Chief's several duties and to act as Chief in the absence of the Chief or Deputy Chief.
- 5.3.2 When acting in the capacity of the Chief, that person shall report to the Chief upon the Chief's arrival, stating what has been done and if approved by the Chief, carry out same, otherwise countermand what may be necessary and substitute the orders of the Chief.
- 5.3.3 Responds directly to the scene on incidents and calls out as CANTON 3.
- 5.3.4 Assists the chief in completing incident reports.
- 5.3.5 Responsible for completing maintenance reports on all apparatus for the Chief.
- 5.3.6 The Assistant Chief shall attend 30% of all incidents, attend 30% of all scheduled training events, and attend 30% of all work bees.
- 5.3.7 Will attend a minimum of 9 monthly and 4 board meetings and as many special meetings as possible.

V Section 4 **Captain**

- 5.4.1 Responds directly to the station for all incidents and calls out as CANTON 4, unless directed by chief officer not to drive by scene.
- 5.4.2 Reports to the Fire Chief after any incident that they have command over.
- 5.4.3 Assists the Deputy Chief in accordance with 5.3.5.
- 5.4.4 Will attend 25% of all incidents, 25% of all scheduled training events, and 25% of all work bees.
- 5.4.5 Will attend a minimum of 6 monthly meetings per year and as many special meetings as possible.

V Section 5 **1st Lieutenants**

- 5.5.1 Responds directly to the station for all incidents and calls out as CANTON 5, unless directed by chief officer not to drive by scene.
- 5.5.2 Reports to the Fire Chief after any incident that they have command over.
- 5.5.3 Assists the Assistant Chief in accordance with 5.3.5
- 5.5.3.1 Shall be responsible for checking all apparatus run sheets and make sure any reported problems are addressed in a timely manner. Serious mechanical or safety issues must be reported to the Chief of the Department, or in his absence the Deputy or Assistant Chief as soon as possible.
- 5.5.4 Assist in completing incident reports
- 5.5.5 Will attend 25% of all incidents, 25% of all scheduled training events, and 25% of all work bees.
- 5.5.6 Will attend a minimum of 6 monthly meetings per year and as many special meetings as possible.

V Section 6 **QRS Captain/QRS LT**

- 5.6.1 Calls out as Canton 6 and Canton 7 for QRS incidents only. Whenever practical, should respond to the station to ensure the response of the departments QRS equipped vehicle.
- 5.6.2 Reports to the Fire Chief after any incident they are in command of.
- 5.6.3 Assists with completing incident reports.

- 5.6.4 Reports to the Chief on the status of all equipment relating to the Quick Response program.
- 5.6.5 Will attend 25% of all EMS related incidents, 25% of all scheduled training events, and 25% of all work bees.
- 5.6.6 Will attend a minimum of 6 monthly meetings per year and as many special meetings as possible.
- 5.6.7 Will assist to make sure all documents for QRS runs are complete, accurate and filed correctly.
- 5.6.8 Will make sure that all monthly QRS reports are transmitted to the state.
- 5.6.9 Falls into the command structure after the Lieutenant for QRS calls, MVA's, rescue assignments or any other incident that involves a patient.

V Section 7 Forest Fire Warden

- 5.7.1 Completes reports that are required by the forestry department.
- 5.7.2 Responds to the scenes of Wild Fires.
- 5.7.3 Reports directly to the Fire Chief or Highest-ranking officer on the scene.
- 5.7.4** Calls out on the radio as **2FW1 for wild fire only.**
- 5.7.5** Falls into command structure after the Lieutenant for on scene operations.
- 5.7.6** The fire chief appoints the position, with the approval of the state of Pennsylvania, and to go into effect at the February meeting.

V Section 8 Assistant Forest Fire Warden

- 5.8.1 Perform the duties of Forest Fire Warden in their absence.
- 5.8.2 Responds directly to the scene of **Wild type fires only.**
- 5.8.3 Falls into the command structure after the Forest fire warden.
- 5.8.4 Calls out on the radio as 2FW2 for **wild type fires only.**
- 5.8.5 This position will be appointed by the Fire Chief and the Forest Fire Warden and will go into effect at the February meeting.

V Section 9 Fire Police Captain

- 5.9.1 It shall be the duty of the Fire Police Captain to issue all equipment to all fire police of the company.
- 5.9.2 It shall be the duty of the Fire Police Captain to keep an inventory of all fire police equipment.
- 5.9.3 Shall complete any and all reports required of the Fire Police Captain by the State.
- 5.9.4 Shall fall into the command structure of the company after the Lieutenant (CANTON 5)

V Section 10 Fire Police Lieutenant

- 5.10.1 Shall complete the duties of the Fire Police Captain in their absence.
- 5.10.2 Shall fall into the command structure of the company after the Fire Police Captain.

Article VI Duties of Members

VI Section 1 Active Firefighters

- 6.1.1 Active Firefighter status will be placed upon an individual when they attain 25% attendance at emergency incidents, 25% attendance at scheduled trainings, 25% attendance at scheduled work bees and attend 25% of all scheduled fundraising activities.
- 6.1.2 Must attend a minimum of 25% of the Regular Monthly Membership meetings. This constitutes 3 meetings per year.

VI Section 2 Active Members

- 6.2.1** Active Member status will be placed upon an individual when they attain 10% attendance at emergency calls, 10% of all scheduled trainings, 10% of all work sessions, and 10% of all scheduled fundraising activities.
- 6.2.2 Must attend a minimum of 25% of the Regular Monthly Membership meetings. This constitutes 3 meetings per year.

VI Section 3 Social Members

- 6.1.1 Any member whose dues are paid for the calendar year, unless the member is a Life member per Article 3 Section 6.
- 6.1.2 Does not achieve Active Firefighter or Active Member status for the prior year.

VI Section 4

- 6.4.1 Lifetime Associate Membership is a one time membership fee of \$15.00, as deemed necessary by a membership committee or an officer of the executive committee with no annual dues required.
- 6.4.2 Lifetime Associate Members shall be approved by a membership committee or an officer of the executive committee.
- 6.4.3 Lifetime Associate Members have no voting rights.
- 6.4.4 Lifetime Associate Members are not required to attend regularly Scheduled meetings of the Innes Hose Company however special meetings may be called that will require attendance by the Lifetime Associate Members.
- 6.4.5 Lifetime Associate Members are required to follow the chain of command that is in place by the Innes Hose Company.
- 6.4.6 Lifetime Associate Members can not transfer his or her membership to be come any other kind of member with out re-applying and paying the application fee and annual dues that apply.
- 6.4-7 Lifetime Associate Members will be limited to attending work sessions for social or fund raising events as well as working at social and fund raising events.

IX Section 1

Lifetime Associate Members ** \$15.00

** As deemed necessary by a membership committee or an officer of the Executive committee.

Article VII

Probationary Members

- 7.1.1 At the end of the probationary period of 12 months and if the member meets all requirements for Active Status, they shall be considered an Active Member with no voting rights..

Article VIII

Behavior of Members

VIII Section 1

- 8.1.1 Every member shall at all times conduct themselves in a professional and courteous manner.
- 8.1.2 Offense and charges against any member shall be presented to the Grievance Committee. The Committee shall then send the charged member a certified letter to appear and answer the charges at least one (1) week prior to the Executive Committee meeting held for this purpose.
- 8.1.3 Each member will read, sign and follow the Social Media Policy adopted June 9th, 2015. (APP 1)

VIII Section 2

- 8.2.1 At the time of an alarm, the officers in command are to hold totally responsible for results of all firefighters operations; therefore it shall be the duty of all members to immediately and explicitly obey all orders given to them by their Superior Officers.
- 8.2.2 Failure to do so will result in the case being presented to the Executive Committee for their decisions on possible expulsion from the Fire Department or other disciplinary action.
- 8.2.3 No member or officer will be permitted on any scene under the influence of alcohol or drugs.

VIII Section 3

- 8.3.1 All charges preferred against Officers or Members that are laid before the Grievance or Executive Committee shall be thoroughly investigated by the Committee and if charges are sustained;
- 8.3.2 The Executive Committee shall have the power to suspend or expel such Officer or Member.

VIII Section 4

- 8.4.1 No Officer or Member shall be removed from office or expelled until he/she has been served with a notice of the time and place of meeting of the Executive Committee.
- 8.4.2 The Officer or Member will be furnished with a copy of the charges preferred against them by the Secretary at least one (1) week previous to the meeting of the Executive Committee.

VIII Section 5

- 8.5.1 When any charges are preferred against any Officer or Member, he or she shall be suspended from discharging the functions of their office. For General membership will be executed by the Executive Committee and for Officers it will be executed by the Board of Directors.

- 8.5.2 If, in the judgment of the Board of Directors, the charges warrant such action, until the charges preferred against them are disposed of, and immediately upon receiving the money, effects, and other property belonging to the company in their possession until the cause of such suspension is removed.

VIII Section 6

- 8.6.1 All Officers and Members shall have the right of appeal to the Executive Committee if at any time they feel their Superior Officer is unjustifiably persecuting them.
- 8.6.2 This appeal must be in writing stating the reason for the appeal and presented to the President of Innes Hose Company, before the next regular meeting.

VIII SECTION 7

- 8.7.1 Any member that is caught stealing from Canton Fire Department and/or Innes Hose Company will be dropped from roles and all responsibilities due to actions being detrimental to the organization. The member may be prosecuted to the full extent of the law.
- 8.7.2 Detrimental means- any actions that will damage the reputation of the department. All members are expected to uphold good characteristic actions at all times.

Article IX

Member Costs

IX Section I

Dues

- 9.1.1 Active Firefighters, Active Members and Social Members shall pay dues per the following schedule:

Initial Fee: \$15.00 *
Active Firefighters: \$5.00
Active Members: \$5.00
Social Members: \$5.00
Lifetime Associate Members: \$15.00 **

Life Members and Honorary Life Members are exempt from paying dues.

*This money would be used for the probationary member's dues for the remainder of the calendar year, and their background check.

** As deemed necessary by a membership committee or an officer of the executive committee.

- 9.1.1a If applicant has lived out of state(PA) for anytime in the last ten(10) years a Federal Background check must be done prior to voting on member. This will be the applicants responsibility.
- 9.1.1.b All applicants will have a Pa State police background check done at their expense prior to voting on member.

- 9.1.2 All dues must be paid at a regular meeting with the deadline being prior to the beginning of the April meeting of the General Membership.
- 9.1.3 All assessments and other indebtedness to the company shall be considered dues belonging to the General Fund.

IX Section 2

Member Indebtedness

- 9.2.1 If a member does not pay his/her dues by the April meeting of the General Membership, they will be dropped from membership and have to reapply under the provisions of 3.8.1.
- 9.2.2 No Member shall be installed in office that is indebted to the company.
- 9.2.3 The Secretary shall read the names of all delinquent members at the February through April General Membership meetings.
- 9.2.4 After the March meeting and within two weeks of the April meeting the Secretary shall send a regular postage letter (to the last known address on file with the Secretary) to all Members that are in arrears with their dues. They shall be informed that they will be dropped from membership if the indebtedness is not paid off to the Treasurer prior to the start of the April meeting.

Article X

Donations

All donations to the Fire Company shall be placed in the General Fund unless stipulated otherwise by the donor or majority vote the General Membership.

Article XI

Meetings

XI Section 1

Regular Meeting

- 11.1.1 The regular meeting of this Company shall be held on the second Tuesday evening of each month at 7:00 PM with the Board of Directors Meeting to follow at 8:00 PM. Every other month
- 11.1.2 In the absence of both the President and Vice President, a Chairman Pro-term shall be elected by a majority vote of the Members present.
- 11.1.3 Two meetings per year will be scheduled for last Sunday in June, for the July meeting for the Canton Fireman's Fair, and the first Sunday in December for elections, these are addendums to 11.1.1.
- 11.1.4 A member must personally answer to the roll call at a meeting to be considered present unless the President excuses him or her.
- 11.1.5 In an effort to shorten the amount of time it takes to read the roll call, the Secretary shall read only the members names that have attended a previous meeting in the prior year. At the end of the roll call, the Secretary shall also ask the question: "ARE ANY MEMBERS PRESENT WHO'S NAME WAS NOT CALLED?" The Secretary shall add that member's name(s) to the next verbal roll call when taken.
- 11.1.6 All phones and pagers will be placed on vibrate or silent during the meeting. If you need to respond to the phone call you should leave the meeting area.

XI Section 2

Order of Business

- 11.2.2 The following shall be the order of business at regular meetings:
 - 1 Invocation and Flag Salute by Chaplain
 - 2 Roll Call
 - 3 Visitors Comments
 - 4 Reading of the Minutes of the last regular meeting
 - 5 Reading of the Board of Directors minutes from the last meeting
 - 6 Discussion of the Board of Directors minutes
 - 7 Treasurers Report
 - 8 Bills, communications and actions thereon.
 - 9 Chief's Report
 - 10 Report of Committees
 - 11 Nominations of New Members
 - 12 Election of Candidates for Membership
 - 13 Unfinished business
 - 14 New business
 - 15 Adjourn

XI Section 3

Special Meetings

- 11.1.1 A meeting may be called at any time by order of the President.
- 11.1.2 Three (3) days the Secretary shall give prior notice of such meetings to the members by paging and posting at the fire station or on department website, social media or other electronic messaging.
- 11.1.3 The following shall be the order of business at Special Meetings.
 - 1 Roll Call
 - 2 Business of Special Meeting
 - 3 Adjourn

Article XII

Nominations and Elections

Elections shall be held in December and elected members shall hold office until December 31, Newly elected personnel will begin their term at the start of the new year.. Nominations for all offices must have been in good standing with the company for the previous fire year(Oct thru Sep).

XII Section 1

Nominations

- 12.1.1 A list of nominations shall be prepared for all the offices from the Nominating Committee, which is established at the October regular meeting, at the November and December meetings.
- 12.1.2 The ballots shall be printed after the November Nominations with any nominations at the December meeting being considered as write in votes.
- 12.1.3 If any nominee fails to receive the majority vote, he or she may automatically add their name to the ballot as a write-in candidate, for another office.

XII Section2

Order of Elections

- 12.2.1 Line Officers shall be elected first, as the Chief and his Deputy Chief and Assistant Chief are automatically elected to the Board of Directors.
- 12.2.2 Captain and Lieutenant
- 12.2.3 Fire Police
- 12.2.4 Civil Officers shall be elected second, as the President and his Vice President and Treasurer are automatically elected to the Board of Directors.
- 12.2.5 Secretary
- 12.2.6 Board of Directors (One member elected to the Board of Directors)
- 12.2.7 Trustee (One member voted in as the trustee will automatically be elected to the Board of Directors.)
- 12.2.8 Relief Association

XII Section 3

Line Officer Requirements

- 12.3.1 Nominations for all Line Officers must meet the following requirements and Nominees must be derived from the current active firefighter list, these requirements will take effect prior to the October General Membership Meeting :
- 12.3.2 **Chief Officer Requirements:**
 - 12.3.2.1 Must have been either a Deputy or Assistant Chief at least one (1) year and have been a Captain or Lieutenant for at least one (1) year in each position within the last 10 years with Innes Hose Company.
 - 12.3.2.2 Will have attained the following training requirements: basic arson investigation, Hazmat Recognition and Identification, be certified on all apparatus, Essentials of Firefighting, Pump 1 certification, be EVOC certified, completed IST, completed a basic rescue class, completed Aero medical Landing Zone class, hold current CPR/AED card and completed Incident Command- ICS 100,200,700.
- 12.3.3 **Deputy Chief Officer Requirements**
 - 12.3.3.1 Will have been a Captain and Lieutenant for a minimum of 1 year.
 - 12.3.3.2 Will have a minimum of Pump 1, EVOC, IST, Hazmat R&I, completed an Arson Detection class, Incident Command –ICS 100,200,700, hold current CPR/AED card and completed Essentials of Firefighting.
- 12.3.4 **Assistant Chief Officer Requirements**
 - 12.3.4.1 Will have been a Captain or Lieutenant for a minimum of 1 years.
 - 12.3.4.2 Will have a minimum of Pump 1, EVOC, Hazmat R&I, IST, hold current CPR/AED card, completed Incident Command-ICS 100,200,700 and Essentials of Firefighting.

12.3.5 Captain and Lieutenant

12.3.5.1 Will attain a minimum of EVOC, IST, PUMP I, hold current CPR/AED card, Incident Command ICS 100,200,700 and Hazmat R&I

12.3.6 QRS Captain and Lieutenant (appointed Positions)

12.3.6.1 Will have a minimum of EVOC, IST, Hazmat R&I, current CPR/AED card and Pennsylvania Emergency Medical Responder/or Emergency Medical Technician.

12.3.7 Forest Fire Warden

12.3.7.1 The Fire Chief with the approval of the State of Pennsylvania appoints position.

12.3.7.2 Must have completed Basic Wild land Firefighter (PA130) and Basic Fire Behavior (S-190).

12.3.8 Assistant Forest Fire Warden

12.3.8.1 Appointed by the Fire Chief and the Forest Fire Warden.

12.3.8.2 Must have completed Basic Wild land Firefighter (PA130)

12.3.9 Fire Police Captain

12.3.9.1 Must have completed Hazmat R&I as well as a certified Fire Police training class.

12.3.9.2 Must have held a position as an active Fire Police for a minimum of one year.

12.3.10 Fire Police Lieutenant

12.3.10.1 Must have completed Hazmat R&I as well as a certified Fire Police training class.

12.3.10.2 Must have held a position as an active Fire Police for a minimum of one year.

XII SECTION 4

12.4.1 Any By-Law change(s) in the Line Officer and/or the Chief Officer Requirement(s) will take effect immediately from the date they are approved by membership.

12.4.2 A list of approved courses will be kept and posted in the station.

12.4.3 The secretary shall keep a Line Officer Candidate list of all members completing the proper training requirements.

12.4.4 Candidates who are actively enrolled in a required class may be nominated and elected if said class ends prior to their taking office and that they have successfully completed the class.

12.4.5 The By Laws Committee will evaluate the requirements for line officers annually.

XII Section 5

Elections

12.5.1 Elections will take place at the December meeting. Successors will take over Jan 1 of the next year. Nominations for all offices must be in good standing with the company the previous fire year(Oct thru Sept).

12.5.2 This meeting will be brought to order after the regular December meeting has come to a close and will be opened as a special meeting in accordance with 11.3.3 for the sole purpose of elections.

12.5.3 The Chief of the Department, Deputy Chief, and Assistant Chief may not hold a Civil Office (i.e. President, Vice President, Secretary, Treasurer, or Trustee), even as a Civil Officer (President, Vice President, Secretary, Treasurer, or Trustee) may not hold the Chief of Department, Deputy Chief, or Assistant Chief position.

12.5.4 In case of a tie vote on the original office, the candidates will be placed in a run-off election with a new set of ballots.

12.5.5 Membership on a committee does not constitute an office within the probation of the By-Laws

12.5.6 Any letters of exception for active status must be turned into the President 1 week after the October monthly meeting.

Article XIII

Drugs & Alcohol

XIII Section I

Company Property

- 13.1.1 All beer, alcohol and drugs will not be consumed on the fire company premises or at any fire company functions held there.
- 13.1.2 With the exception of the Social Hall and the Fair grounds of which the House Committee rules apply.
- 13.1.3 Illegal Drugs will not be permitted to be consumed or brought on to company property at anytime.

XIII Section 2

Company Equipment

- 13.1.1 Any member that drives any fire department apparatus while under the influence of alcohol or drugs will automatically be expelled from the fire company.

Article XIV

Committees

XIV Section 1

Membership Committee

- 14.1.1 Shall consist of 6 members of the company.
- 14.1.2 The President of the Innes Hose Company shall appoint this committee.
- 14.1.3 It shall be the duty of this committee to act on all applications for membership.
- 14.1.4 It shall be the duty of this committee to make sure that a background and reference check is completed on the said applicant.
- 14.1.5 It shall be the duty of this committee to interview said applicant.

XIV Section 2

Fund Raising

- 14.2.1 The Fund Raising Committee shall consist of five (5) members of the company appointed by the President.
- 14.2.2 It shall be their duty to organize and carry out any fund raising events for the company.

XIV Section 3

Contracts

- 14.3.1 The Contract committee shall consist of the Board of Directors.
- 14.3.2 It shall be their duty to prepare and distribute all fire contracts for the municipalities in the fire company's district.

XIV Section 4

Audit

- 14.4.1 The audit is conducted by a Professional Accounting Services.
- 14.4.2 It shall be their duty to audit the company's financial records each year.
- 14.4.3 The audit will be done for the previous year and presented to the General Membership at the August meeting .
- 14.4.4

XIV Section 5

Budget

- 14.5.1 The committee shall meet each year to present the budget to the Board of Directors **no later than** the December regular membership meeting each year.

XIV Section 6

Special Committees

- 14.6.1 The President may appoint special Committees at any meeting or when ordered by two-thirds (2/3) vote of those present and such committees shall report at the next scheduled meeting unless otherwise instructed.
- 14.6.2 Executive Committee will consist of 9 member, 5 line officers and 4 civil officers.

XIV Section 7

Grievance Committee

- 14.7.1 Shall consist of 3 members, who have at least 2 years of membership.
- 14.7.2 The President shall appoint this committee per each grievance.
- 14.7.3 It shall be their duty to investigate any grievance put forth to them, in writing, by a member of the company.
- 14.7.4 The committee will present their findings to the President in person or writing.

XIV Section 8**Jr. Fire Fighter Committee**

14.8.1 The Jr. firefighter committee will consist of 5 members appointed by the Chief..

XIV Section 9**Banquet Committee**

14.9.1 This committee shall consist of 5 members and will be appointed by the President.

14.9.2 It shall be the duty of this committee to set up the Appreciation Dinner for the second Saturday in November.

14.9.3 It shall be the duty of this committee to have the final proposal for the appreciation dinner ready for review by the October Regular Membership Meeting.

XIV Section 10 Left blank.

XIV Section 11**By-Laws Committee**

14.11.1 This committee shall consist of 6 members appointed by the President with the first person read from the list being the chairman of the committee.

14.11.2 This committee shall meet annually or as needed. The committee is entrusted with changing, adding or deleting any parts of the By-Laws in accordance with Article 15 Section 1.

XV Section 1**By-Law Changes**

15.1.1 The Secretary shall note any potential By-Laws changes throughout the year and include them in the minutes.

15.1.2 The By-Law Committee shall conduct a meeting(s) as needed to draft any proposed additions, changes, and/or deletions. The By-Laws Committee shall also solicit input from the membership. The first person listed on the committee list shall be the Chairperson of the By-Laws Committee.

15.1.3 If at least two-thirds (2/3) of the eligible voters who voted, vote affirmatively, the By-Law changes shall be considered made and shall take effect immediately. A roll call vote shall be taken, if necessary. All Previous By-Laws will become null/invalid

XV Section 2**Meeting Protocol**

15.2.1 On all questions of Parliamentary Law, Casings Manual, Roberts Rule of order will be the guide of the company.

XV Section 3**Grievance Committee Guidelines for Innes Hose Company, Inc.**

According to Roberts Rules of Order

(YOU MAY HAVE GUIDELINES AS PART OF BY-LAWS as they are not specific)

1. No action of the Grievance Committee can be taken without a majority of the Committee present.
2. The grievance shall be between two or more members of the department.
3. Any recommendation of disciplinary action by the Grievance Committee shall be submitted to the Executive Committee in writing.
4. Parties involved, will maintain confidentiality.
5. The Committee shall consist of three (3) members and two members of the Committee must be present to hold a meeting.
6. The Committee will meet with the parties involved within 14 days.
7. The Committee report to the President if any complaint cannot be solved within the Committee.
8. Grievances, hearing and results shall be kept and filed for at least three (3) years in all parties personnel file.
9. The Committee may change these guidelines when and if necessary.

XV Section 4**Leave of Absence**

15.4.1 Any member who's membership status changes during the year due to an accident, death, immediate family situation(s) or other unavoidable circumstances as deemed by the Executive committee as "Beyond the Members Control" may be granted a "Leave of Absence" and his/her membership status may stay the same providing it is approved by the Board of Directors with a 2/3 affirmative vote. This status shall be reviewed by the Board of Directors at the end of the length of time granted for the "Leave of Absence" and may be renewed by the same process.

XV Section 5

- 15.5.1 Any and all typographical and/or grammar errors of these By-Laws do not require a By-Law change, but will be corrected as noticed and/or required.

Article XVI

Signatures

- 16.1.1 Checks shall require two (2) signatures, one being the Treasurer of the Company and the second being any authorized representative of the company on file with the bank.
- 16.1.2 It shall be the policy of Innes Hose Company that No two individuals in a household shall have control of Innes Hose Company funds as per 17.1.1.

Article XVII

Coverage Area

- 17.1.1 We will provide primary protection to any contracted municipality. We will also provide mutual aid to any department or municipality that requests assistance and is in good standing with Innes Hose Company through mutual aid agreements as resources are available.

Article XV111

Business Concept

VIII Section 1

- 18.1.1 This organization, Innes Hose Company, Inc., will operate as any corporation would in every day operations.
- 18.1.2 This organization will try to stay ahead of technology to better serve the public.

VIII Section 2

Goal

- 18.2.1 The goal of this organization is to protect the citizens of the contracted municipalities and all other mutual aid areas.
- 18.2.2 Maintain up to date record.
- 18.2.3 Maintain up to date vehicles.
- 18.2.4 Maintain up to date public education programs.
- 18.2.5 Maintain up to date firefighting equipment.
- 18.2.6 Keep all of our citizens safe from harm to the best of our abilities.

VIII Section 3

Financial Plan

- 18.3.1 Maintain annual contracts with the municipalities we serve.
- 18.3.2 Perform fundraisers throughout the year.
- 18.3.3 Rent the buildings as they are available at rates set by the General membership.
- 18.3.4 Perform annual budgets.
- 18.3.5 Perform 5 and 10 year long range plans for building and equipment replacement.
- 18.3.6 Work with the community for support.
- 18.3.7 Submit for as many grants as possible.

VIII Section 4

Resource Requirements

- 18.4.1 Technology requirements
- 18.4.2 Personnel requirements
- 18.4.3 Resource requirements
- 18.4.4 Financial, distribution, promotion, etc.
- 18.4.5 External requirements
- 18.4.6 Products/services/technology required to be purchased outside the company.

Article XIX

Dissolution of Innes Hose Company

- 19.1.1 Upon the unforeseen dissolution of Innes Hose Company, Inc:
- 19.1.1.1 All Fire related property of Innes Hose Company, Inc. will revert back to the Host Municipality.
- 19.1.1.2 All other Innes Hose Company, Inc. Properties shall be sold at public auction to pay off any residual debt load of the company.
- 19.1.1.3 Any profit shown after the payment of any debt load of the company, shall be divided amongst charities decided by the Board of Directors.

Article XX

Bonding

- 20.1.1 The Treasurer of Innes Hose Company shall be bonded for the maximum amount of cash and investments, which shall be reviewed annually, for any unforeseen financial loss through actions of the Treasurer.

Article XXI

Risk and Reward

XXI Section 1

Risk

- 21.1.1 Always have the risk of losing life or limb
- 21.1.2 Minimized by using common sense
- 21.1.3 Minimized by training
- 21.1.4 Minimized by maintaining equipment
- 21.1.5 Minimized by public education

XXI Section 2

Reward

- 21.2.1 The personal satisfaction that you have helped protect the public.

Canton Vol. Fire Department
Innes Hose Company
PO Box 72
Canton, PA 17724

CANTON VOL. FIRE DEPARTMENT SOCIAL MEDIA POLICY

The Canton Fire Department / Innes Hose Company acknowledges that use of technology by emergency service organizations provides several useful benefits including training and the acquisition of useful information for the betterment of the organization and its members. It also allows for the dissemination of information to the public for recruitment, safety education and public relations purposes. As such, the Canton Fire Department / Innes Hose Company embraces the usage of instant technology to that end.

This policy establishes the Canton Fire Department / Innes Hose Company social media and instant technology use procedures and protocols which are intended to mitigate associated risks from the use of this technology where possible.

This policy applies to all employees of the Canton Fire Department / Innes Hose Company, volunteer members of the Canton Fire Department / Innes Hose Company, consultants and contractors performing business on behalf of the Canton Fire Department / Innes Hose Company.

For the purposes of this policy, the term instant technology is defined as resources including, but not limited to, instant messaging, texting, paging and social networking sites such as Facebook, Myspace, LinkedIn, Twitter, YouTube and any other information sharing services, websites and/or blogs.

All Department social media pages shall be approved by the Fire Chief/President or their designees. All social media content shall adhere to all applicable laws, regulations and policies including the records management and retention requirements set by law and regulation.

The Internet and other information sharing devices are global entities with no control of users or content. Therefore, available resources may contain material of a controversial nature. The Canton Fire Department / Innes Hose Company is not responsible for information found on these sources.

The Fire Department understands the value of such technology, but also understands the concerns and issues raised when information is released that violates privacy concerns or portrays this organization to the public in an illegal or negative manner (intentional or unintentional). Therefore, no information, videos or pictures gathered while on Canton Fire Department / Innes Hose Company business (this includes emergency calls, meetings, drills, details, trainings or anything obtained on organization property or at organization functions) may be shared or posted in any format without the approval and written consent of the Fire Department's Chief, Incident Command Officer, President or one of their designees.

Under this restriction, members and employees are prohibited from disseminating or transmitting in any fashion photographs or images of individuals receiving emergency medical assistance. Any such transmission may violate Pennsylvania Sates Laws and/or the HIPPA privacy rights of such individuals and may result in a criminal and/or civil proceeding being commenced against members and employees violating this provision of the policy.

This policy is not intended to limit your right to freedom of speech or expression; but as we are a public entity, it has been put in place to protect the rights of this organization, its members and the public we are sworn to protect. Members and employees are advised that their speech directly or by means of instant technology either on or off duty and in the course of their official duties that has a connection to their professional duties and responsibilities may not be protected speech under the First Amendment. Speech that impairs or impedes the performance of the Fire Department, undermines discipline and harmony among co-workers or negatively affects the public perception of the department may be sanctioned.

As a basic concept constitutional concept of law, a public employee may comment on a matter of public concern. However, airing personal workplace grievances does not raise a matter of public concern.

In that regard, members and employees must follow the following guidelines when discussing the Anywhere Fire Department on Social media Websites:

- Do not make any disparaging or false statements or use profane language.*
- Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individual.*
- Make clear that you are expressing your personal opinion and not that of the Canton Fire Department / Innes Hose Company.*
- Do not share confidential or proprietary information.*
- Do not violate Canton Fire Department / Innes Hose Company policies including the Code of Ethics.*
- Do not display Department logos, uniforms or similar identifying items without prior written permission.*
- Do no post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, officer or employee of the Canton Fire Department / Innes Hose Company without prior written permission.*
- Do no publish any materials that could reasonably be considered to represent the views or positions of the Canton Fire Department / Innes Hose Company without authorization.*

Canton Fire Department
Innes Hose Company
PO Box 72
Canton, PA 17724

***CANTON FIRE DEPARTMENT/ INNES HOSE COMPANY SOCIAL
MEDIA POLICY***

By signing this document, I hereby acknowledge that I read and agree to abide to the
Canton Fire Department/Innes Hose Company Social Media Policy

Signed: _____

Print Name: _____

Date Signed: _____