

DIVISION XX FIRE INVESTIGATION UNIT BY LAWS

Section 1

MEMBERSHIP: Any police or fire department within Division XX is eligible to have members active on the team. Membership shall be divided into the following three divisions:

Team Investigator- A member who is a certified Fire or Arson Investigator through the Office of the State Fire Marshal. This member must successfully pass their trainee period and keep up with all continuing education and unit-meeting requirements as laid out in Section 2. These members are identified on their ID's with a red stripe.

Trainee Investigator- A member who is currently enrolled in the state required modules and/or has not completed their probationary year, meeting all requirements of the training committee. These members are identified on their ID's with a purple stripe.

Associate Investigator- A member who is not a certified Fire or Arson Investigator but has some specialized skill essential to the unit (Example: Photographer, Juvenile Officer, Translator, etc.). These members are identified on their ID's with a yellow stripe.

MEMBERSHIP RETENTION:

- 1.) All team members, as defined above, shall be required to maintain a minimum of twenty documented hours of continuing education annually in fire investigation or related fields in order to remain active on the team. Team meeting hours can be accumulated as continuing education hours.
- 2.) All team members, as defined above, shall be required to attend a minimum of four monthly team meetings annually in order to remain active on the team.
- 3.) Any member not meeting the listed criteria will be removed from the active roster and the Training Committee will notify their Chief to discuss reappointment.

Section 2

OFFICES AND TERMS:

- 1.) All officers must be current members in good standing.
- 2.) The elected Officers of the team shall be: Director, Assistant North Director, Assistant South Director, Secretary, and Treasurer.
 - a.) The Assistant North Director will be responsible for all Departments located north of North Ave.
 - b.) The Assistant South Director will be responsible for all Departments located south of North Ave.
- 3.) All positions carry a 1 year term with elections being held during the

January meeting.

- a.) No member can run for more than one office in the same election year.

VACANCIES IN OFFICE:

- 1.) Director- The two Assistant Directors shall assume all duties of the Director in the event of a vacancy, until the term expires. The Assistant North Director shall serve the first half of the term, and the second half of the term shall be served by the Assistant South Director.
- 2.) Assistant Directors, Secretary, and Treasurer- These positions shall be appointed by the Director in the event of a vacancy, until the term expires.

Section 3

DUTIES AND POWERS:

- 1.) The Director shall be the Chief Executive Officer of the Fire Investigation Team, and it shall be his responsibility to supervise and coordinate the activities of the entire Team. He/She shall report directly to the appointed Fire Chief liaison.
- 2.) The Assistant North and South Directors shall serve as the Director in the absence of the Director. Each shall serve on the Board as the Representative for their defined jurisdiction.
- 3.) The Secretary shall be responsible for keeping all records and minutes of the monthly team meetings. He/She shall be responsible for all mailings and or notifications to all team members.
- 4.) The Treasurer shall serve as the Finance Committee Chairman. He/She shall prepare an annual budget by February to be approved by the general membership and then present it to the Fire Chief's for approval. He/She shall track all expenditures and revenue for the Team, and shall be responsible for giving a monthly report at each Team meeting.

Section 4

COMMITTEES:

- 1.) Training- Duties shall include but are not limited to all of the following. The Committee will provide training programs and drills for all members to participate in. They shall keep accurate training records for all members and ensure that minimum requirements are met. The committee will also be responsible to educate all members in the area of NFPA 921, to ensure that our Team is current in all aspects of fire investigation. The Chairman shall report directly to the Director with all training reports due quarterly.
- 2.) Membership- Duties shall include but are not limited to all of the following. The Committee shall be responsible for creating and maintaining personnel files for all members. They shall work together with the Training Committee to ensure that all minimum requirements

are met for all Team members, from Team Investigators down to Associate Investigators. The Chairman shall report directly to the Director with all reports due quarterly.

- 3.) Equipment- Duties shall include but are not limited to all of the following. The Committee shall make recommendations to the membership in regards to any vehicle or tool purchases. They shall be responsible for implementing the monthly vehicle checks to the appointed town. They shall be responsible for assuring all Departments are equipped with the minimum required evidence kit set forth by the Division. The Chairman shall report directly to the Director with all reports due quarterly.
- 4.) Finance- Duties shall include but are not limited to all of the following. The Committee shall be responsible for preparing the annual budget, due every February. They shall prepare a report for the membership every month disclosing all expenditures and revenues with total balances. They shall also attempt to obtain grants from outside sources. This Committee Chairman shall be the Team's Treasurer.