

Town of Enfield Volunteer Firefighter Membership Approval Policy #700.2

This policy is in accordance with Town Law §176-b and Not-For-Profit Corporation Law - NPC § 1402- Fire Corporations, which state that in towns outside of villages and fire districts, the consent of a majority of the members of the town board to the formation of a fire corporation shall constitute an appointment of the persons named in the certificate of incorporation as town firefighters.

Thereafter, other eligible persons may be elected as members pursuant to the by-laws of the fire corporation, but the election of a member must be approved by the town board of each town which consented to the formation of the fire corporation.

Only active members of a Volunteer Fire Company are covered by the Volunteer Firefighter Benefit Law if injured or killed while performing services for the Fire Company. If such person has not yet been approved or been deemed approved by the Enfield Town Board, then such person is not yet an “active member” as contemplated by the law. Thus, a new member that is not yet approved by the Town Board could be without death or disability benefits if injured while in training, drilling, responding to emergencies, or performing any other services of an active member.

To honor and approve new volunteer firefighters to serve with the Enfield Volunteer Fire Company, as well as to satisfy legal and insurance requirements, the Enfield Town Board is committed to the following procedure:

Once elected by membership of the EVFC, the Fire Company must submit the name of the applicant to the Enfield Town Clerk either personally or by mail ***within five (5) days***.

The Town Board shall confirm that the following oversight has been completed for each volunteer seeking membership with the Fire Company:

- Physical examination
- Background check to include Sex Offender Registry, Arson, Criminal history, and others deemed routine or required by the Enfield Volunteer Fire Company and Enfield Town Board, to be agreed upon contractually.

- DMV driving record for any Volunteer Firefighter who will be operating a vehicle in service to the Fire Company.
- Letter of reference from other fire companies or departments if the volunteer is not a resident of the Town of Enfield.
- Record of completion of all requirements for membership as a volunteer with the Enfield Volunteer Fire Company. (This list will be provided to the Enfield Town Board for consideration)

The Enfield Volunteer Fire Company Board of Directors will only present volunteers for membership that meet the highest of standards set forth in their By-Laws and Policies for approval by the Enfield Town Board. Only applicants who have been approved by a vote of the EVFC membership will be considered.

The Enfield Town Board must approve or deny the applicant by resolution of the board. If no action is taken within 40 days after service of notification to the Enfield Town Clerk, membership is deemed approved.

As it is the wish of the Enfield Town Board to honor new volunteer firefighters and acknowledge their service to their community, a Resolution will be prepared for its next Regular Meeting for final approval of new members and for such acknowledgement to take place.

Out of respect for volunteers, approval process at Town Board meetings will be placed first on the agenda, prior to any reports.

The Resolution is as follows:

WHEREAS, pursuant to Not-for-Profit Corporation Law §1402, and Town Law §176, only active members of a Volunteer Fire Company are covered by the Volunteer Firefighter Benefit Law if injured or killed while performing services for the Fire Company, and;

WHEREAS, members may only be considered active members if given final approval of the Enfield Town Board, and;

WHEREAS, the Enfield Town Board wishes to honor and approve new volunteer firefighters to serve with the Enfield Volunteer Fire Company and to satisfy legal and insurance requirements for the benefit of our volunteers, and;

WHEREAS _____ (name of volunteer) _____ of _____ (address of volunteer) _____ has completed all requirements for membership, and has been approved by vote of the Enfield Volunteer Fire Company membership for a position as an active member;

WHEREAS, _____ (name of volunteer) _____ is (choose one):

1. A resident of the Town of Enfield;
2. A resident of a territory served by the Enfield Volunteer Fire company under contract for fire protection for cash consideration;
3. A resident in the vicinity of the town and/or territory served by the Enfield Volunteer Fire Company under contract for fire protection for cash consideration, and the percentage of active members in the fire company that reside outside of the town will not exceed forty-five (45%) by our grant of membership; or
4. In the Town of Enfield or in a territory served by the Enfield Volunteer Fire Company under contract for fire protection for cash consideration due to their usual occupation, and the percentage of active members in the fire company that resident outside the village or such territory will not exceed forty-five (45%) by our grant of membership;
5. Is a Junior Volunteer Member

RESOLVED, the Enfield Town Board hereby **approves/denies** membership of _____ (name of volunteer) _____ into the Enfield Volunteer Fire Company, effective immediately.

When a Member Moves:

The law requires that membership must terminate when any volunteer member ceases to be a resident of such territory required for membership. However, the fire company may authorize the member's continued membership so long as the moving member notifies the fire company within thirty (30) days of the cessation of residency that they plan to change residency to a territory which is not in such territory required for membership and that they *will* be able to render active service as a volunteer firefighter in the area protected by the fire company, pursuant to the contract with the Town of Enfield (other than a mutual aid contract). Active membership of the EVFC must vote on the continuation of membership prior to continued membership being granted, pursuant to the by-laws of the EVFC. If by-laws are silent on the issue, the resolution to approve must pass by three-fourths (3/4) of the members present and voting at a regular or special meeting of the members.

Vote of the membership is not effective until the Town Board approves, by resolution, such continuation. If the Town should fail to act upon such continuation, by approving or disapproving, such membership will be deemed approved after forty (40) days after service of written notice by the fire company upon the Town Clerk, either personally or by mail.

Resolution and Acknowledgement of new volunteer firefighters by the Enfield Town Board shall include the following:

- A brief public introduction at an Enfield Town Board meeting
- A Certificate of Appreciation for their dedication to those who need assistance throughout the boundaries of the Town of Enfield Fire Protection District
- Announcement of approval of membership of the volunteer and introduction (a paragraph or more about them) to the community posted on the town website and in the Town Hall
- A thank you letter by the Enfield Town Board for their commitment to service

Sample letter:

Supervisor, Town of Enfield

168 Enfield Main Road

Ithaca, NY 14850

Date

Name of Volunteer

Address of Volunteer

Dear: (volunteer)

The Enfield Volunteer Fire Company has the important responsibility to respond to fires and other emergencies that occur within our community. The Fire Company is made of volunteers who generously provide their time and skills to maintain this important service.

The commitment of volunteers to this task is important in many ways. Neighbors caring for neighbors provide compassion and excellent care in moments of crisis in our lives. Volunteers, who value the relationships gained in service to the Enfield Volunteer Fire Company, allow EVFC to provide cost-effective emergency care throughout the Enfield Fire Protection District, as well as the greater Tompkins County community in cooperation with other mutual aid organizations.

On behalf of the Enfield Town Board and Enfield Community, I wish to acknowledge the contributions that you are making to the Enfield Volunteer Fire Company and your community. Your commitment to helping us meet our emergency response needs in Enfield is greatly appreciated.

In gratitude,

Supervisor Name, Supervisor

On behalf of the Enfield Town Board

Sample language for certificate:

Certificate of Appreciation awarded to (name of volunteer)

In special recognition and highest praise for alertness, personal courage, and ever efficient guardianship of life and property. In witness whereof we have hereunto set our hands and the official seal of the Town of Enfield, this _____ day of _____."

Signature of Town Supervisor

Enfield Town Clerk

Signatures of Town Board members:
