



Mechanicsville Volunteer Fire Department, Inc.
Post Office Box 37
Mechanicsville, MD 20659-0037
Non Emergency: (301) 884-4709 / Emergency: Dial 9-1-1
www.mvfd.com

Purpose: To welcome and provide information to all new members of the Mechanicsville Vol. Fire Department on the obligations and duties to maintain membership in the department.

Objective:

- I. Membership
- II. Meetings, Drills, and Clean-ups
- III. Emergency Calls
- IV. Bunk Room
- V. Cadets
- VI. Drugs and Alcohol

Section I – Membership

A – General Membership

Membership is available to any person of good moral character residing or employed within the first due of the Department who wishes to take an active part in accomplishing the objectives of the Department. An individual can apply for the following categories of membership: Administrative, Cadet, Junior, and Operational. The Operational membership shall be limited to one hundred twenty five (125), the Administrative membership to twenty five (25), the Junior membership to ten (10), and the Cadet membership to fifteen (15). All other classes of Membership are unlimited. The Secretary will compile a waiting list for any Cadet applications over the allotted maximum of fifteen (15). Perspective Cadets will be drawn from this list in order of application date. It shall be the policy of the Department to select members regardless of race, creed, ethnic origin, or sex.

B – Qualifications for Membership

1. Administrative
 - a. Must be at least 21 years of age.
 - b. Must be a person who wishes to assist the Department in administrative or fund raising activities.
 - c. Must receive a majority vote of the Department members present and voting.
 - d. Election to the Board of Directors shall constitute admission as an Administrative Member.
2. Cadet
 - a. Must be between the ages of 14 and 16 years of age.
 - b. Must provide the department with a work permit and a parental permission form.
 - c. Must receive a majority vote of the Department members present and voting.
 - d. May request at the next regular department meeting after his/her sixteenth (16) birthday, to become a Junior Member.
 - e. There are two categories of Cadet Membership.
 - i. Cadet – Open to all persons eligible for the Cadet Membership.
 - ii. Cadet First Class – Open to Cadets that have successfully completed the Cadet Pre-Basic Program and have been a Cadet member for one (1) full year.
3. Junior
 - a. Must be between the ages of 16 and 18 years of age.
 - b. Must have complete Firefighter I, First Responder, and Hazardous Material (Awareness and Operations) courses within 24 months.
 - c. Must serve a probationary period of at least six (6) months. Said member will maintain Probationary status until he/she successfully completes the above-mentioned courses.
 - d. Must receive a majority vote of the Department members present and voting.

4. Operational

- a. Must be at least 18 years of age.
- b. Must have complete Firefighter I, First Responder, and Hazardous Material (Awareness and Operations) courses within 24 months.
- c. Must serve a probationary period of at least six (6) months. Said member will maintain Probationary status until he/she successfully completes the above-mentioned courses.
- d. Must receive a majority vote of the Department members present and voting.

C – Duties of Active Members

1. It shall be the duty of all active members to:
 - a. Participate in all fund raising activities approved by the Department.
 - b. Conduct themselves so as not to bring discredit upon the Department.
 - c. Maintain any and all equipment issued to them in a presentable and working condition.
 - d. Be familiar with the provision of The Bylaws and the Rules and Regulations of the Department.
 - e. Obey any lawful order given by the Chief or ranking officer-in-charge.
 - f. Report for at least half of the clean-ups for the month in which he/she is assigned.
2. It shall be the duty of all Operational and Junior Members to:
 - a. Report to the firehouse upon the alarm of fire and perform such duties as the officer-in-charge may request. Members may not leave until dismissed by the officer-in-charge.
 - b. Keep the firehouse and equipment operational and clean at all times.
 - c. Attend a minimum of eight (8) business meetings and twenty-four (24) drills in each 12 months period ending on 30 November, unless excused by the President or Chief. Operational Members failing to comply with this requirement shall automatically be dropped as Operational Members and transferred to Administrative Membership if they meet the stated requirements for Administrative Membership; or they shall be considered Inactive Members. Junior Members failing to comply with this requirement shall be removed from membership at the end of that calendar year.
 - d. Complete Firefighter I, First Responder, Hazardous Materials (Awareness and Operations) courses within a 24-month period.
3. It shall be the duty of all Junior Members to:
 - a. Maintain a “C” average (2.0 Grade Point Average (GPA)) in school. Failure to do so will mandate an automatic suspension from all Department activities, with the exception of station drills and meetings, until such time as the Junior Member brings his/her grades up to meet the Department GPA requirement. A Junior member will be given two (2) marking periods (as defined by St. Mary’s County Board of Education) to bring his/her grades up to meet the Department GPA

requirement. If at the end of the second marking period the Junior Member still does not meet the Department GPA requirement, said Junior Member will automatically be dropped from membership. When the student brings his/her grades up to meet the Department GPA requirement they may re-apply for membership, granted all other requirements set forth in the Bylaws are met.

- b. Provide the Chief /Cadet Coordinator (s) with a copies of his/her Report Cards for review within one (1) week of receiving them. Failure to do so will mandate an automatic suspension from all Department activities until such time as the Report Card is reviewed.
4. It shall be the duty of all Cadet Members to:
 - a. Attend a minimum of eight (8) Cadet meetings or regular Department Business meetings and twenty-four (24) company drills per 12 months period ending 30 November, unless excused by the President or Chief. Failure to do so will result in removal from membership at the end of that calendar year.
 - b. Maintain a "C" average (2.0 Grade Point Average (GPA)) in school. Failure to do so will mandate an automatic suspension from all Department activities, with the exception of station drills and meetings, until such time as the Junior Member brings his/her grades up to meet the Department GPA requirement. A Junior member will be given two (2) marking periods (as defined by St. Mary's County Board of Education) to bring his/her grades up to meet the Department GPA requirement. If at the end of the second marking period the Junior Member still does not meet the Department GPA requirement, said Junior Member will automatically be dropped from membership. When the student brings his/her grades up to meet the Department GPA requirement they may re-apply for membership, granted all other requirements set forth in the Bylaws are met.
 - c. Complete the Pre-Basic Program within one (1) year of joining the Department.
 - d. Shall abide by the Department Cadet Standard Operating Procedures adopted by the Department.
 5. It shall be the duty all Members in Probationary Status to:
 - a. Attend three (3) drills or business meetings a month, unless excused by the Chief.
 - b. Take the first available Firefighter I course. Any Probationary Member failing to comply with this shall be dropped from active membership upon the recommendation of the Chief.
 6. It shall be the duty of all Administrative Members to:
 - a. Attend a minimum of eight (8) business meetings and twenty-four (24) drills in each 12 months period ending on 30 November, unless excused by the President or Chief. Administrative Member who fails to comply with these provisions shall automatically be dropped as an Administrative Member and made an Inactive Member.
 7. It shall be the duty of all Drivers to:
 - a. Complete Pumps and Emergency Vehicle Driver In-Service courses in addition to Firefighter I.

D – Voting Privileges

1. All Operational, Administrative, and Life Members shall have the right to vote on any matter that comes before the assembled membership.
2. Cadet, Junior, Honorary, Inactive and Probationary Members may attend meetings and express their views, but shall have no vote in the affairs of the Department.

Section II – Meetings and Drills

A – Business Meetings

1. A business meeting shall be held on the second (2nd) Monday of each month. The hours of the meeting shall be from 7:00 to 9:00 o'clock PM. The President may call a Special Business Meeting when the need arises.
2. A Cadet meeting will be held on the first (1st) Wednesday of each month. The hours of the meeting shall be from 7:00 to 8:00 o'clock PM. The Cadet Coordinator (s) and /or Chief may call a special Cadet Meeting when the need arises.

B – Drills

Drill shall be conducted on those Mondays when a business meeting is not scheduled. The hours for the drill shall be 7:00 o'clock PM. The Chief may call special drills when the need arises.

C – Clean-ups

Clean-ups shall be conducted on Saturday and Sunday mornings. The hours for the clean up shall be 8:00 o'clock AM. Every member will be assigned Clean-up months. Each member is required to attend half of the clean-ups for the months that they are assigned.

Section III – Emergency Calls

1. Only Operational, Life and Junior Members may respond to emergency calls. Probationary and Administrative Members may respond to emergency calls only with the approval of the Chief. Cadet Members, under adult supervision, shall be allowed on incident scenes to observe fire-fighting operations. No other members, except those mentioned above, may respond to emergency calls.
2. No Members may respond to an emergency call by Personally Owned Vehicle (POV). Report to the station and standby.

Section IV – Bunkroom

A – Bunkroom Regulations

1. The bunkroom is open to all operational and probationary members that have completed the Pre-Basic Program and have been given permission to ride. Only members of this Department are allowed in the bunkroom.
2. Any member still attending school will not be allowed to sleep in, unless they submit a letter of permission from their parents to the Chief. They must maintain a “C” average to sleep in the bunkroom
3. Only one (1) person will occupy a bunk at all times.
4. Members will sign the daily log to stay in the bunkroom, with a maximum of 8 members staying at any time.
5. There will be no smoking, food, or drinks in the bunkroom at any time.
6. Personnel who have been consuming alcohol will not be permitted to stay in the bunkroom.
7. Any one sleeping in on Friday or Saturday nights and are on the clean up crew for that month must get up and help with the clean up for the fire station.

Section V – Drugs and Alcohol

A – Policy

1. No person under the age of twenty-one (21) will consume or process any alcoholic beverages within the confines of the Mechanicsville Vol. Fire Department property.
2. No person will use or process illegal drugs within the confines of the Mechanicsville Vol. Fire Department property.
3. No one under the influence of drugs or alcohol will ride or drive the apparatus.
4. No one under the influence of drugs or alcohol will be permitted to sleep in the bunkroom.