

**MOAPA VALLEY FIRE PROTECTION DISTRICT
BY-LAWS
JUNE 12 2012**

Article 1.

STATEMENT OF PURPOSE AND GEOGRAPHICAL AREA

These bylaws are established pursuant to Nevada Revised Statutes Chapter 474.460 and Chapter 3.20 of the Clark County Code creating Moapa Valley Fire Protection District (“District”) for the provision of protection of property, public health, safety and welfare of the inhabitants of Clark County including the prevention and extinguishment of fires and the provision of emergency medical services in the unincorporated areas within Clark County generally located, described and comprising the following: from the northerly Warm Springs area, Moapa, (Moapa Valley), Logandale, Overton, the Valley of Fire, and southerly, including the Echo Bay area. (CCC3.20.010)

Article 2.

MOAPA VALLEY FIRE PROTECTION DISTRICT ADVISORY BOARD

- A. Members of the Moapa Valley Fire Protection District Advisory Board (hereafter referred to as Board) shall be appointed by the Board of Fire Commissioners (BFC) to serve a two year term beginning in February as outlined below:

Moapa Valley Town Advisory Board	1 Member in Odd Year
Moapa Town Advisory Board	1 Member in Odd Year
Moapa Volunteer Fire Department	1 Member in Even Year
Logandale Volunteer Fire Department	1 Member in Even Year
Overton Volunteer Fire Department	1 Member in Even Year

- B. All Board members shall serve at the pleasure of the BFC. Should a member neglect to attend two consecutive meetings without cause, the Board may consider recommending the replacement of the member by the BFC.
- C. Pursuant to the provisions of NRS 474.460 and CCC 3.20.30, the BFC shall manage and conduct the business and affairs of the Moapa Valley Fire Protection District. The Board shall advise the BFC with respect to the Board’s governing of affairs of the District.
- D. It shall be the responsibility and duty of the Board to receive and review monthly reports from the volunteer fire department chiefs and ambulance coordinators pertaining to department options, improvement requests, physical updates, bills and purchase requests. The Board shall make recommendations on such reports and bills as appropriate.
- E. Annually, the Board shall prepare, update, review and approve an Operating and Capital Improvement Budget for the District. The Board shall submit the Budgets to the Fire Department on or before the third Monday in January to be submitted to the BFC for agreement

- F. The Board shall make recommendations to approve or deny payments on all monetary requests to be paid out of the Operating and Capital Improvement Budgets.
- G. The Board shall make recommendations to the Clark County Fire Chief regarding staffing levels for the District volunteer fire departments, not to exceed twenty-five members per department.
- H. The Board shall cooperate with the CCFD and make recommendations regarding business affecting the District which has been brought before them by the CCFD.
- I. The Board shall make a recommendation to the BFC for the appointment or replacement of the District Chairman.
- J. The Board shall make a recommendation to the BFC regarding replacement of any member who can no longer serve on the Board.

Article 3.

MEETINGS AND ELECTIONS

- A. The Board shall hold regular monthly meetings on the same day at the same time each month. The day and time of the meetings for the coming year will be decided at the February meeting. The meeting place will alternate between fire stations. All meetings shall be properly posted in accordance with the Nevada Open Meeting Law, NRS Chapter 241, and shall be open to the public. Meeting notices shall be posted at the Overton Post Office, Logandale Post Office, and Moapa Post Office, as well as at each member fire station.
- B. Special meetings of the Board may be held at the call of the Chairman, or at the request of the CCFD or the BFC, and shall be properly posted as provided in Article 3(A).
- C. The proceedings of all official meetings are to be recorded and retained in a secure area at the Logandale Station.
- D. Three members of the Board shall constitute a quorum, and must be present in order to perform any official business of the Board.
- E. The Board, at their first meeting in January, shall nominate and elect a proposed Chairman, a Senior Vice Chairman, and a Junior Vice Chairman. The Board shall also appoint a secretary.
- F. The appointment of the Chairman shall be submitted to the BFC or its designee for ratification. The ratification will be submitted to the BFC at the earliest regularly scheduled County Commission meeting following the election. He or she shall be elected in January of even numbered years, and serve a maximum of two (2) years in a four (4) year period.

- G. The Senior Vice Chairman shall be elected from among the membership of the Board at the first meeting of each even year and shall serve a maximum of two (2) years in a four (4) year period, or at the pleasure of the Board.
- H. The Junior Vice Chairman shall be elected by members of the Board at the first meeting in January of even numbered year and shall serve a maximum of two (2) years in a four (4) year period.
- I. Town Advisory Board members elected to the Board may not be a member of any of the volunteer fire departments while serving on the Board.
- J. The District secretary shall be appointed by the Board at the first meeting of each year. He or she shall serve a one year term and be paid the sum of \$150 per month. An Agreement between the secretary and the District shall be executed by the Board and ratified by the BFC. A timely County Vendor Claim Voucher shall be submitted for approval by the Board and forwarded to the Clark County Fire Department for processing.

Article 4.

DUTIES OF OFFICERS/SECRETARY

- A. The Chairman shall:
- Coordinate the duties of the Moapa, Logandale, and Overton Department chiefs
 - Act as liaison to the Clark County Fire Department
 - Inspect each fire station and equipment on a monthly basis
 - Preside at monthly department chiefs' meetings
 - Ascertain, recommend and authorize emergency repairs to Fire District equipment pursuant to current policy, and inform the Clark County Fire Department of any needed repairs
 - Coordinate overall fire protection and emergency medical service within the District
 - Assist individual departments and EMT units in complying with all applicable Clark County Codes, Clark County Fire Department boundaries, rules and regulations and protocols
 - Perform duties as specified by the Board and Clark County Fire Chief
 - Sit on the Board, make motions, and exercise full voting rights.
 - Approve or deny all fire fighter personnel either joining or being released from Volunteer Firefighter status.
- B. The Senior Vice Chairman shall:
- Assist the Chairman in his or her duties
 - Perform as acting Chairman when the Chairman is unavailable
 - Preside at monthly department chiefs' meetings when the Chairman is unavailable
 - Participate and vote at monthly and Special Board meetings
- C. The Junior Vice Chairman shall:

- Assist the Chairman and/or Senior Vice Chairman in his or her duties
- Perform as acting Chairman when the Chairman and Senior Vice Chairman are unavailable
- Participate and vote at monthly and Special Board meetings

D. The District Secretary shall:

- Keep minutes and recordings of all meetings
- Handle District correspondence
- Submit vouchers to Clark County Fire Department Rural Division for individual response payments
- Post all notices and public meetings as prescribed in Article 3 of the By-Laws
- Additional clerical services as necessary for the efficient and orderly performance of the Board's duties and responsibilities and as outlined by the Board

Article 5.

MEMBER VOLUNTEER FIRE DEPARTMENTS

- A. The Moapa Valley Fire District shall be comprised of volunteer fire departments located in the District, as defined in Clark County Code 3.20. Fire apparatus shall be located at all three department locations. The number of apparatus shall be determined by the Board in accordance with the Capital Improvement Budget approved by the BFC.
- B. The fire departments and apparatus shall be staffed by volunteer emergency responders who reside within the fire protection district.
- C. The Fire Chief, Assistant Fire Chief and District Board Representative must live within the geographical area of that department.
- D. Each volunteer department shall elect its own officers: Fire Chief, Assistant Fire Chief, Department Secretary, Treasurer, EMT Coordinator and Assistant EMT Coordinator. These officers shall be elected at department meeting in December and shall serve for one year. The Fire Chief shall preside over department meetings and conduct all activities related to the operation of the department. Officers shall be responsible for holding a minimum of one department staff meeting per month. The Fire Chief or designee shall facilitate training to improve the safety and efficiency of all personnel in the department. An officer who fails to perform his or her duties may be recalled upon a two-thirds majority vote by the membership of the department.
- E. The Fire Chief or the Department Representative shall be responsible for submitting recommendations for their respective Department's Operating and Capital Improvement Budgets to the Board annually. The budget recommendations are to be submitted to the Board on or before December 31, of each year.
- F. All Department members shall be responsible for the safe operation and maintenance of apparatus and equipment, as well as routine maintenance and upkeep of the facility. Each

department will be responsible to assign equipment and keep records of serial numbers. Necessary repairs shall be promptly reported to Clark County Fire Department.

- G. Each department shall respond to emergency calls within the geographic boundaries of the department and when requested, provide aid to other departments.
- H. Each department will give an updated list of any staff changes to the Board secretary at the next meeting following the changes in the department.
- I. If an emergency occurs that requires all station volunteers to respond and there are more members than available apparatus and equipment, the equipment and apparatus (excluding Personal Protective Equipment) will be shared by the members.
- J. Volunteer Firefighters must be at least eighteen (18) years old.
- K. Each Department shall operate in accordance with District By-Laws and Department By-Laws approved by the Board. In the event that Department By-Laws conflict with District By-Laws, the District By-Laws are controlling.

Article 6.

FISCAL REQUIREMENTS

- A. Monetary requests from a Board member or a volunteer fire department for expenditure from the Operating Budget that exceed \$50.00 shall require approval by the Board.
- B. All operating expenses for the District shall be coded in the general ledger and charged to the Operating Budget, account F2920.000 1200350000 679090 (Advisory Board Expenditures).
- C. Whenever a member of a department responds to an emergency call, attends the regular monthly meeting or attends a maximum of one (1) training meeting per month, the participating station shall receive \$3.00 for each event attended. The \$3.00 per event shall be deposited into a separate department fund used exclusively for station incidentals. The funds shall be used to finance department activities, social and/or otherwise. Department funds may also be derived from local donations or by other means deemed acceptable by the officers and membership of the department.
- D. The Fire Chief or designee of the department shall be responsible for keeping an accurate record of attendance at the regular monthly meeting, training and all emergency calls. The record of attendance is to be submitted monthly to the Board for payment to the department. The department funds shall be deposited in a local bank and be dispersed only upon the signatures of two officers of the department. Records of all funds deposited, the source of the funds, and the expenditures of the funds shall be maintained by the department Secretary.
- E. Each department's Fire Chief or designee shall verify the individual response payments by verifying volunteer attendance at emergency response incidents, meetings and

training. The Fire Chief shall sign a report approving the payments. The signed document will be forwarded to the District secretary for payment. The District secretary will transmit the report to the Clark County Fire Department for final approval prior to it being sent to Accounts Payable for processing.

Article 7.

RECORDS

- A. Permanent records of the District shall be kept by the Board secretary in a secured area located at the Logandale Station.
- B. Upon resignation of the secretary, access to District records shall be transferred immediately to the chairman until a replacement secretary is appointed.

Article 8.

AMENDMENTS

- A. Any amendment proposed to the District By-laws shall be brought before the Board at two consecutive meetings and must be approved by majority of a full board
- B. Amendments shall not become an official part of the by-laws until ratified by the BFC.