



Town of Lisbon New Hampshire

Lisbon Life Squad



*46 School Street, Lisbon, NH 03585
Tel.: 603-838-2211*

BY LAWS
OF
LISBON LIFE SQUAD

MARCH 23, 2010

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Be it ordained by the Select-persons of the Town of Lisbon that a Department to be hereafter known as the Lisbon Life Squad, the object of which shall be: to render prompt and efficient care to those individuals needing it in a time of emergency. The Lisbon Life Squad is a subsidiary of the Lisbon Fire Department.

SECTION 1- OFFICERS

ARTICLE 1. The department shall consist of a Director, Assistant Director/Training Officer, and other officers as the Director and Select-persons may deem necessary for the effective operation of the department.

ARTICLE 2. All officers shall be elected by the members of the department with the approval of the Select-persons for a one (1) year term. The Director shall appoint a nominating committee at the October meeting to report to the department at the November meeting at which time nominations may be made from the floor. Elections are to be held at the first meeting in November of each year. Candidates will be elected by simple majority vote. Positions are effective January 1 following year.

ARTICLE 3. The Director shall be held accountable to the Lisbon Fire Chief and or Discipline Committee, and shall make written and or verbal reports thereto as the select-persons may require. The Director shall only be removed for just cause, and only after a departmental hearing before the Lisbon Fire chief and Select-persons with the Disciplinary Committee and Department members as may be called upon. All other Department Officers and Members shall be accountable to the Director and or the Disciplinary Committee.

ARTICLE 4: There shall be a Secretary and a Treasurer of the Department, elected by the Department at the November meeting of each year. The nominating procedures are to be the same as for all Officers as written in Article 2.

SECTION 2- MEMBERSHIP

ARTICLE 1. The Membership of Lisbon Life Squad will consist of a number of individuals dedicated to Emergency Medical Care within the following limitations:

- A. A member must reside in the Lisbon, Landaff- or Lisbon coverage area , or he/she has a

significant availability to the coverage area. A member is any member who has completed the probationary period, and in compliance with the Lisbon Life Squad By-Laws and Standard Operating Guidelines and Procedures.

B. Prospective members must successfully pass a physical examination prior to being considered for membership. The examination will be paid by Lisbon Life Squad by a physician of the Directors choice at the Directors discretion.

B1. All members by virtue of the job will be required to lift heavy loads, bend, kneel, walk lengthy distances, make repetitive movements for sustained periods of time or move quickly while supporting heavy loads. Physical fitness is necessary in order to maintain the safety of the individual member and the patient.

C. Application for membership in Lisbon Life Squad is to be completed in the following manner.

CI. A prospective member will be presented to the members of the Lisbon Life Squad at any monthly meeting.

CII. At the next successive monthly meeting a secret ballot poll shall be taken of the members of the Lisbon Life Squad present to determine acceptance or rejection of the person as a *probationary member*.

CIII. Majority vote rules, Upon acceptance, probationary members must meet hiring requirements of the Town of Lisbon.

CIV. Upon acceptance, a *probationary member* will remain as such for a period of six (6) months, at which time the Lisbon Life Squad officers will meet to determine if the *probationary member* is to become an active member.

CV. Explorer- a student that must be at least fourteen (14) years of age, member must meet criteria established by the school for extra curricular activity. An Explorer is required to make four (4) meeting/trainings a year. No Voting privileges.

CVI. Honorary Member- Life long member of Squad who no longer actively responds to calls.

SECTION 3- MEETINGS

ARTICLE 1. There shall be a business meeting /training monthly.

ARTICLE 2. Any member may be excused from a meeting or training by notifying the Director or Assistant Director of the department. A member must attend at least six (6) meeting/training sessions a year.

ARTICLE 3. Any member being absent four (4) consecutive meetings, including training , without a pre approved excuse, may be dismissed from the department.

ARTICLE 4. Each member is to be paid a stipend of one (1) hour's time for attending a business meeting.

ARTICLE 5 . Each member is to be paid a stipend of one (1) hour's time for attending a training

session.

SECTION 4- TRAINING

ARTICLE 1. Probationary members have to complete six (6) hours of basic training before being considered a permanent member. The Director and Assistant Director/Training Officer are to establish training for probationary members and will include a copy of the by-laws, Standard Operating Guidelines and Procedures, and the Town of Lisbon's personnel handbook.

ARTICLE 2. Probationary members will be compensated in compliance with the Town of Lisbon's policies.

ARTICLE 3. All training sessions are to be of adequate time to cover training sessions criteria.

ARTICLE 4. Training Officer will maintain records of all training sessions. Each member shall provide to the Training Officer copies of all certificates or diplomas from training outside of Lisbon Life Squad .

ARTICLE 5. Any Lisbon Life Squad member, or probationary member, must be trained and certified to the minimum level of National Registry First Responder. Other levels of certification acceptable for membership are, National and State of New Hampshire registered EMT Basic, Intermediate, or Paramedic.

ARTICLE 6. Each member is responsible for maintaining his/her own State and National Certifications, and shall maintain a current certification in CPR/AED with either American Heart Association or Red Cross.

ARTICLE 7. Lisbon Life Squad may partially or wholly absorb costs of refresher training, or courses taken to upgrade skills when funds are available for this purpose. Any funds expended for training will be approved by the Director.

SECTION 5 ORGANIZATION

ARTICLE 1. Every member will be familiar with and adhere to all relevant guidelines and procedures.

ARTICLE 2. To receive pay for calls, members must respond to calls , and make sure their name is added onto Lisbon Life Squads Patient Care Report.

ARTICLE 3. Members will receive their pay once a year.

ARTICLE 4. Members will be notified to respond to calls for assistance by , Radio, Telephone, or other means, at the discretion of Twin State Dispatchers. Members receiving calls for assistance from other than Twin State Dispatchers shall notify Dispatch of the call and request

appropriate assistance before responding to the call.

ARTICLE 5. Members shall perform only those skills that are within their scope of practice.

ARTICLE 6. These By-Laws may be amended at any time given proper notice of no less than thirty (30) days to all members. Such amended material shall be posted in the Fire/EMS station.

A. A quorum for such a meeting will consist of simple majority(51%) of total members. 2/3 vote of attending members are required to amend By-Laws.

ARTICLE 7. The above by-laws have been adopted by the Department and will become part of the Departments permanent records.

SECTION 6 DISCIPLINARY

ARTICLE 1. A disciplinary Action Committee shall be established on an as needed basis by the department to adjudicate all By-Laws and Standard Operating guidelines and Procedures for all members. Said committee shall be chaired by the Administrative Health and Safety Officer, the committee shall consist of the Administrative Health and Safety Officer and three (3) members in good standing, members may volunteer for such positions, any positions not filled will be completed through a lottery system under direction of the Administrative Health and Safety Officer.(excluding any Lisbon Life Squad Officers, and any of the potential offenders)

ARTICLE 2. Members found to be working under less than adequate standards are subject to dismissal.

ARTICLE 3. Grievances by members or any other party are to be made to the Director.

ARTICLE 4. Dismissal, temporary suspension or any other disciplinary action will be at the discretion of the departments Officers, and they will notify and make recommendations to the departments Disciplinary Committee.

PROCEDURES FOR DISCIPLINE ACTIONS.

1. **VERBAL WARNING!** Verbal warning issued to a member , or Officer who has not complied with any part of all sections of the By-Laws or Operational Incident guidelines.
2. **WRITTEN WARNING!** Written warning to be issued to a member, or Officer for repeated infractions to any and all parts of the By-Laws or Operational Incidents Guidelines.
3. **SUSPENSION!** Temporary Suspension or Dismissal, pending a review by the disciplinary committee.
4. **DISMISSAL!** Dismissal to be issued for Major Violations or continued failure to comply with the By-Laws or the Operational Incident Guidelines
- 5.

5.

Any and all Disciplinary Actions may be addressed by the accused by a signed written statement. Disciplinary Committee members shall conclude their findings in a written report.

APPROVED AS AMENDED THIS 23 DAY OF March, 2010

RECORDED BY: _____
DIRECTOR, LISBON LIFE SQUAD.

Benee Cate

Condy Taylor

Laurie Guilmette

Lindsey S. Coffe

Dave Cook

Jody Hagnum

Mark Taylor

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