

Augusta County Emergency Services Officers Association

*Augusta County Government Center
P.O. Box 590 – 18 Government Center Lane
Verona, Virginia 24482*



Fire-EMS Standard Operating Guideline

Section:	1 By-Laws
Title:	By-Laws
Date:	August 2008
Revision Date:	July 23, 2019
Effective Date:	January 2020 calculating Voting Eligibility for 2021

INTRODUCTION

Standard Operating Guidelines for the Fire Departments and Rescue Squads as adopted in this manual by the Augusta County Emergency Services Officers Association on November 12, 1992.

This is to be used as a guide for all agencies and personnel and should be followed at all times. The intent of these procedures is to standardize operations when operating with different and/or multiple agencies and personnel to maintain effective, efficient safe operations and communications when rendering emergency services to our citizens.

Corrections, additions, deletions will be made as necessary by a Committee and/or Work Session of the ACESOA. Recommendations shall be in writing to the President of the Augusta County Emergency Services Officers Association (ACESOA). This SOG shall be used in conjunction with the individual company's SOP and coincide with the agreement between the agencies and the County.

Article I - Name

The name of the organization shall be the Augusta County Emergency Services Officers Association.

Article II - Membership

The membership of the Augusta County Emergency Services Officers Association consist of voting and non-voting members. The members shall be comprised of the Top Operational

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Officer of each Fire Department and the Top Operational Officer of each Rescue Squad that answers emergency calls in Augusta County.

To be a voting member you must have first due area in Augusta County and attend 2/3rds of the prior year's meetings/work sessions. (If there are 12 meetings/work sessions, then you must attend eight of those in the current year to vote in the following year). If the top two Operational Officers are sending a designated representative, they must communicate the name to the Augusta County Fire-Rescue Volunteer Coordinator or Executive Secretary prior to the meeting in order to vote. No one member can have more than one vote.

Voting Members (having one vote) include:

- Company 2 – Deerfield Valley Volunteer Fire Department
- Company 3 – Middlebrook Volunteer Fire Department
- Company 4 – Churchville Volunteer Fire Department
- Company 5 – Weyers Cave Volunteer Fire Company
- Company 6 – Verona Volunteer Fire Department
- Company 7 – Stuarts Draft Volunteer Fire Company
- Company 8 – Craigsville Volunteer Fire Department
- Company 9 – Doods Volunteer Fire Company
- Company 10 – Augusta County Fire Department Volunteers
- Company 12 – Raphine Volunteer Fire Company
- Company 14 – Swoope Volunteer Fire Company
- Company 15 – Bridgewater Volunteer Fire Company
- Company 18 – New Hope Volunteer Fire Department
- Company 19 - Wilson Volunteer Fire Company
- Company 20 – Grottoes Volunteer Fire Department
- Company 21 – Mount Solon Volunteer Fire Company
- Company 22 – Shenandoah Valley Regional Airport

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Company 25 – Riverheads Volunteer Fire Department
Company 80 – Walkers Creek Fire Department
Wintergreen Fire Department
Augusta County Fire-Rescue (Career representative)
Augusta County Fire-Rescue, Inc. (Volunteer representative)
Rescue 1 – Waynesboro First Aid Crew
Rescue 4 – Churchville Volunteer Rescue Squad
Rescue 5 – Staunton-Augusta Rescue Squad
Rescue 6 – Stuarts Draft Rescue Squad
Rescue 15 – Bridgewater Volunteer Rescue Squad
Rescue 20 – Grottoes Rescue Squad
Rescue 21 – Mount Solon Volunteer Rescue Squad
Wintergreen Rescue Squad
Augusta County ECC
Augusta County Sheriff's Office

Other members of these organizations may attend the meetings with the designated representative, but have no vote.

The President shall have a vote in all business matters.

Other agencies and organizations may attend the meetings if they are a part of the emergency services provided to Augusta County but have no vote. (i.e. Staunton Fire and Rescue Department, Waynesboro Fire Department, Air Medical, Central Shenandoah EMS Council, etc.)

Article III – Meetings

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Meetings of the ACESOA are held at 1900 hours on the fourth Tuesday of every other month as needed. The meetings are held at the Augusta County Government Center. (January, March, May, July, September, and November).

Work Sessions are held at 1830 hours on the third Thursday of the opposite months as the ACESOA Meetings at various locations throughout the County.

Special called meetings are at the request of the President and/or majority of the membership. A quorum for regular and special called meetings shall consist of 25% of eligible voting members and the presence of an officer from the Augusta County Emergency Services Officer Associations.

Article IV – Duties

The duties shall be to promote all phases of emergency services in general, to the betterment of the County of Augusta, its Citizens and/or all political subdivisions therein to obtain any goal the Augusta County Emergency Services Officers Association, as a body deems to its cause and in its best interest. Formulate annual proposed budget/needs for volunteer fire and rescue organizations for submission to Augusta County Government.

Article V – Officers

The Officers shall consist of a President, whose duties shall be to preside over all meetings, appoint all committees and be the spokesperson for the Augusta County Emergency Services Officers Association.

A Vice-President, whose duties shall be to assist the President in their absence,

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A Secretary, whose duties shall be to record or cause to be recorded all minutes of meetings and transactions and any correspondence from the Augusta County Emergency Services Officers Association.

Article VI - Elections

The election of Officers of the Augusta County Emergency Services Officers Association will be held at the November meeting and take office in January. In the event an elected Officer shall lose their position with their parent organization, shall resign from that office and an election be held to fill the office for the remainder of the term. If for any reason, election of Officers does not take place as prescribed, such election shall take place at the next regularly scheduled meeting and the Officer(s) takes office at that time. The term of the President is two years.

Agencies physically outside the outer boundaries of Augusta County cannot hold an office.

Elections shall be by majority vote of the members present.

Article VII – Amendments

The By- laws, rules and regulations may be changed or amended as needed or required by a majority of the active membership in attendance, which constitutes a quorum. These By-laws may be amended or changed by submitting a written copy and have it introduced at a regular meeting at which time all members shall receive a copy of the proposed amendments or revisions.

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To have an SOG or Rule/Regulation changed at any meeting this will need to have a membership quorum by the voting membership in attendance.

To have a By-law change, it must be in writing, submitted to all members and passed at two successive meetings by 2/3rds of the voting members present.

Article VIII – Order and Rules of Business

1. Order of Business
 - a. Approval of prior meeting minutes
 - b. Presidents Report
 - c. Augusta County Fire-Rescue Report
 - d. Air Medical Report
 - e. Augusta County Sheriff's Office Report
 - f. CSEMS Council Report
 - g. Augusta County ECC Director's Report
 - h. Committee Reports
 - i. Old Business
 - j. New Business
 - k. Adjournment

2. Rules of Order

Roberts Rules of Order and Parliamentary Procedures shall be the order of business not otherwise stated herein.

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The adoption of the SOG's Rules and Regulations with only one vote is further supported by the statement Article VIII, No.2 – Provides for the application of Roberts Rules of Order for the order of business “not otherwise stated” in the by-laws. Roberts Rules of Order provides that when a quorum is present, a majority vote is sufficient for the adoption of any motion that is in order.