

training required by North Carolina law and insurance regulations or as required by the DOI/ISO rating bureau in order to maintain current ISO rating.

(3) Active firefighters, emergency medical technicians and emergency rescue technicians shall attend all meetings called by their Assistant Fire Chief and the Fire Chief.

(4) No active member shall appear at meetings or perform duties under the influence of alcohol or other drugs nor shall active members use insulting, indecent or improper language or otherwise engage in conduct (Sexual Misconduct or Harassment) which would bring discredit upon the corporation.

(5) Each active member answering the alarm shall remain on duty or at the emergency scene until relieved by proper authority and shall return to the fire station to ready equipment for further service, unless relieved of such duty by proper authority. Any member not answering roll call at the fire station after equipment returns without being properly excused will not receive credit for attendance at the fire. The officer in charge of the Incident may excuse and relief members and is responsible for the completion of the National Incident Fire Report (NFIRS).

ARTICLE VII

Fiscal controls of the corporation shall be as follows:

1. Books and Records: The Corporation's Treasurer shall account for and maintain records of all receipts and disbursements of funds and other financial transactions of the corporation, including accounts receivable and payable, in accordance with generally accepted accounting procedures. The Fire Chief shall keep records of the receipt and disposition of all equipment and supplies provided to his stations. (The corporation secretary / bookkeeper will maintain these records, receipts, and perform duties so delegated by the President, Treasurer and Fire Chief).

2. Deposits: All monies received by the corporation shall be deposited into and disbursed from the account of the corporation in such depositories as the Board of Directors from time to time may designate, provided that the Board of Directors may authorize a petty cash fund which shall be managed by the Fire Chief in accordance with generally accepted accounting procedures. The Board of Directors shall from time to time designate by resolution to the depository concerned the persons who shall be authorized to issue checks, drafts, or other orders

for the payment of money in the name of the corporation.

3. Contracts: Except as may be otherwise provided in these bylaws, no contract or agreement, for goods, services, loans, or other purpose, may be entered into and no instrument obligating the corporation or encumbering its property may be executed and delivered on behalf of the corporation by a director, officer, fire chief, assistant fire chief, line officer, active firefighters, emergency medical technicians, emergency rescue technicians, and any other member of the corporation, or any other person unless such person has express written authority from the Board of Directors to perform such acts.

4. Purchasing: With the exception of vehicle and equipment repairs purchases in excess of \$1,500 shall have at least three written bids for each item. Fax bids are acceptable for these bid responses. A NO BID from a known supplier of the items on the purchase request is considered a valid bid. In the event of a NO BID by a supplier, another supplier shall be sought to obtain three bids.

When it serves the Fire Department's interest best, purchases may be best affected by utilizing Federal or State of North Carolina contracted pricing schedules rather than going to the expense of conducting the department's bid process on items or commodities contained on these established contracts. Cooperative bidding and the resulting purchase agreements issued jointly with other North Carolina Fire Departments, Counties and Cities is encouraged where it financially benefits our Department. Such "Co-op" agreements are subject to Board approval where required.

5. Audit: From time to time, but no less than once a fiscal year in the last month thereof, the Board of Directors shall cause an audit to be made of the financial and property accounts and records of the corporation. The auditor shall be a person of appropriate experience in conducting audits and shall have no business or personal relationship with the person responsible for the accounts or records being audited.

ARTICLE VIII

The corporation is subject to the Workmen's Compensation laws of North Carolina and shall purchase Workmen's Compensation insurance, as by law allowed or required, covering all persons actively engaged in fire protection services, to include active firemen, line officers, Assistant Fire Chiefs and Fire Chiefs.

All persons actively engaged in fire protection, emergency