

**Grassy Knob Volunteer Fire Association, Inc.
dba Grassy Knob Rural Fire Association**

**BOARD OF DIRECTORS
PROCEDURES, POLICIES AND STANDING RULES**

APRIL 2023

Board of Directors:

Board meeting will be held on the second Monday of the month at 4:00 p.m.

1. General responsibilities of members of the Board of Directors:
 - a. An annual review will be made of the Procedures, Policies and Standing Rules in June of each year to determine any need for changes.
 - b. Appoint a Business Manager annually.
 - c. Ensure an asset inventory listing of all major and essential Association holdings is implemented and available to the Board of Directors upon request. Up-to-date inventory information shall be maintained through the coordination of purchases and surplus disposition. Verification of inventory records to the items actually on hand will be performed periodically, but no less than every five years, except for those assets such as SCBAs and hoses, which will be verified annually or as required by federal, state and regulatory agencies.
 - i. Before a GKVFA asset disposition, the Board of Directors shall first consider purchase price, net book value, age, maintenance history, disposal method, etc., as appropriate, to set a price for the asset. Refer to table 2d. iii. in Standing Rules section, Financial: for approval method.
 - d. The Secretary will update the Procedures, Policies and Standing Rules at least annually, according to actions taken by the Association Membership and the Board of Directors. The Secretary shall ensure the meeting minutes are posted electronically on the internet.
 - e. Each newly elected or appointed Board Member and Committee Chairperson will be supplied with the most current copy of the Bylaws, and the Procedures, Policies and Standing Rules, and Committee Chairperson Job Descriptions when they take office.
 - f. A Fire Department personnel event will be held each year, organized and financed by the Auxiliary, with the exception of the gifts, which will be financed by the Grassy Knob Fire Department Board of Directors.
 - g. Ensure that the 5-year plan is updated annually, normally started in March and completed prior to May 31st so that it can be used in the annual budgeting cycle.
 - h. Ensure all job descriptions are reviewed each year by May.
 - i. Ensure the Annual Taxpayer Transparency Improvement District Report is filed with the County Clerk by January of each year.
 - j. Ensure the list of District Commissioners for the upcoming fiscal year is filed with the County Clerk by May of each year. This list is used by the Quorum Court to swear in the new District Commissioners.

Membership:

1. Membership in the Grassy Knob Volunteer Fire Association, Inc. is not required by subdivisions or homeowners' associations for a structure and the land housing the community's water system, and no fee will be charged to fight a fire in such a structure or on the land allocated for that structure.
2. Copies of Grassy Knob Volunteer Fire Association, Inc. Bylaws and Standing Rules are available to members upon request via email to grassyknobvfa@gmail.com.
3. The Membership Chair will provide a receipt/membership card upon request.
4. The following are dues for membership:
 - a. **All Owners** as of July 1 thru December 31 shall pay the full annual dues of \$100 for developed property membership, \$40 for undeveloped property membership, \$300 for business property membership. Membership dues from January 1 thru June 30 shall be assessed at one half the full annual dues rate for all membership classes. Membership provides coverage for structures and property until the following July 1.
EXCEPTION: If dues are paid in June by a new member, they will be considered paid for that property thru the upcoming fiscal year.
 - b. **Life Member** In addition to Life Membership as defined in the Bylaws, the Board may award Life Membership to volunteers with at least twenty (20) consecutive years of service to GKVFA. The Board may also award two other types of recognition for contributions or services to GKVFA are:
 - i. **Honorary Sponsor** Two (2) years free dues and recognition in FireCall: Given to individuals who contribute gifts or services the Board feels are particularly valuable and laudable.
 - ii. **Sponsor** One (1) year free dues and recognition in FireCall: Given to individuals who make a one-time donation or service the Board feels deserves special recognition,
 - c. **Nominations** for the above may be submitted by any member, along with a detailed justification to the Board. Affirmation to be made at the May Board Meeting.
 - d. **Life Membership, Honorary Sponsor and Sponsor** are memberships that are non-transferable or inherited and are not given to companies.
5. Default and termination of membership: Any owner in default of paying dues and/or assessments shall have their membership terminated and such delinquent dues and assessments collection shall be enforced by proceedings in a court of proper jurisdiction, as stated in Arkansas Statute, Section 14-20-108 (2)(B).

Dues Collection Process:

1. The Grassy Knob Volunteer Fire Association (GKVFA) shall by December 15 of each year provide an annual report to the Carroll County Clerk that contains the following information in compliance with ACA # 14-20-108(g):
 - a. Identification of the volunteer fire department board members and contact information.
 - b. The contact information for the volunteer fire department chief.
 - c. Identifying the official for the volunteer fire department to whom the Carroll County Treasurer shall remit the collected volunteer fire department dues and to what address they shall be sent.
 - d. The amount of the annual dues charged by the volunteer fire department by parcel or on each residence or business having an occupiable structure. Indicate the total amount for dues collection.

Financial:

1. One signature is required on checks written for ordinary expenditures of Association funds, by the Treasurer, President, or Business Manager. All checks in excess of \$1000.00 shall require two signatures.
2. Treasurer's Expenditure Authorizations:

The purpose of these procedures is to define processes for expenditure approval in a manner consistent with good internal control practices and which will permit orderly and timely payment for incurred expenditures.

 - a. All expenditures proposed for payment must be accompanied by suitable documentation (a Voucher) which clearly identifies:
 - i. The nature and cost details for the expenditures.
 - ii. Signatures of requestor and approver
 - iii. The dates of request and approvals.
 - iv. Useful information to permit proper accounting. e.g. repairs, supplies, capital expenditure status, station number, truck number, etc.
 - b. Vouchers may be in electronic form (for example, email) but original paper invoices are preferred. If a vendor statement is used, it must be accompanied by required approvals and dates, and care must be taken to assure the statement does not result in a duplicate original invoice being processed separately.
 - c. All vouchers, when approved, must be promptly transmitted to the attention of the Treasurer.
 - d. Who may sign Vouchers:
 - i. For purposes of voucher requests and approvals, the term OFFICER will mean: President, Vice President, Treasurer, Fire Chief or Assistant Fire Chief.

- ii. Request Signature – Anyone performing regular assigned tasks on behalf of GKVFA may sign expenditure requests.
- iii. Approval: see table below.

Type of Expenditure	Up to \$250	Between \$250 - \$500	Above \$500
Normal operating and maintenance expenses	Officer	VP or Chief Approval	Board (1)
Emergency maintenance expenses above \$500			Board (1)
Regular utility and similar expenses (2)	Officer	VP or Chief Approval (2)	Board (1) (2)
Capital expenditures (3) (Above 500)			Board (1)

Notes:

- (1) Can be done with telephone or email approval based on President, VP or Fire Chief request and based on quorum. It is preferred that such approvals be done at regular meetings whenever possible.
- (2) Many items that are regular and recurring may be paid by pre authorized draft thru vendor or bank. Initially these arrangements should be approved as required above.
- (3) Capital expenditures are in excess of \$500 and with multiyear life.

- 3. Monies derived from the Cornerstone Bank Parking Lot fundraiser are to be earmarked for awards, certificates, etc.
- 4. The Accountant will be bonded; paid with Association funds in such sum as the Board of Directors will determine.
- 5. All non-monetary donations (e.g., furniture, office equipment) must be reviewed by a committee consisting of the President of the Association, Auxiliary President and the Building Use Chairperson before acceptance of said donation.

Memorial Fund:

- 1. All Memorial Funds will appear unspecified in the financial report on the income line item for individual contributions.
- 2. The Secretary will notify and thank the donor by letter that the donation has been received.
- 3. When a Memorial Fund donation is designated for a specific use, the Board of Directors will determine the appropriateness of the designation and accept or reject the donation.
- 4. If use of the specific donation is not designated, the monies will be placed in an appropriate fund by the Treasurer.

FireCall:

Issues of the FireCall will be emailed to members who have provided their email address information to Membership. Also, issues shall be posted on the GKVFA web site (*grassyknobfire.com*) and Facebook site (Grass Knob Fire). Board Member contact information will not be included in any delivery method.

Fire Department:

1. Composition of the Grassy Knob Volunteer Fire Department:
 - a. The Grassy Knob Volunteer Fire Association's Fire Department is composed of firefighters, emergency medical responders and traffic directors, all of whom must be paid members of the Association.
 - b. All such personnel are listed with the Carroll County Clerk and are covered by Worker's Compensation and insurance carried by the Association to the extent specified by Worker's Compensation and the Association's insurance.
2. Personal cars used by the volunteers are insured by the personal insurance each volunteer carries. Claims should be submitted to the volunteer's primary carrier prior to filing for Association supplemental coverage.
3. Emergency medical responders (EMRs) and traffic directors are required to attend fire drill sessions at the direction of the training officer.
4. The Grassy Knob Volunteer Fire Department will respond to any location or district when instructed to do so by the Dispatcher. Unless summoned by the Dispatcher or the Commanding Officer of another district, the Grassy Knob Volunteer Fire Department will not respond to a fire in another district, with the following exceptions:
 - a. Response will be made to a structure fire in the Inspiration Point area. A maximum of eight firefighters, one pumper, and one tanker will be dispatched. Remaining equipment and personnel will be retained within Grassy Knob Fire District for community protection.
 - b. Fire personnel will go on "standby" for a brush fire in the Inspiration Point area.
 - c. Response will be made to a structure fire in NEBCO, if requested. (1998)
 - d. Response will be made to Eureka Springs Fire District, if requested. (2004)
5. The Arkansas Forestry Department will be notified of any brush fire by the incident commander.
6. Policy on Firefighting Fees, as approved by the Board of Directors (1):
 - a. Fire Department personnel will respond to any fire when an official Dispatcher alerts the department with instructions.
 - b. No charge will be made for firefighting on property of members of the Grassy Knob Volunteer Fire Association, Inc.
 - c. A minimum fee of \$1000.00 up to the maximum allowed by the State of Arkansas, shall be charged for response to a structure fire on the property of a

billed non-member. The fee will be charged regardless of the size or type of structure. The fee will be charged regardless of the quantity of firefighting personnel or equipment responding. The fee charged will be determined by a case-by-case analysis and will reflect the cost of services provided.

- d. A minimum fee of \$1000.00 up to the maximum allowed by the State of Arkansas, shall be charged for response to a brush fire on a non-member undeveloped property, on a case-by-case basis.
- e. The Fire Officer in charge of the firefighting incident will identify the location of the fire origin. The owner of the fire origin property shall be charged.

Note: (1) Can be done by telephone with follow-up email approval based on President, VP, or Fire Chief request and based on quorum.

- 7. In the event the individual who started the fire is identified by the Fire Officer in command of that firefighting incident, a minimum fee for response of \$1000.00 up to the maximum allowed by the State of Arkansas shall be charged to that individual and no charge will be to the property owner or the non-member.
 - a. If vandalism is suspected, the Fire Officer in command for that incident will make a decision on whether to call the Sheriff. Written notification of the fire will be sent to the land-owner and to the person who started the fire whether they are members or not.
 - b. When assistance to other fire departments is requested, no fee will be charged.
 - c. If Grassy Knob's Fire Department is requested by the Dispatcher to be the primary responding fire department outside the Grassy Knob district, response will be made. No fee will be charged if that property owner is a member of another volunteer fire fighting organization. A minimum fee of \$1000.00 up to the maximum allowed by the State of Arkansas shall be charged if the property owner is not a member of that district's organization.
 - d. Notification on these fires and fees shall be made by the Secretary.
 - e. If a property owner, as of June 30 of a fiscal year, has failed to pay their dues and/or assessments by the due date on the Annual Real Property Tax Statement, that person will be treated as a non-member according to policies stated above in the event of fire on their property.
- 8. Equipment provided by the Association to any member of the Fire Department is considered as property of the Association.
- 9. Boat Tow Policy
 - a. This service provides boaters with necessary assistance during breakdowns or other circumstances deemed appropriate to dispatch the Lake Boat in the Grassy Knob Fire District.
 - b. The Boat Captain has the discretion for towing to nearby areas as the Boat Captain sees fit.

Fire Department Personnel:

1. Association dues shall be waived, up to the amount for an Active Member, for any First Responder who attended 70% or more of required training sessions from November 01 through October 31 each year. EMTs/EMRs shall also have their dues waived, up to the amount of an Active Member, provided their certification is active on November 01 each year. Affirmation will be made at the November Board meeting each year.
2. All Fire Department bills will be submitted to the Board Treasurer for payment.
3. The Association will pay for volunteer candidates to attend EMR/EMT classes. If the volunteer remains with GKVFD for two years, reimbursement of fee by the volunteer will be waived. If the volunteer period is not met, the volunteer will refund GKVFA a prorated amount (e.g., 50% would be required if the volunteer only served for one year).

Chipper Services:

The first two (2) hours of chipping service includes time from portal to portal and the suggested donation is one hundred dollars (\$100.00). For each hour thereafter, the suggested donation is an additional fifty dollars (\$50,00).

Communication:

Grassy Knob Volunteer Fire Association, Inc. will acquire and maintain effective radio equipment.

Records:

1. All copies of all Board of Directors correspondence shall be transmitted to and retained by the Secretary.
2. All written documents relating to the Association, such as charter, grant applications, contracts with service companies, insurance policies, shall be retained in the files of the Community Center and/or the Association computer, and as appropriate, placed in the bank safety deposit box.
3. The general files of the Association will be securely housed in the Community Center.

Community Center Building Rules:

1. Fire house doors and Grassy Knob Volunteer Fire Association, Inc. office doors will be locked at all times, so that there is no tampering with fire equipment or property.
2. No smoking in the building.

3. Garbage and/or refuse shall be removed by users of the building.
4. No over-night residency (sleeping) is permitted, except when in use as an emergency shelter by the Association or Red Cross, and then, only for 3 nights.
5. Children shall be closely supervised by parent or guardians.
6. Requested use of the Community Center is to be granted at the discretion of the Board of Directors or its appointed agent.
7. There will be no charge for members using the Community Center for activities consisting of members of this community or for meetings and presentations given for the good of the community.
8. Members who use the Community Center for activities involving food and or drink will be charged a \$50 Cleaning Fee for cleaning of the floors, counters, appliances and bathrooms by the hired housekeeper.
9. Non-member rental -- a \$100 fee is required. Also required is a \$100 damage deposit, which will be returned when building use requirements are met.
10. Monetary donations may be given to help defray maintenance costs associated with use of the building.
11. A checklist will be provided to the "in-charge" user * of the Community Center to aid in restoring building conditions to normal. *Note: See agreement for use of Community Center
12. The use of the Community Center for the sale of products or services is limited to the Grassy Knob Auxiliary fundraisers or similar Fire Association sales. The commercial use of the Community Center by individuals for the sale of products for profit is not permitted.
13. No use of the Community Center by individuals or organizations for political events is permitted, except in the case of "open forums" where all parties and/or candidates are invited and will benefit the community.
14. Chairs, tables, vases, dishes, table coverings, etc., that belong to the Association or Auxiliary are not to be borrowed, loaned or rented. They are to be used in the Community Center or at Association/Auxiliary functions.
15. It is the responsibility of the Community Center user group to replace any supplies used or damaged during its event.
16. **Annex E**, Grassy Knob Facilities - Entrance Agreement, shall be signed by the user prior to use of the Community Center.

17. Building thermostat shall be set at 68 degrees during heating and 78 degrees during cooling modes.”

Special Rules during Periods of Pandemic or Similar Health Emergencies:

The Board of Directors may from time to time determine the need to either close the Community Center to public use altogether, or to open it under conditions (herein referred to as the “Safe Use Protocols”) designed to protect and promote the safety of the community. Included as Annex A is a listing of Safe Use Protocols to be used during Periods of Board Determined Health Emergencies. During such times as the Board has determined that a general health emergency risk exists, as is the case for the 2020 Covid pandemic, the rules set forth in **Annex A** are to be followed regarding use of the Community Center: These rules include the use of a User/Member Agreement which is included as **Annex B** and Form for Release from Covid 19 Liability as **Annex C**.

As of May 10, 2021, additional changes to this policy were approved by the board for the use of the Community Center, as set forth in **Annex D**.

Email Bulletin Board Rules:

1. The community email service is for the benefit of the entire community. Its main purpose is to communicate information about GKVFA and the Auxiliary. The service may also be used by community residents to post information about other social and civic activities, items for sale, etc.
2. The email service is to be maintained by two persons (called email system administrators), each of whom will have access to all data. These persons will have responsibility for securing and maintaining email data.
3. Administrators have complete discretion in posting announcements about social and civil activities that are not related to GKVFA and GKA. They may reject any announcement deemed inappropriate for any reason.
4. In addition, administrators will enforce the following prohibitions:
 - a. No politics -- other than announcements of elections
 - b. No religion -- other than announcements of events
 - c. Nothing commercial or from businesses or persons in business
 - d. Nothing concerning services that would provide money for a single person or family or business
 - e. No solicitation of money for anyone or anything other than GKVFA, GKA, or any non-profit approved by the Board.
 - f. No "Grassy Knob" recommendations for services needed or advertised.

Revisions:
June 11, 2018
December 2020
May 10, 2021

September 2021
November 14, 2022
December 12, 2022
April 2023

Safe Use Protocols to be used during Periods of Board Determined Health Emergencies

The below rules are to be followed pursuant to Standing Rules, Community Center Building Rules No. 13 and during such periods as the Board shall determine.

Liability and Contact Tracing

- a. Leader(s) of organized groups will maintain sign-in sheets, liability releases and other paperwork as and if necessary for State of Arkansas COVID-19 Contact tracing and would be the contact to provide the state with necessary contact information for group contacts and maintain HIPAA compliance.
- b. All group members who enter the building will complete the sign-in sheet which will include name, phone #, email, date.
- c. On the sign-in sheet a check box will be included to acknowledge the group members have read and will comply with the personal safety list (no fever, not sick, etc.).
- d. Each group member will sign a release of liability (see **Annex C**).
- e. The leader(s) of organized groups would be required to sign a use agreement that they understand and will abide by the safety, cleaning, identification, and legal protocols. An example is included with the Standing Rules as **Annex B**.
- f. Leader(s) of organized groups will maintain sign-in sheets, liability releases and other paperwork to be forwarded to the GKA Group Coordinator after each group meeting.

General Use

- a. Grassy Knob Residents only
- b. Phase one is designed to open the community center to Grassy Knob groups of 15 or fewer so that individuals may interact in a safe and healthy manner.
- c. Strenuous exercise groups limit number to 10 or fewer to maintain 12 feet distancing.
- d. GKA Group Coordinator will be appointed by the Grassy Knob Auxiliary.

Personal Safety

- a. No more than 15 individuals. Six ft. safety spacing is 36 square feet, the main section of the community center with 15 people is 41.7 square feet per person. These guidelines follow CDC spacing protocols.
- b. Masks will be worn by members as they enter the building, and any time 6 feet of separation cannot be maintained.
- c. Groups will turn on provided Hepa/UVC filters as building use commences.
- d. If desired, the floor can be marked to create a visual prompt for spacing.

Cleaning

- a. Each group will clean all things and surfaces (including bathroom surfaces) they use as they leave the building.
- b. The GK Auxiliary will supply cleaning supplies for the community building.
- c. Groups will follow CDC cleaning guidelines.

**Grassy Knob Voluntary Fire Association (GKVFA) Safe Use Policy
User/Member Agreement**

Date of Application: _____

Application/Agreement for (Group Name): _____

Please explain the purpose and activities the applying group intends to do while they occupy the GK Community Center.

Effective dates of agreement: _____ to _____ or until otherwise determined by GKVFA.

Agreement location: GKVFA Community Center.

Initial each item below to acknowledge group/leader compliance.

- Maximum number of attendees:**
 - General use, **15**, as long as physical distancing of 6 feet can be achieved.
 - Strenuous Exercise **10**, provided 12 feet of physical distancing can be achieved.
- Grassy Knob Residents only.**
- Lines or cues for entrance, exit, or for other reasons must be marked or monitored for maintaining a distance of 6 feet between people.**
- Seating must be arranged to maintain a 6-foot distance. Family groups may sit together but 6 feet should be maintained between groups.**
- Face coverings are required for all persons present, except for children under 10 years of age, who are exempt.**
- No food is to be served.**
- Signs must be posted at all entrances advising the public not to enter if they have fever, cough, shortness of breath, sore throat, or loss of taste or smell or they have had known exposure to someone with a contagious illness (i.e.: Covid-19) in the past 14 days. GKA provided.**
- Signs (GKA provided) must be posted at entrance advising the public that they may wish to refrain from entering if:**
 - They are 65 years of age or older.
 - They have underlying health conditions including high blood pressure, chronic lung disease, diabetes, severe obesity, asthma, or weakened immunity.
- Hand sanitizer stations must be available at all entrances and exits (GKA provided).**

- The facility, including seating and restrooms, shall be cleaned and disinfected before and after each use.** Frequently touched surfaces shall be cleaned periodically during the course of the event.
- List who will be responsible for cleaning the facility prior to and following use.** Contact Group Use Coordinator when cleaning supplies are more than half empty.
- Contact tracing** The group leaders will ensure that all persons entering the facility will sign-in and provide a telephone number and email address for the purpose of contact tracing should an outbreak occur. Anyone who tests positive for contagious illness must contact The Arkansas Department of Health COVID Hotline (1-800-803-7847) and GKA Group Coordinator immediately so a list of contacts can be giving to the Department of Health. The group will follow the recommendations of the Arkansas Department of Health for quarantine if applicable.

Acknowledgments

Signatures below acknowledge that:

- The Plan/Agreement is submitted by an authorized agent of the member group.
- User agreement was reviewed by GKA Group Coordinator

Group Representative

Name: _____

Signature _____

Title, phone/email contact information:

GKA Group Use Coordinator

Name: _____

Signature _____

Title, phone/email contact information:

**Form for Release from Covid 19 Liability Related to Use of Grassy Knob
Voluntary Fire Association Facilities**

The undersigned acknowledges that there may be certain risks associated with contracting the Covid 19 Virus (the "Virus") or being quarantined as a result of coming in contact with other individuals and also surfaces of various types which might be present during activities held by or for the Grassy Knob Voluntary Fire Association or by its Auxiliary (collectively the "Association") at facilities owned or under control of the Association for the purpose of conducting such activities. All such risks of any type or kind are referred to here as the "Virus Risks". By signing this form the undersigned:

Name- _____,

Address- _____,

Phone Number- _____

agrees to hold the Grassy Knob Volunteer Fire Association, it's Auxiliary, its Members, or any of its agents, servants, and employees harmless from any claim arising from the Virus Risks which may occur from participating in activities at the Grassy Knob Community Center.

Signed: _____

Date _____

Policy Change Adopted May 10, 2021

The following policy changes and updates are in effect as of May 10, 2021

1. **Double Occupancy** to 30 people inside the building. Including any kitchen staff.
2. **Remove Mask Requirement** but Maintain the Board Position of Recommending the use of Masks and Social Distancing (6 feet) for any indoor events. (Note: The use of Masks is one form of protection. The social distancing is a second. If one is not present, than the second is strongly advised.)
3. **Approve Outdoor Potlucks for June, July and August.** Outdoor service. Kitchen use for beverages. Limited (30 people total) indoors, with reserved seating by group tables. Caution to respect social distancing parameters between tables. Use of bathrooms included. All who enter CC must sign forms.
4. **Continue Liability Waivers and Contact Tracing.** Each Public Indoor Event Participant must sign a liability waiver and add name/info to Contact Tracing sheet for each event. Signage Posted at the Door to reiterate Board recommendation. **"Masks and Social Distancing Recommended"**
5. **Auxiliary Brunches May Resume.** Caution is advised to avoid liability issues as any event created by Auxiliary incurs liability. For any such event specifically sponsored by the Auxiliary recommendations and standard policy would apply.
6. **Continue the Standing Re-Opening Committee.** To be able to re-evaluate the current situation and make adjustments in either direction as facts warrant. Next planned meeting is for August.

Grassy Knob Facilities – Entrance Agreement updated March 2023, shall be signed by the user prior to use of the Grassy Knob facilities.

GRASSY KNOB FACILITIES – ENTRANCE AGREEMENT

I understand that, as a person with entry use to the facilities of Grassy Knob, I agree to be entirely responsible for the security of the code(s) and to not share the code(s) with anyone else.

If the property and/or facility of Grassy Knob is unlocked by the code(s) that I use, I will be the last one out of the buildings and will check that **ALL** doors are locked.

User Name: (print) _____

Entrance Code(s):

Fire Stations 1 & 2

Community Center Front Door

Community Center Office _____

Code Holder Signature: _____

Authorizing Signature: _____

Date: _____