

Grady County Fire Department

Chickasha, OK 73018

BYLAWS

OF

GRADY COUNTY FIRE DEPARTMENT

BOARD OF DIRECTORS

AS ADOPTED by a two-thirds (2/3rds) majority vote of the
Grady County Fire Department Board of Directors

this ____ day of _____, 2025.

**BYLAWS OF
GRADY COUNTY FIRE DEPARTMENT BOARD OF DIRECTORS
ARTICLE 1.**

ORGANIZATION, BOUNDARIES AND NAME

1.01. **ORGANIZATION:** This body was formed in Grady County, Oklahoma, pursuant of Title 19 section 10.1 SS19-351 D.3

1.02. **NAME:** GRADY COUNTY FIRE DEPARTMENT BOARD OF DIRECTORS

1.03. **BOUNDARIES:** The district includes Grady County Volunteer Fire Stations commonly known as Acme, Alex, Bailey, Bradley, Cox City, Farwell, friend, Harold, Naples, Ninnekah, Pioneer and Pocasset Stations, except municipally governed Fire departments such as Amber, Chickasha, Bridge Creek, Blanchard, Rush Springs, Verden, Minco and Tuttle Fire Districts.

ARTICLE 2.

BOARD OF DIRECTORS

2.01. **MEMBERSHIP AND TERMS:** The membership of the Board of Directors shall consist of twelve (12) members appointed by the Board of County Commissioners. Board appointments will be determined by a vote of the station they would represent and then approved and appointed by a vote of the Grady County Commissioners upon completion of a background check. Successive appointments by the Board of County Commissioners are for terms of five years. The term of the Board Member shall be deemed to have expired five (5) years after his/ her appointment, but the Board Member whose term has expired may, at his/her option continue to serve until a replacement member is appointed by the Board of County Commissioners or removed from the Board of Directors by vote of the station in which the trustee represents and a vote of the Grady County Board of Commissioners. Board members who are appointed to replace the unexpired terms of former members shall serve for the remaining term of the former member. When a member resigns, is removed or his term expires, the Board may submit to the County Commissioners a list of eligible candidates for consideration.

2.02. **REMOVAL OF DIRECTORS:** In the event of excessive absences of meetings, neglect of duty or misrepresentation of the station the director is representing. The Station being represented will take a vote to keep or remove from the Board of Directors. This recommendation will then be presented to the Grady County Board of Commissioners for a vote of removal from the Grady County Fire Board of Directors. The Station will then have the responsibility to provide a candidate or a list of candidates from the run area of the station to the Grady County Board of Commissioners for a vote of approval to be appointed to the Grady County Fire Board of Directors. Any Board of Directors member shall be removed from the Grady County Board of Directors by the Grady County Board of Commissioners for any of the following reasons:

- a. Conduct unbecoming a board member

- b. neglect of duty
- c. any violation of rules and regulations governing the fire department or
- d. Conviction of a felony
- e. a 2/3rds majority vote of removal from all firefighters from the station/district they represent.

2.03. POWERS OF BOARD: The Board of Directors shall have the power and duty to promulgate and adopt such rules, procedures, and contract provisions necessary to carry out the purposes and objectives of the Grady County Fire Department, provisions of the Oklahoma Constitution and laws of the State of Oklahoma.

2.04. COMPENSATION: Members of the Board of Directors shall receive no salary or compensation for their services.

2.05. ADDRESSES AND TELEPHONE NUMBERS: Each Trustee shall register his/her address and telephone number with the Chairman of the Board and the Grady County Fire Department Administrator.

2.06. OFFICERS: The officers of the Board of Directors shall be a Chairman, Vice-Chairman and a Clerk. They shall be elected by the Board of Directors from among its membership and shall hold office for a period of one (1) year or until a successor has been elected.

2.07. ELECTION OF OFFICERS: Election of officers shall be held at the first regularly scheduled meeting of each calendar year. Should a vacancy occur, it shall be filled by election at the next meeting following the notice of the vacancy.

2.08. DUTIES OF OFFICERS:

Chairman – The Chairman shall call and preside at all meetings. The Chairman will also advise and be the second approval for purchases for any stations with vacant representation on the Board of Directors.

Vice Chairman – The Vice-Chairman shall act as Chairman when the Chairman is absent from a meeting, absent from the district or unable to fulfill his duties. When acting, the Vice-Chairman shall have all powers and authority of the Chairman.

Clerk- The Clerk will provide agenda and maintains providing the Grady County Administrator agenda items and minutes of each meeting. In the absence of the Clerk at a posted meeting of the Grady County Fire Board of Directors the Grady County Administrator will fulfill these duties.

ARTICLE 3.

MEETINGS

The Grady County Fire Board of Directors shall function in accordance with the Oklahoma Open Meeting Act of 1977 (Title 25 O.S. § 301-314) as amended from time to time. Meetings will be conducted in Accordance with the current Roberts Rules of Order.

3.01. TIME, LOCATION AND NOTICE OF MEETINGS: The time, location and notice of meetings of the Board will be as follows:

REGULAR MEETINGS: A schedule of the date, time and place of each regular meeting shall be filed annually with the County Clerk by December 15 of each calendar year, for the following calendar year. Public notice, in writing, displaying the date, time, place and agenda for the meeting, shall be posted twenty-four (24) hours, excluding Saturdays and Sundays and holidays legally declared by the State of Oklahoma, prior to each regular meeting, at the community room at the Office of the Grady County Fire Department Administrator. However, the posting of the agenda shall not preclude new business from being considered at the meeting. If any change is to be made of the date, time or place of regularly scheduled meetings, then notice, in writing, shall be given to the County Clerk not less than ten (10) days prior to the implementation of any such change.

SPECIAL MEETING: Special Meetings of the Board of Directors may be called at any time by the Chairman or two or more members of the Board. Public notice of the date, time and place of the meeting shall be filed with the County Clerk at least forty-eight (48) hours prior to the meeting and to each Trustee by either of the following methods:

1. Notice by telephone: Call or Text message
2. Notice by e-mail.

Public notice in writing of the meeting displaying the date, time, place, and agenda for the meeting shall be posted forty-eight (48) hours, excluding Saturdays and Sundays and holidays legally declared by the State of Oklahoma, prior to each special meeting, at the Grady County Fire Department Administrator. Only matters posted on the agenda may be considered at special meetings. Written notice of the date, time and place of the meeting shall be mailed, delivered, or e-mailed to each person, newspaper, wire service, radio station and television station that has filed a written request for notice of meetings of the District with the County Clerk. Such written notice shall be mailed or delivered at least forty-eight (48) hours prior to the special meeting.

EMERGENCY MEETINGS: Emergency Meetings may be called for the purpose of dealing with any situation involving injury to persons, damaged public or personal property, or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss. Emergency meetings may be held without the public notice heretofore required. The person calling an emergency meeting shall give as much advance public notice as it is reasonable and possible under the circumstances existing, in person or by telephone or electronic means.

3.02. QUORUM OF MEETINGS: A quorum shall be necessary to conduct the business of the Board. A quorum shall consist of a majority of the member seats on the Board of Directors. (12 seats require a minimum of 7 Directors to constitute a quorum). A majority of members present may decide an issue.

3.03. MINUTES OF MEETINGS: The proceedings of the meetings of the Board of Directors shall be made by or under the direction of the Board of Directors Clerk or Grady County Fire Administrator in the form of written Minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the public body and all actions taken by such public

body. The minutes of each meeting shall be kept at the office of the Administrator and open to public inspection and shall reflect the manner and time of notice required by these Bylaws. In the written minutes of an emergency meeting, the nature of the emergency and the proceedings occurring at such meeting, including reasons for declaring such emergency meeting, shall be included.

3.04. **ABSENCES FROM MEETINGS:** A Board Member who is absent, without prior notification to the Chairman or Vice Chairman from two (2) consecutive regular meetings may be requested to resign from the Board. The violator shall be notified of the request to resign by registered letter. In the event the trustee refuses to resign the Grady County Board of Commissioners will then take a vote for the removal of said trustee after a vote of the representing station of that trustee.

ARTICLE 4.

PURCHASING

4.01. **PURCHASE ORDER FORMS:** All purchases shall be considered and approved for payment by written approval of the Station Chief or the Grady County Fire Department Chief and The Trustee for that station or the Chairman or vice Chairman of the Board of Directors in the absence of that stations Trustee. Each purchase shall require a purchase order form prior to issuance of payment.

4.02. **COMPETITIVE BIDDING:** Purchases exceeding the sum of \$15,000.00 shall be by public competitive sealed bids. Any or all of submitted bids may be approved or rejected by the Board in its sole discretion and submitted to the Grady County Board of Commissioners for approval.

4.03. No Board Member, appointee or hired person shall be financially interested in any work, business, or contract of the Grady County Fire Department the consideration of which is paid for from the Grady County Fire Department tax money treasury. Contracts and purchases in violation of this provision shall be void and/or paid from the Stations Donation account.

4.04. Two signatures shall be required on all payments or checks, on the account of the Grady County Fire Department Donations These signatures will contain two of the following: The Grady County Fire Department Chief, Grady County Fire Department Assistant Chief and/or The Grady County Fire Board of Directors Chairman.

ARTICLE 5.

ORGANIZATION OF THE DISTRICT

5.01. Grady County Fire Department Administrator:

1. The Grady County Fire Department Administrator will be hired by the Grady County Board of Commissioners and shall have the following duties:
2. Before entering upon his/her duties, the Executive Director shall give such surety bond as the Board may approve, the expense of which shall be paid by the Grady County Board of County Commissioners.
3. Attend all meetings of the Board and recommend for adoption all such measures he/she deems appropriate;
4. Responsible for fiscal accounting and management of the Grady County Fire Department.

5. Prepare and submit to the Board an annual budget as required by these Bylaws and the laws of the State of Oklahoma;
6. Prepare and complete operating reports that show by classification the gross revenues and operating expenses of each classification.
7. The Administrator shall collect all District revenues and fees, and deposit in the accounts of the District all District moneys collected from whatever source. He/She shall have custody of and be responsible for all records and papers and/or receipts of purchase.

The Grady County Fire Department Administrator is responsible to the Grady County Board of Commissioners as a whole.

ARTICLE 6.

PERSONNEL

6.01. The Grady County Fire Department Fire Chief shall be the manager of all District employees' personnel matters and matters relating to Firefighters. Board members shall refer all personnel matters; and administrative matters to the Chairman of the Grady County Fire Department Board of Directors or the Board of Directors as a whole.

ARTICLE 7.

BUDGET

7.01. The Annual Budget of the District shall be prepared and adopted in accordance with the Grady County Board of Commissioners.

7.02. The fiscal year shall be from July 1st to June 30.

7.03. By June 1st of each year, a budget for each fund of the Grady County Fire Department Tax appropriations account shall be completed by the Board on a format prescribed by State Statute. By June 15th of each year, the budget shall be adopted no later than June 24th of each year. The adopted budget shall be filed with the County Excise Board on or before July 1st of each year. One copy transmitted to the Grady County Board of Commissioners and one to remain in the Grady County Fire Department Administrators office.

7.04. No expenditure may be made which creates a deficit in any fund or which incurs encumbrances or expenditures in excess of 90% of any appropriation for any fund of the Budget as adopted or amended until revenues equal to at least 90% of the appropriation for the fund has been collected. The Board may amend the Budget to make supplemental appropriations to any fund up to the amount of additional revenues.

ARTICLE 8.

AMENDMENTS

8.01. The Board of Directors, by an affirmative vote of a two-thirds (2/3rds) majority of all Director seats may adopt or amend these Bylaws of the Grady County Fire Department Board of Directors.

ADOPTED by a two-thirds (2/3rds) majority vote of the Grady County Fire Department Board of Directors this _____ day of _____, 2025.

ATTEST: _____
Brandon Carlin, Chairman +
Grady County Fire Department Board of Directors

Kim Duke, Administrator
Grady County Fire Department

Carrie Anderson, Clerk
Grady County Fire Department Board of Directors

Rodney Gregory, Fire Chief
Grady County Fire Department