

ARTICLES AND BYLAWS

HOLY JIM VOLUNTEER FIRE DEPARTMENT

(January 28, 1962: Amended March 9, 1996)

PREAMBLE: The objective of this organization is to aid and assist in the protection of Trabuco and Holy Jim Canyons, located in the Cleveland National Forest and surrounding areas, for the prevention and suppression of fires.

Article 1

- Section 1. The name of the organization shall be "Holy Jim Volunteer Fire Department".
- Section 2. The "Holy Jim Volunteer Fire Department" shall be connected with and guided by the Trabuco and Holy Jim Cabin Owners Improvement Association, Inc. It shall serve as a separate organization so far as Officers, any future rules, regulations, equipment, and care of said equipment.
- Section 3. The meeting place shall be designated by the Fire Chief at a location in proximity to the canyons.
- Section 4. The department shall consist of as many Special Use permit holders as possible.

Article 2

- Section 1. The officers shall be as follows: Fire Chief, First Captain, Second Captain, Secretary and Treasurer. The Fire Chief, Secretary and Treasurer shall be elected by the Trabuco and Holy Jim Cabin Owners Improvement Association, Inc. at the annual meeting in May. The Secretary and Treasurer shall be those people elected in the Secretary and Treasurer positions for the Trabuco and Holy Jim Cabin Owners Improvement Association. The First Captain and Second Captain shall be appointed by the Fire Chief.
- Section 2. Robert's Rules of Order shall apply at all meetings.
- Section 3. It shall be the duty of the Fire Chief to preside at all meetings, to call special meetings, and to call for the formation of fire department subcommittees. The Fire Chief must have the approval of the Trabuco and Holy Jim Cabin Owners Improvement Association, Inc. before assuming the duties of office, which are:
- a) Take full charge at all fires at which he/she is present until relieved by the presiding fire authority.
 - b) Arrange fire drills at regular intervals and maintain a training program.
 - c) Report fires to the proper authorities as soon as possible.
 - d) Report any fire hazard to the District Ranger and/or appropriate fire authorities.
 - e) Record all incidents in the Official Fire Department Log journal.
 - f) File and record the Certificate of Officers and a list of fire department members every six months, or as mandated by the State Fire Authority.
- Section 4. The First and Second Captain shall, in the order named, assume the duties of the Fire Chief in the absence of the Fire Chief.

Article 3

- Section 1. Every member of the Holy Jim Volunteer Fire Department shall be a holder of a Special Use permit or a local resident, and must be in good physical health to remain on the active duty list.
- Section 2. The members of the fire department may, by unanimous consent, elect any person as an honorary member in consideration of outstanding service.
- Section 3. The Fire Chief shall keep the State Fire Marshall informed of the names of the active members of the fire department on a bi-annual basis.

Article 4

- Section 1.** The Holy Jim Volunteer Fire Department shall serve as a standby unit when requested by the presiding fire authority.
- Section 2.** All members of the fire department shall learn to operate any and all equipment provided.
- Section 3.** Courtesy checks may be made with the permission of individual cabin owners, to point out any possible fire hazards.
- Section 4.** All regular drivers of any fire department equipment shall be approved by the Fire Chief.
- Section 5.** All fire department incidents must be recorded in the Official Fire Department Log journal.
- Section 6.** The fire department shall have the authority to open bank accounts when separate tracking of specified funds is deemed necessary.

SUPPLEMENTARY

The unit shall be called the "Holy Jim Volunteers". This name was chosen because of its geographical identification, and to avoid any possible confusion with existing Trabuco Volunteers, Trabuco CDF, and the Forest Service Trabuco Station.

The Holy Jim Volunteer Fire Department is a committee of the Trabuco and Holy Jim Cabin Owners' Improvement Association, Inc.