

PUBLIC HEARING NOTICE

The Pittsylvania County Board of Supervisors will hold a Public Hearing on Tuesday, December 19, 2023, at 7:00 p.m., at the Board Meeting Room, 39 Bank Street, Chatham, Virginia 24531, to receive citizen input on a proposed amendment to Chapter 6-6.3, Property Exempt by Classification or Designation, of the Pittsylvania County Code (“PCC”), to include tangible personal property for Keeling Volunteer Fire Department. A complete copy of the proposed revisions is available at the Pittsylvania County Administrator’s Office, 1 Center Street, Chatham, Virginia 24531, Monday through Friday, 8:00 a.m. to 5:00 p.m., as well as on the County’s website at www.pittsylvaniacountyva.gov.



OFFICE OF
COMMISSIONER OF THE REVENUE

PITTSYLVANIA COUNTY
P.O. BOX 272
CHATHAM, VIRGINIA 24531

Robin Coles-Goard
Commissioner

(434) 432-7940
(434) 656-6211
FAX (434) 432-7957
robin.goard@pittgov.org

November 20, 2023

J. Vaden Hunt, Esq.
Pittsylvania County Attorney
PO Box 426
Chatham VA 24531

RE: TAX EXEMPTION APPLICATION KEELING VOLUNTEER FIRE DEPT.

Dear Mr. Hunt:

For your review, I have enclosed the Application for Real Estate/Personal Property Tax Exemption by Qualifying Classification or Designation for the Keeling Volunteer Fire Dept. Pursuant to Code of Virginia §58.1-361, the organization is requesting tax exemption by Designation for the real estate owned.

We have reviewed the application and completed the worksheet for exempt revenue projection based on the current real estate rate.

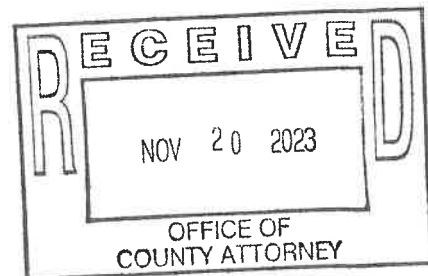
Should you need further information please feel free to contact this office. Once we are advised of the Board of Supervisor's action on this application, we will take the appropriate action.

Regards,

Robin C. Goard
Commissioner of the Revenue

Enclosure: Application for Exemption

RGC/tc





PITTSYLVANIA COUNTY, VIRGINIA
 Robin Goard, Commissioner of the Revenue
 PO Box 272 Chatham, VA 24531
 Phone: 434-432-7940 Fax: 434-432-7957
 Email: robin.goard@pittgov.org
 Website: www.pittsylvaniacountyva.gov



APPLICATION FOR REAL ESTATE-PERSONAL PROPERTY EXEMPTION BY QUALIFYING CLASSIFICATION OR DESIGNATION

(FOR ANY ANSWERS THAT REQUIRE MORE SPACE, PLEASE INCLUDE ATTACHMENTS)

APPLICATION FOR: REAL ESTATE PERSONAL PROPERTY BOTH

TAX PARCEL ID# 2452-64-1631 ACREAGE: 1.88
 (IF REAL ESTATE)

APPLICANT ORGANIZATION: Keeling Volunteer Fire Dept.

MAILING ADDRESS: P.O. Box 12 Keeling, VA 24566
 (STREET) CITY, STATE, ZIP

FEDERAL ID#: 311742299

PROPERTY ADDRESS: 2133 Oak Grove Road, Keeling
 (REAL ESTATE)

LEGAL DESCRIPTION OF PROPERTY: St Rd 713 1.88 AC
 (REAL ESTATE)

PERSONAL PROPERTY: ATTACH A SCHEDULE SHOWING ALL PERSONAL PROPERTY FOR WHICH EXEMPTION IS REQUESTED. SCHEDULE MUST INCLUDE VEHICLE IDENTIFICATION NUMBERS AS WELL AS A COMPLETE DESCRIPTION. NOTE: IF EXEMPTION APPROVED AND ADDITIONAL PROPERTY OBTAINED, A NEW LIST MUST BE FILED WITH THE COUNTY ADMINISTRATION REQUESTING THE ADDITIONAL PROPERTY BE INCLUDED IN THE EXEMPTION ORDINANCE.

PLEASE ANSWER THE FOLLOWING QUESTIONS REGARDING THE ORGANIZATION:

1. INDICATE THE TYPE OF EXEMPTION DESIRED: CLASSIFICATION: 501 C3 DESIGNATION: _____
2. IS THE PROPERTY OWNERSHIP CHARTERED OR INCORPORATED UNDER THE LAWS OF THE COMMONWEALTH OF VIRGINIA?
 YES NO _____ (IF YES, ATTACH A COPY OF THE CHARTER)
3. FOR WHAT PURPOSE IS THE OWNERSHIP CHARTERED, INCORPORATED OR OTHERWISE IN EXISTANCE?

Volunteer Fire Dept. Use

4. FOR WHAT PURPOSE IS THE PROPERTY BEING USED? PLEASE BE SPECIFIC AND INCLUDE USE OF ACREAGE, IF APPLICABLE. IF THERE ARE SEVERAL TYPES OF USE, INDICATE SUCH USAGES BY ACRES OF THE BUILDING, FLOOR LOCATIONS AND LAND ALLOCATIONS.

ACREAGE/PORTRION	DESCRIPTION OF USE	BEGINNING DATE
<u>1.88 AC</u>	<u>Land for Fire Dept. Parking and Storage</u>	<u>5/2018</u>

Applicant: Keeling Volunteer Fire Dept.

5. DOES ANY OTHER INDIVIDUAL, ORGANIZATION, ASSOCIATION OR CORPORATION OCCUPY OR USE ANY PART OF THE PREMISES? YES _____ NO ✓

IF YES, PLEASE GIVE DETAIL: (HOW OFTEN, WHAT PART OF THE BUILDING OR PROPERTY, NAME OF ORGANIZATION)

6. IS ANY INCOME, BE IT EARNST MONEY OR IN KIND SERVICES, RECEIVED FROM THE USE OF ANY PORTION OF THE PROPERTY BY OTHER INDIVIDUALS OR GROUPS, WHETHER CONSIDERED AS RENT OR REIMBURSEMENT FOR NECESSARY EXPENSED FOR SERVICES INCURRED? YES _____ NO ✓

IF YES, PLEASE GIVE DETAIL:

7. DOES YOUR OWNERSHIP GROUP HAVE AN EXEMPTION UNDER U.S. INTERNAL REVENUE CODE SO THAT GIFTS TO YOUR GROUP ARE DEDUCTIBLE BY THE DONOR? YES _____ NO ✓

(A) IF YES, GIVE DATE OF INTERNAL REVENUE RULING: _____

(B) GIVE INTERNAL REVENUE IDENTIFICATION NUMBER: _____

8. HAS THE ABC BOARD ISSUED A CURRENT ANNUAL ALCOHOL BEVERAGE LICENSE FOR SERVING ALCOHOL BEVERAGES TO THE ORGANIZATION FOR USE ON THE PROPERTY FOR WHICH TAX EXEMPTION IS SOUGHT? YES _____ NO ✓

9. DOES ANY DIRECTOR, OFFICER, OR EMPLOYEE OF THE ORGANIZATION RECEIVE COMPENSATION IN EXCESS OF A REASONABLE ALLOWANCE FOR SALARIES OR OTHER COMPENSATION FOR PERSONAL SERVICES WHICH SUCH DIRECTOR, OFFICER, OR EMPLOYEE ACTUALLY RENDERS? YES _____ NO ✓

10. DOES THE ACTIVITIES OF THE ORGANIZATION INVOLVE CARRYING ON PROPAGANDA, OR OTHERWISE ATTEMPTING TO INFLUENCE LEGISLATION AND DOES THE ORGANIZATION PARTICIPATE IN OR INTERVENE IN ANY POLITICAL CAMPAIGN ON BEHALF OF ANY CANDIDATE FOR PUBLIC OFFICE? YES _____ NO ✓

11. REQUIRED DOCUMENTATION

(A) ATTACH TO THIS APPLICATION YOUR MOST RECENT FINANCIAL STATEMENT, INCLUDING, WHERE APPLICABLE, IRS FORMS 900; 990; 990EZ; 990T; REFLECTING INCOME AND EXPENDITURES FOR THE MOST CURRENT TWELVE (12) MONTH REPORTING PERIOD, WHICH STATEMENT WILL BECOME A PART OF THIS APPLICATION. THE ATTACHED FINANCIAL STATEMENT IS FOR THE PERIOD FROM 1/2022 TO 12/2022.

(B) ATTACH A COPY OF SAID ORGANIZATION'S IRS SECTION 501 (c) (3) STATUS CERTIFICATION OR DOCUMENTATION.

(C) ATTACH A COPY OF THE ORGANIZATION'S CONSTITUTION, BY-LAWS, ARTICLES OF INCORPORATION, AND/OR OTHER RELATED DOCUMENTS.

(D) ATTACH A LIST REFLECTING THE NAMES OF ALL TRUSTEES OR CORPORATE/ORGANIZATION OFFICERS, THE DATE APPOINTED OR ELECTED, AND THE COURT IN WHICH THEY QUALIFIED OR IDENTIFY THE INSTRUMENT IN WHICH THEY WERE OFFICIALLY APPOINTED.

Applicant: Keeling Volunteer Fire Dept.

- (E) IF INVESTMENTS, SUCH AS STOCKS OR BONDS, ARE REFLECTED ON THE FINANCIAL STATEMENT, ATTACH A LIST OF ALL SUCH INVESTMENTS, INCLUDING NAME OF STOCK, DATE RECEIVED AND VALUE.
- (F) IF APPLYING FOR EXEMPTION BY DESIGNATION, YOU WILL BE RESPONSIBLE FOR THE APPLICABLE COST FOR THE PUBLICATION NOTICE AS REQUIRED UNDER VA. CODE §58.1-3651. YOU SHALL RECEIVE AN INVOICE FOLLOWING THE ADVERTISEMENT FOR EXEMPTION AND PAYMENT SHALL BE MADE TO PITTSYLVANIA COUNTY PRIOR TO BOARD CONSIDERATION. NOTE: IF PAYMENT NOT RECEIVED PRIOR TO PUBLIC HEARING APPLICATION WILL CONSIDERED WITHDRAWN.
- (G) ANY OTHER CRITERIA, FACTS AND CIRCUMSTANCES THAT THE GOVERNING BODY DEEMS PERTINENT TO THE ADOPTION OF SUCH ORDINANCE. (APPLICANT WILL BE NOTIFIED IF NEEDED).

APPLICATION COMPLETED BY: Wanda Clark
 TITLE: Treasurer DATE SUBMITTED: 11/16/2023
 CONTACT PERSON: Wanda Clark TELEPHONE NUMBER: (434) 548-9263

I, Wanda Clark, AN APPOINTED OR ELECTED TRUSTEE/OFFICER FOR THE ABOVE NAMED ORGANIZATION, CERTIFY UNDER PENALTY OF LAW THAT THIS APPLICATION AND ALL ATTACHMENTS HERETO HAVE BEEN EXAMINED BY ME AND ALL INFORMATION IS TRUE AND CORRECT.

SIGNATURE OF TRUSTEE/OFFICER: Wanda Clark
 TITLE: Treasurer DATE: 11/16/2023
 SUBSCRIBED AND SWORN TO BEFORE ME THIS 15 DAY OF Nov. 2023
 NOTARY PUBLIC: Kia Hawker - Ki Hawker
 MY COMMISSION EXPIRES: 8/31/24





PITTSYLVANIA COUNTY, VIRGINIA
 ROBIN C. GOARD, COMMISSIONER OF THE REVENUE
 PO Box 272 Chatham, VA 24531
 Phone: 434-432-7940 Fax: 434-432-7957
 Email: robin.goard@pittgov.org
 Website: www.pittsylvaniacountyva.gov



**REAL ESTATE/PERSONAL PROPERTY TAX EXEMPTION
 WORKSHEET FOR EXEMPT REVENUE
 (TO BE COMPLETED BY COMMISSIONER OF THE REVENUE OFFICE)**

APPLICANT: Keeling Volunteer Fire Dept.

REAL ESTATE :

REQUESTED PARCEL ID(S)	ASSESSED VALUE	LEVY
<u>2452-64-1631</u>	<u>21,600</u>	<u>\$ 133.92</u>
_____	_____	_____
_____	_____	_____

PERSONAL PROPERTY:

DESCRIPTION OF PROPERTY	ASSESSED VALUE	LEVY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL LOSS OF REVENUE IF EXEMPT: \$ 133.92

Date of public hearing: _____ Approved or Disapproved: _____

Effective Date of exemption: _____ Signature of County Official: _____

If approved, exemption granted only for above listed items. Any changes to property must be reported to the County for an addendum to the adopted ordinance.

(Please submit copy to Commissioner of the Revenue after public hearing and Board of Supervisor action taken)

KEELING VOLUNTEER FIRE DEPT
 P O BOX 12
 KEELING, VA 24566

Acct : 153951 Dst: 04 AC:Tx
 Date : 05/25/18 Cls: 2 Ap
 Bk/Pg: LR18/02455 Zon: R-1
 Mb/Lt: Nhd: 100 0%
 Cons : 13000 Rd : 01 PAVED

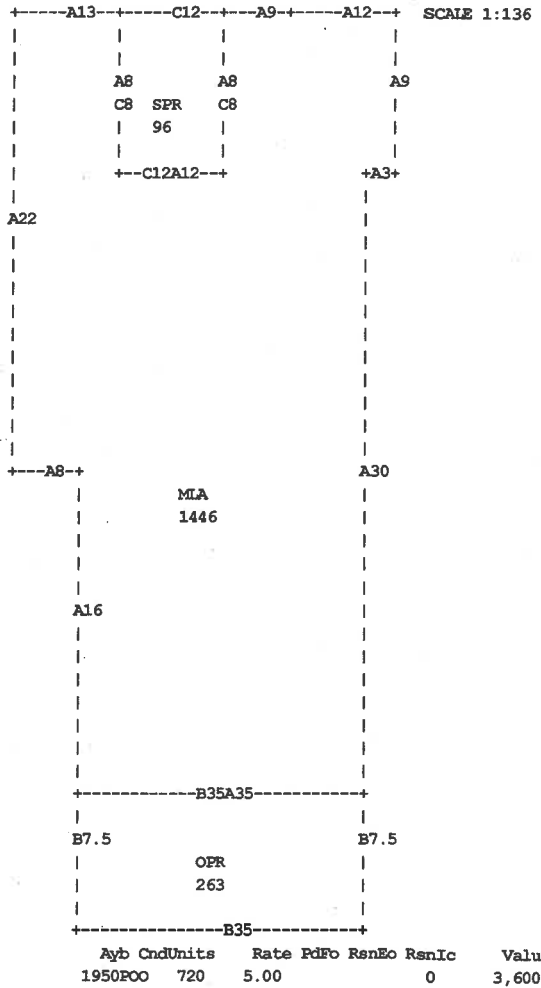
1.8800 Map #: 2452-64-1631
 1.88 Desc : ST RD 713 1.88 AC
 DB782-337 MAP DB798-37
 Lc : Util: WELL;SEPTIC
 Topo :

Card 1 of 1
 128000A0000590
 Printed:11/17/23
 Updated:MA1
 Att:

En: 1	Ev Meth:R	Item	Size	Rate	Value
Use	: 0101	SINGLE FAM	Bldg area	1446 67.26	97258
MH Code:	Fuel:	Heat	HOT A	1446 0.00	0
Yr Blt	: 1922	A/C	CENTR	1446 2.50	3615
Yr Rmd	:	Baths		1.0 0	
Cond	: 05	POOR	Attc Ufin		
Style	: 02	CONVENTIONAL	Attc Fin		
Nbr Sty:	1.0	Fp			
Foundtn:	01	CINDER BLOCK	OPR	263 22.00	5786
WL Strc:	01	WOOD	SPR	96 25.00	2400
Ext	:ASBESTOS	SHINGLE	BUP	196 5.50	1078
Roof:	02	METAL	0401	1 00.00	7500
Bsmnt:	196	Fin:	0		
Attc:	0	Fin:	0		
Rms:	5	Brms:	3		
Bths:	F 1	H 0			
Ep:	0	Chmy:	0		
Flr:	CARPET	VINYL			
Int:	02	SHEETRO	PANELING		
Des:		Bldg SubTl		117,637	
Rem:		Grd Fctr	D	0.85	
		Replc		99,991	
Gr:		Phys	-95	-94,991	
(A):	713	(R):	713		
		Func	0	0	
		Econ	0	0	
		% Comp	100	0	
		Nhd	0	0	
		Bldg Val		5,000	
		Appr:	CD	Date:09/14/22	
		Info:	E	Time: 7:59	

SCodeArea Sty
 1MLA 1446 1.0DR35/DU30/DR3/DU9/DL12/DD1/DL9/DD8/DL12/DU8/DL
 2OPR 263 DR35/DD7.5/DL35/DU7.5/
 3SPR 96 MU30/MR5/DU8/DR12/DD8/DL12/
 4BUP 196

EnEmUse	Gr LnxWd	MhCdDes	Rem
ZU GARAGE UNFIN	x	CB 24X30	



SnInSeg Type	Ac	Frnt	Dpth	Sf	TFctrLtUp	Adj%Value	Remarks	Mkt Val L	Mkt Val B	Mkt Val T	Def Val	Net Val	Old Mkt L	Old Mkt B	Old Def	Old Net
1FV2000 HOMESITE	1.88					0	13,000	13,000	8,600	21,600	0	21,600	13,000	8,600	0	21,600



Return of Organization Exempt From Income Tax

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the **2022** calendar year, or tax year beginning , **2022**, and ending , **20**

B Check if applicable:

<input type="checkbox"/> Address change	C Name of organization KEELING VOLUNTEER FIRE DEPART	D Employer identification number 31-1742299
<input type="checkbox"/> Name change	Doing business as	E Telephone number 434-792-2471
<input type="checkbox"/> Initial return	Number and street (or P.O. box if mail is not delivered to street address) Room/suite PO BOX 12	G Gross receipts \$ 72,756
<input type="checkbox"/> Final return/terminated	City or town, state or province, country, and ZIP or foreign postal code KEELING VA 24566	H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> Amended return	F Name and address of principal officer: SEE ATTACHMENT #1	H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Application pending		If "No," attach a list. See instructions.

I Tax-exempt status: 501(c)(3) 501(c)() (insert no.) 4947(a)(1) or 527

J Website: N/A **H(c)** Group exemption number

K Form of organization: Corporation Trust Association Other **L** Year of formation: 2004 **M** State of legal domicile: VA

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: VOLUNTEER FIRE DEPARTMENT FOR A RURAL COMMUNITY		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	11
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	10
	5 Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	
	6 Total number of volunteers (estimate if necessary)	6	
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	630
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year 72,126
	9 Program service revenue (Part VIII, line 2g)		
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		630
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
	12 Total revenue -- add lines 8 through 11 (must equal Part VIII, column (A), line 12)		72,756
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
	14 Benefits paid to or for members (Part IX, column (A), line 4)		
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		
	16a Professional fundraising fees (Part IX, column (A), line 11e)		
	b Total fundraising expenses (Part IX, column (D), line 25) 543		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		82,771
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)		82,771
19 Revenue less expenses. Subtract line 18 from line 12		-10,015	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year 158,854	End of Year 233,337
	21 Total liabilities (Part X, line 26)		
	22 Net assets or fund balances. Subtract line 21 from line 20	158,854	233,337

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer KEVIN WHITE	Date			
	Type or print name and title CHIEF				
Paid Preparer Use Only	Print/Type preparer's name CATHERINE HOLT	Preparer's signature CATHERINE HOLT	Date 05-11-2023	Check <input type="checkbox"/> if self-employed	PTIN P01886982
	Firm's name H AND R BLOCK	Firm's EIN 882915645	Phone no. (434) 572-3939		
	Firm's address 1014 CHARLES ST				
	SOUTH BOSTON VA 24592				

May the IRS discuss this return with the preparer shown above? See instructions Yes No

For Paperwork Reduction Act Notice, see the separate instructions. Form **990** (2022)

Commonwealth of Virginia



STATE CORPORATION COMMISSION

Richmond, October 5, 2000

This is to Certify that the certificate of incorporation of

Keeling Volunteer Fire Department, Inc.

was this day issued and admitted to record in this office and that the said corporation is authorized to transact its business subject to all Virginia laws applicable to the corporation and its business. Effective date: October 5, 2000



State Corporation Commission

Attest:

Joel H. Beck
Clerk of the Commission



Commonwealth of Virginia
Department of Taxation
www.tax.virginia.gov/nonprofit

Retail Sales and Use Tax Certificate of Exemption

Keeling Volunteer Fire Department
2200 Oak Grove Road
Keeling, VA 24566-0012

Issued Date: 10/27/2021
Expiration Date: 10/27/2026
Exemption Number: SE311742299F10272026

This letter confirms that your organization qualifies under *Code of Virginia* § 58.1-609.11 to purchase tangible personal property without paying the Virginia sales and use tax. On or after April 22, 2016, the organization may purchase meals, prepared food and catering for its use or consumption. The exemption also applies to tangible personal property sold by the organization for fundraising activities. The exemption is not applicable to the purchase of taxable services, such as hotel and motel accommodations.

To purchase tangible personal property without paying Virginia sales and use tax:

- Present a copy of this letter to each dealer.
- Pay directly from the organization's funds (i.e., debit card, credit card or checking account). Purchases by a member of the organization from his personal funds (i.e., cash, personal credit card or personal checking account) are taxable even though they may be reimbursed by the organization. If the organization issues credit cards to employees who are responsible for payment of the charges that are reimbursed by the organization, these types of transactions are taxable.
- Employees or members may NOT use this exemption certificate to purchase goods for personal use.
- The organization must establish: 1) that the provision of meals, prepared food and catering to individuals furthers an official function, mission, service or purpose of the organization; and 2) that the organization has determined to whom, when, and how the meals or food are served or consumed.

Dealers, please note the following:

- The dealer is required to have a valid certificate of exemption from each organization on file.

I certify that the item(s) being purchased will be used or consumed by the organization named above and that payment for this purchase is made to the vendor from the organization's funds.

Organization's Authorized Representative: Wanda Clark

Printed Name: Wanda Clark

Any misuse of exemption certificates will be subject to the penalties prescribed in § 58.1-623.1 of the *Code of Virginia*.

**BY-LAWS FOR
KEELING VOLUNTEER FIRE DEPARTMENT, INC
(Last amended May 9, 2022)**

ARTICLE I

CORPORATE NAME

This department shall be known as the Keeling Volunteer Fire Department Inc.

ARTICLE II

OBJECTIVES AND PURPOSES

The objectives and purposes of the department shall be to organize and operate a volunteer fire department in Keeling (Pittsylvania County), Virginia.

ARTICLE III

MEMBERSHIP

This membership of this organization shall consist of active, lifetime, limited service, and associate members whose qualifications, rights, and privileges shall be set out in the "Standard Operating Procedures/Codes of Conduct" document that will be a document maintained by the department members. Probationary members shall consist of candidate members and junior members (between the ages of 16 and 18). Guidelines are also set forth in the departments "Standard Operating Procedures/Codes of Conduct"

1. Active Members will have full voting rights in all meetings of the membership. The Chief has no active vote.
2. Lifetime members will have membership in the department but will have no voting privilege.
3. Limited-Service Members will have full voting rights in all meetings of the membership.
4. Associate Members will have no voting rights in department functions.

ARTICLE IV

BOARD OF DIRECTORS

The government of the department shall be vested in the Board of Directors. The Board shall consist of twelve (12) members, eleven (11) who are voting members, elected to said Board by a majority of vote of the members of the department. Of the eleven (11) voting members, nine (9) of the members should be "non-fire" members. At least Three (3) of said members shall be active members of the department, of one whom shall be the chief.

In the event of a death, resignation, or incapacity of a director, the members may, by a majority vote, elect a director to fill the vacancy until the next annual election of directors. At the November annual meeting, the membership will elect the Board of Directors.

The Board of Directors shall have general charge and management of the department's funds and prosperity of this department. The Board's duty shall be to carry out the purposes of the department according to its Articles of Incorporation and this set of By-Laws.

The Board shall meet at least four (4) times per year or at such other times as determined by the Board or the Officers of the Board.

ARTICLE V

OFFICERS AND DIRECTORS

The officers of the Board of Directors shall be Chairman, Vice Chairman, Secretary, and Treasure, all who shall also be directors of The Board.

The duties of the Officers of the Board shall be as follows:

A) Chairman:

- 1. He/She shall preside at all the meetings of the Board of Directors and shall call the same.**
- 2. He/She shall have the power to appoint Committees of the Board as He/She deems necessary.**
- 3. He/She shall have the power to act in any means which is not consistent with His/Her office.**

B) Vice Chairman:

- 1. He/She shall, in the Chairman's absence, assume the duties of the Chairman.**

C) Secretary:

- 1. He/She shall record the proceedings and actions of the Board at regular and special meetings.**
- 2. He/She shall preserve and coordinate all the necessary records pertaining to the Board meetings and actions.**
- 3. He/She shall carry out correspondences as directed by the Chairman or other officers of the board.**

D) Treasure:

- 1. He/She shall charge of all receipts and monies in the Department.**
- 2. He/She shall pay bills and make purchases by use of Credit Card to be issued to appropriate members, or by physical checks to be signed by Treasure and countersigned by at least one other person approved by the Board to do so.**
- 3. He/She shall keep regular accounts of all receipts and disbursements and submit His/Her own records when requested.**

ARTICLE VI

FINANCIAL OPERATION

Financial operation of the Department shall be vested in the Board of Directors. Any expenditure in excess of \$500.00 shall be approved by a majority vote of the Board of Directors.

ARTICLE VII

APPOINTMENT OFF OFFICERS AND DUTIES

The Officers of the Fire Department are Chief, Assistant Chief, Captain, Lieutenant, Secretary, and Safety Director. The Chief shall be picked by a majority of the total fire membership and approved by a majority of the total members of the Board. The Board of Directors, at their discretion, may appoint or remove a chief in the event of misconduct with three-fourths (3/4) of Board members present, and a two-thirds (2/3) vote of the present members to remove.

Definitions of misconduct:

- 1. Unacceptable or improper behavior, especially by an employee or professional person.**
- 2. Mismanagement, especially culpable neglect of duties.**

Favoritism shall not constitute a reason to override the election process. Other officers will be elected in the November meeting annually. All officers will be elected from the membership and must be in good standing for three (3) years prior to becoming an officer.

The Duties of the Chief of the Department are as follows:

- 1. He/She shall preside at all meeting of the Fire Department.**
- 2. He/She shall have the power to appoint committees from the membership as need be and shall be an ex-officio member of all such committees.**
- 3. He/She shall give report on the affairs of the organization to the Board at each meeting.**
- 4. He/She shall serve as a member of the Board. The Chief has no active vote on the Board of Directors.**
- 5. He/She shall recommend and enforce a document known as the "Standard Operating Procedures/Codes of Conduct" for the Membership.**

ARTICLE VIII

AMENDMENT TO BY-LAWS

Suggested amendment may be presented by any Board member at any scheduled meeting of the Board of Directors.

Amendment to the By-Laws made by the Membership must have a 30-day waiting period before being taken up by the Board. Amendment to the By-Laws made by the Board must have a 30-day waiting period before being taken up by the Membership. Therefore, any amendment to the By-Laws will take at least 60 days to be approved.

The suggested amendments must be approved by three-fourths (3/4) majority of those present at the Board of Directors' meeting before it can be presented to the Membership for adoption. Such suggested amendments shall then be presented to the members of the department, at which time three-fourths (3/4) majority of members present shall be required to pass said amendment with a complete record of when and how adopted and then be made available to all Members and Board Members for reference.

ARTICLE IX

RULES OF ORDER

Meetings of the Fire Department and of the Board of Directors shall be conducted according to Roberts' Rules of Order

Keeling VFD Board of Directors:

NAME	ADDRESS	PHONE (CELL)	DATE APPOINTED:
RICHARD HUGHES (CHAIRMAN)	1100 BURCH CREEK ROAD	(434) 250-5818	11/14/2022
JUSTIN DALTON (VICE-CHAIRMAN)	2179 OAK GROVE ROAD	(434) 251-8176	11/14/2022
WANDA CLARK (TREASURER)	2000 ROCKSPRINGS ROAD	(434) 548-9263	11/14/2022
CAITLIN CLARK (SECRETARY)(NON- VOTING)	1880 ROCKSPRINGS ROAD	(434)770-9726	11/14/2022
DENNIS BURNETT	2501 DODSON LANE	(434) 251-7527	11/14/2022
DENNIS CLARK	2000 ROCKSPRINGS ROAD	(434) 203-6183	11/14/2022
RICHARD COMPTON	441 GENTLEMEN'S RIDGE ROAD	(434) 548-2369	11/14/2022
ERNEST EANES	8785 KENTUCK ROAD	9434) 203-2748	11/14/2022
DAVID INGRAM	15957 OLD RICHMOND ROAD	(434) 251-7188	11/14/2022
GEORGE INGRAM	15901 OLD RICHMOND ROAD	(434) 251-7788	11/14/2022
ROBERT ROBERTSON		(434) 770-3713	11/14/2022
JEFFERY VAUGHN	7436 SLATEVILLE ROAD	(434) 251-1572	11/14/2022
KEVIN WHITE (CHIEF)(NON-VOTING)	6137 SLATEVILLE ROAD	(434) 250-8208	11/14/2022