

BYLAWS

Of

ENFIELD FIRE DISTRICT No. 1

# TABLE OF CONTENTS

<b>ARTICLE I ORGANIZATION AND TERRITORY</b> .....	4
1.1 Creation.....	4
1.2 Statutory Authority.....	4
1.3 Territorial Limits.....	4
1.4 District Offices.....	5
<b>ARTICLE II PURPOSE</b> .....	5
2.1 Purpose .....	5
2.2 The Fire Department.....	5
<b>ARTICLE III MEETINGS AND PROCEDURES</b> .....	5
3.1 Meeting Schedule.....	5
3.2 Calling of Meeting of the District.....	6
3.3 Meetings of the Board.....	6
3.4 Order .....	6
3.5 Agenda .....	6
3.6 Quorum.....	6
3.7 Executive Sessions.....	7
<b>ARTICLE IV BOARD OF COMMISSIONERS / ELECTIONS</b> .....	7
4.1 The Board.....	7
4.2 The Commissioners.....	7
4.3 Vacancies .....	7
4.4 Candidacy.....	7
4.5 Conflict of interest .....	7
4.6 Voting Procedure .....	8
4.7 Fire Department.....	8
4.8 Committees.....	9
<b>ARTICLE V OFFICERS / ELECTIONS</b> .....	9
5.1 Election of Officers.....	9
5.2 Offices Held.....	9

5.3	President.....	9
5.4	Vice President.....	9
5.5	Clerk and Treasurer.....	9
5.6	Indemnification.....	9
<b>ARTICLE VI DISCIPLINARY MATTERS .....</b>		<b>10</b>
6.1	Ordinances .....	10
6.2	Removal for Cause .....	10
<b>ARTICLE VII FISCAL YEAR AND BUDGET .....</b>		<b>10</b>
7.1	Fiscal Year.....	10
7.2	Budget .....	10
<b>ARTICLE VIII TAXATION AND BONDS .....</b>		<b>10</b>
8.1	Tax Bills.....	10
8.2	Receipts.....	11
8.3	Bonds .....	11
9.1	Preemption .....	11
9.2	Amendment .....	11

# ARTICLE I ORGANIZATION AND TERRITORY

## 1.1 Creation.

The Enfield Fire District No. 1 (herein, the "District") was established on October 15, 1896, by the authority of Chapter LVII of Senate House Bill No. 205 enacted in 1893 (herein, the "Act").

## 1.2 Statutory Authority.

On April 28, 1964, pursuant to Section 7-324 of the General Statutes of Connecticut, revision of 1958, as amended, (herein, the "Statutes") the District elected to be governed by the provisions of Sections 7-324 to 7-329, inclusive, of the Statutes, to exercise all powers and duties granted therein, and to continue its existing form of organization

## 1.3 Territorial Limits.

The territorial limits of the District are defined as follows:

Bounded north by the line which begin; at the Suffield Town line in the center of the Connecticut River (Just west of the north boundary of property now or formerly owned by St. Patrick's Church), easterly to a point at the rear boundaries of properties located on Fairview Avenue and Hillside Avenue to the centerline of Enfield Street, northerly along the centerline of Enfield Street northerly along the centerline of Enfield Street to a point at the centerline of Hazard Avenue (Conn. Route 190), then easterly along the centerline of Hazard Avenue to a point between the properties now or formerly owned by Richard P. Chmura and Stanley J. Wojnar, southerly along the property line to a point on Middle Road, southerly along the rear boundaries of properties on Glendale Road and Ellis Road to the centerline of South Road, westerly along the centerline of South Road to a point located at the centerline of South Road and Raffia Road, southerly along the centerline of Raffia Road to a point on Raffia Road located on the northern boundary of property now or formerly owned by Nicholas J. and Eva Santanella, easterly along the rear property lines of properties located on Sharp Street and Keen Court to the southern boundaries of properties now or formerly owned by Stephen and Linda Tobey, Allen D. and Julia A. French, and Edwin and Genevra H. Collins to a point on Abbe Road, then northerly along Abbe road to a point at the rear boundaries of properties located on the south side of Buchanan Road along the southern boundary of property now or formerly owned by James Furey, northerly to property now or

formerly owned by Lenora Bass to a point on Broad Brook Road, northerly along Broad Brook Road to a point where the New York, New Haven and Hartford Railroad right of way crosses, southerly along the centerline of the New York, New Haven and Hartford Railroad right of way to the Town of Ellington Town line, along the Town line to a point at the Town of East Windsor Town line, westerly along the East Windsor, Enfield, and Windsor Locks Town lines, northerly along the centerline of the Connecticut River following the Windsor Locks and Suffield Town lines to the northern boundary of the District.

Such territorial limits may be enlarged or reduced in accordance with Section 7-325(b) of the Statutes.

#### 1.4 District Offices

The offices of the District shall be located within the foregoing territorial limits of the District.

### **ARTICLE II PURPOSE**

#### 2.1 Purpose

The purpose of the District shall be to extinguish fires, and to protect all properties and life, and to do all other acts authorized by the Board of Fire Commissioners in accordance with Section 3 of the Act and Section 7-326 of the Statutes, or by the voters at a District meeting in accordance with Section 7-327(a) of the Statutes.

#### 2.2 The Fire Department

In furtherance of its corporate purposes, it shall be the responsibility of the District, acting by the Board of Fire Commissioners, to staff, fund, operate and maintain the Enfield Fire Department (herein, the "Fire Department") and to establish policies governing the activities of line officers, employee firefighters, and volunteer members thereof (collectively, "Firefighters"), and any other employees of the District, to the extent permitted by law

### **ARTICLE III MEETINGS AND PROCEDURES**

#### 3.1 Meeting Schedule.

The Annual Meeting of the District shall be held on the first Thursday of May of each year. Special District meetings shall be held as called and noticed in accordance with Section 3.2

### 3.2 Calling of Meeting of the District

The provisions of Section 7-327 of the Statutes shall govern the calling of special meetings, notice of special meetings and the Annual Meeting, and other procedural matters not specifically provided for in these By-Laws.

### 3.3 Meetings of the Board

Regular Meetings of the Board of Fire Commissioners shall be held monthly on the first Thursday of the month unless otherwise mutually agreed upon by a majority of the Commissioners.

### 3.4 Order

All meetings of the District and of the Board of Fire Commissioners shall be conducted in accordance with Robert's Rule of Order.

### 3.5 Agenda

Each regular meeting of the Board shall be organized as follows-

Commencement of Meeting;

Public Comment;

Reading and Approval of Previous Meeting Minutes;

Communications and Reports;

Old Business;

New Business;

Executive Session;

Adjournment;

Subject to such changes and adjustments deemed prudent and lawful to accommodate the course of the meeting. Minutes of each meeting shall be recorded by the Clerk and Treasurer or by a secretary of the meeting designated for that purpose.

### 3.6 Quorum.

A majority of the total number of Commissioners shall constitute a quorum for the transaction of business, and, if a quorum is present, the act of a majority of those present shall be the act of the Board, except as may be otherwise specifically provided by statute or these By- Laws.

### 3.7 Executive Sessions.

Executive sessions may be conducted for purposes consistent with the Statutes

## **ARTICLE IV BOARD OF COMMISSIONERS / ELECTIONS**

### 4.1 The Board

For the purpose of exercising all powers and duties provided by the Statutes, the Board of Fire Commissioners (hereafter, the "Board ") shall be deemed the "board of directors," and any Commissioner shall be deemed a "director" or "member of the board " as those terms are used in the Statutes.

### 4.2 The Commissioners.

Pursuant to Section 7-327(d) of the Statutes, the Board shall consist of nine Commissioners, three of whom may be elected each year to three-year terms.

### 4.3 Vacancies

The Board shall have the authority to appoint a new Commissioner upon the retirement, resignation, removal from office, death or incapacity of a Commissioner. Any vacancies in the Board, however occurring, may be filled by the Commissioners remaining in office acting by a majority vote, and any Commissioner so chosen shall hold office until the next Annual Meeting and until his or her successor shall have been elected and qualified or until his or her earlier resignation, removal from office, death or incapacity.

### 4.4 Candidacy

Candidates for election to the Board shall be placed in nomination during the regularly scheduled April monthly meeting of the Board preceding the Annual Meeting of the District in May. In order to be placed on the ballot, a candidate must be nominated and that nomination must be seconded. Candidates and those who nominate and second nominations, must be eligible to vote at meetings of the District, as set forth in Section 7 -6 of the Statutes.

### 4.5 Conflict of interest

No person who is a Firefighter as defined in Section 2.2 shall be eligible to serve as a member of the Board.

#### 4.6 Voting Procedure

Ballots for election of Commissioners shall be cast on the day of the Annual Meeting of the District. Balloting shall be from 6:00 a.m. to 8:00 p.m. at one or more of the District fire stations as advertised in at least one newspaper with local circulation. The three candidates for Commissioner who obtain the most votes shall be elected to the Board for a three-year term.

In the occurrence that only three candidates are running for the three open Commissioner positions in any year, no public balloting will take place. The Board will entertain a motion during the District Annual Meeting that the Clerk/Treasurer (or other Officer of the Board) cast one ballot for the election of the three candidates to the Commission. In addition, any resolution proposed by the Board authorizing the purchase of fire apparatus or authorizing the sale or purchase of real property shall be voted upon by District Voters at balloting on a date chosen by the Board between the hours of 6:00 am and 8:00 pm. All other matters that may properly come before the District voters shall be included on the call of the Annual Meeting or a Special District Meeting called by the Board at a date and time to be designated by the Board. Petitions requesting all day voting on such matters may be filed in accordance with Section 7-327 of the General Statutes.

#### 4.7 Fire Department.

The Board shall appoint a Chief of the Fire Department to be the Commanding Officer of the Fire Department. All line officers of the Fire Department shall be appointed by the Chief, with notification to the Board. All full-time employees of the Fire District shall be hired and terminated by the Board. The Chief shall make recommendations concerning the hiring of full-time employees and may make recommendations concerning the termination of full-time employees, but the Board shall retain the full discretion and final authority to make decisions concerning the hiring and termination of full-time employees. All members of the Fire Department, excluding full-time employees, will be appointed and terminated by a Membership Committee, which Membership Committee shall be comprised as described in the Enfield Fire Department's Process for Membership.



#### 4.8 Committees.

The Board may create one or more committees and may appoint members of the Board or electors of the District to serve on them. Each committee shall have two or more members and serve at the pleasure of the Board.

### **ARTICLE V OFFICERS / ELECTIONS**

#### 5.1 Election of Officers.

Officers of the District shall be chosen from among the Commissioners. The Board shall annually elect its officers from among the nine Commissioners within a 30 day period subsequent to the announcement of those Commissioners who have been newly elected to the Board.

#### 5.2 Offices Held.

The officers of the District shall consist of a President, Vice-President, Clerk and Treasurer (One Commissioner may serve as both Clerk and Treasurer).

#### 5.3 President.

The President of the District shall be the chief executive officer and shall have the authority, power and duties set forth in Section 7-327 of the Statutes and any other duties which may lawfully be designated by the Board.

#### 5.4 Vice President.

The Vice-President shall have the authority, power and duties set forth in Section 7-327 of the Statute and any other duties which may lawfully be designated by the Board.

#### 5.5 Clerk and Treasurer

The Clerk and Treasurer, or the officer serving in both capacities, shall have the authority, power and duties of the Clerk and Treasurer set forth in Section 7-327 of the Statutes and any other duties which may lawfully be designated by the Board.

#### 5.6 Indemnification.

The District shall indemnify Commissioners and officers of the District to the fullest extent permitted by law.

## **ARTICLE VI DISCIPLINARY MATTERS**

### **6.1 Ordinances**

The District may, at the Annual Meeting or any special meeting, adopt ordinances in accordance with the provisions of Section 7-157 of the Statutes, with penalties to secure their enforcement, for the purpose of regulating the carrying out of the provisions of Sections 7-3 24 to 7-329 of the Statutes, inclusive, and defining the duties and compensation of its officers, and the manner in which their duties shall be carried out.

### **6.2 Removal for Cause**

Any Commissioner may be removed for cause, subject to the right of a public hearing in accordance with the Statutes, (to include without limitation the violation of any ordinance adopted as set forth in Section 6.1), by majority vote of all members of the Board, and his or her successor shall be appointed in accordance with Section 4 3. Any Commissioner proposed to be removed in accordance with this Section shall be entitled to at least five days written notice by mail of the meeting of the Board at which removal is to be considered and shall be entitled to appear and show cause why he or she should not be removed.

## **ARTICLE VII FISCAL YEAR AND BUDGET**

### **7.1 Fiscal Year**

The fiscal year of the District shall begin on July 1 and shall end the following June 30.

### **7.2 Budget**

The annual budget for the District shall be adopted each year at the Annual Meeting.

## **ARTICLE VIII TAXATION AND BONDS**

### **8.1 Tax Bills.**

The District at the Annual Meeting shall fix the tax rate and the Clerk shall prepare a rate bill for delivery to the Treasurer, and the Treasurer shall have the same powers as collectors of taxes to collect and enforce payment of taxes, as provided in Section 7-328 of the Statutes. (If one officer of the Board serves as both Clerk and Treasurer, as provided in Section 5.2, that officer shall perform the duties with respect to taxation set forth in Section 7-328 of the Statutes)

## 8.2 Receipts.

All monies received by the Board on behalf of the District shall be paid to the Clerk and Treasurer.

## 8.3 Bonds

The District may issue bonds and the Board may pledge the credit of the District, all in accordance with the Statutes.

## 9.1 Preemption

These By-Laws are subject to the provisions of the Statutes, as they may be amended from time to time. If any provisions in these By-Laws are inconsistent with any provision in the Statutes, such provision of the Statutes shall govern.

## 9.2 Amendment

These By-Laws shall not be amended except by majority vote of eligible voters at the Annual Meeting or a duly called and noticed special District meeting.

Presented and adopted at the Annual Meeting held on May 7, 1992.

Amendment presented and passed at the Annual Meeting held on May 6, 1993.

Amendment presented and passed at a Special Meeting held on March 23, 1999

Amendment presented and passed at a Special Meeting held on xxxxx

