

**CROMWELL FIRE DISTRICT BOARD OF FIRE
COMMISSIONERS
BY-LAWS AND RULES OF PROCEDURE**

Adopted March 16, 2021

Effective March 16, 2021

Mission Statement:

The Cromwell Fire District is dedicated to ensuring that the preservation of life, the conservation of property and the supply of high quality potable water is our core mission. The Board carries out these missions by ensuring that fire suppression, emergency medical services, fire investigation and code enforcement, and water supply services to the Town of Cromwell are provided on a continuous basis. These services are provided by the District's Fire Department and Water Division through the management of the Board.

Article I

Name:

- A. The corporate name of this District shall be the Cromwell Fire District.

Article II

Location:

- A. In accordance with the Special Acts and Special Laws, also referred to as the District Charter, the geographical boundaries of the Cromwell Fire District shall be coterminous with those of the Town of Cromwell, Connecticut.

Article III

Definitions:

- A. The following terms as used herein shall have the meanings ascribed thereto;
 - a. **“District”** refers to the Cromwell Fire District.
 - b. **“Board”** refers to the Board of Fire Commissioner of the Cromwell Fire District;
 - c. **“District Charter”** refers to the Special Act No. 200 of the January 1927 session of the Connecticut General Assembly, as amended from time to time.
 - d. **“The District Operations Committee”** refers to the committee comprised of the Board President, Vice President and Secretary/District Clerk.
 - e. **“Voter”** refers to;
 - i. Any person who is an elector of the Town of Cromwell.
 - ii. Any citizen of the United States of the age of eighteen years or more who, jointly or severally, is liable to the District for taxes assessed against him/her on an assessment of not less than one thousand dollars (\$1,000)

on the last-completed grand list of the District, or who would be so liable if not entitled to an exemption under subdivision (17), (19), (22), (23), (25), or (26) of Section 12-81 of the Connecticut General Statutes.

f. **“By-Laws”**

- i. A rule made by a company or society to control the actions of its members.
- ii. A regulation made by a local authority; an ordinance.

Article IV

Commissioners:

- A. The Board of Commissioner of the Cromwell Fire District shall be nine (9) commissioners. Commissioners shall be elected three (3) at a time to a three (3) year term at the Annual Election.
- B. To be nominated as a candidate for election to the Board, the candidate must:
 - a. Be a voter of the District.
 - b. The voters of the District must indicate in written form their intentions to seek elected office with the District, and include an accompanying notarized letter that will contain the signature and legal addresses of two (2) additional voters of the District which will function as: 1) nominating a voter and 2) the seconding of the nomination of the voter. This written notification must be provided to the Secretary/District Clerk of the Board no less than thirty (30) calendar days prior to the Annual Meeting.
 - c. Candidates cannot be employees of any kind of the Cromwell Fire District.
- C. Absentee Votes:
 - a. In the October 2020 elections and thereafter The Cromwell Fire District shall implement Absentee Voting Ballots following the State of Connecticut Absentee Voter Ballot laws/statutes.
- D. A reminder of the elections for Commissioner with a Non-Political reminder of the date, time and place of the Annual Elections for Fire Commissioners shall be placed on the Fire Departments electronic signs, printed media and the Fire Districts web site.

Article V

Duties of Commissioners:

- A. The Commissioners shall superintend the concerns of the District, and shall adjust and settle all claims against the District and draw on the Treasurer for their payment.
 - a. **All checks drawn on District funds shall require two (2) signatures of any of the four Board Officers duly approved.**
- B. At a special meeting of the Board to be held directly following the Annual Meeting of the District for the election of members to the Board, the members of the Board shall elect from amongst themselves the following four (4) officers by paper ballot;
 - a. President,
 - b. Vice President,
 - c. Secretary/District Clerk,

- d. Treasurer.
- C. The term of each officer shall commence with such meeting and terminate on the date of the election of the members to the Board the next following year.
- D. In the event of a vacancy in an office, the members of the Board, at the next regular monthly meeting, or at a special meeting called for such purpose prior to such regular meeting, shall elect from amongst themselves a member to fill the remaining term of such office.
- E. The election of the above mentions Board Officers shall be done by written ballot following the nomination for each specific Board Office.
- F. In the event of a vacancy of a Commissioner's position from any cause prior to the expiration of his/her term, the President of the Board shall call a meeting of the Voters of the District to elect a Commissioner to fill the unexpired portion of said term. Such District Meeting shall be held within sixty (60) days of the determination by the Board of Commissioners of the existence of such vacancy.
- G. The Board of Commissioners shall require the Treasurer a sufficient bond to said District procured from a surety company conditioned for the faithful discharge of the duties of said office, and the members of the Board of Commissioner who shall neglect or refuse to require such bond shall be jointly and severally liable to the District for all money not accounted for by the Treasurer.
- H. The Board of Commissioners shall require the Treasurer to provide an annual sworn report of all receipts, expenditures, and assessments collected and uncollected.
- I. The Board of Commissioners shall designate an independent auditor to audit the financial statements and accounts of the District, and shall cause the financial statements and accounts of the District to be audited at least once annually.

Article VI

Authority, Powers and Duties of Board Officers:

- A. The President shall:**
 - a. Be the Chief Executive Officer of the District.
 - b. Preside at all meetings of the Board and District.
 - c. Call all special meetings of the District.
 - d. Be, *Ex-officio*, a member of all Board and District committees, without vote except for the purpose of breaking tie votes, or for fulfilling a quorum, then the President shall be a full voting member.
 - e. Be able to sign all checks drawn on District Funds.
 - f. Be a member of the District Operations Committee.
 - g. Provide Day-to-Day oversight of the Executive Director of District Operations, hereafter called the Executive Director, and be the primary point of contact for all Board of Commissioners business.

B. The Vice-President shall:

- a. Aid the President in the fulfilling of his/her duties and responsibilities.
- b. Have all the authority, powers and duties of the President whenever the President vacates the office, is absent, or for any cause is unable to perform the duties of the President.
- c. Be able to sign all checks drawn on District Funds.
- d. Be a member of the District Operations Committee.

C. The Secretary/District Clerk shall:

- a. Keep a record of the minutes of all meetings of the Board and District.
- b. Be the custodian of all such minutes and other records of the Board and District.
- c. Following the meeting of the District fixing the annual tax rate, prepare a rate bill apportioning to each property owner within the District such property owners proportionate share of such taxes, and deliver such rate bill to the Treasurer.
- d. Keep at all times a list of the Voters of the District.
- e. Be a member of the District Operations Committee.
- f. Be able to sign checks drawn on all District Funds.
- g. Be the depository of any and all recommended/suggested By-laws changes.

D. The Treasurer shall:

- a. Have charge of the collection and payment of all monies of the District, under such rules and regulations as the Board may prescribe.
- b. Sign all checks drawn on District funds.
- c. Oversee receipt and investment of all monies of the District in accordance with such guidelines as the Board may prescribe.
- d. Coordinate with the Executive Committee of the Board and the Executive Director in the preparation of the annual budget for submission to the Board and the Voters.
- e. Oversee maintenance of the financial records of the District.
- f. Exercise such powers as provided to towns and tax collectors by the Connecticut General Statutes to collect and enforce the payment of District taxes.
- g. Coordinate with the Executive Committee of the Board and the Executive Director for the annual audit of the District's financial records.

Article VII

Removal of a Board Officer:

- A. Should a majority of the elected Commissioners have just cause to remove a Board Officer before his one year term is up, for dereliction of duty, a simple majority vote of the whole board to remove and elect a new officer to finish the term may take place at any regular or special board meeting.

Article VIII

Annual Meeting:

- A. The District shall hold its Annual Meeting on the first Monday in October each year.
 - a. If the date of a regular monthly meeting of the Board falls upon a legal, or religious holiday, it shall be held on the next following business day. If the date of a regular monthly meeting of the Board is scheduled and an emergency situation should occur, the emergency will be determined by the President of the Board, and the President shall determine the appropriate course of action.
- B. The Board shall prepare the call for each meeting and the notice of said Annual Meeting shall be the same as legally required.

Article IX

Special Meetings:

- A. Special meetings of the District shall be held upon;
 - a. The application of ten per cent (10%) of the total number of Voters of the District or fifteen of the Voters, whichever is less to the Board, or
 - b. Upon the call of the President or any three Commissioners
- B. The Commissioners shall prepare the call for said special meetings in the same manner as required for special town meetings, and the notice of said special meetings shall be the same as legally required for special town meetings and shall also be placed on the Fire Department electronic signs and the Districts web site.
- C. Voting shall be done by verbal, show of hands or written ballot as requested by any person who legally has the right to vote on the matter under consideration and meets the definition of voter in Article III.

Article X

Quorum:

- A. Five (5) Commissioners from the Board shall constitute a quorum for conducting the business of the District.

Article XI

Other Powers:

- A. Said District and its Commissioners shall have the same duties, powers and obligations as provided under the General Statues and not inconsistent with the District Charter or these By-laws.

Article XII

Uniforms:

- A.** Commissioners may elect to have two (2) types of uniforms. One shall be a Dress Uniform and one shall be for emergency scene response.
 - a.** Commissioners' Dress Uniform: The purpose of this attire is to allow Commissioners who are not members of the Fire Department the ability to attend functions where a Dress uniform is appropriate. The Commissioners' Dress Uniform shall consist of one navy blue blazer which may be purchased by each Commissioner if he/she so chooses. Each blazer shall have a removable pocket insert that will be purchased by the District. The pocket insert will include the Commissioners' badge and Fire District patch on it. The blazer shall be worn as part of the Commissioners' Dress Uniform with dark grey pants and a white long sleeve shirt and black tie, if one is worn.
 - b.** Commissioners' Emergency Scene Response Attire: Each Commissioner shall be issued 1 NFPA compliant Hi-Visibility traffic safety vest with Cromwell Fire District Commissioner marked on the back, 1 baseball cap and 1 knit cap both marked CFD Commissioner. The purpose of this attire is to identify a Commissioner at an Emergency Scene, if he/she chooses to respond to an emergency.
 - c.** If a commissioner chooses to buy a 3 season jacket it shall be as follows;
 - i.** The emergency scene attire shall also include a high-visibility NFPA 1999 (2013) edition compliant, or equivalent, jacket with Cromwell Fire District Commissioners' identification on the back. Identification markings shall be paid for by the District.

Article XIII

Meetings of the Board of Commissioners:

A. Regular monthly meetings:

- a.** Schedule;
 - i.** The regular monthly meeting of the Board shall be held on the third Tuesday of each month.
 - ii.** Each regular monthly meeting of the Board shall start at 7:00 p.m. and adjourn not later than 10:00 p.m., unless the Board by a two-thirds majority of those present and voting extends the adjournment hour but not later than midnight.
 - iii.** If the date of a regular monthly meeting of the Board falls upon a legal holiday, it shall be held on the next following business day whenever possible.
 - iv.** If the President determines that a regular monthly Board meeting must be postponed due to inclement weather or other circumstances, the meeting will be reposted and conducted as a Special Meeting within five business days.

- b. Agenda;
 - i. The agenda for each regular meeting of the Board, accompanied by the written reports of the standing committees and any other supporting material, shall be delivered to each member of the Board on the Thursday preceding such meeting.
 - ii. By two-thirds vote of those present and voting at a Board meeting, any item received after the deadline for inclusion on the agenda may be acted upon and be considered a part of the agenda of such regular meeting of the Board.

- c. Order of Business at regular monthly meetings of the Board shall be at a minimum as follows;
 - i. Call to Order.
 - ii. Pledge of Allegiance.
 - iii. Approval of Agenda.
 - iv. Public Comment.
 - v. Reading and Approval of Prior Minutes.
 - vi. Reading of Communications and Written Appeals.
 - vii. Reports of the Executive Director, Finance Department, the Fire Department Chief, and the Water Operations Manager and.
 - viii. Reports of Committees.
 - ix. Appointments.
 - x. Consideration of Old Business.
 - xi. Introduction and Consideration of New Business.
 - xii. Commissioners' Comments.
 - xiii. Public Comment.
 - xiv. Executive Session, as needed and shall be pre-approved prior to the approval of the agenda.
 - xv. Adjournment.

B. Votes:

- a. All votes shall be by "Aye" or "Nay" and the vote of each member shall be recorded. In cases where there are no "Ayes" or "Nays", the Secretary/District Clerk shall record the vote as unanimous unless a member who did not cast an audible vote requests that such member's vote be recorded otherwise.
- b. Any motion to limit debate on a question shall require a two-thirds vote of the members present, but consisting of not less than five affirmative votes.

C. Minutes:

- a. The Recording Secretary shall keep a record of the minutes of each meeting of the Board for the Secretary/District Clerk of the Board.
- b. Meeting minutes shall be posted at a minimum in draft form no later than 2 weeks after such meeting occurred.
- c. It shall be the responsibility of the Executive Director, at the request of the Secretary/District Clerk, to make sure said minutes are posted on the District's website.

D. Attendance at Meetings:

- a. It is incumbent on each member of the Board, in the absence of compelling circumstances, to attend all meetings of the Board. Each member of the Board of Commissioners shall, in advance of the meeting if possible, notify any member of the District Operations Committee and/or the Administrative Assistant charged with keeping meeting minutes for the Board, of any absence. A member's absence shall be noted in the minutes of the meeting at which the absence occurred.

E. Conflict of Interest:

- a. No member of the Board shall participate in the Board's consideration of or action on any matter in which such member has a financial interest, directly or indirectly as a principal, surety, officer or otherwise (except as a minority stockholder of a corporation).
- b. No member of the Board shall receive any compensation directly or indirectly for any tasks, assignments or work otherwise associated with the Fire District or its vendors and suppliers.

F. Rules of Order:

- a. The proceedings of the Board shall be conducted in accordance with Robert's Rules of Order and a copy shall be present at ALL committee and sub-committee meetings.
- b. Electronic copies of Robert's Rules of Order will be made available to every commissioner.
- c. The President normally shall be the presiding officer at meetings of the Board. In the President's absence, the Vice President shall preside over the meeting. In the absence of both the President and the Vice President, the Secretary (or in the absence of the Secretary, the Treasurer) shall call the meeting to order, and the Board shall elect a "Chairman pro tem" to preside. This appointment shall expire at the adjournment of the meeting.

G. Compliance with the Freedom of Information Act:

- a. All Board meetings and Committee meetings shall be noticed and conducted in accordance with, and records of the Board shall comply with, the Connecticut Freedom of Information Act (Conn. Gen. Stat. §§ 1-200 through 1-241).

Article XIV

Committees of the Board of Commissioners:

- A. Commissioners who are assigned as the Chair of a committee are expected to hold all scheduled meetings of their committee unless exigent circumstances exist that would cause a need to cancel it. Under no circumstance shall more than two meetings in a row be cancelled. The Chair of the committee shall notify the Vice-Chair, as soon as practical, when he/she will not be able to attend said meeting. It**

shall be the duty of the Vice-Chair to run the meeting as scheduled when the Chair is unavailable.

B. Commissioners who are not assigned to a committee and wish to attend that committee's meeting may do so by following these rules of order:

- a. Any Commissioner may attend a committee meeting for a committee or sub-committee they are not a member of, provided that they attend only for the purpose of gaining knowledge about the committee or agenda as posted and they shall be recognized as members of the public only.
- b. They shall not speak on any item presented, nor offer opinion during the sub-committees or committees meeting, unless recognized by the Committee's Chair and shall have no voting powers.
- c. If questions arise during the meeting that need an answer or clarification, the Commissioner shall reduce the question to writing and submit it to the Committee Chairman for action.

C. District Operations Committee:

- a. The District Operations Committee shall be made up of the President, Vice President and the Secretary/District Clerk as stated in Article VI above.
- b. No two members of the District Operations Committee shall be appointed to the Personnel Committee.
- c. No member of the District Operations Committee shall be appointed as the Chair of The Water Operations Committee, or Chair of the Fire Operations Committee.
- d. The District Operations Committee shall be responsible for the appointments of the Standing Committees membership and Board appointments.
- e. The District Operations Committee shall be responsible for the appointments of all Special Committees membership when needed and shall appoint, and with cause may remove, the members and a chairman, and shall determine the duration of such committee's existence;
 - i. Each special committee shall have four (4) voting Commissioners and no more than the same number of non-commission members when needed. The non-commission members shall serve in an advisory capacity only, with the Tower committee being the one exception. All members of the Tower Committee shall be voting members.
 - ii. Each special committee may elect from amongst its membership such other officers as it deems appropriate.
 - iii. Each such special committee shall report to the full Board.
 - iv. Each special committee shall exercise no powers or duties other than the review or investigation of the matter so directed by the District Operations Committee, unless such additional powers and duties have been approved by the Board.
- f. For management level employees, the District Operations Committee shall make the final decision based on the recommendations from the Personnel Committee following the hiring policy manual.

D. Standing Committees:

- a. There shall be five standing committees of the Board: the Executive Committee, the Fire Operations Committee, the Water Operations Committee, the Pension Committee, and the Personnel Committee. No District employee, Fire Department Chief Officer, Fire Department Captain or Fire Department Lieutenant shall be appointed as the Chairman or Vice-Chairman of the Fire Operations Committee.
 - i. **Membership:** Except with respect to the Pension Committee, the District Operations Committee shall determine the members of each standing committee, and shall appoint, and with cause may remove, the members and a chairman for each committee. Each standing committee shall have four (4) voting Commissioners, in addition to the President who shall serve as an *ex-officio* member of the committee, and no more than the same number of non-commission members. The non-commission members shall serve in an advisory capacity only. Each standing committee may elect from amongst its membership and such other officers as it deems appropriate.
 - ii. The President as an *ex officio* member of each standing committee, other than the Pension Committee, is without vote except for the purpose of breaking ties or for fulfilling a quorum, then the president shall be a voting member.
 - iii. In accordance with the provisions of the District's pension plan documents, the Board shall determine the number of members of the Pension Committee (as of the date of adoption hereof, not less than two and not more than five members), and shall appoint the members of the committee.
 - iv. Vacancies on a standing committee shall be filled by the District Operations Committee, except for vacancies on the Pension Committee, which shall be filled by the Board. In accordance with the provisions of the District's pension plan documents, if a vacancy occurs on the Pension Committee, the members of the committee may elect from amongst the members of the Board a member to serve on the committee until such time as the vacancy is filled by the Board.

E. Standing Committees shall have the following respective duties, responsibilities and powers:

- a. The Executive Committee shall;
 - i. Develop a preliminary annual budget for timely submission to the Board.
 - ii. Review proposed budget transfers and special appropriations during the course of the fiscal year.
 - iii. Oversee the Executive Director in the creation of operational and financial policies for the District's Water Division and Fire Department Division, and refer such policies to the Board for approval.

- iv. Make recommendations to the Board as to the appointment of an independent auditor.
- v. Act as the “Audit Committee” for the District and exercise the roles and responsibilities assigned to audit committees under generally accepted accounting practices.
- vi. Oversee the Executive Director in the review of the insurance coverage for real and personal property, employees and personnel, liability and other insurable risks of the District.
- vii. Cause to be prepared and filed with the Town Clerk of the Town of Cromwell the annual report required by Conn. Gen. Stat. §7-325(c).
- viii. Approve, without prior reference to the Board, expenditures within the limitations of the appropriate line items of the annual budget, and of any approved transfers or special appropriations, for the acquisition of insurance coverage for the District.
- ix. In carrying out its responsibilities and duties, coordinate as appropriate any financial matters related thereto with the Treasurer and the Executive Director.
- x. Act as the Ethics Committee for the District. Each member of the Board shall file a disclosure statement each year with the Executive Committee related to his/her compliance with the Code of Ethics.
- xi. Carry out such other duties as are delegated to the committee by the President or the Board.

b. The Fire Operations Committee shall;

- i. Ensure that adequate funding (through the budgetary process) based on the Fire Departments needs and fleets condition is placed into the Apparatus Replacement Account for the Fire Department each year.
- ii. Be responsible for overseeing the maintenance and equipping of Fire Department vehicles.
- iii. Be responsible for overseeing the planning, maintenance and equipping, of the District’s radio communications systems and fire alarms.
- iv. Be responsible for overseeing the maintenance and equipping of Fire Department buildings, the District general offices and the District’s grounds.
- v. Review the budgetary reports for all Fire Department accounts under control of the Executive Director at least on a quarterly basis and analyze any significant variances with the Executive Director and/or his/her designee, and recommend approved transfers or special appropriations to the Board as needed.
- vi. Work with the Executive Director to review and approve to the full Board of Commissioners the annual operating and capital budgets for all accounts under control of the Fire Chief.
- vii. Carry out such other duties as are delegated to the committee by the President or the Board.

- c. The Pension Committee shall;
 - i. Exercise such powers and fulfill such responsibilities as are set out in the District's pension plan documents.
 - ii. In carrying out its responsibilities and duties, coordinate as appropriate any financial matters related thereto with the Treasurer and the Executive Director.
 - iii. Carry out such other duties as are delegated to the committee by the President or the Board.
 - iv. The Pension Committee shall have the responsibility to evaluate all options in regards to the pension plan, adhering to all State and Federal guidelines.

- d. The Personnel Committee shall;
 - i. With the exception of management level employees, be responsible for recommending employment, discharge, salaries, benefits, and hours of employment of all district employees to the Board for full approval, based on input from the Executive Director and Division Heads, following the hiring process as written in the hiring policy manual.
 - ii. Oversee negotiating any and all employment contracts of District employees and shall submit them to the full Board for approval.
 - iii. In exigent circumstances where violations might cause life safety issues, or where violations of workplace violence or sexual harassment policies have occurred and immediate action is required the Executive Director shall contact the President of the Board or his/her designee of action being taken and the President shall notify the Chairman of the Personnel committee as soon as practical. For all other instances the committee may take such actions up to suspension without referral to the Board, provided that the committee shall submit a report of its action to the Board for ratification.
 - iv. If termination is deemed necessary, the Personnel Committee and the full board shall meet and review all documentation pertaining to the offense and shall have a reasonable amount of time to reach a conclusion. If the termination is deemed necessary the full board must ratify the termination at the next regular meeting or at a special meeting called to address said issue. The employee shall have the opportunity to attend the meeting and speak in their defense.
 - v. Define the duties of all employees of the District to the extent not expressly defined by applicable law or the rules and regulations of the District, as currently in effect or as subsequently adopted or amended.
 - vi. Shall process requests for appeal of any disciplinary actions of non-bargaining unit employees and deal with employee grievances, disciplinary actions, demotions, suspensions and terminations of those employees not represented by a bargaining units CBA. The Personnel

Committee must be notified within fifteen (15) days by the employee seeking an appeal.

- vii. Shall hear all second step grievances submitted by the Collective Bargaining Units within the District.
 - viii. The Chairman and one other member shall act as members of the negotiating committee for all collective bargaining agreements held within the District along with the appropriate division head, the Executive Director and as applicable the Districts Labor Attorney.
 - ix. Shall ensure that all district supervisory personnel abide by any and all collective bargaining agreements that are currently in force within the District.
 - x. Carry out such other duties as delegated to the committee by the President or the Board.
 - xi. For employees who belong to a union the above items shall be negotiated through the collective bargaining process.
- e. The Water Operations Committee shall;
- i. Be responsible for the oversight of the Cromwell Fire Districts, Water Operations Division.
 - ii. Work with the Executive Director or Financial Advisor to review all expenditures that are not normal budgeted operating expenses.
 - iii. Report back to the full board, as necessary, the status of the Water Operations Division.
 - iv. Carry out any other duties in relation to the Water Division as requested by the board.

F. Expenditures by Standing Committees to Conform to Budget:

- a. The authority granted in Article XIV sec D above to various standing committees to approve expenditures is limited to the approval of expenditures for which there exists an unencumbered balance of an appropriate line item in the District's annual budget, or of any approved transfer or special appropriation for such purpose. Special appropriations and transfers between budget line items require the approval of the Board and, to the extent required by the District's Charter and the Connecticut General Statutes.

G. Special Committees:

- a. The President shall be, *ex officio*, a member of each special committee, without vote except for the purpose of breaking ties, or for fulfilling a quorum;
- b. When there is a need to establish special committees, these committees shall be formed by the District Operations Committee.
- c. Special committees formed by the District Operations Committee shall follow all policies, rules and bylaws of the District.
- d. Special Committees shall be in place as long as necessary to complete their assigned task or as deemed necessary by the District Operations Committee.
- e. Special Committees shall bring all requests for service, expenditures or agreements of financial obligations to the full Board for approval.

- f. District Fleet Committee (District Apparatus/Heavy Equipment Committee) shall be filled when the need arises;
 - i. Fleet means any Fire Apparatus, Specialty Apparatus, Marine Apparatus, Ambulance, Staff Vehicles, Water Division Heavy Equipment or Water Division Staff Vehicles.
 - ii. According to what type of vehicle is sought, include the respective Division head, his/her requested secondary member, and the District Mechanic in the process.
 - iii. Be responsible for outlining the specifications of all fire department fleet vehicles (Chief's car, Fire Marshal's Office car, Staff vehicle, Water Division fleet vehicles etc.)
 - iv. Be responsible for outlining the specifications of all fire department engines, aerials, rescues, specialty apparatus and marine apparatus and.
 - v. Carry out any other duties related to District Apparatus as requested by the Board.

H. Reports by Standing and Special Committees to the Board of Commissioners:

- a. Each standing committee shall prepare a written report to the Board following their meetings to be included in the agenda for each regular monthly meeting of the Board, as well as such other reports as shall be requested by the President or the Board.
- b. Each special committee shall prepare a written, or oral report to the Board to be included in the agenda for each regular monthly meeting of the Board following each meeting of the special committee, as well as such other reports as shall be requested by the President or the Board.

I. Procedures:

- a. Each standing and special committee of the Board shall act by a majority vote of those present and voting at a meeting of the committee at which quorum is present. Quorum for any committee shall consist of a majority of the members thereof. For purposes of determining quorum, the President of the Board shall be included, regardless of whether the President is serving as a voting or *ex officio* member of the committee. The proceedings of each committee shall be conducted in accordance with Robert's Rules of Order.

J. Authority of Special Committees:

- a. Each Special Committee of the Board shall not be able to conduct or cause to happen business of the Cromwell Fire District unless otherwise stated in this document, or as granted by the Board.

Article XV

Cromwell Fire District Operational Division Heads

Cromwell Fire District

A. Executive Director of District Operations:

- a. Shall operate under the provisions of his/her Employment Contract with the specific duties spelled out in his/her job description.
- b. Shall abide by all laws of the State of Connecticut.
- c. Shall abide by all collective bargaining agreements that are in force within the Cromwell Fire District.
- d. The Executive Director of District Operations shall be properly qualified for the duties of his/her office and may be removed for cause by action of the Board, within the limits of his/her employment contract.

Cromwell Fire District Division of Fire and EMS Services

B. The Fire Department Chief:

- a. Shall operate under the provisions of his/her Employment Contract with the specific duties spelled out in his/her job description.
- b. Shall abide by all laws of the State of Connecticut.
- c. Shall abide by all collective bargaining agreements that are in force within the Cromwell Fire District.
- d. The Fire Chief shall be properly qualified for the duties of his/her office and may be removed at any time for cause by action of the Board, within the limits of his/her employment contract.

C. The Assistant Fire Chief-Operations, Assistant Fire Chief-Training:

- a. All Assistant Chiefs shall be assigned to the position based on input from the Chief and Executive Director through the Personnel Committee.
- b. The Assistant Chiefs shall be properly qualified for the duties of their office and may be removed at any time based on work performance or violation of rules and regulations or the employee handbook by action of the Board.
- c. The Assistant Chiefs shall receive such compensation as provided for by the Personnel Committee as ratified by the Board of Commissioners.
- d. The Fire Chief shall evaluate the performance of the Assistant Chiefs on an annual basis and the Fire Chief shall provide reviews to the Personnel Committee for review. The Personnel Committee shall then send it to the Board of Commissioners for acceptance of the report and any necessary action.

D. Fire Department Officers, part time scheduled, part time unscheduled or volunteer:

- a. All Fire Department Officers shall be promoted, appointed or assigned, based on employment category, with input from the Chiefs of the Fire Department and Executive Director through the Personnel Committee.
- b. With the exception of career officers who shall be promoted based on the current testing process in use by the District, all other positions will be filled based on the needs of the department through input from the Chief of the Department.
- c. All officers shall be properly qualified for the duties of their office as defined by job descriptions and Standard Operating Procedures and may be removed at any time based on work performance or violation of rules and regulations or the

employee handbook by action of the Board, within the confines of any collective bargaining agreement.

E. Water Operations Manager:

- a. Shall operate under the provisions of, and within the specific duties spelled out in his/her job description.
- b. Shall abide by all laws of the State of Connecticut.
- c. Shall abide by all guidelines, mandates or recommendations of all agencies that govern public drinking water.
- d. Shall abide by all collective bargaining agreements that are in force within the Cromwell Fire District.
- e. The Water Operations Manager shall be properly qualified for the duties of his/her office and may be removed at any time based on work performance or violation of rules and regulations or the employee handbook by action of the Board.

Cromwell Fire District Division of Communications

F. Communications Manager:

- a. Shall operate under the provisions of, and within the specific duties spelled out in his/her job description.
- b. Shall abide by all laws of the State of Connecticut and any other agencies that govern emergency communications centers.
- c. Shall abide by all collective bargaining agreements that are in force within the Cromwell Fire District.
- d. The Communications Manager shall be properly qualified and certified for the duties of his/her office and may be removed at any time based on work performance or violation of rules and regulations or the employee handbook by action of the Board.

Article XVI

Suspension, Alteration or Amendment of the By-Laws and Rules of Procedure:

- A. These By-laws and regulations may be added to, altered, repealed or amended by a majority of the voters present at any special or annual meeting of the District duly warned and held.