

BY-LAWS OF THE CROMWELL FIRE DISTRICT

Adopted November 18, 1927

As Amended May 15, 2012, September 30, 2013 & June 30, 2017

Mission Statement:

The Cromwell Fire District is dedicated to ensuring that the preservation of life, the conservation of property and the supply of potable water is our core mission. The District carries out these missions by providing fire suppression, emergency medical services, fire investigation, fire code enforcement and water supply services to the Town of Cromwell. These services are provided by the District's Fire Department, Fire Marshal's Office and Water Division.

Article I

Name:

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

Article II

Location:

- A. In accordance with the District Charter, the geographical boundaries of The Cromwell Fire District shall be coterminous with those of the Town of Cromwell.

Article III

Definitions:

- A. **The following terms as used herein shall have the meanings ascribed thereto:**
 - 1. ***"District"*** refers to the Cromwell Fire District.
 - 2. ***"Board"*** refers to the Board of Fire Commissioners of the Cromwell Fire District.
 - 3. ***"District Charter"*** refers to Special Act No. 200 of the January 1927 Session of the Connecticut General Assembly, as amended from time to time.
 - 4. ***"The District Operations Committee"*** refers to the Committee comprised of the Board President, Vice President and Secretary/District Clerk.
 - 5. ***"Voter"*** refers to:
 - i. Any person who is an elector of the Town of Cromwell, and
 - 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.

Article IV

Commissioners:

- A. The Board of Commissioners of the Cromwell Fire District shall be nine (9) Commissioners, three (3) of whom shall serve for one (1) year, three (3) of whom shall serve for two (2) years and three (3) of whom shall serve for three (3) years from the first annual meeting, and their successors shall be elected for a term of three (3) years each.

- B. To be nominated as a candidate for election to the Board, the candidate must:**
 - 1. Be a Voter of the District, and
 - 2. 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.

Article V

Powers of Commissioners:

- A. The Board of 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.

- B. At a special meeting of the Board to be held directly following the annual meeting of the District for the election of members of the Board, the members of the Board shall elect from amongst themselves the following five (5) officers:
 - 1. President,
 - 2. Vice President,
 - 3. Secretary/District Clerk,
 - 4. Treasurer and,
 - 5. Assistant Treasurer.

- C. The term of each such 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. 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.

- F. 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.
- G. The Board of Commissioners shall require the Treasurer to provide an annual sworn report of all receipts, expenditures, and assessments collected and uncollected.
- H. 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

Duties of Officers:

A. The President shall:

- 1. Be the Chief Executive Officer of the District;
- 2. Preside at all meetings of the Board and District;
- 3. Call all special meetings of the District;
- 5. Be, ex-officio, a member of all Board or District committees; and
- 6. Be a member of the District Operations Committee.
- 7. Provide day-to-day oversight of the Executive Director and be the primary point of contact for all Board of Commissioners' business.

B. The Vice President Shall:

- 1. Aid the President in the fulfilling of his/her duties and responsibilities;
- 2. 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; and
- 3. Be a member of the District Operations Committee.

C. The Secretary/District Clerk shall:

- 1. Keep a record of the minutes of all meetings of the Board and District;
- 2. Be the custodian of all such minutes and other records of the Board and District;
- 3. 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;
- 4. Keep at all times a list of the Voters of the District; and
- 5. Be a member of the District Operations Committee.

D. The Treasurer shall:

- 1. Have charge of the collection and payment of all monies of the District, under such rules and regulations as the Board may prescribe;
- 2. Sign all checks drawn on District funds;

3. Receive and invest all monies of the District in accordance with such guidelines as the Board may prescribe;
4. Coordinate with the Executive Committee of the Board and the District Executive Director in the preparation of the annual budget for submission to the Board and the Voters;
5. Oversee maintenance of the financial records of the District;
6. Exercise such powers as provided to towns and tax collectors by the Connecticut General Statutes to collect and enforce the payment of District taxes; and
7. Coordinate with the Executive Committee of the Board and the District Executive Director for the annual audit of the District's financial records.

E. The Assistant Treasurer shall:

1. Aid the Treasurer in the fulfilling of his/her duties and responsibilities;
2. Have all the authority, power and duties of the Treasurer when the Treasurer vacates the office, is absent, or for any cause unable to perform the duties of the Treasurer.

Article VII

Annual Meeting:

- A. The District shall hold its Annual Meeting on the first Monday of October in each year.
 1. 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. 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 VIII

Special Meetings:

- A. Special meetings of the District shall be held upon:
 1. 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
 2. Upon the call of the President, District Operations Committee 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.

Article IX

Quorum:

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

Article X

Other Powers:

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

Article XI

Repeal and Amendments:

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