

**SECTION I  
GENERAL PROVISIONS**

Article I Annual Meeting

The annual meeting of the District shall be held on the 3<sup>rd</sup> Monday of the month of May. The meeting shall be held for the following purposes:

- (1) To present to the District the annual report of the District Officers.
- (2) To act upon the District Fire Commissioners recommended appropriations for the ensuing year.
- (3) To levy a District Tax.
- (4) To elect District Officers.
- (5) To transact any other business proper to come before said meeting, Special Meetings may be called by majority vote of the Commissioners. Special Meetings shall be conducted under Roberts Rules of Order.

Article II Notice of Meeting

Notice of Annual Meeting or Special Meeting will be by publication in newspaper having its circulation in the Town of Enfield and shall appear at least (10) days prior to said meeting, by posting the notice of said meeting on the front door of the fire station.

Article III Presiding Officer of Meetings

The presiding officer of the annual meeting, or any special meeting, shall be a Moderator (excluding District Fire Commissioners) chosen from the floor by a majority vote, and shall preside throughout the length of the meeting. It shall be the duty of the Moderator to see that no person shall vote at said meeting unless he or she meets on of the following criteria:

- (1) Such person is a legally registered voter in the Town of Enfield and resides within the District boundaries: or
- (2) Such person is a taxpayer of the District.

Article IV – Size of Water Line

Any pipe line, water main or hydrant installation laid or installed in the District shall conform to the standards prescribed by the Board of Commissioners. All business, commercial or industrial establishments shall have hydrants not more than five hundred (500) feet apart. In the event of a divided road, the hydrant spacing shall be provided on both sides. All other

hydrant requirements shall be as specified by the Board of Commissioners and recognized by the National Fire Code Standards.

#### Article V – Use of District Property

No person without proper authority shall use any fire apparatus, equipment, name, title or building for any private purpose, nor shall any person take away or conceal any article used in any way by the Fire District or Department. The Fire Department and benevolent association is granted permission to use said building, its facilities and equipment. Any other private use of the building, its facilities, apparatus and equipment must have a majority approval of the Board of Fire Commissioners.

#### Article VI – Fire Department Operating Standard

When not specifically referenced in the By Laws of the Hazardville fire District, the District, at their discretion, will follow The National Fire Codes written by the National Fire Protection Association. This national recognized standards setting organization has a complete set of fire grounds practices, vehicle maintenance, protective personal firefight gear requirements, physical requirements for personnel, fire grounds and vehicle staffing requirements, etc. that the Board of Fire Commissioners, along with the Fire Department, will use in operating the Fire Department and District.

### **SECTION 2 DISTRICT OFFICERS**

#### Article I- Governing Body

The governing body of this District shall consist of three (3) members to be known as the District Fire Commissioners and shall be elected by ballot at the annual meeting for a term of three (3) years or until their successors are elected. At their initial vote, they shall be elected in the following manner:

One Commissioner shall be elected for a three (3) year term.

One Commissioner shall be elected for a two (2) year term.

One Commissioner shall be elected for a one (1) year term.

Persons, not presently Fire Commissioners, who wish to be placed into nomination for the elected to the position of Fire Commissioner, must file a letter of intent to run for said position. Along with this, it is requested that a brief letter of introduction along with reasons that they feel make them

qualified to fill position as Fire Commissioner be submitted to the District Clerk no later than 30 days prior to the annual Meeting. This meeting is held on the third Monday of May. These papers will be available for public review at any time at the Fire Station and will also be read aloud during the District Meeting.

The District Fire Commissioners shall elect a Chairman at their first meeting which shall be held at the next regular meeting after the annual meeting. If a vacancy occurs in the Board of Fire Commissioners during the year, such vacancy shall be filled by a majority vote of the remaining Commissioners.

The District Fire

Commissioners shall develop and maintain written personnel policies as well as policies and procedures concerning property and equipment of the District.

No Commissioner may be an active fire fighter (either a paid fire fighter or volunteer fire fighter) in the Hazardville Fire District or any other District in the Town of Enfield.

#### Article II – Secretary-Treasurer

The Secretary-Treasurer shall be a Fire Commissioner and be appointed by majority vote of the District Fire Commissioners.

#### Article III – Fire Marshal

The District Fire Marshal, any Deputy Fire Marshals and any Inspectors shall be appointed by majority vote of the District Fire Commissioners. Regulations concerning the office of the District Fire Marshal shall conform to Chapter 541 of the Connecticut General Statutes and any amendments thereto. All functions of the District Fire Marshal, any Deputy Fire Marshals and any Inspectors shall be under the direction of the Fire Chief so long as those functions are consistent with the Connecticut General Statutes Section 29-292 et se and the Fire Chief is certified and maintains said certification as outlined in Connecticut General Statutes Section 29-298. The Fire Marshal shall submit a report to the Fire Chief and District Fire Commissioners monthly or as required, regarding all activities performed in their capacity during the previous month

#### Article IV – District Fire Chief, District Deputy Chief and Assistant Chief

- (1) The District Fire Chief, The District Deputy Chief and the Assistant Chief shall be appointed by the Board of Fire Commissioners at their first meeting in June as provided for therein. The minimum qualifications for the position of the Deputy Fire Chief and Assistant Chief shall be posted

and shall include but not limited to, certification and training courses completed, line supervision experience. Length of service and attendance. The posting shall be printed in a personnel policy handbook which may be changed and updated from time to time by the commissioners

The Deputy Fire Chief and Assistant Chief may be nominated by the Hazardville Fire Department members at its election of officers meeting in January of each year. Said nominations shall be provided to the Board of Fire Commissioners. The Board of Fire Commissioners will either approve the nominations of senior officers in total, may disapprove in part or may disapprove in total. The nomination of the candidates not accepted by the Commissioners shall be returned with specific reasons for objections to said nominations. The Commissioners shall reserve the right to take appropriate disciplinary action deemed necessary to suspend and/or remove from office any of the above named officers for incompetence, poor attendance or a petition from the members of the Hazardville Fire Department on the basis of poor leadership.

- (2) The District Fire Chief shall enforce the Operating Procedures and Policies of the Board of Fire Commissioners. Where specific policies are lacking The District Fire Chief's orders in all matters pertaining to the affairs of the Department shall be construed as acceptable and reported to the Board of Fire Commissioners for final action.
- (3) The District Fire Chief shall have functional jurisdiction over every member Of the Fire Department (paid or volunteer) and all apparatus and Appurtenances pertaining thereto.

The District Fire Chief shall make monthly inspections to assure himself the Department and apparatus meet proper standards of efficiency. Any discrepancies will be reported by the District Fire Chief to the Board of Fire Commissioners at its next regular meeting.

Completed records of all fires and other matters pertaining to the Fire Department shall be the responsibility of the District Fire Chief and must be kept in his office or some other safe and suitable place as designated by him, for the period prescribed by the Connecticut State Statutes.

The District Fire Chief, whenever possible, shall attend all fires and have sole control of said fire and all members of the Fire Department, all apparatus and appurtenances belonging to the District and shall direct such measures as he shall deem expedient for extinguishing of such fires.

The District Deputy Chief shall perform such duties as the Board of Fire Commissioners may prescribe from time to time and also as the District Fire Chief may direct.

In the absence of the District Fire Chief, the District Deputy Chief shall possess all of the powers of the District Fire Chief.

#### Article V- Fire Commissioners

All Fire Commissioners of the District shall be residents of the District and voters of the Town of Enfield. It shall be the responsibility of the Fire Commissioners to ensure the availability of fire service for all sectors of the Hazardville Fire District and to provide long range planning and development which is directed toward the growth of fire protection to meet future needs. The Fire Commissioners shall be vested with full authority to reach agreement to establish a tax rate to provide funding for the purchase of equipment, apparatus, facilities and funding for salaries and other costs to operate the Hazardville Fire District. The Fire Commissioners shall be responsible for providing a means for dispatching and communication in the District Fire Department as well as other Department in the Town of Enfield.

### **SECTION 3 DUTIES OF COMMISSIONERS AND OFFICERS**

#### Article I – District Fire Commissioners Meeting.

The District Fire Commissioners shall meet at least once every month or at the call of the Chairman of the District Fire Commissioners. The Secretary – Treasurer of the District shall be clerk of the meetings of the District Fire Commissioners. It shall be the responsibility of each Commissioner to attend each District meeting.

#### Article II – Disposal of District Property

The District Fire Commissioners have the responsibility for all District property and equipment; however, no agreement (s) regarding the District property or equipment exceeding the value of One Thousand Dollars (\$1000.00) or any one item will be recognized as valid unless such agreement is approved by the majority vote at an annual or special District meeting.

#### Article III- Remuneration

The District Fire Commissioners shall recommend the amount of Remuneration for all paid personnel at their June meeting.

#### Article IV-District Vacancies

In the event of any vacancy of any office in the District, it shall be the duty

of the District Fire Commissioners to appoint any qualified person to the vacant office to serve out that term.

#### Article V - Revenue

All monies received in the District shall be deposited in the general fund by the Secretary-Treasurer.

#### Article VI - Bonding

The Secretary-Treasurer, Chairman of the District and the Volunteer Firefighter Pension Plan Trustee shall be bonded at least in the amount of twenty percent (20%) of the estimated revenue.

#### Article VII – District Records

The District Fire Commissioners shall see that complete and accurate record are maintained and available in a protected area on District property.

#### Article VIII – Fire Marshall Reports

The Fire Chief will submit a copy of the Fire Marshal's report as submitted to him by the Fire Marshal to the Board of Fire Commissioners at each monthly meeting.

#### Article IX – Annual Reports

The Fire Chief and Fire Marshal shall make complete annual reports to the District Fire Commissioners within one (1) month prior to the annual District Meeting summarizing the years activities for presentation at the Annual meeting.

### **SECTION 4 EXPENDITURES**

#### Article I – Contracts and Agreements

All contracts and agreements on behalf of the Hazardville Fire District for the purchase of hydrants, fire fighting equipment any other equipment, services or materials deemed necessary or relating to changes or improvements to the land or buildings of the District must be counter – signed by the Chairman and at least one (1) other Commissioner. Said contracts and agreements shall be invalid unless monies for such contracts and agreements have been specifically appropriated at a District meeting

Article II – Liabilities of the District

The District shall not be liable for any indebtedness incurred by any member or officer of the District unless an authorized order has been issued by the District Fire Commissioners or specifically appropriated at the District Meeting or with the authorization of the Chief or his representatives.

Article III – Payment of Bills

The Secretary Treasurer shall pay all bills of the Hazardville Fire District. All checks in excess of three thousand dollars (\$3000.00) to be valid must be signed by both a member of the Fire Commission and the Secretary-Treasurer. Checks fewer than three thousand dollars (\$3000.00) require only the Secretary-Treasurer's signature.

Article IV Reserve

An established appropriation shall be established annually as a Reserve Fund to be used at the discretionary approval of the District Fire Commissioners.

Article V- Unused Appropriations

Any unused balance of any appropriation shall be returned to the general fund at the end of the fiscal year

Article VI- Competitive Bids

Competitive bids shall be generated on any expenditure that the Commission feels would generate a savings to the District.

**SECTION 5  
FIRE DEPARTMENT**

Article I – Appointments

All vacancies in the Fire Department shall be filled upon recommendation of the Chief and Deputy Chief(s) and appointment shall be made by the District Fire Commissioners within thirty (30) days. Probationary period to be six (6) months. All members shall be able bodied citizens, residing in the Town of Enfield. Physical examinations shall be required prior to appointment and shall be further required every two years for regular members. Junior Auxiliary Members (age 16-18) may be appointed within the discretion of the

District Fire Commissioners. In addition, the District Fire Commissioners shall adopt personnel rules.

**SECTION 6  
ORDINANCES**

Article I – Fire Prevention – Bureau Code

The Hazardville Fire District hereby adopts a Fire Prevention Bureau Code Empowers and empowers said District Fire Commissioners to set up ordinances and regulations (Connecticut General Statutes Section 7-339) including fines for the purpose of governing conditions hazardous to life and property within the limits of the District.

Article II – Enforcement of Fire Code

The Connecticut Fire Safety Code on file with the District Fire Commissioners and as issued by Connecticut General Statutes Section 541 of the Connecticut General Statutes is hereby adopted and shall be enforced by a Fire Marshal appointed by District Fire Commissioners.

**SECTION 7  
BY-LAWS**

Article II – Validity of By-Laws

Should any provision of these rules and regulations be held to be unconstitutional or invalid, such decision shall not affect its validity as a whole, or part thereof other than the part so held to be invalid.

Article III- Adoption of By-Laws

These by-laws were adopted by District voters at a meeting held on May 15, 2006, including any and all amendments thereto as agreed upon at any District meeting.