

Western Coventry Fire District

1110 Victory Highway

Greene, RI 02827

(401) 397-7520

By-Laws Committee

As of January 2017

Members

Board Members

Steve Bousquet

Richard Holt

Robert Hevey

Taxpayer

Firefighter/EMT

Capt. Robert Mann

**Western
Coventry Fire
District
By-Laws**

As Adopted 4/3/17

Article 1

Purpose

- 1.1 The purpose of these By-Laws is to set forth the management and operation of the Western Coventry Fire District in accordance with the Western Coventry Fire District Charter and the applicable State of Rhode Island and Providence Plantations General Laws.
- 1.2 These By-Laws shall take effect upon approval by the Qualified Voters at a Special or Annual Meeting.

Article 2

District Meetings

- 2.1 The Annual Meeting of the District shall occur, as specified in the Charter, on the first Monday of April in each year. Twenty Qualified Voters shall constitute a quorum. The Clerk of the District shall cause notices, stating the time and place of the Annual Meeting, to be posted in at least three conspicuous places in the District at least five (5) calendar days before the date of the meeting. The Clerk will also cause notice of said meeting to be inserted in a newspaper published in Kent County at least five (5) calendar days before the date of said meeting and to post such notice on the official website of the Secretary of State.
- 2.2 Special Meetings of the District shall be called on the petition in writing of a majority of the Board of Directors or of twenty Qualified Voters of the District. It shall be the duty of the Clerk to call the meeting by giving notice in the same manner as for the Annual Meeting. The agenda of the meeting shall be stated in the call and no other business may be transacted at such Special Meeting. Twenty Qualified Voters shall constitute a quorum.
- 2.3 Annual and Special meetings will be generally conducted in accordance with Roberts Rules of Order and shall follow the agenda provided in the Official Call of the meeting.
- 2.4 Votes at Annual or Special Meetings shall be by Qualified Voters of the District. Each person qualified to vote shall vote in person.
- 2.5 Alterations of or additions to the District By-Laws may be considered at Special Meetings or Annual Meetings. A tracked changes copy of the proposed amended

By-Laws must be available on the WCFD website and hard copies available at the Fire Station at least five (5) days prior to the Special Meeting or Annual Meeting. Enactment of any alteration of or addition to the District By-Laws shall require the affirmative vote of a majority of the Qualified Voters present and voting.

- 2.6 All meetings shall follow the agenda provided in the Official Call of the meeting and be in compliance with State of Rhode Island and Providence Plantations Open Meetings Act (OMA) (R.I. Gen . Laws Section 42-46-1 et. seq.).

Article 3 Officers of the District

- 3.1 The District shall have an elected Board of Directors comprised of five (5) members, the duties, responsibilities and terms of office of such Board Members shall be as specified in these By-Laws.
- 3.2 The District shall also have a Moderator, a Clerk, a Treasurer, and a Tax Collector, all of whom shall be elected by the Qualified Voters of the District as specified in these By-Laws. The duties and responsibilities of such officers shall be as specified in these By-Laws. The terms of Moderator, Clerk, Treasurer, and Tax Collector shall be for three (3) years.

Article 4 Elections and Vacated Positions

- 4.1 Elections for the positions of Board Member, Moderator, Clerk, Treasurer and Tax Collector shall be held at the District's Annual Meeting, for each position for which the term of office has expired or which is vacant.
- 4.2 The Clerk of the District shall cause notices, stating the time and place to send notices of intent to run for an elected office prior to December 1 of the year preceding the elections to be posted in at least three conspicuous places in the District. The Clerk will also cause notice to be inserted in a newspaper published in Kent County on or before December 1 of the year prior to said meeting. All candidates for elected positions must file a declaration of candidacy with the Clerk of District no later than December 31, of the year preceding the respective election.

- 4.3 The Clerk shall publish a list of all qualified candidates a minimum of thirty (30) days prior to the Annual Meeting in at least three conspicuous places in the District.
- 4.4 **VACANCIES CREATED BETWEEN THE ANNUAL MEETING AND DECEMBER 31 OF THE SAME YEAR:** Should the Clerk, Treasurer, Tax Collector or a Director vacate his/her position between the date of the Annual Meeting and December 31 of the same year, the Moderator may appoint a Qualified Voter with Board of Directors approval to fill the vacated position for a term of only up to the following Annual Meeting. Should the Moderator vacate his/her position between the date of the Annual Meeting and December 31 of the same year, the Board of Directors may vote to appoint a Qualified Voter to fill the vacated position for a term of only up to the following Annual Meeting. The position will then be filled by election at the following Annual Meeting for a term up to the expiration date of the original term of the vacating Clerk, Treasurer, Tax Collector, Moderator or Director by a candidate who filed his/her intention to run with the District Clerk prior to the specified December 31 deadline. In the event there are one or more additional seats on the Board of Directors to be voted upon at the Annual Meeting, the number of votes by descending order received by the candidate as compared with the remaining terms of the vacated seats, also in descending order, will dictate which candidate will fill which vacated seat.
- 4.5 **VACANCIES CREATED BETWEEN DECEMBER 31 AND THE ANNUAL MEETING OF THE FOLLOWING YEAR:** Should the Clerk, Treasurer, Tax Collector or a Director vacate his/her position after December 31 and before the following Annual Meeting, the Moderator may appoint a Qualified Voter with Board of Directors approval to fill the vacant position for a term only up to the second Annual Meeting following the creation of the vacancy. Should the Moderator vacate his/her position after December 31 and before the following Annual Meeting, the Board of Directors may vote to appoint a Qualified Voter to fill the vacant seat for a term only up to the second Annual Meeting following the creation of the vacancy. If the term of this position would have expired at the Annual Meeting following the time the position became vacant, then the duration or any part thereof between the following two (2) Annual Meetings that the appointee serves shall be considered the first year of a standard three (3) year term and an election must take place for the remaining two (2) years of the term at the 2nd Annual Meeting following the vacancy.
- 4.6 No person shall hold more than one elected position in the Western Coventry Fire District organization at the same time.

Article 5

District Organization

- | 5.1 The Western Coventry Fire District shall be to provide fire and rescue services primarily to the residents of the District.

- 5.2 The Fire and Rescue Department shall be supervised by a Chief or his/her designee. The qualifications of Chief of the Department shall be as specified by the Board of the District.

- 5.3 The Department shall have a Firefighter (FF) and Emergency Medical Technician (EMT) membership. Said members shall stay qualified and current in either or both classification(s) (EMT and/or FF) with all proper certifications and trainings.

- 5.4 The fiscal year of the District is the twelve (12) months ending on the last day of February.

- 5.5 The Districts annual financial statements shall be audited by a qualified Certified Public Accountant. The process of selecting and approving the Certified Public Accountant shall be done in accordance with the State of Rhode Island's requirements.

Article 6

Board of Directors

- 6.1 The District Board of Directors, consisting of five (5) elected District Qualified Voters not on the current Western Coventry Fire and Rescue Department roster, is responsible for setting the policies of the District and supervising the Department. Such Board shall hold regular public meetings and publish a schedule on the Secretary of State's website.

- 6.2 The Chairperson and Vice-Chairperson of the Board of Directors shall be elected by the members of the Board of Directors at the first Board meeting immediately following each Annual Meeting. The Chairperson and Vice-Chairperson shall serve for one (1) year or until a new election takes place.

- 6.3 The members of the District Board of Directors shall serve staggered terms of three (3) years. Vacant seats on the District Board of Directors shall be filled by

- election at District Annual Meetings. The Board Seats shall be numbered 1,2,3,4, and 5. Seat numbers have no ranking purpose but are intended for the purpose of tracking only. Each Director's seat assignment/number will not be changed for the duration of the Director's term.
- 6.4 In the event of a tie vote for a Director's position, voting is to be repeated for only those seats for which the tie exists.
 - 6.5 The Board of Directors shall be responsible for the overall management of the District. This includes the directing of the District in accordance with the Charter, the By-Laws and the adherence to sound fiscal practices and statutes, rules and regulations that pertain to the District.
 - 6.6 The Board of Directors shall ensure the District's compliance with the State of Rhode Island's Access to Public Records Act (R.I. Gen. Laws Section 38-2-1 et. seq.) To this end the Board of Directors shall establish and maintain a WCFD SAP setting forth a procedure for obtaining District's public records. The Board of Directors shall also ensure the District's compliance with the State of Rhode Island's Open Meeting Act (R.I. Gen. Laws Section 42-46-1 et seq.).
 - 6.7 The Board of Directors shall hold the Chief of the Fire and Rescue Department responsible and accountable for ensuring that the Department members are satisfactorily equipped, trained and experienced for the tasks to which they are assigned.
 - 6.8 The Board of Directors shall depend on the input of the Chief and the qualified and certified Department members with regard to matters relating to the management of fire and rescue matters of a technical nature.
 - 6.9 The Board of Directors shall submit a written report of their activities during the preceding fiscal year at each Annual Meeting.
 - 6.10 A quorum of three (3) Board of Directors members shall be required to conduct District business.
 - 6.11 The Chairperson of the Board of Directors shall annually evaluate the Chief in writing in accordance with the approved procedure and discuss such evaluation with the individual.

- 6.12 The Board of Directors shall present to the taxpayers, for election at an Annual Meeting, the names of applicants that desire to be elected.
- 6.13 The Board of Directors shall establish Standard Administrative Procedures to provide for the management and operation of the District.
- 6.14 All District Officials, when acting in an official capacity, shall publically convey only the position of the majority of the Board of Directors.
- 6.15 In all disciplinary cases within the Department involving any potential liability to the District, the decision to proceed with a formal disciplinary action of any degree must be immediately shared with the Chairman of the Board of Directors or designee. Then, a brief description of the incident and disciplinary action is to be included in the Chief's report given in executive session of the next regular or special Board of Directors meeting following the disciplinary action. The Board of Directors shall intervene only if the disciplinary action is appealed or if the Board of Directors' determine that it is necessary to do so. Any disciplinary process shall be in compliance with State of Rhode Island and Providence Plantations Open Meetings Act (OMA) (R.I. Gen. Laws Section 42-46-1 et. seq.).
- 6.16 The Board of Directors shall make such rules and regulations for the governance of the Western Coventry Fire District that are not in conflict with the laws of the State of Rhode Island, Town of Coventry, nor inconsistent with the Charter or these By-Laws.
- 6.17 The Board of Directors shall ensure that all Standard Administrative Procedures that are approved by the Board of Directors for the governance of the Western Coventry Fire District are in place, are kept up to date, and are enforced.
- 6.18 At the Board of Director's discretion, a Director, who upon missing three (3) consecutive or four (4) of the previous twelve regular board meetings without a valid work or medical absence, shall be deemed as vacating his/her seat with the Western Coventry Fire District Board of Directors, and the seat will be filled according to the provisions of Sections 4.4 or 4.5.
- 6.19 The Board of Directors will set all policies regarding the procedures to be used in revenue collections and debt payments.

- 6.20 The Board of Directors is responsible for the preparation and approval of the proposed budget. The proposed budget shall be voted upon by the Qualified Voters at the Western Coventry Fire District Annual Meeting.
- 6.21 The Board of Directors shall review the income and expenses of the District and make recommendations where necessary.
- 6.22 The Board of Directors shall set a rental schedule for all District properties.
- 6.23 The Board of Directors shall approve all expenditures for non-budgeted items greater than one-thousand (\$1,000) dollars in advance.
- 6.24 The Board of Directors shall be empowered to spend Apparatus Capital Equipment Funds on capital equipment in direct support of the fire and rescue operations. Such total expenditures and or commitments of the Apparatus Equipment Fund greater than \$10,000 during any given fiscal year shall be approved by the District Qualified Voters.
- 6.25 The Board of Directors shall present all other proposed expenditures not addressed in Section 6.24 at a Special Meeting for Qualified Voter approval.
- 6.26 The Board of Directors shall receive and respond on the District's behalf to all legal matters concerning the District.
- 6.27 The Board of Directors shall create Committees and define the purpose of each Committee. The Chairperson of such Committee may recommend additional members subject to the Board of Directors approval. The Committees report to the Board of Directors and the Committee Chairperson shall periodically report all activity and recommendations to the Board of Directors.
- 6.28 The Board of Directors shall determine the salaries of all District Officials and Department personnel.
- 6.29 The Board of Directors shall be empowered to sell or otherwise dispose of any unneeded property or equipment.
- 6.30 The Board of Directors shall ensure that the annual financial statements are audited in accordance with Section 5.5.

- 6.31 The Board of Directors shall perform other duties as defined in the WCFD SAPs approved by the Board of Directors.
- 6.32 Should circumstances beyond the control of the Board of Directors prevent the Annual Meeting from occurring as scheduled the Board of Directors shall also select an alternate date for the rescheduled Annual Meeting. The alternate date for the Annual meeting shall be advertized in the Annual Meeting notice and shall be the next feasible Monday of April. The authority of the Directors and Elected Officers shall continue until the rescheduled Annual Meeting.

Article 7

Moderator

- 7.1 The Moderator shall preside at all of the Annual and Special Meetings of the District and shall strictly observe and maintain the provisions of the Charter and By-Laws.
- 7.2 An appeal from the Moderator's ruling may be taken in the usual manner and a majority vote shall be sufficient to over-rule the Moderator's decision; but such an appeal shall be stated simply by the appellant and shall not be debatable.
- 7.3 The Moderator may order a paper ballot or a show of hands. Upon the demand of any five (5) Qualified Voters, the Moderator shall order a paper ballot or a show of hands.
- 7.4 The Moderator shall be an Ex-Officio Member of the Board of Directors.
- 7.5 The Moderator shall have appointment powers as defined in Sections 4.4 and 4.5. In the event of a vacancy in the Moderator's position the Chairperson of the Board of Directors may appoint, with the Board of Directors' approval, someone to serve as Acting Moderator until a new Moderator is elected at the Annual Meeting.
- 7.6 At Board of Directors and Committee meetings, the Moderator can cast a vote only in the event of a tie vote. At an Annual Meeting or Special Meeting, the Moderator shall cast an additional vote should two sequential tie votes occur for an elected position.
- 7.7 At Annual and Special Meetings, the Moderator may require any motion to be reduced to writing by the individual who offers it.

- 7.8 The Moderator shall perform other duties as defined in the WCFD SAPs approved by the Board of Directors.

Article 8 Clerk

- 8.1 The Clerk shall send out all calls for the Annual and Special Meetings as provided in Article 2. The call shall include a list of applicants that filed to run for elected positions. The call shall also include the proposed annual operating and capital expenditure budget.
- 8.2 The Clerk shall record and retain in an assigned location the minutes of any and all District Annual and Special Meetings, Board of Directors, and Committee meetings and all other District's records.
- 8.3 The Clerk shall advertise all scheduled District meetings as specified in Article 2.
- 8.4 The Clerk shall perform other duties as defined in the WCFD SAPs approved by the Board of Directors.

Article 9 Treasurer

- 9.1 The Treasurer shall receive and account for all moneys arising from the sale of bonds and all other revenue. The Treasurer shall deposit, in a timely manner, all moneys in a Western Coventry Fire District bank account approved by the Board of Directors.
- 9.2 The Treasurer shall sign notes, sign and register all bonds issued by the authority of the District and shall cause the seal of the District to be affixed thereto with Board of Director's approval.
- 9.3 The Treasurer shall cause to be maintained suitable insurance as determined by the Board of Directors.

- 9.4 The Treasurer shall at every Annual Meeting report fully the condition of the treasury of the District, showing receipts, and expenditures of the preceding fiscal year.
- 9.5 The Treasurer shall be bonded with an approved surety company (the premium to be paid by the District) and in such amounts as the District may from time to time determine.
- 9.6 The Treasurer shall pay in a timely manner, all bills for approved purchases that have been made in accordance with the applicable Standard Administrative Procedures.
- 9.7 The Treasurer shall present to the Board of Directors at every regular Board meeting for the Board of Directors review a current ledger showing all accounting activities for each month since the last regular meeting.
- 9.8 The Treasurer shall be an Ex-Officio Member of the Board of Directors without voting privileges.
- 9.9 The Treasurer shall be empowered to spend up to (10) ten percent of the preceding fiscal year's operating budget during the period of time between when the books are closed and the next Annual Meeting.
- 9.10 The Treasurer shall be empowered to borrow monies in anticipation of taxes to be collected with the Board of Director's approval.
- 9.11 The Treasurer shall assist the Board of Directors and the Chief in the preparation of the budget.
- 9.12 The Treasurer shall facilitate the District's fulfillment of the State of Rhode Island's requirements for the selection of a Certified Public Accountant to audit the District's annual financial statements. The Treasurer will also cooperate with the Certified Public Accountant during the performance of the audit of the District's annual financial statements.
- 9.13 The Treasurer shall perform other duties as defined in the WCFD SAPs approved by the Board of Directors.

Article 10

Tax Collector

- 10.1 The Tax Collector shall annually levy a tax upon the real estate, and the tangible personal property if determined to be necessary by the Board of Directors, within the District in accordance with the provisions of Section 7 of the Charter. The levy shall be made by the Tax Collector in a sum sufficient to meet appropriations voted at Annual or Special Meetings of the District. The assessed valuations used shall be the assessed valuations determined by the Town of Coventry. Such taxes shall be made payable at such times and in such manner as the District may determine.
- 10.2 The Tax Collector shall collect and deposit, in a timely manner, all moneys in a Western Coventry Fire District bank account approved by the Board of Directors.
- 10.3 The Tax Collector shall obtain a voting list of all the Qualified Voters of the District and bring it to every Annual and Special Meeting of the District. This list must have been examined and approved by the Tax Collector.
- 10.4 The Tax Collector shall be bonded with an approved surety company (the premium to be paid by the District) and in such amounts as the District may from time to time determine.
- 10.5 District taxes constitute a lien upon the respective property and if not collected when due shall carry an interest penalty at a rate imposed from time to time by the District. The District shall follow R.I. Gen Laws Section 44-9-1 et. seq. regarding unpaid taxes and liens.
- 10.6 Tax bills are to be sent out not less than one (1) month prior to the first payment date, and must include the evaluation, payment instructions, due dates, and late payment information.
- 10.7 The Tax Collector shall perform other duties as defined in the WCFD SAPs approved by the Board of Directors.

|

Article 11

Fire and Rescue Department Operations

- 11.1 There shall be a Chief of the Department.
- 11.2 The Chief shall be selected and appointed by the Board of Directors.
- 11.3 The Chief of the Department shall supervise the Department and command the personnel.
- 11.4 The Chief will establish a chain of command protocol within the Department.
- 11.5 The Chief or senior line officer in the Chief's absence, shall select and engage all firefighter and rescue personnel and may call on non fire department personnel to assist in an emergency.
- 11.6 The Chief, or senior line officer in the Chief's absence, may suspend any department member for cause.
- 11.7 The Chief shall see that all Department emergency equipment and facilities are kept in good order and ready at all times for instant use.
- 11.8 The Chief shall ensure that sufficient personnel are always available for quick response to any and all alarms.
- 11.9 The Chief shall ensure that the WCFD SOPs are in place, are kept up to date, and are enforced.
- 11.10 The Chief shall have full control of the Department and the Chief's orders and decisions shall be obeyed by all Department members.
- 11.11 The Chief shall make a written report of the condition and the operations of the Department at each Annual Meeting and each regularly scheduled Board of Directors meeting.

- 11.12 The Chief shall be an Ex-Officio Member of the Board of Directors without voting privileges.
- 11.13 The Chief shall prepare and present to the Board of Directors an annual operating budget for the operational line items (items which are under the Chief's control) based upon parameters set forth by the Board of Directors. The Chief shall also prepare and present to the Board of Directors an annual capital expenditure budget. Such proposed budgets will be subject to review and modification by the Board of Directors.
- 11.14 The Chief shall conduct written performance evaluations of all direct reports annually, and ensure that the same is done for all Department members.
- 11.15 The Chief shall report to and be accountable to the Chairperson of the Board of Directors or his/her designee with oversight by the Board of Directors for the operation of the Western Coventry Fire and Rescue Department.
- 11.16 The position of Chief of the Western Coventry Fire and Rescue Department shall be that of Executive Manager and Chief Operating Officer of the Western Coventry Fire and Rescue Department and therefore shall be considered a management position.
- 11.17 The Chief shall have the authority to appoint all budgeted positions within the Department.
- 11.18 The Chief shall have the authority to spend District funds in accordance with the approved budget and shall be responsible to ensure that no budgeted items under his control are exceeded. The Chief shall work with the Board of Directors and the Treasurer to ensure that the approved budget is not exceeded.
- 11.19 The Senior Officer shall obey all orders of the Chief and assist the Chief in all duties. In the absence of the Chief, the Senior Officer shall assume command and perform the duties of the Chief.
- 11.20 The Chief shall ensure that the Department abides by all Standard Administrative Procedures that are approved by the Board of Directors for the governance of the Western Coventry Fire District.

Article 12

Recall and Removal from Office

- 12.1 All District Officials will be subject to recall from their position. The grounds and procedure for recall shall be as follows:
- a. Upon presentment of a petition for a Special Meeting of the District for the recall of a single District Official signed by at least one-hundred (100) Qualified Voters of the Western Coventry Fire District to the Board of Directors by a Qualified Voter of the District, the Board of Directors shall convene within five (5) business days to review the petition and determine if the petition is valid. The signatures on the said petition need not be notarized. If the signatures on the said petition appear to be the signatures of the persons for whom they purport to be, then the Board of Directors shall deem the petition valid. The Board of Directors shall render a decision as to the validity of the petition within ten (10) business days after first convening to determine the validity of the petition. If the Board of Directors deems the petition valid, the Board of Directors shall call a Special District Meeting for the purpose of a recall vote. Such meeting shall be called within thirty (30) business days of the presentment of the petition to the Board of Directors. The procedures contained in Article 2 of these By-Laws shall be followed for such meetings.
 - b. Upon presentment to the Board of Directors of a certified copy of a judgment of conviction for a felony or crime involving moral turpitude committed by an elected District Official during his or her term of office, the Board of Directors shall call a Special District Meeting for the purpose of a recall vote. Such meeting shall be called within thirty (30) business days of the presentment of the judgment to the Board of Directors. The procedures contained in Article 2 of these By-Laws shall be followed for such meetings.
 - c. The Board of Directors may initiate a recall of any District Official. This action may only be taken in response to documented evidence that an elected District Official is grossly negligent in the performance of their duties. The Board of Directors is charged with reviewing all documentation and interviewing all concerned parties in connection with any such proceedings. Following such evaluation by the Board, and upon the unanimous vote of all members of the Board of Directors, subject to the condition set forth in the following paragraph (d), a Special District Meeting shall be called for a recall vote.
 - d. In the event the District Official subject to a recall vote in accord with one of the preceding subsections is a Member of the Board of Directors, such Member of the Board of Directors shall not vote in such proceeding.
- 12.2 At a Special Meeting called by the Board of Directors for the purpose of a recall vote, the District Official shall be recalled if at least two-thirds (2/3) of the Qualified Voters present and voting at such meeting vote in favor of recalling the

District Official. The Moderator shall certify the vote. Upon certification of the vote by the Moderator, if the necessary two-thirds (2/3) have voted in favor of recall, then the District Official subject to the recall vote shall be deemed recalled and his or her position shall be deemed vacant. Once the position is deemed vacant, no action taken by the recalled District Official on behalf of the District shall have any effect.

Article 13

Oath of Office

- 13.1 Every Officer of the District at his/her installation shall take the following pledge: I _____ do promise to support and uphold the Charter, By-Laws and Standard Administrative Procedures of the Western Coventry Fire District. I accept the responsibility of the office to which I have been elected and promise to faithfully discharge the duties of such office to the best of my ability. So help me God.

Article 14

Glossary of Defined Terms

Annual Meeting – Means a properly called meeting of the Qualified Voters of the Western Coventry Fire District.

Apparatus Capital Equipment Funds – Means the funds collected from billings derived from the operation of Emergency Medical Services by the Western Coventry Fire District and from the annual allocation from the operating budget.

Board of Directors – Means the body of Qualified Voters who are elected at an Annual Meeting or appointed by the Moderator to fill a vacancy, with the duties defined in these By-Laws, the Charter and the WCFD SAPs.

By-Laws – Means the encompassing document approved by a majority of the Qualified Voters at an Annual or Special Meeting.

Chairperson – Means the member of the Board of Directors elected to the position of Chairperson by the Board of Directors.

Charter – Means the Western Coventry Fire District Charter originally enacted in January 1942 by the State of Rhode Island and Providence Plantations and all amendments subsequently approved by a majority vote of the Qualified Voters at an Annual or Special Meeting and enacted by the State of Rhode Island and Providence Plantations.

Clerk – Means the individual elected to the position of Clerk of the Western Coventry Fire District by the Qualified Voters at an Annual Meeting or appointed to fill a vacancy, with the duties defined in these By-Laws, the Charter and the WCFD SAPs.

Chief – Means the individual selected and appointed by the Board of Directors to fill the position, Chief of the Western Coventry Fire District, with the duties defined in these By-Laws, and the WCFD SAPs and WCFD SOPs.

Committee – Means a body of individuals appointed by the Board of Directors for a specific purpose.

Department – Means the Western Coventry Fire and Rescue Department.

Department Operational Personnel – Means any Department personnel performing fire and rescue services.

District – Means the geographic area so designated in the Charter of Western Coventry Fire District and the incorporated entity named the Western Coventry Fire District.

District Meeting – Means any properly called meeting of twenty (20), or more Qualified Voters in the District.

District Official – Means any individual elected to any position of the District by Qualified Voters at a District Meeting, or appointed to fill a vacancy.

Ex-Officio – Ex-Officio members shall be members as defined by their elected or appointed office, and shall only have voting powers when defined and assigned in the By-Laws.

Moderator – Means the individual elected to the position of Moderator of the Western Coventry Fire District by the Qualified Voters at an Annual Meeting, or appointed to fill a vacancy, with the duties defined in these By-Laws, the Charter and the WCFD SAPs.

Qualified Voters – Means the residents of the District, who, at the time they offer themselves to vote at a meeting of the District, would be entitled to vote at a financial town meeting of the Town of Coventry if it were being held.

Senior Officer – The officer with the highest rank, or when there is more than one officer in the same rank then the date of rank.

Special Meeting – Means the Meeting set forth in Article 2, Section 2.2.

Standard Administrative Procedures (SAPs) – Means the collection of administrative procedures prepared and approved by the Board of Directors.

Standard Operating Procedures (SOPs) – Means the collection of operating procedures necessary for the proper operation of the Western Coventry Fire and Rescue Department.

Tax Collector – Means the individual elected to the position of Tax Collector of the Western Coventry Fire District by the Qualified Voters at an Annual Meeting or appointed to fill a vacancy, with the duties defined in these By-Laws, the Charter and the WCFD SAPs.

Treasurer – Means the individual elected to the position of Treasurer of the Western Coventry Fire District by the Qualified Voters at an Annual Meeting or appointed to fill a vacancy, with the duties defined in these By-Laws, the Charter and the WCFD SAPs.

Western Coventry Fire and Rescue Department – Has the same meaning as Department.

Western Coventry Fire District – Has the same meaning as District.

WCFD SAPs – Means the Western Coventry Fire District Standard Administrative Procedures.

WCFD SOPs – Means the Western Coventry Fire and Rescue Department Standard Operating Procedures.

History:

Changes from 1942 to April 4, 1983 not documented.

Last entire update and printing April 4, 1983 annual meeting.

Section 2 #1 of the By-Laws was Amended/added April 4, 1988 Annual Meeting.

Entire update and printing June 26, 1995 Special District Meeting.

Changes and additions to sections of the By-Laws at the Annual Meeting on April 1, 1996.

Changes and additions to sections of the By-Laws at the Annual Meeting on April 14, 1997.

As changed at a Special District meeting on January 27, 1999.

As changed at a Special District meeting on September 12, 2000.

As changed at the Special District Meeting on 11-11-02

As changed at the Annual Meeting on April 7, 2003.

As changed at the Annual Meeting on April 4, 2005

As adopted at the Annual Meeting on April 1, 2013

As adopted at the Annual Meeting on April 3, 2017

Bob Hevey
Richard Holt
Steve Bousquet
Robert Mann

Board of Directors
Board of Directors
Board of Directors
Firefighter/EMT