

Board of Fire Commissioners Pittsgrove Township Fire District #3

BY LAWS

Article 1 Seal

The official seal of the Board of Fire Commissioners of Fire District #3 Here after called the Board shall consist of an embossed impression of a circular metallic disc containing, in the outer rim, the words “ Board of Fire Commissioners” and the inner circle shall contain “Pittsgrove Township Fire District # 3.

Article 2 General Powers

1. The Board is created pursuant to N.J.S.A. 40A: 14-70
2. The general powers of the Board are specifically set forth in N.J.S.A. 40A: 14A-81 and supplemented by various statutory sections in N.J.S.A.

40A:14 et seq.

Article 3 Board Members

1. This Board was formed in 1967 in accordance with N.J.S.A.40A: 14-70
There are Two 3 year term members elected in succession and One 3 year member elected in the third year.
2. If a vacancy occurs in the membership of the Board, the vacancy shall be filled by the remaining members until the next annual election.

3. A resident of the Fire District # 3 can be elected to the Board at the Annual Election to fill the unexpired term.

4. Elections to the Board are to be held in compliance to N.J.S.A.

40A: 14-70 through N.J.S.A.40A: 14-78 et seq.

Article 4 Officers

1. The officers of the Board shall be Chairman, Vice Chairman, Secretary, Treasurer and Clerk. They shall be elected by the Board Members at its annual reorganization meeting, which shall be held at the first regular meeting after the annual election.

2. In the absence of any officer, the Board may, by making a majority vote delegate the powers and duties of the absent officer to an officer present during the period of the absence.

3. In the absence of both the Chairman and Vice Chairman, the Board, by majority vote, may delegate the parliamentary powers of such officer to the senior Board Member present (seniority should be determined by the term of continuous service on the Board). If declined, another member can be delegated to fulfill the duty of the absent Board Member.

Article 5 Duties of Officers

1. Chairman - shall preside over all meetings of the Board and shall have general supervision, direction and control of the affairs of the Board, and shall

sign all contracts, drafts and checks relative to the Board's general account.

Also shall be custodian of the Seal of the Board. The Chairman shall attest to all documents, resolutions, agreements and obligations, except those dealing with the Clerk of the Board. However in the absence of the Chairman, for normal billing purposes any member of the Board may sign with the treasurer.

2. Vice Chairman - shall in the absence of the Chairman will assume all duties and powers of the Chairman

3. Secretary- shall keep the minutes and records of the Board, prepare the agenda of all the meetings in cooperation with the Chairman, provide notice of meetings to Board Members when necessary, attend to correspondence of the Board when requested and perform such other duties as are necessary and incidental to his office.

4. Treasurer-

(a) shall have the care and custody of all funds of the Board & deposit funds in the name of the Board in their designated Banks.

(b) shall, subject to the direction of the Board, and in accordance with the requirements for counter signatures as the Board may provide, sign, make and endorse, in the name of the Board, together with the Chairman, Vice Chairman, all check drafts, and orders for payment of money. The general account, Bond Accounts, and checks shall be executed by the Treasurer and two other Board

Members qualified to sign the checks.

(c) With the approval of the Board, pay all vouchers, approve all requisitions and purchase orders.

(d) shall render a report of the Board's finances at each regular meeting and when requested by a Board Member.

(e) shall keep accurate and correct books of all business transactions, vouchers, requisitions, and invoices that are necessary and incidental to the operation of the business of the Board.

(f) shall give such security for the faithful discharge of his duties. There is a requirement of a surety Bond, with premiums to be paid by the Board.

5. Clerk of the Board-

(a) shall be the judge of the annual elections and will certify the results of the election with the Board's Seal.

(b) shall have all Board members sign his certification notice.

(c) will approve all petitions for elections.

(d) will arrange for legal notices.

(e) In the performance of their duties, they will be guided by 40A: 71-78 and 84, 85, and 86.

(f) shall notify the Fire Company of the date of the first reading of the Districts annual budget. Also notify the Fire Company when the Board will

receive their request for equipment, expenses needed in the next budget year for approval, change or additions by the Board at the budget meeting. If it is not presented on time on the date set by the Clerk, it will be the duty of the Board to set the budget it feels is necessary for the following year for Fire Protection in the District.

Article 7 Meetings and Quorums

1. The annual organizational meeting of the Board for the election of officers shall take place on the same night and time as the previous year. This meeting is for the swearing in, and taking the oath of office of new Board Members.
2. To set meeting dates and times for the coming year.
3. To select by resolution The District's Attorney, Auditor, the Bank of the District, The Treasurer's Surety Bond, To Adopt a Cash Management Plan and to have 3 signatures on a check and Publishing Newspaper.
4. All regular and special meetings of the Board shall be held in compliance with the Open Public Law of the State of N.J. P.L. 1975, c 231. Notification of all meetings shall comply with those required on 40A:14-71 through 78 and 40A:14 84 through 86.
5. A majority of the Board authorized membership shall constitute a quorum.
All actions of the board shall be by the majority of the Board
6. Public Notice will be given on all appointments.

Article 8 Hearings

1. In addition to those required by law, the Board may, at its discretion, hold public hearings which it deems to be in the public interest.
2. Notice of such hearings shall be published once in a newspaper of general circulation in Pittsgrove Township at least five days prior to the date of said hearing and such notice shall be posted in prominent places in Pittsgrove Township, the municipal building and the Centerton Fire Hall.
3. A record of those people appearing shall be kept. Formal proofs will not be required without prior notice to the parties in interest.

Article 9 Conflicts of Interest

1. In the event a Board member is employed by a business or corporation or has a secondary interest in a corporation or business which furnishes goods or services to the Fire District, the Board member shall declare his interest and refrain from the bidding or voting upon the question of contracting with the company.
2. It is not in the intent of this policy to prevent this District from contracting with corporations or businesses where a Board member is employed. This policy is designed to prevent placing a Board member where his interest in a Fire District and his interest in his place of employment or other indirect interest may conflict and to avoid appearance of conflicts of interest even

though such conflict may not exist.

3. The President or Chief of the Fire Company shall not be a member of the District #3 Board of Fire Commissioners.

Article 10 Appointments and/or Review of Appointments or Removal
of Volunteer Fire Company Officers

1. The Board, pursuant to the New Jersey Statutory Law, does hereby retain the right to appoint/or review the appointment or election by the volunteer fire company, or the removal from office of officers relative to said fire company within the fire district. This right of review by the Board shall include the right to reject or remove an appointment or elected officer by the volunteer fire company if same is deemed to be unfit or undesirable by the Board.

2. The Chief elected must have received approved training, Fire Fighter #1 or other training may be approved by the Board.

Article 11 Voting Method

1. Votes on all motions or resolutions shall be by voice vote, “ayes” or “nays” (yes or no). No secret ballots shall be used.

Article 12 Board Committees

1. It is the policy of the Board to operate as a committee of the whole on matters of policy, decisions and expenditures. However, since the details of the Board are sometimes voluminous in nature, it is the Board’s policy to have

members assigned to a committee so concentrated efforts may be spent on a particular segment of the Boards work.

2. The Chairman of the Board, during his term of office, may appoint permanent and/or special committees, at his discretion, for a period of time.

These appointments shall not exceed the term of office by any Board member so appointed.

Article 13 Compensation for Board Members

1. NJSA 40:A14-88 provides for compensation for Board members in such amounts as the Board shall see fit. Said Board members may receive compensation in accordance with said statutory section.

2. A compensation shall be paid per mile for all travel authorized by the Board of travel by members on business for the Board. The compensation will fall in line with IRS Tax Mileage.

Article 14 Hiring of Employees

1. New Jersey Assembly Bill #3479, Chapter 463 authorizes the Board to hire various employees in compliance with that procedure as set forth in said Assembly Bill. The Board shall hire employees in compliance with said law.

Article 15 Physical Examinations

1. No one shall be accepted for membership in the Fire Company without first taking a physical examination prescribed by the Board. Results of examination

shall be given to the Board for its approval to membership.

2. Potential members may go to the doctor approved by the Board without charge to the individual.

3. A potential member may go to a doctor of their choice.

4. The Board requires the reimbursement of the member for his/her doctor fee for the physicals, which are required every two years. There is no cost to the member.

Article 16 Order of Business

1. Call to Order
2. Certification of Public Meeting Law
3. Roll Call
4. Reading of Minutes from Previous Meeting
5. Treasurer's Report
6. Payment of Bills
7. Correspondence
8. Chief's Report
9. Reports from Company County State Association of Fire District
10. Old Business
11. New Business
12. Public Participation

13. Adjournment

Order of business is subject to change at any time prior to said meeting by the Chairman or Vice Chairman in the absence of the Chairman.

Article 17 Rules on Meeting Procedures

1. P.L. 1975 Chapter 231 Open Public Meeting Act shall be followed where applicable.
2. Robert's Rules of Order, as revised, shall be followed at all Board meetings.

Article 18 Fees for Copies

1. \$10 for copy of minutes (per copy).
2. \$25 for copy of Audit (Township & State free).
3. \$3 for copy of regular meeting schedule or revision described in section 13 of Open Public Meeting Act. This is to meet the regulation of C. 10:4-19 of the Open Public Meeting Act.

Article 19 Certification of Drivers

1. Driver training shall include and not be limited to proper driving and maneuvering, pump operation, portable equipment, and location of same, use of emergency lights and sirens and proper use of radio.
2. Any individual that drives any vehicle that is insured by the district shall have to fulfill the following requirements:
 - a. Have a valid New Jersey driver's license.

- b. Have three years of driving experience.
- c. Have completed Fire Fighter 1 training
- d. Have the Boards approval after review of their driver license abstract
- e. Have completed the National Safety Council Certified Vehicle Operator training class.
- f. Certified by the Chief or his designee to drive and operate each vehicle owned or insured by the District.

3. The Chief shall supply the Board with a list of qualified drivers and the vehicles they are permitted to drive and operate, by the Organizational board meeting.

4. The Board reserves the right to deny driving privileges of any fire company member of employee of the district. Denial shall be in the form of a certified letter to the individual, with a copy to the Chief.

5. Must follow all state guidelines and laws for allowance to drive emergency equipment.

Article 20 Amendments

1. These By-Laws may be altered, amended or repealed at a regular Board meeting by majority vote of the membership.

2. Alteration, amendments or repeal will not be effective until same has been voted upon at two (2) consecutive meetings by the Board subsequently adopted

by the Board.

DATE APPROVED _____

CHAIRMAN, RICHARD L. SMITH

COMMISSIONER