

# East Killingly Fire District – Bylaws

5-10-2009

*Terms used defined:*

*Board = The East Killingly Fire District Board of Directors*

*EKFD = The same as above.*

*EK = East Killingly*

*Department = East Killingly Fire Department*

*Chief, Deputy Chief, Captain, Lieutenant, Fireman = A member of the EK Fire Dept.*

*District Voter = a person listed on the Assessor's Grand List*

## Article I

The District will be known as the East Killingly Fire District.

## Article II

The said District is organized upon and for the following objects and purposes. To extinguish fires, to protect life and property in any emergency, to provide and maintain a fire company, and provide Emergency Rescue & Medical Service to the district and do all other necessary acts to accomplish said objects.

## Article III

Public members of the District shall be any Tax payer living within the boundaries of the EAST KILLINGLY FIRE DISTRICT serviced by the East Killingly Fire Department. The Public members may vote at the Annual Meeting, speak at any Regular, Special and Annual meeting during the public comment period provided. Only Public members may serve on the Board of Directors.

## Article IIII

The officers of the District Board shall consist of a President, Vice President, District Clerk, Treasurer, Tax Collector, and five Directors (two must be non-Department member), all of who shall be elected at the annual meeting of the district. It shall be the duty of the President to preside at all District meetings and to be responsible for and oversee the total day to day operation of the Fire District. The President shall be the "Chief Executive Officer" thereof. It shall be the duty of the Vice President to fill in for the President in his absence and assist the President as may be needed. Voting Members of the board are (6) Vice President, (5) directors. The President will cast tie-breaking votes.

### **Officers:**

- a. One, President of the Board, Votes only when there is a tie. Duties: CEO of the organization; a member of the Board of Directors. Presides at all meetings of the voters of the district and at all meetings of the directors, and all meetings where he presides, he shall vote to dissolve a tie when necessary. He shall designate the duties devolving upon each of the five(5) directors, shall approve all bills for payment by the treasurer and shall be, exofficio, a member of all committees and boards of the district. A signer on checks for payments, represents the Board at Town meetings, functions, and other unnamed requirements.

# East Killingly Fire District – Bylaws

5-10-2009

- b. One Vice President, a voting member but not limited to the following, unless at a time when the President is not available to be at the meeting. Will attend all functions that the President cannot attend. Vice President will be a signer on checks.
- c. Five (5) Directors (2-non-Department members), Shall have their individual duties designated by the President, but not limited to the following, to oversee operation of the EKF Department, compile information for the EKFD annual budget, vote on matters related to the operation of the EKF Department, vote on matters of the annual budget.
- d. If any member of the Board is unable to serve their full term as Director, the Board will fill the position from the public of the EKFD. Directors including the Vice President of the Board will vote. Reserving the Board President to cast a vote tie-breaking vote.
- e. Should the President of the Board be unable to serve their term the Vice President shall assume the President's position and a new Director will be elected to the Board to fill the open position and the Board will elect a new Vice President from the Board of Directors
- f. The Board will follow Robert's Rules of Order to conduct business. State statues will prevail over any Robert's Rules.
- g. Recall, Impeachment, No-Confidence Vote; Any Board member can call for a vote of confidence of the Board President. The President will not vote, the vote will be a paper ballot. If there is a No-Confidence Vote, the members can call for removal of the President. The vote must be 2/3 or 4 votes to remove the President. Vote will be by paper ballot, the President does not vote. The President can only be removed for the following reasons absenteeism, dishonesty, immoral acts, and combative actions. If the vote is a tie, it's assumed as a no vote.
- h. Recall, Impeachment, Removal vote of a Board Director, can be called by any Board member. A vote of 2/3 or 4 votes to pass. If there is a tie vote, the President will cast a tie breaking vote. If the vote is for the Director to be removed, the Director will leave at once. A Director can only be removed for the following reasons absenteeism, dishonesty, immoral acts, and combative actions.
- i. Recall of any Board Director, shall be allowed with submission of a petition of 10% or 100 signatures of the Tax payers of the EKFD whichever is a greater amount. The vote will be by paper ballot with all members voting. A vote count of at least two-thirds (2/3) of those present and voting.

# East Killingly Fire District – Bylaws

5-10-2009

Non-voting members:

1. Position of District Clerk and Treasurer shall be elected from the public during the Annual meeting, unless there is no one available.
2. District Clerk duties are, but not limited to, keeping minutes of the meetings and to a normal standard of detail.
3. District Clerk shall post all public notices.
4. District Clerk shall report minutes, keep and file those minutes in the archives for future references.
5. District Clerk shall have a budget included in the EKFD, as a line item.
6. District Clerk shall be paid a stipend of an amount per meeting determined by Budget line item, plus expenses for consumables, copies and etc.
7. If position of District Clerk is not filled by election, the EKFD board may assign a Secretary; pay not to exceed the stated amount of the stipend.
8. Position of Tax Collector, position is an elected by the public at EKFD Annual Meeting, from the public.
9. Tax Collector shall be a paid consultant to the newly elected Tax Collector for a period of three (3) months.
10. Treasurer duties to be but not limited to collecting money from the Tax Collector: Receive bills, and make payment for the same. Provide a report of all moneys in accounts, income and outgoing funds. Keep an ongoing account of all balances, request transfer of funds from accounts. Provide report of all moneys in deposit, when accounts are to come due for rollover. Investigate current rates for best deposit. Be a signer on all accounts of deposit and checking. Prepare vouchers for billing. Keep Board President current of all money transactions.
11. Treasurer-Shall have charge of the collection and payment of all moneys of the district, under such rules and regulations as shall be prescribed by the Board of Directors and shall prepare the annual budget, which shall be reviewed by the Board of Directors and transmitted with the Board's comments and recommendations to the annual meeting.
12. Treasurer will be a signer on checks, along with Board President and Vice President.

# East Killingly Fire District – Bylaws

5-10-2009

13. Tax Collector duties to be but not limited to Collecting taxes for the East Killingly Fire District, post all moneys collected, deposit any taxes into the tax collection account. Report to the Board of collections, post liens, appear at EKFD Board meetings to answer questions, give a detailed report of collections to Treasurer and Board President, be available at Annual Meeting to provide information for establishing Annual Budget.
14. Treasurer and Tax Collector will be provided software training as needed for conducting EKFD board business.
15. Treasurer and Tax Collector will be provided a telephone line, computer, office space and related equipment to perform the duties of Treasurer and Tax Collector if needed.
16. Treasurer and Tax Collector will be paid a stipend of an amount per month or amount determined by a Budget line agreed to by Board Members and the Treasurer and Tax Collector plus an expense account for doing business, training and travel expenses, reviewed monthly at the regular meeting.
17. Treasurer and Tax Collector will report to Town Hall, and State of CT, as needed in a timely manner.
18. Quorums:  
The Quorum for the Board of Directors will be four (4) voting members for any meeting.  
The Quorum for an Annual Meeting will be fifteen (15) district voters.  
The Quorum for a Special Called Meeting will be fifteen (15) district voters.  
A public vote will include members of the Board, if they are taxpayers.

## **Committees:**

The President is an exofficio member of all committees.

- A) Building Committee, Capital Improvements, Large Projects (min. 3; 1 Director, 1 Fire Department member, 1 Public)
- B) New Equipment, Request for new equipment and funds (min. 1 Director)
- C) Hall Rental, Oversees the fire station hall rental (min. 1 Director)
- D) Facilities Maintenance, Oversees up keep of the fire station and property (min. 2; 1 Director, 1 Public)
- E) Grants and Funds, Researches sources of moneys by grants, local, state, and federal. Oversees grant writing. (min. 1 Public)

All Chairmen report to the President and Board of Directors at monthly meetings and Annual Meeting.

# East Killingly Fire District – Bylaws

5-10-2009

The Property and Affairs of the East Killingly Fire District shall be under the general care, management and supervision of the District President as “Chief Executive Officer” and the District Board.

A committee Chairman may be a Non-Board member. This will be a non-voting position.

Chairman of a committee appointed by the Board President need not be a member of the Board of Directors or a district voter within the East Killingly Fire District.

The Chairman reports to the Board in person or by letter report of the status of the committee activities, any request for money/funds must be made in person by Chairman with a written format.

1. The position of Chief of the Fire Department shall be for a period of one (1) year, subject to removal by a majority vote of the Board of Directors. The Board of Directors shall have the power to extend the tenure of a Chief, in one (1) year increments, by a majority vote of the Board of Directors, to be taken at the end of each time period.
2. The Board of Directors may ask for a vote of confidence, for their consideration from the Fire Department membership for the candidate. The Board of Directors still has the final decision on the appointment. There will be annual reviews of the Chief's performance at the June meeting each year. The Chief may be reappointed for another one year period at the end of the one he is serving by a vote of the Board of Directors, or he may be removed from office by a vote of the Board of Directors at any time. The Chief will appoint his Officers. The Chief of the fire department shall be responsible for the day to day operation of the Fire Department. He shall make a monthly report at the monthly District meeting of the Board of Directors and an annual report to the district voters at the annual meeting. He shall submit to the district Board of Directors annually (at the March Meeting) an itemized budget request, so the President and Treasurer may include it for consideration by the Board into the next annual budget to be presented to the taxpayers in May. He shall submit to the district Board of Directors any recommendations as he see fit for the improvement of the department or its equipment.
3. The Chief will attend all District Board meetings, where he will have a voice but no vote. The Chief appointed by the Board of Directors cannot serve in any position on the Board of Director while serving as Chief.
4. The East Killingly Fire District recognizes the East Killingly Volunteer Fire Department member as the force to operate and perform all fire department operations in behalf of the East Killingly Fire District.
5. The District Board shall meet once a month (Second Monday.) to transact the business of the district.

## East Killingly Fire District – Bylaws

5-10-2009

Special meetings may be scheduled by the President or by vote of the Board of Directors. District voters may attend and address the board at scheduled meetings of the Board of Directors during the “Public Comment” portion of the meeting.

6. Time limit for speaking during public comments, ‘Public Comment’ period will be 30 minutes, unless the attending Board of Directors deems that the time limit be waived for a longer period.  
During the ‘Public Comment’ period a district voters may speak for not more than three (3) minutes and may not speak again until all others have spoken. This will be limited to one (1) additional time only.  
There will be a sign in sheet for speakers to sign-in before the ‘Public Comment’ period. The order of signing in will determine order of speakers.  
Board’s comments will follow the Public Comment period. The Board of Directors may waive any speaking limits at the Board’s discretion.
7. If the meeting is postponed it will be held the next day.
8. It shall be the duties of the Treasurer & Tax Collector to receive the cash, checks, taxes and notes belonging to the district and to deposit the same in banks approved by the Board of Directors. They shall enter regularly in records kept up to date for that purpose, all the money received and disbursed on account of the district. The Treasurer shall issue as treasurer all such checks and orders as may be necessary to pay the current expenses and obligations of the district. He or she shall pay no bills, draw no checks unless he or she has the bill approved and signed by the President or Vice President. The Treasurer, the President or Vice President must sign all checks. All checks will need two (2) signatures. Upon receipt of the rate book and warrant from the district it shall be the duty of the Tax Collector to collect all taxes due the district and make a monthly report to the committee at the monthly meeting. The Treasurer & Tax Collector will attend and report at all Board meetings. They will have a voice but no vote at Board meetings. All check signers shall be bonded by the district in an amount fixed by the District Board.
9. The Treasurer will monitor and advise the board that 100% of one (1) year operating budget, is maintained in surplus and ear marked as such.
10. The annual (Taxpayer’s) meeting shall be held in the month of May.
11. The District Clerk shall give the Town of Killingly Clerk a copy of the dates of monthly meetings, and provide at least (10) days notice of every meeting of the district that requires district voters by publishing a copy of the notice in a newspaper or other publication having a circulation in the said district.
12. Taxes shall be levied at the annual meeting on the list Grand List as proposed by the assessor of the Town of Killingly, on property within said district, previously

# East Killingly Fire District – Bylaws

5-10-2009

received to said meeting and shall become due and payable the 1<sup>st</sup> of July to the first business day of August, of each year, and all taxes not paid within said time shall be charged interest according to law. The Tax Collector will place and remove liens as necessary on all properties in default to collect the taxes due the District.

13. The President and Treasurer will provide the Board of Directors at the April meeting a (Total) budget for their approval to be presented to the taxpayers at the annual May meeting, for them to vote on.
14. If any vacancy should occur on the Board, for any reason whatsoever, the District Board of Directors shall appoint a person to fill such vacancy, and that person shall hold the office until the next annual meeting of the district. Note: Two Directors must be non-fire department members. The appointed Chief cannot serve on the Board of Directors.
15. Any expenditure exceeding \$1,000.00 (one thousand) from any budget line item that taxpayers have approved in the annual budget must be brought to the Board of Directors for approval.
16. There will be no alcoholic beverages allowed in the station unless approved by the Board of Directors.

**NOTE** These BYLAWS, do not enlarge or add to the officers of the district, as such as governed by the State Of Connecticut statutes. However, they may serve as a guide to the officers in the performance of their duties and result in a more orderly administration of the affairs of the district. (Adopted from the original by-laws of the East Killingly Fire District and State Statutes) Approved by the taxpayers of the East Killingly Fire District. and changes can be made to the By-laws without the taxpayers vote of approval for the propose of adding amendments as needed when determined by the Board of Directors with a minimum of 2/3 or 4 votes. Changes must be an amendment.

**DJohn Watkins, Chairman of By-Laws Committee**

# East Killingly Fire District – Bylaws

5-10-2009

Contents of Blue Folder (This is an exact copy as print mistakes and all.)  
Title: DISABILTIY POLICY

Anyone who is on workman's comp., disability, or under doctor's care for an injury, accident or any condition which prohibits that person from performing his/her duties in the Fire department, shall not come to the station, any emergency situation, or any fire department function unless that person has a doctor's note stating what the limitations and light duties can actually be performed, EXAMPLE (paper work, sweep floors, cleaning), and will not be allowed to return to full duty until he/she gets a release or note from the doctor. If that person is unable to return to full duty, at that Time a determination will need to be made as to the extent Of the disability, the needs of the department and if there is a position available for that person in the department.

Anyone not complying with the above policy will be Subject to disciplinary action and/or termination by the East Killingly Fire District Board of Directors.

POLICY EFFECTIVE April 10, 1995

# East Killingly Fire District – Bylaws

5-10-2009

## POLICY ON DISCIPLINARY ACTION

**PURPOSE:** The purpose of this policy is to clearly state the disciplinary action that can be used, if a member or officer violates any of the department rules or regulations.

**SCOPE:** This policy shall apply to all personnel listed as members of the East Killingly Fire Department.

**ENFORCEMENT:** Primary responsibility for adherence to this policy belongs to the Chief of the East Killingly Fire Department.

**APPLICATION:** The procedures that are to be followed for Disciplinary action shall be;

1. First offence: verbal warning
2. Second offence: written warning
3. Third offence: written warning and a 30 day suspension from the department
4. Forth offence: The member is to turn in all department Equipment and be suspended indefinitely.

(If the Chief deems the violation is of a serious nature he has the authority to skip any of the first three and suspend or terminate the member. An example of this would be drinking of alcoholic beverages in the station or on the property or being intoxicated while on duty. )

All warnings; verbal and written must be signed by the Chief and the person receiving the warning, whether or not the person receiving the warning agrees with it or not. If the person refuses to sign then the Chief and a witness will sign it stating that the person refused to sign.

## SECTION 1. RIGHT OF APPEALS

All members of the East killingly Fire Department have the right To appeal any suspension or termination to the East Killingly Fire District Board of Directors.

## SECTION 2. APPEALS PROCEDURE

# East Killingly Fire District – Bylaws

5-10-2009

## A. MEMBER'S RESPONSIBILITY

If such member should desire a hearing he must notify the District Clerk in writing within 72 hours of receiving notification from the Fire Chief. The District Clerk will then deliver the notice to the President of the Board. Such hearing shall be either public or private as the appellant may desire.

The member has the right to be heard and have witnesses testify and has the right to cross examine witnesses.

## B. FIRE CHIEF'S RESPONSIBILITY

In any case involving termination or suspension the Fire Chief will place the charge which motivated his actions in writing with a copy to the member and to the District Clerk. The notice shall state the reason for such action.

The Fire Chief shall have the right to present testimony and other evidence, call witnesses and to cross examine any witnesses for the appellant.

## C. BOARD OF DIRECTORS RESPONSIBILITY

The hearing shall be held not less than 5 days or more than 10 days from the date of notice by the Fire Chief. The Board of Directors shall notify the appellant and the Fire Chief in writing of the date of the hearing.

Within ten days after the hearing the Board of Directors shall either confirm or deny the Fire Chief's action by a majority vote. Such action will be rendered in writing with copies to the Fire Chief and the appellant. Said discussion shall stand as the decision of the East Killingly Fire District.

**The use of the pronoun "he" or "his" in this policy is not intended to restrict their meaning to the male gender.**

## Code of Ethics

### 1. Scope

This code of ethics applies to all members of the Board of Directors the District Treasurer, the District Chiefs, and any other officer or employee elected or appointed, Representing the East Killingly Fire District.

### 2. Objective

The primary objective of this code of ethics policy is to provide the officers and employees of the East Killingly Fire District guidelines for personal conduct when conducting business for the district.

### 3. District Guidelines

The following guidelines are hereby established:

#### A. Every Officer or employee of the district shall:

1. Disclose any interest in legislation before the district, the holding of investments in conflict with official duties, private employment in conflict with official duties and such standards relating to conduct of officers and employees that may be construed to be “conflict of interest”;
2. Consider the interests of the fire district and the betterment of its government first when conducting business for the district.
3. Not disclose confidential information acquired by him or her in the course of his or Her official duties as such information to further his or her personal interests;
4. Not, directly or indirectly, solicit any gift, or accept or receive and gift, whether in the form of money, services, loan, travel, entertainment, hospitality, thing, or promise, or in any other form, under circumstances in which it could be reasonably be inferred that the gift was intended to influence him or her or could reasonably be expected to influence him or her, in the performance of his or her duties or was intended as a reward for any official action on his her part;
5. Not receive or enter into any agreement render in relation to any matter before the fire district of which he or she is an officer or employee over which he or she has the jurisdiction or the power to appoint any member, officer, or employee;
6. Endeavor to obtain the greatest value for every dollar expended;
7. To be receptive of suggestions and advice from other officers and employees of the district insofar as they are not in conflict with legal or moral restrictions.

# East Killingly Fire District – Bylaws

5-10-2009

8. Strive for knowledge of equipment and supplies in order to purchase items at either reduced cost or increased efficiency;
9. Insists on and expect honesty in all business dealings of the district, whether offered verbally or in writing, through advertising or in sample products submitted;
10. Give to everyone who is conducting business with the district equal consideration and the assurance of unbiased judgment to their product;
11. Accord a prompt and courteous reception, insofar as the conditions permit, to all who call on legitimate business missions; and
12. Cooperate with governmental and trade associations in the promotion and development of sound business methods in the purchasing equipment and supplies.

#### **4. Disclosure of Interest**

Any officer, elected or appointed, or employee of the East Killingly Fire District who has, will have, or later acquires an interest in any actual or proposed contract with the East Killingly Fire District of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the Board of Fire Directors as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the East Killingly Fire district. Once a disclosure has been made by any officer or employee, no further disclosure need to be made by such person with respect to additional contracts or dealings with the same party during the remainder of the fiscal year.

#### **5. Legal Implication**

In addition to penalty contained in any other provision of law, any officer, or employee of the East Killingly Fire District who shall knowingly the intentionally violate this policy may be suspended, or removed from the office of employment in manner provided by law.

**This policy adopted by the Board of Directors on 12/09/02**

# East Killingly Fire District – Bylaws

5-10-2009

## **Hand written**

Policy-Procedure for Parking an EKFD

Non Dept. Functions i.e. - Hall rentals or community use of parking lot:

Board of Directors must be advised in advance of Date, Time, and Length of use.

The Chief of E.K.F.D. has final approval.

Parking will be at the perimeters of the lot otherwise EKFD members will make themselves available to park cars. At all times the area near and around the bay doors will remain clear to ensure all vehicles can be moved immediately as needed.

Fire Dept. Functions:

All of the above applies and members will park the cars in appropriate manner to facilitate emergency equipment leaving the facility. The Board of Directors and the EKFD Chief will be notified in a timely fashion. If the Chief is unavailable the next highest officer(s) will make the appropriate decision again informing the Board of Directors.

# East Killingly Fire District – Bylaws

5-10-2009

January 12, 1998

## **EAST KILLINGLY FIRE DISTRICT POLICY FOR PAYMENT AND REIMBURSEMENT OF COURSES AND REFRESHER COURSES**

Firefighter 1 &2; incident Command; Hazardous Materials; Blood Bourne/Air Bourne Pathogens; CPR and MRT.

1 year existing member: 100% pre-paid in full for all refresher courses.

Less than 1 year and, or probation member: member pre-pays course. Member will be reimbursed 100% upon completion and passing course.

E.M.T. and other advanced courses will follow above guidelines but will be reviewed as necessary due to cost of courses.

Reimbursement of courses will depend on:  
training budget  
course availability  
members activity in department

Member's activity is defined and based on response to calls and or drill night attendance.

Above policy and guidelines will be reviewed as necessary due to State mandates and cost increases

Amendment: 6-17-2009

Any instructor whose training was paid for by East Killingly Fire District shall not charge members of the East Killingly Fire Department members for instruction, Non-East Killingly Fire Department members may be charged a fee for classes.

⊗ See Revision April 2008 CW

1-12-04

**EAST KILLINGLY FIRE DISTRICT**  
**ZERO TOLERANCE POLICY-ALCOHOL AND/OR DRUGS**

Any member who feels another member is under the influence of Alcohol or Drugs and feels his/her judgment and decision making is impaired, **must** notify the two most senior members or officers or the chief. After investigating, they will make the decision to ask the member to return to a safe area and remain there. At the end of a call, the officers/ senior members/chief will ensure the offending member is returned to the station and then his/her home. A detailed report will be submitted to the chief and Board of Directors, who will then investigate and take the appropriate disciplinary action. If the Chief is accused, the report will be submitted to the President of the Board of Directors. The same Zero Tolerance Policy applies to all Senior Officers. If a member at the scene or station feels the officer may be impaired he/she must notify another officer or the Chief and the same steps should be followed to sure that officer does not get injured or cause injury to others.

The safety of all members must come first and a Zero Tolerance Policy is necessary to ensure that every precaution is taken when it comes to the use of Alcohol and/or Drugs.

The members have a right to appeal all decisions regarding this policy

## MEMORANDUM

**To:** Officers and members  
**From:** District Board of Directors  
**Date:** April 12, 2004  
**Subject:** Drivers Policy

**PURPOSE:** The purpose of this policy is to clearly define the role and responsibilities of all Members who are currently or soon to be drivers of the Emergency Vehicle's in the East Killingly Fire Department. This policy will also address the age limitation for drivers as set forth by the Board of Directors of the East Killingly Fire District.

**SCOPE:** All members have a responsibility to adhere to this policy.

**ENFORCEMENT:** Enforcement of this policy rests with the Company Officer who shall bear full responsibility for any deviations from this policy.

### GENERAL:

A drivers training program shall be instituted which shall consist but not limited to;  
2 Officer appointed by the Chief shall be the Driver Trainers they will be responsible for instructing the driver trainees in all physco-motor skills and will sign the trainee off when the trainee shows competency in driving the Emergency Vehicles.

1 Officer preferably the Chief shall then give the trainee a written exam. This exam shall be composed of questions from Federal, State, and local Motor Vehicle Laws and departmental guidelines the exam shall be at least 25 questions and not more than 50.  
All results shall be recorded in the trainees file.

After successful completion of the driver trailing program that trainee will then be allowed to drive the Emergency Vehicle he/she was trained on.

### AGE LIMITS:

The following age limitations shall apply to all drivers and driver trainees,  
16-17 year old SHALL NOT DRIVE any Emergency Vehicles at any time.

18-20 year old will be allowed to drive the Service and/or Rescue after completing the drivers training program. Members at this age SHALL NOT DRIVE either of the Engine Tankers at any time.

# **East Killingly Fire District – Bylaws**

**5-10-2009**

21 and older Will be allowed to drive any of the Emergency vehicles after completing the driver training program.

SPECIAL RESTRICTIONS

March 13, 2006

## **EAST KILLINGLY FIRE DEPARTMENT WELL FILLING POLICY**

### **Re: POLICY FOR FILLING WELLS WITH FIRE TRUCKS.**

It is the policy of the East Killingly Fire District not to fill any wells, under any circumstance. Reasons are:

Contamination issues- either in the existing well or from water being used to fill the well.

Damage to the interior of well (possibly existing or caused by the filling itself)

Damage to property or well area due to weight of fire truck

Board Approved

Policy effective: March 13, 2006

**April 9, 2007**

**EAST KILLINGLY FIRE DEPARTMENT  
SMOKING/TOBACCO USE**

**Re: SMOKING POLICY**

As of May 1, 2007 The East Killingly Fire Department will be a Smoke Free Facility. There shall be no smoking anywhere in the building(s) on the property. Smoking will be allowed outside in an appropriate area.

**Approved by:  
Board of Directors  
April 9, 2007  
Policy effective May 1, 2007**

# East Killingly Fire District – Bylaws

5-10-2009

## East Killingly Fire District

**SUBJECT:** Policy on payment and reimbursement for classes and training

**SCOPE:** It is the intention of this policy to pay for and reimburse for classes and training courses that are completed by the members of the East Killingly Fire Department

1. Firefighter 1, NIMS, ICS, Hazardous Materials awareness, Blood Borne / Air Borne Pathogens, CPR, MRT and EMT.
2. The above listed courses and refreshers will be prepaid in full for members who have completed their probation period. The Department training request form will be filled out and agreed to by all parties.
3. All others courses will follow the above policy and will be at the discretion of the Fire Chief.
4. Payment of courses will be based upon the training budget, course availability, member's activity in the department and the Fire Chiefs discretion.
5. Member's activity is defined and based on responses to calls, drills and participation in the fire department.
6. The above policy will be reviewed from time to time as deemed necessary by the Board of Directors of the East Killingly Fire District.

(Revised, April 2008)

**East Killingly Fire Department**

**Training Request**

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Course name \_\_\_\_\_

Reason for taking the course \_\_\_\_\_

Date(s) of course \_\_\_\_\_

Course Hours \_\_\_\_\_ Course Location \_\_\_\_\_

Instructors Name \_\_\_\_\_

Course fee \_\_\_\_\_ Book fee \_\_\_\_\_ Total \_\_\_\_\_

Date payment needed \_\_\_\_\_ Fee payable to \_\_\_\_\_

BY REQUESTING APPROVAL FOR THIS COURSE I AGREE TO ATTEND THIS COURSE FOR ITS DURATION. IF I AM UNABLE TO COMPLETE IT, I WILL DISCUSS MY REASONS WITH THE CHIEF AND OBTAIN APPROVAL TO STOP ATTENDING THE COURSE. IF I DO NOT OBTAIN APPROVAL AND FAIL TO COMPLETE THE COURSE I AGREE TO REIMBURSE THE EAST KILLINGLY FIRE DISTRICT FOR ALL FEES PAID FOR THIS COURSE.

Members Signature \_\_\_\_\_ Date \_\_\_\_\_

Chief's Approval \_\_\_\_\_ Date \_\_\_\_\_

Course completed \_\_\_\_\_ Final Grade \_\_\_\_\_

Signature of approval to drop course \_\_\_\_\_

Reimbursement made to EKFD \_\_\_\_\_ Date \_\_\_\_\_

Comments:

11-12-2008

**EAST KILLINGLY FIRE DISTRICT  
POLICIES AND PROCEDURES**

**RE: Meeting Notification Policy**

Meeting Notification Policy: All regular meetings shall be noticed in the Killingly Villager as well as appear on the sign in front of the fire house at least one week in advance. All Special Meetings that do not require a public vote shall appear in the Norwich Bulletin and on the sign outside of the fire house at least two days in advance and must be deemed as “urgent and necessary”. Such meetings should have a limited agenda. All Special Meetings that require a public vote must appear in the Norwich Bulletin, the Killingly Villager, the Turnpike Buyer and/or Reminder and shall appear on the sign in front of the firehouse at least ten (10) days in advance. Channel 20 shall be notified for all meetings listed above.

**Approved by:**

**Board of Directors**

**November 11, 2008**

**Policy effective November 11, 2008**

3-5-09

**POLICIES AND PROCEDURES PROPOSAL**  
**RE: PROVIDE HANDICAP PARKING SPACE**

Provide two (2) spaces at the end of the entrance ramp close to the road for handicapped parking.

Budget for this project;

Two (2) Handicap signs	\$ 15.00
Two (2) 4x4x6' pressure treated posts	20.00
Two (2) sacks of Quick-Crete	15.00
Paint, bolts, etc.	<u>10.00</u>
	\$ 60.00 Total

Time of installation sometime after ground thaws.

Call before you dig, was called 4-6-2009

Voted on and passed by Board 3-11-2009

3-5-09

**POLICIES AND PROCEDURES PROPOSAL**

**RE: MEETING DAY & TIME CHANGE**

Meeting day to be changed to the second (2<sup>nd</sup>) Monday of each month.

Meeting to start at 7:00 PM

Meetings will be adjusted if there is a conflict with Holidays or Town meetings as the Board of Directors necessary.

This change would go into effect starting at the Regular June meeting the 6<sup>th</sup>.

Cost impact; None

Board of Directors passed 3-11-2009

2-11-2009

## **Re: Modification to Policies and Procedures**

Meeting Notification Policy: All regular meetings shall be noticed in the Killingly Villager as well as appear on the sign in front of the fire house at least one week in advance. All Special Meetings that do not require a public vote shall appear in the Norwich Bulletin and on the sign outside of the fire house at least two days in advance and must be deemed as “urgent and necessary”. Such meetings should have a limited agenda. All Special Meetings that require a public vote must appear in the Norwich Bulletin, the Killingly Villager, the Turnpike Buyer and/or The Reminder and shall appear on the sign in front of the firehouse at least ten (10) days in advance. Channel 20 shall be notified for all meetings listed above.

*Change the wording in the Policies and Procedures as follows;*

- 1. All regular meetings are noticed on the sign in front of the fire house at least one (1) week in advance of meeting.*
- 2. ... (10) days in advance of meeting.*

*...above, the meeting’s agenda shall be included.*

- 3. ...and/or The Reminder..*
- 4. Correct Norwich to Norwich Bulletin...*

*Proposal to add to by-laws by Board Member*

## **Appeal of right to take a class**

**In order to appeal a denial of payment for a class to the East Killingly Board of Directors, a Training Request form has to have been filled out and denied by the Fire Chief before member starts said class.**

**After being denied by the Fire Chief a member may request an appeal of payment for class if:**

**Article I: The Chief did not give a written explanation for turning down a class at the time of the denial**

**Article II: the member needs the class as a prerequisite to other related classes beneficial to the Department**

**Article III: The member feels that the denial is due to discrimination**

**Article IV: The member is denied payment two or more times for the same class. The prior rejection of payment by the Chief for the class must be in writing before the member may appeal to the Board.**

**The following must be done in order to have an appeal request granted:**

## **East Killingly Fire District – Bylaws**

5-10-2009

- 1. The Request for Appeal must be made in writing to the acting President or Vice President of the East Killingly Board of Directors with a copy having been given to the Chief of the Department.**
- 2. The appeal request must be made within 14 days of being denied by the Fire Chief. If the Request for Appeal is due to Article IV above the appeal request must be made within 14 days of the second denial of the Fire Chief.**
- 3. The member must state in writing why he/she is appealing the Chief's decision and in it, specify how this class will help the East Killingly Fire Department and East Killingly residents.**
- 4. The Member must submit any paperwork that the Chief gave to the member in regards to taking the class (REQUIRED: Training Request form, letter of explanation for denial of class by the Fire Chief.)**

### **Chief's duties for appeals**

- 1. At the time of the Request for Appeal the Fire Chief must submit in writing the reason for the original refusal of payment for the class to the Board.**
- 2. The chief must submit, in writing, the Members' activity status.**

### **Board of Directors duties for appeals:**

- 1. The Board shall compile all pertinent information from all parties and determine if the Member qualifies for the appeals process.**
- 2. If the Board determines that the Member qualifies for an appeal a vote shall be cast at the \*next Board meeting. A vote of 2/3 of the Board or 4 members is required to pass the appeal. The President will abstain from voting with the exception of a tie vote, at which time the President will cast the tie breaking vote.**

**\*The Board shall reserve the right to table the vote until the next monthly meeting to pursue an in depth investigation and/or interview of all involved parties.**

**Rights of the Member:**

- 1. The Member has the right to withdraw his Appeal to the Board at any time so long as the Member does so in writing.**
- 2. The Member has the right to request, in writing, an Executive meeting of the Board to state his reasoning for the Appeals Request.**