

**BY-LAWS
OF THE
COVENTRY FIRE DISTRICT
(As Amended December 8, 2015)**

ARTICLE I

ANNUAL MEETINGS

SECTION 1

The annual meetings of this district shall occur as specified by the charter. Notice of these meetings will be made by the Clerk of this district in the “legal Notices” section of locally published newspaper and by printed notices posted conspicuously in not less than five places of business within the district, five days prior to said ;meeting, specifying the time and place of such meeting.

A quorum at all annual meetings and or special meetings shall be no less than 32 (thirty-two) qualified electors of the Coventry Fire District.

SPECIAL MEETINGS

SECTION 2

A special meeting of the Coventry Fire District shall be called by the Clerk of said district upon written request of at least 80 (eighty) qualified electors of the district, or by the Board of Directors for good cause. The object of the special meeting shall be stated in the call and no other business shall be transacted there at, The call shall be published in the same manner as specified in Article 1, Section 1 of these by-laws.

CLERK

SECTION 3

The clerk of said district shall have present at all meeting a list of all the inhabitants and commercial property owners qualified to vote. This list must have been examined and approved by the Board of Assessors and certified by the chairman or secretary of said board. It shall be the duty of the Board of Assessors to retain a duplicate of said list.

BALLOT

SECTION 4

Ten (10) qualified electors of said district may demand a paper ballot upon any question pending at any annual meeting.

ARTICLE II

ELECTIONS, OFFICERS, & OFFICIALS

SECTION 1

A. The election of district officers shall take place at each annual meeting or whenever a vacancy exists.

B. Any inhabitant qualified to vote at any district meeting may be a candidate for office provided that they do not hold any other position within the fire district or fire company.

C. In the event that a vacancy in any elective office of the District occurs, the Clerk or Moderator shall call a meeting of the elective officers of said District which said meeting shall be held within three (3) days after said vacancy occurs. The said elective officers shall select an inhabitant of said district to fill said vacancy until the next annual meeting.

SECTION 2

A. The elected officers of this district shall be comprised of five (5) inhabitants of the district whom shall be referred to as the Board of Directors. The officers shall consist of a Chairman, vice Chairman and three (3) members at large.

B. The elected officers shall serve terms as follows:

- 1) The Chairman shall serve a term of three (3) years from the January 10, 2006 annual meeting. After this initial term, the Board of Directors shall select its Chairman annually.

2) The Vice Chairman shall serve a term of two (2) years from the January 10, 2006 annual meeting. After this initial term, the Board of Directors shall select its Vice Chairman annually.

3) The members at large seats shall be labeled seats 3, 4, 5, and shall serve as follows;

Seat 3 One (1) year from the January 10, 2006 annual meeting

Seat 4 One (1) year from the January 10, 2006 annual meeting

Seat 5 Two (2) years from the January 10, 2006 annual meeting

Once all officials have served their initial term, all officers shall be elected for a term of two years.

C. It shall be the Board's scope of work, duty and obligation, to provide direction, supervision, and management of the fire district in a manner that will provide for the safest and effective mitigation of fire, medical, hazardous materials, and any and all other emergencies, as well as fire prevention, code enforcement, tax levying and tax collection, while maintaining a cost effective and financially responsible budget. The management of the fire district shall include, but shall not be limited to direct, supervise, appoint, and discharge the fire chief, the Deputy Chiefs, tax collector, treasurer, clerk and any and all other appointed positions held by any person employed or compensated by the fire district.

D. There shall be no other elected officials of the district.

SECTION 3

A. Appointed Officials

1) The following district officials shall be appointed by the District Board of Directors and shall serve at their will:

Fire Chief/Chief Engineer, the two Deputy Chiefs, clerk, moderator, tax collector(s), tax assessor(s), treasurer and a district secretary

They shall perform the duties as set forth by the Board of Directors and shall act in the best interest of the fire district.

2) There shall be no other appointed officials of the Fire District.

VACANCIES OF APPOINTED OFFICIALS

SECTION 4

In the event of a vacancy of an appointed official, the Board of Directors should act swiftly and prudently in order to fill the said vacancy and shall advertise for persons interested in the positions. The Board of Directors as a committee shall determine which of the qualified applicants shall be appointed to the vacant position.

MODERATOR

SECTION 5

The Moderator shall preside at all meetings of the District and shall strictly observe and maintain the provisions of the Charter and By-Laws.

At such meetings, the moderator shall enforce order and decorum. An appeal from his decision as presiding officer may be taken by those present qualified to vote. A majority of these shall be sufficient to sustain the appeal and to overrule the moderator's decision, but, such appeal shall be simply stated by the appellant and shall not be debatable.

CLERK

SECTION 6

The Clerk shall be responsible for informing the citizenry of the Coventry Fire District of all meetings, according to the manner established in Article I, Section 1 of these by-laws.

The Clerk shall keep full, fair, and accurate minutes of the proceedings of the district at all of its meetings. The Clerk shall request the Moderator to require that all motions be submitted in writing at the time of their proposal.

The Clerk shall have present at all meetings a list of all who are qualified to vote.

The Clerk shall otherwise discharge all the duties appertaining to the Clerk's office under the Charter and By-Laws of this district.

TREASURER

SECTION 7

The Treasurer shall receive and account for all moneys arriving from the collection of taxes, sale of bonds and otherwise, and shall safely deposit or invest the same in a manner which is in accord with the Charter of the District and the general laws of the State of Rhode Island.

The Treasurer and the Chairman of the Board of Directors 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.

The Treasurer shall, at every annual meeting, report fully the condition of the treasury of the district, showing receipts and expenditures of the preceding year, also, any interim reports as may be required by the Board of Directors.

The Treasurer may give such bond 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.

No money shall be paid except upon the audit of the Chief of the district expressed in writing.

The Treasurer shall otherwise discharge all the duties appertaining to the office.

No paid full-time firefighters shall hold the office of District Treasurer.

TAX ASSESSORS

SECTION 8

The Board of Assessors shall levy and assess at such rate as may by vote of the District be determined on all real estate within the limits of said district and personal property belonging to the residents thereof.

Said levy and assessments shall be made by the Assessors and be committed by them to the Collector of said Fire District.

No paid full-time firefighters shall hold the office of District Tax Assessor.

TAXES

Section 9

Such taxes shall be made payable at such times and in such manner as the District may determine.

TAX COLLECTOR

SECTION 10

The Tax Collector shall collect and deposit to the Treasurer's account of this district all taxes within five (5) days after collection. A duplicate of all deposits and other transactions shall be sent to the District Secretary.

The Tax Collector shall give bond with an approved surety company in the sum to be determined by the District, the premium to be paid by the district.

No paid full-time firefighter shall hold the office of Tax Collector.

SEAL

SECTION 11

The District shall have a seal, circular in form, with the words "Coventry Fire District" thereon.

The seal of the District is to be in the custody of the District Treasurer or Clerk of District.

ARTICLE III

FIRE DEPARTMENT

SECTION 1

The Fire Department of the Coventry Fire District shall consist of the following branches of organization:

1. Board of Directors
2. Fire Fighting Force
3. Special Divisions
 - a. Engine Companies
 - b. Ladder Companies
 - c. Rescue Squads
 - d. Fire Alarm Division
 - e. Fire Prevention Bureau

4. Also, whatever division which “Fire Underwriters” requirements may demand, subject to approval at any annual or special meeting of the district.

These branches of organization shall include the following personnel:

1. Chief of District
2. Two (2) Deputy Chiefs, to rank respectively as First and Second Deputy Chiefs.
3. Paid full-time firefighters, call-men and volunteers, as the services require.

BOARD OF DIRECTORS

SECTION 2

The Board of Directors may hold regular meetings and other special meetings at the call of the Chairman of the Board of Directors. They shall make rules and regulations not opposed to the laws of the State of Rhode Island and the ordinances of the Town, as they consider proper and necessary for the management of the department, the protection of its property and the promotion of its efficiency in preserving the district from damage due to fire emergencies.

They shall have the general charge of all the property belonging to the fire department in said fire district.

The Board of Directors may appoint a Clerk. It shall be the duty of the Clerk to keep a record of the meetings of the Board of Directors and of all fires and emergencies that may occur in the district. The Clerk shall also keep a record of all other matters relating to the department as may be deemed expedient by the Chief.

The Board of Directors shall have printed copies of the fire department ordinances and of all rules and regulations adopted by them. They shall see that at least one copy of the same is posted in the fire stations belonging to the district. The number of Firefighters, paid and volunteer, as the services require, shall be appointed by the Board of Directors subject to approval at each annual meeting.

The Board of Directors shall appoint all officers of the fire department and dismiss either firemen or officers for cause.

The Board of Directors shall purchase the necessary supplies and services for the running of the district as are not otherwise provided for by the district.

The Board of Directors shall see to it that suitable insurance is maintained against loss by fire on the property of the district.

No members of the Board of Directors shall employ any member of the full-time paid firefighting force, except for the performance of their customary duties as firefighters.

CHIEF OF DISTRICT

SECTION 3

The Chief of District shall have the general supervision and command of the fire department.

The chief of District shall at all times, have the fire department property in good order and ready for immediate use.

The Chief of District shall have the duty to provide all department personnel with continued training and insure that all personnel are proficient in performing their duties as firefighters and EMT's.

The Chief of District shall report to all fires and emergencies that occur within the district, unless otherwise excused.

The Chief of District shall see that all rules and regulations for the government of a fire department are enforced.

The Chief of District shall be empowered to conduct all day to day activities and duties that a fire department shall be expected to perform.

The Chief of District shall be directly responsible to the board of directors and shall make a written report at the annual meeting.

The Chief of District shall provide for fire prevention, education, and code enforcement within the district.

DEPUTY CHIEFS

SECTION 4

The two (2) Deputy Chiefs shall obey all orders of the Chief of the District and shall assist in the performance of the Chief of the District duties.

Each Deputy Chief shall report promptly to every fire or emergency that may occur within the limits of the fire district, unless otherwise excused.

In the absence or disability of the Chief of the District, the First or Second Deputy, in the order of their rank shall act in the place of the Chief Engineer with all the powers and subject to all the duties.

Each Deputy Chief shall be authorized, and it shall be their duty, to suppress any disturbance at a fire or emergency, and to order any persons engaged in such disturbance to leave the scene.

HYDRANTS AND STREET LIGHTS

SECTION 5

The number of hydrants and street lights in the district shall be determined by recommendation of the Board of Directors and the Chief of the District.

SALARIES

SECTION 6

The salaries of all officers of the district and the pay of the firefighters shall be determined by the Board of Directors.

ARTICLE IV

AMENDMENTS

SECTION 1

Any alterations of or additions to these by-laws may be made at any annual or special meeting of the district by a vote of two-thirds of the members present and voting.

SECTION 2

These by-laws shall take effect upon their adoption, and all former by-laws are hereby repealed.

In the event that a vacancy in any elective office of the District occurs, the Clerk or Moderator, upon learning of the vacancy, shall forthwith call a special meeting of the elective officers of said District, which said special meeting shall be held within five (5) days thereafter. At the said special meeting of the elective officers of said District the sole item on the Agenda shall be the filling of the said vacancy and the said elective officers shall elect an inhabitant of said District to fill said vacancy until the next annual meeting of the District. If the elective officers do not elect an inhabitant of said District to fill said vacancy at said special meeting, then the Clerk of the District shall immediately call a special meeting of the Coventry Fire District, to be held within two (2) weeks from the date of the special meeting of the elective officers of said District. At the said special meeting of the Coventry Fire District the sole item on the Agenda shall be the filling of the said vacancy until the next annual meeting of the District.

Provided however, if said vacancy shall occur within six (6) months of the end of the normal term for said vacant seat, the vacancy shall remain vacant until the next annual meeting of the District.

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