

Board of Fire Commissioners

Fire District #2

24 Old York Road, Bridgewater, NJ 08807

BOARD REGULATIONS

PREAMBLE

The Board of Fire Commissioners as duly constituted by New Jersey Statutes Annotated (N.J.S.A.) Title 40, represents the taxpayers of the Fire District. It is empowered by law to assure the fire protection of the district and to maintain its property and equipment in a high state of efficiency.

N.J.S.A 40:14-81 provides the Commissioners of a Fire district with the same powers, duties and functions within the Fire District and to the same extent as Municipalities relating to the prevention and extinguishment of fires and regulation of fire hazards. Therefore, the Board has at all times administrative authority over the operation of the various branches of the Fire Company in as much as training, educational requirements and equipment use is concerned. To this end the Board will issue various Regulations it deems necessary to carry out its prescribed mission. The authority granted the Board under law is recognized and its decisions are final.

UMBRELLA ORGANIZATIONS

Any other organization that is funded either in part or in full by the board of fire commissioners shall be required to comply with these by-laws in as much as the board determines that they are applicable to the organization in question. The Board may enter into agreements with other organizations as the law permits.

ENFORCEMENT OF REGULATIONS

The board draws its authority from N.J.S.A. Title 40 et seq. and as such is empowered to take any legal action required to enforce it's regulations.

MEMBERSHIP

Board members are prohibited from holding an executive or line position in any organization that receives full or partial funding by the Board.

MEETINGS

The monthly meeting shall be held on the third Wednesday of each month, at 7:30 p.m.

- A. The initial budget meeting shall be held in October.
- B. Additional meetings as required may be held at the pleasure of the Board.
- C. The Fire Company shall hold the third Wednesday of the month free of meetings and other activities in the building in order that the public may attend unimpeded.

TEMPORARY APPOINTMENTS

All interim appointments of Line Officers must be approved by the Board prior to their appointment.

EDUCATIONAL REQUIREMENTS AND TRAINING

Fire education and training is as required by the State of New Jersey.

With the exception of Firefighter(s), all educational requirements must be met before advancing to the next highest position.

The Chief shall certify in writing to the Board as to the completion of the educational requirements of the Officers under his command. This shall be done both annually and as each educational requirement for the person is met.

REVIEWS

The Board, if it so desires shall review at 6 month intervals the job performance of all Line Officers. The Board in order to make the proper evaluation is empowered to make inquiries of all members of the Company and residents of Fire District #2, if it so desires and to use all means at its disposal to assure the highest standards are being met. The Chief will produce such records as are required by the Board, and the Board hereby reiterates its authority to remove any Line Officer, if the said Line Officer does not perform in the best interests of the Fire District.

PURCHASES

All purchases in excess of \$100.00 must be presented to the Board for its approval prior to purchase, except in cases of dire necessity involving emergency repairs so that the equipment may function properly.

The Board of Fire Commissioners must be notified as soon as it is practical in relation of the above expenses.

In the case of an equipment failure or malfunction, the Board gives the Chief of the department full authority to replace the damaged equipment using his best judgment up to a maximum, of \$300.00. The Chief shall advise the Board within a reasonable period of time.

The items needed for the day to day operation of the Fire District shall be the responsibility of the Fire Chief. The Chief will be responsible for the actions of his subordinates.

The practice of ordering new turn out gear for the incoming Chief and Asst. chief prior to their election is discontinued. Since contests for office could arise and since the gear is custom fitted for the above mentioned persons it shall be ordered at such time after the candidates for the respective offices are elected to that office by the members of the Fire Company.

All other purchases will be handled by the Board in the following manner. The Chief or his assignees will submit a written request/PO for items at a regularly scheduled Board meeting. The request, if approved by the board shall then be ordered by the assigned person..

BUDGET PREPARATION

The budget for the upcoming year shall be prepared by the outgoing and incoming Chiefs.

USE OF BOARD EQUIPMENT/PROPERTY

THE BOARDS REQUIREMENTS ENABLING INDIVIDUALS THE USE OF BOARDS PROPERTY ARE AS FOLLOWS:

- A. Completion of membership application for Active membership.
- B. Completion of a physical (form to be supplied by fire company)
- C. Approval by the fire company as to membership therein.
- D. Applicant must conform to all fire commissioners' regulations and any requirements that the fire company shall require for members using Fire District equipment and supplies.

REGULATIONS GOVERNING EQUIPMENT OWNED BY FIRE DISTRICT #2, BRIDGEWATER TOWNSHIP N.J.

Board owned equipment is under the supervision and control of the Commissioners. No action may be taken with it that is contrary to law or official resolutions of the Board of Fire Commissioners. The Fire Company shall observe any rules or regulations promulgated by the Board for the maintenance, storage and use of said equipment and shall utilize the same only in accordance with the procedures established by the Commissioners.

No Board owned property or equipment may be issued to any individual without express permission of the Board. However, in the case of fire equipment, sufficient equipment shall be carried on the trucks to insure that all participants at a fire scene are properly protected.

No piece of equipment shall be taken out of the Fire District without the express consent of the Board of Fire Commissioners, except for emergencies and mutual aid drills.

No one shall be allowed to operate any piece of equipment unless he has proved himself proficient in its operation by satisfactorily passing an examination given to him by the Chief or his assignees, or such other person so designated. Such notice of proficiency shall be reported to the Board at its next regularly scheduled meeting.

No individual at any time shall be permitted to be on, handle, or operate any Fire District #2 equipment or property while:
Intoxicated or there is any alcoholic beverage in his possession.

Breach of this regulation shall cause a revocation by the Board of Fire Commissioners, of all privileges and use of the equipment of property of Fire District #2 for a period of not less than the following,

First offense:	3 months
Second offense:	1 year
Third offense:	Permanent and a recommendation to the Fire Company to dismiss.

All firefighters must wear protective clothing as prescribed by law when engaged in fire fighting.

Breach of this regulation shall cause a revocation by the Board of Fire Commissioners, of all privileges and use of the equipment of property of Fire District #2 for a period of not less than the following,

First offense:	3 months
Second offense:	1 year
Third offense:	Permanent and a recommendation to the Fire Company to dismiss.

Willful damage to any Fire District #2 equipment or property shall result in immediate and permanent revocation of all privileges and use of equipment or property of the Board of Fire Commissioners and a recommendation to the fire company to dismiss.

In order to use Fire District owned equipment and supplies, individuals must meet the requirements as set forth in the Fire Districts' Regulations.

Compliance to the Board of Fire Commissioners regulations is required and shall be enforced by the Board.

The Fire Chief or other persons as the board deems proper shall report all fires and/or activities to the Board of Fire Commissioners at each meeting of the board, and such other reports that may be required by the Board. A record of such fires and other reports shall be kept by the Board.

Nothing contained herein shall be construed to decrease the responsibility of the Chief or his line officers of their authority, as provided for under State statutes, at a fire scene or during an emergency or other hazardous situations.

RIGHT OF REDRESS

Any resident of Fire District #2, or any member of Bradley Gardens Vol. Fire Co. (BGVF), may petition the Board for redress by giving written notice to the Board, setting forth the following (if applicable):

- A. Time and date
- B. Place
- C. Nature of the complaint
- D. Witnesses (if any)
- E. Petitioners name, address, and phone number

The Board may then at its discretion convene a hearing at a time decided upon by the Board, to determine the validity of the charges. This meeting will not be open to the public and no public participation will be allowed unless the participant has relevant testimony and is sworn. At this hearing the Secretary of the Board is empowered to call and swear witnesses and to cause the proceedings to be recorded in a true and accurate manner. The Chairman of the Board shall act as Chief Hearing Officer. In his absence the Board shall elect a Hearing Officer from those Commissioners present.

The other members of the Board as well as the Chief Hearing Officer shall be empowered to call and question witnesses.

A secret ballot vote shall be taken to determine the validity of the charges.

A simple majority will be required in order to sustain the charge. Penalties shall be assessed in the same manner. Severity of penalties imposed, if any are exclusively the Boards domain.

The Secretary shall inform the Accused of the Board's decision both verbally and by certified letter return receipt.

If deemed proper by the Board the Secretary shall notify the BGVF Co. by certified mail of its decision.

The Board will not respond to any unsigned complaints

AMENDMENTS TO BOARD REGULATIONS

The Board may see fit to amend these Regulations from time to time. Such changes shall be communicated to the member organizations as they become effective.

Approval Date_____

VENDOR REQUIREMENTS (TO BE SUPPLIED TO ALL VENDORS) **PURPOSE:**

To insure the most beneficial system of equipment procurement, for the tax payers and firemen of Fire District #2.

Vendors shall abide to the vendor requirements approved by the Board, as follows:

1. All correspondence relating to the purchase of equipment will be directly transmitted to the Board of Fire Commissioners of District #2.
2. A copy of all vendor correspondence may at the Boards direction be transmitted to the Chief of the Fire Department, provided the primary document is transmitted to the Board.
3. The Chief of the Fire Department can represent the Board on equipment investigations, providing the Board grants and instructs the Chief to do so. The final decision to purchase shall be the sole responsibility of the Board, unless such power is conferred upon the Chief on an item by item basis.
4. Failure of any vendor to strictly adhere to these requirements shall result in the disqualification of any bid in progress, and his being dropped from the list of authorized vendors for Fire District #2 for such time as the Board deems proper.

BIDS

1. The mailing of specifications for bids shall be the responsibility of the Board. A letter of acknowledgment will be sent to all vendors upon receipt of their bid.
2. At the time of procurement a letter of rejection will be sent to all unsuccessful bidders.

EQUIPMENT

1. Any equipment to be ordered, except as otherwise specified herein, must be approved by the Board. If this requirement is not met, the Board absolves the District from any financial obligation, in other words, the person who ordered the item without Board approval, pays for it.
2. The equipment list will be made up at a budget meeting between the Chief and the Board of Fire Commissioners. This meeting will be held at the pleasure of the Board of Fire Commissioners.

A copy of these Regulations and all attachments shall be forwarded to the Secretary of BGVF Co. for her/his records as will all future amendments to the aforesaid regulations.

This procedure, together with the rules and regulations of the Board of Fire Commissioners of Fire District #2 and any addenda herein attached shall comprise the normal operating procedures of Fire District #2.

By order of the Board of Fire Commissioners
Fire District #2 Bridgewater, N.J.

Approval Date_____

Gloria K. Langon, Secretary/Commissioner

ELECTION AND BUDGET RULES

1. 60 DAYS PRIOR TO ELECTION
2.
 - a. INTRODUCE AND APPROVE BUDGET NOT LATER THAN 60 DAYS PRIOR TO ELECTION
 - b. BUDGET SHALL BE IN WRITING AND SHALL CONSTITUTE THE FIRST READING, IF APPROVED.
 - c. TIME AND PLACE OF PUBLIC HEARING SHALL BE FIXED AT THIS TIME, NOTICE SHALL BE GIVEN AT LEAST 10 DAYS PRIOR TO HEARING BY ADVERTISING IN LOCAL PAPER
 - d. NOTICE SHALL ALSO BE GIVEN AT SAME TIME WHERE INTERESTED PARTIES MAY OBTAIN COPIES OF BUDGET AT LEAST SEVEN DAYS PRIOR TO PUBLIC HEARING.
3. BUDGET SHALL PROVIDE FOR SEPARATE SECTIONS
 1. OPERATING APPROPRIATIONS:
 2. CURRENT OPERATING EXPENSES AND AMOUNTS NECESSARY TO FUND ANY DEFICIT FROM PRECEDING YEAR.
 3. CAPITAL APPROPRIATIONS:
 4. AMOUNTS NECESSARY IN THE CURRENT BUDGET YEAR TO FUND OR TO MEET OBLIGATIONS INCURRED FOR CAPITAL PURPOSES.
 5. THE OPERATING APPROPRIATIONS SHALL SET FORTH SEPARATE ITEMS FOR ADMINISTRATION OPERATION AND MAINTENANCE
 6. THE BUDGET SHALL PROVIDE FOR SEPARATE ITEMS FOR: A SURPLUS NOT TO EXCEED THE AMOUNT OF SURPLUS HELD IN CASH OR QUICK ASSETS `AT THE BEGINNING OF THE BUDGET YEAR
 7. MISC. REVENUES
 8. AMOUNT TO BE RAISED BY TAXATION
 1. NO LATER THAN 30 DAYS AFTER ELECTION APPLIES ONLY IF
 2. BUDGET DEFEATED.
 3. N.J.S.A TITLE 40A: 1478.5
 4. 28 DAYS PRIOR TO ELECTION

5. PUBLIC HEARING REQUIRED TO BE HELD NOT LESS THAN 28 DAYS AFTER APPROVAL OF THE BUDGET. (SEE 60 DAYS)
6. SEE N.J.S.A TITLE 40: 1478.2
7. 25 DAYS PRIOR TO ELECTION
4. 1. ADOPTION OF BUDGET
 2. MUST BE ADOPTED BY A MAJORITY OF THE FULL MEMBERSHIP OF THE FIRE COMMISSIONERS, NOT LATER THAN 25 DAYS PRIOR TO THE ANNUAL ELECTION.
 3. THE ADOPTED BUDGET SHALL BE ADVERTISED AFTER ADOPTION.
 4. THE ADVERTISEMENT SHALL CONTAIN A COPY OF THE BUDGET AND SHALL BE PUBLISHED AT LEAST ONCE IN A NEWSPAPER CIRCULATING IN THE FIRE DISTRICT AT LEAST 7 DAYS PRIOR TO THE ANNUAL ELECTION
5. 10 DAYS PRIOR TO ELECTION
 1. DATE TIME PLACE AND PURPOSE OF PUBLIC HEARING ALSO A PLACE WHERE COPIES OF BUDGET MAY BE OBTAINED BY INTERESTED PARTIES TO BE PUBLISHED IN NEWSPAPER 1 WEEK PRIOR TO PUBLIC HEARING
 2. THE BUDGET SHALL BE READ AT THE PUBLIC HEARING IN FULL OR MAY BE READ BY ITS TITLE IF, AT LEAST ONE WEEK PRIOR TO THE DATE OF THE HEARING.
 3. COMPLETE COPY OF THE APPROVED BUDGET SHALL HAVE BEEN POSTED IN SUCH PUBLIC PLACES AS NOTICES ARE USUALLY POSTED IN THE DISTRICT AND IS MADE AVAILABLE TO EACH PERSON REQUESTING A COPY DURING SAID WEEK AND DURING THE PUBLIC HEARING
 4. THE FIRE COMMISSIONERS SHALL BY RESOLUTION PASSED BY NOT LESS THAN A MAJORITY OF THE FULL MEMBERSHIP,
 5. DETERMINE THAT THE BUDGET BE READ BY ITS TITLE AND DECLARE THAT THE CONDITIONS SET FORTH IN SUBSECTION A. OF THIS SECTION HAVE BEEN MET.
 6. AFTER THE CLOSING OF THE HEARING THE FIRE COMMISSIONERS MAY BY A VOTE OF NOT LESS THAN A MAJORITY OF THE FULL MEMBERSHIP ADOPT THE BUDGET BY TITLE WITHOUT AMENDMENTS OR MAY APPROVE AMENDMENTS AS PROVIDED IN SECTION 7 OF THIS ACT.