

ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT

Bylaws and Rules of Procedure

A. Organization

The governing authority shall be called the Board of Directors (“Board”) of the Rockville/Springdale Fire Protection District (“District”), and it shall consist of five (5) members. Three Board Members shall be elected as prescribed in Title 17A-1-305 of the Utah Code. In addition, the Towns of Rockville and Springdale shall each appoint one member as provided in Title 17A-1-303 of the Utah Code. Mid-term vacancies in the elected positions may be filled by appointment by the Board after posting the vacancy for fourteen (14) days as provided in Title 20A-1-5-2 of the Utah Code, with the appointee serving the remainder of the term. Applications to fill vacancies shall be in writing to the District Clerk and shall contain the name of the applicant, the applicant’s physical as well as mailing address and phone number. Applicants must be a resident and registered voter of the District and, as provided in Title 17A-1-306 of the Utah Code, no volunteer or paid employee of the District may serve as a member of the Board. Applications for consideration must be received by the Clerk five (5) days prior to the meeting of the Board where the application will be considered.

B. Functions of the Board

The principal function of the Board is to manage the District so that it can: 1) effectively promote fire safety and minimize loss of life and property from fires occurring within the District; and 2) provide emergency medical services (EMS) to minimize loss of life and bodily injury. The Board is responsible for results; it should not try to direct activities or make decisions that could better be made by tactical operating personnel.

1. **Appointment of Chair and Vice-Chair:** At its first meeting in each calendar year, the Board shall elect a Chairperson and a Vice-Chairperson, each of whom shall serve for one year or until a successor is elected.

2. Duties of the Chair:

- a. To call the Board to order on the day and the hour scheduled and proceed with the order of business.
- b. To announce the business before the Board in the order in which it is to be acted upon.
- c. To receive and submit in the proper manner all motions presented by the members of the Board.
- d. To authenticate by signature all of the acts, findings and proceedings of the Board.
- e. To maintain order at the meetings of the Board.
- f. To move the agenda along, hold down redundancy by limiting the time allowed for comment if necessary, set guidelines for public input, and reference handouts and procedures during the meetings.
- g. Recognize speakers and Board Members prior to receiving comments and presentations.
- h. Serve as a meeting facilitator.
- i. Schedule work sessions, training sessions, or research topics as needed or based on input from members of the Board.
- j. Review the meeting agenda and relevant material with the Clerk before it is distributed to the Board.
- k. Efficiently calm disruptions to the meeting by either Board Members or audience participants so as to progress the appropriate agenda items. Raising of voices amongst the Board or the audience is not permissible nor reasonable behavior and warrants removal from meetings.

3. **Duties of the Vice-Chair:** The Vice-Chair, during the absence of the Chair, shall have and perform all of the duties and functions of the Chair.

4. **Temporary Chair:** In the event of the absence of both the Chair and Vice-Chair, a Board Member may serve as the Chair or Vice-Chair until their return upon an affirmative vote of the members present constituting a quorum. In such event, the temporary Chair shall have all the powers and perform the functions and duties assigned to the Chair of the Board.

C. Specific Responsibilities

1. **The Board.** The Board has legal responsibility for the property of the District. It shall ensure the District buildings, apparatus and equipment are properly accounted for and are kept clean and maintained in good operating condition to the extent possible with the funds available to the District. It shall obtain adequate liability

insurance, insurance on District property and worker's compensation insurance for its employees and volunteers.

2. **Policies and Operations.** The Fire Chief/EMS Coordinator makes the tactical operating decisions for the Fire Department and EMS. The Board shall determine major non-tactical policy such as personnel, purchasing policies, etc.
3. **Fiduciary Duties:** The Board shall efficiently and effectively manage the District budget to meet the present and future needs of the community. Budgets shall be carefully planned and updated annually. Budget changes shall be reviewed and voted upon after a public hearing. Annual fiscal budgets will be prepared according to Utah State statutes and presented for public hearing as follows:
 - a. July meeting – Request input from Board and staff.
 - b. August 1 – Start budget process with Board and staff suggestions.
 - c. September 1 – Draft budget for Board review.
 - d. Regular meeting in November – Finalize and approve tentative budget at a meeting noticed accordingly by state law.
 - e. The municipal representatives from the Board shall present the tentative budget to their respective councils.
 - f. Regular December meeting (third Wednesday) – Hold a public hearing for public input into the tentative budget in preparation of approving the final budget.
 - g. The final budget shall be approved no later than December 31.
4. **Appointment of Fire Chief/EMS Coordinator.** The Board shall appoint and supervise the Fire Chief/EMS Coordinator. Other tactical officers of the District shall be recommended by the Chief and approved by the Board.
5. **Public Relations.** As representatives of the residents of the District, the Board has primary responsibility for establishing a program of public relations for the District. This program includes keeping local government officials of both towns, residents and business operators in the District conscious of the need for fire prevention and EMS services, including adherence to the International Fire Code in the construction and maintenance of real property.

Mission Statement: *The Rockville/Springdale Fire Protection District will respond to the community's public safety needs, minimizing risk to life, health, and property threatened by the hazards of fire, trauma, medical emergencies, and other hazardous*

conditions by adopting a philosophy of service through response, prevention, and community education.

6. **Inter-local Agreements.** The Board shall be responsible for making agreements of cooperation with other governmental entities.
7. **Appeals.** When requested, the Board shall appoint a Fire District Appeals Board to hear appeals arising under the International Fire Code.
8. **Personnel.** With approval of the Board, the District will employ the most capable person possible to head the Fire Department and EMS (Fire Chief/EMS Coordinator) and likewise a person to conduct the business or administrative aspects of the District (District Clerk). The Fire Chief/EMS Coordinator and Clerk will work within the standards defined by the District Employee Policies and Procedures.

D. Rights and Duties of Members

1. **Meeting Attendance:** Every member of the Board shall attend the sessions of the Board unless duly excused or unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the Clerk. The Clerk shall inform the Chair of excused absences. Excessive absence of Board members may lead to dismissal of duties if so voted upon by a quorum of the Board.
2. **Present to Vote:** No member of the Board shall be permitted to vote on any question unless the member is present when the vote is taken and when the result is announced. No member shall give his/her proxy to any other person.
3. **Chair and Clerk:** The Chairperson of the Board has overall responsibility for the effective and efficient functioning of the Board and the District. The Clerk shall contact all Board Members prior to creating the agenda, and with the suggestions of Board members, the Chair shall approve the agenda for Board meetings, preside over said meetings, and see that Board Members carry out their assignments. The Chairperson shall speak for and sign documents as authorized by, and as representative of, the Board and shall represent the District in dealing with other governmental agencies and the public, or may delegate such functions in any instance to the Vice-Chair or other Board Member.

4. **Treasurer** – At the first Board meeting of each year, one of the Board Members shall be appointed Treasurer of the District by the Chairperson, with the advice and consent of the Board. The Treasurer shall be responsible for signing payment vouchers of the District and oversee the monthly reconciliation of the District's checking account.
5. **Budget Committee** – The Chair shall also appoint one member of the Board and the Fire Chief/EMS Coordinator to serve with him (her) on a Budget Committee to prepare the annual budget and any subsequent amendments.
6. **Assignments** – The Chair may give assignments to Board Members to help the District function more efficiently. A Board Member may be given more than one assignment. Such assignments are not intended to limit the overall responsibility of the Board as a whole for District operations.
7. **Attorney Contacts** – To avoid the cost of duplication, all contacts with the attorney for the District or other professionals shall only be allowable with consent of two Board Members.
8. **Residency**. Board members must live within the District. Residency shall be determined according to Utah State Code 20A-2-105. Board members who intend to move from the District shall notify the Board 30 days prior to their expected vacancy so their position may be filled as soon as possible.

E. Meetings

1. **Special Meetings**: Special meetings may be called:
 - a. By action of the Board at a regular meeting, or;
 - b. By order of the Chair, or in absence of the Chair, by the Vice-Chair, or;
 - c. By written request of three or more members of the Board.

The Clerk shall provide written notice for special meetings to members of the Board. In the event of an emergency, a telephoned notice to the Board shall suffice provided a written waiver of other notice is signed by a majority of the entire Board present at such special meeting. Action on matters at special meetings shall be limited to subjects announced in the call for such special meeting.

2. **Agenda Deadline**: Public requests for Board consideration must be properly presented to the District Clerk two (2) weeks prior to the

regular meeting. The Clerk and the Chair will review the request within five (5) business days and notify the person requesting review of missing material. Any missing material must be submitted no later than seven (7) days prior to the meeting. This does not guarantee all requests will be scheduled with the Board at the next regular meeting.

F. Agenda for Regular Meetings

1. **New Business**: New Business items on the agenda shall be limited to ten (10), unless given prior approval by the Chair, or in his/her absence, by the Vice-Chair.
2. **Agenda**: No subject matter shall be placed on the agenda for any meeting, nor shall any meeting consider any of the subject matters which were not formally filed with the Clerk in the manner provided by *Section E, Paragraph 2*.
3. **Incomplete Items on Agenda**: In the event that an item is incomplete, the Board may remove the item from the agenda to be discussed at a later meeting.
4. **Qualifying Agenda Items**: Any subject matter relating to the state of the District may be placed on the agenda by any person residing in the District. Persons not living in the District requesting time to present or ask questions are able to do so with 7 days notice to the Clerk.

G. Amendment of Bylaws and Rules of Procedure

1. These Bylaws and Rules of procedure may be amended by a resolution approved by a majority vote of the District Board at any public meeting.

H. Recording of Bylaws and Rules of Procedure

1. The Clerk shall record these rules and all subsequent amendments and copies shall be furnished to each member of the Board.