

Cromwell Fire District

Board of Commissioners



District By-Laws

BY-LAWS OF THE CROMWELL FIRE DISTRICT

Adopted November 18th, 1927

As Amended May 15th, 2012 , September 30th, 2013

Mission Statement:

The Cromwell Fire District is dedicated to ensuring that the preservation of life, and the conservation of property and the supply of potable water is our core mission. The District carries out these missions by providing fire suppression, emergency medical services, fire investigation and code enforcement, and water supply services to the Town of Cromwell. These services are provided by the District's Fire Department, Fire Marshal's Office and Water Division.

Article I

Name:

- A. The corporate name of this district shall be The Cromwell Fire District.

Article II

Location:

- A. In accordance with the District Charter, the geographical boundaries of The Cromwell Fire District shall be coterminous with those the Town of Cromwell.

Article III

Definitions:

- A. The following terms as used herein shall have the meanings ascribed thereto:

1. ***"District"*** refers to the Cromwell Fire District.
2. ***"Board"*** refers to the Board of Fire Commissioner of the Cromwell Fire District.
3. ***"District Charter"*** refers to Special Act No. 200 of the January 1927 Session of the Connecticut General Assembly, as amended from time to time.
4. ***"The District Operations Committee"*** refers to the Committee comprised of the Board President, Vice President and Secretary/District Clerk.
5. ***"Voter"*** refers to:
 - i. Any person who is an elector of the Town of Cromwell, and
 - ii. Any citizen of the United States of the age of eighteen years or more who, jointly or severally, is liable to the District for taxes assessed against him/her on an assessment of not less than one thousand dollars (\$1,000.00) on the last-

completed grand list of the District, or who would be so liable if not entitled to an exemption under subdivision (17), (19), (22), (23), (25), or (26) of Section 12-81 of the Connecticut General Statutes.

Article IV

Commissioners:

- A. The Board of Commissioners of the Cromwell Fire District shall be nine (9) Commissioners, three (3) of whom shall serve for one (1) year, three (3) of whom shall serve for two (2) years and three (3) of whom shall serve for three (3) years from the first annual meeting, and their successors shall be elected for a term of three (3) years each.
- B. **To be nominated as a candidate for election to the Board, the candidate must:**
 - 1. Be a Voter of the District, and
 - 2. At the time of his/her nomination indicate his/her consent to be nominated and to serve as a Commissioner if elected. Such indication of consent may be made orally at the District Meeting at which such nomination is made, or may be made in writing delivered to the Secretary/District Clerk of the Board prior to or at such meeting.

Article V

Powers of Commissioners:

- A. The Board of Commissioners shall superintend the concerns of the District, and shall adjust and settle all claims against the District and draw on the Treasurer for their payment.
- B. At a special meeting of the Board to be held directly following the annual meeting of the District for the election of members of the Board, the members of the Board shall elect from amongst themselves the following five (5) officers:
 - 1. President,
 - 2. Vice President,
 - 3. Secretary/District Clerk,
 - 4. Treasurer and,
 - 5. Assistant Treasurer.
- C. The term of each such officer shall commence with such meeting and terminate on the date of the election of the members to the Board the next following year.
- D. In the event of a vacancy in an office, the members of the Board, at the next regular monthly meeting, or at a special meeting called for such purpose prior to such regular meeting, shall elect from amongst themselves a member to fill the remaining term of such office.

- E. In the event of a vacancy of a Commissioners position from any cause prior to the expiration of his/hers term, the President of the Board shall call a meeting of the Voters of the District to elect a Commissioner to fill the unexpired portion of said term. Such District Meeting shall be held within sixty (60) days of the determination by the Board of Commissioners of the existence of such vacancy.
- F. The Board of Commissioners shall require the Treasurer a sufficient bond to said District procured from a surety company conditioned for the faithful discharge of the duties of said office, and the members of the Board of Commissioner who shall neglect or refuse to require such bond shall be jointly and severally liable to the District for all money not accounted for by the Treasurer.
- G. The Board of Commissioners shall require the Treasurer to provide an annual sworn report of all receipts, expenditures, and of assessments collected and uncollected.
- H. The Board of Commissioners shall designate an independent auditor to audit the financial statements and accounts of the District, and shall cause the financial statements and accounts of the District to be audited at least once annually.

Article VI

Duties of Officers:

A. The President shall:

1. Be the Chief Executive Officer of the District;
2. Preside at all meetings of the Board and District;
3. Call all special meetings of the District;
5. Be, ex-officio, a member of all Board or District committees; and
6. Be a member of the District Operations Committee.

B. The Vice President Shall:

1. Aid the President in the fulfilling of his/her duties and responsibilities;
2. Have all the authority, powers and duties of the President whenever the President vacates the office, is absent, or for any cause is unable to perform the duties of the President; and
3. Be a member of the District Operations Committee.

C. The Secretary/District Clerk shall:

1. Keep a record of the minutes of all meetings of the Board and District;
2. Be the custodian of all such minutes and other records of the Board and District;
3. Following the meeting of the District fixing the annual tax rate, prepare a rate bill apportioning to each property owner within the District such property owners proportionate share of such taxes, and deliver such rate bill to the Treasurer;
4. Keep at all times a list of the Voters of the District; and
5. Be a member of the District Operations Committee.

D. The Treasurer shall:

1. Have charge of the collection and payment of all monies of the District, under such rules and regulations as the Board may prescribe;
2. Sign all checks drawn on District funds;
3. Receive and invest all monies of the District in accordance with such guidelines as the Board may prescribe;
4. Coordinate with the Executive Committee of the Board and the District Finance Director in the preparation of the annual budget for submission to the Board and the Voters;
5. Oversee maintenance of the financial records of the District;
6. Exercise such powers as provided to towns and tax collectors by the Connecticut General Statutes to collect and enforce the payment of District taxes; and
7. Coordinate with the Executive Committee of the Board and the District Finance Director for the annual audit of the District's financial records.

E. The Assistant Treasurer shall:

1. Aid the Treasurer in the fulfilling of his/her duties and responsibilities;
2. Have all the authority, power and duties of the Treasurer when the Treasurer vacates the office, is absent, or for any cause unable to perform the duties of the Treasurer.

Article VII

Annual Meeting:

- A. The District shall hold its Annual Meeting on the first Monday in October in each year.
- B. The Board shall prepare the call for each meeting and the notice of said Annual Meeting shall be the same as legally required for annual town meetings.

Article VIII

Special Meetings:

- A. Special meetings of the District shall be held upon:
 - 1. The application of ten per cent (10%) of the total number of Voters of the District or twenty of the Voters, whichever is less to the Board, or
 - 2. Upon the call of the President, District Operations Committee or any three Commissioners.
- B. The Commissioners shall prepare the call for said special meetings in the same manner as required for special town meetings and the notice of said special meetings shall be the same as legally required for special town meetings.

Article IX

Quorum:

- A. Five (5) Commissioner from the Board shall constitute a quorum for conducting the business of the District.

Article X

Other Powers:

- A. Said District and its Commissioners shall have the same duties, powers and obligations as provided under the General Statutes and not inconsistent with the District Charter or these By-laws.

Article XI

Repeal and Amendments:

- A. These laws and regulations may be added to, altered, repealed or amended at any special or annual meeting of the District duly warned and held.

Cromwell Fire District

Board of Commissioners



Commission By-Laws

CROMWELL FIRE DISTRICT BOARD OF COMMISSIONERS

BY-LAWS AND RULES OF PROCEDURE

Adopted April 2nd, 1996

Effective July 1st, 1996

As Amended December 19th, 2000, July 6th, 2010, September 30th, 2013

Mission Statement:

The Cromwell Fire District Board of Commissioners is dedicated to ensuring that the preservation of life, the conservation of property and the supply of potable water is our core mission. The Board carries out these missions by ensuring that fire suppression, emergency medical services, fire investigation and code enforcement, and water supply services to the Town of Cromwell are provided on a continuous basis. These services are provided by the District's Fire Department, Fire Marshal's Office and Water Division through the management of the Board.

Article I

Membership of the Board of Commissioners:

A. Members:

1. There shall be nine (9) members of the Board of Commissioners ("the Board"), who shall be elected and serve in accordance with the applicable provisions of the Charter of the Cromwell Fire District ("the District"), the By-Laws of the Cromwell Fire District and the Connecticut General Statutes.

B. Election of Board Officers:

1. At a special meeting of the Board to be held directly following the annual meeting of the District for the election of members of the Board, the members of the Board shall elect from amongst themselves the following five officers: President, Vice President, Secretary/District Clerk, Treasurer and Assistant Treasurer. The term of each such officer shall commence with such meeting and terminate on the date of the election of the members to the Board the next following year. In the event of a vacancy in an office, the members of the Board, at the next regular monthly meeting, or at a special meeting called for such purpose prior to such regular meeting, shall elect from amongst themselves a member to fill the remaining term of such office.

2. The election of the above mentioned Board officers shall be done by written ballot following their nomination for each specific office.

C. Uniforms:

1. Upon request and at no charge, a Class A Dress Uniform shall be provided to any Commissioner who makes such a request through the District Operations Committee.
 - a. Purpose of this uniform is to allow Commissioners who are not members of the Fire Department the ability to attend functions where a Class A uniform is appropriate.
 - b. This uniform shall be different from the Fire Departments Class A uniform to distinguish the difference between the District and the Department.

D. Authority, Powers and Duties of Board Officers:

1. The President shall:

- a. Be the chief executive officer of the District;
- b. Preside at all meetings of the Board and the District;
- c. Call all special meetings of the Board;
- d. Be, *ex officio*, a member of all Board or District committees; and
- e. Be a member of the District Operations Committee.

2. The Vice President shall:

- a. Aid the President in the fulfilling of his or her duties and responsibilities;
- b. Have all the authority, powers and duties of the President whenever the President vacates the office, is absent, or for any cause unable to perform the duties of President; and
- c. Be a member of the District Operations Committee.

3. The Secretary/District Clerk shall:

- a. Keep a record of the minutes of all meetings of the Board and of the District;
- b. Be the custodian of all such minutes and other records of the Board and the District;
- c. Following the meeting of the District fixing the annual tax rate, prepare a rate bill apportioning to each property owner within the District such property owner's proportionate share of such taxes, and deliver such rate bill to the Treasurer;
- d. Keep at all times a list of the voters of the District; and
- e. Be a member of the District Operations Committee.

4. The Treasurer shall:

- a. Have charge of the collection and payment of all monies of the District, under such rules and regulations as the Board may prescribe;
- b. Sign all checks drawn on District funds;
- c. Receive and invest all monies of the District in accordance with such guidelines as the Board may prescribe;

- d. Coordinate with the Executive Committee and the District's Finance Director in the preparation of the annual budget for submission to the Board and the voters;
 - e. Oversee maintenance of the financial records of the District;
 - f. Exercise such powers as provided to towns and tax collectors by the Connecticut General Statutes to collect and enforce the payment of District taxes; and
 - g. Coordinate with the Executive Committee and the District's Finance Director the annual audit of the District's financial records.
5. **The Assistant Treasurer shall:**
- a. Aid the Treasurer in the fulfilling of his or her duties and responsibilities; and
 - b. Have all the authority, powers and duties of the Treasurer whenever the Treasurer vacates the office, is absent, or for any cause unable to perform the duties of Treasurer.
6. **The District Operations Committee:**
- a. The President, Vice President and Secretary/District Clerk shall constitute The District Operations Committee of the Cromwell Fire District Board of Commissioners.
 - b. The District Operations Committee shall be responsible for the appointment of the standing and special committee membership and Board appointments, other than the Pension Committee, as described in Article III hereof.

ARTICLE II

Meetings of the Board of Commissioners:

A. Regular Monthly Meetings:

1. Schedule:

- a. The regular monthly meeting of the Board shall be held on the third Tuesday of each month.
- b. Each regular monthly meeting of the Board shall start at 7:00 p.m. and adjourn not later than 10:00 p.m., unless the Board by a two-thirds majority of those present and voting extends the adjournment hour but not later than midnight.
- c. If the date of a regular monthly meeting of the Board falls upon a legal holiday, it shall be held on the next following business day.

2. Agenda:

- a. The agenda for each regular meeting of the Board, accompanied by the written reports of the standing committees and any other supporting material, shall be delivered to each member of the Board on the Thursday preceding such meeting.
- b. By two-thirds vote of those present and voting at a Board meeting, any item received after the deadline for inclusion on the agenda may be acted upon and be considered a part of the agenda of such regular meeting of the Board.

3. Order of Business:

The order of the business at regular monthly meetings of the Board shall be as follows:

- a. Call to Order
- b. Public Comments
- c. Reading and Approval of Prior Minutes
- d. Reading of Communications and Written Appeals
- e. Reports of the Director of Finance, the Treasurer, the Fire Department Chief, the Cromwell Fire Marshal the Cromwell Fire Marshal and the Director of Operations of the Water Division
- f. Reports of Committees
- g. Appointments
- h. Consideration of Old Business
- i. Introduction and Consideration of New Business
- j. Adjournment

B. Special Meetings:

1. Special meetings of the Board shall be held as determined by the President of the Board, or the District Operations Committee.

C. Quorum:

1. Five members of the Board shall constitute a quorum for the conduct of business.

D. Votes:

1. All votes shall be by "Aye" or "Nay" and the vote of each member shall be recorded. In cases where there are no "Ayes" or "Nays", the Secretary/District Clerk shall record the vote as unanimous unless a member who did not cast an audible vote requests that such member's vote be recorded otherwise.
2. All members of the Board present shall vote on each question except under the following circumstances:
 - a. A member may abstain from voting on the approval of minutes of a meeting which the member did not attend.
 - b. A member may abstain from voting if such member has voted in favor of a motion for postponement of the question for further study and the motion for postponement has not carried.
 - c. A member may abstain from voting on a question if the member was not present for the factual presentation, if any, relating to the question.

- d. A member who has a conflict of interest shall assert this fact and the details of such conflict for the record and shall abstain from voting on any question where such a conflict of interest exists. See Article II, Sec. G "Conflict of Interest", below.
3. Any motion to limit debate on a question shall require a two-thirds vote of the members present, but consisting of not less than five affirmative votes.

E. Minutes:

1. The Secretary/District Clerk shall keep a record of the minutes of each meeting of the Board.

F. Attendance at Meetings:

1. It is incumbent on each member of the Board, in the absence of compelling circumstances, to attend all meetings of the Board. Each member of the Board of Commissioners shall, in advance of the meeting if possible, notify the President of the Board of any absence and the reason therefore. A member's absence and the reason therefore shall be noted in the minutes of the meeting at which the absence occurred.

G. Conflict of Interest:

1. No member of the Board shall participate in the Board's consideration of or action on any matter in which such member has a financial interest, directly or indirectly as a principal, surety, officer or otherwise (except as a minority stockholder of a corporation).

H. Rules of Order:

1. The proceedings of the Board shall be conducted in accordance with Robert's Rules of Order. The President normally shall be the presiding officer at meetings of the Board. In the President's absence, the Vice President shall preside over the meeting. In the absence of both the President and the Vice President, the Secretary (or in the absence of the Secretary, the Treasurer) shall call the meeting to order, and the Board shall elect a "Chairman pro tem" to preside. This appointment shall expire at the adjournment of the meeting.

I. Compliance with Freedom of Information Act:

1. Meetings of the Board shall be noticed and conducted in accordance with, and records of the Board shall comply with, the Connecticut Freedom of Information Act (Conn. Gen. Stat. §§ 1-200 through 1-241).

ARTICLE III

Committees of the Board of Commissioners:

A. District Operations Committee:

1. The District Operations Committee shall be made up of the President, Vice President and the Secretary/District Clerk as stated in Article I, Sec D.6 above.

B. Standing Committees:

1. There shall be four standing committees of the Board: the Executive Committee, the Fire Operations Committee, the Pension Committee, and the Personnel Committee. No District employee, Fire Department Chief Officer, Fire Department Captain or Fire Department Lieutenant shall be appointed to or serve on any standing committee as an elected member of the Board.
 - a. **Membership:** Except with respect to the Pension Committee, the District Operations Committee shall determine the members of each standing committee, and shall appoint, and with or without cause may remove, the members and a chairman for each committee. Each standing committee shall have four (4) voting Commissioners, in addition to the President who shall serve as an *ex-officio* member of the committee, and no more than the same number of non-commission members. The non-commission members shall serve in an advisory capacity only. Each standing committee may elect from amongst its membership such other officers as it deems appropriate. The President as an *ex officio* member of each standing committee, other than the Pension Committee, is without vote except for the purpose of breaking ties. In accordance with the provisions of the District's pension plan documents, the Board shall determine the number of members of the Pension Committee (as of the date of adoption hereof, not less than two and not more than five members), and shall appoint the members of the committee. Vacancies on a standing committee shall be filled by the District Operations Committee, except for vacancies on the Pension Committee, which shall be filled by the Board. In accordance with the provisions of the District's pension plan documents, if a vacancy occurs on the Pension Committee, the members of the committee may elect from amongst the members of the Board a member to serve on the committee until such time as the vacancy is filled by the Board.
2. The standing committees shall have the following respective duties, responsibilities and powers:
 - a. **The Executive Committee shall:**
 1. Develop a preliminary annual budget for timely submission to the Board;

2. Review proposed budget transfers and special appropriations during the course of the fiscal year;
3. Create operational and financial policies for the District's Water Division, Fire Marshal Division, and Fire Department Division, and, as appropriate refer such policies to the Board for approval;
4. Make recommendations to the Board as to the appointment of an independent auditor;
5. Act as the "Audit Committee" for the District and exercise the roles and responsibilities assigned to audit committees under generally accepted accounting practices;
6. Review the insurance coverage for real and personal property, employees and personnel, liability and other insurable risks of the District;
7. Cause to be prepared and filed with the Town Clerk of the Town of Cromwell the annual report required by Conn. Gen. Stat. §7-325(c);
8. Approve, without prior reference to the Board, expenditures within the limitations of the appropriate line items of the annual budget, and of any approved transfers or special appropriations, for the acquisition of insurance coverage for the District;
9. In carrying out its responsibilities and duties, coordinate as appropriate any financial matters related thereto with the Treasurer, the Finance Director of the District and the Director of Operations of the Water Division, Fire Marshal, and Fire Chief; and
10. Act as the Ethics Committee for the District. Each member of the Board shall file a disclosure statement each year with the Executive Committee related to his/her compliance with the Code of Ethics; and
11. Carry out such other duties as are delegated to the committee by the President or the Board.

b. The Fire Operations Committee shall:

1. Be responsible for overseeing the maintenance and equipping of Fire Department vehicles;
2. Be responsible for overseeing the planning, maintenance and equipping, of the District's radio communications systems and fire alarms;
3. Be responsible for overseeing the maintenance and equipping of Fire Department buildings, the District general offices and the District's grounds;
4. Review the budgetary reports for all Fire Department accounts under control of the Fire Chief at least on a quarterly basis and analyze any significant variances with the Fire Chief and/or his/her designee, and recommend approved transfers or special appropriations to the Board as needed;
5. Review and recommend to the Executive Committee the annual operating and capital budgets for all accounts under control of the Fire Chief; and

6. Carry out such other duties as are delegated to the committee by the President or the Board.

c. The Pension Committee shall:

1. Exercise such powers and fulfill such responsibilities as are set out in the District's pension plan documents;
2. In carrying out its responsibilities and duties, coordinate as appropriate any financial matters related thereto with the Treasurer and the Finance Director of the District; and
3. Carry out such other duties as are delegated to the committee by the President or the Board.

d. The Personnel Committee shall:

1. Be responsible for employment, discharge, salaries, benefits, and hours of employment of all district employees, as recommended to the Board when practical. In exigent circumstances the committee may take such actions without referral to the Board, provided that the committee shall submit a report of its action to the Board for ratification;
2. Approve any education requests that are not already budgeted for, for all employees of the District;
3. Define the duties of all employees of the District to the extent not expressly defined by applicable law or the rules and regulations of the District, as currently in effect or as subsequently adopted or amended (including, without limitation, the By-Laws of the Cromwell Fire District Fire Department);
4. In carrying out its responsibilities and duties, coordinate as appropriate any financial matters related thereto with the Treasurer and the Finance Director of the District;
5. Shall act as the Personnel Board of Appeals (PBA) to deal with employee grievances, disciplinary actions, demotions, suspensions and terminations of those not represented by a bargaining unit and/or District Personnel Policies. The PBA must be notified within fifteen (15) days by the employee seeking an appeal; and
6. Carry out such other duties as are delegated to the committee by the President or the Board.

C. Expenditures by Standing Committees to Conform to Budget:

1. The authority granted in Article III, Sec. A, 2 above to various standing committees to approve expenditures is limited to the approval of expenditures for which there exists an unencumbered balance of an appropriate line item in the District's annual budget, or of any

approved transfer or special appropriation for such purpose. Special appropriations and transfers between budget line items require the approval of the Board and, to the extent required by the District's Charter and the Connecticut General Statutes, of the District Meeting.

D. Special Committees:

1. The District Operations Committee shall;
 - a. From time-to-time, establish such special committees as the District Operations Committee determines necessary;
 - b. Determine the members of each special committee, and shall appoint, and with or without cause may remove, the members thereof and a chairman therefor, and shall determine the duration of such committee's existence. Each special committee shall have four (4) voting Commissioners, in addition to the President who shall serve as an *ex-officio* member of the committee, and no more than the same number of non-commission members. The non-commission members shall serve in an advisory capacity only with the Tower committee being the one exception. All members of the Tower Committee shall be voting members.
 - c. Each special committee may elect from amongst its membership such other officers as it deems appropriate.
 - d. Each such special committee shall report to the Board as directed by the District Operations Committee.
 - e. Each special committee shall exercise no powers or duties other than the review or investigation of the matter so directed by the District Operations Committee, unless such additional powers and duties have been approved by the Board.
 - f. The President shall be, *ex officio*, a member of each special committee, without vote except for the purpose of breaking ties.

E. Reports by Standing and Special Committees to the Board of Commissioners:

1. Each standing committee shall prepare a written report to the Board following their meetings to be included in the agenda for each regular monthly meeting of the Board, as well as such other reports as shall be requested by the President or the Board.
2. Each special committee shall prepare a written, or oral report to the Board to be included in the agenda for each regular monthly meeting of the Board following each meeting of the special committee, as well as such other reports as shall be requested by the President or the Board.

F. Compliance with Freedom of Information Act:

1. Meetings of each standing or special committee of the Board shall be noticed and conducted in accordance with, and records of each committee shall comply with, the Connecticut Freedom of Information Act (Conn. Gen. Stat. §§1-200 through 1-241).

G. Procedures:

1. Each standing and special committee of the Board shall act by a majority vote of those present and voting at a meeting of the committee at which quorum is present. Quorum for any committee shall consist of a majority of the members thereof. For purposes of determining quorum, the President of the Board shall be included, regardless of whether the President is serving as a voting or *ex officio* member of the committee. The proceedings of each committee shall be conducted in accordance with Robert's Rules of Order.

H. Authority of Special Committees:

1. Each Special Committee of the Board, unless otherwise stated in this document, shall not be able to conduct or cause to happen, business of the Cromwell Fire District, other than as specified in Article III, Sec. A.2 above or as granted by the Board.

ARTICLE IV

Appointment of the Department Chiefs:

A. The Fire Department Chief;

1. Shall be appointed for a two (2) year term by the Board on July 1st in each odd numbered year.
2. At the recommendation of the Personnel Committee and the approval of the Board, an employment contract may be offered to the Chief. Such contract shall be no more than four (4) years in length.
3. The Fire Department Chief shall be properly qualified for the duties of his/her office and may be removed at any time for any reason by action of the Board.
4. The Fire Department Chief does not have to be an active or an active reserve member of the Department at the time of his/her appointment.
5. The Department Chief shall receive such compensation as provided for by the Board of Commissioners.
6. The Board shall evaluate the performance of the Department Chief on an annual basis.

B. The Fire Department Deputy Chief and the Assistant Chiefs;

1. Shall be appointed for a two (2) year term by the Board on July 1st in each even numbered year.
2. The selection of the Deputy Chief and Assistant Chiefs shall be made in accordance with the procedures as adopted by the Personnel Committee of the Board.

3. The Deputy Chief and Assistant Chiefs shall be properly qualified for the duties of their office and may be removed at any time for any reason by action of the Board.
4. The Deputy Chief and Assistant Chiefs shall be active or active reserve members of the Department.
5. The Deputy Chief and the Assistant Chiefs shall receive such compensation as provided for by the Board of Commissioners.
6. The Deputy Chief and Assistant Chiefs shall serve no more than four (4) terms in their respective offices.
7. The Board shall evaluate the performance of the Deputy Chief and Assistant Chiefs on an annual basis.

C. Fire Department Officers;

1. All Fire Department Officers shall be appointed for a two (2) year term by the Chiefs of the Fire Department.
2. The term of office shall begin on January 1st of every odd numbered year.
3. All officers shall be properly qualified for the duties of their office as defined by Department By-Laws and Department Standard Operating Procedures.
4. Any officer may be removed at any time for any reason by action of then Chiefs of the Department.

ARTICLE V

Suspension, Alteration or Amendment of the By-Laws and Rules of Procedure:

- A. These By-Laws and Rules of Procedure shall not be suspended, altered or amended, except as otherwise provided herein, except by a two-thirds vote of the members present and voting at a meeting of the Board, but consisting of not less than five affirmative votes.