

WESTVILLE FIRE DISTRICT NO. 1
23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093

DUTIES OF THE BOARD OF FIRE COMMISSIONERS
WESTVILLE, NJ FIRE DISTRICT NO.1

POLICY# P1.2
DATE ADOPTED 5/22/97
DATE REVISED 10/26/10

PURPOSE OF POLICY: **TO DEFINE THE DUTIES OF THE BOARD OF FIRE COMMISSIONERS OF THE WESTVILLE, NJ FIRE DISTRICT NO. 1**

1. The Board of Fire Commissioners will meet as a body once per month as set by yearly resolution for meeting dates. There may be special meetings called, when necessary.
2. All meetings of the Board of Fire Commissioners shall be governed by *Robert's Rules of Order*.
3. The Board of Fire Commissioners will elect a chairperson, vice chairperson, treasurer, and secretary at the reorganization meeting.
4. The Board of Fire Commissioners will prepare and approve all policies governing the operation of the Westville Fire District.
5. The Board of Fire Commissioners will prepare and adopt budgets for the operation of the Westville Fire District.
6. The Board of Fire Commissioners will approve or reject payment of all bids presented to the Westville Fire District.
7. The Board of Fire Commissioners will receive and review all reports presented by various committees and department heads.
8. The Board of Fire Commissioners will appoint various professional personnel and employees as required.
9. The Board of Fire Commissioners will approve salaries for all professional and non-professional employees.
10. The Board of Fire Commissioners will receive and approve all contracts, leases and legal documents pertaining to the operation of the Westville Fire District.
11. The Board of Fire Commissioners will perform other duties as required.
12. The Chairperson of the Board of Fire Commissioners will conduct all meetings, oversee the operation of all committees, and appoint committees and committee chairpersons. The Chairperson of the Board of Fire Commissioners will be one of the signatories for all bank accounts for the Westville, NJ Fire District No. 1.
13. In the absence of the Chairperson, the Vice-Chairperson of the Board of Fire Commissioners will;
 - 13.1 Conduct all meetings, oversee the operation of all committees, and appoint committees and Committee chairperson

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- 13.2 Will be one of the signatories for all bank accounts for the Westville, NJ Fire District No. 1.
14. The Secretary of the Board of Fire Commissioners will:
- 14.1 Receive all correspondence of the Westville Fire District No. 1
 - 14.2 Be responsible for all minutes of regular and special meetings
 - 14.3 Sign all documents where the secretary's signature is required
 - 14.4 Perform all necessary tasks related to the yearly Fire District election
 - 14.5 In the event a Fire Commissioner serves in more than one of the following positions: chairperson, vice-chairperson, and /or treasurer - the secretary will be designated as an additional signatory for all depository accounts for the Fire District
15. The Treasurer of the Board of Fire Commissioners will write and sign all checks for obligations approved by the Board of Fire Commissioners for payment. The Treasurer will also:
- 15.1 Keep financial records of all balances on accounts of the Westville Fire District
 - 15.2 Receive and deposit all monies from the Borough of Westville, NJ and the Fire Marshal's office
 - 15.3 The Treasurer shall present a monthly report of all Fire District business
- **All checks issued by the Westville Fire District No. 1 will require two (2) signatures.
- ** The Board of Fire Commissioners will cause the Treasurer's book to be audited once per year.
16. The Board of Fire Commissioners of the Westville Fire District No. 1 will not interfere with the administrative and fire fighting duties of the Westville, NJ Fire Department, which are the responsibility of the Administrative and the Line Officers of the Fire Department. However, the Westville, NJ Fire Department is considered, under New Jersey State Statue (Title 40A:14-70.1) a governmental function i.e. *"Members of the company shall be under the supervision of the Chief, through the Board of Fire Commissioners, and in performing fire duty shall be deemed to be exercising a governmental function."*
17. In the event a problem arises pertaining to any member, administrative or line officer of the Westville, NJ Fire Department, the Chairperson of the Board of Fire Commissioners will be notified by the Chief of the Fire Department. The Chairperson will then notify the other members of the Board of Fire Commissioners.
- The problem, if requested, will be discussed, a solution found or a decision rendered with the Administrator and Fire Chief present at a personnel session, arranged for the next regular Board of Fire Commissioners meeting.
- In the event of a serious situation, a special meeting may be called by the Chairperson of the Board of Fire Commissioners. Notice of special meetings must be duly advertised according to the *Sunshine Law*.
18. The following are standing committees of the Board of Fire Commissioners of the Westville Fire District No. 1:
FINANCE (includes billing, insurance, and leases)
LIAISON TO THE FIRE CHIEF
PERSONNEL (includes Fire Official's office, secretary, membership)
POLICY (includes printing)
PROPERTY AND EQUIPMENT
SAFETY AND TRAINING

Special ad hoc committees may be appointed as required by the Chairperson of the Board of Fire Commissioners.