

ENDWELL FIRE DISTRICT

FIRE COMPANY COMMITTEES' POLICY	
Number: 2023-32	Adopted: April 26, 2023

The Endwell Fire District shall appoint a Fire Commissioner from the Endwell Fire District at the Organizational Meeting to the following committees. The Fire Company will be informed in writing which Fire Commissioner is assigned to which committee. The Fire Company President will place the designated Fire Commissioner on their appointed committee.

A list of all the fire company committee assignments shall be posted by the March meeting by the Fire Company President on the Fire Company bulletin. In addition, an email to the entire membership, including the Board of Fire Commissioners, will be sent out to notify the membership of the committee assignments for the year.

With all three Trustees' written approval, the Fire Company President shall have the right to discharge all or part of an appointed committee listed below for delinquency in their duties. Before removal from a committee, proper notification to the member(s) being removed with the justification for the removal must be completed. In addition, notifying the entire committee of the changes being made must also occur.

No temporary members can be added to the following already-established committees.

For any changes made to the committees, a new list must be sent out to the entire membership, including the Board of Fire Commissioners, and posted on the Fire Company bulletin and the Members-only area of the website.

All committee meetings must be posted on the Fire Company Bulletin Board, on the Members area of the website, and sent via email with the meeting's time, date, and location to the entire membership.

A 2/3 majority of the By-Law Committee, the Fire Officers Qualification Committee, the Company Officers' Election Committee, and the Finance Committee must be present to conduct business.

Section 1 – By-Laws Committee

The By-Laws Committee shall consist of a Fire Commissioner appointed by the Endwell Fire District, a Fire Officer appointed by the Fire Chief, a Trustee appointed by the Fire Company Trustees, a Fire Company Officer, and at least two fire company members. All scheduled meetings will be sent out to the committee with the meeting's time, date, and location.

Section 2 – Company Membership Committee

The Company Membership committee will consist of three Fire Officers appointed by the Fire Chief, the Fire Company President, three regular members of the fire company, and two fire commissioners appointed by the Endwell Fire District.

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From this pool of individuals, one fire officer, the Fire Company President, a company person, and a fire commissioner will be chosen based on availability to conduct interviews. Only those assigned to the committee can be included in the membership interviews.

Section 3 - Fire Officers Qualification Committee

The Fire Officers Qualification Committee for the year shall be appointed after the election of the Company Officers in January and no later than the March meeting. Membership on the Fire Officers Qualification Committee will be limited to members who:

1. Have been in the department for at least three years.
2. Are active in the department (that is, they have their hours in).
3. Are not current officers or seeking a fire officer position.
4. At least one committee member shall have served as a fire officer.

The Fire Officers Qualification Committee would consist of three active company members as defined in Article V, Section 2, subsection 1, and one fire commissioner appointed by the Endwell Fire District.

This committee would keep an up-to-date list of all active fire department personnel and their qualifications. In addition, it would list what officer positions they are currently qualified to run for. The list will be readily available for company members' viewing.

Section 4 – Finance Committee

The Finance Committee will consist of one Fire Commissioner appointed by the Endwell Fire District, the Fire Company President, the Fire Company Treasurer, and two regular members of the fire company.

The primary duty of this committee is to draft an annual budget and submit it to the fire company for adoption.

Section 5 – Income and Contingency Fund Committee

The Income and Contingency Fund committee shall comprise all the Fire Company Officers and the members of the Finance Committee. Their duties will be to manage the Income and Contingency Fund per Appendix III of the Fire Company By-Laws. Income and disbursements shall be reported regularly for inclusion in the company records.

Section 6 – Life Membership Committee

The Life Membership Committee will consist of one Fire Commissioner appointed by the Endwell Fire District, a Fire Officer appointed by the Fire Chief, a Fire Company Officer appointed by the Fire Company President, a Fire Company Trustee appointed by the Fire Company President, and

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a regular member of the fire company. They will investigate and report their decisions to the fire company on all persons proposed for life membership.

Section 7 – Memorial Fund Committee

The Memorial Fund Committee will consist of one Fire Commissioner appointed by the Endwell Fire District, the Fire Company President, one Fire Company Trustee, and one regular member of the fire company. This committee is to handle all disbursements of money from the Memorial Fund. Disbursements shall be reported regularly for inclusion in the Fire company records. A majority of the Memorial Fund Committee shall initiate any change in the rules governing this committee.

Section 8 – Uniform Committee

The Uniform Committee will consist of one Fire Commissioner appointed by the Endwell Fire District, a Fire Officer appointed by the Fire Chief, the Fire Company Presidents, and four regular members of the fire company.

The members of the Uniform Committee are responsible for the Class A uniforms.

The Board of Fire Commissioners may change this policy at any time.

This policy was adopted on April 26, 2023, and supersedes the previous version of this policy.

By order of the Board of Fire Commissioners, Endwell Fire District