

# THOMPSONVILLE FIRE DISTRICT #2 CHARTER

## TABLE OF ARTICLES

	Page
Article I. Organization and Territory .....	1
Section 1.1 Creation	
Section 1.2 Statutory Authority	
Section 1.3 Territorial Limits	
Article II. Definitions .....	1
Article III. Purpose .....	2
Section 3.1 Thompsonville Fire District	
Section 3.2 Thompsonville Fire Department	
Section 3.3 Personnel Policy and Procedures	
Article IV. Rights and Qualifications of Voters .....	3
Section 4.1 Definition of a Voter	
Section 4.2 Determination of Property Ownership and Authority to Vote	
Article V. Meetings and Procedures .....	4
Section 5.1 Annual and Special District Meetings	
Section 5.2 Board Meetings	
Section 5.3 Procedure	
Article VI. Board of Commissioners .....	5
Section 6.1 Board	
Section 6.2 Candidacy	
Section 6.3 Electing Commissioners	
Section 6.4 Terms of Office	
Section 6.5 Vacancies	
Section 6.6 Removal	
Section 6.7 Committees	
Article VII. Duties of District Fire Commissioners .....	7
Section 7.1 Duties of the Board	
Section 7.2 Duties of District Officers	
Article VIII. Commissioner Guidelines .....	7
Section 8.1 Code of Ethics	
Section 8.2 Oath of Office	

Article IX. Fiscal Policies.....	8
Section 9.1 Fiscal Year	
Section 9.2 Budget	
Section 9.3 Budgeting Process	
Section 9.4 Contingency Funds	
Section 9.5 Excess Funds	
Section 9.6 Other Reserve Funds	
Section 9.7 Payment Procedures	
Section 9.8 Emergency Powers	
Section 9.9 Contracts	
Section 9.10 Competitive Bids	
Section 9.11 Annual Audit	
Article X. Taxation and Bonds .....	10
Section 10.1 Tax Bills	
Section 10.2 Receipts	
Section 10.3 Bonds and Notes	
Article XI. Ordinances and Procedures .....	11
Article XII. Use of District Property .....	11
Article XIII. Severability .....	12

**ATTACHMENT: Affidavit—Determination of Property Ownership and Authority to Vote**

# Thompsonville Fire District #2 Charter

## Article I. Organization and Territory

### Section 1.1 Creation

The Thompsonville Fire Department was established in 1839. The Thompsonville Fire District was incorporated by a Special Act of the Connecticut General Assembly in 1935—number 460 of the Special Acts of 1935. The District is subject to the provisions of the Act and its subsequent amendments: number 161 of the Special Acts of 1937; number 481 of the Special Acts of 1953; and number 09-5 of the Special Acts of 2009.

### Section 1.2 Statutory Authority

On July 30, 2014, pursuant to CGS § 7-324, revision of 1958, as amended, (the "Statutes"), the District elected to be governed by the provisions of CGS § 7-324 to 7-329, inclusive of the Statutes, to exercise all powers and duties granted therein and otherwise provided by law, and to continue its existing form of organization. This Charter, Article I through Article XIII, provides for the administration of the local affairs of the District.

### Section 1.3 Territorial Limits

The geographical boundaries of the District are on file with the Enfield Town Clerk's office. Such territorial limits may be enlarged or reduced in accordance with CGS § 7-325(b). The District office is located at 35 North Main Street, Enfield, CT 06082.

## Article II. Definitions

**Board:** As described in CGS Chapter 105, Board of Directors means the Board of Fire Commissioners of the Thompsonville Fire District No. 2.

**CGS:** is the abbreviation for the Connecticut General Statutes.

**Chair:** As described in CGS Chapter 105, the President means Chair of the Board.

**Chief:** The chief operational officer of the District reporting to the Board.

**District:** means Thompsonville Fire District No. 2.

**District Clerk:** As described in CGS Chapter 105, the Clerk must be a member of the Board, shall record meeting minutes or delegate the task, and keep a list of the Voters of the District.

**District office:** means the office located at 35 North Main Street, Enfield, CT 06082.

**Fire Department:** means the Thompsonville Fire Department.

**Motion:** A proposal formally submitted to any meeting for discussion and possible adoption as a resolution.

**Pronouns:** Unless the context otherwise requires, pronouns of any gender shall include both the masculine and feminine gender, and the singular pronouns shall be deemed to include both.

**Statutes:** refers to Connecticut General Statutes.

**Treasurer:** As described in CGS Chapter 105, the Treasurer must be a member of the Board and administer the financial assets and liabilities of the District.

**Vice-Chair:** As described in CGS Chapter 105, the Vice-President means Vice-Chair of the Board.

### **Article III. Purpose**

#### **Section 3.1 Thompsonville Fire District**

The District, acting through the Board, has full power and authority to staff, fund, operate, and maintain the Fire Department. In furtherance of the District's purpose, the Board has the responsibility to purchase and maintain apparatus and equipment for fire protection, provide suitable buildings and places for keeping the same, and do any other act or thing reasonably necessary or associated with the purpose of the District.

#### **Section 3.2 Thompsonville Fire Department**

The purpose of the Fire Department is to extinguish fires, protect life and property, and provide all other related emergency services within the District, as authorized by the Board. Such services may be provided to other fire districts or municipalities, as set forth in written agreements authorized by the Board.

#### **Section 3.3 Personnel Policy and Procedures**

The Board is responsible for the personnel policies of the Fire Department. The Board must ensure these policies are kept up-to-date, subject to the provisions of applicable state statutes and collective bargaining agreements to which the Fire Department is a party. Written policies and procedures must include:

- (a) A statement of the duties and responsibilities of all employees of the Fire Department, including an organizational chart.
- (b) A set of personnel rules that define the terms of employment in writing. These rules must include the following:
  - (i) Non-union managerial employees, including, but not limited to, chief, assistant chief, or other non-union person of any rank, must establish their primary residence within the Town of Enfield within twelve (12) months of signing their contract. Any non-union managerial employee under contract when this Charter is adopted must be considered "grandfathered" until their contract expires. All future contracts with managerial employees, including renewals, must include this residency requirement and a warning that failure to fulfill this requirement must result in contract termination one year from the date originally signed.

- (ii) Nepotism: Family members must not directly supervise the Chief or his/her direct subordinate as a member of the Board.
- (iii) Any contract for non-union employees must not exceed five (5) years.

#### **Article IV. Rights and Qualifications of Voters**

Notwithstanding any provision to the contrary, no individual can cast more than one vote, irrespective of residence within the District and ownership of other properties within the District.

##### **Section 4.1 Definition of a Voter**

- (a) Voters of the District are qualified to vote at any Annual or Special Meeting of the District provided they are:
  - (i) Duly registered and eligible to vote in a general or special election in the Town of Enfield, with a registered address within the District; or
  - (ii) The owner of real or personal property within the District, subject to taxation by the District.
- (b) All Voters of the District must have the right and authority to vote in referenda, such as approving the annual budget and ordinances.
- (c) Only residents of the District as defined in (a)(i) above shall have the right and authority to elect commissioners.

##### **Section 4.2 Determination of Property Ownership and Authority to Vote**

- (a) The ownership of real or personal property will be determined by reference to the tax records of the assessor. The records for real property will be based upon the land records of the Town of Enfield. If the ownership of any real or personal property is held by a Sole Proprietorship, Corporation, Partnership, Limited Liability Company, Trustee under a Trust, or other such entity which is owned by more than one person, then only one vote can be cast on behalf of such ownership.
- (b) The authority to cast a single vote on behalf of the ownership of any entity must be determined and evidenced by a sworn affidavit, that the person casting the vote is duly authorized to vote on behalf of the ownership. An Affidavit Form for such purpose must be made available at the District office.
- (c) The affidavit must be notarized and delivered to the District Office at least seven (7) business days prior to an Annual or Special District Meeting. Once executed, the affidavit must evidence the voting authority of the person on behalf of the ownership of real or personal property held by a Sole Proprietorship, Corporation, Partnership, Limited Liability Company, Trustee under a Trust, or other entity. The affidavit remains in full force and effect until ownership of the entity is dissolved, or until such time as the District receives a subsequent executed affidavit authorizing another person to vote on behalf of the ownership.

## **Article V. Meetings and Procedures**

### **Section 5.1 Annual and Special District Meetings**

- (a) The Annual Meeting must be held on the 1<sup>st</sup> Wednesday in May of each year at a time and place determined by the Board. The Annual Meeting is held for the following purposes:
  - (i) To present the annual report;
  - (ii) To announce the results of the District vote on the budget;
  - (iii) To announce the results of the election of Commissioners or to hold a vote for an unopposed candidate as specified in Section 6.3 Electing Commissioners; and
  - (iv) To transact any other business to come before the meeting.
- (b) Special District Meetings will be held as called and noticed under the provisions of CGS § 7-327.
- (c) Notice must be made in a newspaper having a general circulation in the Town of Enfield, at least 10 days prior to the meeting. The notice must be posted in the District office and at other designated places.
- (d) The moderator must be noticed in the meeting agenda and chosen from the floor by a majority vote of the Voters present. The moderator must be present throughout the length of the meeting and must be a Voter of the District. The moderator has the powers noted in Chapter 90, CGS § 7-8. No less than 15 Voters constitutes a quorum for the transaction of business at any Annual or Special District meeting.

### **Section 5.2 Board Meetings**

- (a) Regular Monthly meetings will be held on the 3<sup>rd</sup> Wednesday of the month, unless otherwise mutually agreed upon by a majority of the Board. In December of each year, the Board must provide the District Clerk with the meeting schedule for the following year. The schedule will include the date, time, and place of the meetings. It shall be the responsibility of each Board member and the Fire Chief to attend Board meetings. A majority of the total number of Commissioners constitutes a quorum for the transaction of business at a Board meeting.
- (b) Agendas for all Board meetings must be posted at the District office and at other designated places at least 24 hours in advance.
- (c) Meeting minutes will be recorded by the District Clerk or his/her designee. The minutes must be available within seven (7) days of the meeting. A list of Motions made and the voting results that occurred during a Board or District meeting must be made available at the District office within 48 hours of the meeting.
- (d) Except for a Special Meeting of the Board, all meetings must have at least one public communication item on the agenda.
- (e) Executive sessions may be conducted for purposes consistent with the CGS.

### **Section 5.3 Procedure**

All meetings of the District and the Board must be conducted in accordance with Robert's Rules of Order.

## **Article VI. Board of Commissioners**

### **Section 6.1 Board**

- (a) For the purpose of exercising all the powers and duties provided by the CGS, the Board shall be deemed the Board of Commissioners, and any Commissioner shall be deemed a member of the Board.
- (b) All Board members must be residents of the District and registered Voters of the Town of Enfield.
- (c) The Board must consist of the following Officers: Chair, Vice-Chair, Treasurer, and District Clerk. Commissioners must meet immediately after the Annual Meeting to elect officers, whose terms will expire at the end of the next Annual Meeting. Officers of the Board may hold multiple titles; however, the offices of Chair and Treasurer cannot be held by a single commissioner.
- (d) No compensation shall be paid to a Board member unless approved by the Voters at an Annual or Special Meeting.

### **Section 6.2 Candidacy**

- (a) Minority representation must apply to all candidates, as described in CGS § 9-167(a).
- (b) All candidates for Commissioner must live in the District and be registered Voters in the Town of Enfield.
- (c) Not later than 30 days prior to the Annual Meeting, potential candidates for Commissioner must file a letter of intent at the District office. The letter of intent must be available for public review at the District office at least 14 days prior to the Annual Meeting. Names of the candidates must be published in a newspaper with a general circulation in the Town of Enfield no later than 10 days prior to the Annual Meeting.
- (d) The Board will verify and certify all candidates for commissioner.
- (e) The term of a Commissioner begins as soon as they are elected and/or appointed.

### **Section 6.3 Electing Commissioners**

- (a) Ballots for election of Commissioners must be cast on the day of the District Annual Meeting. Balloting will be from 6:00 am – 8:00 pm, at a place determined by the Board and noticed in at least one newspaper with a general circulation in the Town of Enfield. If only one candidate is running for a seat on the Board, all-day balloting will be replaced by approval or rejection by a majority of the eligible Voters—per Section 4.1(c)—present at the Annual Meeting.
- (b) Candidates will fill open Commission seats, expired terms first, then vacant positions, according to highest number of votes received.

- (c) In the event that the election of candidates for Commissioner results in a tie vote, the election will stand adjourned for three (3) weeks and a run-off election will be held in accordance with the provisions of CGS § 9-332. If either candidate withdraws from such run-off election for any reason, the remaining candidate will be determined to be elected without the need for a run-off election.

#### **Section 6.4 Terms of Office**

- (a) The Board consists of five (5) members, who will serve for terms of three (3) years.
- (b) Under normal circumstances, a new Charter would require the election of a new Board at the first Annual Meeting following adoption. However, this Charter deems that all sitting Commissioners will be allowed to complete their terms according to previously established voting cycles.
- (c) Any person ceasing to live in the District must automatically cease to be a Commissioner.

#### **Section 6.5 Vacancies**

- (a) Upon the removal, resignation, or death of a Commissioner, the Board must fill the vacancy by appointment within 30 days. Unless otherwise provided by law, any elected or appointed Commissioner resigning from office must deliver a written notice of resignation to the District office. Resignations will become effective on the date specified in the notice or, if no date is specified, upon the date received and stamped at the District office.
- (b) The vacant seat must be filled in accordance with the minority representation statutes.
- (c) The person filling any position created by a vacancy will serve until the date of the next Annual Meeting, at which time an election must be held to complete the remainder of the term. All candidacy requirements must be adhered to as described under Section 6.3, Electing Commissioners.

#### **Section 6.6 Removal**

- (a) Failure to attend meetings

Any Commissioner who fails to attend three (3) consecutive Regular Monthly Meetings may be subject to removal from the Board upon a majority vote of the remaining Commissioners. The vacancy created must be filled in accordance with Section 6.5 Vacancies.

- (b) Inability to Discharge Duties

Any Board member who is unable to discharge the powers, responsibilities, and duties of their position, or who violates the provisions under Article VIII Commissioner Guidelines, after notice and hearing, can be removed or allowed to remain on the Board by a majority vote of the remaining Commissioners. A vacancy must be filled in accordance with Section 6.5 Vacancies.

#### **Section 6.7 Committees**

The Board may create one or more committees and may appoint members of the Board and/or Voters of the District to serve on them. Each committee must have at least three (3) members and serve at the pleasure of the Board. A member of the Board will be appointed, by vote of Board members, to serve as a liaison to the committee(s).



## **Article VII. Duties of District Fire Commissioners**

### **Section 7.1 Duties of the Board**

- (a) The Board has the authority, power, and duties, as provided in CGS, and any other duties which may lawfully be designated by the Board for managing the affairs of the District.
- (b) The Board must hold an Annual Meeting and is required to hold all-day voting prior to the Annual meeting for the Voters of the District to vote on the Annual Budget as described in Section 4.1 (b) and Section 5.1 (a)(ii).
- (c) The Board is responsible for carrying out the acts, policies, and ordinances of the District. They must maintain an adequate set of books and records reflecting the affairs of the District, and open bank accounts in the name of the District, and designate signatories required.
- (d) The Board must review the Fire Department's written personnel policies as well as policies and procedures concerning property and equipment of the District. The Board must assure that complete and accurate records are maintained and available in a protected area on District property.
- (e) Unless otherwise provided by contract, the Board will be responsible for all disciplinary matters and appeals.

### **Section 7.2 Duties of District Officers**

The Chair will preside at all Board meetings. The Vice-Chair will act in the absence of the Chair. The District Clerk must keep a true and just account of all meetings. The Treasurer will receive all monies from the collectors, keep a just account of the same, and pay upon approval of the Board. The Treasurer will also prepare a report of the financial transactions for each monthly meeting and for the Annual Meeting.

## **Article VIII. Commissioner Guidelines**

### **Section 8.1 Code of Ethics**

Within 12 months of the effective date of this Charter, the Board must:

- (a) Establish an ethics committee, to draft an ethics ordinance that establishes ethics guidelines for Commissioners; and
- (b) Draft a Declaration of Ethical Behavior which, when adopted, must be executed when a Commissioner is sworn in.

### **Section 8.2 Oath of Office**

Within seven (7) days of being elected, all new Commissioners must take an oath of office, and execute a Declaration of Ethical Behavior as provided by the Board.

## **Article IX. Fiscal Policies**

### **Section 9.1 Fiscal Year**

The District fiscal year begins on July 1<sup>st</sup> and ends the following June 30<sup>th</sup>.

### **Section 9.2 Budget**

- (a) The Chief will prepare a preliminary annual budget for the District and must deliver it to the Board.
- (b) Three (3) weeks prior to the Annual Meeting, the Board must hold a public hearing to receive public input on the proposed budget. Two (2) weeks prior to the public hearing, the Board must hold an informational meeting to present/distribute copies of the proposed budget.
- (c) Voters of the District must vote on the annual budget on the day of the Annual Meeting. Balloting must be from 6:00 am – 8:00 pm, at a place designated by the Board.
- (d) If the Voters fail to approve the budget by a majority of the votes cast, the Board must hold a Special Meeting within two (2) weeks after the Annual Meeting to present another budget for a new vote. Voting on the second budget will take place at the Special Meeting; all-day balloting will not be available.
- (e) If the second budget proposal is not approved, then the Board will adopt a budget that does not exceed the prior year's budgeted expenditures, except for any increases due to contractual obligations. The Board has the authority to increase and decrease individual line item expenditures as they deem necessary, but total expenditures are not to exceed the prior year's expenditures, except for contractual obligations noted above. The Board will publicly explain all changes at the next Board Meeting.

### **Section 9.3 Budgeting Process**

- (a) The budgeted line item expenditures must be organized into like "types" of expenditures such as Payroll, Equipment Maintenance, etc. The like "types" will be referred to as "Budget Departments."
- (b) Line items within a Budget Department must not be moved from one department to another within the fiscal year.
- (c) Appropriations within each department may be transferred between line items within that department by majority vote of the Board.
- (d) By majority vote, the Board may make interdepartmental transfers between Budget Departments, including the Contingency Fund, up to a maximum of 2% of the total appropriations for the current fiscal year. Once interdepartmental transfers reach a maximum of 2% of the current year's fiscal budget, whether individually or in the aggregate, no transfers can be made without approval by the Voters at a Special District meeting called for that purpose.

### **Section 9.4 Contingency Funds**

An established appropriation is recognized annually within the budget, to be used at the discretionary approval of the Board. This fund is not to exceed 1% of the annual budget. This fund will be put in a separate bank account and must not be accessed without majority vote of the Board.

### **Section 9.5 Excess Funds**

Excess funds remaining from a prior fiscal year, with the exception of reserve funds, must be put in a General Fund account. These funds will be available for budget allocation in the next fiscal year. The funds will be fully disclosed to the Voters at the time the budget is presented for the next fiscal year. This policy does not apply to reserve funds established to exist for more than one fiscal year.

### **Section 9.6 Other Reserve Funds**

An established appropriation may be recognized annually within the budget, to be used for specific purposes as designated by the Board. These funds are only to be accessed for the stated purpose. These funds will be put in separate bank accounts and must not be accessed without majority vote of the Board.

### **Section 9.7 Payment Procedures**

- (a) There must be no signature stamps used for signatures on invoices and/or checks. All signatures must be hand written in ink.
- (b) All invoices for District expenditures must be reviewed and approved by the Chief or his/her direct subordinate, prior to submission to the Board for approval. The signature of at least two (2) Commissioners is required for any invoice in excess of \$1,000. One signature must be the Chair or Treasurer. The signature must be dated on the invoice before it is authorized for payment. Invoices less than \$1,000 require the signature of either the Chair or Treasurer and the signature must be date signed.
- (c) All checks written on behalf of the District in excess of \$500 require the signatures of two (2) Board members, one signature being either the Chair or Treasurer. Checks written on behalf of the District less than \$500, require the signature of either the Chair or Treasurer.

### **Section 9.8 Emergency Powers**

The Chief, or his/her direct subordinate, must have the emergency powers necessary to purchase or repair any equipment necessary to maintain an efficient operating level of the Department. A report must be submitted to the Board in writing, justifying all emergency purchases.

### **Section 9.9 Contracts**

- (a) There must be no signature stamps used for signatures on contracts. All signatures must be handwritten in ink.
- (b) The Board is authorized to negotiate and approve labor contracts. All labor contracts must be voted on and approved in public by the Board.
- (c) All other contracts and agreements on behalf of the District must be counter-signed by the Chair and at least two (2) other Board members.
- (d) Other than labor contracts, any contracts, purchases and/or agreements that exceed \$20,000.00, or where the term exceeds one (1) year, must be fully disclosed to the Voters at the presentation of the budget. Any contracts, purchases and/or agreements that exceed \$20,000 and are not part of the budget process must be approved by the Voters at a Special Meeting.

- (e) No Board member or employee of the District shall expend funds or enter into any contract which would oblige the District to expend in excess of any approved appropriation. Anyone without authority from this Charter who expends or causes to expend any money of the District, except in payment of final judgments rendered against the District, will be liable in a civil action in the name of the District, as provided in the CGS.
- (f) The District will not be liable for any indebtedness incurred by any member or employee of the District, unless an authorized order has been issued by the Board or specifically appropriated at a District meeting.

#### **Section 9.10 Competitive Bids**

- (a) Three (3) competitive bids are required on any contract, agreement, and/or expenditure that exceeds \$1,000, except in the case of an emergency as described in Section 9.8 Emergency Powers, or in situations where three (3) vendors are not available.
- (b) The creation and utilization of Request for Proposals (RFPs) is required for any purchase of \$20,000 or more and is strongly encouraged for other purchases when appropriate.

#### **Section 9.11 Annual Audit**

The Board must designate an independent certified public accountant to audit the books and accounts of the District annually as provided under CGS.

### **Article X. Taxation and Bonds**

#### **Section 10.1 Tax Bills**

- (a) The Board must fix the mill rate annually by the last Thursday of May. The collection of taxes for the District is the responsibility of the Treasurer. The Treasurer must have the same powers as collectors of taxes and enforce the payment of taxes, as provided in CGS § 7-328.
- (b) The Board may designate any appropriate entity to issue the actual tax bills to the District taxpayers and the collection of such taxes at an appropriate fee.

#### **Section 10.2 Receipts**

- (a) All monies received by the District from any source, such as tax receipts, receipts from ordinances, etc. must be received by the Treasurer or his/her designee and deposited into an appropriate banking institution. These accounts are to be monitored appropriately by the Board.
- (b) At each monthly Board meeting, the Treasurer will present a bank reconciliation for the previous month for each bank account, tracking all financial activity for the District. The reconciliations will be made available for public review and discussion at each monthly meeting.

#### **Section 10.3 Bonds and Notes**

- (a) The District shall have the power to incur indebtedness by issuing bonds or notes, subject to the limitations defined in the CGS and the provisions of this Charter. The issuance of bonds and notes, where the terms are in excess of one (1) year, must be authorized by resolution of the Board and passed by a majority vote of District Voters at a Special or Annual Meeting.

- (b) The Board is authorized and empowered to borrow money in anticipation of the disbursement of taxes, in an amount up to twenty-five percent of the total budget, for a term not to exceed 120 days.

## **Article XI. Ordinances and Procedures**

This Charter authorizes the adoption of Ordinances and Procedures, for the preservation of the good order, health, welfare, and safety of the District.

- (a) The Board, as provided in this section, shall have the power to adopt ordinances, subject to a review and approval or veto by a majority of Voters at a Special or Annual Meeting.
- (b) Ordinances may be proposed by the Board, or by Voters who present a petition to the Board that is signed by at least 25 Voters in the District. Within 30 days of announcing proposed ordinances, or receiving a petition for the same, the Board must hold at least one (1) public hearing preceded by a 10-day notice. The notice of the public hearing must include publication of a summary of the proposed ordinance(s) in a newspaper with a general circulation in the Town of Enfield. Copies of the proposed ordinance(s) will also be available at the District Office and posted at other designated places.
- (c) After publication and hearing(s), the proposed ordinance(s) shall be adopted or rejected by a majority of the Voters at a Special or Annual Meeting, to be held no later than 21 days after the public hearing. Upon adoption, a summary of the ordinance must be published in a newspaper with a general circulation in the Town of Enfield. The ordinance will become effective 15 days after publication.
- (d) The procedure for amending or cancelling previously adopted ordinances will follow the steps set forth in paragraphs (b) and (c) above. If either the amended language or outright cancellation is rejected by the Voters, the original ordinance(s) will remain in force.
- (e) The Board has the power to collect all fees and fines associated with the ordinance(s).

## **Article XII. Use of District Property**

- (a) Without public authorization by the Board, unless use is pre-defined in a Policy Guide or Manual, no one shall use any fire apparatus, equipment, name, title, building, or District property for any non-District purpose, nor will anyone take away or conceal any article used in any way by the District or Fire Department. The Board will prepare guidelines for community use of meeting space.
- (b) Vehicles and equipment owned or leased by the District are to be used for the purpose of the District. Any other use must be authorized by the Board.
- (c) Fire Department employees who are assigned District vehicles, or who operate District vehicles or equipment, are required to have an appropriate driver's license. Should an employee's driver's license expire, be revoked or suspended, the employee must immediately notify their supervisor and cease to operate any District vehicle.

- (d) Fire Department employees or members of the Board may be issued District property, including a computer, laptop, cell phone, key card, printer, pager or hand-held mobile device. Employees and Board members are expected to take proper precautions to care for District equipment and to safeguard confidential or sensitive information. Upon separation, employees and Board members are required to return all District equipment in proper working order to the District Clerk. Failure to return equipment may be considered theft and may lead to criminal prosecution.

### **Article XIII. Severability**

If any provision, or portion thereof, of this Charter is, or becomes, invalid under any applicable statute or rule of law, it is to be deemed stricken and the rest of this Charter must remain in full force and effect.

ATTACHMENT: Affidavit—Determination of Property Ownership and Authority to Vote  
(Reference Section 4.2)

END OF DOCUMENT

Thompsonville Fire District #2  
Determination of Property Ownership and Authority to Vote

AFFIDAVIT

I, \_\_\_\_\_ being first duly sworn on my oath, state and affirm:  
(print full name)

1. I am authorized to vote (please check the type of ownership [A, B or C] that applies):

- A. As a real property owner holding interest in real estate in the District.  
 B. As a personal property owner holding interest in anything besides land subject to District taxes.  
 C. On behalf of a Sole Proprietorship, Corporation, Partnership, Limited Liability Company, Trust, or other such entity owning real or personal property in the District: (please print the name of the entity holding title or the individuals you are authorized to vote for)

2. District property which qualifies the entity or property owner to vote is located at: (please print the physical street address) \_\_\_\_\_

3. Names of all owners of the property described above: (please print)

4. If you are voting on behalf of a Type C property owner (Sole Proprietorship, Corporation, Partnership, Limited Liability Company, Trust, or other such entity), please state how authority for you to vote was granted:

5. The authority to vote on behalf of the entity is general authority to vote on all matters pertaining to the District, unless this authority is otherwise revoked in writing or the entity is dissolved.

6. I am the only person having authority to act on behalf of the entity.

7. The voter authorization information contained herein is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Authorized Voter Signature

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

by \_\_\_\_\_.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

\_\_\_\_\_  
Thompsonville Fire Commissioner

