

RICHMOND CAROLINA FIRE DISTRICT
Carolina, Rhode Island

BYLAWS

SECTION 1 – Authority and Purpose

These bylaws are authorized under the District’s legislative Charter, Section 1 (B)(8)(a), as amended and enacted by the Rhode Island General Assembly on July 5, 2018. The purpose of these bylaws is to supplement the provisions of the District Charter by establishing procedures for conducting the business of the Richmond Carolina Fire District.

SECTION 2 – Board of Directors

The Board of Directors shall meet on the fourth Thursday of each month at 7:00 p.m. at the H. L. Arnold Public Safety Complex. The Board may meet at other times as specified by the District Charter, Section B(7), either at the call of the Chairman or at the request of two (2) board members. Three voting members of the Board shall constitute a quorum.

SECTION 3 – Duties of the District Clerk

A. The Clerk shall give notice of every annual meeting, special meeting or adjourned meeting of the District, and record and maintain minutes of every such meeting, in the manner required by the District Charter.

B. The Clerk shall give notice of every meeting of the Board of Directors and every committee and subcommittee, and record, post and maintain minutes of such meetings, in the manner required by the state Open Meetings Act. Notice of such a meeting shall be posted on the District website, at the H. L. Arnold Public Safety Complex, and at the Richmond Town Hall, and posted electronically on the Secretary of State’s website.

C. At least 60 days before every annual District meeting, the Clerk shall prepare a notice stating the office or offices that will be filled by election at the meeting, and post the notice at the H. L. Arnold Public Safety Complex and on the District website.

SECTION 4 – Payment of Invoices and Claims

A. The Treasurer has the authority to pay, upon receipt, invoices for goods or services routinely purchased by the District, including but not limited to bills for utility services and invoices for office supplies.

B. One (1) member of the Board of Directors shall examine and approve payment of all other bills and invoices prior to actual payment by the Treasurer.

C. Monetary claims of any nature shall be placed on the agenda of a meeting of the Board of Directors for discussion before any payment is approved.

SECTION 5 – Duties of the District Treasurer

A. The Treasurer shall deposit tax receipts and all other revenue in bank accounts maintained by the District for those purposes.

B. The Treasurer shall prepare a written report of receipts and expenditures for each month. The report shall be distributed to members of the Board of Directors before or during their monthly meeting.

SECTION 6 – Duties of the Tax Collector

A. Annually, after receipt of the Richmond Tax Assessor’s certified tax roll, the Tax Collector shall prepare and mail tax bills based on the certified tax roll and the tax resolution approved by voters at the annual District Meeting.

B. The Tax Collector shall deliver to the Treasurer all of the taxes collected as they are received.

C. The Tax Collector shall maintain a complete record of all taxes assessed, all taxes paid, and all overdue accounts.

D. The Tax Collector shall prepare a written report of tax revenue received and accounts overdue for each month. The report shall be distributed to members of the Board of Directors before or during their monthly meeting.

SECTION 7 – Budget

A. The Board of Directors shall hold at least one public budget workshop each spring for the fiscal year commencing on the following July 1. The Board shall adopt its budget for the next fiscal year no later than its April monthly meeting to allow adequate time for advertisement and posting prior to the annual District Meeting in June.

SECTION 8 – District Meetings

A. The annual meeting of the voters of the District shall take place on the first Monday in June at 7:00 p.m. at the H. L. Arnold Public Safety Complex unless the Board of Directors approves a different date, time, or location for any year.

B. At least 30 days before the annual District Meeting, the Board of Directors shall submit to the Clerk a proposed budget for the next fiscal year. The Clerk shall post the proposed budget at the H. L. Arnold Public Safety Complex and on the District website.

C. The Board of Directors shall make the following documents available to District voters at or before the annual District Meeting: the Treasurer’s report, including the most recent financial statement of the District; the Chairman’s annual report; and the proposed budget for the next fiscal year.

D. The agenda for the annual meeting shall be substantially as follows:

- Call to order
- Determination of presence of a quorum
- Pledge of Allegiance to the Flag
- Nomination and election of candidates to fill vacant positions:
 - Chief (in 2020, 2023, etc.)
 - First deputy chief (in 2019, 2022, etc.)
 - Second deputy chief (in 2021, 2024, etc.)
 - Director (in 2021, 2024, etc.)
 - Director (in 2019, 2022, etc.)
- Oaths of office by newly-elected officials
- Annual report of the Chairman
- Treasurer’s Report for the fiscal year ending
- Presentation of the proposed budget by the Board of Directors
- Vote to adopt the proposed budget
- Vote to provide for the assessment of property and collection of taxes
- Other Business
- Adjournment

SECTION 9 – Firefighter Enrollment and Membership

Approval of firefighter applications of the Carolina Volunteer Fire Association shall rest with the Richmond-Carolina Fire District board of directors. New firefighters shall be appointed for a probationary period of one year, per the requirements included in the information packet approved by the District’s fire officers and distributed to new members.

An applicant shall apply for admission through the Richmond-Carolina Fire District board. A background check shall be performed on the applicant.

Applications shall be made known to the Richmond-Carolina Fire District board at the next monthly meeting. A preliminary discussion and vote on membership shall be taken by the District board at the second following monthly meeting. The applicant shall be encouraged to attend the board meeting, but need not be present.

Any recommendation of denial of membership by the District board may be appealed in writing to the Fire District board of directors, and the applicant may request a hearing before the directors.

SECTION 10 – Discipline of Firefighters

A behavioral issue, complaint, violation or arrest may be subject to disciplinary action. In the event that a disciplinary matter cannot be handled by the district chief, the board of directors, per Section B(8)(f) of the District Charter, may appoint a three-member committee to investigate and make a formal recommendation to the board. Such an investigation may include a public hearing. The committee shall be comprised of three ranking officers of any of three public safety services: fire, police, and emergency medical (EMS). No member of the Richmond Carolina Fire District board of directors may serve on such a committee.

SECTION 11 – Adoption and Amendment

These bylaws may be amended from time to time by a majority vote of the Board of Directors. A complete copy of the bylaws showing the text to be deleted and the text to be added shall be delivered to each member of the Board of Directors at least ten (10) days before the date of the meeting at which the amendment will be considered.

SECTION 12 – Construction

If any provision of these bylaws is found to be in conflict with a provision of the District Charter or of the Rhode Island General Laws, the Charter and the General Laws shall prevail.

Date of Adoption by the Board of Directors: June 16, 2019

Date of Amendment – Section 2: February 2, 2021

Date of Amendment – Section 9: June 23, 2022