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Audrey Koltiska County Clerk

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CLEARMONT FIRE PROTECTION DISTRICT BY LAWS

P. O. BOX 126

Clearmont, WYOMING 82835

Formed by advertised election approved by the majority voters and approved by Sheridan County Commissioners March 10, 1951

THESE BY-LAWS SHALL SUPERCEDE ANY AND ALL OTHER BY-LAWS THAT HAVE BEEN APPROVED, FILED OR ADOPTED.

ARTICLE I

NAME AND PRINCIPAL PLACE OF BUSINESS

1. The name of this organization shall be the Clearmont Fire Protection District and by that name it shall exist and act and transact business.
2. The principal place of business of this District shall be such place in the Town of Clearmont in Sheridan County, Wyoming or as the Board of Directors may from time to time designate and establish.

ARTICLE II

BOUNDARIES OF THE DISTRICT

1. The boundaries of this District are those generally and specifically set forth below, as hereafter may be altered or amended by action taken under the provisions of law with the respect to inclusion of additional territory.
2. General Boundaries. Reference documents registered with Sheridan County and the State of Wyo.

ARTICLE III PURPOSES AND POWERS

1. The purpose of the District shall be to provide(allow) emergency services for all persons and property within the boundaries of the District as established from time to time, and to develop greater fire protection emergency control, and protection from hazard throughout the district.

2. The powers of this District shall be those specifically provided by the Statutes of the State of Wyoming, together with those conferred by general law, and all powers necessary to carry into effect those powers and purposes, including the power to provide for combating fire and to purchase and own equipment to combat fire and provide for fire fighting service and other identified Scope of duties, to acquire, own, manage and hold title to realty; to organize territory within it's boundaries in such manner as to provide communication with and access to all parts of the District by emergency apparatus, to provide for personnel to care for, maintain, manage and operate property and equipment and affairs of the District, to determine the amount of tax to be levied and to receive and disburse such monies used only for (as listed) under Article IV Scope of Duties. So received in accordance with powers conferred and in the manner prescribed by law and the by laws of the District; to perform all acts and adopt all measures necessary and proper in furnishing or developing emergency protection within it's boundaries, and the powers and purposes held by the District and for which it was formed.

3. Shall provide a scope of duties for its fire department as provided by State Statutes.

ARTICLE IV SCOPE OF DUTIES

The Clearmont Fire District Board authorizes its members to respond to all emergencies within the district and to act within the limits of the responders training as well as those emergencies provided for with existing contracts and mutual aid agreements. The District also endorses all sanctioned and/or approved functions.

ARTICLE V BOARD of DIRECTORS

1. Management and direction of the affairs of this district shall be vested in a Board of Directors consisting of five directors; the number of the directors , their qualifications , the manner of their election and the term for which each shall hold office shall be prescribed by the statutes of the State of Wyoming; the Board of Directors shall be responsible for the property of the District and the handling of tax and other revenues received by the District and for the proper conduct of it's affairs in accordance with law and the by laws of this District.

2. In addition to the term of office for which each person was elected, each Director shall serve until his successor has been duly elected and has qualified for office.

3. Regular meetings of the Board of Directors shall be held without notice at the principal place of the business of the District on the second Tuesday of every month at 7:30 pm except for July, which will be by Wyoming State statute for the annual budget hearing, regular meetings may be held at other places within this State on the order of the President, provided that notice of such other place of meeting be given at least two days in advance of such meeting or a majority of the Directors are present and signify their assent to such meeting place.

4. No business shall be transacted, nor any action taken by the Board of Directors, unless, a quorum is present, save as herein specifically provided; a quorum shall consist of a majority of the whole Board of Directors, including either the President or the Vice-President.

5. Special meetings of the Board of Directors may be called by the President or Vice-President, in the absence or inability of the President, or any two Directors; such meetings may be held at any time and place, provided that notice be given at least two days or immediately in case of an Emergency in advance thereof, or a majority of the Directors is present and waives notice of the said meeting. The purposes of the meeting shall be stated in the notice, or by the presiding officer at the opening of the special meeting and no action shall be taken on any other subject.

6. Vacancies occurring in the Board of Directors by resignation, death, or any other reason may be filled by appointment of the remaining Directors, and for the purpose, less than a quorum may act where a quorum cannot be obtained. Any Director so appointed shall be appointed from the District and shall possess necessary qualifications. He/She shall serve for the remainder of the unexpired term and until his successor has been elected and has duly qualified. Such appointment shall be made no later than the next regular meeting, following the time when the vacancy occurred.

7. No Director shall receive any salary for services performed for the District, but, may be reimbursed for actual expenditures necessarily incurred in carrying out the work of the District on presentation of proper vouchers therefore and approval by the Board of Directors.

8. The Board of Directors may, from time to time, appoint such committees as may be deemed necessary by them in the work of the District; it may further employ such counsel and assistance, as it may, from time to time require, paying a reasonable compensation therefore.

9. The Board of Directors shall prescribe the order of business to be followed at all regular meetings and such order shall be followed until changed by further action thereafter taken, for good reason found, the Directors determine that the regular order should be suspended in any specific instances.

ARTICLE VI OFFICERS

1. The officers of this District shall be a-President, Vice-President and Clerk. They shall be elected by the Board of Directors from among their number at the regular meeting of the Directors next following the annual election. Officers shall hold office for a term of one year and until their successors have been duly elected and have qualified for the office.

2. The President shall preside at all meetings of the Board of Directors and shall supervise and direct all affairs of the District. He/She or some person appointed by them, shall represent the District in all instances where representation is necessary. He/She shall sign or countersign all certificates, contracts, or other instruments entered into or executed by the District as authorized by the Board of Directors and shall make such representation to the Board of Directors concerning the property, finances, and affairs of the District and shall do and perform all such other acts as are properly incidental to his/her office as may be required by the Board of Directors. With the Secretary/Treasurer, he/she shall be responsible for the preparation and submission of the budget report to the Board of County Commissioners.

3. The Vice-President shall act for the President in any instance where the President, for any reason, is unable to act.

4. The Secretary/Treasurer, appointed as a board member, shall have custody of all monies and of the books and records of the District. He/She shall disburse funds of the District in payment of all just obligations and demands against it as authorized and directed by the Board of Directors. He/She shall keep full and complete record of all receipts and expenditures and of the meetings of the Board of Directors

and all action taken by that Board. He/She shall make such reports of the District finances and proceedings, as the Board of Directors may, from time to time, require and at the end of his/her term and before being relieved from the responsibility therefore, he/she shall make a complete report of expenditures, receipts and the financial condition of the District during his/her term. In addition to the duties specifically stated, he/she shall furnish a good and sufficient bond approved by the District Board, with the penalty running to the State of Wyoming, conditioned on the faithful discharge of his/her duties and in such amount as the Board of Directors may prescribe, and he/she shall not be deemed to have qualified for his/her position until such bond has been furnished and approved by the Board of Directors.

5. Clerk

He/she is responsible to perform such duties as needed by the Board to ensure all vouchers and payments are correct and completed in a timely manner.

6. Fire Chief

Appointed non board member

He/she shall be responsible for the care and maintenance of the equipment and similar property of the district.

He shall direct all affairs of the district as directed by the board of directors.

7. Asst Chief

Appointed non board member

He/she shall act in the capacity of the Chief if the is not available. *yes*

8. Dispatcher;

Appointed non board member

Coordinate, provide communications and dispatch records for the district.

ARTICLE VII DEPOSITORY, RECEIPTS AND EXPENDITURES

1. Full and complete records shall be kept of all meetings and actions of the Board of Directors and of all instruments entered into by the District and of all affairs of the District.
2. The records of the District shall be kept in its principal place of business and shall be opened to the inspection of any interested person at any reasonable time.
3. All funds of the District shall be kept in such bank as is a proper depository for funds of this District under the requirements of law and as may be designated, from time to time, as a depository for District funds by the Board of Directors.
4. No claims against the District shall be paid and no obligation incurred and no expenditure made of District funds until the item or items have first been approved and allowed by the Board of Directors. All invoices shall be approved by the President and or Fire Chief before going to the Board for payment approval. If one or both are not present, any two board members may approve the invoices. All such claims and demands shall be considered at the regular meeting of the Board unless a special meeting shall have been called for that purpose and notice thereof given as herein above prescribed.
5. Checks of the District shall not be valid unless signed by 2 authorized members of the Board.
6. WORKER'S COMPENSATION: The District further agrees in consideration of the services as covered by the scope of duties rendered by the department, to pay all Workers' Compensation contributions that are or may be called for by the State of Wyoming.