

February 19th, 2018
RESTATED RULES AND BYLAWS OF THE
SAUGATUCK TOWNSHIP FIRE DISTRICT

A. FIRE ADMINISTRATIVE BOARD

1. The Saugatuck Township Fire District ("Fire District" or "District") shall be governed by a Fire Administrative Board ("Board") which consists of seven members who shall be appointed for terms of six years each. The members of the Board serving at the time of the adoption of these Restated Rules shall, subject to the terms herein, complete the terms to which they were appointed; all appointments thereafter shall be made for a term of six years. The governing bodies of Saugatuck Township, the City of the Village of Douglas, and the City of Saugatuck shall each appoint two members to the Board. A vacancy on the Board shall be filled by the original appointing governing body for the remainder of the unexpired term. At the Board's first meeting following the adoption of these Restated Rules, the Board, by resolution approved by a majority of its members, shall select an additional member who shall be a resident of Saugatuck Township, the City of the Village of Douglas, or the City of Saugatuck and the same selection process shall be used upon the expiration of an additional member's term of office. Members of the Board shall be residents of the township or city from which they were appointed. Members of the Board may be removed by the appointing governing body in the manner permitted by law,

2. Members of the Board shall serve with compensation as established by the annual budget as approved by Saugatuck Township, the City of the Village of Douglas, and the City of Saugatuck (individually, "each governmental unit"), and shall be entitled to actual and necessary expenses incurred in the performance of official duties.

3. An appointed member of the Board shall not be an employee of a police or fire department of Saugatuck Township, the City of the Village of Douglas, or the City of Saugatuck.

4. At its first meeting after July 1 of each year, the Board shall elect a Chairperson, Vice Chairperson, Secretary, and Vice Secretary from its membership for a one-year term. Officers may serve successive terms.

5. Candidates for the board should be without bias and individuals who will not favor one governmental unit over another. Board members should be primarily interested in providing the best possible fire protection to the District, while always seeking the most efficient use of tax monies.

6. Board members should be open-minded and aggressive in seeking improved methods of operation which would provide better protection for all areas of the District.

7. The Board shall have complete authority over the operation and administration of the Fire District subject to these Rules and to the provisions of Act No. 33 of the Public Acts of 1951, as amended.

B. ANNUAL BUDGET AND HEARINGS

1. The Board or the Board designee shall prepare an annual, detailed budget, which accurately portrays the funding needs for fire and emergency services in the Fire District. This budget shall be submitted to the City Councils of Saugatuck and Douglas and to the Board of Trustees for Saugatuck Township.

2. After the budget is prepared, it shall be presented to the three units of government jointly for the purpose of holding a public hearing and for review, amendment, and action.

3. The budget hearing shall be held annually before June 30 and a notice stating the time, place, and purpose of the hearing shall be published in a newspaper of general circulation in the District at least five days before the hearing.

4. After the hearing is completed, the governing bodies of each governmental unit may adopt the final budget by resolution.

5. The fiscal year for the Fire District shall be July 1 to June 30.

C. DUTIES, OBLIGATIONS AND OPERATIONS OF THE FIRE ADMINISTRATIVE BOARD

1. Subject to the exceptions herein stated, the Board shall have responsibility for the operation and maintenance of fire protection and emergency medical services throughout the District. It may establish salaries, authorize purchases which are within the approved budget, appoint personnel, or take action with respect to any other matters which may arise from time to time that pertain to fire or emergency medical services protection in the District.

2. The Board may enter into agreements to purchase equipment and to lease property.

3. The Board may take all actions authorized by Act No. 33 of the Public Acts of 1954 as amended*

4. The Board may not move an existing Fire District (station) to a different location without the majority vote of all three units of government, voting separately at their council or board meetings.

5. The Board shall maintain a complete and adequate insurance program covering equipment, workers compensation, and liability. Certificates of Insurance and copies of policies shall be presented to the Cities and the Township as may be required to protect any interests that each unit of government might retain.

6. The records, books, and ledgers, and accounts of the District shall be kept in conformance with the uniform accounting system prescribed by the State of Michigan. The Board or the Board designee shall be responsible for keeping adequate records and for complying with all state laws and regulations.

7. The Secretary or Board designee shall prepare a voucher for the payment of any bills or accounts. The voucher must be accompanied by a copy of the minutes of each Board meeting. These minutes in addition to the recital of normal business undertaken by the Board, shall itemize all bills and accounts that the Board has approved for payment.

8. The Board shall be the paying agent for the Fire District and shall maintain the records and accounts. Funds shall be disbursed only after roll call vote by the Board. The Board or the Board designee shall have sole authority for authorizing use of the District funds. Funds shall be disbursed only upon the signatures of two or more Board members or Board designees.

9. The financial records of the District shall be audited annually in compliance with state law. The expenses of the audit and the record-keeping shall be borne by the District.

10. Appropriations for the District shall be deposited by each of the governmental units with the District, for disbursement by the District.

11. These rules may only be amended by the majority vote of the three governmental units.

D. MEETINGS

1. The Board shall meet in regular session once monthly on the dates and times approved annually by the Board. The place of the meeting shall be at the Saugatuck Township Fire District Station or such other time and/or location as determined by the Board.

2. All meetings of the Fire Board shall be open to the public and all official business shall be transacted before the public except as otherwise permitted in accordance with the Open Meetings Act, Act. No. 267 of the Public Acts of 1976, as amended.

3. The Chairperson shall conduct the meetings, preserve order, and appoint any committees which might be necessary to aid in the conduct of business.

4. In the event that the Secretary or the Board designee is absent at any meeting, the remaining members present may elect a temporary officer or designee to fulfill the Secretary's functions at that meeting.

5. The presence of at least four members of the Board shall constitute a quorum for the transaction of business at any Board meeting.

6. Special meeting of the Board may be called by the Chairperson or by any two members of the Board by serving written notice of the time, place, and the purpose thereof upon each Board member personally, or by leaving it at his/her place of residence at least 24 hours prior to the time of such meeting.

7. The Secretary or Board designee shall keep a written record of the minutes or proceedings of each meeting in accordance with state law.

8. Each vote on a question involving the expenditure of public funds shall require a roll call vote.

9. It shall be necessary for at least four members to vote in the affirmative to pass any question or motion which is put before the Board.

10. Any problem arising in the conduct of meetings and not covered in these Rules shall be settled in accordance with Roberts Rules of Order, subject to the laws of the State of Michigan.