

KEYSTONE VALLEY REGIONAL FIRE DISTRICT

BYLAWS

ARTICLE I

ORGANIZATION

SECTION I: The Keystone Valley Regional Fire District (KVRFD) shall be operated under the general supervision of a commission (Commission) established in an Intergovernmental Cooperation Agreement (ICA) entered into by the Township of Highland, the Borough of Parkesburg, the Township of Sadsbury and the Township of West Sadsbury (Municipalities) on November 20, 2012, a copy of which is attached to and incorporated in these Bylaws as Attachment A. The composition of the Commission and selection or appointment of Commission members, including designated alternates for each member, is as set forth in the ICA.

SECTION II: The officers of the Commission shall be a Chair, Vice-Chair, Secretary and Treasurer. The Fire Administrator may serve as Assistant Secretary and Assistant Treasurer to the Commission. The duties and powers of the officers shall be as prescribed in *Robert's Rules of Order Newly Revised* and any subsequent edition of such publication.

SECTION III: The fiscal year of the KVRFD shall be from January 1 through December 31 of each calendar year.

SECTION IV: The annual reorganization of the KVRFD shall occur at the first meeting of fiscal year convened by the Commission.

SECTION V: The members of the Commission shall serve two year terms without compensation. The members appointed to the Commission by each municipality, during their first year of service on the Commission, shall draw lots or otherwise determine which shall serve a one year term and which shall serve a two year term to provide for staggered terms. Members shall be eligible for reappointment to the Commission without limitation on the total number of years of service.

ARTICLE II

JURISDICTION AND AUTHORITY

SECTION I: The Commission shall assume the responsibilities and functions of the Municipalities to ensure that fire protection and emergency medical services are provided within each municipality while meeting all federal, state and local mandated requirements for providing fire services through the operations of the KVRFD.

SECTION II: The KVRFD shall hire a Fire Administrator who shall report to the Commission. The Fire Administrator shall assist in the management of KVRFD and of the relationship between the KVRFD and any volunteer fire company serving the KVRFD and such company's volunteers.

SECTION III: The Commission shall have the authority to enter contracts for policies of insurance, the purchasing of equipment and supplies and the hiring and firing of employees.

SECTION IV: The Commission shall make uniform policies for implementation of its duties and responsibilities which policies shall be consistent with the laws and regulations of the Commonwealth of Pennsylvania.

SECTION V: The Commission shall have authority to take such other action for a purpose consistent with but not encompassed in or explicitly authorized by these Bylaws and the ICA if such action is approved by the governing bodies of the Municipalities.

ARTICLE III

MEETINGS

SECTION I: The Commission shall meet once a month at a time and place set by the Commission. The Chair, Vice Chair, Secretary and Treasurer shall be elected annually from among the members of the Commission as the first order of business of the annual reorganization meeting of the KVRFD. The second order of business of the annual reorganization meeting shall be setting the time and place of the regular monthly meetings of the Commission. This information shall be advertised on each Municipalities website, the KVFD website and other source or sources as decided upon by Chair. The third order of business shall be the adoption of a resolution setting the appropriate CPI in compliance with Paragraph 11 of the ICA. The reorganizational meeting shall be considered a regular monthly meeting for the transaction of such business as comes before the Commission.

SECTION II: Special or rescheduled regular meetings of the Commission may be scheduled by resolution of the Commission fixing the date, time and place of each such

meeting. Special or rescheduled regular meetings of the Commission also may be called by the Chair or shall be called at the written request of two or more members of the Commission. Any call and the request of the members shall state the purpose of the meeting. Any such meeting shall be held on such date and at such time and place as shall be designated in the call of the meeting. Written notice of such special or rescheduled meeting shall be given to each member of the Commission who does not waive such notice in writing and such written notice shall be given at least 24 hours prior to the time designated for the meeting. Public notice of such meeting shall be made in compliance with the requirements of the law regarding open meetings.

SECTION III: A majority of the members of the Commission shall be necessary to constitute a quorum in order to transact the business of the Commission

Unless otherwise required by law, a vote of the majority of the members present at a meeting at which a quorum is present shall be necessary to constitute an official action of the Commission. Voting on all questions shall be taken by a show of hands or voice vote, provided however, that the Chair may, on his or her own motion, or shall at the request of another member, cause a vote to be taken by roll call. The parliamentary procedure of the Commission shall be governed by *Robert's Rules of Order Newly Revised* and any subsequent edition of such publication.

SECTION IV: The Secretary shall maintain an accurate record of the minutes of such regular and special meetings as well as such other records designated by the Chair or the Commission. Such minutes and records shall be open for inspection by the public in compliance with the requirements of the law regarding open records.

SECTION V: The Commission shall appoint an Assistant Secretary and an Assistant Treasurer who may be the same person and who need not be a member of the Commission. The person or persons appointed shall hold the position of Assistant Secretary and an Assistant Treasurer at the pleasure of the Commission. The Assistant Secretary shall assist the Secretary in the performance of his or her duties and shall perform the duties and exercise the powers of the Secretary in the event of the absence or unavailability of the Secretary. The Assistant Treasurer shall assist the Treasurer in the performance of his or her duties and shall perform the duties and exercise the powers of the Treasurer in the event of the absence or unavailability of the Treasurer. The Assistant Treasurer shall be bonded. The Assistant Secretary and the Assistant Treasurer shall perform such other duties and have such other powers as the Commission may determine from time to time.

SECTION VI. Whenever written notice is required to be given to any person, it may be given to such person, either personally or by sending a copy thereof through the mail, or by express courier, charges prepaid, to the address for such person which appears on the books of the Commission, or supplied by him to the Commission for the purpose of notice. If the notice is sent by mail or by express courier, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail or delivered to the express courier. Such notice shall specify the place, day and hour of the meeting and, in the case of a special meeting of the Commission, the general nature of the business to be transacted. Notice may be given to any person

via electronic media, to an electronic media address provided by him to the Commission, provided, however, that any electronic notice shall also be given via mail or express courier.

ARTICLE IV

FINANCE

SECTION I: The Commission shall prepare an annual budget in compliance with the terms of Paragraph 11 of the ICA.

SECTION II: The Municipalities shall release to the Treasurer of the Commission the proportionate shares of the annual budget appropriations called for in Paragraph 9 of the ICA in April, June and August of each calendar year.

SECTION III: All monies of the KVRFD, from whatever source derived, shall be paid to the Treasurer of the Commission. All such monies shall be deposited by the Treasurer in an account or accounts in a bank with a branch located in one of the Municipalities. Payments from such accounts shall be on the warrant or other order of the Treasurer or of such other person as the Commission may authorize to execute such warrants or orders. The Treasurer (and such other person authorized to direct payment) shall give bond in such sum as approved by the Commission and the premiums for such bond shall be paid by the Commission.

SECTION IV: The Commission shall engage a certified public accountant to perform an audit of the financial records of the KVRFD on an annual basis. The report of such audit shall be provided to the Municipalities as a part of an annual written report of the activities of KVRFD.

ARTICLE V

PROPERTY

SECTION I: Any or all existing fire fighting apparatus, equipment, materials and supplies and any real estate of the volunteer fire companies serving KVRFD or the predecessors of such volunteer fire companies which is deemed useful to the operations of KVRFD may be received by KVRFD at no cost to KVRFD. An inventory of such property transferred to KVRFD shall be created and updated as such property is transferred and becomes the property of KVRFD.

SECTION II: The Commission shall have the specific authority to enter into contracts to purchase or sell fire fighting apparatus, materials and supplies, to enter leases or purchase agreements for real estate and obtain grants or loans in furtherance of such contracts, leases and agreements.

ARTICLE VI

AMENDMENTS TO BYLAWS

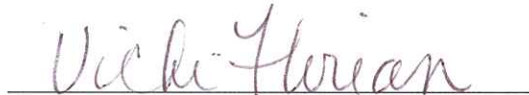
SECTION I: These bylaws may be adopted, amended or repealed in whole or in part by vote of the Commission subject to approval by a majority vote of the members present.

SECTION II: Notice will be given to all members at least 15 days prior to any meeting called for the purpose of amending these Bylaws. The notice of such meeting shall set forth the proposed amendment, repeal, change or a brief and concise statement of the proposed action.

Adopted

July 21, 2015


Chair ~~Vice Chair~~


Secretary