

FIRE COMMISSIONERS FOR CAMPTON-THORNTON FIRE RESCUE

A joint Board of Fire Commissioners (hereinafter “Commissioners”) are appointed by and under the jurisdiction and direction of the Towns respective Boards of Selectmen as follows:

Campton	3
Thornton	2
Ellsworth	0

- a. Terms and Qualifications. Any person appointed as Commissioner shall be a resident of the Town for which they are appointed. Commissioners shall serve a three (3) year staggered term.
- b. Vacancies. The appointing authority shall fill vacancies for the remainder of the term.
- c. Removal. Commissioners may be removed by the appointing authority for inattention to duty or other good cause.
- d. Operation. The Commission shall operate in accordance with RSA 91-A Access to Governmental Records and Meetings.

FIRE COMMISSIONERS POWERS AND RESPONSIBILITIES:

- a. Unless otherwise specifically stated, a quorum for the conduct of business by the Commissioners shall mean a majority of Commissioners which shall include at least one Thornton Commissioner. If the Thornton Commissioners cannot be present in person, every effort will be made to include them/him/her in the meeting via telephone conferencing. Telephone conferencing will only be used when there is an extraordinary situation that prevents the Thornton Commissioner(s) from attending in person. If all efforts to include a Thornton Commissioner(s) have failed and the meeting cannot be re-scheduled due to an urgency for action, the Thornton Select Board will be notified of the situation and it will immediately appoint an Alternate Commissioner to act in the absence of the other Commissioners.
- b. The Commissioners shall be responsible for:
 1. Preparing and adopting Personnel Policies, Procedures, Wage Plans, and Benefit Contracts with the signed approval of the Boards of Selectmen;
 2. Submission of a proposed budget to the Towns’ Selectmen;
 3. Dispensing of department monies utilizing a manifest system;
 4. Payment of personnel pursuant to compensation and expense reimbursement schedules set forth in the Personnel Policies and Procedures;

5. Complying with all state and federal laws regarding finance administration including encumbering funds only when appropriate in compliance with municipal finance accounting rules and with the signed approval of the Selectmen;
6. Budget surplus at the end of each year shall be apportioned to each Town according to the Cost Allocation schedule set out in paragraph 9 hereof unless the Boards of Selectmen approve in writing that the funds can be used differently.
7. Hearing and deciding appeals regarding discipline decisions made by the Fire Chief;
8. The Commissioners hire and remove department personnel as recommended by the Fire Chief. Appeals on hiring and removal decisions are brought before and decided by the Boards of Selectmen;
9. Commissioning an annual audit of the Department's finances and submitting an annual audit report to the Boards of Selectmen.
10. Providing quarterly written updates to the Selectmen regarding any waivers of fees which are approved.

EXCERPTED FROM:

CAMPTON-THORNTON-ELLSWORTH INTERGOVERNMENTAL FIRE/RESCUE SERVICE AGREEMENT