

COTUIT FIRE DISTRICT
BYLAWS SUBCOMMITTEE
FEBRUARY 15,2022
MEETING MINUTES

The meeting was called to order on February 15, 2022 at 6 pm. The meeting was conducted by Zoom only. In attendance were:
Mark Lynch (Chair)
Carol Zais
Mark Robinson
Rick Pisano
Lisa Haven -Assistant Treasurer

Minutes of the January 5, 2022 meeting were approved.

It was pointed out that the current version of the Bylaws contained some typographical errors, misspellings, and grammatical errors and inconsistencies of form. On motion made, seconded and approved, the Committee asked Ms. Haven to correct such errors and submit a "track changes " version of this effort to the Committee for review.

There was an extended discussion regarding the timing of the submission of annual reports by the committees and officers of the District. Currently, the Bylaws provide that such reports are to be submitted by the end of the calendar year per Article VI, Section 2. It was noted that in recent history that deadline has not been observed. The annual reports are more typically submitted in mid to late February. Mr. Pisano proposed that the language be changed to provide for submission by February 28. It was then noted that there are at least two other inconsistent provisions in the Bylaws relating to the timing of submission of annual reports (or related information).

Article VI, Section 3, which relates to salaries, overtime, bonuses and benefits, calls for such information to be published "in the annual reports " within 90 days of the end of the fiscal year (which would be September 30). Finally, Article XI, Section 7 provides that all "narrative annual reports shall be filed with the District Clerk within 45 days of the end of the fiscal year." (which would be July 15). The Committee concluded that these provisions should be harmonized and the due date for the filing of annual reports adjusted. This will be a topic of discussion at the Committee's next meeting.

It was noted that Article 11, Section 11 provides for ad hoc advisory committees consisting of "citizens of the district". There was some discussion of whether this language should be limited to "voters of the District" or potentially expanded to include experts who are neither voters nor citizens of the district. Mr. Lynch is to submit proposed language at the next meeting.

It was noted that the word "insure" in Article V, Section 1 was likely a grammatical error and that it should be "ensure". The Committee will review at its next meeting.