

Hamilton County Fire Advisory Board Rules & Regulations

April 2013

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Article 1: Organization

This organization shall be known as the Hamilton County Fire Advisory Board as established under County Law section 225-a.

Article 2: Membership

- a) The Fire Coordinator shall work through the Fire Chiefs from the various Fire Departments within Hamilton County (fire entities) to develop a list of representatives, as well as alternates in some instances.
- b) The Hamilton County Board of Supervisors also has the authority to appoint a representative and an alternate, from those towns which are not serviced by their own standalone Fire Department (also in definition of fire entities).

Article 3: Appointment Procedure

- a) The Appointment procedure to the Fire Advisory Board will be as follows:
The name of the proposed member from the fire entities are to be sent to, or picked by, the Supervisor of each respective town. The name of the proposed member will then be forwarded by the Town Supervisor to the County Board for appointment. The names must be forwarded to the Board before the end of the calendar year so that the Chairperson of the County Board can make the appointments during the first week of January. Each fire entity may have one representative and an alternate.

Article 4: Duties

a) It shall be the duty of the Fire Advisory Board to cooperate with the New York State Office of Fire Prevention and Control carrying out Training and Mutual Aid programs; to act in an advisory capacity to the County Board; to assist the County Director of Emergency Management and the County Fire Coordinator and/or Deputies in all their projects; to aid all county fire service organizations; and to promote and project the best possible image of the fire service.

b) Any Member who fails to attend at least 50% of the regular meetings annually shall not be recommended for reappointment by the Fire Advisory Board. Valid excuses will be considered and will not count against the member's attendance record. The Legislature will be provided with the attendance records of the Fire Advisory Board.

Article 5: Election of Officers and Terms of Office

a) The officers of the Hamilton County Fire Advisory Board shall consist of a President, Vice President and Secretary, each elected for a term of one year, in the order named, at the annual organizational meeting – see Article 8 below.

Article 6: Duties of Officers

a) The President shall preside over all regular and special meetings of the Fire Advisory Board and at all executive committee meetings. The President shall appoint all committees.

b) The Vice-President shall preside in the President's absence.

c) The Secretary shall be responsible for keeping an accurate record of all proceedings at regular and special Fire Advisory Board meetings and Executive Committee meetings; attend to all correspondence; notify all specified persons of all meetings, giving date, time and place.

d) In the event that the President and Vice President are both absent, the Fire Advisory Board members present shall elect a President pro tem for that meeting.

e) In the event that the Secretary is absent, the President or Vice President shall appoint a Secretary pro tem for that meeting.

Article 7: Officer and Member Vacancies

a) All officer vacancies shall be filled by 2/3 vote of the Fire Advisory Board members present at the next regular meeting after the vacancy occurs.

b) Membership vacancies shall be filled by appointment by the County Board upon recommendation from the respective Town Supervisor.

Article 8: Meetings

a) The Fire Advisory Board shall determine the time, location and frequency of meetings at the annual organizational meeting.

c) The organizational meeting shall be the first meeting after the appointment of Fire Advisory Board members by the Chair of the County Board.

d) A quorum shall consist of seven (7) Fire Departments and Towns.

- e) Special meetings shall be held at the call of the President or at the written request of four (4) or more Fire Advisory Board members.
- f) Notice of a regularly scheduled meeting shall be given to all members of the Fire Advisory Board and other requested representatives no later than one (1) week prior to the meeting.
- g) Notice of all meetings shall be given to the public and the news media in compliance with the New York State Open Meetings Law.
- h) Cancellation of meetings, for example due to weather, will be the responsibility of the President, or in his absence, the Vice President.

Article 9: Committees

- a) The first member appointed to a committee shall serve as the committee president and will be responsible for a complete report to the Board.
- b) Committees are charged with researching issues and reporting their findings to the Fire Advisory Board for consideration and/or further action.

Article 10: Amendment of Rules & Regulations

- a) Any amendments to these rules shall be presented in writing and read at a regular meeting. It shall be read at the next regular meeting and voted upon by the members present with a 2/3 vote accepting the proposed amendment.

Article 11: Meeting Agenda/Order of Business a) The Order of Business will be as follows:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Attendance Roll Call
- 4) Reading of minutes of previous meeting
- 5) Guest Speaker/ Guest Presentations
- 6) Coordinator's Office Report
- 7) Emergency Management Office Report
- 8) NYS OFPC Report
- 9) Unfinished Business
- 10) Committee Reports
- 11) New Business
- 12) Correspondences
- 13) Adjournment

Article 12: Representation

- a) Each appointed Board member or alternate shall represent the fire department or town from which they are appointed.
- b) The Fire Advisory Board shall request that a representative from the Hamilton County Fire Coordinators Office attend each meeting.
- c) The Fire Advisory Board shall request that a representative from the Hamilton County Emergency Management office attend each meeting.
- d) The Fire Advisory Board shall request that a representative from the New York State Office of Fire Prevention and Control attend each meeting.