Forsyth County Fire Commission By-laws

I. Name

The name of this board appointed to serve the Forsyth County Board of Commissioners shall be referred to as the Forsyth County Fire Commission (hereinafter referred to as the Fire Commission).

II. Mission

The mission of the Fire Commission shall be to make formal recommendations to the Forsyth County Board of Commissioners on fire protection and emergency services delivery applicable to those departments covered under Forsyth County rural fire or service tax districts.

The roles of the Fire Commission members as approved by the Forsyth County Board of Commissioners are:

A. Reviewing and making recommendations on capital budget requests.
B. Making recommendations to the Forsyth County Board of Commissioners for continuing improvement of the fire protection system.
C. Reviewing ISO and consultants' reports and recommending action for improvement as deemed necessary.
D. Development of a minimal level of service for Forsyth County's fire protection system.
E. Development a uniform pay policy for the nonprofits within Forsyth County's fire protection system.

III. Membership and Composition

As approved by the Forsyth County Board of Commissioners, the structure of the Fire Commission is:

A. Forsyth County Board of Commissioners member (1)
B. President and Vice President of the Forsyth County Firefighter's Association (2)
C. Citizen Appointees (6)
D. Forsyth County Fire Department Chief Officer or Board Member (2)
E. Chief Fire or Administrative Officer of municipalities that contract with Forsyth County to provide fire protection. (1) (non-voting)

Appointment and Term - The Forsyth County Board of Commissioners shall make all appointments to the Fire Commission. All appointments shall comply with established rules and procedures of the Board of Commissioners. Any person appointed by the Forsyth County Board of Commissioners to fill an unexpired term shall be appointed to serve the duration of the term. The Forsyth Board of Commissioners, County Manager, and Fire Services Director will evaluate the total Fire Commission membership composition to ensure makeup of the Fire Commission is evenly balanced for representation of geographic and response area. A fire department, municipality, or fire district may not be represented by more than two members on the Fire Commission at one time.

Qualifications - Each member of the Forsyth County Fire Commission should demonstrate an interest in, and knowledge of issues related to the fire service and be committed to encouraging and supporting recommendations for the fire protection system improvements that benefit the citizens of the Service District.

A. **Forsyth County Board of Commissioners Appointee (1)** - The Forsyth County Board of Commissioners shall appoint one member to serve as the Board of Commissioners appointee to the Fire Commission as a primary voting member. The Board of Commissioners, at their discretion, may appoint an alternate Commissioner to represent the Commissioners in the event of the absence of the appointed Commissioner.

B. **President and Vice President of Forsyth County Firefighter's Association (2)** – The Forsyth County Fire and Rescue Association's current President and Vice President will fill this position and serve as primary voting members. The appointed term of the President and Vice President of the Association shall comply with the rules and procedures of the Forsyth County Board of Commissioners. It must be the Chief Officer of a Fire Department contracted with Forsyth County.

C. **Citizen Appointees (6)** - The Forsyth County Board of Commissioners shall appoint six citizens to serve on the Fire Commission. Each appointment shall be for a term of three years. Citizens shall be appointed as primary voting members and shall reside in an area of Forsyth County that is served by a fire department that contracts with Forsyth County to provide fire protection. Citizen members may not be a career or part-time employee, volunteer, family member, or Board Member (Governing Body) of any fire agency under the purview of the Forsyth County Fire Commission. Citizens may not have been employed or associated with a fire department that contracts with Forsyth County to provide fire services for a period of three years before being eligible to serve in this capacity.

D. Chief Officer or Board Member of a Forsyth County Fire Department (2) The Forsyth County Board of Commissioners shall appoint two individuals for this position and shall be appointed as primary voting members. These members must be a Chief Officer, Board President, or Board Officer of a participating Fire Department within the Fire Tax District. Each appointment shall be for a term of three years.

E. **Municipal Representatives (non-voting) (1)** – The Forsyth County Board of Commissioners shall appoint one individual for this position. The member must be the Chief Fire or Administrative Officer of a municipality that contracts with Forsyth County to provide fire protection. This individual shall serve a three-year term and shall be a non-voting member.

Staff Assistance - The Fire Commission shall call upon the employees of the Forsyth County Fire Services Division for administrative and technical assistance in carrying out its duties and requirements. Other Forsyth County staff may be called upon for additional assistance in carrying out the mission of the Fire Commission

Quorum A majority of the voting membership of the Fire Commission, excluding vacant seats, shall constitute a quorum.

Officers – The Fire Commission shall elect one if its voting members to serve as chair; and one member to serve as vice-chair. Chair and vice-chair shall be selected at the first meeting of the calendar year. Other officers shall be elected as the board deems appropriate. The term of the chair and vice-chair shall be one year.

Vacancies – When vacancies occur, the Forsyth County Board of Commissioners shall appoint someone to fill the unexpired term. This includes vacancies caused by a change in status of a member under the selection criteria set forth above during the course of his, or her, term.

IV. Meetings

The Forsyth County Fire Commission shall adopt a regular meeting schedule consisting of monthly meetings and shall further meet as needed to accomplish its mission. All meetings shall be open to the public and shall be governed by NCGS 143-318, N.C. Open Meeting Law, any adopted Rules of Procedure by the Commission, and be guided by Robert's Rules of Order, Newly Revised.

A written record of meetings, resolutions, recommendations, findings, etc. shall be kept. Those documents shall be public records.

In the absence of the chair and vice-chair, an acting chair shall be appointed by the board members present.