

# CARROLL COUNTY EMERGENCY SERVICES ADVISORY COUNCIL

## BYLAWS

### Article I – Purpose

The purpose of the Carroll County Emergency Services Advisory Council (ESAC) is to provide a functional structure that ensures input from volunteer, career and citizen stakeholders is provided and considered during the policy making and policy review process and to keep stakeholder representatives engaged in the integrated, countywide Fire, Rescue and EMS system. In addition, ESAC is tasked with providing input on the annual Fire, Rescue and EMS budget and the staying abreast of current Fire, Rescue and EMS issues.

### Definitions

Carroll County Volunteer Emergency Services Association (CCVESA)- An association of the Volunteer Fire Companies/Departments in Carroll County created to serve, promote, advocate and represent the interest of the Volunteer Fire, Rescue and EMS Services in Carroll County.

Company or Companies – Independent, nonprofit corporations officially recognized by the County to provide Fire, Rescue and Emergency Medical Services in accordance with the policies, procedures, and laws of Carroll County, Maryland.

County Commissioners – The Board of County Commissioners of Carroll County, Maryland.

County Governing Body – The Board of County Commissioners of Carroll County, Maryland.

County– Carroll County Government.

Department –Department of Fire and Emergency Medical Services (DFEMS).

Director of the DFEMS – The Director of the Department of Fire and Emergency Medical Services appointed by the County Commissioners to serve as the system-wide Chief.

ESAC- The Carroll County Emergency Services Advisory Council.

Volunteer – An individual who, without salary, performs fire, rescue, emergency medical, or other related services.

Volunteer Chief – Operational head of a Company.

Volunteer Corporation – See Company or Companies.

## **Article II – Composition**

ESAC members shall be appointed by the County Commissioners. ESAC is comprised of eleven (11) voting and four (4) non-voting members, each having a specific representative role. These representative positions are identified as follows:

### Voting Representatives:

#### A. Volunteer Representatives:

- One Representative from the Eastern Region (Companies 2, 4, and 7);
- One Representative from the Central Region (Companies 3, 6, 9, and 10);
- One Representative from the Western Region (Companies 5, 8, and 11);
- One Representative from the Southern Region (Companies 1, 12, 13, and 14);
- The Chairperson or designee from the Fire Rescue Operations Committee; and
- The Chairperson or designee from the EMS Operations Committee.

Volunteer representatives may not be a current employee of the Department of Fire and Emergency Medical Services (DFEMSS).

Should a region fail to submit a nominee to represent its Volunteer Corporation on the Advisory Committee, CCVESA may make nominations to the County Commissioners from “at-large” candidates to fill the position.

**B. Career Firefighter/Emergency Medical Technician Representatives:**

- Two (2) Uniformed Career Employee Representatives, one of whom shall be a Union member.
- All career representatives must be full time employees of DFEMS and be endorsed to participate as a representative by his or her Company or, if applicable, County supervisor.

**C. Citizen Representatives:**

- Three (3) citizens that are primary residents of Carroll County, Maryland.

All citizen appointees shall not have active affiliation with any Fire, Rescue and EMS Service in any way, so they may purely represent the consumers’ perspective regarding Fire, Rescue and EMS services.

**Non-voting Representatives:**

- A.** One (1) Carroll County Commissioner;
- B.** The designated Jurisdictional Medical Director;
- C.** The Director of the CCDFEMS; and
- D.** The President of CCVESA

**E.** The non-voting members of ESAC have the right to attend and fully participate in the business of ESAC by virtue of their positions but shall not have the right to vote or hold an elected office. Non-voting members may set agenda items, initiate discussions, receive the input, advice and recommendations of ESAC and communicate with the county commissioners on behalf of ESAC when appropriate.

### **Article III – Appointment Procedures**

All voting members of ESAC shall be appointed to their position by the County Commissioners.

A. Volunteer Representatives: Each representative group nominates one individual for each of their representative positions. The names shall be forwarded to the County Commissioners. The County Commissioners shall determine the process for the appointment, which may include personal interviews of the nominees.

B. DFEMS: The County Commissioners shall solicit interested career fire/rescue employees to apply for the positions allotted for the career Fire, Rescue and EMS provider's representatives. The County shall follow the established process for appointments to boards and commissions.

C. Citizen Representatives: The County Commissioners shall solicit interested citizens to apply for the positions allotted for the citizen representatives. The County shall follow the established process for appointments to boards and commissions.

### **Article IV – Terms of Office**

The term of office for all appointees to ESAC shall be three (3) years (term years begin annually on July 1).

A. Staggered Terms: In order to provide continuity of representation, three (3) year terms shall be staggered among ESAC representatives as follows:

- Term year 1 - The Eastern Region Volunteer Representative, One (1) Career Representative and One (1) Citizen Representative.
- Term year 2 – The Central and Western Region Volunteer Representative, One (1) Citizen Representative.

- Term year 3 – The Southern Region Volunteer Representative, One (1) Career Representative and One (1) Citizen Representative.
- The Fire Rescue Operations Committee and EMS Operations Committee Chairpersons or designee will serve one (1) year terms consistent with their appointments.

**B.** A representative to ESAC can be appointed for no more than two (2) consecutive three (3) year terms, for a maximum of six (6) consecutive years. A person may be reappointed after a three (3) year break in service.

**C.** Should a voting member of ESAC resign his/her position or otherwise be unable to serve before his/her term expires, the representative organization will be requested to nominate a replacement to fill the remainder of the unexpired term.

**D.** Members appointed to ESAC serve at the pleasure of the County Commissioners and may be removed at any time with or without cause.

**E.** ESAC members are expected to attend all regular business meetings unless absent for good cause with prior notification made to the Chairperson. If any voting member misses three (3) consecutive meetings without just cause, the Chairperson will draft a follow-up letter of inquiry. Persistent absenteeism may result in ESAC recommendation to the County Commissioners that the absentee member be removed.

#### **Article V – Election of Officers**

ESAC shall operate under the leadership of an elected Chairperson and Vice-Chairperson. These positions may only be filled by voting members appointed to ESAC.

**A. Chairperson:**

- The Chairperson shall be elected annually from among the voting ESAC members at the June business meeting with the term of office to begin July 1.

- After inception, candidates for the office of Chairperson shall have served on ESAC for a period of not less than one year at the time of election.
- The Chairperson shall preside over all meetings and other proceedings of ESAC.
- The Chairperson shall exercise general supervision over the affairs of ESAC in accordance with the terms and conditions of the Bylaws.
- The Chairperson shall represent ESAC before the County Commissioners and other relevant organizations as necessary.

**B. Vice-Chairperson:**

- The Vice-Chairperson shall be elected annually from among the voting ESAC members at the June business meeting with the term of office to begin July 1.
- At the request of the Chairperson, or in the event of his/her absence or disability, the Vice-Chairperson shall perform the duties and exercise the powers of the Chairperson.

**C.** The Chairperson and Vice-Chairperson positions are open to any voting representative of ESAC who satisfies the position requirements and shall be elected to serve a one (1) year term by written ballot cast by all voting members. Elections are determined by simple majority.

**D.** Should an elected Chairperson be unable to serve or fulfill his/her term of office, the elected Vice-Chairperson shall fill the remainder of the Chairperson's term and an election shall be conducted to select a new Vice-Chairperson for the remainder of the term vacated by the Vice-Chairperson.

**E.** The Chairperson and Vice-Chairperson will be required to have completed Maryland Open Meeting Law Training.

**Article VI – Conduct of Meetings**

ESAC shall meet monthly at a time and place determined.

## **Article VII – Quorum and Voting**

A. Six (6) voting members of ESAC, representing a simple majority, shall constitute a quorum. These six (6) members must include at least one volunteer representative and one career member.

B. A majority affirmative vote of ESAC members present at a valid meeting shall be required to adopt any action other than an amendment to the bylaws, in which case the provisions of Article XI shall apply.

C. Each of eleven (11) voting ESAC members shall be entitled to one vote for each action item tendered.

D. Proxy voting is not permitted.

E. The issue/action shall be considered defeated if a tie vote occurs. At the next regularly scheduled business meeting of EASC, any voting ESAC member who was absent from the meeting during which the aforementioned issue/action was defeated may request that the issue be reintroduced and brought to another vote. If a tie vote results from this second balloting, the proposal is defeated and cannot be reintroduced.

F. Once an issue has been defeated, it cannot be brought back on the ESAC agenda for future action unless a request for reconsideration is introduced by a voting member who previously voted on the prevailing side.

G. Meetings of ESAC shall include, but not be limited to the business items listed below:

- I. CALL TO ORDER
- II. ROLL CALL OF VOTING MEMBERS AND NON-VOTING MEMBERS
- III. INTRODUCTION OF GUESTS
- IV. APPROVAL OF PREVIOUS MEETING MINUTES
- V. BOARD MEMBER COMMENTS

- VI. PUBLIC COMMENTS
- VII. EX-OFFICIO MEMBER REPORTS
  - a. County Commissioner
  - b. Jurisdictional Medical Director
  - c. President of CCVESA
  - d. The Director of DFEMS
- VIII. COMMITTEE REPORTS
  - a. Fire, Rescue Operations Committee
  - b. EMS Operations Committee
  - d. Other
- IX. DISCUSSION ITEMS
  - a. Old Business
  - b. New Business
- X. ACTION ITEMS
- XI. ADJOURNMENT

H. Closed sessions of ESAC may be conducted for valid reasons in compliance with the Maryland Open Meetings Law and applicable Carroll County procedures.

I. The agenda template above may be modified by ESAC Chairperson as deemed necessary to meet the business needs of the ESAC.

**Article VIII– Parliamentary Procedure**

Robert’s Rules of Order shall serve as the official guide for parliamentary procedure for ESAC for any rules of order not specifically addressed herein or contained in established Carroll County procedure.

**Article IX – Committees**

A. The ESAC shall review Fire, Rescue and EMS policies, procedures, rules, and regulations that will apply to system wide Fire, Rescue and EMS services and organizational components. Technical information, policy review, and policy recommendations may be received from a variety of sources, but most prominently will be from the three (3) basic committees established through CCVESA and DFEMS.



**B.** These committees include, but are not limited to:

- Fire/Rescue Operations Committee (FROPS)
- Emergency Medical Services Operations Committee (EMSOPS)
- Training & Facilities Management Committee

**C.** ESAC shall have the authority to establish additional ad hoc committees for the study of specific Fire, Rescue and EMS system policies, procedures, rules, regulations or service delivery issues, as needed.

### **Article X - Procedures**

**A.** Proposed Policies:

(1) Policy proposals may be initiated or requested by the County, the Jurisdictional Medical Director, the Director of DFEMS, the President of CCVESA, the standing or ad hoc committees of the Fire, Rescue and EMS system, or voting members of ESAC.

(2) The ESAC shall provide policy review and recommendations to the Director of DFEMS for his/her consideration prior to policy adoption or implementation.

(3) Except for emergency or safety situations, circumstances dictated by law or compulsory regulation, or direction from the County Commissioners, the Director of DFEMS shall allow ESAC 30 days to review and comment on matters of system wide policy, procedures, rules and regulations.

**B.** Standing or Ad Hoc Committees

Standing or ad hoc committees of the Fire, Rescue and EMS system shall receive direction from the Director of DFEMS and/or ESAC to study operational and administrative issues related to system wide Fire, Rescue and EMS services. Standing and ad hoc committees shall carry out such direction and report to the Director and/or ESAC with findings and

recommendations for consideration. Study assignments transmitted to standing or ad hoc committees shall include a reasonable deadline by which the committee work shall be completed. A reasonable extension of a committee's work deadline may be granted if justified.

**C. Policy Comment Period**

Policy recommendations shall be forwarded to all Fire, Rescue and EMS volunteer chiefs for comment prior to action by ESAC. This comment period shall be no greater than thirty (30) calendar days from the date of referral and all stakeholder comments must be provided to ESAC in writing.

**D. Unilateral Action**

ESAC is required to make a policy recommendation to the Director of DFEMS within thirty (30) calendar days after the close of the policy comment period. Should this period expire without a policy recommendation being made, the Director of DFEMS may take policy action without ESAC's recommendation.

**E. Policy Decisions**

Policy authority rests with the Director of DFEMS. ESAC shall make policy recommendations to the Director of DFEMS, who shall consider the weight of their work and recommendations in the decision-making process. The Director of DFEMS may take any of the following actions after receipt of ESAC's policy recommendation:

(1) The Director of DFEMS may accept ESAC's recommendation and move forward with policy implementation as recommended.

(2) The Director of DFEMS may refer the policy recommendation back to ESAC for additional discussion, clarification or review with committees.

(3) The Director of DFEMS may amend or otherwise modify the policy recommendation and return the policy back to ESAC for additional review and comment.

(4) The Director of DFEMS may consider the recommendation of ESAC but decide not to follow ESAC's policy recommendation. Should the Director of DFEMS not follow the policy recommendation of ESAC, he/she must provide ESAC with a written explanation of why the recommendation was rejected.

#### **Article XI – Amendments**

A. Proposed changes to ESAC's bylaws must be submitted in writing to the Chairman, who shall ensure timely distribution of written communication reflecting proposed changes to all members of ESAC (voting and non-voting), at least ten (10) days prior to the business meeting at which action on proposed changes will be considered.

B. Recommendations for changes to ESAC's bylaws must be approved, amended and/or repealed by a super majority vote of no less than eight (8) voting members of ESAC.

C. The County Commissioners shall approve, amend and/or repeal provisions of ESAC's bylaws at its discretion.

#### **Article XII - Independent Fire, Rescue and EMS Companies**

The Volunteer Corporations recognized by the County are authorized to provide Fire, Rescue and EMS as a component of the Carroll County Fire, Rescue and EMS system, as provided herein, other agreements between the County and the Volunteer Companies, applicable law and County policies, procedures, and regulations. Specifically, the public safety functions of the Volunteer Companies shall include fire suppression and related activities; fire prevention activities; rescue and emergency medical services.

The Volunteer Corporations shall each have one (1) designated Chief responsible for the day to day operations of each company. The Chiefs shall support the efforts of the Director of DFEMS and are required to uphold and enforce the policies and procedures of the County Fire, Rescue and EMS system.

Volunteer Chiefs and Company officers shall operate as part of an integrated career-volunteer chain of command established by the Director of DFEMS in consultation with ESAC. Each Company shall provide annually to the Director of DFEMS and ESAC a current listing of all operational and administrative officers, board of directors, and other information as may be requested. The Director of DFEMS and ESAC shall be advised in writing of changes to a given Company's operational and administrative officer positions within thirty (30) days of such change.

All Volunteer Corporations shall follow County policies, procedures, and guidelines enacted by the Director of DFEMS. Failure to comply with system policies, procedures, rules, regulations and guidelines may result in corrective action by the County and/or the Director of DFEMS.

### **Article XIII - Staff Support**

DFEMS shall coordinate with CCVESA to provide executive and clerical staff support to ESAC. Such support shall include, but not be limited to providing a recording secretary for all ESAC meetings, facilitating agenda development, production and distribution of ESAC's correspondence and materials, research and project support.