

Cayuga County Fire Advisory Board

By Laws

Article I *Name*

This organization shall be known as the Cayuga County Fire Advisory Board, (hereinafter referred to as FAB)

Article II *Mission Statement*

The Mission of the Cayuga County Fire Advisory Board is to promote open communications, cooperation and collaboration in an effort to support sustainable, efficient and effective delivery of fire and emergency services to the highest possible standards. This shall be accomplished by supporting all local fire departments, emergency medical service agencies and other public safety organizations to the fullest extent possible in the development and delivery of local and/or county programs. Further this Advisory Board, when requested, shall strive to function in an advisory capacity and as a conduit and liaison to and from the Cayuga County Legislature, the Cayuga County Office of Emergency Services, the Cayuga County Association of Emergency Services and every associated agency in support of the mission. The Advisory Board shall cooperate with the County, State and Federal agencies in accordance with County Law section 225a, to support fire training, mutual aid programs and other fire service related activities in Cayuga County.

Article III *Membership*

Sec 1 Compliance In compliance with the New York County Law sec 225-a, membership in the FAB shall consist of 15 persons.

Section 2 Delegates

The following shall be the composition of the Cayuga County Fire Advisory Board:

- The Cayuga County Director of Emergency Services shall automatically be appointed to the Board. He/She may designate a representative to act in his/her behalf.
- The Cayuga County Deputy Director of Fire Services shall automatically be appointed to the Board. He/She may designate a representative to act in his/her behalf.
- The Cayuga County Deputy Coordinator for Hazardous Materials shall automatically be appointed to the Board. He/She may designate a representative to act in his/her behalf.
- Ten Representatives, consisting of two delegates from each of Cayuga County's five (5) Battalions elected annually by a simple majority vote of the fire chiefs in their battalion, with each department present having one vote for each vacancy.
- The Chief of the Auburn Fire Department shall be automatically appointed to the Board. He/She may designate a representative to act in his/her behalf.

- The Cayuga County Association of Emergency Services President shall be automatically appointed to the Board. He/She may designate a representative to act in his behalf.

Sec 3 Alternate Delegates

The Cayuga County Deputy Fire/Rescue Coordinators or the Cayuga County Deputy Fire/EMS Coordinators shall be appointed the alternate delegates to serve as a voting member of the FAB in the absence of the elected delegates for their respective Battalion.

Sec 4 Legislative Approval

The Cayuga County Deputy Director of Fire shall annually submit the list of delegates nominated for membership in the FAB to the Cayuga County Legislature, and the members shall be subject to the approval of the County Legislature.

Sec 5 Ex-Officio Members

In the interest of cooperation and collaboration, the following shall be considered Ex-Officio Members of the FAB.

- The Cayuga County Legislature Liaison (or his/her designee)
- The Cayuga County Sheriff (or his/her designee)
- The Cayuga County 911 Administrator (or his/her designee)
- The Cayuga County Medical Director (or his/her designee)
- New York State DHSES – OFPC Fire Protection Specialist assigned to Cayuga County

The Chairperson may designate other Ex-Officio members at the Annual meeting in January of each year. These appointments must be approved by the FAB before they can take effect. Ex-Officio members shall be considered non-voting members of the FAB who shall be permitted to sit on and/ or chair committees. These Ex-officio members may attend meetings on behalf of the FAB but may not hold elected FAB offices.

Sec 6 Compensation

No member, serving the FAB in any capacity, shall be compensated for service to the FAB.

Article IV *Officers*

Sec 1 Elected Officers

A. The elected officers of the FAB shall be the Chairperson and Vice Chairperson.

Sec 2 Non Elected Officer

The recording Secretary, a member or an Ex-Officio member shall be appointed by the Chairperson, upon approval of the FAB.

Sec 3 Election Process

- Nominations for a complete slate of officers shall be provided by the nominating committee.
- Members may nominate individuals for office from the floor.
- Officers shall be elected by a simple majority vote of those present and voting at the December meeting each year. A quorum must be present in order to conduct elections and/or FAB business.

Note: It is the intent of the FAB to maintain consistently revolving battalion representation among the officers.

Sec 4 Terms of Office

- A. A term of office shall be one year beginning January 1.
- B. No chairperson may serve more than two consecutive full terms. The two terms may be in addition to time served completing a predecessor's unfinished term of office.

Sec 5 Vacancies in Office

- A. Vacancies created in the Office of Chairperson or Vice Chairperson shall be filled immediately by the next subordinate officer or by an election from the membership, to be held at the first monthly meeting after the vacancy is created.

Sec 6 Duties

- A. The Chairperson shall:
 - a. Preside over all regular or special meetings.
 - b. Create such committees as may be required and appoint all committee chairs.
- B. The Vice Chairperson shall, in the absence of the Chairperson, perform all the duties of the Chairperson.
- C. The Recording Secretary shall;
 - a. Keep accurate records of the proceedings of all meetings of the FAB and assure that such records are maintained on file in the Emergency Management Office.
 - b. Assure the maintenance of a record of all final committee reports.
 - c. Provide all correspondence as may be required for the effective communication of the business of the FAB.
 - d. Provide all members, alternate delegates, Deputy Coordinators and such key personnel as may be required with a notice (including the time, date, and location) of all meetings and a copy of the minutes of the previous meeting.

Article V Meetings

Sec 1 Meetings

Regular meetings shall be held at least quarterly on the second Monday at 7:30 PM. The meeting schedule for the year will be set at the annual organizational meeting in January.

Sec 2 Annual Meeting

The annual organizational meeting shall be the January meeting.

Sec 3 Special Meetings

Special meetings may be called by the Chairperson or at the request of any three FAB members, and such meetings shall only be held after sufficient prior notice to all FAB members.

Sec 4 Quorum

No business of record shall be conducted at a membership meeting, Board of Directors meeting or an Executive Committee meeting unless there is a quorum present. Eight (8) members shall constitute a quorum at regular meetings, the annual meeting and special meetings.

Sec 5 Order of Business

All meetings shall be conducted in accordance with Roberts's Rules of Order.

Sec 6 Attendance

Each member must attend at least 50% of the Board meetings, unless excused, to maintain membership on the Board. If the member fails to meet this requirement, he/she and the organization/association that he/she represents will be notified in writing by the Secretary of the Board that membership has been terminated, and a replacement must be selected and appointed as defined in Article 3. Section 2

Article VI Committees

Sec 1 Committee Term

Standing and Ad Hoc Committees shall be appointed annually.

Sec 2 Standing Committees

The following standing committees shall be maintained from year to year:

- Fire Training, Emergency Medical Services, Communications and Recruitment and Retention
- The Cayuga County EMS Medical Director or his/her designee and the Deputy Fire/EMS Coordinators will automatically be appointed to the Emergency Medical Services Committee. Additional members may be appointed if the Chairperson and the FAB approve them.

Sec 3 The Nominating Committee

The Nominating Committee shall consist of three members appointed by the Chairperson at the September regular meeting. The Nominating Committee shall present nominations for a complete slate of officers at the December regular meeting.

Sec 4 Ad Hoc Committees

Ad hoc committees may be formed at any time in recognition of need and members shall be appointed by the Chairman.

Article VII Amendments

Amendments in the form of additions or changes to these by-laws shall be recommended to the County Legislature by two thirds vote of the members present at a regular or special meeting of the Board, providing that notice of the planned voting and the amendment or addition is given in writing no less than three days in advance of such meeting.

Order of Business:

Call Meeting to Order

Pledge Allegiance to the Flag

Introduction of Guests and Comments by Guests

Reading of the Minutes of the previous meeting

Roll Call

Coordinators Report

Committee Reports

Communications

Old Business

New Business

Adjournment