

CHARTER FOR THE CARTERET COUNTY FIRE AND EMERGENCY MEDICAL SERVICES (EMS) COMMISSION

SECTION 1: COMPOSITION

The Carteret County Fire and EMS Commission is established to consist of eleven members representing the following representation:

1. Seven (7) civilian members appointed by individual Carteret County Commissioners not to exceed one (1) current Chief.
2. One (1) member who is a current or former fire chief appointed by the Carteret County Fire Chiefs and EMS Association.
3. One (1) member who is a current or former EMS Chief appointed by the Carteret County Fire and EMS Chiefs Association.
4. The Carteret County Fire Marshal as an ex-officio non-voting member.
5. The Carteret County Emergency Services Director as an ex-officio non-voting member

SECTION 2: MISSION

The Mission of the Carteret County Fire and EMS Commission is to review all aspects of fire protection and emergency medical services in non-municipal areas of Carteret County, and to make formal recommendations to the Carteret County Board of Commissioners regarding such issues which need to be addressed.

SECTION 3: ASSIGNMENTS

The Board of County Commissioners specifies the following assignments to the Commission:

1. Thoroughly review and make recommendations to the County Commissioners concerning all annual operating budget requests submitted by non-profit organizations under contract with the County who receive annual funds from respective Fire and Rescue District taxes for fire and/or rescue services;
2. Review and make recommendations for the use of Reserve Funds for municipalities and non-profit organizations under contract with the county upon submission of the request from the agency;
3. Select a Chairman to preside over all Fire and EMS Commission meetings, to also serve as the principal representative of the Commission to the Board of Commissioners;
4. Make recommendations concerning firefighter and volunteer incentive retention and recruitment programs;
5. Making recommendations to the Board of Commissioners for continuing improvement of the fire protection system and EMS system. Develop a method of communication to the Board of Commissioners.

SECTION 4: LENGTH OF APPOINTMENTS

Length of appointments to the Fire and EMS Commission shall be as follows:

1. Civilian members appointed by County Commissioners shall serve four-year staggered terms. Initially, members appointed by County Commissioners most recently seated to the Board shall serve for four (4) years. Initial terms of the other three members shall for two (2) years. Thereafter, all subsequent appointments shall be for four (4) years.
2. Professional members representing the Fire and Rescue Chiefs Association shall serve two-year terms and shall maintain active membership within this organization as a condition of eligibility to serve on the Fire and EMS Commission.
3. All members of the Fire and EMS Commission shall be eligible for multiple reappointments not to exceed three (3) consecutive four (4) year terms.
4. For cases in which a member is appointed to fill a vacancy for which more than half of the term has already expired, that member shall be eligible for reappointment for two subsequent consecutive terms.

SECTION 5: ATTENDANCE OF MEMBERS

Appointed members of the Fire and EMS Commission who misses more than three consecutive regular meetings shall be deemed to have tendered their resignation as a member of the Carteret County Fire and EMS Commission. Absences due to illness or other legitimate emergencies shall be regarded as excused absences and shall not affect the member's status on the Commission, except that in the event of an illness that causes a prolonged absence, the member may be replaced by the appointing authority for that position.

SECTION 6: OFFICERS AND DUTIES

A. Chair

1. The Fire and EMS Commission will elect a Chair annually among the voting membership.
2. The position of chair shall be a voting position. The role of the Chair shall be to guide the Fire and EMS Commission as it carries out its various roles. The Chair shall ensure that the Commission remained focused and meet together with adequate frequency to on complete all assignments and obligations.
3. The Chair will serve as the presiding officer of all Fire and EMS Commission meetings.
4. As presiding officer, the Chair shall have the following powers:
 - To rule motions in or out of order, including any motion offered for obstructive or other purposes.

- To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks.
 - To call a brief recess at any time.
5. A decision by the presiding officer under any of the powers listed may be appealed to the Fire and EMS Commission upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The motion, if timely made, may not be ruled out of order.

B. Vice-Chair

1. The Fire and EMS Commission will select a Vice-Chair annually from among the voting members.
2. The position of Vice-Chair shall be a voting position.
3. The role of the Vice-Chair shall be to serve as the presiding officer of the Fire and EMS Commission in the absence of the Chair.
4. While serving as the presiding officer, the Vice-Chair shall have the same powers as the Chair.

C. Secretary

The Carteret County Fire Marshal shall serve as an Ex-Officio non-voting member of the Carteret County Fire and EMS Commission and serve as Secretary.

There is no limit on how many times a Commission member might be elected an officer. In the event an officer's appointment to the Commission is terminated, a successor shall be elected by the Commission at the meeting following the termination of the officer's service for the balance of the officer's term.

SECTION 7: MEETINGS

The Fire and EMS Commission shall meet quarterly to accomplish its mission except during the budget review sessions which will be scheduled by the Chair. Each member is responsible for attending all regular Fire and EMS Commission meetings unless excused by the Chair.

A. Regular Meetings

Meetings shall be conducted at a location designated by the Chair, or a majority vote of the members.

B. Special Meetings

The Chair may call for a special meeting if the Chair determines that special consideration of issues would be in the public interest for the Commission to fulfill its obligations.

C. Meeting Notice – Regular Meetings

All meetings are subject to NC's open meeting laws. The County Office of Emergency Management is responsible for making adequate public notice for all regular and special meetings. A current schedule specifying the time, date and place of the Fire and EMS commission's regular meetings will also be kept on file with the office of Clerk to the Board of Commissioners. Any revisions to this schedule of regular meetings shall be sent to the Deputy Clerk at least seven calendar days before the first meeting to be held under the revised schedule.

D. Meeting Notice – Special Meetings

For any Fire and EMS Commission meeting to be held at a time or place other than those shown on the filed schedule of the Fire and EMS Commission's meeting, a written notice of the date, time, place and purpose will be sent by the Director of Emergency Services to the Deputy Clerk to the Board of Commissioners at least three calendar days before the meeting.

E. Quorum

1. A simple majority of the full membership of the Fire and EMS Commission will constitute a quorum of Fire and EMS Commission members. A quorum is required to transact any Fire and EMS Commission business other than to adjourn.
2. The Chair may not call a meeting to order until such time as a quorum is present unless, after waiting a reasonable time past the meeting's scheduled starting time, the Chair determines that there is no hope of obtaining a quorum. In that case, the Chair will call the meeting or order, note the lack of a quorum, and adjourn the meeting.
3. If a quorum ceases to be present at any time during a meeting, the Chair will note the lack of a quorum, order the cessation of business, and adjourn the meeting.

SECTION 8: Conduct of Meetings

1. In accordance with the State's open meeting law, all official meetings of the Carteret County Fire and EMS Commission will be open to the general public and any person is entitled to attend.
2. As presiding officer, the Chair may take whatever actions necessary to provide opportunity for discussion on issues, focus comments and discussion on issues being considered, ensure orderly meetings, and ensure the efficient disposition of issues before the Fire and EMS Commission.
3. Any voting member of the Fire and EMS Commission may make a motion, no second is required.
4. A substitute motion is out of order while another substantive motion is pending.

5. A motion shall be adopted by a simple majority of the votes cast, unless otherwise required by the laws of North Carolina.
6. After a motion is made, the Chair shall state the motion and then open the floor for debate. The Chair shall preside over the debate according to the following general principles:
 - The maker of the motion is entitled to speak first.
 - A member who has not spoken on the issue shall be recognized before someone who has already spoken.
 - To the extent possible, the debate shall alternate between proponents and opponents of the motion.
7. A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.
8. The introducer may withdraw a motion at any time before it is amended or before the Chair puts the motion to a vote, whichever occurs first.

Section 9: Minutes

1. The minutes of the Fire and EMS Commission's meetings represent the official record of the Fire and Rescue Commission's discussions and actions.
2. The Carteret County Emergency Services Department will prepare minutes for all meetings and maintain those files. The minutes will indicate which members were present and which members were absent.
3. The minutes will summarize all discussions and record verbatim motions considered before the Fire and EMS Commission, state who made and seconded motions, and record the votes on each item.
4. Fire and EMS Commission meeting minutes will be on file in the Carteret County Emergency Services Office and may be inspected on premises by any person during normal business hours.

Adopted by the Carteret County Board of Commissioners this 18th day of February 2019.

CARTERET COUNTY BOARD OF COMMISSIONERS



Mark Mansfield, Chairman

ATTEST:



Rachel Hammer, Clerk