

**Fire Commission
Administrative Subcommittee**

Recommendations for March 17, 2016 Fire Commission Meeting

Section II – Mission

- Recommended that the Fire Commission periodically review the Mission of the Fire Commission which is to make formal recommendations to the Wake County Board of Commissioners on fire protection and emergency services delivery applicable to those departments covered under the venue of the Fire Commission.

Section III – Membership and Composition

- Recommend limiting the terms for each Fire Service Position to no more than two consecutive, two-year terms. This will allow for equal participation opportunities among regions and more closely aligns with other similar committees, commissions, and associations.
- Recommend adding a Fire Commission seat for the President of the Wake County Association of Fire Chiefs or his/her appointee. The WCAFC is an active association and a seat on the Fire Commission will allow for an even broader view of the Wake County fire service.
- Recommend removing “have the option” of appointing an alternate Citizen/Consumer Representative. Having alternates will help ensure that a quorum exists at Fire Commission meetings.
- Recommend that the Fire Commission seek further guidance from the Board of Commissioners on whether the Fire Commission should have Citizen Representatives or Consumer Representatives.
- Recommend that a primary and alternate Citizen/Consumer Representative be appointed from each Fire Service Region plus an at-large primary and alternate Citizen/Consumer Representative. Like the regional Fire Service Positions, regional Citizen/Consumer Representatives will help ensure balanced viewpoints from across the entire Single Fire Tax District.

Section IV – Fire Commission Officers

- Recommend that the Chair and Vice Chair of the Fire Commission be limited to no more than two consecutive one-year terms. This will allow for equal participation opportunities among the entire Fire Commission and more closely aligns with other similar committees, commissions, and associations.

Section V – Meetings

- Recommend that “Public Comment” be moved in front of “Discussion and adoption of the proposed agenda; adoption of the agenda”. This will allow meeting attendees to speak and provide input on agenda items prior to being discussed by the Fire Commission members.

Section VIII – Committees

- Recommend that the Fire Service primary and alternate positions on the Fire Commission not be counted toward service on more than two committees. This will allow for greater committee participation among Fire Service regions.

service district; and

WHEREAS, the Board desires to hold the required public hearing on July 13, 1998; and

WHEREAS, pursuant to GS 153A-302(b) the Board must cause a report containing certain specified information to be prepared and filed with the Clerk to the Board; and

WHEREAS, the Board is authorized by GS 153A-307 to levy additional taxes in a county service district to finance the level of service provided in the district which is not provided in the entire County; and

WHEREAS, the Board wishes to limit the amount of special taxes which may be levied in the proposed district, pursuant to GS 153A-309.2.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. A public hearing on the issue of whether to create a county service district for fire protection shall be held July 13, 1998.

Section 2. The County Manager or his designee is directed to prepare a map of the proposed district, prepare and file with the Clerk to the Board the report required by GS 153A-302(b) and to cause the statutorily required notices of said public hearing to be published.

Section 3. Upon the creation of the county service district, no special tax for fire protection shall be levied in excess of a rate of fifteen cents (15 cents) on each one hundred dollars (\$100) of property subject to taxation.

PROPOSALS FOR IMPROVEMENT TO THE FIRE PROTECTION AND EMERGENCY SERVICES DELIVERY SYSTEM

At the Board of Commissioners meeting of June 1, 1998, the Board directed staff to propose a solid and responsible course of action for FY 1998-99 and for FY 1999-2000 for fire protection and emergency services delivery. As directed, Mr. Greg Grayson presented the following proposals:

Fire Commission Proposal:

Creation of a Fire Protection Advisory Commission

- Board of Commissioner members (3)
- Participating representatives of Wake County Mayors' Association, if they so desire (4)
- Representatives of fire service planning and service regions (4)
- President of Wake County Firemen's Association (1)
- Public consumers (3)
- External facilitator (non voting) and
- County staff (non voting)

Duties of the Fire Commission

- Managing "mutual aid" funding for FY 98-99
- Developing all necessary operational regulations and guidelines in order to implement a single fire protection service district, effective July 1, 1999.
- Developing a revised fire protection and emergency services contract to be effective 1999
- Reviewing and making recommendation on all operating budget requests for 1999
- Reviewing and making recommendation on all CIP budget requests for FY99
- Developing and implementing firefighter and volunteer incentive programs
- Making recommendations to the Board of Commissioners for construction of fire protection system
- Reviewing ISO and consultants reports and taking action for improvement
- Enforcement of all service district operational regulations and guidelines for the service district

**AGENDA ITEM SUMMARY SHEET
COUNTY OF WAKE
NORTH CAROLINA**

ITEM #

Committee:

Public Safety

Meeting Date:

September 21, 1998

Item Title: PROPOSALS FOR THE RESTRUCTURE AND EMPOWERMENT OF THE FIRE COMMISSION.

Item Summary:

The Board of Commissioners, County staff, and fire chiefs have made progressive modifications to the delivery of fire protection and emergency services, and the associated fire protection service and tax districts. With the approval of the Fire Protection Service District and other fire protection performance standards, a restructured and empowered Fire Commission is necessary to make formal budgetary and service delivery recommendations to the Board of Commissioners. At it's September 8, 1998 meeting, the Board discussed appointments and composition of the new Fire Commission. In response to this discussion, staff makes the attached recommendation to restructure, appoint, and empower the Fire Commission.

ATTACHMENTS:

Fire Commission Proposal

Specific Action Requested:

1. Approve the restructure and empowerment of the Fire Commission.
2. Make appointments to the Fire Commission.

Submitted by:

Raymond L. Echevarria

Raymond L. Echevarria

9-11-98

Date

**Budget and
Management
Review**

Comment:

Signature

Date

**County
Attorney
Review**

Comment:

Signature

Date

**County
Manager
Approval**

Comment:

Signature

Date

WAKE COUNTY FIRE PROTECTION SYSTEM PROPOSAL FOR RESTRUCTURE, EMPOWERMENT AND APPOINTMENT OF THE FIRE COMMISSION

BACKGROUND

In September 1994, Tri-Data Corporation presented the Board of Commissioners a comprehensive report regarding fire protection in Wake County. Since that time, the Board of Commissioners, County staff, and fire chiefs have worked diligently to implement recommendations contained within that report.

At the FY 98-99 budget retreat in early February, staff presented a number of consultant's recommendations for changes in fire protection funding structure and service delivery. The Board reviewed implementation plans, generated by County staff and fire chiefs, for some of the recommendations.

On June 1, 1998 staff presented an agenda item detailing proposals for improvement to the fire protection and emergency services delivery system for FY 98-99. The proposals included:

- Planning and Service Regions
- Fire Commission
- Medical First Responder Service
- Response Standard
- Training Standards
- Service Tax District
- Closest Station Response
- Capital Purchases

The Board referred the proposals to staff for further review and follow-up proposals.

On June 15, 1998 staff presented another agenda item detailing proposals for improvement to the fire protection and emergency services delivery system. These proposals included:

- Fire Commission Proposal
- Service Proposals
 - Planning and Service Regions
 - Medical First Responder Service
 - Closest Station Response
- Service District Proposal

The Board approved creation of the Fire Protection Service District, adoption of the three service proposals, and the restructuring and empowerment of the Fire Commission.

The structure and duties of the Fire Commission approved by the Board on this date were:

Fire Commission Proposal:

Creation of a Fire Protection Advisory Commission

- Board of Commissioner members (3)
- Participating representatives of Wake County Mayors' Association, if they so desire (4)
- Representatives of fire service planning and service regions (4)
- President of Wake County Firemen's Association (1)
- Public consumers (3)
- External facilitator (non voting) and
- County staff (non voting)

Duties of the Fire Commission

- Managing "mutual aid" funding for FY 98-99
- Developing all necessary operational regulations and guidelines in order to implement a single fire protection service district, effective July 1, 1999:
- Developing a revised fire protection and emergency services contract to be effective July 1, 1999
- Reviewing and making recommendation on all operating budget requests for FY99-2000
- Reviewing and making recommendation on all CIP budget requests for FY99-2000
- Developing and implementing firefighter and volunteer incentive retention and recruitment programs
- Making recommendations to the Board of Commissioners for continuing improvement of the fire protection system
- Reviewing ISO and consultants reports and taking action for improvement as deemed necessary
- Enforcement of all service district operational regulations and guidelines for the Wake County fire protection service district

In addition, the Board directed staff to present nominations for appointment to the Fire Commission at it's August 3, 1998 meeting.

At the September 8, 1998 Board of Commissioners meeting, staff presented nominations for appointment to the Fire Commission. The appointments were tabled after discussion by the Board. Based upon this discussion, staff presents the following proposal for composition of the Fire Commission.

FIRE COMMISSION PROPOSAL

Staff proposes the following structure for the Fire Commission:

- Board of Commissioner member (1 seat)
 - Representatives of the Wake County Municipalities ¹
 - Representatives of fire service planning and service regions (4 seats)
 - President of the Wake County Firemen's Association (1 seat)
 - Citizen Appointees (7 seats)
 - County Staff (non voting)²
- 13 Total Voting Members

¹Each municipality that presents the Board of Commissioners a proper resolution to join the Fire Protection Service District will receive a seat on the Fire Commission.

²County staff will act as a non-voting facilitator and provide administrative support to the Fire Commission.

The Fire Commission will meet on a regularly scheduled basis, as agreed upon by it's members. The Commission's responsibilities beginning FY 98-99 include:

- Managing "mutual aid" funding for FY 98-99.
- Developing all necessary operational regulations and guidelines in order to implement a single fire protection service district, effective July 1, 1999.
- Developing a revised fire protection and emergency services contract to be effective July 1, 1999.
- Reviewing and making recommendation on all operating budget requests for FY 99-2000.
- Reviewing and making recommendation on all Capital Improvement Program (C.I.P.) budget requests for FY 99-2000.
- Developing and implementing firefighter and volunteer incentive retention and recruitment programs.
- Making recommendations to the Board of Commissioners for continuing improvement of the fire protection system.
- Reviewing ISO and consultants reports and taking action for improvement as deemed necessary.
- Enforcement of all service district operational regulations and guidelines for the Wake County fire

protection service district.

The Fire Commission will become a vital and responsible component of the fire protection and emergency services delivery system. It will be empowered to make important decisions regarding fund resource allocation to improve effectiveness of the fire protection system. It is therefore important that the citizen appointees possess a strong business background rather than a fire service background. This will provide needed balance in discussions and decision-making processes.

FIRE COMMISSION NOMINATIONS FOR APPOINTMENT

The following names are submitted to the Board of Commissioner for appointment to the Wake County Fire Commission:

Representatives of fire service planning and service regions (4 seats)

East Region	Chief Tom Vaughan	Wendell Fire Department
South Region	Chief Phil Mitchell	Garner Fire Department
West Region	Chief Ed Brinson	Swift Creek Fire Department
North Region	Chief George Mills	Bayleaf Fire Department

President of the Wake County Firemen's Association (1 seat)

Chief Bill Stevenson Apex Fire Department

Representatives of participating municipalities (0 seats)

(As of this time, no municipality has presented a proper resolution to join the fire protection service district.)

Additional Fire Commission members to be appointed by the Board of Commissioners:

Wake County Commissioners (1 seats)

Citizens (consumers) (7 seats)

Minutes from 9/21/98

COMPOSITION OF FIRE COMMISSION

The Board of Commissioners, County staff and fire chiefs have made progressive modifications to the delivery of fire protection and emergency services, and the associated fire protection service and tax districts. With the approval of the Fire Protection Service District and other fire protection performance standards, a restructured and empowered Fire Commission is necessary to make formal budgetary and service delivery recommendations to the Board of Commissioners.

At the September 8, 1998 meeting of the Board of Commissioners, the Board discussed the appointments and composition of the new Fire Commission. In response to Board concerns, staff was directed to make recommendation for the restructuring, appointment and empowering of the Fire Commission.

Upon motion of Commissioner Merritt, seconded by Commissioner Adcock, the Board unanimously approved the restructure and empowerment of the Fire Commission:

- one (1) member of the Board of Commissioners;
- five (5) citizens/consumers;
- (4) representatives, one from each of the fire service planning and service regions;
- (1) President of the Wake County Firemen's Association;
- (1) external facilitator (non-voting);
- and County staff.;

to include participating representatives of the Wake County Mayors' Association, if they so desire.

No appointments were made at today's meeting.

*Wake County Fire
Commission Rules of
Procedure*

Wake County Fire Services Department
9/18/2014

I. Name

The name of this board appointed to serve the Wake County Board of Commissioners shall be referred to as the Wake 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 Wake County Board of Commissioners on fire protection and emergency services delivery applicable to those departments covered under the venue of the Fire Commission.

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

- A. Reviewing and making recommendations on operating budget requests.
- B. Reviewing and making recommendations on CIP budget requests.
- C. Reviewing and supporting firefighter and volunteer incentive retention and recruitment programs.
- D. Making recommendations to the Wake County Board of Commissioners for continuing improvement of the fire protection system.
- E. Reviewing ISO and consultants reports and recommending action for improvement as deemed necessary.
- F. Developing and providing overview of all service district operational regulations and guidelines for the Wake County fire protection service district.

III. Membership and Composition

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

- A. Wake County Board of Commissioner member (1)
- B. Representatives of fire service planning and service regions (4)
- C. President of Wake County Firefighters' Association (1)
- D. Public consumers (5)
- E. Representatives of municipalities participating in Fire Protection Service District (1 seat per each participating municipality)
- F. County Staff (non-voting)

Appointment and Term - The Wake County Board of Commissioners shall make all primary and alternate appointments to the Fire Commission. All appointments shall comply with established rules and procedures of the Board of Commissioners. Any person appointed

G. **Recommendation for Removal from Fire Commission** – Other than those actions outlined in Section V (K) of this document, the Fire Commission may recommend to the Wake County Board of Commissioners the removal of any appointed member for actions that might damage or compromise the integrity of the Fire Commission or any committee thereof. This will require a majority vote of the Fire Commission, excluding the member under consideration. It is the responsibility of the Wake County Board of Commissioners to determine if grounds are sufficient to warrant removal of the appointee from the Fire Commission.

- a. **Removal of Committee Chair or Member** – The Fire Commission has the power to remove a committee chair or member deemed to have acted in a manner that damage or compromise the integrity or used his/her position in a manner inconsistent with the intent of the Fire Commission. A two thirds majority of the Fire Commission is required for the removal.

IV. **Fire Commission Officers**

- A. **Fire Commission Chair** - The Fire Commission will elect a Chair annually from among the voting membership. The Chair shall preside at Fire Commission meetings if he or she is present. The chair may vote in all cases. In order to address the Fire Commission, a member must be recognized by the chair.

If the chair is absent, the vice-chair shall preside. If both the chair and vice-chair are absent, another member designated by vote of the Fire Commission shall preside. The vice-chair or another member who is temporarily presiding retains all of his or her rights as a member, including the right to make motions and the right to vote.

If the chair becomes actively involved in debate on a particular matter, he or she may designate another Fire Commission member to preside over the debate. The chair shall resume presiding as soon as action on the matter is concluded.

The presiding officer shall have the following powers, to include but not be limited to:

- To rule motions in or out of order, including any motion deliberately offered to obstruct or delay the conducting of Fire Commission business;
- To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
- To entertain and answer questions of parliamentary law or procedure;
- To call a brief recess at any time;
- To adjourn in an emergency.

A decision by the presiding officer under any of the powers listed may be appealed to the Fire Commission upon motion of any Commission member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

consideration by the Fire Commission. Only business connected with the emergency may be considered at an emergency meeting.

- (c) **Recessed Meetings.** A properly called regular, special, or emergency meeting may be recessed to a time and place certain by a procedural motion made and adopted in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed session of a properly called regular, special, or emergency meeting.

C. **Organizational Meeting**

On the date and at the time of the regular meeting in January, the Fire Commission shall nominate and elect from its own membership a Chair and Vice-Chair. Beginning with the regular Fire Commission meeting in January the Chairperson will open the nominations and accept nominations from the Fire Commission members. The Chairperson shall close the nominations and if necessary, immediately conduct an election. A simple majority of those voting, providing a quorum is present, shall be sufficient in determining the outcome.

D. **Cancellation and Rescheduling of Meetings**

The Chair may cancel or reschedule a scheduled regular meeting upon determining that there will be no business for the Fire Commission to consider at that meeting, or sufficient notification has been given that indicates that there will be not be a quorum at the meeting.

E. **Meeting Notice - Regular Meeting**

A regular schedule specifying the time, date, and place of the Fire Commission's regular meetings for the calendar year will be kept on file with the Clerk to the Wake County Board of Commissioners. Any revision to the schedule will be sent to the Clerk at least seven calendar days before the first meeting to be held under the revised schedule.

F. **Meeting Notice – Special Meetings**

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

G. **Meeting Cancellations**

For cancellations of any meeting, all Fire Commission members will be notified at least 24 hours before the scheduled meeting time. Fire Commission members may be notified via phone, fax, e-mail, or in writing. In addition, written notice will be sent to the Clerk to the Wake County Board of Commissioners at least 24 hours before the scheduled meeting time.

H. **No Notice – Continuation of Recessed Meetings**

It should be noted the importance of consistent attendance by all Fire Commission members. In the event a pattern is noted concerning a lack of consistent attendance by a member, the Chair shall recommend to the Board of Commissioners the replacement of that member.

(a) Committees

Absences due to health, family emergencies, and shift assignment (fire service where no relief can cover) and work conflict (citizen members) are considered excused for the purpose of this section. All others are considered unexcused.

L. Meeting Agenda

The agenda should be prepared to achieve two functions:

- Focus the Fire Commission by determining what issues will be considered at the meeting and what order each issue will be considered.
- Serve as a guide to the public as to what issues will be considered at the meeting.

- (a) Proposed Agenda.** The Chair determines the content and order of the agenda for Fire Commission meetings. The Chair will advise the Wake County Director of Fire and Emergency Management as to the content of the agenda. At least 7 calendar days before the Fire Commission's next scheduled meeting, the Director of Fire and Emergency Management will prepare the meeting's agenda. Copies of the Fire Commission proposed agenda and any supporting documents shall be emailed to all Commission members and chief officers of all departments prior to the applicable meeting.

Any Fire Commission member may, by a timely request, have an item placed on the proposed agenda. A request to have an item of business placed on the agenda must be received at least 10 working days before the meeting. Each member that requests an item to be on the agenda shall provide a copy of all proposed information, reports, resolutions, etc., that will be attached to the proposed agenda. All agenda documents shall be submitted in the format (see attachment page 18 of 18) identified by the Director of the Fire and Emergency Management Department.

An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce and/or distribute. Each Fire Commission member shall receive a copy of the proposed agenda and the agenda package and the materials shall be available for public inspection and/or distribution when they are distributed to the Fire Commission members.

- (b) Adoption of the Agenda.** As its first order of business at each meeting, the Fire Commission shall discuss and revise the proposed agenda and adopt an agenda for the meeting. The Fire Commission may, by majority vote, add items to or subtract items from the proposed agenda, except that the Fire Commission may not add items to the agenda of a special or emergency meeting unless (a) all members are present and (b) the Fire Commission determines in good faith at the meeting that it is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the Fire

reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the whole of the Fire Commission. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to [recess] [adjourn] to a time and place certain shall also comply with the requirements of Section V. Meetings, B. (c).

Motion 3. To Take a Brief Recess. This motion may be made to provide a break of no more than fifteen (15) minutes to allow members to attend to personal matters, attempt to gather necessary information for Committee actions, or for basic relief. The Chair shall determine the length of the recess.

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.

Motion 5. To Suspend the Rules. The Fire Commission may not suspend provisions of the rules that state requirements imposed by law on the Fire Commission. For adoption, the motion requires an affirmative vote equal to a two-thirds majority of the entire membership of the Fire Commission.

Motion 6. To Go into Closed Session. The Fire Commission may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. 143-318.11(a) (1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the Fire Commission expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session.

Motion 8. To Divide a Complex Motion and Consider It by Paragraph. The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration. The Fire Commission may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires 60 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion, or else move to suspend

Motion 16. To Prevent Reintroduction for [Six] Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to ~~{a majority}~~ [two-thirds] of the entire membership of the Fire Commission. If adopted, the restriction imposed by the motion remains in effect for [six] months or until the next organizational meeting of the Fire Commission, whichever occurs first.

C. Renewal of Motion

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

D. Withdrawal of a Motion

A motion may be withdrawn by the introducer at any time before it is amended or before the chair puts the motion to a vote, whichever occurs first.

VII. Duty to Vote

Every member must vote unless excused by the remaining members of the Fire Commission. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the Fire Commission or by law, or the member's official conduct. In all other cases, a failure to vote by a member who is physically present in the Fire Commission meeting, or who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

A. Basis for Determining a Voting Result – A simple majority of a qualified quorum shall determine the voting result.

B. Voting Procedure – Regular business of the Fire Commission shall be ratified or opposed by a voice vote or show of hands. Per NCGS 143-318.13 (b): At no time shall the Fire Commission or any subcommittee of the Fire Commission vote by secret ballot.

C. One Vote each – Each member of the Fire Commission or subcommittee of the Fire Commission shall be entitled to one vote. Since the Chair and Vice-Chair serve as voting members their vote shall be counted.

D. Abstention – Members of the Fire Commission may register their abstention on any vote, which shall be reflected in the minutes. Members are to abstain from voting and from participating in deliberations on matters, which may pose a conflict of interest for them or an agency represented.

E. Determination of Actions – All final actions, committee appointments, or policy recommendations shall require the favorable vote of a majority of those Fire Commission or subcommittee members present and not abstaining on the vote at a duly called meeting.

closed session must be approved by the vote of a majority of those present and voting. The Fire Commission shall terminate the closed session by a majority vote, using Motion 7. Only those actions authorized by statute may be taken in closed session. A motion to adjourn shall not be in order during a closed session.

- I. **Minutes** - Accurate minutes of the Fire Commission meetings shall be kept. The Fire Commission shall also keep an audio recording of any session. These minutes and audio recordings shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Fire Commission, the entire Fire Commission shall be polled by name on any vote. Minutes shall be kept by a representative of the Wake County Fire Services Department.

VIII. Committees

- A. **Establishment and Appointment** - The Fire Commission may establish and appoint members for such standing and ad hoc committees as are required to help carry on the Fire Commission's work. The Fire Commission's standing committees are:

- Budget Committee
- Apparatus Committee
- Facility Committee
- Equipment Committee
- Staffing & Compensation Committee
- Communications Committee
- Administrative Committee
- Steering Committee
- Training Committee

If the Fire Commission proposes to refer an issue to a committee for further review but the issue is not within the purview of one of the standing committees, the Fire Commission may refer it to an ad hoc committee appointed for a particular purpose. If the Fire Commission makes such a referral, the Chair will appoint members of the ad hoc committee.

- B. **Minimum Standing Committee Membership** - Voting membership of each standing committee must consist of at least one member from each region and one voting member of the Fire Commission. Not more than two (2) departments from a single region can be represented by voting members on a committee. Each fire department can be represented by no more than one (1) voting member on each committee.

- C. **Standing Committee Appointments** - The Fire Commission Chair shall make appointments for voting members to Standing Committees. Each committee is composed of one member and one alternate member from each of the Wake County Fire Service Regions. A Standing Committee Chairperson will be appointed by the Fire Commission Chair to manage activities of the Standing Committee. The appointed Standing

Item Title:

Specific Action Requested:

That the Wake County Fire Commission

Item Summary:

Attachments: