

**RESOLUTION 11-005 ESTABLISHING A FIRE/ RESCUE COMMISSION
BOARD OF COMMISSIONERS
COUNTY OF ONSLOW, NORTH CAROLINA**

WHEREAS, pursuant to Chapter 153A of the North Carolina General Statutes, counties may provide for fire protection and rescue services within the county and may appropriate funds for such services; and

WHEREAS, the Board of Commissioners of Onslow County, after due consideration and study of fire and rescue services and needs within the County, finds that it is in the best interest of the citizens and necessary for the more adequate and efficient protection of life and property in rural areas of the County to:

- (a) financially aid volunteer fire department and rescue squads to equip, operate and maintain these departments to protect public and property, in the rural areas of the County;
- (b) establish a protective fire and rescue organization to work with and to supplement the Onslow County Department of Emergency Services & Homeland Security; and
- (c) provide a trained body of personnel to assist the urban areas of the County in case of emergency;

WHEREAS, pursuant to Chapter 153A of the general statutes, boards of commissioners may establish advisory commissions and committees; and

WHEREAS, the Board of Commissioners deems it prudent to establish the Onslow County Fire Rescue Commission to advise the Board of Commissioners on issues related to fire and rescue services within the County;

NOW, THEREFORE, the Board of Commissioners of Onslow County resolves as follows:

1. That there is hereby established an Onslow County Fire Rescue Commission which will be the County's only official advisory body on issues related to fire and rescue services.
2. That the Onslow County Fire Rescue Commission will be composed of eleven (11) members as follows:
 - (a) three members from the fire service;
 - (b) three members from the rescue service;
 - (c) one citizen-at-large with no affiliation with a fire/rescue agency;
 - (d) one licensed insurance agent representing the insurance industry with no affiliation with a fire/rescue Agency;
 - (e) the county finance officer or his designee;
 - (f) the county Emergency Services & Homeland Security Director; and
 - (g) one member of the Onslow County Board of Commissioners or the Board's designee.
3. That the purpose of the Fire/Rescue Commission shall be:
 - (a) to plan for the protection of the lives and property of the citizens of Onslow County as effectively and efficiently as possible, given limited resources and including response for both fire and rescue; and
 - (b) to act as advisors to the Board of Commissioners and the fire and rescue agencies regarding financial, administrative, and operational recommendations.

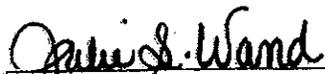
Adopted this 7th day of March, 2011.



COUNTY OF ONSLOW:


W.C. Jarman, Chairman

Attest:


June S. Wand, Clerk to the Board

Bylaws

*Onslow County
Fire/Rescue Commission*

Article I
Name of Organization

The name of this organization shall be the Onslow County Fire/Rescue Commission, as established by Resolution of the Board of Commissioners of the County of Onslow, North Carolina, adopted March 7, 2011, upon recommendation of the 2010 Fire/Rescue Conference Committee Report.

Article II
Purpose

The County's only official advisory body on issues related to fire and rescue services shall be the Fire/Rescue Commission. The Purpose of the Fire/Rescue Commission shall be: *To plan for the protection of the lives and property of the citizens of Onslow County as effectively and efficiently as possible, given limited resources and including response for both fire and rescue.*

Article III
Composition of Fire/Rescue Commission

- A. The Onslow County Fire Rescue Commission will be composed of eleven (11) members as follows:
1. Fire service member
 2. Fire service member
 3. Fire service member
 4. Rescue service member
 5. Rescue service member
 6. Rescue service member
 7. One (1) citizen-at-large with no affiliation with a fire/rescue agency
 8. One (1) licensed insurance agent representing the insurance industry with no affiliation with a Fire/Rescue Agency
 9. Onslow County Finance Officer or his designee
 10. Director, Onslow County Emergency Services & Homeland Security
 11. Member of Onslow County Board of Commissioners or the Board's designee
- B. All positions shall be voting positions, including that of the Chair.
- C. Positions 1 through 3 shall be appointed by the Board of Commissioners from names recommended by the county Fire Chiefs. The Fire Chiefs Association/Collective Group shall submit no less than two nominations for every vacant seat. The member must be an active member of a volunteer fire department. Minutes of the meeting at which nominees are selected must be forwarded to the County with the nominations.
- D. Positions 4 through 6 shall be appointed by the Board of Commissioners from names recommended by the county Rescue Chiefs. The Rescue Chiefs Association/Collective Group shall submit no less than two nominations for every vacant seat. The member must be an active member of a volunteer rescue squad. Minutes of the meeting at which nominees are selected must be forwarded to the County with the nominations.

- E. Positions 1 through 8 shall serve staggered terms. Positions 9 through 11 shall serve terms at the pleasure of the Board of Commissioners. In order to stagger terms among the first 4 seats, seats 1, 2, 4, and 5 shall be granted an initial two-year term. Seats 3, 6, 7, and 8 shall be granted an initial 3 year term. Thereafter, all seats shall have 2-year terms.
- F. Positions 1 through 8 shall serve no more than two consecutive terms. An individual shall be eligible for reappointment following a one year absence from the Commission.
- G. The Chair and Vice-Chair of the Fire/Rescue Commission shall be elected from the membership.

Article IV Duties

The specific duties of the Fire/Rescue Commission will be determined by the County in conjunction with the Fire Commission and Rescue Association, but shall include as a minimum:

- A. Beginning in Onslow County's Fiscal Year 2012-13, recommendation of County funding levels for fire/rescue agencies in accordance with the Risk Level Assessment Matrix adopted by the Fire/Rescue Commission.
- B. The maintenance of a Risk Level Assessment Matrix and Staffing Matrix which shall be the basis of allocating resources to volunteer agencies up to the limit of available financial resources.
- C. Production of an annual report to the Board of Commissioners, detailing the effectiveness of the emergency response from each fire/rescue agency which receives funding and/or personnel from the County.
- D. Monitor, ensure and provide recommendations to the County on fire/rescue agencies who are not providing staff or cease to provide services during established hours of heaviest call volumes. Fire/rescue agencies that do not provide this service during the established times may lose use of County vehicles at the sole discretion of the County.
- E. Monitor, ensure and provide recommendations regarding the new fire/rescue standards adopted in November 2010. In accordance with the recommendations of the Fire/Rescue Conference Committee, the following changes shall be instituted:
 - 1. All Fire Departments who have the maximum size service district possible as of January 1, 2012 shall qualify for County funding.
 - 2. All Fire Departments who have begun training all volunteers to VMR standards as of January 1, 2012 shall qualify for County funding.
 - 3. All Rescue Squads who have begun training all volunteers to 1403 standards as of January 1, 2012 shall qualify for County funding.
 - 4. All Fire Departments and Rescue Squads who receive County funding agree to accept crossover help from any agency at the scene of an incident.
 - 5. Onslow County Emergency Services, E911 Division shall page two fire departments and two rescue squads out for every reported entrapment as a standard.
 - 6. Onslow County Government shall upgrade its E911 hardware and software to allow monthly reporting of call data to all emergency agencies which received funding from Onslow County.
 - 7. Effective January 1, 2012, agencies that fail to respond with a fire apparatus or crash-rescue vehicle to more than 10% of calls as recorded by the Onslow County E911 Center for a period of 90 or more days shall be subject to termination of funding by Onslow County. If this occurs, the Agency's franchise areas and former funding may be modified to provide services through different service provider(s). Call data shall be reported from the E911 Center to the Emergency Services Director. The Emergency Services Director shall inform the Fire/Rescue Commission and the subject Agency. Prior to termination of funding, and in the sole discretion of the Board of County Commissioners, the Agency may be placed in a probationary status for a period of up to ninety (90) days. If response does not meet minimum criteria, funding shall be suspended.

8. Review of mandatory financial audits from each fire/rescue agency who receives county funding and/or personnel:

- **Audit Regulation:**

In the interest of financial accountability, each volunteer fire department or volunteer rescue squad shall receive an initial increase in annual appropriation beginning in FY 2011-2012 for the completion of a full financial audit. This audit is to be completed by an independent certified public accountant (CPA), unless specific approval of a non-CPA is provided by the County Finance Officer in advance in writing. A corrective action plan must be provided for any deficiencies noted if the agency does not receive an unqualified opinion from the auditor. Agencies that do not provide a full annual audit to the County Finance Officer within six (6) months of the conclusion of their fiscal years shall be subject to withholding of future contributions until the audit is received.

Article V

Election of Officers and Duties

- A. The office of Chairperson and Vice Chairperson shall be elected for a one (1) year term. This election shall take place during the regular monthly meeting in June of each year.
- B. The Chairperson and/or Vice Chairperson shall be responsible for leading the meetings of the Fire/Rescue Commission.
- C. An administrative/financial assistant shall be provided to the Fire/Rescue Commission who shall not be a voting member and shall be responsible for all correspondence, meeting minutes, agenda and any other reasonable administrative request made by the Fire/Rescue Commission.

Article VI

Voting

- A. All members of the Fire/Rescue Commission will be voting members with the exception of the administrative/financial assistant.
- B. Regular business shall not be conducted unless a quorum is present.
- C. A minimum of a simple majority of the quorum voting in the affirmative shall be necessary to pass a motion.

Article VII

Meetings

- A. The Fire/Rescue Commission shall meet monthly at a date and time designated by the Commission.
- B. All meetings shall be open to the public in accordance with the Open Meetings Act and its exceptions.
- C. Special meetings may be called by the chairperson or by three (3) members of the Commission acting in concert. The business of the special meeting shall be solely limited to the purpose for which the meeting is called.
- D. Notice of all regular meetings shall be mailed or emailed to each member so that he (she) receives said notice not less than two (2) days before the meeting. Notice of all regular meetings shall include an agenda and minutes of previous meetings.

- E. Meetings shall be conducted in accordance with general principles of parliamentary procedure, or according to such rules as the Board of Commissioners may from time to time adopt for use by its appointed advisory commissions, committees and boards.

Article VIII
Compensation of Members

- A. The members of the Fire/Rescue Commission shall serve as such without compensation unless otherwise provided for by the Board of Commissioners.
B. County staff shall not receive any compensation over what is standardly provided for in the County's personnel policy

Article IX
Amendments

- A. The Onslow County Board of Commissioners reserves the right to amend these bylaws as is deemed to be in the best interest of Onslow County.
B. Requests for amendments to these bylaws may be initiated by the Fire/Rescue Commission or by the Board of Commissioners. However, when such amendment is initiated by the Board of Commissioners, it may, at its discretion, submit the proposed amendment to the Fire/Rescue Commission for review and comment.
C. All proposed amendments initiated by the Fire/Rescue Commission or referred to the Fire/Rescue Commission for review and comment shall be brought before the Fire/Rescue Commission at least one meeting prior to the meeting at which the vote is to be taken.
D. An affirmative vote of a majority of the full membership of the Fire/Rescue Commission shall be required on any proposed amendment, which is initiated by the Commission.
E. All amendments are subject to the approval of the Board of Commissioners.

Article X
Effective Date

The Fire/Rescue Commission has recommended these bylaws to the Board of Commissioners on the 7 day of March, 2011. These bylaws shall become effective on the 7 day of March, 2011.

Adopted on the 7 day of March, 2011.

W. C. Johnson
Chairman, Board of Commissioners

Chairman, Fire/Rescue Commission

Attest

Patricia S. Ward
Clerk to the Board

