

THE EFFECTIVE DATE OF THIS RESOLUTION IS November 17, 2015

RESOLUTION NO.: 15-28

RESOLUTION OF THE COUNTY COUNCIL
OF FREDERICK COUNTY, MARYLAND

RE: REVISIONS TO THE CHARTER AND BYLAWS
FOR THE FIRE AND RESCUE ADVISORY BOARD

By Ordinance No. 13-01-629, effective July 1, 2013, the Board of County Commissioners (BOCC) created and authorized a Fire and Rescue Advisory Board to provide advice and cooperation for the Director of the Division of Fire and Rescue Services.

The BOCC also adopted by Resolution No. 13-18, effective July 25, 2013, a Charter and Bylaws to provide for and govern the role, responsibilities, composition, appointed terms and administration for the Fire and Rescue Advisory Board.

Due to the change to Charter Government effective December 1, 2014, it is necessary and appropriate to update the Fire and Rescue Advisory Board Charter and Bylaws to reflect the new form of governance in Frederick County.

Section 1-2-63(C) of the Frederick County Code specifies that the role, responsibilities, composition, appointed terms and administration of the Fire and Rescue Board shall be in accordance with the Fire and Rescue Board charter and by-laws adopted by the county governing body, thereby requiring action by the County Council and the County Executive to approve these charter and by-law revisions.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF FREDERICK COUNTY, MARYLAND, that the Fire and Rescue Advisory Board Charter and Bylaws attached hereto as Exhibits A and B, are hereby adopted.

The undersigned hereby certifies that this Resolution was approved and adopted on the
17th day of November, 2015.

ATTEST:

COUNTY COUNCIL OF
FREDERICK COUNTY, MARYLAND

Ragen L. Cherney
Ragen L. Cherney, Chief of Staff

By: Bud Otis
Bud Otis, President

Approved this 17th day of November, 2015.
we 11/17/15

Jan H. Gardner
Jan H. Gardner
County Executive

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD CHARTER

Revised October 2015

PREAMBLE

Frederick County, Maryland, is committed to providing our community with effective fire, rescue, and emergency medical response services. In order to strengthen fire and rescue system management, the County has established the Frederick County Fire and Rescue Advisory Board ("Advisory Board") as an advisory body to the Director of the Division of Fire and Rescue Services (DFRS) and the County Executive to promote the perpetuation of a unified combination volunteer and career fire and rescue system to serve the citizens of Frederick County, Maryland.

PURPOSE

The purpose of the Advisory Board is to provide a functional management structure that ensures that 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 management of an integrated, countywide fire and rescue system.

DEFINITIONS

County Council – County Council of Frederick County, Maryland.

County Executive – County Executive of Frederick County, Maryland.

County Governing Body – County Council and County Executive of Frederick County, Maryland.

"Director of the DFRS" – The Director of the Division of Fire and Rescue Services appointed by the County Executive, subject to confirmation by the County Council to serve as the systemwide director/chief.

"Career Staff" – Employees of the Division of Fire and Rescue Services.

"Advisory Board" – The Frederick County Fire and Rescue Advisory Board.

"Company" or "Companies" – Independent, nonprofit corporations officially recognized by the County to provide fire, rescue or emergency medical services in accordance with the policies, procedures, and laws of Frederick County, Maryland.

"County" – Frederick County Government.

"Division" – Frederick County Division of Fire and Rescue Services.

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

"Volunteer Chief" – Operational head of a company.

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD CHARTER

"Volunteer Corporation" – See "Company or Companies."

POLICY

The County is committed to providing the citizens of Frederick County with competent, efficient, and effective fire, rescue, and emergency medical services. Responsibility for the provision of these public safety services in Frederick County rests with the Division and the Volunteer Corporations of the Frederick County fire and rescue system.

The County believes that fire, rescue, and emergency services should reflect: cost-effective service provision; recognition and promotion of general public welfare; accountability for service levels and resource use in a manner required of all public programs; fair representation and communication of all views regarding these services; and adequate response to projected growth within Frederick County. These objectives will be achieved through a combined volunteer and career system, as endorsed and supported by the County Governing Body, defined by these essential characteristics:

- ◆ Mutual and cooperative delivery of fire, rescue, and emergency medical services through a combined system of Volunteer Corporations and Career Staff employed by the County.
- ◆ Recommendations from the Director of the DFRS, with the advice of the Advisory Board, regarding fire, rescue, and emergency medical service levels, system policy, standards, and agreements.
- ◆ Development and revision of fire, rescue, and emergency medical operational procedures. The Director of the DFRS is responsible for all systemwide operations and, with the advice of the Advisory Board, shall establish procedures and guidelines to implement County policy.
- ◆ The County Executive maintains ultimate approval authority over all policies and procedures and will exercise this authority when deemed necessary.

Service delivery must be provided on a countywide basis and must be characterized by uniformity in emergency response performance and in the application of operational regulations and procedures. The contributions of the Volunteers are recognized and respected, and have resulted in the protection of life and property in Frederick County, and the vital and generous private support for essential public services.

The County will vigorously support the continuation and expansion of volunteerism as a means of providing fire, rescue, and emergency medical services in a cost-effective manner by encouraging the participation of qualified Volunteers.

GOALS

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD CHARTER

The purpose of this charter is to promote the achievement of the following goals with respect to the provision of fire, rescue, and emergency medical services within Frederick County, Maryland:

- ♦ Protection of Life and Property - Provide cost-effective, equitable, and responsive services to the citizens of Frederick County, including adequate response times, effective fire and rescue incident supervision, adequate staffing, effective distribution of personnel and apparatus, and timely adaptation to changing service needs. All organizations and participants comprising the fire, rescue, and emergency medical system shall share responsibility for continuously improving their effectiveness and efficiency.
- ♦ Volunteer Participation - Involve Volunteers in decisions related to the operation of the fire-rescue delivery system through representation on the Advisory Board and its associated committees.
- ♦ Career Participation - Involve Career Staff in decisions related to the operation of the fire-rescue delivery system through representation on the Advisory Board and its associated committees.
- ♦ Citizen Participation – Involve citizen consumers in decisions related to the operation of the fire-rescue delivery system through representation on the Advisory Board.
- ♦ System Practices - Promote continual improvement in the capabilities and job performance of Volunteer and Career staff through state-of-the-art training and promote the highest caliber of ethical and professional conduct of Volunteer and Career Staff.
- ♦ Accountability - Maintain accountability to the County for effective service delivery, sound management practices, and the responsible use of public funds.
- ♦ Operations and Administration - Maintain effective service delivery levels while efficiently managing associated costs of administrative and operational expenses, including apparatus, facilities, equipment, and staffing. Effectively manage human resources, purchasing, maintenance, training, and other programs.

FIRE AND RESCUE ADVISORY BOARD

The Advisory Board shall serve as a policy review and advisory body to the Director of the DFRS and the County Executive. The Advisory Board members shall consist of representatives of the fire and rescue system stakeholders and non-affiliated citizens of Frederick County, appointed by the County Executive for a specified term of office, subject to confirmation by the County Council.

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD CHARTER

COMPOSITION

1. The Advisory Board shall consist of a total of fourteen (14) members, nine (9) voting and five (5) nonvoting, all of whom are entitled to participate in all Advisory Board meetings. The nine (9) voting members shall be appointed by the County Executive, subject to confirmation by the County Council.
2. The nine (9) voting members shall include:
 - Five (5) fire-rescue volunteer representatives
 - Two (2) career firefighter/paramedic representatives
 - Two (2) citizen representatives not affiliated with fire-rescue services

All voting members appointed to the Advisory Board must be full-time residents and registered voters of Frederick County, Maryland, or its municipalities.

3. The five (5) nonvoting members shall be ex officio members of the Advisory Board:
 - The County Executive
 - The designated Jurisdictional Medical Director
 - The Director of the DFRS
 - President of the Frederick County Volunteer Fire and Rescue Association, Inc.
 - President of the Career Fire Fighters Association of Frederick County MD, Inc.
 - International Association of Fire Fighters Local #3666
4. The ex officio members of the Advisory Board have the right to attend and fully participate in the business of the Advisory Board by virtue of their positions, but shall not have the right to vote or hold an elected office of the Advisory Board. Ex officio members may set agenda items, initiate discussions, receive the input, advice, and recommendations of the Advisory Board and communicate with the County Executive and the County Council on behalf of the Advisory Board when appropriate.
5. The Director of the DFRS shall ensure that administrative staff support is provided to the Advisory Board to support their work as required.
6. Members of the Advisory Board that represent the Volunteer Corporations shall be appointed to serve three-year staggered terms.

Each of the five (5) Advisory Board members that represent the Volunteer Corporations of the county fire and rescue service shall be a current active member of a Volunteer Corporation that is in good standing within the Frederick County Volunteer Fire and Rescue Association, Inc.

One (1) Advisory Board member shall be elected for nomination from each of the five (5) existing fire-rescue battalion areas to represent that battalion's operational companies. There shall be no more than one (1) Advisory Board member from any one Volunteer Corporation. .

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD CHARTER

7. Two (2) members of the Advisory Board that represent the career firefighters/paramedics shall be selected by the Board of Directors of the Frederick County Career Firefighters and Paramedics Association, IAFF Local 3666, or the bargaining unit for career fire and rescue personnel that is recognized by the County. These appointments shall be for three-year staggered terms. .
8. Two (2) at-large citizen representatives to the Advisory Board shall be appointed for three-year staggered terms. Neither of these two appointees shall be affiliated with the fire and rescue system in any capacity other than as a consumer.

The two (2) at-large citizen representatives shall be full-time residents of Frederick County, Maryland. Preference will be given for one (1) position to be filled by a qualified applicant who is a full-time resident of the City of Frederick, Maryland.
9. A Chairperson and Vice-Chairperson shall be elected annually by the Advisory Board from among the voting members.
10. Members on the Advisory Board serve at the pleasure of the County Executive and can be removed with or without cause at any time.
11. The Advisory Board as an advisory body may be abolished at any time by formal action of the County Governing Body.

BYLAWS

The Advisory Board shall function under set bylaws detailing the Advisory Board's operating rules, regulations, and administrative procedures. The bylaws shall include at a minimum; a standard meeting agenda, procedures for the conduct of meetings, description of officer duties, procedures for the election of officers, appointment cycle of voting members, terms of office for all voting members, Advisory Board rules of order and the structure of various committees that the Advisory Board may deem needed to accomplish its goals. The Advisory Board bylaws may be revised from time to time as necessary by a super majority vote of the Advisory Board voting members, which shall be seven (7) votes.

INDEPENDENT FIRE AND RESCUE COMPANIES

The Volunteer Corporations recognized by the County are authorized to provide fire, rescue, and emergency medical services as a component of the Frederick County fire and rescue system, as provided in this charter, other agreements between the County and the Volunteer Corporations, applicable law and countywide policies, procedures, and regulations. Specifically, the public safety functions of the Volunteer Corporations shall include: fire suppression and related activities; fire prevention activities; and rescue and emergency medical services.

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD CHARTER

The Volunteer Corporations shall have one designated chief officer responsible for the day-to-day operations of each company. Volunteer Chiefs shall support the efforts of the Director of the DFRS and are required to uphold and enforce the policies and procedures of the County fire and rescue system.

Volunteer Chiefs and Company officers shall operate as part of an integrated career-volunteer chain of command established by the Director of the DFRS in consultation with the Advisory Board. The Director of the DFRS shall hold the rank of chief.

Each Company shall provide annually to the Advisory Board a current listing of all operational and administrative officers, board of directors, and other information as may be requested. The Advisory Board 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 the countywide policies, procedures, and guidelines established by the Director of the DFRS, in consultation with the Advisory Board. Failure to comply with system policies, procedures, rules, regulations, and guidelines may result in punitive action by the County and/or the Director of the DFRS.

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD BYLAWS

Revised October 2015

ARTICLE I – Purpose

The purpose of the Frederick County Fire and Rescue Advisory Board (“Advisory Board”) is to provide a functional management 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 management of an integrated, countywide fire and rescue system.

ARTICLE II – Composition

The Advisory Board is an advisory body appointed by the County Executive, subject to confirmation by the County Council. The Advisory Board is comprised of nine (9) voting and five (5) nonvoting members, each having a specific representative role. These representative positions are identified as follows:

Voting Representatives:

A. Frederick County Volunteer Fire and Rescue Association, Inc. Representatives:

- One (1) Representative of Battalion 1 (Companies 1, 2, 3, 4)
- One (1) Representative of Battalion 2 (Companies 7, 8, 12, 20, 21)
- One (1) Representative of Battalion 3 (Companies 5, 14, 15, 19, 23)
- One (1) Representative of Battalion 4 (Companies 9, 11, 16, 17, 22, 24)
- One (1) Representative of Battalion 5 (Companies 6, 10, 13, 18, 26, 30)

Should a Battalion fail to provide a nominee to represent its Volunteer Corporations on the Advisory Board, the Frederick County Volunteer Fire and Rescue Association, Inc. may make nominations to the BOCC from “at-large” candidates to fill the position. There shall be no more than one (1) Advisory Board member from any one Volunteer Corporation.

All volunteer representatives must be full-time residents and registered voters of Frederick County, Maryland, or one of its municipalities.

B. Frederick County Career Firefighters and Paramedics Association Representatives:

- Two (2) Uniformed Career Employee Representatives

All career representatives must be full-time residents and registered voters of Frederick County, Maryland, or one of its municipalities.

C. Citizen Representatives:

- Two (2) citizens that are full-time residents and registered voters of Frederick County, Maryland. Preference for one of these positions will be given to a qualified applicant who is a resident of the City of Frederick, Maryland.

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD BYLAWS

All citizen appointees shall not be affiliated with the fire and rescue service in any way, so they may purely represent the consumers' perspective regarding fire and rescue services.

Nonvoting Representatives:

- A. The County Executive
- B. The designated Jurisdictional Medical Director
- C. The Director of the DFRS
- D. President of the Frederick County Volunteer Fire and Rescue Association, Inc.
- E. President of the Career Fire Fighters Association of Frederick County MD, Inc.
International Association of Fire Fighters Local #3666

ARTICLE III – Appointment Procedures

All voting members of the Advisory Board shall be appointed to their position by the County Executive, subject to confirmation by the County Council.

A. Fire and Rescue Representatives

Each representative group (Volunteer Fire and Rescue Association, Inc. and Career Firefighters and Paramedics Association) shall be responsible to nominate one (1) individual for each of their representative positions. The names of the nominees shall be forwarded to the County Executive. The County Executive shall determine the process for the appointment decision, which may include personal interviews of nominees.

B. Citizen Representatives

The County Executive shall solicit applications for non-fire and rescue affiliated citizens who are interested in serving as Advisory Board consumer representatives. The County shall follow the established process for citizen appointments to boards and commissions.

ARTICLE IV – Terms of Office

The term of office for all appointees to the Advisory Board shall be three years.

A. Staggered Terms

In order to provide continuity of representation, three-year terms shall be staggered among Advisory Board representatives as follows:

- Year 1 – One (1) Volunteer and One (1) Career
- Year 2 – Two (2) Volunteers, One (1) Career, and One (1) Citizen from Frederick County
- Year 3 – Two (2) Volunteers and One (1) Citizen from the City of Frederick or Frederick County if there is no qualified applicant from the City of Frederick.

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD BYLAWS

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

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

Members appointed to the Advisory Board serve at the pleasure of the County Executive and may be removed with or without cause at any time.

Advisory Board members are expected to attend all regular business meetings unless absent for good cause with prior notification made to the Chairman. If any voting member misses three consecutive meetings without just cause, the Chairperson will draft a follow-up letter of inquiry. Persistent absenteeism may result in the Advisory Board's recommendation that the absentee member be removed.

ARTICLE V – Election of Officers

The Advisory Board shall operate under the leadership of an elected Chairman and Vice-Chairman. These positions may only be filled by voting members appointed to the Advisory Board.

A. Chairman:

- The Chairman shall be elected annually from among the voting Advisory Board members at the June business meeting with the term of office to begin July 1.
- Candidates for the office of Chairman shall have served on the Advisory Board for a period of not less than one year at time of election.
- The Chairman shall preside over all meetings and other proceedings of the Advisory Board.
- The Chairman shall have and exercise general supervision over the affairs of the Advisory Board in accordance with the terms and conditions of the Advisory Board charter and these bylaws.
- The Chairman shall represent the Advisory Board before the BOCC and other relevant organizations as necessary.

B. Vice-Chairman:

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

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD BYLAWS

The Chairman and Vice-Chairman positions are open to all voting representatives of the Advisory Board and shall be selected to serve a one-year term by written ballot cast by all voting members. Elections are determined by simple majority.

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

ARTICLE VI – Conduct of Meetings

The Advisory Board shall meet monthly at a time and place determined by the Advisory Board.

ARTICLE VII – Quorum and Voting

- A. Five (5) voting members of the Advisory Board, representing a simple majority, shall constitute a quorum. These five (5) members must include at least one volunteer, one career, and one citizen member to constitute a quorum.
- B. A majority affirmative vote of the Advisory Board members present at a valid meeting shall be required to adopt any action other than an appeal, in which case the provisions of Article XI, G shall apply or an amendment to the bylaws, in which case the provisions of Article XIII shall apply.
- C. Each of the nine (9) voting Advisory Board members shall be entitled to one vote for each action item tendered.
- D. Any issue or action voted on by the Advisory Board shall be considered "passed" if it receives a simple majority of affirmative votes cast.
- E. Proxy voting is not permitted.
- F. The issue/action shall be considered defeated if a tie vote occurs. At the next regularly scheduled business meeting of the Advisory Board, any voting Advisory Board member who was absent from the meeting during which the aforementioned issue/action was defeated can request that the issue be reintroduced and brought to another vote. If a tie vote results from this second balloting, the issue is defeated and cannot be reintroduced.
- G. Once an issue has been defeated, it cannot be brought back on the Advisory Board agenda for action unless it has been substantially modified.

ARTICLE VIII – Meeting Agenda

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD BYLAWS

Meetings of the Advisory Board shall include, but not be limited to, the business items listed below.

- I. CALL TO ORDER
- II. ROLL CALL OF VOTING AND NONVOTING MEMBERS
- III. INTRODUCTION OF GUESTS
- IV. APPROVAL OF PREVIOUS MEETING MINUTES
- V. BOARD MEMBER COMMENTS
- VI. PUBLIC COMMENTS
- VII. EX OFFICIO MEMBER REPORTS
 - a. BOCC LIAISON
 - b. JURISDICTIONAL MEDICAL DIRECTOR
 - c. DIRECTOR OF THE DFRS
 - d. PRESIDENT, FREDERICK COUNTY VOLUNTEER FIRE AND RESCUE ASSOCIATION, INC.
 - e. PRESIDENT, CAREER FIRE FIGHTERS ASSOCIATION OF FREDERICK COUNTY MD, INC. INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL #3666
- VIII. COMMITTEE REPORTS
 - a. OPERATIONS COMMITTEE
 - b. PLANNING & RESEARCH COMMITTEE
 - c. EMERGENCY MEDICAL SERVICES COMMITTEE
 - d. BUDGET COMMITTEE
 - e. TRAINING COMMITTEE
 - f. OTHER
- IX. DISCUSSION ITEMS
 - a. OLD BUSINESS
 - b. NEW BUSINESS
- X. ACTION ITEMS
- XI. ADJOURNMENT

Closed sessions of the Advisory Board may be conducted for valid reasons in accordance with Maryland law and applicable Frederick County procedures.

The agenda template above may be modified by the Advisory Board Chairman as deemed necessary to meet the business needs of the Advisory Board.

ARTICLE IX – Parliamentary Procedure

Robert's Rules of Order shall serve as the official guide for parliamentary procedure for the Advisory Board for any rules of order not specifically addressed herein or contained in established Frederick County procedure.

ARTICLE X – Committees

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD BYLAWS

The Advisory Board shall provide review of fire and rescue policy, procedure, rules, and regulations that will apply to systemwide fire and rescue 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 five (5) basic committees established through the Frederick County Volunteer Fire and Rescue Association, Inc. and the Division of Fire and Rescue Services.

These committees include, but are not limited to:

- Operations Committee
- Planning and Research Committee
- Emergency Medical Services Committee
- Budget Committee
- Training Committee

The Advisory Board shall have the authority to establish additional standing or ad hoc committees for the study of specific fire and rescue system policies, procedures, rules, regulations or service delivery issues, as needed.

The County Executive, the Jurisdictional Medical Director for Frederick County fire and rescue services, the Director of the DFRS, the President of the Frederick County Volunteer Fire and Rescue Association, Inc., and the President of the Career Fire Fighters Association of Frederick County MD, Inc. International Association of Fire Fighters Local #3666 may all serve as sources for policy review and policy recommendations that must be reviewed and approved by the Advisory Board.

ARTICLE XI – Procedures

A. Proposed Policies

Policy proposals may be initiated or requested by the County Executive, the Jurisdictional Medical Director, the Director of the DFRS, the President of the Frederick County Volunteer Fire and Rescue Association, Inc., the President of the Career Fire Fighters Association of Frederick County MD, Inc. International Association of Fire Fighters Local #3666, standing or ad hoc committees of the fire and rescue system, or voting members of the Advisory Board.

The Advisory Board shall provide policy review and recommendations to the Director of the DFRS for his/her consideration prior to policy adoption or implementation.

Except for emergency situations, circumstances dictated by law or compulsory regulation, or direction from the County Executive, the Director of the DFRS is obligated to consult with the Advisory Board on matters of systemwide policy, procedures, rules, and regulations.

B. Standing or Ad Hoc Committees

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD BYLAWS

Standing or ad hoc committees of the fire and rescue system shall be obligated to receive direction from the Director of the DFRS and the Advisory Board to study operational and administrative issues related to system wide fire and rescue services. Standing and ad hoc committees shall carry out such direction and report back to the Director and/or Advisory Board 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 Recommendations

The Advisory Board shall review and evaluate policy proposals received from the sources identified in Article X and determine the Advisory Board's policy recommendation to the Director of the DFRS.

D. Policy Comment Period

Policy recommendations may be forwarded to all fire and rescue system stakeholders for comment prior to action by the Advisory Board. This comment period shall be no greater than 30 calendar days from the date of referral and all stakeholder comments must be provided to the Advisory Board in writing.

E. Unilateral Action

The Advisory Board is required to make a policy recommendation to the Director of the DFRS within 30 calendar days after the close of the policy comment period. Should this period expire without a policy recommendation being made, the Director of the DFRS may take policy action without the Advisory Board's recommendation.

F. Policy Decisions

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

1. The Director may accept the Advisory Board's recommendation and move forward with policy implementation.
2. The Director may refer the policy recommendation back to the Advisory Board for additional discussion, clarification or review with committees.
3. The Director may amend or otherwise modify the policy recommendation and return the policy back to the Advisory Board for additional review and comment.

FREDERICK COUNTY FIRE AND RESCUE ADVISORY BOARD BYLAWS

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

G. Appeal Procedure

Should the Director of the DFRS reject a policy recommendation of the Advisory Board, the Chairman of the Advisory Board shall have the right to appeal the decision of the Director of the DFRS to the County Executive, provided a super majority (7) of voting members of the Advisory Board approve this action.

ARTICLE XII – Staff Support

The Division of Fire and Rescue Services shall provide executive and clerical staff support to the Advisory Board. Such support shall include, but not be limited to providing a recording secretary for all Advisory Board meetings, facilitating agenda development, production and distribution of Advisory Board's correspondence and materials, research, and project support.

ARTICLE XIII – Bylaw Changes

- A. Proposed changes to the Advisory Board'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 the Advisory Board, voting and nonvoting, at least ten (10) days prior to the business meeting at which action on proposed changes will be considered.
- B. The Advisory Board's bylaws shall be approved, amended and/or repealed by a super majority vote of no less than seven (7) voting members of the Advisory Board.
- C. The County Governing Body reserves to right to approve, amend and/or repeal provisions of the Advisory Board's bylaws and/or charter at its discretion.