

UPTON FIRE AND EMERGENCY MEDICAL SERVICES ADVISORY COMMITTEE RULES AND REGULATIONS

Article I: Purpose of the Committee

I.1 Title & Objectives

I.1.A. The purpose of the Advisory Committee is to act as an advisory body to the Chief of the Department on fire rescue and emergency medical services related issues. Responsibility for leadership, management and delivery of fire, rescue and emergency medical services rests with the Chief of Department. The Advisory Committee maintains that fire, rescue and emergency medical services should reflect:

- Cost effective service provisions;
- Recognition and promotion of the welfare of the general public;
- Accountability for service levels and resources in a manner required for all public programs;
- Fair representation and communication of all views regarding these services.

These objectives will be achieved through partnership and teamwork of a combination paid-on-call and career Department, as endorsed and supported by the Board of Selectmen and this Advisory Committee. Service delivery must be characterized by a written plan that provides uniformity in training and emergency response performance I.1.B.

The Advisory Committee is responsible for supporting the combination service delivery model as the primary means of providing high quality and cost effective fire, rescue and emergency medical services to the citizens of Upton as long as operationally practical

Article II: Definitions

II.1.A. “Committee” – The Fire and Emergency Medical Services Advisory Committee.

II.1.B. “Career Staff” – A full time employee of the Upton Fire & EMS Department performs fire, rescue, and emergency medical or other related services as defined within the provisions of the Fair Labor Standards Act (FLSA).

II.1.C. “Chairman” – The elected Chairman of the Fire and Emergency Medical Services Advisory Committee.

II.1.D. “Department” – The Fire & EMS Department.

II.1.E. “Paid-on-Call Staff” – A stipend based part-time employee of the Upton Fire & EMS Department, with nominal compensation as defined within the provisions of the FLSA, performs fire, rescue, emergency medical or other related services.

II.1.F. “Vice Chairman” - The elected Vice Chairman of the Fire and Emergency Medical Services Advisory Committee.

Article III: Composition and Membership

III.1 Voting Members

III.1.A The Committee is comprised of the following members with voting rights. Members to this Committee shall be appointed by the Board of Selectmen after an advertised and posted period of a minimum of 30 days.

- Paid-on-call firefighter representative
- Paid-on-call emergency medical services representative
- Career firefighter/EMT representative
- Citizen representative
- Chief of Department

III.1.B Members, except the Chief of the Department and citizen shall have a minimum of 2 years continuous years of service to the Town of Upton Fire and EMS Department. Members will be appointed to serve for a period of 2 years. Each year the Board of Selectmen shall appoint 2 new members to the Committee.

III.1.C Members, except the Chief of the Department, shall be eligible to serve two consecutive 2 year terms. A member shall leave the Committee for a minimum of two years prior to applying for another term.

III.1.D Application for membership to the Committee, with the exception of the Chief of Department, shall be made by a prospective candidate submitting a letter of their intent and interest to serve that includes and outlines their role as a fire and EMS provider for the Town of Upton Fire and EMS Department and disclose all other municipal and private fire and EMS affiliations outside of their service to the Town.

III.1.E Membership on the Advisory Committee can be terminated by action of the Board of Selectmen.

Article IV: Members of the Advisory Committee

IV.1 Member & Terms

- IV.1.A** The members of the Committee shall consist of a Chairman and Vice Chairman. The Chairman and Vice Chairman shall be elected annually by voting Committee members at each December business meeting and shall have served on the Committee for a period of not less than one year, excluding the initial formation. The Chief of Department shall not hold the position of Chairman or Vice Chairman.
- IV.1.B** A member's term shall be for two years. If an Advisory Committee position becomes vacant, the Board of Selectmen shall solicit for the selected representative for 30-days and appoint a member to fill the unexpired term.
- IV.1.C** Appointed members shall take office on the first day of the month following the appointment by the Board of Selectmen. Outgoing members shall provide newly appointed members with the assistance necessary to ensure a smooth transition.
- IV.1.D** When an advisory committee is first established, members of the committee shall be appointed for terms of such length and arranged that the term of at least two members will not coincide with the other two appointed members.

IV.2 Chairman

The Chairman shall ensure an agenda is prepared for each meeting and preside at each meeting.

IV.3 Vice Chairman

The Vice Chairman shall serve in the absence of the Chairman. In the event that both the Chairman and Vice Chairman of the Committee are absent, the remaining members shall elect a temporary Chair for a meeting.

Article V: Meetings of the Organization

V.1 Meetings

V.1.A. The Committee shall meet monthly at a day, time, and place agreed on by a recorded vote of the Committee. The Chairman may call or cancel a meeting when it is deemed appropriate. All scheduled meetings of the Advisory Committee shall be open to the public and are subject to MGL, Chapter 39, §23A and the Freedom of Information Act (FIOA) provisions.

V.1.B. Advisory Committee members are expected to attend all regular posted meetings unless absent for just cause with notification to the Chairman, Vice Chairman or Chief of Department. If any member misses three consecutive meetings without just cause, the Chairman will draft a follow-up letter of inquiry. Persistent absenteeism will result in the Advisory Committee's recommendation to the Board of Selectmen that the offending member's appointment be terminated.

V.2 Clerk

The Clerk (or designee) shall be provided by the Fire and EMS Department for the explicit purpose of calling the roll, taking minutes at each meeting, providing copies of the meeting agendas, and any other duties that may be assigned by the Committee, with the approval of the Chief of Department. The Clerk (or designee) shall carry no voting privileges, unless a member of the committee is fulfilling the duties of the Clerk.

Commentary: The clerk position shall be an unpaid position until funded by a Town Meeting affirmative vote and assigned a Town Budget line item number.

V.3 Minutes

The Clerk (or designee) shall prepare a record of minutes for all meetings. The minutes shall be considered for approval at the next regular meeting of the Committee. Approved meeting minutes are the primary method of regular communication by which the Advisory Committee reports to the Board of Selectmen.

V.4 Quorum & Voting Privileges

V.4.A. A quorum, which shall consist of a simple majority of three voting members, that includes either the elected Chairman or Vice Chairman, be present in order for a vote to be taken.

Article VI: Sub-Committees of the Advisory Committee

The Chief of the Department has the authority to appoint such sub-committees necessary to assist the Advisory Committee in accomplishing its duties and responsibilities. Unless specifically authorized by the Advisory Committee, all sub-committees will be chaired by a voting member of the Advisory Committee.

VI.1 Standing Sub-Committees

The following are standing sub-committees of the Advisory Committee:

- Recruitment & Retention Committee
- Training Committee
- Service Plan and Strategic Planning Committee
- Professional Development Committee

VI.2 Special Committees

Special sub-committees will serve for the period of time needed to complete its specific purpose.

Article VII: Rules of Order

VII.1 General Rules of Order

Except as otherwise provided in these Rules & Regulations or by applicable law, *Robert's Rules of Order*, shall govern the proceedings of the Committee.

VIII: Amending the Rules & Regulations

The Advisory Committee rules and regulation may be amended from time to time. A public posting, a public hearing, and an affirmative vote of the majority of the Board of Selectmen shall precede all amendments and/or creation of the Advisory Committee rules & regulations. Any amendments and/or creation of the rules & regulations shall take affect upon filing a copy of the approved rules and regulations with the Town Clerk.