

**Washington County, Maryland
Emergency Services Advisory Council
By-Laws**

Article I – Authority:

1. The Emergency Services Advisory Council (ESAC) has been established by the Board of County Commissioners (Board) to provide recommendations regarding the provision of emergency services in Washington County. Any recommendations developed by the ESAC shall be presented in writing.
2. The ESAC shall serve in an advisory capacity only and shall have no decision-making authority except as herein provided for organizational affairs and functioning.

Article II – Responsibility:

1. The ESAC shall provide recommendations on various emergency services issues as requested by the Board. When requested, The ESAC may also serve in an advisory capacity to the municipalities of Washington County, the Washington County Volunteer Fire and Rescue Association (Association), and any volunteer or career fire or emergency medical services company authorized to operate in Washington County.
2. ESAC must coordinate and cooperate with other advisory councils or boards duly appointed by the Board.

Article III – Chairperson:

1. A designated member of the ESAC shall be elected to serve as the Chairperson and preside over the proceedings.
2. The Chairperson shall have the authority to appoint a co-chairperson to serve in that capacity when so required.
3. The Chairperson shall have the authority to appoint subcommittees for the purpose of conducting special studies, investigations, or other ESAC business.

Article IV – Secretary:

1. The Division of Emergency Services will provide a person to serve as recording secretary for the ESAC.
2. Accurate minutes of each meeting shall be recorded and distributed within thirty (30) days following the meeting.

Article V – Membership:

1. The ESAC shall consist of the following individuals:
 - A. Chairperson, elected from within the ESAC.
 - B. Three (3) members from the Association.
 - C. Six (6) members from the public at large.
 - D. The Director of the Division of Emergency Services (ex-officio member).
 - E. The President of the Volunteer Fire and Rescue Association (ex-officio member).
2. The Board shall temporarily appoint such other agency representatives as deemed necessary to offer expertise or convey policies adopted by the Board. Temporary appointments shall terminate at the end of a specifically assigned project or study.
3. The members shall serve without compensation.
4. Commissioners, mayors, members of city and town councils and other elected officials shall not be entitled to membership for the reason that these governing bodies are responsible for the final decision-making on ESAC recommendations.
5. Members of the ESAC are selected for their expertise, their ability to commit personal time, objectively evaluate issues brought before the ESAC on matters of public safety, and direct services to the citizenry of Washington County. Decisions must be made without bias toward their respective agencies, organizations, vocations or professions.
6. Members on the ESAC shall serve three (3) year terms.
 - A. The three (3) members representing the Association shall have staggered terms, such that one member is replaced each year.
 - B. The six (6) members representing the public at large shall have staggered terms, such that two members are replaced each year.
 - C. No member may serve more than two consecutive terms.
 - D. A member may receive a reappointment to the ESAC after a one-year absence.
 - E. To establish the staggered terms, the initial appointees shall serve the following terms:
 1. The three (3) members representing the Association shall serve initial terms as follows: one (1) person serving one year, one (1) person serving two years, and one

(1) person serving three years. They will be eligible for reappointment for a three year term after which they must observe a one year absence.

2. The three (6) members representing the public at large shall serve initial terms as follows: two (2) person serving one year, two (2) person serving two years, and two (2) person serving three years. They will be eligible for reappointment for a three year term after which they must observe a one year absence.

Article VI – Meetings:

1. Meetings shall be held quarterly during the months of January, April, July and October. All meetings of the Emergency Services Advisory Council shall be open to the public, and are governed by the Maryland Open Meeting Laws.
2. The Chairperson shall have the authority to call additional meetings as deemed necessary.
3. The Council shall have the authority to invite any person or persons to meetings for the purpose of discussing issues or providing information relating to items on the agenda for that meeting.
4. A simple majority shall constitute a quorum.

Article VII – Independent Action by the Chairperson:

1. The Chairperson shall have the authority to take independent action on ESAC matters considered to be minor or routine in nature. When time permits, the Chairperson shall make every effort to contact the ESAC members to obtain a consensus decision.
2. In the event the Chairperson has taken action on any such ESAC matter prior to a meeting, a full report of such action shall be given to the members at the next duly constituted meeting and the members shall be asked to ratify such action.

Article VIII – Channelization Procedures on Various ESAC Matters:

1. The channelization procedures shall be in accordance with the following:
 - A. Public comments received by the Board may be forwarded to the ESAC for review and recommendation.
 - B. The Association may bring an issue before the ESAC for review and recommendations.
 - C. A Chief Officer, President, and or designee of a member company of the Association may bring an issue to the ESAC for review and recommendation.
 - D. The Director or his/her designee(s) of the Division may bring an issue before the ESAC for review and recommendation.

E. All recommendations requiring a final decision or direction from the Board shall be presented by the Director of Emergency Services in accordance with county policies and procedures. The Director may be accompanied by other parties during his/her presentation.

Article IX - Authorization:

Approved by the Board of County Commissioners on August _____, 2013.

Vicki Lumm, County Clerk

Terry L. Baker, President
Board of County Commissioners
Washington County, Maryland

C:\WINDOWS\Temporary Internet Files\OLKD203\Emergency Services Council By-Laws.doc