

**BY-LAWS OF THE CAYUGA COUNTY FIRE ADVISORY BOARD**

**REVISED 5/22/2001**

**ARTICLE 1 - NAME**

The name of this organization shall be the Cayuga County Fire Advisory Board, hereinafter, referred to as the Board.

**ARTICLE 2 - CREATION**

**SECTION 1:**

The Board is formed pursuant to the New York State County Law Section 225-a: Fire Training and Mutual Aid Programs; and,

**SECTION 2:**

By resolution of the Cayuga County Legislature, duly adopted on the 22nd day of May, 2001

**ARTICLE 3 - COMPOSITION**

**SECTION 1:**

The Board shall consist of 15 voting members, each of whom shall be appointed annually by the Cayuga County Legislature.

**SECTION 2:**

The following shall be the composition of the Cayuga County Fire Advisory Board:

A. The Cayuga County Deputy Director of Fire Services shall automatically be appointed to the Board.

B. The five (5) Cayuga County Deputy Fire Coordinators shall automatically be appointed members of the Board representing the fire departments in his/her assigned district.

C. The Cayuga County Deputy Fire Coordinator for Hazardous Materials shall automatically be appointed to the Board.

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**D. The Cayuga County Sheriff shall be automatically appointed to the Board. He may designate a representative to act in his behalf.**

**E. The Cayuga County EMS Medical Director shall be automatically appointed to the Board. He may designate a representative to act in his behalf.**

**F. The Cayuga County Fire Districts Association shall nominate one (1) Fire Commissioner to the Board.**

**G. The Cayuga County Association of Emergency Services shall nominate five (5) of its active members in good standing to the Board.**

### **SECTION 3:**

**It shall be the responsibility of each of the organizations or associations to determine their own election and nomination process. However, each organization or association is charged with the following responsibilities regarding their representative(s):**

**A. Their nominee shall be an active member in good standing of the appointing organization or association. If at any time during the appointee's membership on the CCFAB, he/she ceases to be a member in good standing of the sponsoring organization or association, it will be their responsibility to immediately notify the CCFAB and select and nominate a replacement.**

**B. If you are President of the Cayuga County Association Of Emergency Services, and are automatically an appointed member to the Board, you shall appoint a replacement to the Board to represent the Association.**

### **SECTION 4:**

**Each member of this Board shall have been an active member of a Fire Department with not less than five (5) years service, with the exception of the appointees representing the Sheriff, EMS, and Fire Commissioners.**

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### **SECTION 5:**

**A. The term of office of each nominated member shall be a nominal one-year term.**

**B. The term of office of a member with automatic appointment shall be linked to the position that provides the automatic qualification.**

### **SECTION 6:**

**Nominations for membership from organizations or associations to the Board for the succeeding year shall be received by the Deputy Director for Fire Services no later than February 15<sup>th</sup> of each year. Members may be appointed to succeed themselves.**

### **SECTION 7:**

**The Deputy Director for Fire Services shall submit the Cayuga County Fire Advisory Board nominations for membership to the Cayuga County Legislature for formal approval and appointment**

**A. Members and Officers of the Cayuga County Fire Advisory Board shall remain the same from the previous year until the new members and Officers have been formally approved and appointed by the Cayuga County Legislature.**

**B. Pursuant to New York State County Law Section 225a, and notwithstanding the above, the final approval for appointment to the Board, and/or holding an Officer's position rests with the Cayuga County Legislature, and the Legislature may choose not to appoint a nominee, or approve a person to hold office, and may instead appoint another person from that organization.**

## **ARTICLE 4 - DUTIES**

### **SECTION 1:**

**As provided for in New York State County Law, Section 225-a, it shall be the duty of the Board to:**

**A. Cooperate with the New York State Office of Fire Prevention and control with regard to such programs as fire training, fire service-related activities and mutual aid.**

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**B. Act as an advisory body to the Cayuga County Legislature, the Director of Emergency Services, Deputy Director for Fire Services and the Deputy Director for EMS in such programs as fire training, fire service-related activities and mutual aid.**

**C. Act as a liaison between the Cayuga County Fire Service and the Cayuga County Legislature in the establishment, operation and maintenance of a County Fire Training Facility.**

**D. Review, update and revise the Cayuga County Mutual Aid Plan as necessary.**

**E. To perform such other duties as the Cayuga County Legislature may prescribe in relation to fire training, fire service-related activities and mutual aid in cases of fire and emergencies in which the fire service would be utilized.**

### **SECTION 2:**

**In addition, the Board shall establish the mission, goals, and objectives of the fire service in Cayuga County and shall continually review and evaluate the status of the County Fire Service in relation to the mission, goals and objectives so stated.**

### **SECTION 3:**

**The Board shall determine policy as necessary to regulate the conduct and delivery of fire training, fire service-related activities and mutual aid, as delivered at the County level.**

### **SECTION 4:**

**The members of the Board shall be acting as County Officials when conducting Board business, and shall serve without compensation.**

### **SECTION 5:**

**Each member of the Board will be assigned to and expected to serve actively on (1) one or more standing or Ad Hoc Committees throughout the year.**

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### **SECTION 6:**

Each member must attend at least 75% of the Board meetings, unless excused, to maintain membership on the Board. If the member fails to meet this requirement, he/she and the organization/association that he/she represents will be notified in writing by the Secretary of the Board that membership has been terminated, and a replacement must be selected and appointed as defined in Article 3. Section 15.

### **ARTICLE 5-MEETINGS**

#### **SECTION 1:**

Regular meetings of the Board shall be held monthly, on a day of the month to be decided at the First meeting of the Board each year; commencing at 1930 hours or as otherwise determined by the Board by two-thirds vote of the membership of the Board.

#### **SECTION 2:**

The Board Chairperson shall have the power to alter the date of a regular meeting should it seem reasonable and beneficial for the change such as a holiday, etc.

#### **SECTION 3:**

Meeting place shall be the Cayuga County Office Building unless modified by the Chairperson in advance.

#### **SECTION 4:**

Special meetings may be called by the Chairperson or at the request of any three members of the Board. Written notice of any special meeting shall be given no less than three days in advance of such meeting. Notice shall be deemed given on the day mailed.

#### **SECTION 5:**

A quorum shall be eight duly appointed members of the Board.

#### **SECTION 6:**

A majority vote of this Board shall be considered to be a simple majority of the members present at a duly constituted meeting.

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### **SECTION 7:**

**The annual organizational meeting shall be the April meeting.**

### **ARTICLE 6 - OFFICERS**

#### **SECTION 1 - CHAIRPERSON:**

**A Chairperson of the Board shall be elected by Board members at the annual organizational meeting. The Chairperson shall appoint all standing and ad hoc committees. The Chairperson shall be the Chair of the Planning Committee.**

#### **SECTION 2 - VICE CHAIRPERSON:**

**A Vice-Chairperson shall be elected by the membership of the Board and shall assume the duties of the Chairperson in his absence or incapacity.**

#### **SECTION 3 - SECRETARY:**

**A secretary shall be elected by the membership of the Board. The secretary shall record and maintain all minutes of the meetings of the Board and perform such other normal duties of the office as are required or assigned by the Board.**

#### **SECTION 4 - ASSISTANT SECRETARY:**

**An Assistant Secretary shall be elected by the membership of the Board. The Assistant Secretary shall assume the duties of the Secretary in his/her absence or incapacity.**

#### **SECTION 5 - VACANCIES OF OFFICERS:**

**A vacancy in any office of the Board for any reason shall be filled at the next meeting by nomination and vote providing that notice of the vacancy and planned voting is given in writing no less than three days in advance of such meeting.**

#### **SECTION 6 - VACANCIES OF MEMBERS:**

**A vacancy of a duly appointed member of the Board shall be filled on receipt of a nomination as forwarded by the organization or association from whom such member was a representative. The nomination shall be forwarded to the County Legislature by the Cayuga County Deputy Director for Fire Services for formal appointment.**

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**ARTICLE 7 - COMMITTEES**

**SECTION 1:**

**Standing and Ad Hoc Committees shall be appointed annually.**

**SECTION 2:**

**The following standing committees shall be maintained from year to year:**

<b>Budget</b>	<b>Fire Prevention</b>
<b>Fire Training</b>	<b>Communications</b>
<b>Emergency Medical Services</b>	<b>Mutual Aid</b>
<b>County-Wide Teams</b>	<b>Planning</b>

**SECTION 3:**

**The Budget Committee shall:**

**A. Identify appropriate budgetary goals in the administration of the County Department of Fire.**

**B. Be responsible for assisting and advising the Deputy Director of Fire Services in the preparation and administration of the budget of the Department of Fire of Cayuga County.**

**SECTION 4:**

**The Emergency Medical Services Committee shall work with the Cayuga County EMS Advisory Board to:**

**A. Identify appropriate goals for the delivery of emergency medical services by the Fire Departments of Cayuga Co**

**B. Working with the mutual aid committee develops a plan of operations for Fire/EMS Services delivery.**

**SECTION 5:**

**The County-Wide Teams Committee shall:**

**A. Identify appropriate goals for the performance of All County-Wide Teams in Cayuga County.**

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**B. Be responsible for overseeing the operations of the County-Wide Teams of Cayuga County, as administered by the Deputy Director of Fire Service.**

**C. Seek input and advice from County Departments served by the County-Wide Teams.**

**D. Advise on budgetary considerations of County-Wide Teams.**

### **SECTION 6:**

**The Fire Prevention Committee shall:**

**A. Identify appropriate goals for fire prevention education in Cayuga County.**

**B. Serve to coordinate the various efforts of Cayuga County Fire Departments in the delivery of fire prevention education programs.**

**C. Advocate such programs at the County and local level.**

**D. Seek funds, new programs and ideas and resource materials necessary to sustain the educational process.**

### **SECTION 7:**

**The Fire Training Committee shall:**

**A. Identify appropriate training goals for county fire personnel.**

**B. Be responsible for assisting and advising the Deputy Fire Coordinator for Training in the administration and maintenance of the County fire training program.**

**C. Identify training needs on a County basis and help devise solutions to problems identified.**

**D. Help arrange course schedules as necessary to meet needs identified.**

**E. Advocate increased training activities in the County.**

**F. Bolster the strength of the mutual aid plan by working to achieve uniform training levels throughout the County.**

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**SECTION 8:**

**The Mutual Aid Committee shall:**

- A. Identify appropriate goals to be reached in the delivery of the County Mutual Aid Plan.**
- B. Constantly monitor and evaluate the performance of the plan.**
- C. Advise the Deputy Director of Fire Services in the administration of the Plan.**
- D. Insure that the County plan remains in conformance with the New York State Fire Mobilization and Mutual Aid Plan, as provided for in Section 209-e of the New York State General Municipal Law.**
- E. Assist in the devising solutions to problems and needs identified in the Plan.**
- F. Advocate the effective use of the plan by Cayuga County Fire Departments, as well as neighboring county departments.**

**SECTION 9:**

**The Communications Committee shall:**

- A. Serve as an advisory body to the Deputy Director for Fire Services and the E-911 Director.**
- B. Identify appropriate goals for the administration and delivery of the dispatch service provided by Cayuga County Fire Control.**
- C. Constantly monitor and evaluate the performance of the Fire Control Center.**
- D. Assist in devising solutions to problems and needs that are identified.**
- E. Advise on budgetary considerations for the County Fire Communications System.**

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### SECTION 10:

The Planning Committee shall:

**A. Receive the goals and objectives identified as appropriate by the various other standing committees and shall formulate these statements into a uniform statement of mission, with supporting goals and objectives identified for each area of concern.**

**B. Administer the foregoing in such manner as to provide sound and consistent direction and management of the County Fire Service.**

**C. Seek informed and positive direction from all aspects of the County Fire Service, from providers to consumers.**

**D. Devise and continually update a long-range plan for the fire service of the County, which will keep pace with technology and societal demand while recognizing budgetary restraints.**

### SECTION 11:

**Ad Hoc committees may be formed at any time in recognition of need and members shall be appointed by the Chairman.**

### ARTICLE 8 - ORDER OF BUSINESS

- 1) Roll Call
- 2) Reading of Minutes of Previous Meeting
- 3) Reports of Committees
- 4) Communications
- 5) Report of the Director, Deputy Director, and Coordinators
- 6) Unfinished Business
- 7) Election of Officers
- 8) New Business
- 9) Adjournment

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**ARTICLE 9 - AMENDMENTS**

Amendments in the form of additions or changes to these by-laws shall be recommended to the County Legislature by two thirds vote of the members present at a regular or special meeting of the Board, providing that notice of the planned voting and the amendment or addition is given in writing no less than three days in advance of such meeting.

The foregoing by-laws were approved by the Attorney for the County of Cayuga on:

Cayuga County Attorney	Date
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The foregoing by-laws were duly adopted by the Cayuga County Fire Advisory Board on:

Secretary/Cayuga County Fire Advisory Board	Date
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Original by-laws were adopted 4/25/94

2/7/97 - Document converted from "Q&A" to "WP7.0", reformatted, original adoption information added, page numbers added, "ccfireab" added, current revision/edition date added to each page.

DATE:	RES. NO.	ART. NO.	SEC. NO.	DESCRIPTION
5/20/97	202-97	3	3,4,8,19	Revised
		4	4	Revised
		5	2,3,4	Revised
		6	1,2,4,6	Revised
		7	1 thru 11	Committees (Added)

5/22/2001	280-01	Total revision of the by- laws with changes in the FAB membership and related articles.
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RESOLUTION NO. 280-01 5/22/01 Date \_\_\_\_\_

**APPROVING CHANGES TO THE BY-LAWS OF THE CAYUGA COUNTY  
FIRE ADVISORY BOARD**

BY: MR. HERBERT D. MARSHALL, Chairman  
Judicial & Public Safety Committee  
MR. JOSEPH T. MICHAUD, Chairman  
Ways & Means Committee

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WHEREAS, in accordance with New York State Law 225a, the Cayuga County Legislature previously approved the creation of the Cayuga County Fire Advisory Board and the adoption of its by-laws, and

WHEREAS, the Cayuga County Fire Advisory Board met on April 9, 2001 and voted in favor of approving the attached amendments to the Cayuga County Fire Advisory Board By-Laws, now therefore be it

RESOLVED, that the Cayuga County Legislature endorses and approves the attached amendments to the Cayuga County Fire Advisory Board By-Laws.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 22TH DAY OF MAY, 2001, WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

  
\_\_\_\_\_  
CLERK, CAYUGA COUNTY LEGISLATURE

DATED: MAY 23, 2001

RESOLUTION NO. \_\_\_\_\_ Date 5/22/01

**APPROVING CHANGES TO THE BY-LAWS OF THE CAYUGA COUNTY  
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JUDICIAL & PUBLIC  
SAFETY COMMITTEE

WAYS & MEANS  
COMMITTEE

*Herb Marshall*  
*Joseph T. Michaud*  
*Steve Wells*  
*Michael Laporte*

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OK TFS