

Sullivan County

Fire Advisory Board Rules & Regulations

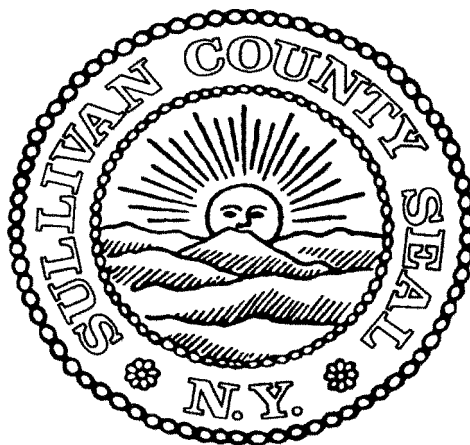


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Sullivan County Fire Advisory Board

Article 1: Organization

This organization shall be known as the Sullivan County Fire Advisory Board as established under County Law section 225-a.

Article 2: Membership

- a) The membership of this organization shall consist of fifteen members.
- b) Fire Service issues will be represented by one member from each of the fifteen Townships in Sullivan County.

Article 3: Appointment Procedure

- a) The Appointment procedure to the board will be as follows:
The name of the proposed member may be suggested to, or picked by, the Supervisor of each respective town. The name of the proposed member will then be forwarded by the Town Supervisor to the Legislative representative(s) of each respective town who will in turn forward the proposed members name to the Chairperson of the County Legislature for appointment. All proposed member names should be presented for appointment no later than the Town Board's November meeting for approval no later than their December meeting. The name must then be forwarded to the legislature before the end of the calendar year so that the Chairperson of the County Legislature can make the appointments during the first week of January.

Article 4: Duties

- a) It shall be the duty of this board to cooperate with the New York State Office of Fire Prevention and Control carrying out Training and Mutual Aid programs; to act in an advisory capacity to the County Legislature; to assist the County Fire Coordinator and/or Deputies in all their projects; to aid all county fire service organizations; and to promote and project the best possible image of the fire service.
- b) Any Member who fails to attend at least 50% of the regular meetings annually shall not be recommended for reappointment by the board. Valid excuses will be considered and will not count against the member's attendance record. The Legislature will be provided with the attendance records of this board.

Article 5: Election of Officers and Terms of Office

- a) The officers of the Sullivan County Fire Advisory Board shall consist of a Chairman, Vice Chairman and Secretary, each elected for a term of one year, in the order named, at the annual re-organizational meeting. The term of Chairman and Vice-Chairman will not exceed three (3) consecutive years by annual election.

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Article 6: Duties of Officers

- a) The Chairman shall preside at all regular and special meetings of this board and at all executive committee meetings. The Chairman shall appoint all committees.
- b) The Vice-Chairman shall preside in the Chairman's absence.
- c) In the event that the Chairman and Vice Chairman are both absent, the board members present shall elect a chairman pro tem for that meeting.
- d) The Secretary shall be responsible for keeping an accurate record of all proceedings at regular and special board meetings and Executive Committee meetings; attend to all correspondence; notify and any specified persons of all meetings, giving date, time and place.

Article 7: Officer and Member Vacancies

- a) All officer vacancies shall be filled by 2/3 vote of the board members present at the next regular meeting after the vacancy occurs.
- b) Membership vacancies shall be filled by appointment by the County Legislature upon recommendation from the respective Town Supervisor to the board.

Article 8: Meetings

- a) Regular meetings shall be held on the LAST Monday every other month as follows:
 - a. **January**
 - b. **March**
 - c. **May** — Meeting to be held on the Monday before the Memorial Day Holiday
 - d. **July**
 - e. **September**
 - f. **November**
- b) Meeting will be held at 7:30 PM in the Legislative Chambers.
- c) The re-organizational meeting shall be the first meeting after the appointment of board members by the Chair of the County Legislature.
- d) A quorum shall consist of eight (8) members of this board
- e) Special meetings shall be held at the call of the chairman or at the written request of five (5) or more board members.

Article 9: Committees

- a) The first member appointed to a committee shall serve as the committee chairman and will be responsible for a complete report to the board.
- b) Committees are charged with researching issues and reporting their findings to the board for consideration and/or further action.

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Article 10: Amendment of Rules & Regulations

- a) Any amendments to these rules shall be presented in writing and read at a regular meeting. It shall be read at the next regular meeting and voted upon by the members present with a 2/3 vote accepting the proposed amendment.

Article 11: Meeting Agenda/Order of Business a)

The Order of Business will be as follows:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Attendance Roll Call
- 4) Reading of minutes of previous meeting
- 5) Coordinator's report
- 6) Communications
- 7) Committee Reports
- 8) Unfinished Business
- 9) New Business
- 10) Good and Welfare
- 11) Adjournment

Article 12: Representation

- a) Each of the fifteen seats on the board represent the fifteen townships in Sullivan County and a total of forty fire departments that serve their respective towns throughout the County.
- b) Represented Fire Departments are listed herein:

Beaverkill Valley
Bloomington
Callicoon
Callicoon Center
Claryville
Fallsburg
Forestburg
Grahamsville
Hankins/Fremont
Highland Lake
Hortonville
Hurleyville
Jeffersonville
Kauneonga Lake
Kenoza Lake
Lake Huntington/Cochecton
Lava
Liberty
Livingston Manor
Loch Sheldrake

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r s i n k North
Branch
Rock Hill
Roscoe/Rockland
Smaliwood/Mongaup Valley
Summitville
SwanLake
Westbrookville
White Lake
White Sulphur Springs
Woodbourne
Woodridge
Wurtsboro
Youngsville
Yulan