



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #21-01-20-002 AMENDING THE FIRE PROTECTION SERVICES ADVISORY BOARD ORDINANCE

SECTION 1. Creation

There is hereby created a Fire ~~Protection~~ Services Advisory Board for the Town of Knightdale.

SECTION 2. Purpose

The Knightdale Fire ~~Protection~~ Services Advisory Board (hereafter, the Board) serves in an advisory capacity to the Knightdale Town Council to ensure that adequate personnel, revenue, and equipment are dedicated to the protection of life and property for the Town and Alert District. This Board serves as a liaison between the Fire Department, Fire Chief, Town Manager, Town Council, and citizens of the community.

SECTION 3. Roles and Responsibilities

The Board shall assume the following roles and responsibilities:

1. Maintain effective communication between the Town, its citizens, and residents of the Alert District.
2. Recommend fire protection and risk management policies for the Knightdale Fire Department;
3. Provide recommendations on the development, planning, maintenance, and operation of existing and future facilities that are owned, operated or planned by the Town of Knightdale;
4. Promote educational, outreach activities to increase fire prevention and safety awareness;
5. Provide insight on policies and practices that aim to promote the Fire Departments' goal of creating lasting community partnerships;
6. Offer recommendations to the Fire Chief and Town Manager with regard to services and practices that impact the community;
7. Serve as liaisons to enhance community relations with all stakeholders.

SECTION 4. Membership

The Board shall be composed as follows:

- A. Voting - The Board shall be composed of eight (8) voting members appointed by the Town Council.

- 1) Membership shall be comprised of four (4) residents of the Alert Fire District and four (4) in-town residents.
- B. Ex-Officio - The Mayor shall appoint two (2) ex-officio representatives from the Town Council to serve on the Board.
 - 1) The ex officio members will not have a vote on items coming before the Board.
 - 2) The Mayor shall make ex-officio appointments annually at the January Regular Meeting of the Town Council.
- C. Staff Support - The Fire Chief and Town Manager will serve as staff support to the Board. Town staff will prepare and distribute the agenda, take minutes, and record attendance.

SECTION 5. Terms of Office

The terms of office for all voting members shall be on a two (2) year staggered basis.

- A. All terms for voting members will begin on March 1st of the year appointed.
- B. All members shall hold their positions until their successors are appointed by the Knightdale Town Council unless they are removed from the Board or they resign.

SECTION 6. Compensation

Members of the Board shall serve without compensation.

SECTION 7. Officers

The Board shall annually elect from its membership a Chair and Vice Chair at its first regularly scheduled meeting following the annual appointment of members for a term of one (1) year. The Chair shall ensure the orderly conduct of business. The Chair and Vice Chair shall hold his/her position until a successor is elected.

SECTION 8. Meetings, Establishment of a Quorum

The Board shall meet bi-monthly on a regularly scheduled basis.

- A. A quorum shall consist of a majority of the voting members. A quorum must be established before any official action can be taken. Official actions shall be approved by a simple majority.
- B. The Chair may authorize the calling of a special meeting or cancellation of a meeting as needed.
- C. All meetings will operate in accordance with the North Carolina General Statutes' open meetings law.
- D. The Board shall not establish a subcommittee without prior approval from the Town Council.

SECTION 9. Acceptance of Grants, Gifts, Etc.

The Board may recommend to the Town Council the acceptance of any grant, gift, bequest, or donation of any personal or real property offered or made for public safety purposes.

SECTION 10. Code of Ethics

All voting members of the Board shall sign an Advisory Board Code of Ethics Statement at their first meeting upon appointment. All members are expected to serve as ambassadors for Knightdale supporting the Town Council, Town Staff and all programs and initiatives of the Town.

SECTION 11. Authorized Spokesperson

The Chair is authorized to serve as the spokesperson for the Board to the Town Council. Only the Town Council or Town Manager (or his/her designee) are authorized to speak on behalf of the Town.

SECTION 12. Conflict of Interest

The Board shall operate in compliance with North Carolina's Conflict of Interest laws.


SECTION 13. Limitations of Power, Removal

The Board is not authorized by the Town Council to operate outside the scope of authority granted under this Ordinance.

- A. All voting members are subject to removal by the Knightdale Town Council in their sole discretion.
- B. The Board may recommend to the Town Council the member(s) to be removed.
 - 1) Recommendations shall be made in writing and include specific reasons for removal.
 - 2) The Board may make removal recommendations with a three-fourths majority approval of all voting members.
- C. Members of the Board who miss more than three (3) meetings within twelve (12) months may be recommended for removal.

This the 20th day of January, 2021.

BY:  _____
Jessica Day, Mayor

ATTEST:  _____
Heather Smith, Town Clerk