



## TOWN OF KNIGHTDALE

950 Steeple Square Court  
Knightdale, NC 27545  
KnightdaleNC.gov

### ORDINANCE #23-11-15-001 ORDINANCE TO AMEND THE TOWN OF KNIGHTDALE CODE OF ORDINANCES

**WHEREAS**, N.C General Statute gives Town Council the authority to adopt, repeal, and replace ordinances; and

**WHEREAS**, Section 20.79 of the Town of Knightdale Code of Ordinances is hereby repealed:

~~(a) *Creation.* There is hereby created a Fire Service Advisory Board for the Town of Knightdale.~~

~~(b) The Knightdale Fire Service 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.~~

~~(c) *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 Department's 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.~~

~~(d) *Membership.* The Board shall be composed as follows:~~

~~(1) *Voting.* The Board shall be composed of eight voting members appointed by the Town Council. Membership shall be comprised of four residents of the Alert Fire District and four in-town residents.~~

~~(2) *Ex-Officio.* The Mayor shall appoint two ex-officio representatives from the Town Council to serve on the Board.~~

~~a. The ex-officio members will not have a vote on items coming before the Board.~~

~~b. The Mayor shall make ex-officio appointments annually.~~

~~(3) *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.~~

~~(e) *Terms of Office.* The terms of office for all voting members shall be on a two-year staggered basis.~~

~~(1) All terms for voting members will begin on March 1 of the year appointed.~~

~~(2) 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.~~

~~(f) Compensation. Members of the Board shall serve without compensation.~~

~~(g) Officers. The Board shall elect officers from its membership annually for a term of one year. The following officers shall be elected to ensure the orderly conduct of business: Chair and Vice Chair. All officers shall hold their positions until their successors are elected.~~

~~(h) Meetings, Establishment of a Quorum. The Board shall meet on a regularly scheduled basis, with its meeting schedule adopted annually.~~

~~(1) 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.~~

~~(2) The Chair may authorize the calling of a special meeting or cancellation of a meeting as needed.~~

~~(3) All meetings will operate in accordance with the North Carolina General Statutes' open meetings law.~~

~~(4) The Board shall not establish a subcommittee without prior approval from the Town Council.~~

~~(i) 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.~~

~~(j) 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.~~

~~(k) 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.~~

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

~~(m) Limitations of Power, Removal. The Board is not authorized by the Town Council to operate outside the scope of authority granted under this section.~~

~~(1) All voting members are subject to removal by the Knightdale Town Council in their sole discretion.~~

~~(2) The Board may recommend to the Town Council the member(s) to be removed.~~

~~a. Recommendations shall be made in writing and include specific reasons for removal.~~

~~b. The Board may make removal recommendations with a three-fourths majority approval of all voting members.~~

~~(3) Members of the Board who miss more than three meetings within 12 months may be recommended for removal.~~

**WHEREAS, Section 20.76 m(3) of the Town of Knightdale Code of Ordinances is hereby amended to read as follows:**

**~~(3) Members of the Board who miss more than three meetings within 12 months may be recommended for removal. Members of the Board may be removed by the Town Council for failure to attend 75% or more of meetings within a 12-month period or for any other good cause related to the performance of duties.~~**

**WHEREAS, Section 20.78 2(c) of the Town of Knightdale Code of Ordinances is hereby amended to read as follows:**

~~(e) Members of the Board who miss more than three meetings within 12 months may be recommended for removal.~~ Members of the Board may be removed by the Town Council for failure to attend 75% or more of meetings within a 12-month period or for any other good cause related to the performance of duties.

WHEREAS, Section 20.80 m(3) of the Town of Knightdale Code of Ordinances is hereby amended to read as follows:

~~(3) Members of the Board who miss more than three meetings within 12 months may be recommended for removal.~~ Members of the Board may be removed by the Town Council for failure to attend 75% or more of meetings within a 12-month period or for any other good cause related to the performance of duties.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL that the above sections of the Town of Knightdale Code of Ordinances are repealed and amended effective December 31, 2023.

This the 15<sup>th</sup> day of November, 2023.

BY: Jessica Day  
Jessica Day, Mayor

ATTEST: Heather Smith  
Heather Smith, Town Clerk