

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: November 18, 2014  Consent  Regular  
 Workshop  Public Hearing

Department

Submitted For: FIRE RESCUE

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I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to *adopt*: a Resolution of the Board of County Commissioners of Palm Beach County, Florida, repealing Resolutions No. R-89-1661 and R-92-596; re-establishing the Palm Beach County Fire-Rescue Advisory Board; providing for purpose; providing for membership; providing for terms of office; providing for officers; providing for staff cooperation and support; providing for meetings; providing for quorum and attendance; providing for rules of procedure and vacancies; providing for compensation and reimbursement of funds; providing for compliance with sunshine law and code of ethics; providing for compliance with uniform policies and procedures for advisory boards; providing for narrative report; and providing for an effective date.

**Summary:** The Palm Beach County Comprehensive Plan calls for the establishment of a Fire-Rescue Advisory Board (FRAB) for review and comment upon fire-rescue services in the community. Through Resolution No. R-89-1661, as amended by Resolution No. R-92-596, the Board of County Commissioners (Board) established the FRAB to work closely with the Fire-Rescue Administrator on fire-rescue related issues. There is a need to bring Resolution No. R-89-1661, as amended by Resolution No. R-92-596, into compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided in Resolution No. R-2013-0193. Repealing and replacing said Resolutions will simplify future reference. This Resolution also make the FRAB appointments District appointments.

Countywide (SB)

**Background and Policy Issues:**

FRAB members provide input on the effectiveness and adequacy of fire-rescue services; provide an organized method for receiving citizen input on fire-rescue services and create a communication network for recipients of the service; develop a familiarity with the fire-rescue delivery system in the County and to act as an advocate to improve fire protection and emergency medical services throughout the County; assist with problem-solving to remedy major policy issues or controversial topics in the community related to fire-rescue as presented to the FRAB by the Fire-Rescue Administrator; and will provide the Board with a annual evaluation of the Fire Rescue Department and a recommendation on budget proposals.

**Attachments:**

- 1. Resolution

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Recommended By: Michael C. MacKey 10/22/14  
Deputy Chief Date

Approved By: [Signature] 10/22/2014  
Fire-Rescue Administrator Date

Approved By: [Signature] 10/31/14  
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>-0-# See below</u>	_____	_____	_____	_____
<b># ADDITIONAL FTE POSITIONS (Cumulative )</b>	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes \_\_\_ No \_\_\_

Budget Account No.: Fund \_\_\_ Dept \_\_\_ Unit \_\_\_ Object

B. Recommended Sources of Funds/Summary of Fiscal Impact:

\* There is no fiscal impact associated with the approval of this item.

C. Departmental Fiscal Review: *Capital man*

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

*John A. Weber* 10/27/14  
 OFMB *And 10/27* *above 10/27*

*Ann J. Jacobson* 10/29/14  
 Contract Dev. and Control  
 10-29-14 *B. Becker*

B. Legal Sufficiency:

*Sam Bui* 10/30/14  
 Assistant County Attorney

C. Other Department Review:

\_\_\_\_\_  
 Department Director

THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.

**RESOLUTION NO. R-2014-**

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING RESOLUTIONS NO. R-89-1661 AND R-92-596; RE-ESTABLISHING THE PALM BEACH COUNTY FIRE-RESCUE ADVISORY BOARD; PROVIDING FOR PURPOSE; PROVIDING FOR MEMBERSHIP; PROVIDING FOR TERMS OF OFFICE; PROVIDING FOR OFFICERS; PROVIDING FOR STAFF COOPERATION AND SUPPORT; PROVIDING FOR MEETINGS; PROVIDING FOR QUORUM AND ATTENDANCE; PROVIDING FOR RULES OF PROCEDURE AND VACANCIES; PROVIDING FOR COMPENSATION AND REIMBURSEMENT OF FUNDS; PROVIDING FOR COMPLIANCE WITH SUNSHINE LAW AND CODE OF ETHICS; PROVIDING FOR COMPLIANCE WITH UNIFORM POLICIES AND PROCEDURES FOR ADVISORY BOARDS; PROVIDING FOR NARRATIVE REPORT; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Palm Beach County Comprehensive Plan calls for the establishment of a Fire-Rescue Advisory Board for review and comment upon fire-rescue services in the community; and

WHEREAS, in Resolution No. R-89-1661, as amended by Resolution No. R-92-596 the Board of County Commissioners established the Fire-Rescue Advisory Board to work closely with the Fire-Rescue Administrator on fire-rescue related issues; and

WHEREAS, the Board of County Commissioners of Palm Beach County desires that the Fire-Rescue Advisory Board shall from time to time consider matters placed before it for comment and recommendation; and

WHEREAS, there is a need to bring the Resolution, as amended, into compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided in Resolution No. R-2013-0193; and

WHEREAS, repealing and replacing Resolution R-89-1661 and Resolution No. R-92-596, pertaining to the Fire Rescue Advisory Board will simplify future reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:**

**Section 1. Repeal of Resolutions 89-1661 and 92-596.** Resolutions No. R-89-1661 and R-92-596 are hereby repealed in their entirety and replaced with this Resolution.

**Section 2. Re-establishment.**

The Palm Beach County Fire-Rescue Advisory Board is hereby re-established.

**Section 3. Purpose.**

1. To provide input on the effectiveness and adequacy of fire-rescue services;
2. To provide an organized method for receiving citizen input on fire-rescue services and creating a communication network for recipients of the service;
3. To develop a familiarity with the fire-rescue delivery system in Palm Beach County and to act as an advocate to improve fire protection and emergency medical services throughout the County;
4. To assist with problem-solving to remedy major policy issues or controversial topics in the community related to fire-rescue as presented to the Board by the Fire-Rescue Administrator.
5. To provide the Board of County Commissioners with an annual evaluation of the Fire-Rescue Department and a recommendation on budget proposals.

**Section 4. Membership.** The Palm Beach County Fire-Rescue Advisory Board shall consist of seven (7) members appointed by District by the Board of County Commissioners (each District Commissioner appoints one (1) member). All Advisory Board members must be residents of Palm Beach County at the time of appointment and while serving on the Board. All members shall be appointed by the District Commissioner and ratified by the Board of County Commissioners.

**Section 5. Terms of Office.** All members of the Fire-Rescue Advisory Board shall serve for three (3) years. There shall be a limit of three (3) consecutive three (3) year terms. Terms shall begin on October 1<sup>st</sup>, and end on September 30<sup>th</sup>. Terms of existing members appointed under Resolution No. R-89-1661, as amended by Resolution No. R-92-596, shall end on September 30<sup>th</sup> of the year in which their term was set to expire. Vacancies occurring during a term shall be filled for the unexpired term, and shall not count toward the member's term limits. Existing members shall seek the support of their respective District Commissioner in order to continue as a District representative.

**Section 6. Officers.** The members of the Advisory Board will elect a Chair and Vice Chair from among its membership. Each Chair and Vice Chair shall serve a term of one (1) year. No officer shall serve for more than two (2) consecutive terms and any officer may be removed before the expiration of his term by a two-thirds (2/3) vote of the Advisory board. The Chair shall preside over the meetings and the Vice Chair shall preside in the absence of the Chair.

**Section 7. Staff Cooperation and Support.** The Fire-Rescue Administrator shall serve as an *ex-officio* member of the Advisory Board. Secretarial and recording support for the Advisory Board shall be made available by Palm Beach County Fire Rescue.

**Section 8. Meetings.** The Advisory Board shall meet on a bi-annual basis, or more frequently if needed, by written notification to all members by the Chair. The Fire-Rescue Administrator will prepare all meeting agendas, and provide for appropriate staffing.

**Section 9. Quorum and Attendance.** A quorum must be present for the conduct of all official business of the Advisory Board. A majority of the members appointed to the Advisory Board shall constitute a quorum. Members of the Fire Rescue Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy.

**Section 10. Rules of Procedures and Vacancies.** All meetings shall be governed by Roberts Rules of Order. Vacancies in the membership of the Advisory Board shall be filled for the unexpired terms by the County Commission in the same manner as the original appointment had been made. All Advisory Board members shall serve at the pleasure of the District Commissioner.

**Section 11. Compensation and Reimbursement of Funds.** The members of the Fire-Rescue Advisory Board shall serve without compensation or reimbursement of personal expenses. The Advisory Board is not authorized to expend any funds unless it has prior authorization by the Board of County Commissioners.

**Section 12. Compliance with Sunshine Law and Code of Ethics.** All Board members must comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all Board meetings shall be provided. All meetings of the Board shall be open to the public at all times and minutes shall be taken at each meeting. Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-441 through 2-448 of the Palm Beach County Code.

**Section 13. Compliance with Uniform Policies and Procedures for Advisory Boards.**

The Fire-Rescue Advisory Board is subject to all uniform policies and procedures for advisory boards as established by the Board of County Commissioners pursuant to Resolution No. R-2013-0193, as may be amended.

**Section 14. Narrative Report.** The Fire Rescue Advisory Board is required, per PPM CW-O-60, to submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060.

**Section 15. Effective Date.** This Resolution shall become effective immediately upon adoption.


The foregoing resolution was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_, and upon being put to vote was as follows:

District 1: Hal R. Valeche  
District 2: Paulette Burdick  
District 3: Shelley Vana  
District 4:  
District 5: Mary Lou Berger  
District 6:  
District 7: Priscilla A. Taylor

The Mayor thereupon declared the Resolution duly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

SHARON R. BOCK, CLERK &  
COMPTROLLER

By:   
County Attorney

By: \_\_\_\_\_  
Deputy Clerk