

KITSAP COUNTY FIRE SAFETY ADVISORY COMMITTEE

BYLAWS

We, the members of the Fire Safety Advisory Committee of the County of Kitsap, State of Washington, pursuant to Ordinance No. 244-1999, adopted on December 6, 1999, by the Board of County Commissioners, do hereby enact the following Bylaws:

ARTICLE I - NAME

The official name shall be, "Kitsap County Fire Safety Advisory Committee."

ARTICLE II - PURPOSE

To review fire safety evaluations as provided in Kitsap County Ordinance 244-1999, periodically review that ordinance and recommend improvements to it; investigate and recommend to the Board of County Commissioners funding sources for fire and life safety enhancements to Group R, Division 1 buildings; when requested by the Board of Appeals, provide recommendations on appeals under chapter 244-1999; and develop strategies to enhance fire safety within the community.

ARTICLE III - MISSION & GOALS

Pursuant to Ord. 244-1999, in performing its responsibilities, the Committee shall be guided by the standards set forth in the Administrative Summary. It is hoped that the formation of this committee will foster communication between the citizens of Kitsap County and the fire service community; as well as coordinate efforts as a community to implement effective fire safety programs. The Committee will communicate to the County and other government entities its recommendations to enhance fire safety within the community. The Committee will establish measurable data points, assess the progress of the Committee on an annual basis and shall publish an annual report.

In addition to the requirements of Ord. 244-1999, the Committee will endeavor to:

- review all proposed new ordinances relating to fire safety, prior to submission to the Elected Officials;
- work to streamline and standardize all Fire Code requirements throughout the county;
- work with fire service officials to develop strategies to enhance fire safety in the community;
- work to identify additional sources of revenue for the most at risk buildings within the community;
- actively facilitate communication among various community groups;
- mutually develop and promote a sense of awareness within the community regarding fire safety issues;
- provide an open forum of communication for community residents regarding fire safety; and
- review that the requirements of Ordinance No. 224-1999 are being properly administered and enforced.

ARTICLE IV - MEMBERSHIP AND POSITIONS

The Committee will include representatives appointed by the Board of County Commissioners, and respective City councils, who will work together in a proactive approach toward addressing the interests and concerns of the community. The Chief, or his or her designee shall serve as Committee Chair.

A. REGULAR MEMBERS

A.1 Members appointed by Kitsap County Board of Commissioners

Members shall be appointed by the Board, shall consist of at least: three (3) county residents; three (3) fire service personnel; and three (3) owners of Group R, Division 1 buildings.

A.2 Members appointed by City Councils

Four members shall be appointed by the Mayor or City Councils of the cities of Kitsap: one (1) Bremerton, one (1) Port Orchard, one (1) Poulsbo and one (1) Bainbridge Island.

A.3 Ex-officio member

One (1) County Commissioner, no voting privileges.

A.4 Honorary members

One (1) County Staff, no voting privileges; one (1) Region One Life Safety Council member, no voting privileges; one (1) State Fire Marshal's Office representative, no voting privileges; and one (1) Law Enforcement representative, no voting privileges.

B. POSITIONS

B.1 Regular Members shall be appointed to and designated positions as follows:

- County resident - Position 1
- County resident - Position 2
- County resident - Position 3
- Fire service personnel - Position 4
- Fire service personnel - Position 5
- Fire service personnel - Position 6
- Owner, Group R, Division 1 building - Position 7
- Owner, Group R, Division 1 building - Position 8
- Owner, Group R, Division 1 building - Position 9
- City of Bremerton representative - Position 10
- City of Port Orchard representative - Position 11
- City of Poulsbo representative - Position 12
- City of Bainbridge Island representative - Position 13

B.2 The Ex-officio position shall be designated as: Position 14

B.3 The honorary positions shall be designated as:

County staff - Position 15
Region One Life Safety Council member - Position 16
State Fire Marshal's Office representative - Position 17
Law Enforcement representative - Position 18

ARTICLE V - TERMS OF OFFICE

The term of office for each member shall be for three (3) years.

ARTICLE VI - STAGGERED TERMS

To ensure staggered terms of office for members of said committee:

Five terms of office shall begin on July 1, 2001: Positions 1, 4, 7, 10 and 13
Four terms of office shall begin on July 1, 2002: Positions 2, 5, 8, and 11
Four terms of office shall begin on July 1, 2003: Positions 3, 6, 9, and 12

Members serving on the Committee, under Ordinance 244-1999, whose terms of office have not expired as of the date these Bylaws are adopted, shall serve out the full term of office to which they were appointed. Attached to these Bylaws and made a part hereof by reference thereto and marked Exhibit A, is an explanatory chart showing the carryover terms of the FSAC members previously appointed under Ordinance 244-1999.

ARTICLE VII - VACANCIES

Vacancies resulting from the expiration of terms of office shall be filled by appointments for a term of three (3) years. Vacancies occurring for any reason other than the expiration of a term of office shall be appointment for the unexpired term of the office being filled.

ARTICLE VIII - OFFICERS AND DUTIES

The Chief or his or her designee shall serve as committee chair. Other officers shall consist of a Vice-Chair, Secretary and other such other officers as the Committee may, by majority vote, approve and appoint. Officers (other than Chair) shall be elected by ballot to serve for a term of one year, beginning July 1st each year. Elections shall be held at the first regular meeting in June of each year. Any officer may, however, be removed at any scheduled meeting by a vote of a majority of the full Committee entered on record.

The Chair shall preside over the meeting of the Committee and exercise all the powers usually incident to the office, retaining, however to himself/herself as a member of the Committee, the full right and obligation to have his/her own vote recorded in all deliberations of the Committee. Responsibilities of the Chair shall include, but are not limited to:

- Meeting supervision
- Agenda coordination and preparation
- Subcommittee coordination
- Press and community spokespersons

The Vice-Chair shall, in the absence of the Chair from any meeting, perform all the duties incumbent upon the Chair. The Chair and Vice-Chair being absent, the members present may

elect for the meeting a temporary Chair who shall have full powers of the Chair during the absence of the Chair and Vice-Chair.

The Chair and Vice-Chair shall be the only official spokespersons of the Committee.

The Secretary may be a member of the Committee or otherwise, as the Committee may determine. The Secretary shall keep a record of all meetings of the Committee and its sub-committee when requested to do so, and these records shall remain the property of the Committee and be retained at such office as the Committee may direct. In the absence of the Secretary from the meeting, a Secretary pro-tempore shall be appointed. The Secretary shall prepare and distribute an agenda at each meeting coordinating with the Chair and Vice-Chair, if needed. When appropriate, the agenda and related meeting materials may be distributed in advance of the meeting.

Members shall be active. Attendance and ongoing participation of the membership is critical to the Committee's success. Two *unexcused* absences in a twelve-month period will be cause for membership termination. Unexcused absences shall be defined as when advance notification of the absence was not provide to the Committee Chair prior to a meeting.

ARTICLE VIII - MEETINGS

Regular meetings shall be held monthly. The Committee shall convene on the second Wednesday of every month. Regular meetings shall be scheduled for two hours. The Committee shall meet at the call of the Chair, Vice-Chair, or upon the written request of a majority of the Committee to the Secretary. A regular meeting of the Committee may be canceled if no matters are pending upon its calendar.

Additionally, a minimum of two Community Town Meetings will be scheduled each year.

Special meetings will be called at the discretion of the Chair and Vice-Chair.

Committee meetings are subject to the Open Public Meetings Act and all meetings shall be open to the public. A designated time for general public comment will be scheduled at each Regular meeting. Special educational session meetings of the Committee may be held as necessary which may not include opportunity for public comment, but shall be open for the public to observe. General public comments and/or questions may be limited to a set time at the discretion of the meeting Chair. Issues that warrant more time for discussion will be scheduled for future agendas. Minutes shall be available upon request following preparation and approval.

Requests from the community for time to address the Committee at a future meeting may be made to the Committee by a verbal request during an FSAC meeting or in writing to the Secretary.

During regular meetings, FSAC members will be seated together and identified with placards or nametags. Designated seating will be made available for guests and the general public. Members will assist in set-up and take-down of meeting room furniture when necessary.

ARTICLE X - QUORUM

The number of members needed to conduct business shall be a quorum consisting of eight regular (8) members of the Committee. At any time that a full Committee, consisting of the

Chief and thirteen (13) regular members, has not been appointed, then a simple majority of the total appointed regular members and Chief shall constitute a quorum.

All actions of the Committee shall be determined by a majority vote at a meeting of which a quorum is present.

ARTICLE XI - SUB-COMMITTEES

Subcommittees will be formed as needed to address specific topics or assist with certain projects. Community at-large participation in subcommittee work will be actively encouraged. At least one FSAC member will serve on each subcommittee. Each subcommittee will elect its own chairperson who will be responsible for reporting to the FSAC.

ARTICLE XII - PARLIMENTARY AUTHORITY

The rules contained in the current edition of 21st Century *Robert's Rules of Order* shall govern the Committee in all instances when they are applicable and not inconsistent with these Bylaws and any other special rules the Committee shall adopt.

ARTICLE XIII - AMENDMENT OF BYLAWS

Amendment to these Bylaws may be made at any regular or special meeting of the Committee, provided that the following conditions have been met:

- The proposed change has been an item of business at a previous meeting;
- The proposed change has been mailed to the membership fourteen (14) days prior to the meeting considering the proposed change;
- The proposed change is not in conflict with the statutes which authorize the Committee; and
- The proposed change receives a favorable majority vote of the Committee quorum present.

ADOPTED this 13 Day of February, 2002.

KITSAP COUNTY FIRE SAFETY ADVISORY COMMITTEE

Derrick Crawley, Chair, Kitsap County Fire Marshal

Dean Hanks, County Resident

Janice Haynes, County Resident

Roger Nordlander, County Resident

Randy Billick, Fire Service Personnel

Jim Adrian, Group R, Division 1 Building Owner

Allan Humm, Group R, Division 1 Building Owner

Roy Sowerby, Group R, Division 1 Building Owner

Scott Rapplepe, City of Bremerton Representative

Greg Rogers, City of Port Orchard Representative

Jerry Cooper, City of Poulsbo Representative

Earl Davis, City of Bainbridge Island Representative

David Fergus, County Resident

Judi Holley, County Resident