



Ordinance: Public Safety Committee Ordinance	Effective Date: 04/01/2009
Ordinance Number: O-2009-004	Revision Effective Date:
Responsible Party: Town Council	Revision Page Number:



ORDINANCE
ESTABLISHING THE PUBLIC SAFETY COMMITTEE OF
THE TOWN OF SUMMERFIELD

Adopted
April 14, 2009
Effective April 14, 2009

**Ordinance Establishing the Public Safety
Committee of the Town of Summerfield**

WHEREAS, the Town of Summerfield is a municipality located in Guilford County, North Carolina with an estimated population of 7,606 residents;

WHEREAS, The Summerfield Town Council established a Public Safety Committee in 1997 to provide support and advice to the Town Council regarding issues of public safety within the Town;

WHEREAS, The Public Safety Committee is also responsible for managing the Senior Program for the Town;

WHEREAS, The Committee has continually provided advice and support to the efforts of the Town in the areas of emergency management, public safety, park safety, and providing an active program for senior adults in our Town;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Summerfield adopts this ordinance establishing the Public Safety Committee as a Committee of the Town.

Adopted this 14th day of April, 2009.



Mayor

Attest:

Approved as to form:



Valarie Halvorsen, Town Clerk



William Hill, Town Attorney

**Ordinance Establishing the
General Rules of Procedure for Summerfield Committees**

- A. Purpose:** The Public Safety Committee is to provide representation to citizens of the Summerfield by supporting the Town Council's efforts to provide a safe community to live, work, and play. The committee provides citizen input on public safety issues and makes recommendations to the Town Council on public safety issues. In addition, the committee is responsible for the operations of the Senior Program of Summerfield.
- B. Creation and Establishment:** The Summerfield Public Safety Committee is an ongoing advisory committee that serves at the pleasure of Town Council. This ordinance re-affirms the creation of the committee and replaces any policies, ordinances, or standards established previously.
- C. Term of Office/Qualifications:**
- 1.) The Committee shall follow General Committee Ordinance O-2008-02 for terms of office and replacement of membership except as noted in 2. below.
 - 2.) The number of members shall be no more than 12.
 - i. The committee shall have three emergency services liaison members appointed by their agency: Guilford County Emergency Medical Services (EMS), Guilford County Sheriff's Office, Summerfield Fire Department
 - ii. Membership from agencies shall be approved by Town Council
 - iii. Members shall be ex-officio, unless they reside within the town limits
 - iv. Emergency services liaisons shall have right to appoint a designee to attend committee meetings in their absence
 - 3.) Appointment to the Public Safety Committee shall be based on the following criteria.
 - i. Willingness to serve the community
 - ii. Knowledge in the area of safety, emergency preparedness, public health, environmental health or related subject area
 - iii. Professional experience in one or more of the above subject areas
- D. Compensation:**
- 1.) The Committee shall follow General Committee Ordinance O-2008-02.
- E. Duties and Responsibilities:** The committee shall serve as a citizens' advisory board to the Town Council and Town Manager.
- 1.) Review and investigate citizen concerns regarding safety issues and make recommendations to the Town Council and Manager:
 - 2.) Maintain the town emergency generator:
 - 3.) Maintain emergency supplies and equipment:

- 4.) Work with the American Red Cross to assure training and proper staffing of two emergency shelters;
 - 5.) In conjunction with the Town Manager provide or coordinate emergency preparedness activities as necessary;
 - 6.) Conduct park and building safety inspections for town property;
 - 7.) Provide and support the Summerfield Senior Program;
 - 8.) Assist and support other town committees as requested;
 - 9.) Make recommendations; provide advice and expertise to support town safety goals and objectives;
 - 10.) Support town administration by providing contractor/vendor cost estimates for public safety related purchases;
 - 11.) Prepare and submit annual budget; and,
 - 12.) Perform other tasks and duties as assigned by Town Council or Town Manager.
- F. Organization, Rules, Records, and Meetings:** The Committee shall follow General Committee Ordinance O-2008-02.
- G. Annual Report:** The Committee shall follow General Committee Ordinance O-2008-02.
- H. Staff and Technical Services:** The Committee shall follow General Committee Ordinance O-2008-02.
- I. Receipts and Expenditures of Funds:** The Committee shall follow General Committee Ordinance O-2008-02.
- J. Agency Funds:** The Committee shall follow General Committee Ordinance O-2008-02.
- K. Ethics and Conflicts of Interest:** The Committee shall follow General Committee Ordinance O-2008-02.
- L. Grounds for Removal of a Committee Member:** The Committee shall follow General Committee Ordinance O-2008-02.
- M. Complaints against Committee Members:** The Committee shall follow General Committee Ordinance O-2008-02.
- N. Definitions:**

- 1.) Ex-Officio: As defined under this ordinance, an individual appointed to a committee, but not having the full rights and privileges to vote on matters of the committee.
- 2.) Fiduciary Duty: A legal relationship between two or more parties. The fiduciary relationship is highlighted by good faith, loyalty, trust and a duty not to profit from their fiduciary position without express knowledge and consent. A fiduciary cannot have a conflict of interest.