



## **PUBLIC SAFETY COMMITTEE CHARTER**

Version: 1.0

Approved: November 6, 2004

### **Membership:**

Five members and 2 associate members appointed by the Board of Overseers for staggered three-year terms.

The Committee shall elect a chairman from its own membership.

When a member is unable to act for any reason, the chairman shall designate an associate member to act in his stead.

A Board of Overseers liaison and any major positions such as Fire Chief or Emergency Medical Coordinator are non-voting members of the Committee.

Additional non-voting members may be added by the Committee as needed on an ad hoc basis.

A quorum shall be 3 members and motions require only a majority of the members present.

**Funding:** Submit annually a budget request for public safety needs and expend funds as budgeted for requested items/services. Any unbudgeted expense must be approved by the Board of Overseers.

**Reporting:** Verbal or written report to the Board of Overseers as needed, at least every other month. A written report will be submitted to islanders at the Annual Meeting.

### **Responsibilities:**

1. Develop and implement a fire prevention plan to include education and training of islanders concerning island-wide issues as well as issues concerning individual cottages and their environs.
2. Develop and implement emergency response plans for fire, medical and other public safety emergencies.
3. Oversee recruitment and appointment of appropriate personnel to carry out the plans. Major positions that get paid a stipend, for instance a Fire Chief or Emergency Medical Coordinator, would be defined by the Committee and appointed by the Board of Overseers on recommendation of the Committee
4. Coordinate volunteer activities and contract needed services.
5. Manage equipment and other resources by (a) maintaining a current equipment inventory, (b) overseeing readiness of equipment including winter shutdown and spring startup, and (c) purchasing needed equipment and making recommendations to Board of Overseers concerning major capital acquisitions.
6. Coordinate with appropriate Freeport, regional and state agencies as needed.