	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 01.03
		Effective Date: November 6, 2009
	<b>Articles &amp; By-Laws</b>	Revised Date: March 7, 2013

**ARTICLE I**

**Name**

- Section 1. The Commission shall be known as the Queen Anne's County Fire and EMS Commission.

**ARTICLE II**


**Creation**

- Section 1. The Commission was formally established by the County Commissioners of Queen Anne's County by Resolution on November 13, 1973 and codified with the enactment of Subtitle 1 of Title 21 of the Code of Public Laws of Queen Anne's County on July 28, 2009.

**ARTICLE III**

**Definitions**

- Section 1. "Commission" means the Queen Anne's County Fire and EMS Commission.
- Section 2. "Commissioner" means the County Commissioners of Queen Anne's County.
- Section 3. "County" means Queen Anne's County, State of Maryland to include the incorporation municipalities.
- Section 4. "Departments" means the independent volunteer fire companies or departments providing fire suppression and/or emergency medical services.
- Section 5. "Department of Emergency Services" means the county department which is responsible for the 911/Emergency Operations Center, Emergency Management, Fire Inspection, Plans and Emergency Medical Services in Queen Anne's County.


	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 01.03
		Effective Date: November 6, 2009
	<b>Articles &amp; By-Laws</b>	Revised Date: March 7, 2013

**ARTICLE IV      Objectives**

- Section 1.      To act as an advisory body to the Commissioners, in the interested of fire, rescue and emergency medical service in Queens Anne's County.
- Section 2.      To establish standard operating procedures for the Volunteer Fire and EMS Departments in regards to radio communications and computer aided dispatch system (CAD).
- Section 3.      To establish rules, regulations, apparatus standards, and standard operating guidelines for the Departments and see that such rules, regulations, apparatus standards, and standard operating guidelines are met and carried out by all Departments operating in the County.
- Section 4.      To act as a liaison between the Fire and EMS Departments the Department of Emergency Service and the County Commissioners.
- Section 5.      To establish harmony in emergency operations, training and mutual aid responses of the Departments in the County and other counties to give the citizens of Queen Anne's County the best fire protection and emergency medical services.

**ARTICLE V      Membership**

- Section 1.      Any Department in the County meeting the minimum standards of the Commission is eligible for membership.
- Section 2.      Any organization or group wishing to organize a Department in the County shall first apply in writing to the Commissioners, stating the reason therefore, its location and other information concerning its proposed operations. The Commissioners shall refer said application to the Commission, which will investigate and determine if such additional protection and service is needed, or if

	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 01.03
		Effective Date: November 6, 2009
	<b>Articles &amp; By-Laws</b>	Revised Date: March 7, 2013

the Department already protecting and servicing the area or location applied for is providing adequate fire protection and emergency medical services. The Commission shall then advise the Commissioners of its investigation and findings. The Commissioners shall then decide to approve or disapprove such application.

Section 3. Any Department wishing to relocate its operations and/or apparatus shall first apply to the Commission for approval. It will be the responsibility of the Standards Committee to recommend to the Commission, approval or disapproval of such change of location.


Section 4. It will be the responsibility of the Ambulance Committee to recommend to the Commission, approval or disapproval of any Ambulance Department requesting to change its location.

Section 5. A three-fourths affirmative vote of the Commission members present at a regularly scheduled meeting shall be necessary for approval for the relocation of an existing Department.

Section 6. It will be the responsibility of the Commission to recommend final approval or disapproval of the request by the Department to the Commissioners.

**ARTICLE VI Compliance**

Section 1. The Commission shall have the authority to deal with County Commissioners on all matters pertaining to the funding and operations of the Volunteer Fire and EMS Departments after having had the approval of three-fourths of the Departments present at a regular scheduled meeting. Any Department still has the right to appeal a decision of the Commission to the County Commissioners if such appeal is made known in writing to the Commission before its next regularly scheduled meeting.

	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 01.03
		Effective Date: November 6, 2009
	<b>Articles &amp; By-Laws</b>	Revised Date: March 7, 2013


Section 2. Any Department which fails to meet or comply with the rules, regulations, By-Laws, apparatus standards, or standard operating guidelines set by the Commission, shall be given sufficient time by the Commission to correct such failure. If corrective action is not made within the time so set, the Department in default will be notified by the Chairperson of the Commission that such failure will be brought before the Commission at the next regular meeting. At such meeting the Department in default shall answer charges against it and show cause why action should not be taken by the Commission to effect such correction. If at said meeting, a hearing on the charges against the defaulting Department is requested, it shall be held prior to the next regularly scheduled meeting of the Commission. This hearing shall be presided over by the Officers of the Commission; testimony shall be taken on both sides; and if corrective action is found to be necessary, the defaulting Department shall effect such correction. If the defaulting Department fails to make such corrective action in the allotted time, the commission shall make recommendations to the County Commissioners to withhold funding or other appropriate action. The defaulting Department shall have the right of appeal to the Commissioners, as herein provided under Section 1 of this Article.

**ARTICLE VII Procedures**

Section 1. Each Department shall be represented by members on the Commission; such membership shall include the Fire Chief and the EMS Director/Captain of each Department or in the absence, their designated representative. One County Commissioner shall be a non-voting member of the Commission.

Section 2. Each Department shall only have one vote in any matter brought before the Commission.

Section 3. A quorum shall consist of not less than three-fourths of the member Departments.

	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 01.03
	<b>Articles &amp; By-Laws</b>	Effective Date: November 6, 2009  Revised Date: March 7, 2013

**ARTICLE VIII Meetings**


- Section 1. The regular meeting of the Commission shall be held on the first Thursday of each month at the Fire & EMS Commission office.
- Section 2. Special meetings may be called by the Chairperson, provided that all Departments are given sufficient notice by telephone or in writing of such meeting, and shall be advised of the purpose of such special meeting. Only business pertinent to the call of the special meeting can be acted upon. Sufficient notice shall be determined by the exigencies of each case.

**ARTICLE IX Officers**

- Section 1. The Officers of the Commission shall consist of a Chairperson, Vice-Chairperson and Secretary.
- Section 2. An annual election will be held at the January meeting to select officers of the Commission. These names will be submitted to the County Commissioners for final approval. The new Officers shall assume their duties at the February meeting.


**ARTICLE X Standing Committees**

- Section 1. The Chairperson of the Commission shall appoint a Chairperson to committees that are deemed necessary by the Commission Leadership. The following Committees have been pre-established:
- a. Training
  - b. Standards
  - c. Operations
  - d. EMS
  - e. SOG
  - f. Administration

	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 01.03
		Effective Date: November 6, 2009
	<b>Articles &amp; By-Laws</b>	Revised Date: March 7, 2013

**ARTICLE XI      Duties of Officers, Committees & Legal Advisor**

- Section 1.      The Commission Chairperson shall preside at all meetings; shall perform all duties incidental to his office; and shall conduct all meetings in a parliamentary manner. He shall appoint all standing Committees and Committee Chairpersons and any other Committee necessary for the operation of the Commission.
- Section 2.      The Commission Vice-Chairperson shall perform all the duties of the Chairperson in his absence and in case of death or failure to serve as Chairperson, shall fill out the unexpired term of the Chairperson. A special election shall be held to fill the position of Vice-Chairperson if a vacancy exists.
- Section 3.      The Secretary shall maintain an accurate record of the proceedings of the Commission and conduct its official correspondence, preserve all books, documents and communications and provide copies of the minutes of all meetings to each Department and the County Commissioners. Funds appropriated by the County for the operation of the Commission shall be disbursed by the Finance Department after being authorized by the Chairperson or Vice-Chairperson.
- Section 4.      A Legal Advisor may be retained by the Commission to advise the Commission on all legal matter.
- Section 5.      The Training Committee shall be responsible for organizing and promoting County-wide training programs in fire suppression, mutual aid operations and rescue operations. It will work with the Maryland Fire & Rescue Institute in the scheduling and promoting of MFRI courses in the County and assist member Departments with their training programs.

	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 01.03
		Effective Date: November 6, 2009
	<b>Articles &amp; By-Laws</b>	Revised Date: March 7, 2013

Section 6. The Standards Committee shall establish necessary apparatus and equipment standards for all types of emergency vehicles of the member Departments and see that these standards are complied with at all times. They will inspect all member departments on an annual basis to ensure that all apparatus and safety regulations are being adhered to. They will inspect any new apparatus or apparatus that has been out of service for a while before it is placed into service.


Section 7. The Operations Committee shall be responsible for establishing Standard Operating Procedures/Policies in conjunction with the 911 Communications Center as they relate to the 911 Communications Center and the member Departments and ensure such procedures and policies are followed at all times. The Chairperson shall act as the liaison between the Commission and the Department of Emergency Services Communications Division.

The Operations Committee shall be responsible for conducting a Post Incident Analysis when necessary and providing member Departments with lessons learned perspective.

The Operations Committee shall be responsible for ensuring safe, adequate and effective daily operations throughout the County. The Committee shall meet regularly to discuss any issues that may arise and provide a proactive approach to maintain the safest emergency incident scenes possible.

The Operations Committee shall investigate inappropriate communications related incidents in conjunction with the Department of Emergency Services Communications Chief to determine whether or not the incident requires further action from the Fire & EMS Commission.

The Operations Committee shall forward any disciplinary related items to the Fire & EMS Commission for further review and possible disciplinary action.


	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 01.03
		Effective Date: November 6, 2009
	<b>Articles &amp; By-Laws</b>	Revised Date: March 7, 2013

Section 8. The Standard Operating Guidelines Committee shall establish standard operating guidelines dealing with all aspects of emergency operations and firefighter safety by which all member Departments shall operate. These SOG's will be approved by Queen Anne's County government and copies be provided to all departments. They will be updated by this Committee as required.

Section 9. The EMS Committee shall be comprised of the Ambulance Directors/Captains of each member Department operating ambulances in the County. They shall establish rules, regulations, ambulance standards, and operating procedures for the ambulance departments in the County and see that such rules, regulations, standards, and procedures are met and carried out. The EMS Committee will be responsible for EMS training programs on a County-wide basis and the necessary scheduling of EMS re-certification training courses. They shall maintain a list of all certified EMT-B's and Emergency Medical Responders in the County and their expiration dates. The Chairperson of this Committee shall serve as the liaison between the Commission and the Department of Emergency Services EMS Division.

Section 10. The Administrative Committee shall be comprised of the Presidents of the fire and ambulance departments and shall be responsible for developing the annual Commission budget request each year for the County Commissioners. They will also be responsible for reviewing the LOSAP program and recommending changes as required. They will also be responsible for developing a County-wide Recruitment and Retention Program for the Volunteer Fire and EMS Departments.



	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 01.03
		Effective Date: November 6, 2009
	<b>Articles &amp; By-Laws</b>	Revised Date: March 7, 2013

**ARTICLE XII      Order of Business**

Section 1.      Meeting of the Commission shall be guided by the following order of business:


1. Call to Order
2. Roll Call
3. Reading and Approval of Minutes of previous meeting
4. Report of Commission Chairperson/Vice-Chairperson
5. Report of the County Commissioners Liaison
6. Report of the Department of Emergency Services
7. Committee Reports
8. Old or Unfinished Business
9. New Business
10. Open Forum
11. Good of the Commission
12. Adjournment

Section 2.      Rules of Order

All meetings of the Commission shall be governed by Robert's Rules of Order (Revised Edition). The Chairperson shall guide the members of the Commission in observing these rules of order.

**ARTICLE XIII      Amendments**

Section 1.      These Articles and By-Laws may be amended, added to or deleted from, at any regular meeting by the three-fourths affirmative vote of those member departments present, after being posted in each member department for at least thirty days; subject however, to presentation of any changes to the County Commissioners for approval.

	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 01.03
		Effective Date: November 6, 2009
	<b>Articles &amp; By-Laws</b>	Revised Date: March 7, 2013

---

William H. Faust, Chairman  
Queen Anne's County Fire & EMS Commission