TO: Demetric Potts

FROM: Bob Stagg, Vice Chairman

Wake County Fire Commission

SUBJECT: Clarification of “Wake County Fire Commission Rules of Procedure”

DATE: 21 October 2011

In response to your email, please assist in clarifying the following questions I have on the published rules of procedure. If this requires forwarding to the county attorney or his staff, please do so.

Please provide clarification on the following:

1. Under II. Mission, Section F it states, “Enforcement of all service district operational regulations and guidelines for the Wake County fire protection service district.” Does this mean specifically contractual guidelines agreed upon between the departments and the Fire Commission?
2. The rules state “A motion shall be adopted by a simple majority of the votes cast, unless otherwise required by the laws of North Carolina.” Can this be clarified, at least to me? What are examples of motions which would require something other than a simple majority? Is this applicable to the Fire Commission and its standing committees or just the Commission alone?
3. Under H Action for Nonattendance it states, “Should any appointed member of the Fire Commission, other than alternate appointees, miss three inexcusable meetings within a calendar year, the Fire Commission shall make a recommendation to the Board of Commissioners that the appointee be removed from the Fire Commission and that a new person be appointed to fulfill the unexpired term of the original appointee.” What constitutes an “inexcusable meeting?
4. Under Standing Committee Appointments, please clarify the following:
   1. “The Chair shall make appointments for ***voting*** members to standing committees.” Does this mean that non-voting members can be appointed to standing committees?
   2. “Voting membership of each standing committee must consist of at least one member from each region and one voting member of the Fire Commission.” How is this interpreted as alternates from each area may be a voting member if the regular member is absent?
5. Are there any circumstances which allow the Fire Commission to go into a closed session? If so, please give examples.
6. Is there any precedence requiring standing committee chairmen to be restricted from voting unless there is a tie?

Thank you for your attention to this request.