



BOARD OF COMMISSIONERS
Agenda Item Summary

Agenda Category:	Other County Business	Item No:
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Meeting Date: 2/04/2020

Originating Department: BOCC

Issue: In the matter of Approval and adoption of the Bylaws for the Klamath County Emergency Preparedness Committee.

Background: The Board of County Commissioners have formed the Klamath County Emergency Preparedness Committee. The scope and purpose of this committee is to bring together leaders from local government, emergency services, private business, and economic development for the purpose of enhancing our community awareness towards being prepared for a wide variety of disasters.

Fiscal Impact: None.

Recommended Motion: The Commissioners approved the attached bylaws at the January 28, 2020 Administrative meeting.

**KLAMATH COUNTY EMERGENCY
PREPAREDNESS COMMITTEE BYLAWS**

1. Name.

This advisory board will be known as the Klamath County Emergency Preparedness Committee (KECPC).

2. Mission.

The scope and purpose of this committee is to bring together leaders from local government, emergency services, private business, and economic development for the purpose of enhancing our community awareness towards being prepared for a wide variety of disasters.

3. Membership.

The Klamath County Emergency Preparedness Committee (KECPC) shall be composed of permanent representatives of the following:

Co-Chair – Fire Chief, Klamath County Fire District 1 (or designee)

Co-Chair – Klamath County Emergency Manager

Representative from: SkyLakes Medical Center

Representative from: Kingsley Field

Klamath Tribes Emergency Manager

Four (4) Citizen Representative positions will be chosen by the Board of County Commissioners for Klamath County in accordance with their application process and will serve two-year terms with no citizen member serving more than two (2) consecutive terms.

. Termination.

a. Removal by Board of Commissioners. All members serve at the pleasure of the Board of Commissioners. The Board of Commissioners may remove a member on its own motion or upon the recommendation of the Committee.

b. Resignation. Resignations by members shall be submitted in writing to the Committee Co-chair(s) and announced at the next regularly scheduled meeting. The chair shall forward a copy of the resignation to the Board of Commissioners and request a replacement.

c. Reasons for dismissal. The Board of Commissioners may remove a member when it determines that it is in the interest of the Committee or the county to do so.

5. Attendance.

All members are expected to attend regularly scheduled meetings. Members shall inform the KCEPC Co-chair(s) in advance of the meeting if the member will not be able attend. Members missing two consecutive meetings shall meet with the Co-Chairs to determine continued participation on the committee. Co-Chairs may make a recommendation in writing to the County Commission for the individual's removal from the committee due to lack of attendance/participation.

6. Meetings.

a. The KCEPC will meet in accordance with Oregon Public Meeting laws. Notice will be posted in advance of all meetings, minutes will be available upon request. The KCEPC may meet once per quarter or as needed but at least once annually, unless good cause is shown, or at the pleasure of the Board of County Commissioners.

b. Meetings are generally held at Klamath County Fire District 1 Office, 143 N. Broad Street, Klamath Falls, Oregon or at Klamath County 911, 2543 Shasta Way, Klamath Falls, Oregon. Meeting agenda and public posting will note which location.

c. The majority of those appointed members of the Committee that are present will constitute a quorum for the transaction of all business at meetings.

d. Decision making procedure. Each member will be entitled to one vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision-making method and is necessary to execute a final decision. Majority is defined as a majority of the appointed members present.

e. The secretary will cause meeting minutes to be prepared. Minutes will include a description of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and the substance of any discussions on any matter and reference to any document discussed at that meeting. Meetings may be recorded for audio and/or video and recordings shall be preserved in accordance with Oregon public records law.

f. Any Committee member or any Klamath County Commissioner may submit items to be placed on a meeting agenda. Such requests should be made ten (10) days prior to the next meeting. The Co-Chairs shall decide what items are included on the agenda and may hold a requested topic for a future meeting. The agenda and reports will be distributed to members at least five (5) days prior to a regular meeting.

g. Beginning in 2021 and each year following the Co-Chairs of the committee shall provide an annual report of the committee's progress to the Board of County Commissioners. This report shall be scheduled within the first quarter of the calendar year.

7. Officers.

a. Members of the committee will elect a Secretary on an annual basis.

b. Chair responsibilities. This committee is setup with permanent Co-chairs, Klamath County Fire District 1 Fire Marshal & Klamath County Emergency Manager. If both Co-chairs are present at the meeting they will make the determination who will lead the meeting. If neither the Co-chairs are available for a

publicly convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting. The chair will act as leader of the convened meeting and as the parliamentarian. The chair will enforce Committee directives, guidelines and membership rules and will guide the conduct of public meetings. Both Co-chairs are the official representatives of the Committee and shall be the spokespersons to the Board of Commissioners.

c. Vice-chair responsibilities. Since there are Co-chairs of this committee there will be no Vice-Chair Position.

d. Secretary responsibilities. Ensuring meetings are effectively organized and minutes are taken. Maintaining effective records and administration.

e. Vacancies or removal of officers. The Board of Commissioners may remove any officer or committee member on its own motion or upon the recommendation of the Committee when it determines that it is in the interest of the Committee or the county to do so. If the one of the Co-chairs is removed, the other Co-chair will assume the chair's position. If both Co-chairs are removed, the Board of County Commissioners shall appoint a replacement.

f. Compensation. Members shall not be compensated.

. Amendment to Bylaws.

a. The KCEPC may propose amendments to the bylaws. Any recommendations agreed upon by the majority of the Committee shall be forwarded to the Board of Commissioners for its approval. Bylaws will be submitted to the Board of Commissioners by the Committee chair every three years for review and approval.

b. Initiated by Board of Commissioners. Under certain circumstances, the Board of Commissioners may initiate changes to the bylaws. These changes will be submitted to the Committee

for review and consultation prior to the Board of Commissioners' adoption.

c. **Distribution.** Upon the Board of Commissioners' approval of bylaw amendments, the Board of County Commissioners Office will make any required revisions to the bylaws and distribute them to all members of the Committee.

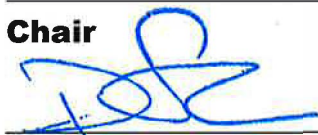
9. Community Relations/Public Input.

Any member of the public will be welcome to attend and provide comment at Committee meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Committee may attend meetings or contact either of the Co-chairs and/or staff of the Board of Commissioners. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

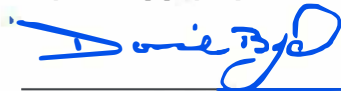
APPROVED BY THE KLAMATH COUNTY BOARD OF COMMISSIONERS,
this 29 day of January, 2020.



Chair



Commissioner



Commissioner