

**SUMMIT COUNTY FIRE CHIEFS' ASSOCIATION
COMMITTEES AND REPRESENTATION
(Last revised 2/2024)**

Introduction

As members of the Summit County Fire Chiefs' Association (SCFCA), each member is expected to share in the task of working as a member of the relevant boards and committees as it is through the efforts of committee personnel that our organization can be effective. Committees and boards are comprised of members that express interest in serving the organization in this capacity. Internal committees are committees formed by the Chiefs' Association and comprised primarily of Chiefs' Association members. External committees and boards are those formed by statute, regulation, or jurisdictions outside the Chiefs' Association. Committee members and representatives will be appointed by the Association President during regular business meetings and all appointments will become a part of said meeting minutes.

Guidelines for Association Committee Participation

- A. The SCFCA Board of Directors will assess all committee assignments in December of each year. These assessments include attendance reviews, overall performance of the committee representative and the member's interest in continuing with the assignment. All committee assignments will be made following this assessment and announced at the January business meeting of the SCFCA.
- B. For committees made up entirely of Chiefs' Association members, the Chairperson of each committee is responsible for the organization of the committee by offering the committee guidance, as well as delegating responsibilities equally among the committee members.
- C. The Chairperson of these committees is also responsible for organizing meetings and for announcing said meetings so that others can attend. The Chairperson will be requested to give a committee report of any relevant business or information at all SCFCA business meetings and shall make arrangements to have a report given if they are going to be absent from the meeting.
- D. If the Committee is made up of members from multiple organizations, the Chiefs' Association member assigned to participate on the committee will be responsible for the report of relevant information to the Association at a regular business meeting.
- E. The Chiefs' Association Executive Board will be assigned the responsibility of determining that committee member attendance is satisfactory and that assigned committee work is being completed in an acceptable manner. Inattentive and / or non-productive committee members will be removed, and non-functioning or outdated committees will be dissolved.
- F. Chiefs' Association Committees will be assigned a chairperson by the Association President. The President, with feedback from the SCFCA Executive Board, will consider member's expertise in the committee's topic as well as the member's level of interest.
- G. To the extent possible, committee assignments and committee chair assignments should be distributed among the members of the Association.
- H. When forming committees, it is the Association President's responsibility to forward an explanation of the expectations and deliverables to the chairperson. This explanation includes:
 - a. The purpose of the committee – what they are supposed to accomplish.
 - b. Any time parameters the committee needs to meet.

- c. Any specific guidelines on involving outside agencies in the committee.

Guidelines for Representatives on Committees outside of the Chiefs' Association

- A. Members appointed as representatives of the Summit County Fire Chiefs' Association (SCFCA) have the duty to regularly attend scheduled meetings of the boards or committees to which they have been assigned. Expected attendance at these meetings is 75%
- B. Representatives shall report back to the at the monthly business meetings. The representatives are expected to relay any information they have obtained which they believe is useful and relevant to the responsibilities and goals of the Fire Chiefs in Summit County. Any written information which needs to be shared should be forwarded to the Association Secretary in a timely fashion so it can be disseminated in a timely fashion and recorded in the minutes. Expected attendance for committee representees at SCFCA business meetings is 75%
- C. Representatives are expected to serve in their appointed capacity until they submit a written resignation from their position, or they are removed from their assignment by the Board of Directors.
- D. Members who desire to serve as a representative should make their interest known to the President via an email or during a business meeting.

Committee Members and Representatives Rules of Conduct

- A. Committee Chairpersons, members, and representatives do not have the authority to commit, or otherwise bind, the SCFCA membership to anything without the prior approval of the Association. This approval must be expressed by the body at large via a vote of the membership at a meeting of the Association. In extreme circumstances, the President can call for a binding vote on behalf of the body by the Executive Board.
- B. Committee Chairpersons, members, and representatives do not have the authority to send correspondence which is written on behalf of the SCFCA without prior approval of the President. The Committee Chairperson is responsible for forwarding a copy of any approved correspondence to the Secretary so that it can be entered into the minutes of the next business meeting and filed with the SCFCA records.

COMMITTEES AND BOARDS

ALUMINUM CANS FOR BURNED CHILDREN (ACBC)

- PURPOSE:** To promote an active interest in the recycling of aluminum cans, to build support for and aid in the supplementary needs of the Burn Center at Akron Children's Hospital Medical Center and to provide monetary assistance for equipment and supplies for fire safety education.
- MEMBERS:** One designee and an alternate (if needed) to participate on the committee as representatives of the Chiefs' Association.

BUILDING DEPARTMENT LIAISON

- PURPOSE:** To organize, unify, and streamline interactions between our departments and the County Building Department. This group representative will work on ensuring there is

conformity and understanding of the permit and inspection process and unity in the way things are handled across all of the building departments in the county.

MEMBERS: This representative will fulfill the purpose of this assignment and serve as the SCFCA delegate on the Building Standards Board of Building Appeals and the Contractor Registration Board.

Note: This committee used to have multiple members from the Association who would meet with the building Department representatives. The Executive Board decided for 2024 to combine this group with the two previous building boards and have one representative fill all three roles for the Chiefs' Association. If a larger discussion on any topic with the building department(s) needs to occur, that representative can call together an ad hoc group to meet about the specific issue.

BUILDING STANDARDS BOARD OF BUILDING APPEALS

PURPOSE: Board shall conduct hearings for any persons adversely affected by any order, decision, or ruling of the Chief Building Official or Board of Examiners. In conducting such hearings, the board shall have the authority to affirm, modify, or reverse the order, decision, or ruling.

MEMBERS: Appointed by the Executive

1. Architect
2. Structural Engineer
3. Mechanical Engineer
4. Attorney
5. Organized Labor

The O.R.C. section states that additional members may be added to this list of 5. The Executive has chosen to retain the position of:

6. Building Contractor
7. Realtor
8. Fire Service
9. General Public
10. General Public

ORC Section 3781.19...There is hereby established in the department of commerce a board of building appeals consisting of five members who shall be appointed by the governor with the advice and consent of the senate. ... One member shall be an attorney-at-law, admitted to the bar of this state and of the remaining members, one shall be a registered architect and one shall be a professional engineer, each of whom shall be duly licensed to practice their respective professions in this state, one shall be a fire prevention officer qualified under section 3737.66 of the Revised Code, and one shall be a person with recognized ability in the plumbing or pipefitting profession...

With this, the Fire Chiefs' Association makes a recommendation on the member for this Board. However, membership remains the choice of the Executive.

Note: The County Executive would like to have this board certified with the State of Ohio so that it may hear and decide appeals from adjudication orders. The first step in this process is to comply with board membership requirements. O.R.C, Section 3781.20 states that the following specific requirements must be met.

CONTRACTOR REGISTRATION BOARD

PURPOSE: Established in March 2002, per Summit County Ordinance 2002-139. This Board replaces the Building Standards Board of Electrical Examiners and the Building Standards Board of Heating, Air Conditioning, and Refrigeration Examiners.

Organized under Summit County Codified Ordinance, Chapter 1321.

MEMBERS: The Contractor Registration Board shall consist of nine (9) members who shall serve without compensation. Members shall be appointed by the County Executive for a term of three (3) years, upon confirmation by County Council. Should a vacancy occur on the Board, the County Executive shall, within thirty (30) days, appoint a new member to serve the balance of the unexpired term. All members of the Board, with the exception of the resident and fire services members, shall have established their principal place of business, defined as a business with a significant economic and physical presence, in the County of Summit for two successive calendar years prior to their appointment. The Board shall consist of one registered electrical contractor, one registered heating, ventilation and air conditioning contractor, one registered general residential contractor, one registered general commercial contractor, one design professional, one registered remodeling contractor, one member of a local fire department and one member of the general public who is a resident of the County of Summit. The County Executive may remove any member of the Board for inefficiency, neglect or malfeasance in office. (Ord. 2007-501. Adopted 10-15-07.)

Note: Again, the Fire Chiefs' Association makes a recommendation on the member for this Board. However, membership remains the choice of the Executive.

OHIO DEPARTMENT OF PUBLIC SAFETY – EMS ADVISORY BOARD

PURPOSE: This is a statewide committee formed for the purpose of providing oversight, promulgating rules, developing regulations, influencing legislation, and establishing the scope of practice for EMS agencies in the State of Ohio.

MEMBERS: This is a state level committee, and the governor is the appointing authority. The Chiefs' Association has no ability to install one of our members as a member of this board.

Note: Having a member of the Association on this board is extremely valuable for keeping the Association's members informed of state level policy decisions. The Association will generally support an individual's attempts to seek appointment to this Board.

(COUNTY OF SUMMIT) CHILD FATALITY REVIEW BOARD

PURPOSE: As authorized by Am. Sub. H.B. 448, the County of Summit Child Mortality and Morbidity Review Committee was renamed the County of Summit Child Fatality Review Board. The Board shall review the deaths of children under the age of 18.

MEMBERS: 26 designated members appointed by the County Executive with County Council approval.

Membership may include, but is not limited to Summit County Medical Examiner, law enforcement officers, prosecuting attorney, Summit County Children Services Director, public health officials, general counsel of the Summit County Executive's Office, Summit County Department of Job & Family Services, Summit DD, ADM Board, Juvenile Court Department of Youth Services, public school officials, Akron Fire Department, Akron Children's Hospital, Summit County Fire Chief's Association, Summit County Police Chiefs Associate, SID Network of Ohio, Regional Hospital Association and a minimum of two community representatives.

Note: Currently, there is only one representative from the Fire Service on this Board and that representative is from Akron Fire. This decision was reached after reviewing the data and finding that the vast majority of pediatric deaths in the county occurred within the City of Akron. The Executive's office has assured us that a second fire service representative from the Fire Chiefs' Association can be added to this Board if we so desire. To date, the decision has been to use the Akron Fire Representative as the Chiefs' representative as well.

EMERGENCY MANAGEMENT EXECUTIVE COMMITTEE

PURPOSE: Oversight body of our County Emergency Management Agency. The Committee provides formal approval and policy direction on substantive matters brought forward by the EMA Director. Including budgets, purchases, trainings, policies and plans. This body also serves as a mechanism for the communication and sharing of emergency preparedness and management between local and county agencies for better coordination and support of local agencies.

MEMBERS: One designee and an alternate to participate on the committee as representatives of the Chiefs' Association. **The rest of the committee is formed as follows:**

Members are elected annually (every January) by the members of their appointing body. Each member serves a one-year term.

12 total members
11 voting members
1 non-voting member

- A. The Summit County Executive appoints 2 members.
- B. The Mayor of the City of Akron appoints 2 members.
- C. The Summit County Townships' Association appoints 1 township trustee from those who are a part of the Agreement.
- D. The Summit County Conference of Mayors appoints 1 mayor of a city or village from those who are a part of the Agreement.

- E. The Summit County Fire Chiefs' Association appoints 1 fire chief from those political subdivisions that are part of the Agreement.
- F. The County of Summit Engineer appoints 1 member.
- G. The County of Summit Sheriff appoints 1 member.
- H. The majority vote of the Executive Committee appoints 1 member.
- I. 1 non-voting member is appointed by the County Emergency Management Coordinator.

LOCAL EMERGENCY PLANNING COMMITTEE

PURPOSE: Governs Superfund Amendments and Reauthorization Act of 1986 SARA Title II.

The County of Summit Executive makes recommendations of appointments to the State Emergency Response Commission (SERC). SERC gives final authorization (Governor has authority over this board).

MEMBERS: The EMA Director is charged with compiling a list of nominations for the County Executive's approval.

SERC sends the County application forms. The only EXCEPTION to this rule is if someone is replaced midterm. EMA returns the originals to SERC after the applications have been signed by the County Executive.

ORC Section 3750.03 Designating Emergency Planning Districts

(B) The commission, by resolution, shall appoint the members of the local emergency planning committee of each emergency planning district. The committee shall consist of such number of members as the commission considers appropriate but shall include, without limitation, representatives from each of the following groups or organizations: elected state and local officials, law enforcement personnel, emergency management personnel, fire-fighting personnel, first aid personnel, health personnel, local environmental personnel, hospital personnel, transportation personnel, broadcast and print media personnel, community groups, and owners and operators of facilities subject to this chapter.

Note: The Fire Service is currently represented on the LEPC by Steve Groves from Stow FD and Chief Angerstein from the City of Akron. The Executive's Office has offered an additional spot to a Fire Chief if we are so inclined. To date, we have not added a Fire Chief as a representative member of the Association.

COUNTY OF SUMMIT SPECIAL OPERATIONS RESPONSE TEAMS EXECUTIVE BOARD

PURPOSE: Oversee operations of the County Special Operations Response Teams including, the Hazardous Materials Response Team, the Water Response Team, the Incident Management Assistance Team, and the Technical Rescue Operations Team. Review standard operating procedures, i.e., budgeting and purchasing and provide administration, goals, and objectives for direction.

MEMBERS: 5 appointments made by the County of Summit Executive (requirements for appointments listed below).

Organized under County of Summit Resolutions 85-376 and 94-623. Also bound to the terms of the County of Summit Emergency Management Agency Agreement as adopted by Summit County Council on 10/18/1990.

Members include:

- 1 member from Summit County EMA
- 1 member from the City of Akron
- 1 member from the other Cities in Summit County
- 1 member from the Villages and Townships in Summit County
- 1 member from the University of Akron

REGION V – USAR COMMITTEE

PURPOSE: To facilitate a unified and standardized approach to training, equipment, response and procedures in the technical rescue disciplines across the 13-county region. This standardization will facilitate a smooth and coordinated response and improve outcomes through greater levels of interoperability and mutual support.

MEMBERS: Anyone from the local TROT teams can be members of this committee, but as the coordinating entity for Region V, Summit County EMA has asked the Chiefs' Association to provide a qualified chairperson to manage the group and run the meetings.

EDUCATION / TRAINING COMMITTEE

PURPOSE: To enhance our profession through championing the cause of quality training. To compile information regarding available training offerings from departments and institutions around the county and publish / disseminate those opportunities to the members. This group is responsible for obtaining the speakers for the Chiefs' Annual Training Summit and should take the lead on advancing training standards for our departments. The committee members will also stay current on changes and initiatives from the State regarding training standards and continuing education.

MEMBERS: This is an in-house Chiefs' Association committee and as such, the membership of the committee will be those members of the Association who are interested and appointed to help accomplish the goals of the committee.

DOMESTIC PREPAREDNESS STEERING COMMITTEE (DPSC)

PURPOSE: Coordinate with other agencies around the county to ensure preparedness for response to major incidents. This committee is subordinate to the Emergency Management Executive Committee (EMEC). This committee is where the task level work is accomplished that is ultimately approved by the EMEC. The DPSC takes the lead on developing strategies and plans for coordination across agencies and developing coordination and response plans for complex incidents and scenarios.

MEMBERS: The Chiefs' Association has a primary and an alternate member appointed to the DPSC to provide input on fire service issues and a primary and an alternate member appointed to the DPSC to provide input on EMS issues.

Note: The Steering Committee accomplished much of its work by assigning topic specific subcommittees. Some of these subcommittees are standing and active and others function more on an ad hoc basis. The Fire and EMS subcommittees function on an ad hoc basis. The membership of the subcommittees is determined by the topic being discussed and relevant subject matter experts are gathered to provide input. As an example, the Fire Subcommittee would review things like a county-wide water movement plan, the county mass decontamination trailer, and the relevant sections of the County EOP. The EMS subcommittee reviews such things as the County Mass Casualty and RTF plans, county provided Duodote kit distribution, the mass casualty trailer and any relevant sections of the County EOP. The County Radio System Administrator also reports out to this committee and the Association members of the DPSC could report out to the Association on radio system issues without a separate radio system committee. The Executive Board for 2024 elected to make all subcommittees for this committee permanently ad-hoc. When a project requires additional work, the appropriate SCFCA representative in cooperation with the Executive Board will form an ad-hoc committee to accomplish the prescribed tasks.

OHIO EMERGENCY RESPONSE PLAN

PURPOSE: To provide expertise in the operation of the Fire Chiefs' Response Plan and facilitate the rapid response of requested mutual aid resources. These members are our local experts and can be consulted as needed to help facilitate requesting resources or responding to a resource request.

MEMBERS: Members selected to serve in this capacity must be tied into the official response plan hierarchy. The chair of this committee will also be expected to coordinate all qualifying requests for mutual aid.

FIRE CHIEFS' EXECUTIVE BOARD

PURPOSE: The Board is expected to provide strategic direction for the Association as well as maintain the daily functions of a voluntary Association. The Board advises the President on policy matters, procedures, and appointments. The Board members are expected to take an active role in leadership of the Association through required tasks such as management of Association books, business and meetings, and informal requirements such as promotion of Association events, leadership of committees and setting the example on participation.

MEMBERS: The Board is made up of the seven elected officials of the Association. A president, vice-president, secretary, treasurer and three trustees. Terms and election procedures can be found in the SCFCA By-Laws

PUBLIC SAFETY ANSWERING POINT (PSAP) COMMITTEE

PURPOSE: The PASP working group is the county wide committee that meets to develop dispatching policy and coordinate common protocols for the dispatch centers in the County. They advise the County 9-1-1 plan Steering Committee and the group is largely made up of the

dispatch managers from the various dispatch centers. The County 9-1-1 Coordinator is a part of the group and they collectively work on call transfer protocols, data submission to the State, revenue sharing from 9-1-1 fees and other operational and emergency response concerns.

MEMBERS: One member selected to represent the SCFCA at monthly PSAP meetings and report pertinent information to the SCFCA membership at business meetings. More members may be invited to attend PSAP meetings based on their interest in a specific Dispatch Center.

Note: Effective 1/2024, the Chiefs' Association has been invited by the Executive's Office to add a Fire Chiefs' representative to the PASP Working Group.

OUTREACH COMMITTEE

PURPOSE: The outreach committee has the goal of furthering the cause of the Chiefs' Association. They will look to do so through multiple means. They may choose to organize an effort to support any number of charities or volunteer efforts for organizations. They will develop and support a scholarship program. They will use their creativity to find opportunities for the Chiefs' Association to participate in community events and make a difference.

MEMBERS: This is an in-house Association Committee consisting of 3-5 members including an appointed chairperson.

Note: Even those Association members not on the outreach committee will be expected to participate in outreach events.

LEGISLATIVE COMMITTEE

PURPOSE: To lead the Association effort to stay informed and get involved in lobbying for legislation that shapes the future of the fire service or enhances public safety. This committee will schedule legislative events, share information, and develop lobbying opportunities for the members.

MEMBERS: This is an in-house Association Committee consisting of 3-5 members including an appointed chairperson.

REGION V / NECO

PURPOSE: This is a regional effort between hospitals, health departments and EMS to coordinate response efforts and build plans and contingencies for major incidents. Each of the three disciplines meets on their own to discuss relevant issues and then reports out to the larger NECO group. The group schedules regular exercises to build and test response plans and capabilities.

MEMBERS: The group is grant funded and required to have the participation of EMS on their Executive Board to qualify for ongoing support. As such, the Association has committed to providing a member to serve on the NECO Executive Board.

SAFETY FORCES SUPPORT CENTER

PURPOSE: To report on Safety Center activity and needs. To advocate for the goals of the Support Center and develop support for and participation in Support Center activities and services.

MEMBERS: Designate a representative from the Association to attend Support Center meetings.

CRIMINAL JUSTICE ADVISORY BOARD (CJAB) COMMITTEE

PURPOSE: Waiting on committee description from Lori...

MEMBERS: Selected member to attend quarterly CJAB meeting and report pertinent information to the SCFCA membership at business meetings. This role is largely information-only based as most of the information pertains to law enforcement agencies.