

BY LAWS
UPPER MILFORD TOWNSHIP
EMERGENCY SERVICES COMMITTEE

ARTICLE 1

NAME OF COMMITTEE

The name of this committee shall be The Upper Milford Township Emergency Services Committee ("ESC")

ARTICLE 2

AUTHORIZATION

The authorization for establishment of the committee is set forth in Resolution No. 2017-026 adopted May 18, 2017 by the Board of Supervisors ("Board") of Upper Milford Township (the "Township").

ARTICLE 3

ROLE

The role of the ESC is to provide advice on emergency service matters and coordinate its activities with the Board, the Township Planning Commission, The Township Manager and Assistant Manager, and the Township Planning Coordinator. The ESC shall not exercise any powers or perform any duties which by law are conferred or imposed upon a Commonwealth agency.

ARTICLE 4

DUTIES

The ESC shall have the following duties:

1. To identify emergency service problems, issues, and trends within the Township and nearby municipalities;
2. To advise and recommend to appropriate Township Boards and officials on current and future emergency services needs within the Township;
3. To develop, recommend, and promote open communication between and among emergency service providers within the Township, as well as between and among the Township and the emergency service providers;

4. To make recommendations to the Board on expenditures for emergency services within the Township;
5. To make a recommendation to the Board on training and safety needs and requirements;
6. To work cooperatively with public, private, commercial, industrial, and individual entities within the Township to develop a better understanding of emergency services, and to address training and safety issues;
7. To provide reports to the Board at the second regularly scheduled Board meeting following an ESC meeting;
8. To submit all requests or recommendations in writing to the Board for its review comment and approval; and
9. To perform such other additional tasks as may be requested by the Board.

ARTICLE 5

MEMBERSHIP

The ESC shall be composed of eleven (11) members represented as follows:

SECTION 1

1. The Township Emergency Management Coordinator or his/her Deputy;
2. The Fire Chief of Citizens' Fire Company or his/her Assistant Chief, and one other officer designated by the Fire Chief;
3. The Fire Chief of Upper Milford Western District Fire Co. #1 or his/her Assistant Chief, and one other officer designated by the Fire Chief;
4. The Chief of Macungie Ambulance Corps or another officer designated by the Chief;
5. The Chief of Emmaus Ambulance Corps or another officer designated by the Chief;
6. A member of the Public Works Department of the Township designated by the Township Manager;
7. Three (3) residents of the Township appointed by the Board none of whom shall be a member of either Fire Company or Ambulance Corps, or an employee of the Township.

SECTION 2

All members or the designated alternate are expected to attend all scheduled and special meetings of the ESC.

ARTICLE 6 ESC

MEMBERSHIP TERMS

All members of the ESC shall have permanent membership status on the ESC except for the three (3) Township residents. The ESC Chairperson shall be informed of any changes made by the Township Manager to the Public Works Department representative to the ESC

Terms of office of the Township appointed ESC members shall expire on the first Monday in January following the last year of their term of office, provided, however, that members shall continue to serve until their successors are appointed in the event successors are not appointed as of the first Monday in January following the last year of their term. Appointed members shall serve a term of three (3) years. Terms to be staggered so each member's term does not expire in the same calendar year.

ARTICLE 7

OFFICERS OF THE COMMITTEE

Chairperson;

The Township Emergency Management Coordinator or his/her Deputy shall act as the permanent chair of the ESC.

Vice-Chairperson:

The Chairperson shall annually during the month of January appoint a Vice-Chairperson from one of the residents appointed by the Board.

Secretary:

The Chairperson shall annually during the month of January appoint a Secretary from the membership of the ESC for the purpose of preparing any correspondence.

Recording Secretary:

A recording secretary, who will be considered a non-member of the ESC, will be appointed by the Township Manager for the sole purpose of taking the meeting minutes and creating the meeting agendas and distributing the minutes and agendas.

ARTICLE 8

MEETINGS / VOTING /QUORUMS

SECTION 1 (MEETINGS)

Meetings shall be held quarterly in January, April, July, and October of each year at the call of the Chairperson and at such other times the ESC shall determine.

All meetings of the ESC shall be publicly advertised and open to the public.

The Township will publicly advertise a yearly schedule of the meetings and will follow the requirements for canceling any meetings.

All meetings regularly will be held on the third Wednesday of the month at 7:00 p.m.

Upon approval by majority of members, special meetings shall be called on other than the third Wednesday of the month.

All meetings shall be in the meeting hall of the Township Administration building or such other location as deemed necessary by the ESC. The ESC may meet in closed session as permitted by law.

All meetings will follow current issue of Roberts Rules of Order.

SECTION 2 (VOTING)

After open discussion of members and a motion to vote having been moved and duly seconded, a verbal vote shall take place of those attending. Recommendations for action shall require approval from a majority of those members in attendance.

SECTION 3 (QUORUMS)

A quorum shall consist of seven (7) members, including the chairperson, of the ESC.

ARTICLE 9

ORDER OF BUSINESS

SECTION 1

The order of business at regular meetings shall be:

1. Call to order by Chairperson
2. Pledge of Allegiance to the flag
3. Public Input
4. Review and approval of the previous meeting minutes
5. Emergency Services updates
6. New business as per agenda

7. Old business as per agenda

8. Adjournment

SECTION 2

A motion from the floor must be made and passed in order to dispense with any item on the agenda.

ARTICLE 10

FUNDING / COMPENSATION

There shall be no financial commitments by the ESC.

Members shall receive no compensation for their services with the exception of Township Employees as approved by Board.

Member shall be reimbursed for expenditures upon the approval by the Board. All requests for reimbursement shall be accompanied by receipts.

ARTICLE 11

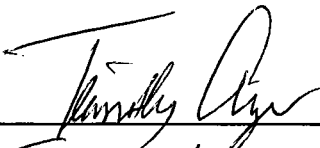
AMENDMENTS TO BY-LAWS

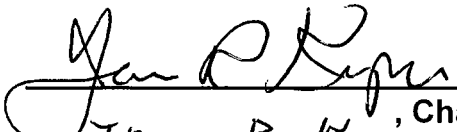
The by-laws may be amended by majority vote of the ESC. No amendment shall be considered unless thirty (30) days written advance notice of an intent to amend is provided to all members.

ADOPTED this 17 day of April 2019.

ATTEST:

EMERGENCY SERVICES COMMITTEE


_____, Secretary
Timothy Ange


_____, Chairperson
James R. Kipper