

CITY OF OAKRIDGE
RES. 06-2019 A RESOLUTION CREATING THE CITY OF OAKRIDGE PUBLIC SAFETY
ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to create the City of Oakridge Public Safety Advisory Committee; and

WHEREAS, the purpose of the Public Safety Advisory Committee is to advise and make recommendations to City Council regarding public safety issues to the Council and to aid City staff by providing input to aid in the development of public safety policies and procedures.

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

Section 1. The City Council hereby establishes the Oakridge Public Safety Advisory Committee.

Section 2. That the City Council of the City of Oakridge hereby adopts the Oakridge Public Safety Advisory Committee Bylaw attached as Exhibit A.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 5th DAY OF SEPTEMBER, 2019. APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS ___ DAY OF _____, 2019.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

EXHIBIT A
CITY OF OAKRIDGE PUBLIC SAFETY
ADVISORY COMMITTEE BYLAWS

Section I - Name: Oakridge Public Safety Advisory Committee (OPSAC)

Section II - Established: The Public Safety Advisory Committee was established September 5, 2019, by an act of the Oakridge City Council by Resolution No. 06-2019, to provide advice and recommendations to the City Council on public safety issues.

Section III – Mission: The mission of the Public Safety Advisory Committee is to serve as ambassadors focused on promoting and supporting efforts to keep Oakridge a safe and healthy community.

Section IV - Responsibilities and Functions:

1. The Committee is charged with the responsibility:

- a. To advise the City Council and make recommendations regarding public safety policy, service levels, fiscal budgetary impacts, and sustain safe, healthy and livable neighborhoods.
- b. To advise Council on educating the community about public safety and health issues, concerns and programs.
- c. To review and recommend public safety and health policies and plans.
- d. To facilitate Oakridge community involvement in public safety and health and increase citizen awareness of both.

2. In line with the above stated objectives, the following are examples of issues for the Public Safety Advisory Committee:

a. Advise the City Council on:

- i. Disaster preparedness
- ii. Emergency management
- iii. Emergency Medical Services
- iv. Fire and Rescue services
- v. Police services
- vi. Public safety at city facilities
- vii. Public safety legislation
- viii. Post-incident management
- ix. Traffic Management

b. Identify public safety and health needs in Oakridge.

c. Develop educational programs and materials to increase community awareness.

d. Organize and conduct public forums on public safety and health agencies.

e. Promote opportunities for citizens to assist public safety agencies through volunteer activities like: Neighborhood Watch Program, volunteer firefighters, police reserve program, community emergency response teams, Red Cross volunteers and Search and Rescue.

Section V - Internal Organization:

1. Membership and Terms:

a. The Public Safety Advisory Committee will consist of five (5) voting members appointed by the Mayor with consent of the City Council. The members will be residents of Oakridge-Westfir region with at least three members residing within the City limits.

b. The Committee may also include the following non-voting liaisons:

i. The Chief of Police or designee

ii. The Fire Chief or designee

iii. The Hazeldell Rural Fire Protection District designated by the board

iv. The City of Westfir designated by the board

v. A representative from the Oakridge School District designated by the Superintendent

vi. A representative from the Chamber of Commerce designated by the Chamber board

c. The Committee may involve additional people as adjunct, non-voting advisors for special projects based on expertise.

d. The Public Safety Advisory Committee members will serve three-year, staggered terms. Vacancies can be filled at any time to complete a given term.

e. The City Council will select one of its members to serve as Chairperson of the Committee.

2. Chairperson:

a. The chairperson is accountable to the Committee for the following designated functions in all respects. Specific responsibilities of the chairperson may be changed by Committee action at any time by a majority vote of the entire membership.

b. The routine functions and responsibilities of the chairperson shall include:

i. Developing a written agenda in sufficient time to allow for distribution to the Committee prior to any regular meeting. The agenda should identify items requiring a vote by members so members can vote per paragraph 5.b. below with prior approval of the chairperson.

ii. Chairing all meetings. In the event the chairperson cannot be present the vice chairperson shall assume these duties.

iii. Presenting the yearly major activity report to the Council. The report will be written and presented orally in a public forum with the assistance of staff.

iv. Establishing the dates and times for regular and special meetings.

v. Facilitating a formal review of the Committee's mission and vision every four years.

3. Meetings (Regular and Special).

a. The Committee will schedule meetings at a designated time and day and will be guided by Oregon statute on public meetings. Special meetings may be called by a vote of the Committee at any regular meeting, by the chairperson or by written petition by three or more members. All regular and special meetings are open to the public. Citizens in attendance shall be given an opportunity to participate, without vote, in any discussion.

b. Meeting attendance is an expectation of Committee service. Absences known in advance should be communicated to the Chairperson as soon as possible. Should a Committee member miss three consecutive meetings without reasonable cause, the Chairperson may, after consultation with the member, recommend to the City Council that the member be removed from the Committee.

4. Quorum:

a. A majority of the voting members of OPSAC as appointed by Council.

5. Voting and Decision Making:

a. Consensus will be used during the meetings where possible or feasible. Any member may object to the use of a consensus decision at any time on any given issue. If there is an objection, the chairperson shall commit the issue to a vote by the Committee.

b. Decisions by voting shall be decided by a majority of those voting members present so long as a quorum of at least 3 voting members exists. With prior approval of the chairperson, voting via teleconference or email is permissible if such votes are cast either before or at the time of the meeting and are reliably documented.

c. A change in the voting procedure described in previous item 5. b. may be used on any specific item if the Committee, prior to the vote, agrees by consensus or vote to require more than a majority for passage.

d. The chairperson has the right to vote whenever a vote is cast. In case of a tie vote with the chairperson voting, the motion fails.

Section V - Issues: The rules contained in Robert's Rules of Order Newly Revised for Small Boards and Committees shall govern this Committee in all cases where these by-laws are insufficient in specification of procedure. The OPSAC will operate in the general public interest serving the community as a whole. The OPSAC will serve no special interests and will not endorse any commercial product or enterprise.

Section VI - Amending the OPSAC By-Laws: A majority of all members must vote affirmatively to modify the committee's bylaws on at least two separate regular meetings. Final decisions on a by-law change shall not be made until at least the next regular meeting following the introduction of the motion. All by-law changes adopted by the OPSAC must be approved by Council. The by-laws shall be reviewed annually in January.