

PUBLIC SAFETY WORKING GROUP BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the Public Safety Working Group (the “PSWG”).

Section 1-2. Object.

The Board of Selectmen (BOS) wish to establish a Public Safety Committee to advise them of top-level public safety needs including law enforcement, fire and rescue, and emergency management issues affecting the community and its citizens.

The PSWG mission shall be to monitor, evaluate, and propose actions, priorities, programs, and innovative responses to challenges and opportunities that enhance the efficiency and effectiveness of Town government and the Colchester Public Schools, specifically regarding public safety issues. The working group shall serve in an advisory capacity only and shall not hold any oversight authority. Day to day operational meetings that may include one or more Department head will not constitute a meeting of the PSWG.

ARTICLE 2 - MEMBERS

Section 2-1. Number and Term.

The PSWG shall initially be comprised of 9 members approved by the BOS. There shall be five standing members and four rotating members appointed by the BOS for a two (2) year term.

a. Standing Members. Standing members of the PSWG shall consist of the Resident State Trooper or designee, Fire Chief or designee, Emergency Management Director or designee, Superintendent of Schools or his designee, and the Public Works Director or designee.

b. Rotating Members. Four Citizens at large shall be rotating members (“Rotating Members”). All rotating members shall be residents of Colchester.

ARTICLE 3 – OFFICERS

Section 3-1. Selection of Officers.

Members shall annually elect a Chairman and Vice-Chairman.

Section 3-2. Chairman.

The Chairman shall preside at all meetings, and coordinate with all stakeholders.

Section 3-3. Vice-Chairman.

The Vice Chairman shall conduct the activities of the Chairman during his/her absence and shall perform other duties as directed.

ARTICLE 4 – MEETINGS

Section 4-1. Regular Meetings.

Meetings shall typically occur quarterly, with notice to BOS and the public.

Section 4-2. Special or Emergency Meetings.

Special or emergency meetings may be called by the Chair as allowed by Connecticut General Statutes.

Section 4-5. Quorum.

A quorum of 5 members shall be required to conduct formal business. Informal discussions at meetings that lack a quorum shall not include decisional actions.

Section 4-6. Open to the Public.

Meetings are open to the public. Executive session may be entered into if required, as allowed by the Connecticut General Statutes.

Section 4-7. Conduct of Meetings

Meetings shall conform to a published agenda, as may be amended. Minutes shall be taken at all meetings.

Section 4-8. Order of Business.

Typical agendas shall include.

- a. Call to order, confirmation of attendance and quorum (as appropriate)
- b. Approval of minutes of prior meeting(s)
- c. Public comment
- d. Reports of projects and/or activities
- e. New /old business
- f. Tasking and agenda for next meeting

ARTICLE 5 – RESPONSIBILITIES

Section 5-1. Responsibilities.

The PSWG will gather community feedback and make recommendations regarding current and future financial, organizational, policy, communication, preparedness, and/or other related public safety issues.

ARTICLE 6 – REPORTS

Section 6-1. Reports.

The standing members of the PSWG shall provide a report on their area of responsibility at each quarterly meeting. The PSWG shall provide reports to the BOS or BOF at such time and in such format as requested by the boards or suggested by the PSWG. All reports provided shall be public documents.

ARTICLE 7 – COMMENDATIONS

Section 7-1. Commendations.

Each member of the PSWG may nominate department members or members of the public for commendations. The working group shall review each nomination for approval and schedule an annual ceremony to present commendations. For available commendations, see respective departments Rules and Regulations.

ARTICLE 8 – AMENDMENT OF BYLAWS

Section 8-1. Board Approval Required to Amend.

From time to time, it may be advantageous and appropriate to modify the provisions of these Bylaws. If approved by the PSWG, the proposed change shall be sent to the BOS for consideration. If approved by the BOS, the change shall be incorporated into these bylaws.