

Public Safety Committee Charter

Title	Public Safety Committee (Standing Committee)
SCOPE OF WORK	The Public Safety Committee is responsible for advising the City Council on policy matters related to public safety, including police, fire, emergency management, municipal court, prosecution and public defense.
INTERFACES	<p>City Council Eastside Fire & Rescue King County Sheriff's Office City Manager's Office/Emergency Management King County District Court Prosecuting Attorney Public Defender Other Local and Regional Agencies & Partners Other City Departments</p>
COMPOSITION	The committee shall consist of up to three City Council members, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year.
MEETINGS	<p>The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations.</p> <p>Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum.</p> <p>It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.</p>

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DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Review and provide recommendations to the City Council on the following items: <ol style="list-style-type: none"> a. Strategic plans related to public safety and emergency management, specifically the goals, policies and objectives of the plan. b. Proposed budget items related to public safety and emergency management functions. c. Proposed ordinances, resolutions and policies related to public safety and emergency management. d. Policy review for other public safety related work plan items as directed by the City Council. 2. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council.
ACCOUNT-ABILITY	Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.
DELIVERABLES	<ol style="list-style-type: none"> 1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City’s website. 2. Include chairperson-approved meeting minutes in the packet materials for the next regular City Council meeting following approval. 3. Provide policy-level recommendations by majority vote or unanimous consent.

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<p>APPROVALS/ AUTHORITY</p>	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The Committee shall not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p> <p>Policy matters related to Eastside Fire & Rescue are generally handled by Eastside Fire & Rescue Board Members at the direction of the City Council, but from time to time may be assigned to the committee for review.</p>
<p>RESOURCES NEEDED</p>	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p><u>Staff Members</u></p> <p>Deputy City Manager (Staff Co-Lead) Community Development Director (Staff Co-Lead) Police Chief (King County Sheriff’s Office) Fire Chief (Eastside Fire & Rescue) Deputy Finance Director Emergency Manager Management Analyst Other staff as assigned</p> <p>Other individuals, including staff, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>