Division 13	Public Affairs

Chapter 02 – Battalion Advisory Committee

January 2009

POLICY

This General Order shall establish the procedures for Battalion Advisory Committees, which will reinforce the relationship between the Fire/Emergency Medical Services (EMS) Department and the communities in which we serve, and increase community involvement in the Department's programs.

DEFINITIONS

N/A

PROCEDURES

1.   General Guidelines

A Battalion Advisory Committee (BAC) will be established for each fire station within Prince George's County. Volunteer organizations with more than one station will only require one BAC if all affected stations fall within the same council district.

The BACs will be comprised of the following members:

- Three (3) representatives of the County Fire/EMS Department
- Three (3) representatives of each volunteer station
- Three (3) representatives of the affected council district

Each BAC will establish a meeting schedule, as determined based on need, and forward the calendar to the Lieutenant Colonel, Emergency Operations Command.

Each BAC will be chaired by a Career Major. The Major will be responsible for providing a meeting synopsis to the Lieutenant Colonel, Emergency Operations Command, within three (3) days after the meeting. This information will be provided utilizing the Battalion Advisory Committee Meeting Synopsis form (Attachment #1).
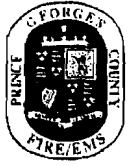
The BAC will be utilized to discuss the current programs available through the Fire/EMS Department, the concerns of the communities, and the services provided from the local fire stations. Recommendations from all participants in the BAC will be reviewed for inclusion/implementation in Departmental programs.

REFERENCES

N/A

FORMS/ATTACHMENTS

Attachment #1- Battalion Advisory Committee Meeting Synopsis

**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMS DEPARTMENT**

Battalion Advisory Committee
Meeting Synopsis

Station:_____   **Date:**_____

ATTENDEES

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

Positives: _____
_____
_____
_____
_____

Negatives: _____
_____
_____
_____
_____

Concerns: _____
_____
_____
_____
_____

Recommendations: _____
_____
_____
_____
_____

Next Meeting: _____