**Boulder County Hazardous Materials Team**

BCHMT Advisory Committee

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| Guideline Number | . 1015 |
| Approved By | Advisory Committee |
| Date | December 26, 2022 |

**Scope:** This guideline applies to all members of the Boulder County Hazardous Materials Team (BCHMT) Advisory Committee.

**Purpose:** The purpose of this guideline is to establish standard procedures for the operations of the Advisory Committee and its makeup.

**Guideline:**

* The Advisory Committee shall be responsible for advising the Board on all operational matters, standard operating procedures, equipment requirements, annual budget and other matters related to the operations of the BCHMT.
* The Advisory Committee shall establish the rules and procedures for its governance.
* The Advisory Committee shall meet at least quarterly.
* The Advisory Committee shall develop and recommend to the Board the criteria for membership on the BCHMT.
* The Advisory Committee will review on an as-needed basis the policies, procedures, protocols, and operations of the BCHMT. The Advisory Committee will report to the Board in writing any perceived performance deficiencies and any recommendations for improvement.
* The Advisory Committee will perform such other duties as may be assigned by the Board from time to time.

**Advisory Committee membership**

* The Advisory Committee shall consist of the following positions.
  + Team Coordinator
  + Assistant Team Coordinator
  + Financial Officer
  + Training Officer
  + Committee members consisting of agency Team Leads or other personnel that have been approved by the Advisory Committee.
  + When available, an Equipment Manager will also make up the Advisory Committee.
* A seven person group shall be established within the Advisory Committee that will have the final decision on any topics that arise where the Advisory Committee members do not all agree on the outcome.
  + This group shall consist of the Team Coordinator, Assistant Team Coordinator and five other Committee members selected by the Team Coordinator and Assistant Team Coordinator.