POLICY 14.1

Appointment to the Vocational Education & Extension Board of Suffolk County

Background:

The Vocational Education & Extension Board of Suffolk County (hereinafter "VEEB" or "the Board") is a nine-member board that oversees and administers the operations of the Suffolk County Fire Academy, based at Yaphank, New York. The Fire Academy provides training to the 109 volunteer fire departments and the 27 volunteer ambulance companies who protect the citizens of Suffolk County. It also provides training, on a fee basis, for certain local semi-public entities including Brookhaven National Laboratory and Long Island Power Authority. The Board is responsible for administering an annual budget; appointing and supervising paid staff members and instructors; and operating a state-of-the-art fire training facility. The Board's organizational year runs from July 1st through June 30th.

The Board is comprised of nine members: three representing the Volunteer Fire Service; three representing the Education sector; and three representing the Agricultural Community (the Long Island Farm Bureau and the Cornell Cooperative Extension). Each member is appointed to serve a nine (9) year term, with the term of one Board member expiring each year.

Upon the expiration of a term, Board members who wish to renew their appointment must contact their local County Legislator for recommendation to the full Legislature. Thereupon, the full Legislature will vote to approve or disapprove the renewal.

When a vacancy occurs on the Board (whether caused by resignation, death, or non-renewal) the Board will notify the affected area of interest (Fire, Education or Agriculture) of the vacancy and ask for recommendations of qualified candidates. Recommendations for Fire Service candidates shall be sought, at a minimum, from the following three countywide firematic organizations as follows:

1. Firematic Candidates - The Suffolk County Fire Districts Officers' Association, the Fire Chiefs' Council of Suffolk County, and the Suffolk County Volunteer Firemen's Association.
2. Agricultural Candidates - The Cornell Cooperative Extension of Suffolk County and the Long Island Farm Bureau (Suffolk County members).
3. Educational Candidates - With the assistance and support of the District Superintendents of Eastern Suffolk BOCES and Western Suffolk BOCES.

Qualifications:

All Board candidates must be, and remain while in office, a resident of Suffolk County. Experience has shown that the best candidates possess some or all of the following characteristics: familiarity with the Fire Service in the County; experience in budgeting and financial management; administrative and/or supervisory experience; and experience in education and/or governmental affairs.

Procedure:

In the event of a vacancy on the Board (either at the end of a term or during a term) the following appointment process shall go into effect:

1. The existing Board shall determine which of the above-referenced disciplines the opening represents.

2. The Board shall cause a notice to be sent to the agencies listed in the policy, advising them of the vacancy and the date that the vacancy will (or already has) occur(red) The Board may also widen the search by notifying other agencies or individuals. Upon receipt of a vacancy notice, the affected agencies should conduct a search for interested and qualified candidates from within their field or community.

3. A copy of this procedure, as well as a due date for the submittal of potential nominees, shall accompany such notice along with a request that they forward the name(s) of any candidate(s) they might wish to recommend.

4. The Board Chair shall appoint a Sub-Committee of three trustees with one serving as Chair, to assist in the process. The Presidents of the Suffolk County Fire Districts Officers' Association, the Fire Chiefs' Council of Suffolk County, and the Suffolk County Volunteer Firemen's Association shall be invited to have one representative from each, participate in the interview process.

5. Upon receipt of these recommendations, the Committee will review all the submittals received.

6. The Committee will conduct personal interviews of any candidates it deems suitable and then shall make a recommendation to the Board.

7. The Board shall make its selection after reviewing the recommendation of the sub-committee. The VEEB may choose to interview one or more finalists prior to making a decision. The selection of the VEEB will be final, subject only to the approval of the County Legislature.

8. After selection by the VEEB, the successful candidate and the VEEB shall each contact the designated appointee's local County Legislator to request sponsorship of the individual to the Fire, Rescue and Emergency Medical Services & Preparedness Committee of the Suffolk County Legislature. Member representatives on the sub-committee shall be requested to obtain recommendations from their respective organizations supporting the nomination of the finalist.

9. The appointee shall require approval of the Suffolk County Legislature to take office.

Assistance:

In the event that any of the affected agencies should require any assistance with respect to this process, the staff of the VEEB shall be available to answer any questions and provide guidance.

Policy 14.1 (Employment)
Dated: June 25, 2024

Adopted: July 29, 2024