

Issue No 2	City of Hot Springs – City Council	Page 1 of 2
Date 10/5/2023	Public Safety Committee Charter	Approved by: COHS Mayor

Purpose

The purpose of the Public Safety Committee is to provide a forum for public concern on public safety issues and to advise the Council on public safety matters so that decisions can be made by the Council to help reduce risk to the public.

Membership

PUBLIC

- Open to the public, no standing members

COHS:

- Chief of Police
- City Administrator
- Safety Coordinator

COHS Elected Officials

- Mayor
- Council representative(s) appointed by the Mayor

Leadership

- Public Safety is chaired and co-chaired by members of the Council as appointed by the Mayor. The Chair is responsible for:
 - Compiling the agenda;
 - Leading the monthly meeting;
 - Writing the minutes of the meeting and providing a copy to the Finance Officer, and;
 - Reporting to the Council on Committee activities.

Key Activities

- Meet monthly, typically the first Thursday of the month;
- Review and recommend resolution of public safety issues presented to the committee by members of the public, other members of the Council, the Police Department or other City Departments or employees.
- At the request of the Mayor or the Chief of Police, review complaints made against members of the Police Department.
- Review and comment on various documents and issues as requested by the Council.
- Review monthly, a summary of significant Police Department activities.
- Review and recommend projects and activities based on the FRC Pre Disaster Mitigation Plan

Deliverables

- Meeting minutes
- Complaint reviews

Key Interfaces

- Admin-Finance Committee
- Hot Springs School Board Safety and Security Committee
- Fall River County, Emergency Manager
- Hot Springs Volunteer Fire Department, Chief

Critical Success Factors

- Public concerns and complaints made to the Committee are addressed in an accurate, professional and timely manner;

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Change Log

Revision No.	Change	Date
2	Updated Key Activities with meeting day; added “public safety” to 2 nd bullet point; added bullet point regarding FRC PDMG review and recommended projects.	10/5/23