

Town of Windsor

Memorandum

July 8, 2014

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Emergency Communication Center Bylaws

As you know, we participate with Isle of Wight County and the Town of Smithfield in the operation of a joint emergency communication center. The center is operated under the guidance of the Emergency Communications Center Board. The board has recently recommended a change to its bylaws. The change is minor and is housekeeping in nature. I have attached a marked up copy of the bylaws so that everyone can see the change.

As you can see, the proposed change reflects the title change to Chief of Emergency Services from Director of Emergency Services. It also changes the Fire and Rescue Association's representative from the President to the duly appointed representative.

The Town of Smithfield has already adopted these revised bylaws.

I recommend that Council adopt the revised Emergency Communications Center bylaws.

Recommended Motion

Move that Council adopt the revised Emergency Communication Center Bylaws

EMERGENCY COMMUNICATIONS CENTER BYLAWS

ARTICLE I.

CREATION

SECTION 1. Agreement. By the Memorandum of Understanding adopted by the Isle of Wight County Board of Supervisors on March 11, 2002, by the Smithfield Town Council on April 2, 2002, by the Windsor Town Council on March 12, 2002 and the Sheriff of Isle of Wight County on March 11, 2002, the Emergency Communications Center was created for the purpose of performing dispatch functions for the County's and Towns' law enforcement, fire, rescue, and emergency personnel under an Enhanced 911 emergency telephone system.

SECTION 2. Definitions. As used in this document, the following terms shall have the following meanings:

- A. "Agreement" means the Memorandum of Understanding adopted by the Isle of Wight County Board of Supervisors, the Smithfield Town Council, the Windsor Town Council and the Sheriff of Isle of Wight County that established the Emergency Communications Center.
- B. "Board" means the Board of Directors of the Emergency Communications Center.
- C. "Center" means the Emergency Communications Center.
- D. "Fiscal Year" means the one-year period beginning July 1st and ending the following June 30th.
- E. "Governing Bodies" means the Isle of Wight County Board of Supervisors, the Smithfield Town Council, and the Windsor Town Council.

ARTICLE II.

BOARD OF DIRECTORS

SECTION 1. Membership. The Emergency Communications Center shall be governed by a Board of Directors composed of eight (8) members. The members specifically shall be the County Administrator, the Smithfield Town Manager, the Windsor Town Manager, the Sheriff, the Smithfield Police Chief, the Windsor Police Chief, the ~~Director of Emergency Management~~, *Chief of Emergency Services*, and the ~~President~~ *duly appointed representative* of the Volunteer Fire and Rescue Association. Members shall incur no individual liability for actions taken in good faith by them as members of the Board.

SECTION 2. Responsibilities. The Board shall be responsible for the following:

- A. The faithful execution of the terms of the Agreement between the Governing Bodies and the Sheriff for the establishment of the Center.
- B. The establishment of operating policies and procedures for the Center.
- C. The selection and supervision of the Communications Manager to include all personnel actions and related recommendations such as discipline, performance evaluations, etc.
- D. Submission to the Governing Bodies of an annual operating budget for the Center that shall be created in accordance with the County's Capital and Operating Budget cycles.
- E. Submission of an Annual Report to the Governing Bodies on the activities of the Center that shall be created at the end of each calendar year.

- F. Submission of an audit of the Center's financial records at the end of each fiscal year to the Governing Bodies.

ARTICLE III.

OFFICERS AND DUTIES

SECTION 1. Officers. The Officers of the Board shall consist of a Chairman and a Vice-Chairman. In addition, the Board shall select the Communications Manager.

SECTION 2. Election and Term of Office. At an annual meeting held in June, the Board shall elect a Chairman and a Vice-Chairman for the succeeding fiscal year. The Chairman and Vice-Chairman shall serve for one-year terms or until their successors are elected, and they may be reelected.

SECTION 3. Chairman. The duties of the Chairman shall be to preside at all meetings, maintain the orderly conduct thereof, and rule on all parliamentary matters. He shall act as official spokesman for the Board and sign all documents authorized by the Board. He shall have an official vote in all deliberations of the Board.

SECTION 4. Vice-Chairman. The Vice-Chairman shall act in the place of the Chairman in his absence or at his request. In the event of the death or resignation of the Chairman, the Vice-Chairman shall serve in that position until the Board elects a successor.

SECTION 5. Communications Manager. The Board of Directors shall employ a full-time Communications Manager. The Communications Manager shall not have a vote on any matter before the Board. The Communications Manager shall:

- A. Perform all administrative and technical functions necessary to carry out the policies of the Board and carry out the mission of the Center.
- B. Be responsible for hiring and supervising the staff of the Center in accordance with the County Personnel Policies and/or other internal policies that may be prescribed by the Board so long as they do not conflict with existing County Personnel Policies.
- C. Act as recorder for the Board, to prepare agendas and minutes of all Board meetings and maintain all official records of the Center.
- D. Maintain liaison with the emergency services providers in the County and Towns and with appropriate regional, state and federal officials.
- E. Represent the Center at all appropriate meetings and functions.
- F. Maintain liaison with the news media on Center activities.
- G. Carry out financial management of the Center's accounts, including preparation of an annual operating budget for submission to the Board and inclusion of the Center's accounts in the annual County audit.
- H. Prepare an annual report for submission to the Board.
- I. Carry out other duties as assigned by the Board.

ARTICLE IV.

MEETINGS

SECTION 1. Frequency. The Board of Directors shall meet as often as necessary and no less frequently than once per quarter. Meetings other than regular quarterly meetings may be called by the Chairman or any three (3) Board members. Quarterly meetings will be scheduled for 9:00AM on the second Monday of the following months; March, June, September and December. If the second Monday is a holiday, the meeting will revert to the third Monday of said month. Location to be announced prior to each meeting.

SECTION 2. Quorum. A quorum shall consist of five (5) members present.

SECTION 3. Rules of Procedure. All meetings of the Board shall be conducted to the most recent edition of Robert's Rules of Order.

ARTICLE V.

AMENDMENT OF BYLAWS

SECTION 1. Procedure. Except as otherwise required by law, these Bylaws may be amended, in whole or in part, at any meeting of the Board of Directors, provided that notice of any proposed amendment is provided to each member at least one (1) month in advance. All such amendments will require affirmative approval by all governing bodies of the County of Isle of Wight, and the Towns of Smithfield and Windsor.

SECTION 2. Primacy of the Agreement. In the event of any conflict between the Agreement and these Bylaws, the Agreement shall prevail.

SIGNATURES OF AUTHORIZED AGENTS

Isle of Wight County:

Clerk, Board of Supervisors

Chairman, Board of Supervisors Date

Approved as to Form:

County Attorney

Town of Smithfield:

Clerk, Town Council

Mayor, Town Council Date

Approved as to Form:

Town Attorney

Town of Windsor:

Clerk, Town Council

Mayor, Town Council Date

Approved as to Form:

Town Attorney

Isle of Wight County Sheriff

Sheriff

Date