

Franklin County Emergency Communications Advisory Board By-Laws

Article I: Name

The name of the organization will be the Franklin County Emergency Communications Advisory Board, hereafter referred to as the "FCEC Board".

Article II: Purpose

The purposes of this board are as follows:

- To act as a policy review board to the Emergency Communications Director in regards to emergency dispatch services in Franklin County.
- To coordinate the dispatch needs and requirements of all public safety agencies utilizing the Franklin County Emergency Communications Center, hereafter referred to as "FCECC".
- To review policies for the efficient and effective operation of FCECC.

Article III: Membership

1. Each of the following shall serve as a member of the FCEC Board:
 - Franklin County Sheriff
 - Franklin County Firefighters Association President or their designee
 - Franklin County Fire Chiefs Association Chairman or their designee
 - Franklin County Emergency Services Director
 - Rescue Chief appointed by the EMS Advisory Council Chairman
 - Local Police Chief appointing by majority of local police chiefs.
 - Franklin County Rescue Association President or their designee
 - Representative from Franklin County GIS
 - County Commissioner appointed by the Franklin County Board of Commissioners
 - Franklin County Emergency Communications Director

2. Members of this Board shall not be related by blood or marriage to an employee of the Franklin County Emergency Communications Center.

3. All appointments shall become effective at the first meeting of the FCEC Board following receipt of the letter from the appointing entity.
4. Notice of new appointees shall be the first order of business at all regular meetings of the FCEC Board and shall be appropriately entered in the minutes. The new appointee will be eligible to vote on all subsequent FCEC Board actions.
5. Alternate members will be recognized as the voting members of that particular agency or organization, only in the event that the Emergency Communications Director has received notice of the inability of the regular voting member to attend. Alternate members must be an assistant to the regular voting member or an individual that is acting in the absence of the regular voting member. Alternate members must be knowledgeable in the appropriate area that the regular voting member is a representative of and recent business conducted at previous meetings.
6. Any member of this Board that may have a personal or financial interest of any item presented shall inform the Board prior to the item being presented and excuse themselves from any vote associated with that item.

Article IV: Officers

1. The officers of the FCEC Board shall be the Chairman and Vice-Chairman; the Emergency Communications Director shall serve as the Secretary to the Board.
2. Officers will be elected from the membership of the Board at the first regular meeting in July of each year.
3. Officers will be elected by a majority of persons voting. New Officers will assume office immediately following election.
4. In the event an officer vacancy occurs, the vacancy shall be filled by a majority of the persons voting, and the officer selected shall fill the remainder of the office.
 - A. Chairman: The Chairman shall be the chief officer of the Board and preside at all meetings of the Board. The Chairman shall have the general powers and duties and management usually vested in the office of Chairman of any organization; and be an ex-officio member of all committees, and have such other duties and powers as may be prescribed by the Board or these Bylaws.

Among the general duties described above, the Chairman is specifically authorized, with the approval of the Board, to create

subcommittees as needed. The Chairman may either propose the subcommittee as a motion during a meeting of the Board, or poll the Board members via email. A paper record of any electronic votes shall be maintained by the Chairman, for inclusion in the minutes during the next meeting. A simple majority of the Board will suffice for approval of the subcommittee.

- B. Vice-Chairman: The Vice-Chairman shall perform the duties and exercise the same powers as the Chairman in the event the Chairman is absent and/or unable to carry on those responsibilities. The Vice-Chairman shall perform such other duties as may be prescribed by the Chairman.
- C. Secretary: The Secretary shall provide staff to keep the minutes of the various meetings, prepare correspondence, and notify members of regular and special meetings. The Secretary shall also perform such other duties as from time to time may be assigned by the Chairman.

Article V: Responsibilities and Duties

1. The County Manager has the responsibility and authority for appointing the FCECC Communications Director, however the County Manager may request the FCEC Board to review applications and/or participate in the interview process for the position of FCECC Communications Director.
2. The FCEC Board is responsible for reviewing standard operating guidelines developed by the Emergency Communications Director and keeping the County informed of any situations or circumstances which might reduce the service capability or performance level of the 911 dispatch system.
3. The FCEC Board may be asked to offer guidance and critiques of the general performance of the dispatchers and operations of the FCECC.
4. The FCEC Board may be informed of expansions and improvements that affect the FCECC.

Article VI: Administrative Organization

1. The County Manager bears ultimate responsibility for the operation and performance of the FCECC.
2. The Emergency Communications Director who has been assigned administrative responsibility for FCECC shall:

- Be responsible for keeping the FCEC Board informed of FCECC operations, problems, procedures and any other factors which would bear on the service and performance of FCECC.
 - Be responsible for having policy issues reviewed by the FCEC Board.
 - Be responsible for providing necessary clerical support for the FCEC Board meetings and activities.
 - Be responsible to meet with the FCEC Board on a regular basis.
 - Be responsible to work with, and act as a liaison for the FCEC Board and the County Manager's Office.
3. All personnel decisions involving the Emergency Communications Director such as hiring and termination of the same shall be the responsibility of the County Manager.

Article VII: Meetings

1. Regular quarterly meetings will take place at a time to be determined by the FCEC Board.
2. Special meetings may be called by the Chairman or by request of a majority of the members.
3. A quorum shall consist of a majority of the appointed members of the FCEC Board.
4. Voting shall be done in person, with the exception of Article 4, Section 4A above.
5. Members shall be notified by the Secretary of the FCEC Board no less than three (3) days before the meeting.
6. The meeting shall be governed by the rules set forth in Sections two (2) through five (5) of this Article.
7. All minutes from these meetings shall be filed with the Board of Commissioners Clerk to the Board's Office upon approval from the membership.

Article VIII: Order of Business

1. All meetings shall be conducted in accordance with Roberts Rules of Order.
2. The following order of business shall be observed at all regular meetings of the FCEC Board:

- a. Roll Call
- b. Recognition of new members
- c. Minutes of preceding meeting and action thereon
- d. Unfinished Business
- e. New Business

Article IX: Amendments

1. These Bylaws may be amended by majority vote of the membership of the FCEC Board at an official meeting of the organization, provided notice of such amendment(s) and the nature thereof has been given to all members of the FCEC Board at least one (1) month prior to the date of the meeting at which the amendment(s) are to be considered.
2. All Bylaw changes approved by the FCEC Board are subject to the final approval of the Franklin County Board of Commissioners.
3. The Franklin County Board of Commissioners reserves the right to unilaterally amend or rescind any and all portions of these Bylaws.

This hereby repeals any previous Bylaws promulgated by the parties hereto.

These Bylaws are hereby approved and adopted this 20 day of April, ²⁰⁰⁹ ~~2006~~ ^{6/16}.

These Bylaws are adopted by the following representatives of the Franklin County Emergency Communications Center (FCECC):

Robert L. Swanson
Chairman, Franklin County Board of Commissioners

4/20/09
Date

Kristen G. Keig
Franklin County Clerk to the Board

4/20/09
Date

Christy Shea
Franklin County Emergency Communications Director

4/20/09
Date