

**OPERATIONAL BYLAWS
ALLEGAN COUNTY CENTRAL DISPATCH
POLICY AND PROCEDURE BOARD**

SECTION I

PURPOSE

Consistent with the Allegan County 9-1-1 Plan, the Board is established to create policy and operating procedures with a particular concentration on technical operating procedures to be used by the dispatchers and dispatched public and private emergency service providers and agencies. Upon approval of the Board, the policy or dispatch procedure shall be implemented by the director.

SECTION II

DEFINITIONS

As used in this agreement, the following terms / phrases shall have the following meanings:

- 2.1 "Allegan County Central Dispatch" (ACCD) is defined as an operations center designed to communicate with police, fire, E.M.S., and other emergency providers within Allegan County.
- 2.2 "Committee" refers to a subcommittee of the Policy and Procedure Board described in these Bylaws.
- 2.3 "Board" refers to the Allegan County Central Dispatch Policy and Procedure Board.
- 2.4 "Legislative Body" refers to the governing body of a public agency.
- 2.5 "Private Safety Entity" refers to a private entity which provides emergency fire, ambulance, or medical services.
- 2.6 "Public Agency" refers to any tax supported agency of a state, county, and/or local governmental unit.
- 2.7 "Public Safety Agency" refers to a functional division of a public agency that provides law enforcement, fire fighting, and/or emergency medical services response.

DEFINITIONS-Continued

- 2.8 "Participating Public Safety Agency" refers to a public safety agency that participates in the Allegan County Central Dispatch system through either the direct dispatch method, or the transfer method.
- 2.9 "Properly convened meeting" refers to guidelines which follow the Open Meetings Act.
- 2.10 "Proper vote" refers to a polling of the members of the Board or Committee which results in an affirmative majority of those members present and voting.
- 2.11 "Public Safety Answering Point" or "PSAP" refers to a communications facility operated on a 24 hour, 7 day a week basis, and assigned responsibility to receive both emergency and non-emergency requests by means of either the direct dispatch method, the relay method, or the transfer method.
- 2.12 "Relay Method" refers to a method of responding to a request for service whereby a PSAP notes pertinent information and, in accordance with established operating standards and policies, relays it by telephone, radio, or private line to the appropriate public safety agency or other provider of emergency services.
- 2.13 "Transfer Method" refers to a method of responding to a request for service whereby a PSAP, in accordance with established operating standards and policies, transfers the call directly to the appropriate public safety agency or other provider of emergency services.
- 2.14 "Direct Dispatch Method" refers to a method of responding to a request for service whereby a PSAP, in accordance with established operating standards and policies, decides on the proper action to be taken and dispatches the appropriate available emergency service unit(s).
- 2.15 "9-1-1 Plan" refers to the plan adopted by the Allegan County Board of Commissioners pursuant to the Emergency Telephone Service Enabling Act.

SECTION III

GOVERNANCE

3.1 STATUS:

- A) The Board is a policy making board.

3.2 BOARD MEMBERS:

- A) The Board shall be made up of one representative from each of the following:

GOVERNANCE-Continued

Ex-officio Members

- Allegan County Board of Commissioners Chairman or his/her designee
- Allegan County Sheriff or his/her designee
- Allegan County Administrator
- Michigan State Police Post Commander or his/her designee
- Gun Lake Tribe Public Safety Director or his/her designee

Appointed Members

- Representative of township government within Allegan County
- Representative of city or village government within Allegan County
- Private citizen residing in Allegan County
- (1) East side and (1) West side Fire Officer from within Allegan County (recommended by the Allegan County Fire Chief's Association)
- Representative of E.M.S. providers within Allegan County
- Allegan County Medical Control
- City or Village Police Chief from within Allegan County

- B) The Board may establish additional advisory or Ad-Hoc Committees to serve specific purposes as set forth by the Board.
- C) The Allegan County Board of Commissioners shall make all appointments to the Board. Recommendations to the Allegan County Board of Commissioners for appointment may be provided by groups and shall be attached to application for appointment prior to submission.
- D) All Allegan County 911 Policy & Procedure Board members are expected to attend all regularly scheduled meetings. If a 911 Policy & Procedure Board member has two regularly scheduled meeting absences without advanced notice during the calendar year, the 911 Policy & Procedure Board shall recommend that member for removal and replacement by the Allegan County Board of Commissioners to the Chairperson, Vice-Chairperson, or the Director of Central Dispatch at least 2 weeks prior.

3.3 DISPATCH POLICY AND PROCEDURE BOARD ELECTIONS:

- A) The first meeting of the year shall be an organizational meeting. The Board shall elect a Chairperson and a Vice Chairperson.

3.4 TERMS OF OFFICE:

- A) The term of office for ex officio members shall be coterminous with the terms of their position; all other members of Board shall be two years. The terms of the membership shall be staggered so no more than six positions expire in any one year.

GOVERNANCE-Continued

3.5 CHAIRPERSON:

- A) The Chairperson shall preside over meetings and will coordinate activities of the Board.

3.6 VICE CHAIRPERSON:

- B) The Vice Chairperson shall act as the Chairperson in the Chairperson's absence.

3.7 MINUTES:

- A) Minutes shall be taken at each meeting as directed by the Chairperson.

3.8 MEETINGS:

- A) The Board shall meet no less than once a quarter.
- B) All meetings of the Board and its committees shall be in accordance with Robert's Rules of Order.
- C) Public comments offered during the public participation portion of regular meetings shall be limited to no more than five (5) minutes per individual with a total of fifteen (15) minutes overall.

3.9 VOTING:

- A) Each member of the Board shall be entitled to equal voice in the operation of the Board. For purposes of voting the "one person - one vote" policy shall apply.
- B) A majority of the members serving shall constitute a quorum and all proceedings of the Board shall require for favorable action a vote of a simple majority of members of the Board.

3.10 COMPENSATION:

- A) Members not otherwise compensated shall be paid at a rate established by the County Board of Commissioners.

3.11 BOARD RESPONSIBILITIES:

The Board is authorized to:

- A) Review the 9-1-1 service plan, and make recommendations to the County Board of Commissioners as to modifications of the plan.
- B) Review existing policies no less than once annually.

GOVERNANCE-Continued

- C) Through the Director and County Administrator, review and recommend an annual Allegan County Central Dispatch budget to the County Board of Commissioners.
- D) Review and recommend purchases in excess of \$50,000 to the County Board of Commissioners.
- E) Notwithstanding the above, the authority of the Policy and Procedure Board shall be limited to Allegan County Central Dispatch and its funds. The Board and Committee, shall not have authority to bind, commit, or encumber the funds of the participating municipalities or the participating agencies. Board shall not possess the power to levy any type of tax or issue any type of bond in its own name.

SECTION IV

OPERATIONS

4.1 DIRECTOR:

- A) The Director is responsible to the County Administrator for matters of personnel, budget, general department operations, and adherence to all county policy.
- B) For purpose of policy and procedure the Director is responsible to the Board.
- C) Pursuant to County Employee Selection Policy 301 the Central Dispatch Director shall be hired.
- D) The Director shall keep the Board informed on issues of Central Dispatch as it pertains to the purpose of the Policy and Procedure Board.

SECTION V

FISCAL ADMINISTRATION

5.1 BUDGET:

- A) The Director shall report the financial condition of the operation to the Board on a regular basis so all members remain aware of the financial status of the operation.

SECTION VI

AMENDMENT

6.1 AMENDMENT:

- A) The operational bylaws of the Board may be amended upon recommendation of the Board and approval of the Allegan County Board of Commissioners.