

OPERATIONAL BYLAWS
CLARE COUNTY CENTRAL DISPATCH
POLICY AND PROCEDURE BOARD

SECTION I

PURPOSE

Consistent with the Clare County 9-1-1 Plan, this Board is established to advise on 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 review by the Board, the policy or dispatch procedure (may) be implemented by the director.

SECTION II

DEFINITIONS

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

- 2.1 "Clare County Central Dispatch" (CCCD) is defined as an operations center designed to communicate with police, fire, E.M.S., and other emergency providers within Clare County.
- 2.2 "Committee" refers to a subcommittee of the Policy and Procedure Board described in these Bylaws.
- 2.3 "Board" refers to the Clare 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 Clare 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 "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 nonemergency requests by means of either the direct dispatch method, the relay method, or the transfer method.

2.11 "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.

2.12 "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.

2.13 "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).

2.14 "9-1-1 Plan" refers to the plan adopted by the Clare County Board of Commissioners pursuant to the Emergency Telephone Service Enabling Act.

SECTION III

GOVERNANCE

3.1 STATUS:

A) The Board is a policy advising board.

3.2 BOARD MEMBERS:

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

Clare County Board of Commissioner Representative

Clare County Fire Chief Representative

Michigan State Police, Mt. Pleasant Post #63

Director, Clare County Emergency Management

Chief Frost Township Police Department

Mi Dept. of Nat. Resources, Harrison

Citizen Representative, Clare County

Supervisor, MMR ambulance service

Chief of Police, City of Clare

Clare County Sheriff's Department

Director, Clare County Central Dispatch

B) The Board may establish additional advisory or Ad-Hoc Committees to serve specific purposes as set forth by the Board.

C) Recommendations to the Clare County Board of Commissioners for appointment may be provided by groups and shall be attached to application for appointment prior to submission.

D) The Citizen Representative should be a two year appointment with Board approval. Additionally, active attendance is required. Applications can be requested from the 911 Director.

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) Chair Members of Board shall be two years. The terms of the membership shall be staggered with Chairperson on even years and Vice Chairperson on odd years

3.5 CHAIRPERSON:

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

GOVERNANCE-Continued

3.6 VICE CHAIRPERSON:

A) 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) 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 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

C) Review and recommend purchases in excess of \$50,000 to the County Board of Commissioners.

D) Notwithstanding the above, the authority of the Policy and Procedure Board shall be limited to Clare 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 Clare County Sheriff for matters of personnel, budget, general department operations, and adherence to all county policy.

B) 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 make the financial condition of the operation available to the Board upon request 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 Clare County Board of Commissioners.