

**BY-LAWS OF THE DELAWARE COUNTY
9-1-1 BOARD**

**Adopted
May 9, 2018**

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9-1-1 BOARD**

ARTICLE I. NAME AND PURPOSE AND DUTIES

- (A) The name of this organization shall be the Delaware County 9-1-1 Board, (hereinafter the 9-1-1 Board) and its principal office shall be located at 10 Court Street, Delaware, Ohio.
- (B) The 9-1-1 Board is established pursuant to the Consolidation Agreement entered into by the City of Delaware and Delaware County on July 2, 2007.
- (C) Its primary purpose, in accordance with the Consolidation Agreement, is to make recommendations regarding policy and operational matters related to the operations of the Delaware County 9-1-1 Emergency Communications System.

ARTICLE II. MEMBERSHIP

Membership in the 9-1-1 Board shall be as follows:

- *City Manager of Delaware
- *City Manager of Powell
- *Delaware County Sheriff or Representative of Sheriff
- *Delaware County Commissioners' Representative
- *City of Delaware Police Chief
- *Law Enforcement Representative selected by the Delaware County Criminal Justice Association
- *Three (3) Fire Chiefs selected by Delaware County Fire Chiefs Association, one of whom shall be with a volunteer/part-time fire service
- *A Township Trustee selected by and representative of the Township Trustees Association
- *EMS Representative selected by the County Commissioners
- *Non-voting representative of the State Highway Patrol
- *Delaware County Administrator shall be ex-officio, non-voting member of the Board.

*serves until successor is appointed

ARTICLE III. VOTING RIGHTS

Each Board member or designee shall have one (1) vote in matters brought before the 9-1-1 Board requiring any vote of the membership. In the event that a Board member knows they will be absent from a meeting, he shall notify the Board Chairman in advance of the meeting and indicate who the designee will be.

ARTICLE IV. MEETINGS

The Board shall schedule no fewer than four (4) meetings per year, but may meet more frequently if so voted; at the beginning of each calendar year the Board shall vote on its meeting schedule for that year, meeting location and time of meeting. A quorum of six board member shall be present in order for a meeting to be held.

The Board will operate as a public body and will be subject to Ohio's open meetings law; however, the Board shall be permitted to meet in executive session pursuant to the Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (4) personnel, 121.22 (G) (5) matters required to be kept confidential by State statute, and 121.22 (G) (2) acquisition of property for public purpose.

Meetings will be conducted in accordance with Robert's Rules of Order.

ARTICLE V. OFFICERS

- (A) The Board's officers shall consist of a Chairman, Vice Chairman, and Secretary, who shall be elected at the Board's December meeting for a one-year term, commencing on January 1 of each year.
- (B) A vacancy in any office shall be filled by a majority vote of the Board for the unexpired portion of the Term.

ARTICLE VI. DUTIES OF OFFICERS

- (A) The Chairman shall preside at all meetings of the Board. The Chairman shall appoint members to serve on any standing committees and such other committees as the Chairman shall, from time to time, designate. The Chairman shall be an ex-officio member of all committees.
- (B) In the absence of the Chairman, or in the event of his inability to act, the Vice Chairman shall perform the duties of the Chairman and, when so acting, shall have all the powers of the Chairman.
- (C) In the absence of both the Chairman and the Vice Chairman, or in the event of their inability to act, the Secretary shall perform the duties of the Chairman, and, when so acting, shall have all the powers of the Chairman.

ARTICLE VII. DUTIES OF THE BOARD

In accordance with the Consolidation Agreement executed on July 2, 2007 and amended June 24, 2013 the duties of the 911 Board of the are as follows:

1. Role of the 9-1-1 Board:
 - (A) Shall provide strategic oversight of the operation of the 9-1-1 system and center and the countywide public safety communications system with the exception of the cities of Dublin, Westerville, Columbus, and the Delaware County Sheriff unless one of those systems comes under the auspices of the Delaware County Emergency Communications system.
 - (B) Shall make recommendations regarding policy and operational matters related to emergency communications;
 - (C) Shall recommend standards for service and the utilization and upgrade of technology;
 - (D) Shall make recommendations for and oversee the development of standards and protocols for the efficient and effective operation of the system;
 - (E) Shall establish goals and objectives for the 9-1-1 Center on an annual basis.

2. Organizational Structure/Communication:
 - (A) The 9-1-1 Communications Director shall advise and make recommendations to the 9-1-1 Board for the purpose of exercising the 9-1-1 Board's duties as set forth herein. Upon the 9-1-1 Board's adoption of recommendations, the 9-1-1 Communications Director, in conjunction with the County Administrator, shall present all recommendations of the 9-1-1 Board to the Board of County Commissioners for consideration.
 - (B) Subject matter expertise is provided by Technical Committees that are made up of emergency service providers and technical experts (Fire, Law Enforcement, EMS, etc.) and chaired by designated members of the Board of Directors.
 1. The Technical Committees report to the 9-1-1 Board, which makes recommendations to the Board of County Commissioners.
 2. Technical Committee recommends operational guidelines to the 9-1-1 Board for consideration.

3. Personnel:

- (A) The 9-1-1 Board, acting through the Administrative Committee, in conjunction with the County Administrator and Delaware County Human Resources staff, shall participate in the selection process for the 9-1-1 Communications Director and make a recommendation to the Board of County Commissioners.
- (B) After consideration of the recommendation of the 9-1-1 Board, the 9-1-1 Communications Director shall be appointed by the Board of County Commissioners and be supervised by the County Administrator.
- (C) The 9-1-1 Communications Director shall provide notice to the 9-1-1 Board of disciplinary matters that will result in suspension, termination, or will bring adverse publicity to the 9-1-1 Center. Notice shall be provided at the next scheduled 9-1-1 Board meeting, if not sooner.
- (D) The 9-1-1 Board shall provide input on the 9-1-1 Communications Director's annual performance evaluation

4. Budgetary Review:

- (A) By the fifteenth (15th) of October of each year, the 9-1-1 Board shall review and approve an annual budget and provide a budget recommendation to the Board of County Commissioners through the 9-1-1 Communications Director and the County Administrator.
- (B) The 9-1-1 Board shall recommend contracts, supplemental appropriations, and non-budgeted expenditures to the Board of County Commissioners.
- (C) Levy Recommendation: The 9-1-1 Board may make recommendations to the Board of County Commissioners regarding the necessity of levying taxes in support of 9-1-1 operations.

5. Community Liaison:

- (A) The 9-1-1 Board shall serve as a community liaison and public relations board by providing a means for members of the public, businesses, local agencies, and political subdivisions to express complaints and concerns regarding the 9-1-1 Center and system.
- (B) The 9-1-1 Board may investigate complaints or concerns that are brought to the attention of the Board and may make recommendations to the Board of County Commissioners to address the complaint or concern.
- (C) The 9-1-1 Board shall promote public information and awareness of the 9-1-1 Center and system and may conduct informational sessions and produce informational materials in furtherance thereof, provided any expenses to be incurred by the County receive prior approval from the Board of County Commissioners.

ARTICLE VIII. STANDING COMMITTEES

The following Standing Committees are hereby established:

- A. Technology
- B. Standards and Protocol
- C. Administration

ARTICLE IX. ORDER OF BUSINESS

The order of business of all meetings of the Board shall be:

- A. Pledge of Allegiance
- B. Reading and Approval of Minutes
- C. Public Comment
- D. Directors Report
- E. Committee Reports
- F. Unfinished Business
- G. New Business
- H. Personnel – Executive Session (If needed)
- I. Adjournment

ARTICLE X. AMENDMENT

With the exception of the Duties of the 911 Board and the Board Membership, these by-laws may be amended by a majority vote of the entire Board, provided, however, that a copy of any proposed amendments be provided to all Board members at least seven (7) days prior to the meeting at which it shall be submitted for a vote.

By-Laws Appendix A
9-1-1 COMMUNICATIONS DIRECTOR

The day to day operation of the Delaware County Emergency Communications Center shall be under the direction of the 9-1-1 Communications Director.

The Director shall be appointed by the Board of County Commissioners based upon the recommendation of the majority of the Board of Directors.

The Director shall serve as an at will, unclassified employee. At the will and pleasure of the majority of the Board of Directors and the Board of County Commissioners.

Prior to removal, however, the Director shall be given an opportunity to appear before the Board of Directors to respond to the Board regarding his/her removal.

The Director shall be compensated for his or her services as recommended by a majority vote of the Board of Directors and approved by the Board of County Commissioners.

The duties and responsibilities of the Director as they relate to the Board of Directors are as follows:

- A. The Director shall administer, implement, and enforce the operation of the Emergency Communications Center and its personnel on a day to day basis in accordance with the policies, procedures, and the by-laws, and directives issued by the Board of Directors.
- B. The Director shall work directly with county residents and participating agencies and jurisdictions to answer questions regarding the Emergency Communications Center and to investigate and resolve complaints. The Director shall maintain a file of all complaints received and notify the Board Chairman prior to each board meeting or as needed for any complaints received, the Director's findings, and the response to the complainant and/or the current status of the problem.
- C. The Director shall maintain the standards of service delivered by the Emergency Communications Center and implement technological changes as determined necessary by the Board of Directors. The Director shall also make recommendations to the Board of Directors for changes in policies and procedures designed to improve the standards of service.

- D. The Director shall evaluate, plan and make recommendations to the Board of Directors regarding the number of personnel required to effectively and efficiently operate the center, positions and classifications required and the organizational structure of the center.
- E. The Director shall determine on a day to day basis the methods, process, means and personnel to be utilized to conduct the operations of the Emergency Communications Center in compliance with the policies, procedures, by-laws and directives of the Board of Directors.
- F. The Director shall review the salaries and benefits provided to employees of the Emergency Communications Center on not less than an annual basis and make recommendations to the Board of Directors during our annual budget review, regarding changes or improvements he/she believes are justified.
- G. The Director shall, in cooperation with the County's Department of Administrative Services, review all applications for employment in positions under his/her supervision and shall screen, interview and make recommendations to the County Administrator for the employment of the best qualified candidates.
- H. The Director shall direct and supervise all personnel of the Emergency Communications Center and shall be responsible for implementing actions in emergency situations necessary to ensure the continued operation of the Emergency Communications Center.
- I. The Director may, in cooperation with the County's Department of Human Resources, issue verbal warnings, written reprimands, and may schedule pre-disciplinary hearings and make recommendations to the County Administrator for suspensions with or without pay, reductions in pay or position or the removal of employees under his/her supervision. All anticipated disciplinary actions shall follow the collective bargaining agreement or applicable policy or civil service law.
- J. In cooperation with the County Administrator, the Director shall prepare an annual budget for the operation of the Emergency Communications Center and submit such budget with his/her recommendations to the Board of Directors in accordance with the County's annual budget process.
- K. The Director shall submit to the Board of Directors a financial report prior to each board meeting or upon request.

- L. All expenditures will be made in accordance with the County purchasing policy.
- M. The Director shall, in cooperation with the County Administrator, submit all requests to enter into contracts, to transfer appropriated funds or to purchase non-budgeted items or services to the Board of Directors for their approval and recommendations to the Board of County Commissioners.

By-Laws Appendix B
BOARD OF DIRECTORS

The Delaware County 9-1-1 Center Board of Directors is a semi-autonomous board delegated with the responsibility and authority to manage the Delaware County 9-1-1 Communications Center.

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By-Laws Appendix C
DELAWARE COUNTY BOARD OF
COUNTY COMMISSIONERS

In order to carry out the intent of the Consolidation Agreement and the Delaware County 9-1-1 Plan, management of the Emergency Communications Center has been delegated to the Board of Directors. The Board of Directors therefore manages the operation of the Emergency Communications Center in conjunction with the County Administrator and the Board of County Commissioners in regard to budgeting, expenditure of funds, and personnel matters.

Specifically, the corresponding responsibilities between the Board of County Commissioners and the Board of Directors in regard to the Delaware County Emergency Communications Center are as follows:

- A. The Board of County Commissioners shall ensure that the Board of Directors manage and operate the Emergency Communications Center in accordance with the Consolidation Agreement and the 9-1-1 Plan.
- B. The Board of County Commissioners shall review the recommendations of the Board of Directors regarding salaries and benefits for employees of the Emergency Communications Center and shall approve or disapprove such recommendations.
- C. The Board of County Commissioners shall review the recommendations of the Board of Directors, interview recommended candidates if desired and, as appointing authority, approve or disapprove the appointment of the Director of Emergency Communications Center.
- D. The Board of County Commissioners shall, as appointing authority, review all recommendations for reductions in pay or position, suspensions or removals and approve or disapprove such recommendations and take appropriate action by resolution as deemed necessary.
- E. The Board of County Commissioners shall review the annual budget for the Emergency Communications Center and the recommendations of the Board of Directors and approve, or disapprove such budget.

- F. The Board of County Commissioners shall review recommendations from the Board of Directors regarding transfers in appropriated funds, supplemental appropriations or expenditures for non-budgeted items and shall approve or disapprove such transfers or expenditures in accordance with the system plan and applicable law.

- G. All contracts shall be approved in accordance with County policy.

