CHAPTER 9

CASSIA COUNTY 9-1-1 ADVISORY COMMITTEE

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2-9-1: **NAME**: The name of the Committee shall be "CASSIA COUNTY 9-1-1 ADVISORY COMMITTEE," hereinafter referred to as the "9-1-1 Committee."

2-9-2: **AUTHORIZATION:** The 9-1-1 Committee has been approved, sanctioned and authorized by the Cassia County Board of Commissioners (hereinafter “Board”). Members of this committee shall hold office at the pleasure of the Board.

2-9-3: **PURPOSE AND DUTIES:**

A. Purpose: The purpose of this 9-1-1 Committee is to provide input and recommendations to the Board regarding the 9-1-1 operations and related functions that affects Cassia County, Idaho.

B. Duties: The 9-1-1 Committee performs the following duties:

1. Advise on rural addressing issues;

2. Advise on major purchases of 9-1-1 equipment, that being any expenditure exceeding One Thousand Dollars ($1,000.00);

3. Planning for, upgrading, and updating county-wide communication system;

4. Advise regarding budgeting, long-term planning, and forecasting in regard to the 9-1-1 budget;
5. Monitor county-wide 9-1-1 system and recommend changes, amendments, and needs as required;

6. Review, research, and recommend proposed actions on other issues affecting 9-1-1 areas as requested by the Board of County Commissioners; and

7. Provide oversight and give direction to the 9-1-1 Coordinator and Assistant 9-1-1 Coordinator.

2-9-4: **MEMBERSHIP:**

A. Members of this committee shall hold office at the pleasure of the Board and will serve without salary or wage. If an appointed member of the Board is a Cassia County employee, the member will serve with no additional wage as a county employee in an advisory capacity to the Board. In regard to service on this committee, members are not answerable to anyone other than the Board of Commissioners.

B. Members shall be currently affiliated with the body that they represent on this Board. If a member of the Board represents a Cassia County department or office, the member shall be a full-time employee of Cassia County that is deemed by the Board to be in good standing. "Good standing" shall be determined by regular attendance at meetings, participation in good faith on the 9-1-1 Committee, and by the member's conducting themselves in accordance with Cassia County's Personnel Policy. Members determined by the Board to not be in good standing will be removed from the 9-1-1 Committee. Further the Board may remove any member of the committee without cause, and at any time.

C. The 9-1-1 Committee will consist of membership from the following areas: Cassia County Emergency Services Board, a fire district representative, the County GIS specialist, Cassia County Sheriff's Office Dispatch, Cassia County Sheriff or designee; Cassia County Administrator. The 9-1-1 Coordinator and Assistant will be *ex-officio* members to this board. They can attend and participate in discussions as requested by board members, but shall not have a vote on any proposed actions.

D. Appointments to serve as a member of the 9-1-1 Committee shall be made by the Board, and all appointed members shall be Cassia County residents, and must have been residents for at least two (2) years prior to appointment.

E. Members of the 9-1-1 Committee will be appointed to serve for a term of four (4) years. In order to provide for continuity, the term expiration dates of 50% of the appointees will expire in two (2) years. As long as the appointee is qualified to serve, and is willing to serve, and at the discretion of the Board, a member may be reappointed to any number of successive four (4) year terms.

F. A member of the 9-1-1 Committee may resign from service on the committee by submitting written resignation to the Board of County Commissioners, in care of the Cassia County Administrative Office.

2-9-5: **FACILITATION/LIAISON:**

A. The County Administrator will conduct and facilitate the meetings and perform such other duties as pertain to the function of facilitator. It shall be the duty of the facilitator to attend regularly the meetings of the 9-1-1 Committee as a voting member.

B. The County Administrator shall also serve as the liaison between the 9-1-1 Committee and the Board.

C. If the County Administrator cannot be present at the meeting of the 9-1-1 Committee, the County Administrator shall delegate conducting and facilitating functions for that meeting to another member of the committee.

2-9-6: **SUBCOMMITTEES :** Subcommittees may be established and appointed by the County Administrator to assist the 9-1-1 Committee in performance of its functions and assignments. Each subcommittee shall consist of not less than two (2) voting members of the 9-1-1 Committee. Citizens and public officials may be appointed to serve as non-voting members on the subcommittees by the County Administrator.

2-9-7: **MEETINGS:**

A. Locations and Dates:

1. The regular meeting of the 9-1-1 Committee shall be held at the County Commission Chambers or such other suitable place as may

be determined and at a time determined by the Committee. Meetings shall be held quarterly, and to include the 4th Tuesday of March and the 1st Tuesday in August, then as needed and as required to conduct the business and fulfill the duties of the Committee.

2. Special meetings may be called by the County Administrator or through a written request by the majority of the 9-1-1 Committee. The purpose of any special meeting must be stated in the call. Notices of meetings and publication of agendas must comply with Idaho Code, Title 67, Chapter 23, Sections 2340 through 2347, the Open Meetings Law or any successor law.

B. Decisions and Quorums:

1. All actions, recommendations and decisions (other than those specified otherwise in the By-Laws) made by the 9-1-1 Committee must be made by simple majority vote of participating members taken when a quorum of the group is constituted in a lawful meeting.

2. A quorum shall consist of at least three (3) of the six (6) members being present at the meeting.

3. All members present at a lawfully called meeting shall be counted to determine the existence of a quorum, even though some of those members may not be participating in the action.

4. Presence of a quorum member may be obtained telephonically if done in accordance with state law.

5. Once a quorum is determined to exist, it shall remain so, until the number of group members present at the meeting shall fall below three (3). When a quorum ceases to be present at the meeting, then the Facilitator shall close the meeting, and no further action shall be taken until a quorum is re-constituted.

C. Procedures:

1. Meetings shall be conducted by the Facilitator or Facilitator's designee. Specifically, the Facilitator is responsible for ensuring: the recording and distribution of meeting notes; that meetings are conducted and facilitated effectively; that meetings are productive and within the scope of the mission and goals of the 9-1-1 Committee.

2. Consideration may be given to the use of a professional facilitator not directly affiliated with the membership, for agendas that may be especially controversial.

3. Each regularly appointed member shall be entitled to one (1) vote on any matter that may come before the 9-1-1 Committee. The vote of the majority of the members present at any meeting attended by a quorum of its members shall be necessary to decide any items. The Facilitator may enter into the discussion of items before the 9-1-1 Committee and may vote on any item of business to come before the 9-1-1 Committee. Any member participating in deliberations shall disclose conflicts of interest on matters before the Committee before deliberations begin.

4. Rules of conduct shall be strictly adhered to through meeting facilitation; members should listen actively; members shall be entitled to speak and be heard; problems and issues will be attacked – not people. Matters coming before the 9-1-1 Committee shall be heard in accordance with the provisions of Cassia County Resolution No. 2002-12-02, or its successor. If the matter is not covered by the provisions of that resolution, then specific rules of conduct or working guidelines may be formally recommended by the Committee to the County Commissioners for adoption by the Commissioners.

5. It shall be the purpose of the 9-1-1 Committee to allow opportunity for all reasonable viewpoints that are relevant to the business of the committee to be expressed in the meetings of the 9-1-1 Committee.

6. Members will be respectful to one another and to guests invited to appear before the committee.

7. Members will contact the County Administrative Office in advance of a called or scheduled meeting to notify if they will be absent.

2-9-8: **9-1-1 COORDINATOR AND ASSISTANT COORDINATOR:**

A. The 9-11 Committee shall recommend a person to the Board of County Commissioners to be appointed as the 9-1-1 Coordinator. If deemed to be needed, the Committee may also appoint an Assistant 9-1-1 Coordinator.

B. The 9-1-1 Coordinator shall be appointed for an initial term of two (2) years, and may be appointed to additional terms of two (2) years each, if

qualified, willing to accept, and in good standing, as deemed by the Board of County Commissioners.

C. The appointed Coordinator and/or Assistant Coordinator serve at the pleasure of the Board and can be removed at any time, with or without cause.

D. The appointed Coordinator and/or Assistant Coordinator shall serve without pay. These are volunteer positions. Necessary mileage may be reimbursed.

E. The Committee shall determine a job description for the 9-1-1 Coordinator and Assistant Coordinator positions, which job descriptions shall be approved by the Board of County Commissioners before becoming effective.

F. The 9-1-1 Coordinator and Assistant must be Cassia County residents at the time of appointment and for two (2) years preceding appointment. They must remain Cassia County residents to remain qualified to hold the position. (*Resolution 2013-004, Adopted 2-19-2013*)