

Waldo County Regional Communications Center

PURPOSE OF ORGANIZATION:

It is the intent of the Waldo County Commissioners to create a Waldo County Regional Communications Center for the health and safety of all its citizens. We solicit all public safety agencies within Waldo County to be served by this Communications Center.

This service will be provided by simply paying your property tax. There shall be no other tax or fees for this service.

By-Laws

1. Name of Organization, place of business, and fiscal year:

- a. Waldo County Regional Communications Center ("Center").
- b. Organized in the County of Waldo as an operational department of County Government.
- c. Place of business is Belfast.
- d. Fiscal year is that of the County Government, currently January 1 to December 31.
- e. Authorized by Title 30-A Maine Revised Statutes Annotated (MRSA) 453.
- f. Governed by the County Commissioners, as it is assisted by an advisory body called the Waldo County Regional Communications Center Board of Directors ("Board").

2. Objectives of the Organization:

- a. Cooperative venture of the member communities of the County to provide Public Safety Answering Point (PSAP), Dispatch and other emergency communications services.
- b. Center is established to centralize such services and minimize current and/or future costs to constituencies.
- c. In matters of policy within a given jurisdiction, the role of the Regional Communications Center shall be to act in accordance with policies set forth by the public safety authority of that jurisdiction. This paragraph is intended to exclude the Board of Directors or any other body of this Regional Communications Center from having policy-making authority over any jurisdiction.
- d. Provides for future communications needs.

3. Role of the Commissioners:

- a. Act as funding authority and host agency, recognizing that the Center shall be funded by the Waldo County Budget as permitted by Title 30-A MRSA 851.
- b. Shall delegate policy making authority for the Center to the "Board of Directors".
- c. Confirms selection of Center Director ("Director")
- d. Receives quarterly report of Center activities and, as needed or desired, schedules Board presentations.
- e. Recommends Center fiscal year budget to Waldo County Budget Committee.

4. Role of the Board of Directors:

- a. Board of Directors will consist of 14-members, comprised of the following: four (4) local elected municipal officials and/or town managers, excluding Waldo County Budget Committee Members, each representing a county district appointed by the Commissioners and one Belfast City Councilor or Belfast Council appointed designee; four (4) law enforcement officers (Belfast Police Chief, Waldo County Sheriff, Searsport Police Chief, and Islesboro or Lincolnville Police Chief (Islesboro and Lincolnville Police Chiefs will alternate their seat on the board every two years); four (4) firefighter/emergency medical representatives, including the President of the Waldo County Firefighters Association and a Representative chosen by the Waldo County Firefighters Association; a Paramedic and one other Emergency Medical Service personnel (both chosen by the County Commissioners); and two (2) emergency managers, including the director of the Waldo County Emergency Management Agency (EMA) and a Municipal Emergency Management Director (chosen by the Waldo County EM Director's Committee).
- b. Acts in an advisory capacity to the County Commissioners.
- c. Makes policy for Center operations, delegating authority to the Director as deemed appropriate.
- d. Has operations authority over the Communications Center, including the hiring recommendation and oversight of the Communications Director. The County Commissioners, by law, have final acceptance or rejection of the director candidate recommended by the Board of Directors.
- e. At the first meeting of each year the Board will elect a Chairperson, Vice Chairperson and Recording Secretary to serve as such in that fiscal year. The Recording Secretary not does need to be a member of the Board of Directors.
- f. Conducts its business as a public body and by Roberts Rules of Order.
- g. Members serve two year terms and receive no compensation.
- h. A quorum is five (5) members.
- i. A vacant seat shall be filled by the Commissioners within thirty days of receipt of notice of the vacancy from the Chairperson.
- j. Unexcused absence from three consecutive regularly scheduled meetings is cause for declaring a vacancy in that representative Board membership.
- k. All members will be notified in writing five (5) business days in advance of meetings.
- l. Shall report activities to the County Commissioners at least quarterly and more often if requested.
- m. The Board shall meet a minimum of four (4) times per year.

5. METRO Council:

- a. Shall consist of the Chief Law Enforcement Officer of each Law Enforcement Agency in Waldo County.
- b. Responsible to ensure compliance of the Center with rules and regulations governing access to the Maine Telecommunications and Radio Operations (METRO) System.
- c. Authorized to take action binding on the Center in the event a Center policy, interpretation or implementation of same compromises access by the Center to the METRO system.

6. Role of the Director:

- a. Duties defined by the Board of Directors and confirmed by the County Commissioners.
- b. Has managerial authority over Center operations, personnel and budget.
- c. Functions as a department head in County government.
- d. Serves at the pleasure of the Board of Directors.
- e. Attends committee meetings as directed.

- f. Develops proposed operating and capital budgets.

7. Role of the Center in an Incident:

- a. Originates all emergency responses by dispatching appropriate emergency services.
- b. To the extent of its expertise and authority, provides the appropriate multi-jurisdictional response.
- c. Acts as home facility of all agreements and plans for emergency dispatch services.
- d. Acts as data gathering center and information disbursement center for all incidents, until the County Emergency Operations Center is activated.
- e. Provides efficient and expedient means for dissemination of emergency information to all agencies and citizens, when necessary.

8. Organizational Elections:

- a. All elections shall be held at the first annual meeting of each year.
- b. New officers shall take office immediately.
- c. Mid-term vacancies shall be filled as they occur, and shall serve the remainder of the vacant term.

9. Statutory Authority:

- a. The Board shall be governed in accordance with Title 30-A MRSA 453 regarding establishment of regional communications center, and Title 30-A 107 regarding contracts with municipalities.

10. Center By-Laws and Standard Operating Procedures (SOP):

- a. Board develops, and recommends to the Commissioners for approval, By-laws for Board operations; changes or amends those By-laws as recommendation to the Commissioners; and, has final authority in matters of interpretation within Center operations of the By-Laws.
- b. Board shall cause the development of and approve a Center SOP for which the Director shall have principal responsibility.
- c. Existing or future agreements or conditions for services entered into by participating agencies and/or municipalities shall be reflected in the Center Policies and SOPs.

11. Amendments to this and other Agreements:

- a. Amendments to these By-laws and other agreements may be proposed by any member of the Board, or the County Commissioners.
- b. Members must be notified 30 days in advance of a vote on a proposed amendment.
- c. Amendments require a 2/3 vote of the members present.
- d. All members must be notified of an accepted change in 10 business days, by mail.
- e. Amendments may be voted on at any regular meeting after the outlined preconditions have been met.
- f. Require final approval of the County Commissioners.

12. Interpretation of these By-Laws:

- a. Final authority for interpretation of these by-laws shall reside with the Board of Directors.
- b. The Board of Directors shall solicit input from and discussion with the originating agencies to ensure intent is clearly understood.

13. Participation:

- a. All towns, cities and other government agencies in Waldo County, or Agencies having signed agreements with this Waldo County government agency.
- b. Members should have or will be limited to government or quasi-government agencies, which have public safety responsibility.
- c. Membership shall be accomplished by execution of an appropriate agreement.
- d. A community which withdraws from the Center services must notify the Commissioners of such decision in writing.
- e. A community which withdraws from Center services may not be directly represented on the Center Board.

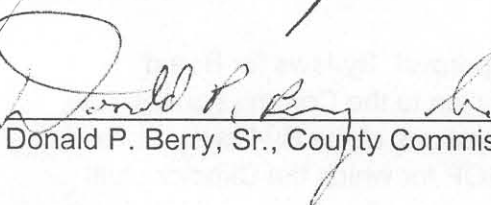
Approved on: March 11, 2008



John M. Hyk, County Commissioner



Amy F. Fowler, County Commissioner



Donald P. Berry, Sr., County Commissioner