

# **AVERY 911 COMMUNICATIONS COMMITTEE**

## **MISSION STATEMENT**

**The Avery 911 Communications Committee shall be an internal committee for Avery County and shall advise the Board of County Commissioners on the daily operational issues for the 911 Communications Department.**

### **Section 1. Scope**

**1.1 Purpose.** To advise the Avery County Board of County Commissioners on the daily operational processes and procedures for the Avery County 911 Communications Department.

**1.2 Authority.** The Avery County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the County. For statutory boards, authority may include reference to applicable General Statutes.

The Avery County Communications Director is responsible for providing support to the Avery 911 Communications Advisory Committee.

**1.3 Policy.** This policy establishes the parameters for the Avery 911 Communications Committee and the operation of the Committee.

### **Section 2. Duties**

The Avery 911 Communications Committee shall serve as an "internal committee" for the Avery County Communications Department. The Committee, in conjunction with the Communications staff, shall develop and suggest policies for the Department to the head of the Communications Department. Recommendations will be within the scope of its powers and responsibilities as stated in this document. The Committee may advise on matters affecting Communications policies and conflict resolution.

The Committee shall assume duties for Communication purposes and make recommendations which include, but are not limited to:

- (1) To assist the Communications Director as a liaison between the Avery County Communications Department and the agencies it serves.
- (2) To formulate guidelines for implementation and operation of a twenty-four (24) hour emergency communications center.
- (3) To make recommendations to the County Manager for continuing improvement of the communications center.

- (4) To work with the Communications Department in recommending, planning, and developing a program that will best meet the immediate and long range needs of the community.

### **Section 3. Membership**

#### **3.1 Composition. The 911 Communications Committee shall initially be composed of 7 members.**

The composition of the 911 Communications Advisory Committee is as follows:

1. Avery County EMS Director or designee.
2. Avery County Emergency Management Director or designee.
3. Avery County Sheriff or designee.
4. Linville Central Rescue member.
5. Avery Fire Association member.
6. Police Chief member.
7. Avery Fire Commission Fire Department Coordinator or designee.
8. Avery County 911 Director or designee (ex officio)
9. Avery County Manager or designee (ex officio)

The committee shall be an internal committee for the county dealing with the daily operational issues of the county. The Avery County Board of Commissioners establishes this committee pursuant to Section 6.9 of the Policy of the Avery County Board of Commissioners and as such, the committee is exempt from policies 6.5, 6.6 and 6.7.

**Exceptions.** The County governing board may waive requirements, with the exception of statutory requirements.

It is the intent that the current employee or designee fill the 9 positions hereinabove set out.

#### **3.2 Terms**

Members shall serve so long as they hold the positions set forth in Section 3.1 herein.

#### **3.3 Resignation**

- a. A member of the Committee shall submit his or her resignation in writing to the Chair, noting the effective date of the resignation.

- b. The Chair will forward a copy of the resignation to the Communications Director and the Avery County Board of Commissioners.

### **3.4 REMOVAL**

Members of the 911 Communications Committee are expected to exhibit the highest ethical and professional standards. The Avery County Board of Commissioners may remove any member of the 911 Communications Advisory Committee for neglect of duty, nonparticipation, or any other reason as determined by the Avery County Board of Commissioners.

### **3.5 RELEASE FROM SERVICE**

When it is deemed necessary to release a member from his or her service on the 911 Communications Committee, the affected individual shall be notified by letter.

## **SECTION 4. ROLES AND RESPONSIBILITIES**

### **4.1 MEMBERS**

a. Members shall attend meetings of the Committee, serve on subcommittees, and perform other functions as assigned by the Chair. For quorum considerations, if a member is unable to attend meetings, the member shall contact the Chair as soon as possible.

b. *Ex officio* members may serve for the purpose of meeting subject-matter expert needs. *Ex officio* members are nonvoting members of the Committee.

c. Upon the review of the above matters, the 911 Communications Committee shall address recommendations and concerns, if any, to the County Manager in writing.

### **4.2 THE AVERY COUNTY BOARD OF COMMISSIONERS**

The Avery County Board of Commissioners may consider the 911 Communications Advisory Committee's recommendations or concerns.

### **4.3 OFFICERS**

**a. Offices.** The officers of the 911 Communications Advisory Committee shall consist of a Chair, a Vice-Chair and a Secretary.

**b. Election and Term.** At the first meeting of each calendar year, the Committee shall elect from its own membership a Chair, a Vice-Chair and a Secretary, each of whom shall serve for one year or until the officer's death, resignation, retirement, removal or disqualification.

**c. Removal.** The Chair, Vice-Chair, or secretary may be removed from office by a simple majority vote of the members of the Committee whenever in its judgment the best interests of the Committee will be served thereby.

**d. Vacancies.** The Committee shall fill any vacant officer's position within 60 days.

#### **4.4 DUTIES OF OFFICERS**

**1. Chair.** The Chair shall preside at all meetings of the 911 Communications Committee, appoint all subcommittees, serve as an ex-officio member of such subcommittees, delegate responsibilities to members, notify members and media of meeting times and dates, and - upon approval of the Committee - sign all minutes and any such records, vouchers, or other document connected with the work of the 911 Communications Advisory Committee requiring such signature. The Chair is responsible for the decorum of the meeting and may remove from the meeting, by a simple majority vote, any member who is deemed

**2. The Vice Chair.** In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. The Vice-Chair shall also exercise such duties as from time to time may be assigned by the Chair.

**3. Secretary.** The Secretary shall record the actions of the Committee, take minutes, maintain and secure all pertinent material, and ensure adequate correspondence with the members.

#### **SECTION 5. CONFIDENTIALITY**

The Chair shall serve as the spokesperson for the 911 Communications Advisory Committee.

Except for the Chair, no member of the Committee shall make any written or oral statement of any confidential matter to any individual or body. A violation will result in immediate removal from the committee.

Members of the Committee may receive information regarding personnel matters and other information of a sensitive or confidential nature. It shall be the duty and responsibility of each member to respect and maintain the confidentiality of client issues presented before the board. Neither the Committee nor any individual member shall disseminate confidential information received during Committee meetings.

#### **SECTION 6. MEETINGS**

In accordance with the North Carolina General Statutes, all meetings are open to the public as required by the open meetings act.

Unless otherwise specified, public meetings will follow the standard rules of procedure defined by the Avery County Board of Commissioners and North Carolina Statutes. The members of the Committee shall adopt other rules and procedures relating to the operation of the committee as needed. The members shall determine the date, time, and place for each meeting.

**a. Regular Committee and Subcommittee Meetings**

The 911 Communications Committee convenes upon call of the Chair and usually meets on a monthly basis. Regular meetings will be on the \_\_\_\_\_ of each \_\_\_\_\_, beginning at \_\_\_\_\_ pm. The meetings will be held at the Avery County Administrative Building, Commissioner's Board Room, or another site designated and noticed, within the County. Subcommittee meeting dates shall be set by the subcommittee Chairs and shall be scheduled in conjunction with advisory committee meetings.

**b. Special Meetings** A majority of 911 Communications Committee members or the Chair may call special meetings at any time for any specific business. Any notice of a special meeting shall be given at least 48 hours in advance of such meeting.

**c. Meeting Notices**

Notice of the 911 Communications Committee meetings and agendas shall be made available to all members and interested parties, and to any person who so requests, at least ten (10) days in advance of the meeting by e-mail, or by regular mail, and by posting on the Avery County website.

**d. Agendas**

1. The agenda must provide a description of each item of business to be transacted or discussed so that interested members of the public will be capable of understanding the nature of each agenda item.
2. As a general rule, only those items appearing on the agenda will be discussed or voted on. However, if an item is raised by a member of the public, the committee may accept information and discuss the item so long as no action is taken until a subsequent meeting.
3. With the Chair's agreement, the designated staff will develop and distribute to each member an agenda listing the matters to be considered at upcoming committee meetings. Also, so far as practicable, copies of all written reports that are to be presented to the committee for members'

review will be included in this package at least five (5) days before the meeting.

**e. Minutes**

Minutes shall be taken of all 911 Communications Committee meetings.

**7. QUORUM**

A quorum shall be mandatory. Four (4) or more voting members shall constitute a quorum.

**8. VOTING**

1. Decisions are reached by a simple majority vote unless otherwise required by law. All voting will be conducted in open meetings. No issues can be voted upon unless a quorum is present.

2. Only appointed members can vote at meetings. Appointed members shall not delegate their vote to another member.

3. Voting by Chair - The Chair of the 911 Communications Advisory Committee may participate and vote on all issues.

4. Voting by proxy is not allowed.

5. Individuals appointed as *ex officio* members are not allowed to vote.

**9. AUTHORIZED SPOKESPERSONS**

The Chair and the Communications Director, if any, are authorized spokespersons for the 911 Communications Committee. Other committee members may speak on behalf of the 911 Communications Committee only upon authorization by the Chair.

**10. CONFLICT OF INTEREST**

During meetings, a member shall abstain from voting when he or she has a conflict of interest as defined by the County Board's policy.

**11. LIMITATIONS OF POWERS**

**11. 1. Compliance with statutes and ordinances.**

Nothing contained in this statement of policy and procedures shall be construed to be in conflict with any law of the State of North Carolina or Avery County ordinance.

Should there be an appearance of conflict, the appropriate state law or County ordinance shall prevail.

Neither the 911 Communications Committee, nor any member thereof, shall:

1. Incur County expense or obligate the County in any manner.
2. Release any written or oral report of any board activity to any individual or body other than the Avery County Board of Commissioners or the Office of the County Manager.
3. Independently investigate citizen complaints against the County, a department or an employee of the department.
4. Conduct any activity that might constitute or be construed as an official governmental review of departmental or employee actions.
5. Conduct any activity that might constitute or be construed as establishment of County or department policy.
6. Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.

The activities of the committee shall, at all times, be conducted in accordance with all federal, state, and local laws.