

# BENZIE COUNTY CENTRAL DISPATCH ADVISORY BOARD BYLAWS

Adopted October 13, 2015 – Revised January 12, 2023

## **Section I: Purpose – Location – Authority**

### **1.1 Purpose:**

The intent is to create a Central Dispatch Advisory Board to make recommendations to the Director and the Board of Commissioners “as it relates to the operation of Benzie County Central Dispatch and to comply with the Law Enforcement Information Network (L.E.I.N.) requirements and policies, recommend operational policy and procedures, recommend a Director, and to meet the requirements under the Emergency Telephone Enabling Act, PA 32, and the County E9-1-1 Service Plan”.

Benzie County Central Dispatch is a public safety answering point for wire line, wireless and VOIP (Voice over Internet Protocol) emergency and non-emergency telephone calls, text messages and video streaming communication requesting public safety services.

### **1.2 Location:**

The location of operations within the Benzie County Sheriff’s Office or other such location as recommended by the Advisory Board and approved by the Board of Commissioners.

### **1.3 Authority:**

The Benzie County Central Dispatch Advisory Board is established pursuant to the E9-1-1 Service Plan for the County.

## **Section II: Definitions**

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

- 2.1 **Board** refers to the Benzie County Central Dispatch Advisory Board as described in this agreement.
- 2.2 **BCCD** refers to Benzie County Central Dispatch.
- 2.3 **Budget** refers to the annual fiscal plan regarding anticipated expenditures and revenue adopted by the County.
- 2.4 **BOC** refers to the Benzie County Board of Commissioners.
- 2.5 **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).
- 2.6 **E9-1-1 Service District members** refers to the public safety agencies and private public safety agencies within the jurisdictional boundaries of Benzie County that participate in the E9-1-1 Service Plan.

- 2.7 **E9-1-1 Service Plan** refers to the Plan adopted by the BOC pursuant to the Emergency Telephone Service Enabling Act.
- 2.8 **Emergency Telephone Service Enabling Act** refers to 1986 P.A. No. 32, as amended, MCLA 484.1101 et seq.
- 2.9 **Executive Committee** refers to the Chairperson, Vice-Chairperson and Secretary of the Advisory Board.
- 2.10 **Fiscal year** shall be the same as the County of Benzie.
- 2.11 **Private Safety Agency** refers to a private entity which provides emergency medical services.
- 2.12 **Properly convened meeting** refers to a Board or Committee meeting where a majority of the appointed members are present, and which was the subject of five (5) days prior written notice to each member or prior attempts to reach each member telephonically if the meeting was called with less than five (5) days' notice.
- 2.13 **Proper vote** refers to a vote which results in an affirmative majority of those members present and voting.
- 2.14 **Public Safety Agency** refers to a public safety agency that provides firefighting, law enforcement, emergency medical or other emergency service that participates in the Benzie County E9-1-1 Service Plan.
- 2.15 **Public Safety Answering Point (PSAP)** refers to a communications facility operated on a 24-hr basis, assigned responsibility to receive both emergency and non-emergency requests for service and as appropriate, process the service requests by means of the direct dispatch method, the relay method or the transfer method.
- 2.16 **Relay Method** refers to a method of responding to a request for service whereby a PSAP notes pertinent information and relays it by telephone, radio or private line to the appropriate public safety agency or other provider of emergency services that has an available emergency service unit located closest to the request for emergency service for dispatch of an emergency service unit.
- 2.17 **Transfer Method** refers to a method of responding to a request for service whereby a PSAP transfers the call directly to the appropriate public safety agency or other provider of emergency service that has an available emergency service unit located closest to the request for emergency service for dispatch of an emergency service unit.
- 2.18 **Voice over Internet Protocol or VoIP** is a system for providing telephone service over the Internet.

### **Section III: Governance**

#### **3.1 Benzie County Central Dispatch Advisory Board**

- The Advisory Board serves in an advisory capacity only with actual management of the Dispatch Center by the BOC.
- The Board shall meet at least quarterly with a mandatory meeting in January.
- At the January meeting, the Board shall elect the Executive Committee, Section III Governance (B).
- The Board may meet more frequently at its discretion.
- Notifications of meetings shall be posted in the public entrance of the Benzie County Government Center.
- Meetings will be conducted in accordance with the Open Meetings Act.
- A quorum of five is necessary to conduct an official meeting.
- Powers shall be exercised upon proper vote at a properly convened meeting. Each member shall be entitled to one vote.

**(A) Composition**

The Advisory Board includes a representative from the following:

1. Benzie County Sheriff's Office (*required by public act*)
2. Michigan State Police (*required by public act*)
3. Benzie County Board of Commissioners
4. Benzie County Fire Services
5. Benzie County EMS
6. Frankfort Police Department
7. National Park Service – Sleeping Bear Dunes National Lakeshore

**(B) The Executive Committee consists of the following (3) officers from its members:**

Chairperson – The Chairperson shall preside over the meeting.

Vice Chairperson – The Vice Chairperson will act as the Chairperson in the Chairperson's absence.

Secretary – The secretary shall perform duties assigned by the Advisory Board

**3.2 Responsibilities:**

The Advisory Board shall have the authority to do and perform all acts and functions permitted by the E9-1-1 Service Plan, the Emergency Telephone Enabling Act, or these Bylaws.

*Specific functions of the Advisory Board shall include:*

- 3.2.1 Recommendations of policies, procedures and general operating guidelines for the operation of the BCCD.
- 3.2.2 Recommendations of policies governing the operation and access to computers interfaced directly or indirectly with the Law Enforcement Information Network (L.E.I.N.) or the National Crime Information Center (N.C.I.C) computer systems, including those which are used for the interstate exchange of criminal history record information.

- 3.2.3. Interview and recommend for approval to the County Administrator a Director, who shall be responsible for the day to day operations of BCCD, following Benzie County hiring guidelines. The BOC will have final approval.
- 3.2.4 Advising the Director with respect to the operation of BCCD including the interface between BCCD operations and the E9-1-1 Service District members.

### **3.3 Appointments – Alternates**

Appointments to the Advisory Board shall be made by the respective agency identified in Section III, 3.1.A. Any member may select an alternate to attend an Advisory Board Meeting, and that member shall have full voting rights. Alternate designations shall be made in writing the Chairperson prior to the meeting.

## **Section IV: Operations**

### **4.1 Personnel:**

The Director may recommend the employment of personnel according to the current County policy. The Director and all such personnel shall be County employees whose terms and conditions of employment shall be determined by the BOC. Notwithstanding the above, all personnel decisions made by the Director shall comply with such personnel policies and procedures as established by the BOC and any labor contract.

### **4.2 Director:**

The Director reports to the County Administrator.

*The Director's responsibilities include but not limited to the following:*

- 4.2.1 Manage all personnel issues within established County policy and procedures and the labor contract.
- 4.2.2 Develop a budget and manage budgetary issues within established County policies and procedures.
- 4.2.3 Develop, revise and enforce policy and procedures.
- 4.2.4 Adopt or develop a disciplinary policy and practice.
- 4.2.5 Liaison with any committee of the Advisory Board
- 4.2.6 Maintain the E9-1-1 Plan as required by law.
- 4.2.7 Any and all other duties deemed necessary by the County Administrator.

### **4.3 Central Dispatch:**

Benzie County Central Dispatch is charged with the responsibly of operating an E9-1-1 Public Safety Answering Point (PSAP) and central dispatch system for the E9-1-1 Service District members in Benzie County in compliance with the Emergency Telephone Service Enabling Act. No. 32 as amended, MCLA 484.1101 et seq.

## **Section V: Fiscal Administration**

### **5.1 Budget:**

For each fiscal year the BOC shall approve a BCCD budget prepared by the Director. The budget shall segregate anticipated revenues into accounts designed to cover expected expenditures. The budget shall balance anticipated revenues with expected expenditures and contingency accounts. No expenditure may be authorized if it will result in an actual budgetary account deficit prior to the end of the fiscal year. The Director shall recommend to the BOC the budget be amended if necessary, to meet deviations in expected revenues or authorized expenditures. The Director shall comply with such fiscal policies and procedures as established by the BOC.

### **5.2 Audit:**

All Benzie County Central Dispatch finances and expenditures shall be subject of a complete annual audit, which will include an unqualified audit opinion to be preformed by a certified public accountant. Such an audit may be incorporated with, and constitute part of, an established public agency or public safety agency annual audit process. Each sponsoring and/or contributing public agency may review the documentation of each annual audit.

The County Administrator shall establish procedures in conjunction with the auditor that will preserve the confidentiality of Benzie County Central Dispatch's operations and notwithstanding anything contrary in this agreement, the audit may be qualified to the extent necessary to confidentiality.

## **Section VI: Miscellaneous**

### **6.1 Merger:**

This agreement constitutes the complete expression of the agreement between the sponsoring public agencies and there are no other oral or written agreements or understanding between the sponsoring public agencies concerning Benzie County Central Dispatch. The agreement may only be modified or amended by subsequent written agreement approved by the sponsoring public agencies.

### **6.2 Severability:**

This agreement shall be interpreted in a manner consistent with applicable law. If any portion is held to be illegal, invalid, or unenforceable, the remained of the agreement shall be deemed severable and shall remain in full force and effect.

### **6.3 Amendment:**

These Bylaws may be amended by the BOC upon recommendation of the Advisory Board provided no amendment shall be adopted which is inconsistent with the E9-1-1 Service Plan or without amendment of the E9-1-1 Service Plan in accordance with the requirements of the Emergency Telephone Enabling Act.

## **Section VII: Committees**

### **7.1 Committees:**

The Advisory Board may establish such standing or special committee as it shall deem necessary or appropriate to fully implement the E9-1-1 Service Plan and to operate BCCD. All committee and subcommittees shall serve in an advisory capacity to the Advisory Board and consist of no less than three persons and no committee or subcommittee shall have the authority to take final action with respect to any manner.

## **7.2 Committee Procedures:**

Each committee or subcommittee shall record minutes and deliver a copy of such minutes to the Chairperson of the Advisory Board at the next Advisory Board meeting. Reasonable notice of the meetings of any committee or subcommittee shall be given to the members thereof and to the Chairperson of the Advisory Board who shall have the right to attend and participate in any committee or subcommittee meeting. A majority of the members of each committee or subcommittee shall constitute a quorum for the transaction of business, and act of a majority of the committee or subcommittee members present shall be the action of the committee or subcommittee.