

KNOX REGIONAL COMMUNICATIONS CENTER

KRCC EXECUTIVE BOARD BY-LAWS

Effective January 1, 2015

Article I. Name

- A. The name of this organization shall be the Knox Regional Communications Center Executive Board.

Article II. Authority

- A. The Knox Regional Communications Center (hereinafter "KRCC") was established by the Knox County Board of Commissioners (hereinafter the "Commissioners") as authorized by 30-A M.R.S.A., Part 1, Chapter 1, §453, Communication Centers.
- B. The KRCC is established as a department of Knox County as authorized by the Knox County Charter, Article IV, Section 6.
- C. The Commissioners in their meeting on January 13, 2015 affirmed the following purpose and objectives of the Executive Board, and delegated authority to the Executive Board to advocate for broad policies and procedures for unified service covering the jurisdictions served.
- D. Jurisdictions served may include Knox County, municipalities, districts, towns, cities, or cooperatives, including jurisdictions outside of Knox County.

Article III. Purpose and Objectives

- A. Maximize both effectiveness and efficiency relative to the delivery of services from KRCC to the jurisdictions it serves.
- B. Enhance communication between the KRCC and the jurisdictions it serves.
- C. Serve as a sounding board for jurisdictions served, collect feedback on KRCC performance, and advise the KRCC on the needs and policies of jurisdictions served.
- D. Advocate to the jurisdictions served relative to KRCC on approved policies and procedures for unified service.

Article IV. Role and Authority of the Executive Board

- A. Encourage communication and cooperation between and among the KRCC and the jurisdictions it serves.
- B. Advocate for broad policies and procedures on the unified delivery of service to the jurisdictions served by the KRCC.
- C. Set standard operating guidelines for dispatch services.
- D. Enforce compliance with standard operating guidelines with public safety and town officials.
- E. Assist the KRCC in developing and implementing best practices and resolving conflicts.
- F. Assist the KRCC in determining short and long-term needs, and identify capital needs and expense items necessary to improve service.
- G. Review, recommend and advocate for the KRCC budget as it moves forward for review and approval by the Knox County Budget Committee and the Commissioners.

Article V. Executive Board Members

- A. The User Group will serve as the Nominating Committee and recommend new members of the Executive Board to the Commissioners and County Administrator.
- B. Nominees for the Executive Board may be members of the User Group (see below) or other public safety leadership representatives from the jurisdictions served.
- C. Executive Board Members will be appointed by the Commissioners.
- D. The Executive Board will be comprised of seven (7) public safety leadership representatives, as follows:
 - Two (2) Fire representatives from jurisdictions served by the KRCC
 - Two (2) Police representatives from jurisdictions served by the KRCC
 - Two (2) EMS representatives from jurisdictions served by the KRCC
 - The Knox County EMA Director
- E. Each member of the Executive Board will be generally appointed to serve a 2-year term, with the exception of the EMA Director who will serve continuously as a member. Appointments for Fire, Police and EMS will be staggered, so that one member of each public safety discipline will rotate off the Board in any given year. Commissioners may fill vacancies by appointing a member to serve for a term less than 2 years in order to ensure that terms are staggered. Terms will generally begin in January and run on a calendar year basis, unless a vacancy must be filled during a calendar year.
- F. The KRCC Communications Director and the County Administrator or designee will serve as ex-officio members of the Executive Board without voting privileges.
- G. Executive Board members shall receive no compensation directly related to their duties and responsibilities on the Executive Board.

Article VI. Executive Board Officers

- A. The 7 members of the Executive Board shall prepare the slate of Officers for Chair, Vice Chair, and Secretary each January, and vote in January for the slate of officers for that calendar year.
 - 1. Chair: The Chair shall:
 - a. Serve as Chair of the Executive Board and preside over all meetings of the Executive Board and User Group Meetings;
 - b. Work with the Communications Director and County Administrator to establish all dates and set the agendas for Executive Board and User Group meetings;
 - c. Appoint participants to any ad hoc committees;
 - d. Keep the Executive Board and User Group appropriately informed; and
 - e. Perform such other duties as may be required that are not specifically assigned to others.
 - 2. Vice Chair: The Vice Chair shall:
 - a. Attend all meetings of the Executive Board;
 - b. Serve as Chair in his/her absence;
 - c. Become Acting Chair if for any reason the Chair can no longer perform his/her duties; and
 - d. Perform such other duties as may be required that are not specifically assigned to others.
 - 3. Secretary: The Secretary shall:

- a. Attend all meetings of the Executive Board, take attendance, record all votes taken, and prepare brief minutes of all items discussed for distribution and future reference; minutes will be officially approved at the following meeting of the Executive Board.
- b. Notify members of all Executive Board meetings;
- c. Notify all User Group members of User Group Meetings;
- d. Attend all User Group meetings and take and record minutes; and
- e. Perform such other duties as may be required that are not specifically assigned to others.

Article VII. Executive Board Meetings

- A. The Executive Board will hold regular meetings at least four times each year, meeting roughly once each quarter. A majority of the Executive Board members may convene additional special meetings throughout the year as they deem necessary.
- B. Members of the Executive Board must attend all scheduled meetings unless excused by the Chair of the Executive Board.
- C. Meetings will be scheduled in advance to maximize the opportunity for full attendance.
- D. There must be a quorum of at least four (4) members of the Executive Board present to vote or conduct any official business at a meeting.
- E. All regular business votes require a simple majority of members present to pass.
- F. Since Commissioners have the responsibility to ensure an effective Executive Board, members who are unable to attend meetings on a regular basis may be replaced.
- G. Executive Board meetings are open to all interested parties.

Article VIII. User Group

A. Purpose

- 1. To provide a forum for public safety representatives of the KRCC service area to provide consumer-perspective feedback and input to the KRCC, including KRCC performance, successes, needs, issues, concerns, suggestions, external response protocols, etc.
- 2. To provide a forum for the KRCC and the Executive Board to communicate information to public safety representatives, including the activities of the KRCC, proposed changes, procedures for unified service, etc.
- 3. To provide public safety representatives the opportunity to review and provide input to the Executive Board on the KRCC Budget.
- 4. To serve as the Nominating Committee for Executive Board membership at a meeting in October, with the goal of ensuring broad representation of the jurisdictions served.

B. User Group Membership

- 1. The User Group will be automatically composed of all Fire Chiefs, EMS Chiefs, and Law Enforcement Chiefs, or their appointed designees, from the jurisdictions served by the KRCC.
- 2. All members of the Executive Board are automatically members of the User Group.
- 3. The Executive Board may invite other interested parties to User Group meetings.
- 4. The User Group serves as the municipal representatives to the KRCC, as required by state statute Title 30-A, Section 453.

C. User Group Meetings

1. The Executive Board will invite the members of the User Group to at least two meetings each calendar year; one will be scheduled in October for Executive Board nominations and to review the KRCC budget, allowing User Group members the opportunity for input to the budget before it is presented to the Knox County Budget Committee and Commissioners.
2. The Chair of the Executive Board will invite input into each meeting Agenda from the User Group, then set and communicate the Agenda in advance of the meeting.
3. The Chair of the Executive Board will facilitate User Group meetings.
4. The Secretary of the Executive Board will take minutes.
5. The User Group may vote to express support or dissension on standard operating guidelines or other matters to come before the Executive Board.
6. A quorum of 10 members of the User Group must be present to vote or conduct any official business at a meeting.
7. All regular business votes require a simple majority of members present to pass.

Article IX. KRCC Budget

- A. The Executive Board and User Group will have the following responsibilities relative to the KRCC Budget:
 1. The Executive Board will provide input for the short- and long-term needs of the KRCC on an ongoing basis.
 2. The Communications Director will draft the budget in consideration of input received from the Executive Board and User Group.
 3. The Executive Board will review the budget draft, solicit input from the User Group, and make recommendations to the Communications Director.
 4. The Communications Director will recommend the draft budget to the County Administrator and Finance Director.
 5. The Executive Board, Communications Director and County Administrator will present the draft budget to the Knox County Budget Committee.
 6. The proposed budget will be considered and approved following procedures as provided in the Knox County Charter.

Article X. By-Laws Approval

- A. These By-Laws were approved by the Knox County Commission at their regular meeting on January 13, 2015.
- B. Any recommended changes to these By-Laws will be reviewed with the Executive Board. Any changes must be approved by the Commissioners in order to become effective.