

Missoula County

9-1-1 ADVISORY BOARD

Article I - Name

Section 1. The name of the organization will be the 9-1-1 Advisory Board, hereafter referred to as the "Board."

Article II – Purpose

Section 1. The purpose of the Board is as follows:

- A. To act as an advisory body to the Board of County Commissioners through the Director of the Office of Emergency Management.
- B. To coordinate the dispatch needs and requirements of all participating public safety agencies utilizing the Missoula 9-1-1 Center.
- C. To assist in the development of policies for the efficient and effective operation of the 9-1-1 Center subject to the review of the Board of County Commissioners.

Article III – Authorization

Section 1. The authorization for creating a 9-1-1 Center is Montana Code Annotated § 10-4-104 and Missoula County resolution 81-124.

Article IV – Membership

Section 1. The Board shall consist of the following nine (9) members or their designees:

1. Missoula County Sheriff
2. Missoula Police Chief
3. Citizen Member
4. Missoula County Office of Emergency Management Director
5. Missoula County Fire Protection Association Representative
6. Missoula City Fire Chief
7. Missoula Rural Fire Chief
8. Missoula Emergency Services Inc. Manager
9. Missoula 9-1-1 Center Manager

Section 2. Each agency/organization shall appoint a representative to the Board. The term of such appointments will be at the discretion of the appointing agency or organization.

A. Citizen Member

- a. Citizen members shall apply to and be appointed by the Missoula Board of County Commissioners. The term shall be for two years beginning on January first (1), or as soon as possible thereafter, and ending on December thirty-first (31) of the following year.

Section 3. All Citizen member applications to the Board shall be made in writing to the Board of County Commissioners.

Section 4. All citizen member appointments to the Board shall become effective at the first meeting of the Board following receipt of the letter of appointment by the Board of County Commissioners and formal transmittal of the letter of appointment to the Chair of the Board.

Section 5. Notice of new citizen member appointees and agency/organizational representatives shall be the first order of business at all regular meetings when a new appointment has occurred.

Section 6. There are two standing committees of the Board; the Board may elect to convene ad hoc committees as needed.

A. Wrecker Committee.

1. The Wrecker Committee shall consist of one member of each law enforcement agency operating in Missoula County and one member of each of the wrecker companies currently part of the 9-1-1 tow rotation system and the Missoula 9-1-1 Manager.
2. New wrecker services may join the Wrecker Committee by:
 - a. Submitting a letter to the 9-1-1 Manager requesting to become part of the 9-1-1 tow rotation. The wrecker service must be willing to provide tow service 24 hours per day, through an on-call system anywhere in Missoula County and pursuant to criteria promulgated by Montana law enforcement agencies and adopted by the Board.
 - b. Presenting their business to the Wrecker Committee at a regular meeting.
 - c. The Wrecker Committee will forward its recommendation for or against membership to the Board for approval.
 - d. Membership to the Wrecker Committee shall be granted if the wrecker company is a qualified part of the 9-1-1 tow rotation system pursuant to criteria promulgated by Montana law enforcement agencies and adopted by the Board.

B. Emergency Medical Services (EMS) Council.

1. The EMS Council shall review the Emergency Medical Dispatch Protocols and provide recommendations to the 9-1-1 Center Medical Director for consideration.
2. The EMS Council shall review and assist in enhancing the emergency medical response of dispatchers and make recommendations to the Board for changes to the 9-1-1 System to enhance medical response.

Article V – Officers

Section 1. The officers of the Board will be the Chair and Vice Chair.

Section 2. Officers will be elected from the membership of the Board at the first regular meeting in January of each year. The Director of the Office of Emergency Management and the 9-1-1 Manager are not eligible to serve as Chair or Vice Chair

Section 3. Officers will be elected by a majority of the persons voting with a quorum present. New officers will assume office immediately following the election.

Section 4. In the event an officer vacancy occurs, the vacancy will be filled by a majority of the persons voting and the officer elected will fill the remainder of the term of the office. An election to fill an officer vacancy shall be conducted during a regularly scheduled meeting with a quorum present.

Section 5. Duties

- A. Chair – The Chair will be the chief officer of the Board and will preside at all meetings of the Board. The Chair will have the general powers and duties and management usually vested in the office of a Chair of any organization, and will be an ex-officio member of all committees, and will have such other duties and powers as may be prescribed by the Board or these bylaws.
- B. Vice Chair – the Vice Chair will perform the duties and exercise the same powers as the Chair in the event the Chair is absent and/or unable to carry on those responsibilities. The Vice Chair will further perform such duties as may be prescribed by the Chair.

Article VI – Responsibilities and Duties

Section 1. The Board is specifically charged by the Board of County Commissioners with the following responsibilities and duties:

- A. The Board is responsible for providing guidance on the development of policies related to the operations of the 9-1-1 Center.
- B. The Board is responsible for adopting the Emergency Medical Dispatch protocols under the direction of the Medical Director of the 9-1-1 Center.
- C. The Board is responsible for setting the criteria under which a wrecker service may join the 9-1-1 rotation.

Article VII – Administrative Organization

Section 1. The Board of County Commissioners bears the ultimate responsibility for the operation and performance of the 9-1-1 Center; however, for routine administrative purposes, the 9-1-1 Center is organized under the Office of Emergency Management.

Section 2. The Office of Emergency Management Director shall:

- A. Be responsible for keeping the Board informed of the 9-1-1 Center's operations, problems, procedures, and any other factors which would bear on the service or performance of the Center.

- B. Be responsible for providing clerical support for the Board meetings and activities. These duties include keeping the minutes of the various meetings, preparing correspondence, and notifying members of regular or special meetings.
- C. Be responsible for meeting with the Board on a regular basis.
- D. Be responsible to work as the liaison between the Board of County Commissioners and the Board.

Article VIII – meetings

Section 1. Regular meetings shall be held bi-monthly.

Section 2. Special Meetings may be called by the Chair or by a request of the majority of voting members.

Section 3. A quorum shall consist of a majority of the voting members of the Board (Five (5) members).

Section 4. Voting will be done in person by the appointee or his or her designee.

Section 5. Members will be notified of meetings no less than three (3) days before the meeting.

Section 6. A meeting may be canceled by the Chair for the following reasons:

- A. A quorum is not present
- B. Weather conditions prohibit travel
- C. Reasonable circumstances consistent with the welfare of the Board.

Section 7. The meetings shall be governed by the rules set forth in these by-laws.

Article IX – Order of Business

Section 1. All meetings shall be conducted in accordance with Robert’s Rule of Order.

Section 2. The order of business shall be set by the Office of Emergency Management Director in conjunction with the Chair.

Article X – Amendments

Section 1. These bylaws may be amended by a 2/3 vote of the voting membership of the Board at an official meeting of the Board, provided notice of such amendments(s) and the nature thereof has been given to all the members of the Board at least one (1) month prior to the date of the meeting at which amendment(s) are to be considered.

Section 2. All bylaw changes approved by the Board are subject to the final approval of the Board of County Commissioners.

9-1-1 Advisory Board Bylaws Update authorized by the Board of County Commissioners on the 29th
day of July, 2015

BOARD OF COUNTY COMMISSIONERS
MISSOULA COUNTY, MONTANA

ATTEST:

[Signature]
Tyler R. Gernant, Clerk and Recorder

[Signature]
Bill Carey, Chair

[Signature]
Jean Curtiss, Commissioner

NOT AVAILABLE FOR SIGNATURE
Nicole Rowley, Commissioner



Executed this 6th day of August, 2015, by the 9-1-1 Advisory Board.

[Signature]
Board Chair Signature

SCOTT HOFFMAN
Please Print Name