

BYLAWS

OTTAWA COUNTY CENTRAL DISPATCH AUTHORITY

ADMINISTRATIVE POLICY BOARD

ARTICLE I

PURPOSE, LEGAL BASIS & TERMS

In order to centralize the dispatch of emergency police, fire and ambulance service within Ottawa County, the "Ottawa County Central Dispatch Authority" ("OCCDA") has been created through an Agreement drafted under the auspices of the Inter-Governmental Contracts Between Municipalities Act, Urban Cooperation Act, and Emergency Telephone Service Enabling Act. The parties to that Agreement therein agree to equip, maintain and operate a consolidated public safety communications agency designated the "Ottawa County Central Dispatch Authority" under the direct supervision of an Administrative Policy Board. The Agreement also specifies that the OCCDA shall perform emergency dispatch work for participating and supporting municipalities and contains provisions regarding the staffing, budgeting, financing and organization of the OCCDA.

The purpose of these "Bylaws" is to give further definition to the procedures under which the OCCDA shall operate and be administered.

For purposes of these Bylaws, "Agency" shall refer to the Ottawa County Central Dispatch Authority; "Enabling Agreement" shall refer to the agreement creating the agency; "Board" shall refer to the Administrative Policy Board, and "Director" shall refer to the Agency Supervisor appointed by the Board.

ARTICLE II
ADMINISTRATIVE POLICY BOARD

The Administrative Policy Board ("Board") of eight members is to be composed of one representative from the City of Holland, one from the City of Grand Haven, and from the State Police, two from Ottawa County, one from the small cities and villages that are supporting municipalities, and two representatives of the townships that are supporting municipalities. The three members representing the supporting municipalities as described above, shall be appointed by a proper vote of other Board members to terms of three years each, although the initial term of the township representatives shall be one and two years respectively. All Board Members shall serve without compensation.

The functions of the Board include those specified in the Agreement Establishing the OCCDA. A further designation of such duties includes but it not limited to:

(a) approving budget and fiscal recommendations to the legislative bodies of members, including the annual specification of cost allocations among the participating and supporting municipalities;

(b) approving new equipment purchases recommended by the Technical Advisory Committee and the Director;

(c) approving Agency administrative policies;

(d) advising and directing tasks to the Technical Advisory Committee;

(e) establishing policies for the expenditures of budgeting items for the Agency;

(f) employing, supervising and evaluating, disciplining, and terminating the Director, except that in all and every matter pertaining to the operation of LEIN and NCIC functions, the director shall be under the sole and direct supervision of the Post Commander of the Michigan State Police Grand Haven Post, and shall report only to that person in all matters relating to LEIN and NCIC;

(g) exercising all powers specified, described or authorized in the enabling act; and

(h) reviewing the operating of the County's 911 Plan and emergency telephone system, including making recommendations to the County Board of Commissioners regarding Plan amendment.

The Board shall meet at least quarterly with mandatory meetings in January and October. The Board may meet more often at its discretion. It must also hold at least one joint meeting a year with the Technical Advisory Committee. The Board Chairperson shall call this joint meeting after consultation with the Chairperson of the Technical Advisory Committee.

ARTICLE III OFFICERS

The Board shall schedule and hold its meetings in conformity with Michigan's Open Meetings Act, MCL 15.218 *et seq.*, as amended.

Officers of the Board shall be the Chairperson, Vice Chairperson, and Secretary/Treasurer and shall be elected for a one-year term by a majority vote of appointed Board members at the organizational meeting of the Board. The first

meeting in January shall be the organizational meeting of the Administrative Policy Board.

Officers shall exercise functions including but not limited to:

Chairperson - shall arrange for and preside at the meetings of the Board and perform such other duties as normally pertaining to his/her office and as specified in the Enabling Agreement.

Vice Chairperson - shall exercise the powers of the Chairperson when the Chairperson is unavailable.

Secretary/Treasurer - shall be responsible for recording and distribution of the minutes of each meeting, and for carrying out the normal administrative duties necessary to the Board's functions, including but not limited to the processing of financial reports, checking accounts, payment of bills and other duties normally pertaining to his/her office and as specified in the Enabling Agreement.

ARTICLE IV TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee of eleven members shall be directly responsible for the operation of the functions assigned to it by the Board and the Enabling Agreement. The Technical Advisory Committee shall be comprised of one representative each from the Holland Police Department, Grand Haven Department of Public Safety, Ottawa County Sheriff's Department, State Police, as well as a representative of the supporting small city and village police departments and a representative of the Ambulance Companies serving the County, and the

Emergency Services Coordinator for the County, as well as four (4) representatives of the fire departments serving the County after receiving the recommendations of the Ottawa County Fire Chiefs Associations (Two (2) shall be recommended from fire departments North of Fillmore Street, and two (2) shall be recommended from fire departments South of Fillmore Street.) The representatives of multiple agencies shall be appointed by the Board to two-year terms.

The functions of the Technical Advisory Committee include but are not limited to:

(a) advising on operational priorities, policies and procedures for system development, programming and operations;

(b) reviewing the Director's proposals of new equipment needs for recommendation to the Board; and

(c) performing all functions specified, described or authorized by the Enabling Agreement or delegated by the Board.

Since it is an advisory board, the Technical Advisory Committee's meetings are not subject to the Open Meetings Act.

ARTICLE V

STAFF

Director - The Agency shall employ a Director who shall be responsible for the successful operation of the Communications Center on a day-to-day basis. The functions of the Director include but are not limited to:

- (a) assisting the Secretary of the Board in the performance of Secretary's duties;
- (b) hiring, firing, disciplining and supervising all Agency personnel subject to adopted Agency personnel policies, budgetary limitations;
- (c) preparing and administering the budget;
- (d) overseeing the maintenance of equipment;
- (e) developing work assignments within the Center; and
- (f) carrying out all policies and directives set forth by the Board.

The Director's performance shall be reviewed annually by the Board. An Evaluation Committee shall be responsible for soliciting input from the various entities, organizations and personnel affiliated with the Agency, including members of the Board and Technical Advisory Committee, and reporting such input to the Board along with the Committee's own recommendations. The Evaluation Committee shall be composed of the chairperson of the Board (or designee), and such other members as appointed by the Policy Board. Unless specifically charged to do so by the Board, the Evaluation Committee shall not review the performance of other Agency personnel, since such evaluations are to be the responsibility of the Director. The Director's ability to effectively manage Agency personnel, however, shall be a topic of review in the Director's evaluation.

ARTICLE VI
GENERAL

Meeting Quorum - A majority of regular and appointed members shall constitute a quorum of the Board and Committee for all regular business.

Rules - Roberts Rules of Order, as revised from time to time, shall govern procedures at Board and Committee meetings on all matters, unless otherwise specified in these Bylaws.

Amendments - Proposed amendments must be printed and distributed to Board members for consideration prior to adoption. Amendments so adopted shall be distributed to participating municipalities for informational purposes.

Minutes - shall be regularly kept by the Board and Technical Advisory Committee. Minutes shall be exchanged between the two bodies, except that the Technical Advisory Committee may decide that due to confidentiality concerns, certain minutes of that Committee shall remain sealed from the public and/or the Policy Board members. This decision can be reversed only by a two-thirds vote of the Policy Board members appointed and serving, under such conditions as it may set.

Fiscal Year - The fiscal year will be January 1 through December 31.

Vote - Each member of the Board shall have one vote on all matters to be voted upon. No absentee ballots or proxies shall be permitted. In case of emergency, polling of Board or Committee members by telephone is permissible in instances where an immediate decision of the Board or Committee is necessary and written approval would appropriately be recorded at the next official meeting. Unless

otherwise specified herein, a motion will carry upon the affirmative majority of those members present and voting, with the exception of financial matters before the Board, which shall require the affirmative vote of two-thirds of the entire membership appointed and serving.

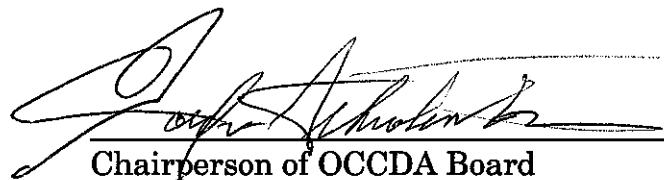
**ARTICLE VII
CONSTRUCTION**

Wherever possible, these Bylaws shall be construed in a manner consistent with Michigan law and the Enabling Agreement. Where there is a conflict with Michigan law or the Enabling Agreement, the conflicting terms of these Bylaws shall be null and void and considered severed from the remaining portions which shall continue in full force and effect.

ATTESTATION

We, the Chairperson and Secretary of the OCCDA Administrative Policy Board, hereby certify that on October 26, 2001, the Board duly approved these Bylaws.

10/29, 2001


Chairperson of OCCDA Board

_____, 2001


Secretary of the OCCDA Board

Revised Bylaws – October 26, 2001