

**NEW HANOVER PUBLIC SAFETY COMMUNICATIONS  
CENTER POLICY BOARD  
(NHPSCC)**

**AGREEMENT AND BYLAWS**

THIS AGREEMENT, is made and entered into by and between NEW HANOVER COUNTY; CITY OF WILMINGTON; TOWN OF CAROLINA BEACH; TOWN OF KURE BEACH; TOWN OF WRIGHTSVILLE BEACH; UNC-WILMINGTON; and THE NEW HANOVER HEALTH NETWORK, all of the above being signatories to this agreement.

WHEREAS, New Hanover County is an existing governmental structure encompassing the entire geographic, economic, and population region to be served, and has established a Communication Center with the capability of providing consolidated communication services to the parties who are signatories to this agreement.

NOW THEREFORE, the parties agree to follow the bylaws for the purposes of administering and providing consolidated communication services for the parties, hereby benefiting them in terms of efficiency and economy.

# **BYLAWS**

## **ARTICLE I – NAME**

Section 1 The name of the organization will be the New Hanover Public Safety Communications Center Policy Board, hereafter referred to as the “NHPSCC”.

## **ARTICLE II – PURPOSE**

Section 1 The purpose of this board is as follows:

- A. To act as a policy board to the Public Safety Communications Director, and through that coordinator, to the New Hanover County Commission, hereafter referred to as the “Commission”, in regard to emergency dispatch services in New Hanover County.
- B. To coordinate the dispatch needs and requirements of all public safety agencies utilizing NHPSCC.
- C. To review policies for the efficient and effective operation of NHPSCC subject to the Commission’s final approval.

## **ARTICLE III – AUTHORIZATION**

Section 1 The authorization for creating a joint provision of communications services is based on Article 5, Chapter 153-A-76, of the Code of North Carolina, 1973 and other applicable statutory authority.

## **ARTICLE IV – MEMBERSHIP**

Section 1 Each of the following entities may designate an appointee to serve as a member of the NHPSCC Board:

1. New Hanover County Manager's Office
2. New Hanover County Sheriff
3. New Hanover County Fire Services
4. City of Wilmington City Manager's Office
5. City of Wilmington Police Department
6. City of Wilmington Fire Department
7. New Hanover Regional Emergency Medical Services
8. Town of Carolina Beach
9. Town of Kure Beach
10. Town of Wrightsville Beach
11. Town of Wrightsville Beach Police Department
12. New Hanover County Emergency Management
13. University of North Carolina at Wilmington Police Department

Section 2 The Public Safety Communications Director and New Hanover County IT Director shall participate in the meetings of the NHPSCC Board as non-voting participants.

Section 3 All appointments to the NHPSCC Board shall be made in writing by the appointing entity (Town, Department, etc.).

Section 4 All appointments shall become effective at the first meeting of the NHPSCC Board following receipt of the letter from the appointing entity and formal transmittal of the letter to the Chairman of the NHPSCC Board.

Section 5 Notice of new appointees shall be the first order of business at all regular meetings of the NHPSCC Board and shall be appropriately entered in the minutes. The new appointee will be eligible to vote on all subsequent NHPSCC Board actions.

Section 6 Alternate members will be recognized as the voting members of that particular agency or organization, only in the event that the Chairman of the NHPSCC Board has received notice of the inability of the regular voting member to attend.

## **ARTICLE V – OFFICERS**

Section 1 The officers of the NHPSCC Board shall be the Chairman and Vice-Chairman; the Public Safety Communications Director shall serve as Secretary to the Board.

Section 2 Officers will be elected from the membership of the Board at the first regular meeting in July of each year.

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

Section 4 In the event a vacancy occurs, the vacancy shall be filled by a majority of the persons voting, and the officer selected shall fill the remainder of the office.

**A. CHAIRMAN –** The Chairman shall be the chief officer of the Board and preside at all meetings of the Board. The Chairman shall have the general powers and duties and management usually vested in the office of Chairman of any organization; and be an ex-officio member of all committees, and have such other duties and powers as may be described by the Board or these Bylaws.

1. Among the general duties described above, the Chairman is specifically authorized, with the approval of the Board, to create subcommittees as needed. The Chairman may either propose the subcommittee as a motion during a meeting of the Board, or poll the Board members via e-mail. A paper record of any electronic votes shall be maintained by the Chairman, for inclusion in the minutes during the next meeting. A simple majority of the Board will suffice for approval of the subcommittee. At least one Board member shall serve on each subcommittee, with the Chairman having ultimate discretion, subject to the County Manager and Commission, as to which Board members serves on each subcommittee.

**B. VICE-CHAIRMAN** – The Vice-Chairman shall perform the duties and exercise the same powers as the Chairman in the event the Chairman is absent and/or unable to carry on those responsibilities. The Vice-Chairman shall perform such other duties as may be prescribed by the Chairman.

**C. SECRETARY** – The Secretary shall provide staff to keep the minutes of the various meetings, prepare correspondence, and notify members of regular and special meetings. The Secretary shall also perform other duties as from time to time may be assigned to him or her by the Chairman.

## **ARTICLE VI – RESPONSIBILITIES AND DUTIES**

Section 1 The NHPSCC Board is specifically charged by the Commission with the following responsibilities and duties:

A. The NHPSCC Board is subject to the direction of the County Manager and is responsible for reviewing the applications and interviewing candidates for the position of NHPSCC Public Safety Communications Director and recommending at least 3 names in priority order to the County Manager, from which he may make a choice and appointment. If all candidates are either unacceptable to the Manager or unavailable, that information will be given to the Board. The Board shall then

complete the process required to submit a new list of qualified candidates to the Manager, from which the Manager may make a choice and appointment. Ultimately, the County Manager has the responsibility and authority for appointing the NHPSCC Public Safety Communications Director.

- B. The NHPSCC Board is responsible for reviewing the annual budget for the NHPSCC operations, as proposed by the Public Safety Communications Director, and making recommendations to the Manager on that budget.
- C. The NHPSCC Board is responsible for reviewing standard operating procedures developed by the Public Safety Communications Director and keeping the Commission informed of any situations or circumstances which might reduce the service capability or performance level of the 911 dispatch system.
- D. The NHPSCC Board is responsible for authorizing use of the 800 MHz radio system by requesting agencies and procedures for developing radio program templates.

## **ARTICLE V11 – ADMINISTRATIVE ORGANIZATION**

Section 1 The County Manager bears ultimate responsibility for the operation and performance of NHPSCC. However, for routine administrative purposes, NHPSCC will be organized under the Public Safety Communications Director.

Section 2 The Public Safety Communications Director who has been assigned administrative responsibility for NHPSCC shall:

- A. Be responsible for keeping the NHPSCC Board informed of NHPSCC operations, problems, procedures, and any other factors which would bear on the service and performance of NHPSCC.

- B. Be responsible for having policy issues reviewed and approved by the NHPSCC Board.
- C. Be responsible for providing necessary clerical support for NHPSCC Board meetings and activities.
- D. Be responsible to meet with the NHPSCC Board on a regular basis.
- E. Be responsible for preparing the annual budget for NHPSCC and submitting it to the NHPSCC Board for their comments and recommendations prior to it being submitted to the County Manager.
- F. Be responsible to work with, and act as a liaison for the NHPSCC Board and the County Manager's office.
- G. Work with the NHPSCC Board on the annual evaluation of the system and delivery of service, for submission to the Committee.
- H. Serve as an Ex-Officio Member of the NHPSCC Board.

Section 3 All personnel decisions involving the Public Safety Communications Director such as hiring and termination of the same shall be the responsibility of the County Manager or his designee.

## **ARTICLE VIII – MEETINGS**

Section 1 Regular meetings will take place bimonthly or quarterly but no less than quarterly as determined by the NHPSCC Board.

Section 2 Special meetings may be called by the Chairman or by a request of a majority of the members.

Section 3 A quorum shall consist of six (6) of the appointed voting members of The NHPSCC Board.

Section 4 Voting shall be done in person, with the exception of A, subsection 1, in Article V above.

Section 5 Members shall be notified of meeting by the Secretary of the NHPSCC Board no less than three (3) days before the meeting.

Section 6 The meeting shall be governed by the rules set forth in Sections two (2) through five (5) of this Article.

#### **ARTICLE IX – ORDER OF BUSINESS**

Section 1 All meetings shall be conducted in accordance with Roberts Rules of Order.

Section 2 The following order of business shall be observed at all regular meetings of the NHPSCC Board:

- A. Roll Call;
- B. Recognition of new members;
- C. Minutes of preceding meeting and action thereon;
- D. Unfinished Business; and
- E. New Business

#### **ARTICLE X – AMENDMENTS**

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



Section 2 All Bylaw changes approved by the NHPSCC Board are subject to the final approval of the New Hanover County Commissioners.

Section 3 The New Hanover County Commissioners reserve the right to unilaterally amend or rescind any and all portions of these Bylaws.

Section 4 This hereby repeals any previous Bylaws promulgated by the parties hereto.

These bylaws are hereby approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

These bylaws are hereby approved and adopted by the following representatives of the New Hanover Public Safety Communications Center (NHPSCC):

\_\_\_\_\_  
Chairman, New Hanover County Board of Commissioners      Date

\_\_\_\_\_  
Mayor, City of Wilmington      Date

\_\_\_\_\_  
President and CEO, New Hanover Health Network      Date

\_\_\_\_\_  
Mayor, Town of Carolina Beach      Date

\_\_\_\_\_  
Mayor, Town of Kure Beach      Date

\_\_\_\_\_  
Mayor, Town of Wrightsville Beach      Date

\_\_\_\_\_  
Vice-Chancellor for Business Affairs      Date  
University of North Carolina at Wilmington