

## **9-1-1 Emergency Response Advisory Committee**

### **BYLAWS AND GENERAL PROVISIONS**

#### **Article I: Purpose and Authority**

The 1995 Nevada Legislature enacted Senate Bill (“SB”) 473 which authorized a telephone line surcharge to be imposed in certain counties for the enhancement of existing 911 emergency services. The Act required that any county imposing the surcharge create an advisory committee to develop a plan for 911 enhancements and recommend expenditures to ensure that the county’s 911 emergency response system provides the most efficient service available.

The 2017 Nevada Legislature enacted SB 176 which expanded the permissible use of the telephone line surcharge to include the purchase and maintenance of portable event recording devices (body cameras) and vehicular event recording devices (vehicle cameras). Washoe County implemented this expansion of the surcharge to purchase and maintain body cameras for peace officers employed by a law enforcement agency (as defined in NRS 289.830(3)(a)), and to purchase and maintain vehicle cameras for the safety of the community.

The 2019 Nevada Legislature enacted SB 89 which again expanded the permissible use of the telephone line surcharge to include the purchase and maintenance of body cameras and vehicle cameras for use by a county school district that employs school police officers (who are required to wear body cameras) and by a department of alternative sentencing (whose officers are not required to wear body cameras). Washoe County implemented this expansion of the surcharge to purchase and maintain body cameras and vehicle cameras, as needed, for use by the Washoe County School District Police and Washoe County Department of Alternative Sentencing.

These legislative enactments are codified in Nevada Revised Statutes (“NRS”) Chapter 244A. Additional provisions are set forth in Washoe County Code (“WCC”) Chapter 65.

#### **Article II: Committee Membership**

- A. Membership. The committee shall consist of:
1. Three (3) members appointed by the City of Reno;
    - i. One (1) member must be the Reno Police Department's chief law enforcement officer or designee;
    - ii. One (1) member must be the Reno Municipal Court marshal division's chief law enforcement officer or designee;
  2. Three (3) members appointed by the City of Sparks;
    - i. One (1) member must be the Sparks Police Department's chief law enforcement officer or designee;
    - ii. One (1) member must be the Sparks Municipal Court marshal division's chief law enforcement officer or designee;
  3. Three (3) members appointed by Washoe County;
    - i. One (1) member must be the Washoe County sheriff's designee; and
  4. One (1) non-voting member appointed by the Washoe County School District.
- B. Qualifications. All members appointed to the committee must:
1. Be a resident of and qualified elector in Washoe County;
  2. Possess knowledge concerning telephone systems for reporting emergencies; and
  3. May not be an elected public officer.
- C. Term. All members shall be appointed for a term of four (4) years.
- D. Chairperson. The chair shall be selected from among the members at the first meeting of the calendar year, and must rotate each year among the appointees from the City of Reno, City of Sparks and Washoe County.
- E. Resignation. Any member who elects to resign their position prior to the end of their term of service must provide written notification to the Chair and applicable Washoe County staff. The local jurisdiction who appointed the resigning member must appoint another member to fill the vacancy and

complete the term of service, and must provide written notification of the appointment to Washoe County prior to the member's first committee meeting. The local jurisdiction must ensure that the appointed member meets the qualifications set forth in NRS Chapter 244A and these bylaws.

- F. Removal. A member may be removed by the local jurisdiction appointing that member for any reason. If any member is absent from a regularly scheduled Advisory Committee meeting three or more times within a fiscal year, the Chair shall notify the member's appointing body and may request that the local jurisdiction appoint a different person to serve on the committee.

### **Article III. Quorum and Voting**

- A. Quorum. A quorum consists of a simple majority of the total membership.
- B. Voting. An affirmative vote by a majority of the voting members present at the meeting is required to take action on any matter.
  - 1. The Chair may call for a roll call vote on any issue.
  - 2. All votes shall be recorded and the meeting minutes shall indicate the members voting for, against, or abstaining from a matter.

### **Article IV. Officers of the Committee**

- A. Titles. The officers of the committee shall be:
  - 1. Chair. The Chair shall preside at all meetings, maintain order, and call special and emergency meetings as needed. The Chair, or the Chair's designee, shall also provide an annual report to the board of county commissioners on the status of the enhanced 911 service and committee accomplishments within the context of the Five Year Master Plan.
  - 2. Vice Chair. The Vice Chair shall serve in the absence of the Chair.
- B. Succession. No line of succession is claimed by this committee.

- C. Election of Officers. The first meeting of a calendar year should include the selection of Chair and Vice Chair, and shall be the first order of business following determination of a quorum. Newly selected officers shall take office at that meeting.
- D. Rotation of the Chair and Vice Chair. The Chair and Vice Chair shall rotate annually among the members from the City of Reno, City of Sparks and Washoe County. The rotation schedule shall then repeat.
- E. Authority to Sign. The Chair may sign certain documents to implement action by the committee. The Chair should confer with legal counsel as to the propriety of signing specified documents.

#### **Article V. Staff to Assist the Committee**

- A. Washoe County shall provide staff to assist the 911 Advisory Committee, which shall include:
  - 1. Recording Secretary. The recording secretary shall attend meetings, record the proceedings, create agendas and draft minutes, distribute agendas and supporting materials, and maintain committee records, among other duties.
  - 2. Legal Counsel. Legal counsel shall be appointed by the District Attorney. Legal counsel may assist the committee in determining points of order, reviewing agenda item legality, advising the members on Nevada's Open Meeting Law and ethics requirements, reviewing contracts, and any other item of concern to the conduct of the meeting.
  - 3. Fiscal Support Staff. Fiscal support staff shall attend meetings, present 911 Fund financial summary updates, draft and present the 911 Fund's fiscal year budgets for approval by the Committee, and apprise the Committee regarding financial matters relating to the 911 Fund.

#### **Article VI. Meetings**

- A. General.

1. All meetings shall comport with Nevada’s Open Meeting Law requirements set forth in NRS 241.010 through 241.040, inclusive.
2. Notice. A copy of the meeting agenda shall be posted at the appropriate locations at least three business days prior to the meeting to allow the public full awareness of the scheduled meeting.
3. Agenda. Items may be placed on the agenda by any member of the committee, by any staff member of the primary public safety answering points (“PSAPs”), or by any staff member of an entity who is authorized to receive telephone line surcharge monies for the purchase and maintenance of body cameras and/or vehicle cameras. All other persons wishing to place an item on the agenda shall contact a committee member for authorization to include the requested agenda item.
  - i. To place an item on the agenda, the interested party shall contact the recording secretary and shall provide the recording secretary with the specific agenda item language to be included on the agenda.
  - ii. All agenda items must be provided to the recording secretary at least two weeks prior to the meeting date.
4. Support Materials. Each action item on the agenda should be accompanied by written information and materials pertaining to that agenda item. It is expected that requests for funds be accompanied by a thorough staff report and any applicable invoices, receipts, etc. Supporting documentation shall be provided to the recording secretary at least two weeks prior to the meeting date. The recording secretary shall distribute the support materials in advance of the meeting, preferably at the time of the agenda posting.
5. Late-Produced Support Materials. The committee may, after review of any late-produced materials, decide by a majority vote to consider the materials. In order for late-produced materials to be properly analyzed by the committee, the committee reserves the right to reschedule the item to a later place on the agenda or to reschedule the item to a subsequent meeting.
6. Robert’s Rules of Order shall inform the committee’s meeting procedures when a question or controversy arises. If a conflict occurs

between these Bylaws and Robert's Rules of Order, these Bylaws prevail.

7. Records. The committee shall keep a public record of its business. Complete records of the committee's actions shall be kept on file with Washoe County's Technology Services department.

#### B. Regular Meetings.

1. The committee shall set regular meeting days and times every other month.
2. All regular meetings shall begin at the time appointed by the committee and shall be scheduled for no more than three (3) hours. At the end of the three hours, a simple majority of the committee can vote to extend the meeting or conclude the meeting and reschedule the remaining items for a subsequent meeting.

#### C. Special Meetings.

1. Special meetings may be held at the Chair's request, or by written request of at least four (4) committee members.

#### D. Emergency Meetings.

1. An emergency meeting may be called by the Chair, or an emergency item may be added to any regular or special meeting when unforeseen circumstances require immediate action. Unforeseen circumstances include, but are not limited to:
  - i. Disasters caused by fire, flood, earthquake, or other natural causes; or
  - ii. Any material impairment of the public's health and safety.
2. Before an emergency meeting may begin, or an emergency item may be considered, the committee must, by affirmative vote of a quorum, find that an emergency exists and specify the conditions and circumstances which constitute that emergency.

#### E. Order of Business. The order of the following agenda items may be changed as necessary at the discretion of the Chair.

1. Roll call and determination of a quorum.

2. Public Comment.
3. Review, amendment and approval of minutes from previous meeting.
4. Business of the day.
5. Announcements and selection of topics for future agendas.
6. Public Comment.
7. Adjournment.

F. Public Comment. Public comment on matters not specifically agendized should be limited to three (3) minutes per person. The Chair may grant further time at his or her discretion.

## **Article VII. Records and Minutes**

A. Records. All documents pertaining to the work of the committee shall be maintained under the supervision of the Chair and Washoe County's Technology Services department. Said documents shall be open and accessible to the committee members and to the public during working hours, unless such records are declared confidential by law.

B. Minutes. Written minutes of each meeting shall be kept and are public records.

1. Meeting minutes or electronic recordings of each meeting will be made available within thirty (30) working days after adjournment of the meeting.
2. The Chair shall ensure that a qualified recording secretary is available to record all actions of any committee meeting and to maintain written minutes.
3. Copies of the written minutes of the past regular meeting shall be furnished to the committee members within twenty (20) days as a normal procedure and at least three (3) days in advance of the next regular meeting for review and approval.
4. Approved written minutes are considered to be a summary of the proceedings. Written minutes may be superseded by an electronic recording.

## **Article VIII. Committee Responsibilities**

- A. Develop annual priorities to enhance 911 services to all Washoe County citizens based on the legislative intent of NRS Chapter 244A, and subsequent amendments.
1. Annually review and analyze the Five Year Master Plan.
  2. Annually assess national standards of 911 service delivery.
  3. Assess existing technical and service delivery of 911 enhancements for the primary PSAPs and other public safety dispatch centers in Washoe County.
  4. Develop and recommend an annual budget based on priorities established by the committee.
  5. Recommend budget expenditures or other action to the Washoe County Board of County Commissioners to enhance 911 services in accordance with NRS 244A.7645 and other applicable law.
    - i. The Board of County Commissioners may:
      1. Affirm the committee's recommendation;
      2. Remand the issue back to the committee for further work, discussion, debate or action; or
      3. Reverse the committee's recommendation.
- B. Act upon emergency standards, policy or legislative issues that impact enhanced 911 services.
1. Educate all members on existing and emerging enhanced 911 issues.
  2. Develop, initiate and respond regionally to all issues under Article VIII.
- C. Comply with annual requirements to report the status of the enhanced 911 service and committee accomplishments within the context of the Five Year Master Plan to the Board of County Commissioners. This shall primarily be the responsibility of the Chair, or the Chair's committee-member designee, with support from the committee.
- D. Recommend budget expenditures to the Washoe County Board of County Commissioners related to the purchase and maintenance of body cameras and vehicle cameras for authorized entities in accordance with NRS Chapter 244A and other applicable law.



**Article IX. Amendment of Bylaws**

- A. Amendment. The 911 Emergency Response Advisory Committee Bylaws and General Provisions may be amended by a majority vote of a quorum at a regular meeting and become effective upon signature of the Chair.
  
- B. Failure to Follow. If the committee fails to follow one of its own Bylaws, the committee’s actions are not invalidated so long as the action is in compliance with other laws.

Dated: \_\_\_\_\_

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CHAIR

DRAFT