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BY-LAWS
Tompkins County Emergency Response Oversight Committee

I. Name

The official designation of the Committee shall be the Tompkins County Emergency Response Oversight Committee (EROC).

II. Preamble

Effective public safety response in a multi-jurisdictional setting as in Tompkins County requires a high level of coordination, cooperation, and communication among first responders and across many agencies and municipalities through common emergency communications systems, shared resources and technologies, and unified and standardized operating protocols and procedures.

The mission of EROC is to ensure interoperability and access to shared tools and resources to promote a highly functioning response network that respects local, state, and federal prerogatives and instills accepted, uniform standards of response and incident management principles within the community.

EROC will jointly plan, implement, and enforce standards concerning the use of these shared resources and will provide a self-governing framework to achieve compliance with established policies, procedures, and practices to safeguard the investments and integrity of all participants, systems, and data.

III. Purpose

The EROC shall have the following duties, powers, and responsibilities:

- Make recommendations to the Tompkins County Director of Emergency Response, Director of Information Technology Services, and/or the Legislative Public Safety Committee regarding the implementation and ongoing support of systems and technology, joint or combined operations, technology and data management, and any training involving Law Enforcement, Fire, EMS, and Dispatch in Tompkins County be made available for all agencies and users.
- Establish policy and procedure and assist to resolve conflicts affecting multi-agencies and shared services and technology as defined by this Committee.
- Make recommendations used by public safety agencies in Tompkins County.

- 1 - Promote and coordinate cooperation among user agencies
2 regarding operations, technology, data management, policy,
3 procedure, IT security and training.
- 4 - Recommend to the Tompkins County Public Safety Committee
5 and the Tompkins County Legislature necessary resources for
6 the costs of services, fees, revenues, and grants.
- 7 - Provide reports to the Tompkins County Public Safety
8 Committee, Tompkins County Legislature and other local
9 government agencies as necessary.

10
11 **IV. Membership**

- 12 A. **Voting membership** and term of office shall consist of seventeen
13 (17) members appointed by the Tompkins County Legislature with no
14 set terms. Each department, agency or group ("participant") shall
15 nominate one representative, unless otherwise specified below:
- 16 1. Tompkins County Department of Emergency Response Director, or
17 designee
 - 18 2. Tompkins County Communications Center Manager, or designee
 - 19 3. Tompkins County Information Technology Services Director, or
20 designee
 - 21 4. Tompkins County Sheriff, or designee
 - 22 5. Tompkins County District Attorney, or designee
 - 23 6. City of Ithaca Police Chief, or designee
 - 24 7. City of Ithaca City Clerk (Public Information and Technology), or
25 designee
 - 26 8. New York State Police Troop C, Zone 3 Commander, or designee
 - 27 9. Village Police Chief, or designee (representing Village Police
28 Departments) as recommended by the Village Police Chiefs or
29 officers-in-charge
 - 30 10. Campus Police Chief, or designee (representing colleges and
31 university) as recommended by the Campus Police Chiefs
 - 32 11. Ithaca Fire Chief, or designee
 - 33 12. Two (2) Volunteer Firefighters, or designees (representing
34 volunteer Fire departments) as recommended by the County Fire
35 and EMS Chiefs Association
 - 36 13. Community-Based Ambulance Service (EMS), or designee
37 (representing nonprofit/government, community-based ambulance
38 providers) as recommended by the Community-Based Ambulance
39 Providers
 - 40 14. Commercial Ambulance Provider representative (EMS)
 - 41 15. Tompkins County Council of Governments (TCCOG) representative
 - 42 16. Tompkins County Legislator Public Safety Committee Chair, or
43 designee

1 In addition, each participant may nominate one alternate per seat to
2 be appointed by the Tompkins County Legislature, in the event the
3 member or designee is not available. Each participating entity will
4 strive to fill these seats with members willing and able to make
5 program and policy decisions.

6
7 The EROC may determine the need and create non-voting seats to add
8 expertise and/or additional coordination. This may be done by a $\frac{3}{4}$
9 majority vote (13 members) of the members. The non-voting seats
10 will be filled for a period of up to two years.

11
12 **B. Non-Voting membership** shall initially consist of two (2) members
13 with no set terms:

- 14 1. Tompkins County Airport
- 15 2. New York State Park Police Finger Lakes Region

16
17 **C. Joining EROC:** The group may invite a new voting or non-voting
18 participant to join EROC with a $\frac{3}{4}$ majority vote (13 members) of the
19 full membership and appointment by the Tompkins County Legislature.
20 After signing this Agreement, the new department, agency or group
21 will become a member.

22
23 **D. Appointments:** Candidates shall complete the appropriate County
24 Legislature form and file with the Clerk of the Legislature for proper
25 routing and approval by the County Legislature. Residency
26 requirements for appointees representing any agency or group may be
27 waived per Tompkins County policy 08- 26, Advisory Committees and
28 Advisory Boards Appointed by the County legislature.

29
30 **E. Resignations:** A member may resign from EROC at any time, by
31 providing a letter to that effect to the Chair of EROC, who then shall
32 notify the Clerk of the Tompkins County Legislature. By entering into
33 this agreement, each participant pledges to honor its contractual
34 obligations to the other participants when it desires to leave EROC.

35
36 **V. Officers**

37 **A.** Each year the voting members of EROC shall elect a Chairperson and a
38 Vice Chairperson from among its voting members.

39
40 **B. Duties of Officers:**

- 41
42 1. **Chairperson:** shall develop the agenda in consultation with EROC
43 members and Tompkins County Departments, chair the meetings,

1 represent the EROC at inter-municipal or public meetings, and
2 assist as needed to implement the projects of the EROC.

3
4 2. **Vice Chairperson:** shall act in the absence of the chair.

5
6 3. **Secretary:** shall be responsible for the recording, distribution and
7 posting of EROC agendas and minutes.

8
9 C. **Terms of Office:** Terms shall be for one year beginning January 1st
10 and ending December 31st. Officers for the new year shall be elected
11 at the last monthly meeting of the previous year. New names for
12 nomination can be put forth up to and at the last monthly meeting for
13 consideration. Prior to a vote nominees must have agreed to serve.
14 Vacancies shall be filled as soon as possible for the remainder of the
15 unexpired term.

16
17 **VI. Standing Sub-Committees**

18 Each standing Sub-Committee defined by the EROC Bylaws shall appoint a
19 Chairperson and Vice Chairperson who shall each represent a voting
20 participant of EROC and serve a term for one year beginning January 1st
21 and ending December 31st. The Vice Chairperson shall act in the absence
22 of the Chairperson. Standing Sub-Committees shall meet on a schedule as
23 decided by the Chair, shall be comprised of any individuals representing
24 any agencies defined under Section IV of these bylaws, and operate based
25 on a consensus model. Items, decisions, projects, and policy and
26 procedural recommendations resulting from Sub-Committee activities that
27 are determined by the Sub-Committee Chair, or the EROC Chair, to have
28 an impact on other disciplines, or have fiscal and resource implications,
29 must be reviewed and acted upon by the EROC voting membership. All
30 committee meetings are open meetings and shall be agenda driven to
31 facilitate member attendance for the business to be conducted. Each
32 Standing Committee shall set an annual meeting schedule, but will meet
33 quarterly at a minimum.

34 A. The **Law Enforcement Sub-Committee** shall consist of
35 members from Tompkins County Law Enforcement agencies for the
36 purpose of recommending standardized policies and procedures
37 involving unified technology and operations. The Law Enforcement
38 Sub-Committee shall also work as, and replace the **Public Safety**
39 **Answering Point (PSAP) Operations Committee** that served
40 the purpose to review dispatch protocols and procedures and other
41 duties as outlined in the MEMORANDUM of UNDERSTANDING,
42 JURISDICTIONAL PROTOCOL for EMERGENCY 911 CALL SERVICES,
43 COUNTY of TOMPKINS COMMUNICATIONS CENTER, DISPATCH
44 PROCEDURES FOR REQUESTS FOR POLICE SERVICES, NEAREST

1 AVAILABLE UNIT CONCEPT, (Formerly known as the Closest Car
2 Concept), that was put into place (on or about*) October 15, 2015.

3 B. The **Fire and EMS Sub-Committee** shall consist of members
4 from Tompkins County Fire and EMS agencies for the purpose of
5 recommending standardized policies and procedures involving
6 shared technology, and multi-jurisdictional operations. Designated
7 members of the Fire and EMS Committee shall serve as the County
8 Fire, Disaster, and Emergency Medical Services (EMS) Advisory
9 Board, as defined in section C-23.02 of the County Charter, and
10 may be assigned similar duties. The members shall create
11 necessary bylaws and procedures to effectuate the official duties of
12 such an advisory board in conforming with state and local
13 requirements.

14 C. The **Dispatch Sub-Committee** shall consist of members from
15 dispatch agencies located in Tompkins County for the purpose of
16 recommending standardized policies and procedures involving
17 shared technology, and multi-jurisdictional operations.

18 D. The **Training Sub-Committee** shall consist of members from
19 Tompkins County Law Enforcement, Fire and EMS, and Dispatch
20 agencies for the purpose of planning, coordinating, and conducting
21 standardized training involving shared technology, large scale or
22 long term events, or multi-jurisdictional operations.

23 E. The **Information Technology Administration Sub-Committee**
24 shall consist of personnel involved in public safety technology
25 within Tompkins County (hardware, software and other equipment)
26 for the purpose of recommending standardized policies and
27 procedures involving shared technology and data management.

28 F. The **Executive Sub-Committee** shall consist of the EROC
29 Officers and the Chairperson, or Vice Chairperson in the
30 Chairperson's absence, of all formalized sub-committees defined by
31 the EROC Bylaws. The purpose of the Executive Committee is to
32 review, recommend, and interpret EROC administrative and
33 operational requirements, and to serve the role of dispute
34 resolution for each sub-committee and between sub-committees.

35
36 **VII. Ad-hoc Committees**

37 EROC may create additional temporary committees specifically related to
38 special projects which shall not exist beyond the term of the project.

39
40 **VIII. Meetings**

41 A. **Meeting Schedule:** EROC shall set an annual meeting schedule, but
42 will meet quarterly at a minimum.

- 1 B. **Quorum:** A quorum shall be at least a majority (9 members) of the
2 full membership, to include appointed alternates.
3
- 4 C. **Voting:** Each member is entitled to one vote per item at any official
5 meeting. An appointed alternate is permitted to vote when replacing
6 their official agency representative. Passage of a motion requires a
7 majority vote (9 members) of the full group. In order for an alternate
8 to vote, the officially appointed representative must notify the Chair
9 prior to the start of the meeting.
10
- 11 C. **Agendas.** An agenda will be sent out or posted at least 7 days prior
12 to the meeting. While not required, it is desirable that supporting
13 information related to agenda topics be distributed with the agenda so
14 members have time to review the information prior to the meeting.
15
- 16 D. **Records:** Tompkins County shall maintain a public record of all
17 proceedings of EROC in accordance with the NYS Open Meetings Law
18 and any procedures advised by the Clerk of the Legislature.
19
- 20 E. **Attendance:** Per Tompkins County Local Law No. 2 of 2004 and
21 Policy 01-26, when any member of a board, commission, committee,
22 agency, or authority, holding office by appointment of the County
23 Legislature or the Chair of the County Legislature fails to attend three
24 consecutive regular meetings of such board, commission, committee,
25 agency, or authority, unless such absence is for good cause and is
26 excused by the chairman or other presiding officer thereof, or in the
27 case of such chairman or other presiding officer, by the Chair of the
28 Legislature, the office may be deemed vacant by action of the
29 appointing authority for the purposes of the nomination and
30 appointment of a successor.
31
- 32 E. **Code of Ethics:** All duly appointed members shall be provided a copy
33 of, and be bound by, the Code of Ethics of Tompkins County.
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- 35 **IX. Fiscal Year:** The fiscal year shall be from January 1 to December 31.
36
- 37 **X. Amendments of Bylaws:** Future amendments to the Bylaws that are
38 not inconsistent with this agreement shall be made by a $\frac{3}{4}$ majority vote
39 (13 members) of the EROC, providing the proposed amendment has been
40 presented for consideration in writing to the EROC members with a
41 minimum of seven days preceding the meeting, and approved by the
42 Tompkins County Legislature. An amended copy of the Bylaws will be sent
43 to each member and the Clerk of the Legislature for their records.
44

1 **XI. Saving Clause:** In the event any part of these Bylaws shall conflict with
2 any provisions or requirements of state, local, or federal Law, the
3 provisions of any state, local or federal Law shall control and the other
4 provisions of these bylaws shall not be invalidated by such conflict.
5

6 **XII. Conflict of Interest:** If a member has a potential conflict of interest
7 s/he must explain her or his relationship to the agency before the matter
8 is discussed or voted on. Members must abstain from discussing and/or
9 voting on any specific actions that are, or give the appearance of, being
10 motivated by a desire for private financial gain for themselves or others
11 such as those with whom they have family, business, or other ties.
12

13 **XIII. Adoption:** These bylaws shall become effective upon adoption by a $\frac{3}{4}$
14 majority vote (13 members) of the EROC membership, approval of all of
15 the participating partner agencies, and the Tompkins County Legislature.
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17 All advisory board members must be United States citizens and must be
18 residents of Tompkins County, except where State or Federal law provides
19 otherwise or where the County Legislature approves advisory board
20 bylaws providing that one or more seats on the advisory board will be
21 filled by the holder of a particular office or position.
22

23 Some advisory boards have the power as granted by Tompkins County
24 Charter and Code to draft bylaws for approval by the Tompkins County
25 Legislature, elect officers from its membership (unless otherwise provided
26 by Legislature resolution), and establish committees. Prior to submission
27 to the Committee of the Tompkins County Legislature for approval, new or
28 amended bylaws must be submitted to the County Attorney for review.
29 Updated copies of bylaws must be kept on file in the Office of the Clerk of
30 the Tompkins County Legislature.