

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 committee responsible for public safety functions 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 being 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 for use by public safety agencies in Tompkins County.

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- Promote and coordinate cooperation among user agencies regarding operations, technology, data management, policy, procedure, IT security, and training.
- Recommend to the Tompkins County Legislature and the committee responsible for public safety functions and the necessary resources for the costs of services, fees, revenues, and grants.
- Provide reports to the Tompkins County Legislature and the committee responsible for public safety functions and other local government agencies as necessary.

IV. Membership

A. Voting membership and term of office:

The membership shall consist of seventeen (17) members appointed by the Tompkins County Legislature with no set terms.

Each department, agency, or group (“participant”) shall nominate one representative, unless otherwise specified below:

1. Tompkins County Department of Emergency Response Director, or designee
2. Tompkins County Communications Center Manager, or designee
3. Tompkins County Information Technology Services Director, or designee
4. Tompkins County Sheriff, or designee
5. Tompkins County District Attorney, or designee
6. City of Ithaca Police Chief, or designee
7. City of Ithaca City Clerk (Public Information and Technology), or designee
8. New York State Police Troop C, Zone 3 Commander, or designee
9. Village Police Chief, or designee (representing Village Police Departments) as recommended by the Village Police Chiefs or officers-in-charge
10. Campus Police Chief, or designee (representing colleges and university) as recommended by the Campus Police Chiefs
11. Ithaca Fire Chief, or designee
12. Two (2) Volunteer Firefighters, or designees (representing volunteer Fire departments) as recommended by the County Fire and EMS Chiefs Association
13. Community-Based Ambulance Service (EMS), or designee (representing nonprofit/government, community-based ambulance providers) as recommended by the Community-Based Ambulance Providers
14. Commercial Ambulance Provider representative (EMS)

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- 1 15. Tompkins County Council of Governments (TCCOG) representative
2 16. The legislator chairing the committee responsible for public safety
3 functions , or designee
4

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

- 10
11 **B. Non-Voting membership** shall initially consist of two (2) members
12 with no set terms:
13 1. Tompkins County Airport
14 2. New York State Park Police Finger Lakes Region
15 3. The EROC may determine the need and create non-voting seats to add
16 expertise and/or additional coordination. This may be done by a $\frac{3}{4}$
17 majority vote (13 members) of the members. The non-voting seats
18 will be filled for a period of up to two years.
19
20 **C. Joining EROC:** The group may invite a new voting or non-voting
21 participant to join EROC with a $\frac{3}{4}$ majority vote (13 members) of the
22 full membership and appointment by the Tompkins County Legislature.
23 After signing this Agreement, the new department, agency, or group
24 will become a member.
25
26 **D. Appointments:** Candidates shall complete the appropriate County
27 Legislature form and file with the Clerk of the Legislature for proper
28 routing and approval by the County Legislature. Residency
29 requirements for appointees representing any agency or group may be
30 waived per Tompkins County policy 08- 26, Advisory Committees and
31 Advisory Boards Appointed by the County legislature.
32
33 **E. Resignations:** A member may resign from EROC at any time, by
34 providing a letter to that effect to the Chair of EROC, who then shall
35 notify the Clerk of the Tompkins County Legislature. By entering into
36 this agreement, each participant pledges to honor its contractual
37 obligations to the other participants when it desires to leave EROC.
38

39 **V. Officers**

- 40 A. Each calendar year the voting members of EROC shall elect a
41 Chairperson and a Vice Chairperson from among its voting members.
42
43 B. **Duties of Officers:**
44

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- 1 **1. Chairperson:** shall develop the agenda in consultation with EROC
2 members and Tompkins County Departments, chair the meetings,
3 represent the EROC at inter-municipal or public meetings, and
4 assist as needed to implement the projects of the EROC.
5
 - 6 **2. Vice Chairperson:** shall act in the absence of the chair.
7
 - 8 **3. Secretary:** shall be responsible for the recording, distribution, and
9 posting of EROC agendas and minutes.
10
- 11 **C. Terms of Office:** Terms shall be for one year beginning January 1st
12 and ending December 31st. Officers for the new year shall be elected
13 at the last monthly meeting of the previous year. New names for
14 nomination can be put forth up to and at the last monthly meeting for
15 consideration. Prior to a vote nominees must have agreed to serve.
16 Vacancies shall be filled as soon as possible for the remainder of the
17 unexpired term.
18

19 **VI. Standing sub committees**

20 Each standing sub committee defined by the EROC Bylaws shall appoint a
21 Chairperson and Vice Chairperson who shall each be a voting participant
22 of EROC and serve a term for one year beginning January 1st and ending
23 December 31st. The Vice Chairperson shall act in the absence of the
24 Chairperson. Standing sub committees shall meet on a schedule as
25 decided by the Chair, shall be composed of any individuals representing
26 any agencies defined under Section IV of these bylaws, and operate based
27 on a consensus model. Items, decisions, projects, and policy and
28 procedural recommendations resulting from sub committee activities that
29 are determined by the sub committee Chair, or the EROC Chair, to have
30 an impact on other disciplines, or have fiscal and resource implications,
31 must be reviewed and acted upon by the EROC voting membership. All
32 committee meetings are open meetings and shall be agenda driven to
33 facilitate member attendance for the business to be conducted. Each
34 standing committee shall set an annual meeting schedule, but will meet
35 quarterly at a minimum.
36

- 37 **A.** The **Law Enforcement sub committee** shall consist of members
38 from Tompkins County Law Enforcement agencies for the purpose
39 of recommending standardized policies and procedures involving
40 unified technology and operations. The Law Enforcement sub
41 committee shall also work as, and replace the **Public Safety**
42 **Answering Point (PSAP) Operations Committee** that served
43 the purpose to review dispatch protocols and procedures and other
44 duties as outlined in the Memorandum of Understanding,

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1 Jurisdictional Protocol for Emergency 911 Call Services, County of
2 Tompkins Communications Center, Dispatch Procedures for
3 Requests for Police Services, Nearest Available Unit Concept,
4 (formerly known as the "Closest Car Concept"), that was put into
5 place on or about October 15, 2015.

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

17 C. The **Dispatch sub committee** shall consist of members from
18 dispatch agencies located in Tompkins County for the purpose of
19 recommending standardized policies and procedures involving
20 shared technology, and multi-jurisdictional operations.

21
22 D. The **Training sub committee** shall consist of members from
23 Tompkins County Law Enforcement, Fire and EMS, and Dispatch
24 agencies for the purpose of planning, coordinating, and conducting
25 standardized training involving shared technology, large-scale or
26 long-term events, or multi-jurisdictional operations.

27
28 E. The **Information Technology Administration sub committee**
29 shall consist of personnel involved in public safety technology
30 within Tompkins County (hardware, software and other
31 equipment) for the purpose of recommending standardized policies
32 and procedures involving shared technology and data
33 management.

34
35 F. The **Executive sub committee** shall consist of the EROC Officers
36 and the Chairperson, or Vice Chairperson in the Chairperson's
37 absence, of all formalized sub-committees defined by the EROC
38 Bylaws. The purpose of the Executive Committee is to review,
39 recommend, and interpret EROC administrative and operational
40 requirements, and to serve the role of dispute resolution for each
41 sub-committee and between sub-committees.

42
43 **VII. Ad-hoc Committees**

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

3
4 **VIII. Meetings**

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

7
8 B. **Quorum:** A quorum shall be at least a majority (9 members) of the
9 full membership, to include appointed alternates.

10
11 C. **Voting:** Each member is entitled to one vote per item at any official
12 meeting. An appointed alternate is permitted to vote when replacing
13 their official agency representative. Passage of a motion requires a
14 majority vote (9 members) of the full group. In order for an alternate
15 to vote, the officially appointed representative must notify the Chair
16 prior to the start of the meeting.

17
18 C. **Agendas.** An agenda will be sent out or posted at least 7 days prior
19 to the meeting. While not required, it is desirable that supporting
20 information related to agenda topics be distributed with the agenda so
21 members have time to review the information prior to the meeting.

22
23 D. **Records:** Tompkins County shall maintain a public record of all
24 proceedings of EROC in accordance with the NYS Open Meetings Law
25 and any procedures advised by the Clerk of the Legislature.

26
27 E. **Attendance:** Per Tompkins County Local Law No. 2 of 2004 and
28 Policy 01-26, when any member of a board, commission, committee,
29 agency, or authority, holding office by appointment of the County
30 Legislature or the Chair of the County Legislature fails to attend three
31 consecutive regular meetings of such board, commission, committee,
32 agency, or authority, unless such absence is for good cause and is
33 excused by the chairman or other presiding officer thereof, or in the
34 case of such chairman or other presiding officer, by the Chair of the
35 Legislature, the office may be deemed vacant by action of the
36 appointing authority for the purposes of the nomination and
37 appointment of a successor.

38
39 E. **Code of Ethics:** All duly appointed members shall be provided a copy
40 of, and be bound by, the Code of Ethics of Tompkins County.

41
42 **IX. Fiscal Year:** The fiscal year shall be from January 1 to December 31.

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1 **X. Amendments of Bylaws:** Future amendments to the Bylaws that are
2 not inconsistent with this agreement shall be made by a $\frac{3}{4}$ majority vote
3 (13 members) of the EROC, providing the proposed amendment has been
4 presented for consideration in writing to the EROC members for a
5 minimum of seven days preceding the meeting, and approved by the
6 Tompkins County Legislature. An amended copy of the Bylaws will be sent
7 to each member and the Clerk of the Legislature for their records.
8

9 **XI. Saving Clause:** In the event any part of these Bylaws shall conflict with
10 any provisions or requirements of state, local, or federal Law, the
11 provisions of any state, local, or federal law shall control and the other
12 provisions of these bylaws shall not be invalidated by such conflict.
13

14 **XII. Conflict of Interest:** If a member has a potential conflict of interest
15 s/he must explain her or his relationship to the agency before the matter
16 is discussed or voted on. Members must abstain from discussing and/or
17 voting on any specific actions that are, or give the appearance of, being
18 motivated by a desire for private financial gain for themselves or others
19 such as those with whom they have family, business, or other ties.
20

21 **XIII. Adoption:** These bylaws shall become effective upon adoption by a $\frac{3}{4}$
22 majority vote (13 members) of the EROC membership, approval of all of
23 the participating partner agencies, and the Tompkins County Legislature.
24

25 All advisory board members must be United States citizens and must be
26 residents of Tompkins County, except where State or Federal law provides
27 otherwise or where the County Legislature approves advisory board
28 bylaws providing that one or more seats on the advisory board will be
29 filled by the holder of a particular office or position.
30

31 Some advisory boards have the power as granted by Tompkins County
32 Charter and Code to draft bylaws for approval by the Tompkins County
33 Legislature, elect officers from its membership (unless otherwise provided
34 by Legislature resolution), and establish committees. Prior to submission
35 to the Committee of the Tompkins County Legislature for approval, new or
36 amended bylaws must be submitted to the County Attorney for review.
37 Updated copies of bylaws must be kept on file in the Office of the Clerk of
38 the Tompkins County Legislature.