



Pinal Regional Communications Consortium Governance Charter

1.0 Introduction

It is recognized that public safety partners both in and outside of the County share mission critical voice and data communications each day for every day events, natural disasters, and man-made terrorist activities and failure to communicate in the most efficient manner may lead to a slowed response consequently resulting in a loss of property and/or loss of life.

Pinal County recently deployed a new P25 trunked public safety communications system. In addition to using the system for day-to-day operations, the Pinal County Sheriff's Office (PCSO) seeks to use the system as the foundational land mobile radio system in the county to establish the highest level of public safety communications. Establishing robust, reliable and scalable communications with operational partners located both in and outside of the county is of critical importance to the county.

To facilitate and promote the enhancement of public safety communications countywide the Pinal Regional Communications Consortium ("PRCC") was formed. The county is establishing the Public Safety Communications Executive Committee ("Executive Committee") as a part of the PRCC to engage all public safety partners with improving interoperability within Pinal County.

The Executive Committee will provide the oversight needed to ensure ongoing support and resources for public safety communications in Pinal County. The Executive Committee will initially focus on developing the highest level of land mobile radio interoperable communications with its operational partners. The Executive Committee will also be well positioned to holistically review and coordinate the adoption of other emerging public safety communications technologies.

2.0 Purpose

The purpose of the PRCC will be to oversee a reliable and transparent governance framework where public safety end users, administrators and executive leaders from multiple jurisdictions and disciplines have a platform to discuss communications needs and operational enhancements that will lead to an improvement in public safety communications countywide.

This document describes the purpose, structure, authority, scope, outcomes, operating principles, membership, and logistics by which the structure will function and seek to enhance public safety communications for the personnel responding and for those seeking public safety services.

This Committee structure is being developed to ensure a partnership among the various jurisdictions and disciplines that impact public safety in the County, and to provide a platform to discuss, promote and achieve enhanced public safety communications.

Note: *Due to significant public interests in maintaining confidential and/or public safety sensitive information relating the Consortium's areas of oversight—any and all such information documented or discussed in meetings, agendas, topics, discussions, documents, communications and/or other records that relate to or originate from the Consortium, its Committees or its Subcommittees may not be open to the public and may not be subject to public disclosure except as otherwise required or permitted by law.*

3.1 Governance Structure

The following committees and associated members will form the basis of the Pinal County Public Safety Communications Governance structure.

3.2 Public Safety Communications Executive Committee (“Executive Committee”)

The Executive Committee will be the recipient of all requests pertaining to public safety communications. The Executive Committee shall be the final decision-making body relative to public safety communications unless the policy or proposal requires approval by the Pinal County Board of Supervisors.

The Executive Committee is charged with achieving the outcomes as described in this charter.

3.3 Public Safety Communications Advisory Committee (“Advisory Committee”)

The Advisory Committee shall act as an advisory committee to the Executive Committee and as an intermediary between the specialized subcommittees and the Executive Committee. The Advisory Committee has the authority to establish new temporary or ongoing subcommittees to assist with recommendations that will enhance public safety communications.

The Advisory Committee has the responsibility to review all requests assigned by the Executive Committee pertaining to the operational and technical needs of its members and provide recommendations back to the Executive Committee.

3.4 Public Safety Communications Technical Subcommittee (“Technical Subcommittee”)

The Advisory Committee shall establish the Technical Subcommittee. The mission of the Technical Subcommittee shall be to evaluate items based on their technical merit related to system operations, impacts and interoperability and provide technical guidance and recommendations to the Advisory Committee.

3.5 Public Safety Communications Operational Subcommittee (“Operational Subcommittee”)

The Advisory Committee shall establish the Operational Subcommittee. The mission of the Operational Subcommittee shall be to evaluate items based on their operational merit related to how the system is used and operated, including dispatch and communications between individuals or groups of users, in order to assure effective communications between all users of the system. The Operational Subcommittee shall provide operational guidance and recommendations to the Advisory Committee.

4.1 Authority

The Executive Committee is authorized to provide oversight, strategy and direction on enhancing public safety communications. This authority comes primarily via statutory authority and duties of the Sheriff and assigned personnel from other County departments. The Executive Committee authority includes:

- Determine appropriate cost recommendations for operating and maintaining the Pinal County Radio Communication System (“PCRCS”);
- Make recommendations for the allocation of funds for capital and operational projects to maintain and upgrade the PCRCS;
- Determine the operational policies and procedures for entities wishing to use the PCRCS;
- Determine appropriate apportionment recommendations for operational and maintenance costs for users of the PCRCS;
- Align interoperability strategies with the Statewide Communications Interoperability Plan (Arizona SCIP);
- Continually evaluate emerging technologies to determine how those can be implemented to enhance public safety communications; and
- Seek Pinal County Board of Supervisor approval as required.

5.1 Outcomes

The outcomes of the Executive Committee governance structure will be to:

- Ensure a technical support team is in place to provide daily operation and system administration for the PCRCS;
- Secure the necessary funding for the current PCRCS, expansion to support subscriber growth and future software and/or hardware upgrades to support the PCRCS;
- Verify system users are following the established operational policies and procedures;
- Recommend and implement a cost sharing plan for users of the PCRCS; and
- Develop a countywide strategic plan for implementing NG911 and use of broadband data.

6.1 Scope

This section describes the governance roles and responsibilities to manage public safety communications effectively and efficiently.

6.2 Public Safety Communications Executive Committee

- Provide leadership and strategy for the operation and management of public safety communications;
- Develop policies and procedures for users of the PCRCS;
- Provide oversight for all technical and operational needs of the PCRCS users;
- Assign public safety communications requests as warranted to the Advisory Committee for review
- Review and evaluate recommendations from the Advisory Committee, the Technical Subcommittee and/or Operational Subcommittee; and
- Develop an annual budget and cost allocation model for users of the PCRCS.

6.3 Public Safety Communications Advisory Committee

- Review draft charter and by-laws, and make recommendations associated with technical upgrades, expansion and compliance to current standards and advancement of technology, to the Executive Committee for consideration;
- Developing a countywide strategic plan for implementing NG911 and the use of broadband data;
- Develop relationships with other first responders personnel to establish and improve interoperable NG911 and data/communications inter-governmental agreements within Pinal County;
- Review all submissions to confirm it meets the overall strategy of critical emergency communications; and
- Provide recommendations to the Executive Committee on applicable submissions.

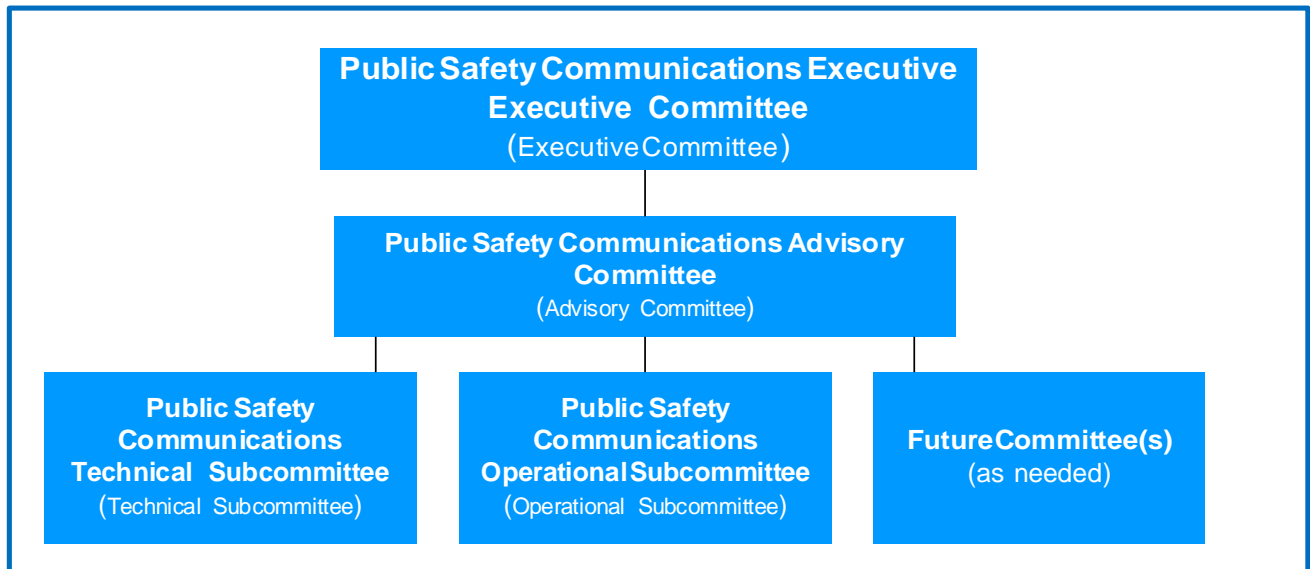
6.4 Public Safety Communications Technical Subcommittee

- Provide oversight and leadership of the interoperability, configuration, operation and maintenance of PCRCS;
- Provide a plan for the expansion and upgrades to allow future users and agencies to join the PCRCS;
- Support new agency applications, as appropriate, in order foster inclusion of applicant-agencies in the PCRCS insofar as possible;;
- Evaluate system change order/configuration requests on their technical merits and provide recommendations to the Advisory Committee;
- Evaluate expansion requests submitted by agencies to add sites in order to address their specific coverage requirements;
- Encourage participation from all public safety agencies that operate within Pinal County and support the PCSO; and

- Encourage membership and participation in the committee among first responder agencies to ensure successful management, operation, interoperability, expansion and upgrades to public safety communications throughout the county.

6.5 Public Safety Communications Operational Subcommittee

- Provide operational oversight and leadership on behalf of all members and users of the PCRCS;
- Provide a plan for the expansion and upgrades to allow future users and agencies to join this PCRCS;
- Support new agency applications, as appropriate, in order to foster inclusion of applicant-agencies in the PCRCS insofar as possible;
- Evaluate system change order/configuration requests on their operational merits and provide recommendations to the Advisory Committee;
- Evaluate expansion requests submitted by agencies to add sites in order to address their specific coverage requirements;
- Encourage participation from all public safety agencies that operate within Pinal County and support the PCSO; and
- Encourage membership and participation in the committee among public safety agencies to ensure successful management, operation, interoperability, expansion and upgrades to public safety communications throughout the county.



7.1 Meeting Principles

The following principles will be followed while conducting meetings:

7.2 Operating Principles

- A recognition that each participant brings a unique perspective relative to its communication needs;
- Establish a structure where all stakeholders have an environment to voice concerns and provide solutions on enhancing public safety communications;
- As practicable, a desire to address the unique communications needs of each jurisdiction in order to enhance public safety communications countywide;
- To achieve shared decision making by collaborating and reaching consensus amongst stakeholders;
- Conduct meetings and other PRCC matters in a manner that is accessible and transparent to PCRCS partners and user agencies;
- To meet routinely and consistently;
- Develop a framework where participants and elected officials are educated on the mission critical nature of public safety communications; and
- Facilitate discussions under Robert's Rules of Order.

7.3 Meeting Logistics

- The time and location of meetings will be determined by the Committee Chair, and will be communicated to the committee accordingly;
- Each Committee shall determine the frequency of their meetings, but the Executive Committee shall meet no less than quarterly;
- If the date of the scheduled meeting changes, a new notification must be distributed as quickly as reasonably possible;
- Each meeting will have an agenda which will be distributed a minimum of one week prior to the meeting date with supporting meeting materials;
- Meeting minutes will document meeting activities and be distributed to all stakeholders and the Executive Committee within one week of the meeting;
- Each agenda item will denote whether it is informational only, or a decision is needed;
- Any "open discussion" agenda items should not be voted on at that meeting;
- Members are permitted to nominate one designee to represent them and their respective agency in the member's absence; and
- Additional participants may be invited to support specific topics on the agenda.

8.1 Membership

8.2 Public Safety Communications Executive Committee

The Executive Committee will be composed of the Pinal County Sheriff the Pinal County Chief Information Officer (CIO) and one additional representative from Pinal County. The Sheriff will Chair the Committee. The Executive Committee's charge is to achieve the outcomes defined in this charter and make decisions for the overall advancement of public safety communications.

8.3 Public Safety Communications Advisory Committee

The Advisory Committee will be composed of one Member from each participating public safety agency in Pinal County, including the Sheriff, and must be Chief Level, or the Chief's express designee.

Members must have the authority to represent their jurisdictions, disciplines, or entity. Members are expected to represent the overall interests of their jurisdictions while serving on the Committee.

The initial chair of the Advisory Committee will be appointed by the Executive Committee for a period of three years. Thereafter, the Chair will be nominated and voted upon by the Advisory Committee members.

Advisory Committee members function in an advisory capacity to the Executive Committee, the Advisory Committee directs and oversees other subcommittees.

The Committee may add Temporary Members as necessary and they may sit on the Committee on a temporary basis at the discretion of the committee chair.

The ADVISORY COMMITTEE shall seek active participation by the following disciplines:

- ✓ Law Enforcement
- ✓ Fire Service
- ✓ Emergency Medical Services
- ✓ Public Safety Communications
- ✓ Emergency Management

8.4 Public Safety Communications Technical Subcommittee

The Technical Subcommittee will be composed of technical representatives from public safety agencies in the County and other operational partners as necessary. The chair of the Technical Subcommittee shall be selected by its members. The Subcommittee may add Temporary Members as necessary and they may sit on the Committee on a temporary basis at the discretion of the Advisory Committee chair.

8.5 Public Safety Communications Operational Subcommittee

The Operational Subcommittee will be composed of users from public safety agencies in the County and other operational partners as necessary. The chair of the Operational Subcommittee shall be selected by its members. The Subcommittee may Temporary Members as necessary and they may sit on the Subcommittee on a temporary basis at the discretion of the Advisory Committee chair.

9.1 Decision Making

The purpose of this section is to outline the decision-making process and reporting responsibilities for the governance body.

- The Executive Committee will set its priorities, goals and objectives on an annual basis.
- The Advisory Committee will be tasked to develop recommendations in support of those goals.
- The Advisory Committee will have the responsibility to address all mandates and regulatory requirements associated with public safety communications for Pinal County.
- The Advisory Committee will establish a Technical subcommittee and an Operational subcommittee for assistance in developing recommendations for the Executive Committee and in the handling of user needs and requests associated with improving public safety communications.
- The Executive Committee will have final decision on all recommendations inclusive to this charter.
- The Executive Committee will make all decisions impartially and in the best interests of the public safety communications community.
- To the extent permitted by law, all decisions made will be binding and represent the Executive Committee's decision.
- A committee member should recuse themselves if they could be in a conflict of interest situation.
- All decisions will be made in a meeting as provided in Section 7 of this Charter.
- Each Executive Committee voting member will cast one vote.
 - If a member is unable to attend, the member can identify an alternate to cast a vote of their behalf
 - A simple majority of votes is required to pass each request/decision.
- PRCC member agencies will be invited to attend meetings and provide comments and feedback on the planned agenda item at the meeting. Public safety agencies that do not belong to the PRCC may attend meetings by invitation of a PRCC member-agency. Non-member agencies in attendance will not provide comment or feedback on items, except by express invitation to do so by a Member of the convening committee.
- The Executive Committee will take the comments under consideration, consulting with the Advisory Committee and/or the other subcommittee's as needed.
- The decision and action will be documented and distributed to the relevant committee or entity for execution of the decision.