

## Milwaukee County Radio System Governance Board

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### Section 1: Purpose

The Milwaukee County Public Safety Digital Trunked Radio Subsystem Governance Board ("Radio System Governance Board") will represent the user agencies and establish administrative plans and procedures regarding the on-going use, operation, and maintenance of the Milwaukee County Subsystem ("the Subsystem") of the joint Waukesha County and Milwaukee County Public Safety Digital Trunked Radio System ("the System") with the goals of ensuring the System meets user requirements and does so in the most cost-effective manner possible.

### Section 2: Authority

The Radio System Governance Board is created by action of the County Executive and the County Board pursuant to (file number).

## **Section 3: Order**

It is hereby ordered that the Radio System Governance Board shall be created and shall have the term defined below in Section 4 ("Term"), that it shall be comprised of the structure included below in Section 5 ("Board Structure"), and that it shall hold and perform the duties included below in Section 6 ("Board Duties"). It is hereby further ordered that the Radio System Governance Board shall be supported by Committees that shall report to the Board and that shall have the structure included below in Section 7 ("Committee Structure") and that shall hold and perform the duties included below in Section 8 ("Committee Duties").

## **Section 4: Term**

The Radio System Governance Board shall operate until the end of operation of the Subsystem. The Radio System Governance Board may be dissolved or amend this document before the end of the operation of the Subsystem upon concurrence of five members of the Board of Directors and the County Executive.

## **Section 5: Board Structure**

### **5.01. Board of Directors Membership**

There shall be a Board of Directors ("the Board") whose membership shall be as follows and each of the following members (or their designee) shall have an equal vote for matters that require a decision by vote. The Directors appointed or selected pursuant to this section serve at the pleasure of the appointing or selecting authority:

- (1) The Milwaukee County Director of Department of Administrative Services;
- (2) The Milwaukee County Chief Information Officer;
- (3) The Milwaukee County Director of Emergency Management;
- (4) As appointed by the County Executive and approved by the Intergovernmental Cooperation Council of Milwaukee County: a Mayor or other elected executive of a city, town, or village with at least one public safety agency that participates as a daily user in the Subsystem;
- (5) As appointed by the County Executive: the director of finance or administration of a city, town, or village with at least one public safety agency that participates as a daily user in the Subsystem;
- (6) As appointed by the County Executive and approved by the Milwaukee County Law Enforcement Executives Association: the Chief of Police of a city, town, or village that participates as a daily user in the Subsystem; and
- (7) As appointed by the County Executive and approved by the Milwaukee County Association of Fire Chiefs: the Fire Chief of a city, town, or village that participates as a daily user in the Subsystem.

### **5.02. Board of Directors Membership Provisions**

The Board of Directors shall operate according to the following provisions:

- (1) Any single municipal agency can have no more than one appointed Director on the Board;
- (2) When a Director and their designee are present at a meeting, only the Director may cast votes and be recorded in the proceedings;

- (3) In the case of a vacancy in a Board members position, the incumbent from the municipality or county position it represents shall become the interim Board member until a permanent appointment has been made;
- (4) The Board of Directors shall be comprised of seven (7) members. Upon implementation of this Board, at the first meeting called for this purpose, Board members shall establish staggered terms to ensure consistent stewardship;
- (5) Other non-voting/advisory members of the Board of Directors shall be allowed at the discretion of the Board, including vendors or owner's representatives; and
- (6) Two standing non-voting/advisory members in such capacity shall be:
  - (a) Chairperson of the Technical Subcommittee; and
  - (b) Chairperson of the Operational Subcommittee.

### **5.03. Officers of the Board of Directors**

There shall be the following Officers elected by a majority vote of the Board:

- (1) A Chairperson whose duties are to represent the Board as its principal spokesperson; preside at Board meetings; direct the preparation of the agenda for all Board meetings; appoint members to the Standing Committees and to any Special Committees; and present recommendations of the Board to the County Executive, or designee, for action;
- (2) A Vice Chairperson whose duties are to exercise the duties and responsibilities of the Chair whenever the Chair is unable to serve;
- (3) A Secretary whose duties are to record meeting proceedings and distribute communications and materials to Board Members and other interested parties as necessary;
- (4) Elections of the Officers shall occur at their first meeting and shall occur thereafter according to the following schedule:
  - (a) Vice Chairperson: On January 1<sup>st</sup> of the first year following the first Board meeting and then again every two years thereafter; and
  - (b) Chairperson and Secretary: On January 1<sup>st</sup> of the second year following the first Board meeting and then again every two years thereafter;
- (5) No individual shall hold any more than one Officer position;
- (6) Officers shall serve until a replacement is elected; and
- (7) The Board shall hold regular meetings, at a frequency that is designated by the Chair and approved by majority vote of the Board of Directors. Meetings of the Board are subject to the following:
  - (a) Five (5) Directors shall constitute a quorum. Any action requiring Board approval may be adopted by a majority vote of those present and voting where a quorum is present;
  - (b) The agenda for each meeting shall include, at a minimum, the following: Approval of Last Meeting Minutes, Approval of Current Meeting Agenda, Officer's Reports, Committee Reports, Old Business, New Business, Open Forum for Members, Open Forum for Non-Members, and Adjournment;

- (c) An agenda for each meeting shall be established and published by the Chairperson and be sent to the Board members five (5) business days prior to the meeting. At the beginning of a regular meeting, any Director may move to amend the published meeting agenda and such amendments shall require majority approval of the voting members of the Board of Directors; and
- (d) Special meetings shall be called if approved by two (2) of the three (3) Officers and with a minimum of five (5) days advanced notice which is to include distribution of an agenda to all Directors.
- (e) The Board's records and meetings shall be open to the public as described in the Open Records and Open Meetings provisions in Chapter 19 of the Wisconsin Statutes.
- (f) Where this Order or laws of the state do not provide procedures to be used by the Board in conducting its meetings, "Robert's Rules of Order Newly Revised" shall govern the proceedings.

## **Section 6: Board Duties**

Recognizing that Milwaukee County shall own and maintain the Subsystem (e.g., trunking controller, trunking base stations, trunking antenna systems, and certain other common system elements) as described in the Intergovernmental Agreement between Milwaukee County and various municipalities ("Permitting Access to Milwaukee County's 800 MHz Project 25 Trunked Public Safety Radio System"), the duties of the Board of Directors shall be the following:

### **6.01. Annual Operational Budget**

Develop and recommend to the County Executive an annual Operational Budget for the Subsystem by May 1<sup>st</sup> of each year to include:

- (1) Recommendations for changes or additions to the operational and/or technical design of the Subsystem that improve or more efficiently maintain operational standards;
- (2) Estimated costs, timelines, and impact to current performance for the recommended changes or additions;
- (3) Recommendations for the funding model (legislative or otherwise) which may be needed to meet the costs or operational standards associated with a more sustainable and/or stable funding mechanism; and
- (4) The County Executive shall use the Board of Directors' Operational Budget for the Subsystem as advice to adjust the county's plans for system operations and maintenance.

### **6.02. Technical and Operational Standards**

Establish and implement technical and operational standards and procedures regarding the on-going use and operations of the Subsystem.

- (1) Standards and procedures that have a financial impact will require approval by the County Executive;
- (2) The County Executive shall have the right to veto standards or procedures that do not meet Milwaukee County's contractual obligations of the system; and

- (3) Such technical and operational standards and procedures shall be developed and shall establish the ways in which the Subsystem shall be used and operated and shall not include any recommendations, guidelines, or requirements that negatively impact the ability of users to complete their assigned duties of public safety or public service or adversely affect the performance or security of the subsystem.

#### **6.03. Five (5) Year Capital Improvement Plan**

By May 1<sup>st</sup> of each year, develop and approve a Five (5) Year Capital Improvement Plan for the Subsystem for which funds from the Capital Improvement Fund are to be allocated. Capital Improvement Plan will include:

- (1) Business case for the upgrades, expansions, and/or replacements of/to the Milwaukee County Subsystem;
- (2) Estimated implementation and run costs, timelines, and impact to current performance for the recommended capital improvements changes or additions; and
- (3) Recommendations for the Capital Improvement Fund (legislative or otherwise) which may be needed to meet the costs or operational standards associated with a more sustainable and/or stable funding mechanism.

#### **6.04. Usage and Fees of the Subsystem for Non-Public Safety Organization**

Approve the use of the Subsystem by non-members or non-Public-Safety organizations (Public Safety eligibility as defined by 47 CFR §90.421) and recommend fees for such use.

#### **6.05. Annual Report**

Prepare and submit by the end of the first quarter of the calendar year an Annual Report to the County Executive, appropriate elected officials and user bodies. The Annual Report will include, but is not limited to, financial information, system metrics, previous year highlights, Five (5) Year Capital Improvement Plan and goals for the upcoming year.

#### **6.06. Standing and Special Committees**

Create the Technical, the Operational and the Special Committees as described in Sections 7.02 – 7.05. The Board shall operate and collaborate with these committees.

#### **6.07. Prohibited Actions of the Board**

The Board is expressly not allowed to:

- (1) Establish policy that would violate or be in conflict with the Memorandum of Understanding (MOU) established between Milwaukee County and Waukesha County or with the Intergovernmental Agreement (IGA) that acts as the participation agreement with user departments/agencies;
- (2) Establish policies for the non-P25 existing analog system or for any radio system owned or operated by local municipalities;
- (3) Oversee implementation of the Subsystem;
- (4) Negotiate with Contractor or other vendors or make commitments regarding purchases;
- (5) Collect, hold, or distribute funds;
- (6) Levy taxes;
- (7) Incur debts;
- (8) Issue bonds; and

- (9) Sue.

## **Section 7: Committee Structure**

### **7.01. Committee Creation**

The Board may create and dissolve Special Committees to assist the Board in performing its duties and responsibilities according to the following:

- (1) Creation of a Special Committee shall require action by the Board and shall include definition of the duties and responsibilities of the Committee, its chair and members, and any other matters necessary for the efficient operation of the Committee. Committees operate under the same Authority as the Board, reference Section 2.
- (2) The Board may direct a Special Committee to prepare investigations, reports, etc. of a particular topic and that Committee shall prepare their response in a timeframe agreed to by the Board Chairperson and the Chairperson of the Committee.

### **7.02. Standing Committees**

There shall be two standing committees whose existence is inherent in the creation of the Board and that the Board shall not be able to dissolve. These two standing committees shall be the Technical Committee and the Operational Committee.

### **7.03. Technical Committee**

- (1) Technical Committee Voting Membership  
The membership of the Technical Committee shall be as follows and each of the following members shall have an equal vote for matters that require a decision by vote:
  - (a) A representative of the Milwaukee County Radio Services;
  - (b) A representative of the Milwaukee County Department of Transportation;
  - (c) A representative of a Police Department of a city, town, or village that participates as a daily user in the Subsystem;
  - (d) A representative of a Fire Department of a city, town, or village that participates as a daily user in the Subsystem or relevant to Emergency Management and Planning; and
  - (e) Three technical representatives at large from public safety agencies that participate as daily users in the Subsystem to be appointed by the Board.
- (2) Technical Committee Advisory/Non-Voting Membership  
The membership of the Technical Committee shall also include the following members in an advisory and non-voting capacity:
  - (a) A representative from Waukesha County Radio Services; and
  - (b) A representative from the Motorola Solutions, Inc.

### **7.04. Operational Committee**

- (1) Operational Committee Voting Membership  
The membership of the Operational Committee shall be as follows and each of the following members shall have an equal vote for matters that require a decision by vote:
  - (a) A representative of the Milwaukee County Radio Services;
  - (b) A representative of the Milwaukee County dispatching services;

- (c) A representative of Milwaukee County Department of Transportation;
  - (d) A representative of a Police Department of a city, town, or village that participates as a daily user in the Subsystem;
  - (e) A representative of a Fire Department of a city, town, or village that participates as a daily user in the Subsystem;
  - (f) A representative of an Emergency Medical Services Division that participates as a daily user in the Subsystem;
  - (g) A municipal representative of a dispatch center that has a wireline connection into the Subsystem to provide dispatch services for at least one public safety agency that participates as a daily user in the Subsystem
- (2) Operational Committee Advisory/Non-Voting Membership
- The membership of the Operational Committee shall also include the following members in an advisory and non-voting capacity:
- (a) A representative from Waukesha County Radio Services;
  - (b) A representative from The Wisconsin Interoperable System for Communications (WISCOM); and
  - (c) A representative from Amateur Radio Emergency Service (ARES)/Radio Amateur Communications Emergency Services (RACES).

#### **7.05. Technical and Operational Committee Membership Provisions**

The Technical and Operational Committees shall operate according to the following provisions:

- (1) All members of the Technical and Operational Committees shall be nominated by and approved by the Board of Directors;
- (2) Any Technical and Operational committee member may be recommended for removal from their position if a full three-quarters of the other committee members so decide by vote. The recommendation will be reviewed by the Board; the Board, with a majority vote, may uphold the recommendation. In such a case, that position shall be filled by a different individual within the same functional group through nomination and approval by the Board of Directors;
- (3) Agencies should not have more than one appointed member on the Technical Committee and should not have more than one member on the Operational Committee unless voted and approved by the Board;
- (4) The Technical Committee and on the Operational Committee shall each have Officers that shall be elected from and by their respective Voting Memberships;
- (5) A Chairperson whose duties are to represent the Committee as its principal spokesperson; preside at Committee meetings; direct the preparation of the agenda for all Committee meetings; and present recommendations of the Committee to the Board of Directors, or designee, for action;
- (6) A Vice Chairperson whose duties are to exercise the duties and responsibilities of the Chair whenever the Chair is unable to serve;
- (7) A Secretary whose duties are to record meeting proceedings, develop & distribute communications and materials to committee members and other interested parties as necessary;

- (8) Elections of the Officers for each Committee shall occur at their first meeting and shall occur thereafter according to the following schedule:
  - (a) Vice Chairperson: On January 1<sup>st</sup> of the first year following their first meeting and then again every two years thereafter; and
  - (b) Chairperson and Secretary: On January 1<sup>st</sup> of the second year following their first meeting and then again every two years thereafter;
- (9) Officers serve until a replacement is elected.

## **Section 8: Committee Duties**

### **8.01. Technical Committee Duties**

The duties of Technical Committee shall be to:

- (1) Make recommendations regarding the design or configuration of the Subsystem;
- (2) Prepare technical advice for methods to implement the recommendations of the Operations Committee;
- (3) Provide input regarding the technical state of the Subsystem for the Board's Annual Report; and
- (4) Other duties as assigned or directed by the Board.

### **8.02. Operational Committee Duties**

The duties of the Operational Committee shall be to:

- (1) Make recommendations regarding the use of the Subsystem including allowed/authorized talk groups, daily and special (incident/event) usage protocols, terms and conventions, usage exercises, and training programs;
- (2) Describe the operational impacts of recommendations developed by the Technical Committee;
- (3) Provide input regarding the operational state of the Subsystem for the Board's Annual Plan; and
- (4) Other duties as assigned or directed by the Board.

### **8.03. Standing Committee Coordination**

The Technical and Operational Committees shall review and provide comments to the recommendations or reports submitted to the Board by the other Committee prior to submission.