

York County Comprehensive Communications System

Executive and User Committee Policy

Adopted: York County Council
March 19th, 2007

Amended: York County Council
April 16th, 2007

Administrative
Update: August 4, 2009

The York County Comprehensive Communications System (the System) is comprised of numerous Voice and Data communications systems that are used by County, Municipal and Public Service Organizations. The primary purpose of the system is to deliver state of the art two-way voice and data communications to public servants in the field to serve the citizens of York County. The System is comprised of the York County Government owned and licensed Motorola, Astro 25, 800 MHz Trunked Radio System, High Performance Data System and 900 MHz Alpha-Numeric Paging System.

Executive Oversight:

The York County Council represents the constituency of York County and holds the ultimate authority of management of the System. The County Council employs the County Manager to oversee the day-to-day management and operations of the York County Government which includes the York County Comprehensive Radio System.

Due to the complex and technical nature of the System, the County Manager will appoint two committees to assist with the management and day-to-day operations of the System. The primary purpose of these committees will be to protect the County Council's interest, the county investment in the System, the interest of the York County Citizen, and the interest of each of the user communities. The two committees will be the Executive Committee and the Users Group Committee.

Executive Committee:

The primary purpose of the Executive Committee will be as follows:

- Establish long range plans to ensure the system is kept current with technology.
- Review and approve operating policies that are recommended by the User Group.
- Develop, review and/or administer any policies or procedures directed by York County Council or the County Manager.
- Review the System budget request, and make appropriate recommendations to the County Manager for the annual budget.

- Ensure all operating procedures are coordinated and within 911 and/or Sheriff's Office dispatch policies.
- Ensure operating procedures are clear and concise for county staff, dispatch, and radio shop.
- Ensure operating procedures do not create unnecessary burden on county staff, dispatch, or radio shop.
- Review the annual Motorola Service agreements and contracts to ensure compliance.
- Approve system operating policies and procedures
- Review any other vendor agreements or contracts to ensure compliance.
- Address any concerns of any user community that can not be addressed by the user's group.
- Review all requests for new organization access or use of the system. Ensure all use is in compliance with licensing.
- Make recommendations to the County Manager for any Inter-governmental agreements.
- Manage and oversee all issues related to FCC licensing.
- Ensure all daily operations of the system are fair and equitable to all system users.
- Serve as oversight of the System User Group Committee.
- Approve standard equipment list as developed by the User Group.
- Meet, at minimum, on a quarterly basis.
- Other duties as defined by the County Manager or County Council.

The Executive Committee will be made up of the following members:

- Assistant County Manager
- York County Sheriff or his appointee.
- Public Safety Communications Director
- York County Emergency Management Director
- York County Fire Marshal
- County Manager, ex officio
- Advisory members without voting privileges:
 - York County Radio Shop Manager
 - Motorola System Manager
 - User Group Chairperson

Users Group Committee:

The primary purpose of the users group will be as follows:

- The member distribution shall provide for balanced representation between all user disciplines, along with appropriate representation of non-county users.
- Serve as an organization to ensure the fair and equal representation of all users on the System.
- Oversee the technical aspects of the System.
- Develop operational procedures for approval by the executive committee.
- Receive requests and make approval in accordance with operating procedures for talk group allocation.
- Receive monthly reports from Motorola on system usage.
- Make recommendations for system upgrades.
- Review and make recommendations for all equipment that may be allowed on the system.
- Develop standardized equipment list and review annually.

- Review technology changes and make recommendations for such upgrades.
- Review software changes and make recommendations for upgrades.
- Develop plans for additional new system users and develop appropriate implementation plans.
- Upon approval of Executive Committee develop implementation plan and oversee implementations for new groups.
- Develop plans to administer system wide updates with any system down time.
- Monthly review of usage and system busy.
- Establish procedures for requests to add additional radios to the system by established organizations, ensuring proper system loading.
- Serve as communications liaison between the system administration/operations and the user community.
- Serve as communications liaison between the user community and the executive committee.
- Ensure user community stays informed of system information.
- Establish governance procedure for the operation of the user groups that provides for equality of representation and leadership of both county and non-county interest.
- Select a Chairperson, Vice Chairperson and Secretary from the group membership.
- Other duties as defined by the Executive Committee, County Manager or County Council.
- Meet on a monthly basis.

The membership of the user group will be made up of the following:

(No group should have representation until they join this system)

- A representative of Municipal Police Department Community
 - (A single member represents all Municipal Police Departments)
- A representative of Municipal Fire Department Community
 - (A single member represents all Municipal Fire Departments)
- A representative of Volunteer Fire Service Community
 - (A single member represents all Volunteer Fire Departments)
- A representative of Rescue Squads Community
 - (A single member represents all Rescue Squads)
- A representative of Emergency Medical Service Community
 - (A single member represents all Emergency Medical Services)
- A representative of Municipal Government Community, at large
 - (A single member represents all Municipal Governments)
- A representative of School District Community, at large (When they join)
 - (A single member represents all School Districts)
- A representative of the county Radio Shop
- A representative of the Sheriff's Office
- A representative of the Fire Marshal's Office
- A representative of county Information Systems
- A representative of Emergency Management
- A representative of Public Safety Communications
- Executive Committee members, ex officio (Under no circumstances will a member of the Executive Committee have voting authority on both User Group and Executive Committee.)
- County Manager, ex officio
- Motorola, advisory member