

OPERATING PROCEDURES OF THE IDAHO PUBLIC SAFETY COMMUNICATIONS COMMISSION

Section 1: Creation and Operation of Commission

Section 1.1 Creation of the Commission. The Idaho Public Safety Communications Commission (the “Commission”) was created within the Idaho Military Division, pursuant to Idaho Code § 31-4815(1).

Section 1.2. Operations of the Commission. The Commission shall operate in accordance with its mandates under Idaho Code §§ 31-4815 through 31-4821 and any rules promulgated by the Commission pursuant to Idaho Code § 31-4816(18).

Section 1.3. Records of the Commission. Unless otherwise provided by law, including Idaho Code § 31-4814, all records kept by the Commission are subject to the Idaho Public Records Act, Idaho Code §§ 9-337 through 9-349 Check statute to ensure it is the same.

Section 1.4. Open Meeting Law. All meetings of the Commission shall be subject to the Idaho Open Meeting Law.

Section 2: Appointment and Composition of the Commission

Section 2.1. Appointment. The Commission shall consist of eighteen (18) voting members in accordance with Idaho Code § 31-4815(4).

Section 2.2. Term. The term of office of each member of the Commission shall be in accordance with Idaho Code § 31-4815(7).

Section 3: Meetings of the Commission

Section 3.1. Meetings. The members of the Commission shall meet at least once annually and upon call of the chairman, in accordance with Idaho Code § 31-4815(8).

Section 3.2. Quorum. A majority of the members of the Commission shall constitute a quorum for all actions. A quorum must be present for any official act of the Commission. Members may be present at a meeting either in person or by telephone, in accordance with Idaho Code. Each member of the Commission has one (1) vote on any matter of business before the Commission and may not vote by proxy. A member may send a representative if he or she is unable to attend a meeting but such representative may not vote and will not be counted for the purpose of determining whether a quorum is in attendance.

Section 3.3. Order of Business. The order of business at meetings shall be as follows:

- a. Consent Agenda;
- b. Action Agenda (Unfinished and New business): includes setting next formal commission meetings as required.

- c. Informal Agenda (Unfinished and New Business): Includes 911 PM Report, Grant Project Manager Report, DIGB and Tribal updates. Then followed by reports or updates by the committees/sub-committees as required. Open Forum/Discussion
- d. Adjournment.

Section 3.4. *Motions.* During any meeting of the Commission, at which a quorum is present, a majority vote shall be required to carry any motion.

Section 3.5. *Robert's Rules of Order.* Robert's Rules of Order shall govern procedure of the Commission except as otherwise required by statute or rule or by these Operating Procedures.

Section 3.6. *Establishment of Committees and Subcommittees.* By majority vote, the Commission may establish working subcommittees in order to help it achieve its statutory mandates. Such subcommittees are advisory only and may not act to bind the Commission without a vote of the Commission. Subcommittee membership shall be on a volunteer basis only.

Section 4: Officers

Section 4.1. *Officers.* The Commission chairman will be appointed by the Governor in accordance with Idaho Code § 31-4815(8). The Commission may also nominate and elect, by majority vote, a vice-chairman, secretary and treasurer. All officers will be elected bi-annually and will serve a term of two (2) years, such term beginning on July 1 of the applicable year.

Section 4.2. *Chairman.* The chairman shall preside at meetings of the Commission and shall perform all duties pertaining to that office. In the event that the chairman, vice-chairman or treasurer can not be present to preside at a Commission meeting, the chairman will identify a Commission member to preside over a meeting. If the chairman is not able to or does not identify such Commission member, the Commission, by majority vote, will identify a commission member to preside over the meeting.

Section 4.3. *Vice-chairman.* The vice-chairman, if one is elected, shall, in the absence of the chairman, preside over all meetings and exercise the duties and powers of the chairman.

Section 4.4. *Secretary.* The secretary, if one is elected, shall:

- a. In coordination with the Military Division, keep correct minutes of the Commission and furnish a copy to each member and to the Military Division ;
- b. In coordination with the Military Division, send written notice of all regular and special commission meetings to each member;
- c. In coordination with the Military Division, publish notice of meetings in accordance with the Open Meeting Law.
- d. In coordination with the Military Division, respond to any public records requests to the Commission.

Section 4.5. *Treasurer.* The treasurer, if one is elected, shall:

- a. In coordination with the Military Division, track all revenues, from whatever

- source, of the Commission;
- b. In coordination with the Military Division, track all expenditures of the Commission;
 - c. In coordination with the Military Division, see to the proper payment of all sums owing by or to be expended by the Commission and the treasurer shall have authority, on behalf of the Commission and for expenditures approved by the Commission, to approve payment vouchers. If the treasurer is not able to approve payment vouchers, the chairman or vice-chairman may do so in the treasurer's absence;
 - d. In coordination with the Military Division, prepare a financial report and present such report to the Commission at each regularly scheduled meeting of the Commission; and
 - e. In coordination with the Military Division, prepare the annual financial report to the Legislature required by Idaho Code § 31-4816(10).

Section 4.6. *No Individual Officer May Bind the Commission.* No individual officer of the Commission may bind the Commission. All decisions and any actions that bind the Commission must be brought to a vote of the Commission.

Section 4.7 *Vacancy.* Upon a vacancy in any office, a replacement shall be elected by majority vote and the elected member shall serve for the remainder of the term of the vacated office.

Section 5: Mediation

Section 5.1. *Group Mediation.* Each party shall make an initial presentation of its position with respect to the dispute. The Commission may allow rebuttals to such presentations when it considers them relevant or necessary to make its recommendations. The Commission may set and limit the time of any presentation as it deems necessary for a sufficient understanding of the fact or issues to make its recommendation. The Commission may question the parties during the group mediation.

Section 6: Grants

Section 6.1. *Grant Administration.* The moneys that may be available through the ECGF are from the emergency communications fees placed in the fund pursuant to Section 31-4819, Idaho Code.

- a. *Alternate Emergency Communications Grant Fund Sources.* Grants, donations, gifts, and revenues from other sources may augment the ECGF amount available when any limitations or requirements related to the use of such revenues are consistent with this policy letter.
- b. *Other Emergency Communications Grants.* The commission may secure grants from federal, foundation, or other sources. When the sources place requirements or restrictions that are contrary to the rules (IDAPA 15.06.01) or this policy letter, the commission may establish a separate application, disbursement, or documentation program as appropriate.
- c. *Emergency Communication Fund Grant.* The amount of funds available through ECGF will be determined annually by the Commission in accordance with Section 31-4819, Idaho Code.

Section 6.1. Required Information. Information regarding requirements will be updated each year by the grant announcement letter, grant application and instructions letter, and grant application. IDAPA 15.06.01 subchapter B contains guidance on grants that merge with this policy letter and those generated each year during the grant cycle. The items on the above letters are required for the grant process. Below is a list of typical items requested.

- a. Description of proposed equipment purchases.
- b. Type, quantity, and purpose of similar equipment presently in use by the Applicant.
- c. Age and condition of equipment being replaced, if applicable.
- d. Documentation of one (1) or more vendor price quotes for all proposed equipment purchases.
- e. Prioritization by the Applicant of equipment requested when the application requests funding for two (2) or more items.
- f. Operating budget.
- g. All funding sources and revenue generated by source.
- h. Amount of emergency communications fee charged in accordance with Title 31, Chapter 48, Idaho Code.
- i. Resident population within the Applicant response area in Idaho.
- j. Migrant and tourist population within the Applicant response area in Idaho.
- k. Number and name(s) of law enforcement, fire, and emergency medical service organizations for which the Consolidated Emergency Communications Center serves as the primary 911 agency.
- l. County, city, or Taxing District endorsement(s).
- m. Federal Tax Identification Number and DUNS Number (Dun & Bradstreet Data Universal Numbering System).
- n. Contact person for verification of information.
- o. Narrative description of need.

Section 6.3. Award Recommendation. The Grant Subcommittee will provide a recommendation to the Commission regarding the distribution of grant funds.

- a. The subcommittee shall review grant applications prior to making a recommendation about awards.
- b. The subcommittee may make contingency award recommendations in the event that other awards are withdrawn.
- c. All awards must be approved by the Commission. If no grant committee is used by the Commission, the Commission shall review the applications and may make provision for contingency awards.

Section 7: Amendments to the Operating Procedures

These Operating Procedures may be amended by a majority vote at any duly held meeting of the Commission.

APPROVAL

The foregoing Operating Procedures were approved by majority vote of the Commission present at the duly held meeting of the Commission on the 5th day of May, 2022.

IDAHO PUBLIC SAFETY COMMUNICATIONS
COMMISSION

A handwritten signature in black ink, appearing to read "Garret Nancolas". The signature is written in a cursive style with a large initial "G".

By: _____
Garret Nancolas, Chairman