

The Interoperability Council moves to establish and create the following by-laws for a **911 Subcommittee**.

Whereas, Wisconsin public safety agencies have agreed in principle that interoperable voice and data communications will enhance the ability of individual agencies to accomplish their missions and purposes, and

Whereas, the Department of Justice under Wis. Stats. §165.25 (17) is to provide oversight of the development and operation of a statewide public safety interoperable communications system, and

Whereas, the Interoperability Council is created under Wis. Stats. §15.107 (18) to assist the Department of Justice in implementing interoperable public safety communications, and

Whereas, the Interoperability Council is authorized under Wis. Stats. §16.9645 (2) (f) to make recommendations to the Department of Justice on technical and operational standards as well as guidelines and procedures for public safety interoperable communications systems, together with minimum standards for public safety interoperable communications systems, facilities, and equipment used by dispatch centers, and certification criteria for persons who operate such systems for dispatch centers, and

Whereas, the Department of Justice and the Interoperability Council seek to focus their respective statutory duties and implement the strategic vision, goals and objectives reflected in the Statewide Communications Interoperability Plan (SCIP), and

Whereas, the Interoperability Council has established other bodies to assist with various aspects of its statutory responsibilities,

NOW, THEREFORE, the Interoperability Council hereby establishes the 911 Subcommittee with the following by-laws:

## **I. MISSION STATEMENTS**

The mission of the 911 Subcommittee is to advise and make recommendations to the Interoperability Council regarding:

- A. Minimum standards for public safety interoperable communications systems facilities and equipment used by dispatch centers.
- B. Certification criteria for persons who operate public safety interoperable communications systems for dispatch centers.

## **II. RESPONSIBILITIES**

The 911 Subcommittee shall be responsible for serving as a resource and making recommendations to the Interoperability Council concerning (but not limited to) the following:

- A. Wisconsin Public Safety Technical and Operational Communications Standards Guidelines. These guidelines are for public safety interoperable communications systems, and 911 centers/Public Safety Answering Points (PSAPs).
- B. Criteria for awarding recognition to PSAP facilities and systems for achieving the standard operating guidelines established by the Interoperability Council.
- C. Criteria for awarding recognition to operators/personnel for achieving communications, training, experience and/or other guidelines established by the Interoperability Council as standard operating guidelines for PSAP operators/personnel (including but not limited to dispatcher, telecommunicator, and incident command system communications unit positions).
- D. Developments related to Next Generation 911 (NG911).

Furthermore, the 911 Subcommittee shall liaise with other entities that perform similar duties to ensure a coordination of efforts, and perform any other functions as deemed necessary by the Interoperability Council.

### **III. MEMBERSHIP**

- A. The 911 Subcommittee shall consist of eighteen (18) voting members.
  - 1. The following members shall be confirmed by the Interoperability Council for three (3) year terms:
    - One (1) representative from each of the six (6) Wisconsin interoperability regions
  - 2. The following members shall be appointed by the Interoperability Council based on Secretary, Association, or agency head recommendation:
    - One (1) representative from the Wisconsin Counties Association (WCA)
    - One (1) representative from the Wisconsin League of Municipalities
    - One (1) representative from the EMS Advisory Board
    - One (1) representative from the Wisconsin Chiefs of Police Association (WCPA)
    - One (1) representative from the Badger State Sheriffs Association (BSSA)
    - One (1) representative from the Wisconsin Fire Chiefs Association
    - One (1) representative from the MABAS Communications Committee
    - One (1) representative from the Wisconsin Department of Justice

- One (1) representative from the Wisconsin State Patrol
  - One (1) representative from the Public Service Commission
  - One (1) representative from the Wisconsin Chapter of the Association of Public Safety Communications Officials (APCO)
  - One (1) representative from the Wisconsin Chapter of the National Emergency Number Association (NENA)
- B. All members of the 911 Subcommittee shall be appointed by the Interoperability Council. Written letters of nomination from the agencies or associations noted above will be considered by the Interoperability Council and confirmation will be made by simple majority vote. Voting members of the 911 Subcommittee shall not be members of another Interoperability Council Subcommittee.
- C. Membership terms begin on the date of the organizational meeting of the Subcommittee.
- D. All members must complete a Conflict of Interest Disclosure Statement prior to beginning or renewing their term.
- E. The Interoperability Council may remove members with good cause after reasonable notice has been provided to the individual and agency/association they represent.
- F. The Statewide Interoperability Coordinator (SWIC) shall serve as an advisory (non-voting) member of the 911 Subcommittee.

#### **IV. GOVERNANCE AND DECISION-MAKING PROCEDURES**

- A. The 911 Subcommittee will elect a Chairperson and a Vice-Chairperson (or alternatively, co-chairs).
1. Duties of the Chairperson:
    - Coordinate all 911 Subcommittee activities and meetings, including establishing the agenda, time, and location of each meeting.
    - Ensure all 911 Subcommittee activities comply with all applicable Wisconsin laws.
    - Preside over all regular and special 911 Subcommittee meetings, including ensuring timely public notice of meetings, recording meeting minutes, and disseminating meeting minutes to each 911 Subcommittee member in a timely manner.
    - Serve as the point of communication between the 911 Subcommittee and the Interoperability Council, including reporting any 911 Subcommittee decisions and recommendations to interested parties.

2. Duties of the Vice-Chairperson

- Assist the Chairperson in the performance of their duties.
  - Preside over 911 Subcommittee meetings in the absence of the Chairperson.
- B. If a member is unable to attend a 911 Subcommittee meeting, an alternate from their region or agency may be designated to attend the meeting, subject to prior notice and approval by the Chairperson.
- C. The presence of a simple majority of the voting members (or their designated alternate) in-person, or via teleconference, shall constitute a quorum. If a quorum is not present, the meeting may be adjourned.
- D. Each voting member of the 911 Subcommittee has one vote.
1. If an alternate has been approved by the Chairperson, that person may cast the vote for the association or agency they represent.
- E. A simple majority is required for approval of 911 Subcommittee decisions and recommendations.
- F. Roberts Rules of Order (revised) will govern the conduct of meetings.

**V. OPERATING PRINCIPLES**

- A. All meetings shall be conducted in accordance with provisions and requirements of these 911 Subcommittee by-laws and in compliance with laws and regulations of the State of Wisconsin.
- B. The 911 Subcommittee shall:
1. Encourage local and tribal officials and decision makers to participate in 911 Subcommittee business and deliberations.
  2. Consider the unique needs of public safety first responders and other participating entities throughout the State of Wisconsin.
  3. Seek to balance infrastructure and user needs.
  4. Recognize and respect stakeholder concerns, and address those concerns that could negatively impact Wisconsin's public safety interoperable communications systems.
  5. Ensure all strategic initiatives support established future goals and strategies, including coordination with the overall Wisconsin SCIP.
  6. Identify issues within the Interoperability Council's control and recommend that the Interoperability Council apply resources to address those matters.

7. Promote a collaborative approach in dealing with issues.

C. To ensure greater success, all 911 Subcommittee members will be expected to:

1. Prepare for and attend scheduled meetings.
2. Engage actively in open and honest deliberations.
3. Provide accurate representation of their respective agencies and disciplines.
4. Support Subcommittee decisions and seek endorsement from their respective agencies.
5. Possess a level of technical understanding of 911/PSAP systems to satisfactorily represent the needs and expectations of their respective agencies and disciplines.

## **VI. CHANGES TO THE BY-LAWS**

The 911 Subcommittee is authorized to petition the Interoperability Council for changes to these by-laws for the common good and to better guide the 911/NG911 system and the broader Wisconsin Interoperability Initiative.

---

These by-laws have been approved by the Wisconsin Interoperability Council under the authority of Wis. Stats. §16.9645.

Adopted: April 23, 2015

Revised: