

**Emergency Telephone Service Committee
Policy Sub-Committee Meeting
October 14, 2004**

Minutes

1. Call to order.

The Policy Sub-Committee meeting of the ETSC was called to order by telephone conference call at 3:05 pm by Dale Berry, Chair. Those in attendance were Dale Berry, James Fyvie, John Hunt, and Marsha Bianconi.

2. Call to the public.

There were no issues raised by the public.

3. Proposal to allow State 9-1-1 Coordinator to serve on SubCommittees

The group discussed a proposal from the ETSC to amend the bylaws to require the state 9-1-1 Coordinator to serve as a member of all ETSC sub-committees. John Hunt asked about the coordinator's job description and no one was sure whether a final version of the job description had been released by the state. It was the consensus of the sub-committee that having the 9-1-1 Coordinator on all sub-committees would be positive because the individual would improve communications and coordination between sub-committees. The group then discussed whether the 9-1-1 Coordinator should be allowed to vote as a sub-committee member. Discussion ensued about the need for the 9-1-1 Coordinator to remain unbiased in all issues. The sub-committee members felt strongly about this issue and felt that requiring the 9-1-1 Coordinator to vote could be perceived as bias. The consensus of the group was that the 9-1-1 Coordinator should be a non-voting member of all committees.

It was MOVED by James Fyvie, SUPPORTED by John Hunt, to recommend to the ETSC that the Bylaws be amended to include a new item 6d, which would read: "The State E-9-1-1 Coordinator is a non-voting member of all subcommittees of the E.T.S.C." This motion was approved unanimously.

4. Proposal to allow the State 9-1-1 Coordinator to serve as a Sub-Committee Chair.

The sub-committee discussed the appropriateness of changing the Bylaws to allow the State 9-1-1 Coordinator to Chair an ETSC sub-committee. Concerns were raised that if we make the State 9-1-1 Coordinator a committee chair, it might make it easy for other ETSC members not to step forward to provide a leadership role. It was also pointed out that current ETSC Bylaws require that all sub-committee chairs be a member of the ETSC. A change in this bylaw would

open other sub-committee chairs to non-ETSC members. At the end of the discussion, there was a consensus that no change in the bylaws would be recommended.

5. Proposal to create an Executive Committee of the ETSC.

Dale Berry explained that ETSC Chair Gribler and the ETSC have asked us to consider the subject of creating an Executive Committee. Chair Gribler suggested that there may be issues that require action by the ETSC between meetings, or when there is insufficient time to call a meeting.

The sub-committee discussed this idea and noted that all current sub-committees of the ETSC are advisory only. Current committees cannot act on their own but can only give recommendations to the ETSC. Giving an Executive Committee power to act without bringing matters back to the ETSC would be unusual and something we have not allowed before. Sub-committee members also pointed out that with email, it is relatively easy to organize a full ETSC meeting on short notice.

Marsha Bianconi suggested that if an Executive Committee were created, we should consider staggering the terms of the members, setting length of appointment and give consideration to elevation of members to other offices. This would allow for smoother transitions to future years and allow for experienced members to remain involved for longer periods of time.

The sub-committee couldn't think of issues that might need rapid, immediate attention but they acknowledged that issues could exist. The group agreed to not make any recommendation to create an Executive Committee at this time, but rather to ask the Chair and other ETSC members to give us examples of matters that might not be able to wait for a full ETSC meeting to be convened. If examples are raised, we will consider the subject again and make a recommendation to the ETSC.

6. Consideration of an ETSC Conflict of Interest Policy.

The group revisited this issue, which had been last discussed at an ETSC meeting in Clinton County earlier in the year. Essentially, individual members of the ETSC had requested guidance on whether to abstain from voting, and whether they needed to give a reason for their abstention. The Chair of the Policy Sub-Committee had sent a letter to the Attorney General representative on the ETSC about conflict of interest and he wrote back explaining that conflict of interest issues were regulated by the State Board of Ethics, not the Attorney General's office.

The sub-committee reviewed the State Ethics Act, which includes Standards of Conduct for Public Officers and Employees. The act appears to cover the ETSC and has specific instructions for a variety of ethical issues.

Jim Fyvie reminded the group that our Bylaws state that Robert's Rules of Order set procedural rules for the ETSC and its committees, unless superceded by our bylaws. The group also agreed that Robert's Rules would be superceded by the State Ethics Act.

The sub-committee decided that they would forward a copy of the State Ethics Act to the ETSC and its members, and recommend that members actions be guided by the Act. We will also look at Robert's Rules of Order in more detail and reconsider the subject at a future date if necessary.

7. Other Business.

There were no other issues raised by the sub-committee members.

8. Next Meeting.

It was determined that no current business requires a meeting so no future meeting date was set.

9. Adjournment.

It was moved by James Fyvie, SUPPORTED by Marsha Bianconi to adjourn the meeting. The motion was PASSED unanimously.

Respectfully submitted,

Dale J. Berry
Chair