

# Local Law Filing

NEW YORK STATE DEPARTMENT OF STATE  
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Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

**County**  
**City** of Seneca

**Town**  
**Village**

**Local Law No. \_\_\_\_1\_\_\_\_ of the year 2007.**

A local law providing for the administration and operation of the Seneca County 911 Center

*(Insert Title)*

Be it enacted by the Board of Supervisors of the  
(Name of Legislative Body)

**County**  
**City** of Seneca **as follows:**  
**Town**  
**Village**

## SECTION 1: DEFINITIONS

When used in this local law, the following words and phrases shall have the following meanings unless the specific context clearly indicates otherwise:

1. "Wireless telephone service" shall have the same meaning as the term "wireless communications service" as defined in section three hundred one of Chapter 11 of the County Law of the State of New York, as might be hereinafter amended.
2. "Wireless telephone service supplier" shall have the same meaning as the term "wireless communications service supplier" as defined in section three hundred one of Chapter 11 of the County Law of the State of New York, as might be hereinafter amended.
3. "Service supplier" means a telephone corporation which provides local exchange access service within a 911 service area, as defined in Section 325 of the County Law of the State of New York, as might be hereinafter amended.
4. "Enhanced wireless 911 service" means the service required to be provided by wireless telephone service suppliers pursuant to the FCC order, as defined in Section 325 of the County Law of the State of New York, as might be hereinafter amended.
5. "Local public safety answering point" means the Seneca County 911 center, designated

and operated by the County of Seneca for the purpose of receiving emergency calls from customers of a wireless telephone service supplier.

6. "Board" shall mean the Seneca County 911 board.

7. "Jurisdictional protocol" shall mean a written agreement entered into by two or more law enforcement agencies setting forth procedures to ensure the organized, coordinated, and prompt mobilization of personnel, equipment, services, or facilities in order to achieve the fastest response to a 911 emergency.

## SECTION 2: SENECA COUNTY 911 BOARD CREATED

The "Seneca County 911 board" is hereby created. The board shall assist Seneca County government, service suppliers, wireless telephone service suppliers and appropriate state agencies by facilitating the most efficient and effective routing of 911 emergency calls; developing minimum standards for public safety answering point(s) within the county; promoting the exchange of information, including emerging technologies; and encouraging the use of best practice standards among the public safety answering point community.

## SECTION 3: FULL-TIME E-911 COORDINATOR CREATED; DUTIES

A. There is hereby created the position of full-time E-911 coordinator in Seneca County. This is an administrative position, the appointment of which shall remain in competitive class of civil service.

B. The E-911 coordinator shall be responsible for the following:

- 1) Serve as Chief Dispatcher of the Local public safety answering point, Supervision is exercised over all subordinate staff in the Local public safety answering point;
- 2) Serve as a liaison to the board;
- 3) coordinating and monitoring the efforts of Seneca County and participating local governments in the development and operation of the Local public safety answering point
- 4) presenting technical findings, program evaluations and procedures, and budget requests to the County Supervisors and describing the program benefits to the local municipalities and the general public
- 5) Prepares verbal and written reports requested by the board, the County Board of Supervisors and cooperating local government bodies concerning the E-911 program;
- 6) Prepares the annual operating and capital budget requests for the E-911 system;
- 7) Keeps accurate log of all E-911 revenues;
- 8) Assists in resolution of problems that develop between the public users and E-911 operations;
- 9) Promotes and coordinates cooperation among the user agencies;
- 10) Maintains the E-911 data base, including insertions, deletions, corrections and modifications;

- 11) Coordinates with franchise telephone companies and E-911 telecommunications equipment vendors to ensure continuity of service along with the most up to date hardware and software programs;
- 12) Maintains a file of road names and number ranges, along with community name and emergency service zone boundary information;
- 13) Analyze the use of the E-911 system and provide public education to promote the proper use of the E-911 system;
- 14) Assures that the 911 Center meets the 911 equipment standards and, when not, justifies need for additional funds, purchase needed equipment and assure all is installed and maintained;
- 15) Maintains a redundant backup PSAP site, wired and ready, for use in case of the necessity to vacate the primary PSAP, Test backup on a monthly basis, document same;
- 16) Monthly checks of generator sites to assure all are fueled and there are no problems at site(s);
- 17) Assure that yearly preventive maintenance is done on generators and document same;
- 18) Assure that yearly preventative maintenance is done on the microwave system; document same;
- 19) Apply for and keep current all FCC licenses for the radio frequencies;
- 20) Write RFPs for purchase of Mapping equipment, upgraded CAD and MAGIC tracking system to comply with upgrade of Phase 1 & 2;
- 21) Other duties as required and not inconsistent with federal, state or local law.

C. This position shall work under the general direction of the County Manager, the board and the County Board of Supervisors.

D. The current part-time E-911 coordinator shall be named, and shall continue, as full-time E-911 coordinator unless and until said coordinator no longer holds such office.

E. The position of Chief Dispatcher is hereby eliminated. The position of part-time E-911 coordinator is hereby eliminated.

#### SECTION 4: SENECA COUNTY 911 BOARD MEMBERSHIP

A. The board shall consist of twelve (12) voting members who shall be selected as follows:

1. Seneca County Manager, or his or her successor in office
2. Seneca County Director of Emergency Services or his or her successor in office
3. A representative member of the following agencies:
  - a) New York State Police
  - b) New York State Park Police
  - c) Seneca County Sheriff's Department
  - d) Interlaken Police Department

- e) Seneca Falls Police Department
- f) Waterloo Police Department
- g) Seneca County Fire Chief's Association
- h) North Seneca Ambulance Corp.
- i) South Seneca Ambulance Corp.
- j) New York State Department of Environmental Conservation

Such representative member(s) of the above agencies shall be named by said agency or agencies on an annual basis.

In addition, the E-911 Coordinator, in his or her role as a liaison to the board, shall serve as an ex-officio, non-voting, member of the board.

B. Members of the board shall receive no compensation for their services. Notwithstanding any inconsistent provisions of law, no officer or employee of the county or any political subdivision of the county shall forfeit such office or employment by reason of acceptance or appointment as a member of the board. For purposes of section thirteen of article thirteen of the state constitution, membership on the board by a sheriff or deputy sheriff shall not constitute public office.

C. The provisions of New York Public Officers Law § 3 requiring a person to be a resident of the political subdivision or municipal corporation of the state for which he shall be chosen or within which his official functions are required to be exercised, shall not prevent a person from serving on the board.

**SECTION 5: MEETINGS.**

- A. Regular meetings of the Board shall be held monthly, on a day and time agreed to by a majority vote of the Board taken at the first meeting each year and thereafter as necessary but no less than quarterly.
- B. The Board Chairperson shall have the power to alter the date of a regular meeting should it seem reasonable and beneficial for the change such as a holiday or any other such emergency upon 48 hour notification of all members.
- C. Meeting place shall be at a location determined by the Board.
- D. Special meetings may be called by the Chairperson or at the request of any three members of the Board. Written notice of any special meeting shall be given no less than three business days in advance of such meeting. Notice shall be deemed given on the day mailed.
- E. A majority (seven [7] voting members) of the whole number of the voting members (twelve [12]) shall constitute a quorum of the board and not less than a majority of the whole number may perform and exercise the powers,

authorities or duties hereunder. For the purpose of this provision the words "whole number" shall be construed to mean the total number which the board would have were there no vacancies and were none of the persons or officers disqualified from acting.

- F. The annual organizational meeting shall be the first meeting of the calendar year. At this meeting, the board will be required to elect officers as described herein.
- G. The board, or committee or subcommittee or other similar body of same, shall be a "public body", and shall be governed by the provisions of New York State Public Officers Law, Article 7, Open Meetings Law, as might be hereinafter amended.

#### SECTION 6: OFFICERS

- A. Chairperson: Board members shall elect a Chairperson of the Board at the annual organizational meeting. The Chairperson shall conduct the business meetings, represent the Board's position, and appoint all committees.
- B. Vice Chairperson: A Vice-Chairperson shall be elected by the membership of the Board and shall assume the duties of the Chairperson in the Chair's absence of incapacity.
- C. Secretary: A secretary shall be elected by the membership of the Board. The secretary shall record and maintain all minutes of the meetings of the Board and perform such other normal duties of the office as are required or assigned by the Board.
- D. Vacancies of Officers: A vacancy in any of the offices described herein for any reason shall be filled at the next meeting by nomination and vote provided notice of the vacancy and planned voting is noted on the meeting notice which is given no less than three business days in advance of such meeting.

#### SECTION 7: POWERS AND DUTIES OF THE BOARD

The board is hereby authorized to, upon a vote of a majority of its membership to:

- A. Formulate policies, jurisdictional protocols and procedures for operation of Local public safety answering point and to promulgate those written policies and staff directives as are necessary to supplement and give full effect to the provisions of this local law
- B. Establish and annually update the mission, goals, and objectives of the E-911 emergency telephone and radio communications system in Seneca County and

shall continually review and evaluate the status of the system in relation to the mission, goals and objectives so stated.

- C. Hear and decide all unresolved disputes in regards to the Local public safety answering point and the E-911 dispatch system operation and recommend changes to the system if necessary. All complaints will be submitted to the E-911 Coordinator as per each agency's policy. The E-911 coordinator will present a synopsis of disputes at each Board meeting.
- D. Request and receive from any department, division, board, bureau, commission, or other agency of the county such assistance, information, and data as will enable the board to properly carry out its functions, powers, and duties under this local law.
- E. To adopt bylaws and determine the rules of its own proceedings, not inconsistent with federal, state or local law, and to compel the attendance of members at regular and special meetings of the board and at committee meetings.
- F. Create such standing and ad hoc committees as necessary to enable the board to properly carry out its functions, powers, and duties under this local law.

#### SECTION 8. INCONSISTENT LOCAL LAWS.

- A. Seneca County Local Law No. 3 of 1992 is hereby modified as follows:
  - 1) Section 3(b) of said local law is hereby modified to delete the phrase "under the jurisdiction of the Seneca County Sheriff's Office" and substitute in its stead the phrase "under the jurisdiction of the Board of Supervisors, the Seneca County 911 board and the E-911 coordinator" and shall otherwise, and does, remain in full force and effect.
  - 2) Section 4(c) of said local law is hereby modified to delete the phrase "'SC-PSAP' means Seneca County Public Safety/Service Answering Point which is the site designated and operated by the County of Seneca at its Sheriff's Office for the purpose of receiving emergency and public safety related call" and substitute in its stead the phrase "'SC-PSAP' means Seneca County Public Safety/Service Answering Point which is the site designated and operated by the County of Seneca at the Seneca County Office Building (and any sub-station) for the purpose of receiving emergency and public safety related calls" and shall otherwise, and does, remain in full force and effect.
  - 3) Section 8(b) of said local law is hereby modified to delete the word "Sheriff" and substitute in its stead the phrase "Seneca County E-911

coordinator,” and shall otherwise, and does, remain in full force and effect.

#### SECTION 9. PARTIAL INVALIDITY

If any section of this local law shall be held unconstitutional, invalid, or ineffective, in whole or in part, such determination shall not be deemed to affect, impair, or invalidate the remainder of this local law.

#### SECTION 10. EFFECTIVE DATE

This local law shall take effect upon its filing with the Secretary of State.