

LEWIS COUNTY
COMBINED USER COMMITTEE (CUC)

BY LAWS and Guidelines

*Adapted from the Interlocal Agreement (ILA)
for Lewis County Communications --
Operation, Maintenance and Participation*

2020
2021

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**LEWIS COUNTY
COMBINED USER COMMITTEE (CUC)**

BY LAWS and Guidelines

The authorities for these By Laws and activities of the Lewis County Combined Users Committee (CUC) are stated in the ***Interlocal Agreement (ILA) for Lewis County Communications – Operation, Maintenance and Participation, 2020-22.***

These by-laws do not supersede the ILA and the ILA shall govern on any conflict between the ILA and By-Laws.

Partner agencies acknowledge it is essential to work together regularly and encourage a spirit of open communications in an effort to develop a service product – and costs thereof – that takes into consideration the greater good, the needs of all partner agencies, and the financial limitation of the group as a whole.

The Lewis County Board of County Commissioners (BOCC) is acknowledged as the primary partner because it owns, operates, manages, and houses the Lewis County Communications Center (LCCC). Therefore, the CUC is an advisory committee to the BOCC, making recommendations for the BOCC to consideration.

ARTICLE I – PURPOSE - Combined User Committee (CUC)

Section 1.1 Purpose

The purpose of the CUC is to bring the various partner agency representatives and County staff together that utilize and manage the LCCC.

These By Laws and Guidelines outline the management structure, rules and authorities of the CUC, officers, membership, and County staff. They provide the framework and structure for conducting business, rendering decisions, resolving disputes and making recommendations to the BOCC concerning the operations, policy & procedures and financial/funding issues of the LCCC.

Section 1.2 Procedures

These By Laws outline the general procedures the CUC will follow to work together in:

- Defining the CUC composition and management structure
- Identifying group planning objectives and goals
- Establishing procedures for meeting notices, meeting processes, voting processes and establishing quorums

- Overseeing changes to the ***LCCC Policy, Procedure & Operations Manual*** that establishes consistent procedures for all parties within the LCCC users
- Recommending formula and cost distribution changes

Section 1.3 Activities

The activities of the Committee are as follows:

- Collaborate among the BOCC, staff administrators and partner agencies regarding operation and associated costs of the LCCC and communications infrastructure
- Develop, follow, modify and complete strategic plans that address current/future issues
- Participate in decisions and make recommendations to improve LCCC operations and equitable cost sharing formulas
- Work within representative agency to review, develop, implement and train staff on procedure revisions

ARTICLE II – AGENCY REPRESENTATIVES

Section 2.1 CUC Representatives

Each agency shall have one primary representative and an alternate, appointed in writing by the chief official of that agency. The CUC representatives, at a minimum, shall be composed of all the specified categories detailed in the current *Interlocal Agreement (ILA) for Lewis County Communications – Operation, Maintenance and Participation*. When agencies combine together, voting options for those agencies will be determined by such factors as the matters at hand and impact to the interests of those agencies and/or the balance of the agencies. These categories include the following:

Category	ILA Group	Agency
A	Lewis County BOCC	BOCC
B	Law Group (City Representatives & Sheriff)	LC Sheriff's Office Centralia PD Chehalis Napavine Pe Ell Winlock Vader Toledo Mossyrock Morton
C	Fire Services Group	LCFD 1 - Onalaska

Category	ILA Group	Agency
		LCFD 2 - Toledo LCFD 3 - Mossyrock LCFD 4 - Morton LCFD 5 - Napavine LCFD 6 - Chehalis LCFD 8 - Salkum LCFD 9 - Mineral LCFD 10 - Packwood LCFD 11 - Pe Ell LCFD 13 - Curtis LCFD 14 - Randle LCFD 15 - Winlock LCFD 16 - Doty LCFD 18 - Glenoma Cowlitz-Lewis #20 Riverside Fire Authority Chehalis Fire Dept.
D	Emergency Medical Services (EMS) Group (Contracted Service – Non Voting)	AMR
E	Other Partner Agencies Group (Non-voting User Group) [In the future may include towing services and Lewis County Public Health Department]	LC Coroner's Office LC DEM LC Public Works

Section 2.2 Technical Support Staff

Technical Support Staff of the CUC include:

Department	Title
LC Communications Center	Administrator
LC Communications Center	Administrative Assistant

Section 2.3 Additional Representative Categories

Additional categories of representatives (users of dispatching services) may be created as needed.

Section 2.4 CUC Representative's Role

Each designated agency's chief official (within a category) shall specify a primary and an alternate member in writing to the LCCC Administrator. Each designated agency within a category shall be considered a single voting entity when determining a quorum or conducting Committee business, unless contracting with another agency and consenting to a shared vote (see Section 2.1, page 2).

The member and/or alternate are considered to represent all units of their respective agency but do not need to be from the same unit of the designated agency.

The member and/or alternate shall be responsible for keeping their organization informed about the CUC activities.

In the event of a vacancy, it is the responsibility of the affected agency to name a replacement. The designated replacement member must be a representative from the same category as the member being replaced. The affected agency shall submit the replacement contact information to the LCCC Administrator.

ARTICLE III – CUC OFFICERS

Section 3.1 Election of Officers

Officers shall be elected at the last meeting of the year or the first meeting after the beginning of the year. The election shall be by simple majority of appointed members in attendance (one vote per agency).

For the Chair and Vice Chair positions, it is desirable to have one (1) officer elected from the Law Group and (1) officer elected from the Fire Services Group.

Section 3.2 Chairperson Duties

The Chairperson, elected by the CUC members, shall have the following duties:

- Acts as liaison to the LCCC Administrator
- Presides over all general membership meetings and assures the quorum is met to conduct business
- Acts as official representative of the CUC in the absence of another specifically designated member
- Sees that meetings are announced and minutes taken
- Acts as a tie-breaking vote in general membership issues
- Appoints subcommittees as needed
- Serves as Ex Officio member of all subcommittees
- Endeavors to ensure Representative vacancies are promptly filled

Section 3.3 Vice-Chairperson Duties

The Vice-Chairperson, elected by the Lewis County CUC, shall have the following duties:

- Acts on behalf of the Chairperson in the event of the Chair's absence
- Retains all duties of the Chairperson at stated meetings and functions when the Chairperson is not available or if the Chairperson is unable to complete his/her term of office

- Serves as Chair of the Budget Committee

ARTICLE IV - CUC Executive Committee

Section 4.1 Executive Committee Authority

It is important to have an Executive Committee that can represent the interests of the full committee when activities arise that may affect the membership. The Executive Committee has authority to pursue and provide information and act on matters where time is of the essence. Items that affect the membership and have no sense of urgency need to be brought before the CUC for a vote.

Section 4.2 Executive Committee Members

The Executive Committee shall include:

- CUC Chair
- CUC Vice Chair
- County Manager

ARTICLE V - Discipline Specific Management Teams

Section 5.1 –Discipline Specific Management Teams

Special conditions exist that may only affect or be of interest to the discipline representatives for either the Law or the Fire Services Group. The following Discipline Specific Management Teams are created with the listed composition:

Law Enforcement Discipline Specific Management Team	
Lewis County Sheriff, or designee Centralia Chief of Police, or designee	Chehalis Chief of Police, or designee One (1) Municipal Police Department
Fire Services Discipline Specific Management Team	
Chehalis Fire Chief, or designee RFA Fire Chief, or designee	LC Fire District Representative (appointed by the Fire Chief's Association) LC Fire District Representative (appointed by the Fire Chief's Association)

Section 5.2 – Discipline Specific Management Teams' Duty to Achieve Consensus

When there is not a unanimous approval for a change, it shall be the responsibility of the Representatives' discipline to take the matter up with other members of that

discipline to achieve a consensus or majority approval to make the change before it is brought back to the CUC for reconsideration.

Section 5.3 - Law Enforcement Discipline Specific Responsibilities

The Law Enforcement Discipline Specific Responsibilities include the following:

- Law Enforcement members shall bear full responsibility for ensuring that the law enforcement data communications network and any Criminal History Records Information received by means of such network shall be used solely for the purposes of the administering of the criminal laws or for the purposes enumerated in Chapter 10.907 RCW.
- Review and recommend law enforcement dispatch/radio procedures to the law enforcement section of the *Lewis County Communications Center Policy, Procedures and & Operations manual*.
- Train staff and follow the adopted standard operation protocols and procedures of the LCCC and approved discipline field manuals.

Section 5.4 - Fire Services Discipline Specific Responsibilities

The Fire Services Discipline Specific Responsibilities include the following:

- Review and recommend fire and EMS dispatch/radio procedures of the fire and EMS section of the *Lewis County Communications Center Policy, Procedures & Operations Manual*.
- Train staff and follow the adopted standard operation protocols and procedures of the LCCC and approved discipline field manuals.

ARTICLE VI – CUC Partner Agency Responsibilities

Section 6.1 – CUC Partner Agency Responsibilities

CUC members are responsible to:

- Regularly attend meetings to discuss current issues
- Share CUC information with others in their agency
- Make recommendations to the 911 Administrator on procedures, operations and financial issues
- Act upon the recommendations of any special committees they so designate

ARTICLE VII - SUBCOMMITTEES

Section 7.1 - Appointment of Subcommittees

The CUC Chair is authorized to appoint any and all subcommittees necessary to carry out the functions of the CUC and assure the work effort is equitably distributed among

the membership. One such subcommittee, the Budget Subcommittee shall be appointed to review and make budget recommendations to the CUC and LCCC Administrator.

Section 7.2 - Budget Subcommittee

A Budget Subcommittee will be selected consisting of at least one (1) representative from each of the Partner Agency Representatives List groups A-E, on page 2 of these By Laws. Ideally, representatives selected should have a background in finance and/or budget management.

Due to the complexity of budgeting and the financial work program identified in the Strategic Plan, it is recommended the Budget Subcommittee maintain some membership continuity and meet on a regular basis to remain current on budgeting matters.

Initially, the Budget Subcommittee will meet with County staff beginning in February, and thereafter as needed, to familiarize themselves with the County budgeting process, review past budgets, and identify financial issues that may need to be addressed in the current and/or future budget cycles.

At a minimum, the Budget Subcommittee will meet annually to review the LCCC "Draft" Budget (prepared by the LCCC Administrator and County Budget Office) and any other associated costs for new services/equipment requested for that budget cycle. Once a budget agreement has been reached, the final figures will be rolled into a "Preliminary" budget. The Budget Subcommittee will report back to the full CUC. (NOTE: The Preliminary Budget figures may be altered by the time the County adopts the "Final" budget at the end of the year.) The budget timetable shall be in accordance with the Lewis County budget process.

Section 7.3 - Subcommittee Technical Advisors

Individuals with particular expertise, who are affiliated with a member organization, can participate in subcommittee activities as technical advisors regardless of CUC membership. They would not, however, have voting rights.

ARTICLE VIII – BUDGET ALLOCATIONS

Section 8.1 – User Fee Funding Formula

The ILA has a User Fee Formula, *Attachments A-Communications Fee Distribution and C – Funding Formula*, that subtracts any revenue received from the annual LCCC budget, then divides the balance to be split between Law (70%) and Fire Services (30%). This ratio shall not be changed in any manner except by amendment of the ILA itself. See the *ILA, Article XXII Alternations and Amendments*, page 27 for the required process for ILA amendments.

Section 8.2 – User Rates

The annual User Rates (for Representative Agencies) are established by a User Fee Formula, *ILA Attachment C – Funding Formula*, page 32-33. These costs are calculated by a formula that takes into account the amount of the Dispatching service that each agency utilizes. The Law and Fire Services disciplines have established slightly different rolling averages to calculate the user agency's assessments.

Section 8.3 – User Rate Change Guidelines

The discipline groups (Law and Fire Services) may make changes to the distribution methodology calculating each agency's fees. The process guideline is as follows:

- Discipline (Fire or Law) Management Team meets to formulate necessary changes. Discusses not only what the recommendation is, but what challenge it is intended to resolve.
- Discipline Management Team sends written notice (at least 7 days in advance) to all their User Group representatives that a matter affecting finances will be discussed/determined at that meeting.
- Meeting is conducted and item is voted on. A simple majority of those present is required for passage.
- Discipline Management Team provides written request for consideration to the LCCC Administrator. The request needs to clarify what problem is being addressed, the proposed solution, notices/minutes from the meeting establishing all were advised, that a vote was performed, and final disposition (for, against).
- The LCCC Administrator evaluates the potential service impact to the LCCC. If none, forwards the request to the County Manager for consideration. If there is a potential negative impact to LCCC or notification to other partner agencies was not adequate, the LCCC Administrator works with the Discipline Management Team to resolve issues then moves the request forward.
- If the County has questions, the LCCC Administrator will work to resolve them.
- In the event changes to the fee distribution are made, it shall be incumbent on the LCCC Administrator to monitor the outcomes from the change, for a reasonable period, to ensure no unforeseen and unfair results occur. If issues are found, the LCCC Administrator brings them to the attention of the County Manager and Discipline Management Team to collaborate on a solution that rectifies the situation.

ARTICLE XI – LEWIS COUNTY ADMINISTRATIVE STRUCTURE

Section 9.1 – Lewis County Communications Center Ownership

The general responsibility for the ownership, operation, maintenance, repair, replacement, training, and financial management of the LCCC shall be vested with the

BOCC. It is an existing governmental structure encompassing the entire geographic, economic, and population region to be served and has established a Communications Center with the capabilities of providing consolidated communication services to the parties. As the BOCC has ultimate responsibility, they shall have final decision-making authority for all financial matters.

Section 9.2 - BOCC Responsibilities

The Lewis County BOCC shall provide administrative & contract services to the LCCC as required. Such services include, but are not necessarily limited to:

- Facility space to house the LCCC
- Personnel/employee services
- Maintenance of the facility and systems
- Legal services
- Networking services
- Risk Management
- Human Resources
- Financial services
- Contract services

It is also the intent of the parties that the cost of such services shall be included in the LCCC annual budget.

Section 9.3 – County Manager

The County Manager is appointed by and reports directly to the BOCC. Duties of the County Manager include:

- Collaborating with the Executive Committee on future development and oversight of the CUC “structure”
- Hiring, and termination of the LCCC Administrator, with the assistance of the Lewis County Human Resources Department and recommendation from the CUC partners
- Administrative oversight of the LCCC Administrator
- Conducting an annual performance review of the LCCC Administrator
- Oversight of the mission, goals and budget
- Providing direction to the LCCC Administrator in the development of annual operating, building and equipment budgets
- Monitoring revenues and expenses as they relate to the approved annual budget
- Negotiating collective bargaining agreements for LCCC employees
- Receiving recommendations from the CUC
- Authorizing implementation, making modifications, or denying such recommendations.

- Reviewing and evaluating proposals from the CUC for changes to service levels, performance standards, and/or procedures for implementation costs, benefits, and liabilities, or other matters, and preparing a written report of findings (All responses to CUC recommendations shall be in writing)
- Mediating disputes between the LCCC and any party to the ILA agreement

Section 9.4 - Lewis County Communication Center Administrator

The Administrator is employed by Lewis County and subject to all of the provisions of the *Lewis County Personnel Manual*. The Administrator reports directly to the County Manager and oversees the daily LCCC operations, manages the LCCC staff and issues a variety of reports regarding the operations. The LCCC Administrator shall provide coordination support for the CUC.

Duties shall include but not be limited to:

- Submitting regular reports to the County Manager regarding activities and the financial status of the LCCC and is responsible for budget and personnel matters
- Managing call answering, dispatching, records, communications, security and other LCCC functions and activities
- Providing advice and assistance to the CUC when requested and as necessary
- Providing secretarial services to the CUC. Such services shall include: recording and transcribing minutes of meetings; preparing correspondence as required; preparing and distributing notices of meetings, and preparing agendas.
- Hiring, promoting, discipline and termination of all LCCC personnel.
- Oversight and development of policies and Standard Operating Procedures (SOP) as recommended by the CUC and reviewed/approved by the County Manager.
- Tracking and maintaining data, including but not limited to, calls for service, population, and agency contributions in accordance with the cost sharing formula
- Providing an annual report to the County Manager who in turn will forward it to the BOCC & CUC

Section 9.5 - Administrative Support

Committee administrative support is provided for under the supervision of the LCCC Administrator. Duties include but are not limited to:

- Ensuring announcement of general membership meetings and events are made consistent with notice requirements
- Taking minutes at each meeting of the general membership and providing them to the Chair for the following meeting
- Distributing meeting minutes to the general membership, interested parties, the media and the general public upon request
- Maintaining the formal record of the meetings, representative appointments, and any other official committee records.

- Retaining the CUC and ILA records (per current retention laws) relevant to the ILA contract. The partner agencies shall have full access and right to examine any record for verification of accuracy of the ILA agreement at all times during said period.
- Updating the ILA, representative records, and By Law amendments as necessary.

ARTICLE X - MEETINGS

Section 10.1 - Meetings

The CUC shall meet quarterly on the fourth (4th) Thursday in January, April, July and October, at such time and place as shall be determined by the members of the Committee.

Minutes will be taken of all meetings and distributed to all Partner Agency Representatives.

All CUC meetings, shall conform to the Washington Open Meeting Law requirements and be conducted in accordance with the most recent edition of Roberts Rules of Order.

The chair, or in the Chair's absence, the Vice-Chair, may call special meetings.

All partner agency representatives listed in Category D and E of the *CUC Committee Partner Agency Representative List*, page 2, and other representative agency staff members shall have rights to participate in all meetings of the CUC; however, they shall be non-voting members.

Section 10.2 – Meeting Notices:

The Administrative Assistant shall send a “Call-for-Agenda-Items” notice to all members of the CUC at least 3 weeks (21 days) prior to the meeting date.

Partner agency representatives desiring to propose items for agenda consideration shall submit the item in writing to the LCCC Administrative Assistant.

Section 10.3 – Adequate Meeting Notice to Representatives

The Administrative Assistant shall email written or electronic notices of all meetings to the voting representatives of each partner agency at least one week (7 days) prior to the meeting date.

Section 10.4 - Written Advance Notice Required for Items with a Financial Impact

Any items coming before the CUC that have a financial impact to member agencies must be properly noticed in an agenda mailed to members at least seven (7) days prior to the meeting where a vote will be taken.

Voting on new items with a financial impact to others that have not previously been included in notifications to the partner agency representatives is PROHIBITED.

ARTICLE XI - Voting Process

Section 11.1 - Voting Representatives List

Voting members shall be identified and a list provided annually in writing to the LCCC Administrative Assistant. This list will be used at CUC meetings to identify those having responsibility to cast votes.

Section 11.2 - Quorum:

For purposes of voting, a quorum for **general business** (excluding matters with a financial impact to other agencies or changing the Cost Distribution Formula) is defined as a minimum of four (4) CUC Representatives present at any meeting.

For purposes of voting, a quorum for **Discipline Specific Teams** (Law or Fire Services) is defined as a simple majority of those present at any meeting

Section 11.3 – General Voting

There are two types of issues that come before the CUC Representatives: those that apply to all members and those that apply only to a specific discipline. All designated voting representatives may vote on issues of general consideration.

Section 11.4 – Discipline Specific Votes

When special conditions exist that only affect or are of interest to the discipline representatives for either the Law or Fire Services Group, the following **discipline specific voting** provisions are made:

- **Law Discipline Specific:** In any matters relative to only Law enforcement, only the Law Representatives may vote. This will include any motions on User Fee issues, Rate changes, or officer elections affecting only Law Enforcement.
- **Fire Services Specific:** In any matters relative to only Fire Services, only the Fire Services Representatives may vote. This will include any motions on User Fee issues, Rate changes, or officer elections affecting only Fire Services.

Discipline specific members may only make motions, seconds, and/or nominate officers in their own discipline, except in general matters of interest to all parties. Example: A Law representative cannot nominate a Fire Representative for a particular position and/or make a motion on a Fire Services specific issue like how fees are divided on the Fire Services side.

Section 11.5 – Tie Votes

A passed motion or question requires a majority of the votes. A tie vote is a failed motion or question.

Section 11.6 – Electronic Voting

Electronic voting is allowed for all items that appear on the published agenda. Such votes shall be cast by email to the LCCC Administrative Assistant no later than 9:00 a.m. on the morning of the scheduled meeting (to allow for tabulating said votes).

ARTICLE XII – BY-LAWS AMENDMENTS

Section 12.1 – Amendments

By-laws may be amended through a process by which the proposed changes are distributed in writing to Committee members at least ten (10) days prior to the next scheduled meeting and then adopted at the meeting by a favorable vote of 2/3 or a quorum or a majority of the members present, whichever is greater.

**APPROVED AND ADOPTED BY THE LEWIS COUNTY COMBINED USER COMMITTEE (CUC) and 911 LEWIS COUNTY COMMUNICATION CENTER
2/11/2020.**

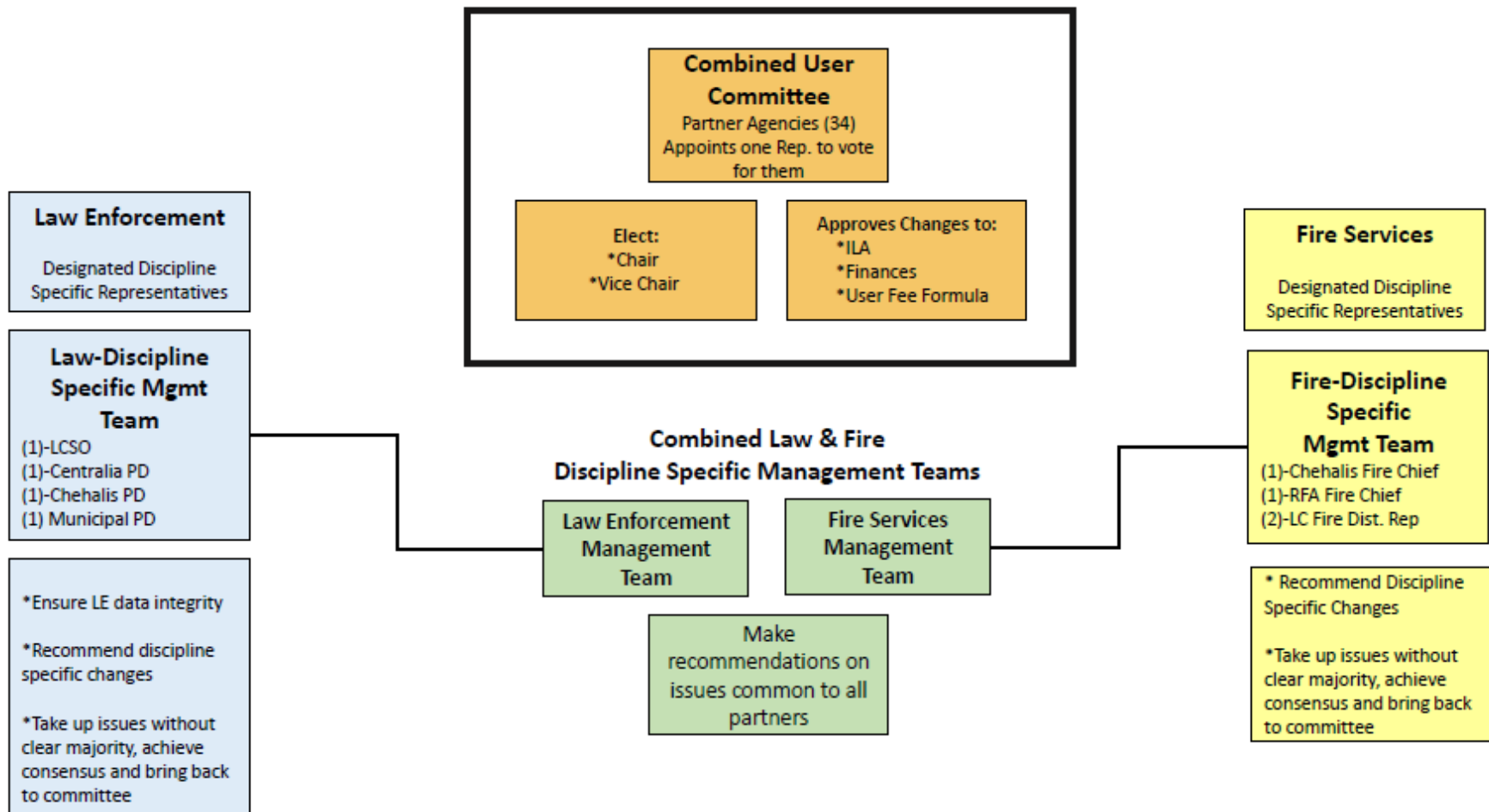
Mike Kytta, CUC CHAIRPERSON

DATE

Erik Martin, County Manager

DATE

Voting Authorities Relationship Chart



Consolidated Communications Administration Flowchart

