

Request for Board of Commissioners' Action

From: Randy Lane, City of Adel Date: December 5, 2019

Subject: SCARRS MOU Item Number: VIII-E

Good Afternoon,

At the SCARRS meeting yesterday it was confirmed by everyone present there needs to be a Memorandum of Understanding between the City of Adel and the five (5) participating counties so we can move forward and complete the pre-application as a regional applicant. I have attached the MOU that must be signed by the Chief Elected Officer of each county and city within the county that will utilize the radio system. I have also attached the copy of the Governance and Operational Structure. This will have to be approved at the next SCARRS meeting. In Section 7 of the Governance and Operational Structure it states each of the original members: (City of Adel, Berrien, Cook, Turner, Wilcox and Worth Counties will appoint one (1) member to represent them. Due to the fact there is an even number of board members an At-Large voting member will be selected by the six (6) original members mentioned above.

The Memorandum of Understanding must be signed by either the Mayor or the County Commission Chairman. Make as many copies as you need to cover your respective county. The Governance and Operational Structure does not have to be signed at this time. It is for your review and it will be discussed at the next SCARRS Meeting. It would speed up the process if the County Commissioners could go ahead and appoint their representative prior to our next meeting. If this occurs we will need a copy of their minutes appointing that person. If you have any questions please call me at 229-237-8983. Thank you!

Randy Lane
City of Adel
Community Development

If the Board agrees, the Chairman will need a motion to adopt the MOU for the SCARRS Governance and Operational Structure.

And,

The Chairman will need a nominee(s) for the county appointment to SCARRS.

Motion made by _____

Second made by _____

Any discussion: _____

Votes _____ yes _____ no

Motion carried/ failed

Governance and Operational Structure
South Central Area Regional Radio System
Working Group Governance and Operational Structure
December 18, 2020

1. Purpose: The purpose of this document is to describe the governance and operational structure of the South Central Area Regional Radio System (hereinafter referred to as “SCARRS or “the Network”).

2. Background: SCARRS is a regional, interoperable 800 MHz digital trunked radio network for use by all public safety and local government agencies in south central Georgia which have, or in future will, execute the Memorandum of Understanding (MOU) developed to comply with the requirements of the SCARRS Working Group and the Sub-grantee Agreement with the Georgia Department of Community Affairs funding the City of Adel, Berrien, Cook, Turner, Wilcox and Worth Counties through the Department of Housing and Urban Development Community Development Block Grant-Disaster Recovery funds.

SCARRS’s goal is to complete build-out of a regional interoperable voice communications network throughout Southcentral Georgia by 2022.

3. SCARRS Objectives:

3.1 Advance migration to next generation radio technology (Project 25 Phase II).

3.2 Correct critical coverage issues within the current footprint of the Network.

3.3 Bring interoperability to the SCARRS Members.

3.4 Bring all public safety agencies in Georgia All-Hazards Region 4 along the I-75 hurricane evacuation corridors.

3.5 Work together with any and all counties in Georgia and Florida wishing to enhance communications interoperability.

3.6 Add 700MHz radio channels onto the Network as part of the P-25 overlay network.

3.7 Begin build-out of a Project 25 compatible data network.

3.8 Bring RF coverage within reasonable reach of all public safety communications centers in Region 4 with coverage on both predominant existing frequency bands.

4. Ownership of Network Assets: Unless otherwise authorized by action of the Working Group, Network components that involve the shared operation of the Network shall be inventoried and identified as the property of the SCARRS Members. Other infrastructure and subscriber devices purchased by each member jurisdiction shall continue to be the property of that member jurisdiction, and any and all costs associated with said infrastructure and subscriber devices shall be the sole responsibility of the member jurisdiction.

5. Governance Responsibilities:

5.1 To determine the Network annual work plan.

5.2 To prescribe rules, regulations, and service policies for the operation of the Network, including, but not limited to, policies with regard to the creation, control and prioritization of talk groups, and inter-jurisdictional roaming.

5.3 To provide for the further development of the Network through cooperation in the application for, acceptance of, and use of grants, with the provision that all such applications and commitments of local matching funds required as a condition of grant funding shall be subject to approval by the governing body of each member jurisdiction.

6. Composition: The Working Group shall be composed of one primary representative appointed by the lead elected official from each of the following founding jurisdictions: City of Adel, Berrien County, Cook County, Turner County, Wilcox County and Worth County. An At - Large Member will be appointed by the Working Group. Founding jurisdictions are defined as those jurisdictions which executed the Memorandum of Understanding developed in order to comply with the requirements of the CDBG-DR grant.

Additional Georgia counties may become members of SCARRS by (1) providing written documentation of acceptance of the Memorandum of Understanding and of this Governance and Operational Structure document, signed by the chairperson of the county commissioners.

7. Alternate Representation: Each primary representative shall appoint an alternate with full voting powers to attend SCARRS Working Group meetings in his or her absence.

8. Term of Working Group Primary Representatives: All Working Group primary representatives shall serve at the pleasure of the jurisdiction that appointed them and may be replaced at any time by that jurisdiction.

9. Compensation: All Working Group primary and alternate representatives shall serve without compensation from the Working Group.

10. Officers and Duties: The following officers will be elected annually by simple majority vote from among the primary representatives, with each member jurisdiction having one (1) vote: chairperson, vice chairperson, secretary. The chairperson shall preside at all meetings of the Working Group and shall perform such other duties as may be assigned from time to time by the Working Group. The chairperson shall also submit a report of the activities and affairs of the Working Group at each annual meeting of the Working Group and at other times when called upon to do so by the Working Group. The vice chairperson shall discharge the duties of the chairperson in the event of the chairperson's absence or disability for any cause, and shall perform such additional duties as may be prescribed from time to time by the Working Group. The secretary shall have charge of the records and correspondence of the Working Group under the direction of the chairperson, shall give written notice of meetings of the Working Group, and shall take and keep true minutes of all Working Group meetings. Meeting minutes shall be approved at a subsequent meeting. The secretary shall discharge such other duties as shall be assigned by the chairperson. In case of the absence or disability of the secretary, the Working Group may appoint an assistant secretary to perform the duties of the secretary during such absence or disability.

11. Meetings: The Working Group shall meet annually to determine a work plan if needed for the current calendar year.

12. Quorum for Meetings and Voting: A simple majority of the member jurisdictions shall constitute a quorum for the transaction of business at all meetings. Working Group members may not vote by proxy.

13. Order and Conduct of Business: The order of business at all Working Group meetings shall be determined by the chairperson and distributed at the beginning of each meeting.

Unless otherwise specified by this Governance and Operational Structure document, meeting business shall be conducted in accordance with Robert's Rules of Order Newly Revised (Tenth Edition).

14. Annual Network Work Plan: The Network work plan, which shall be approved annually by the Working Group based on voting authority as specified in 10 above.

15. Committees: If a Working Group is needed and created it shall operate as a committee-of-the-whole for the purposes planning, development, evaluation, and other consortium activities.

16. Amendments: This Governance and Operational Structure document may be amended by the Working Group at any meeting provided that notice of the proposed amendment shall have been given to each director in writing at least fifteen (15) days prior to such meeting, and that the amendment is adopted by a two-thirds majority of the Working Group using the one (1) radio or mobile data terminal/one (1) vote method. Prior notice of any proposed amendment shall not, however, be necessary at any meeting of the Working Group at which three-quarters of the total voting authority of the member jurisdictions is present.

Adopted _____, 2020 at a meeting in _____. Voting Members
Approving:

City of Adel:

Berrien County:

Cook County:

Turner County:

Wilcox County:

Worth County:

At Large Member: