

CHARTER
OF
ECC FACILITY PLANNING COMMITTEE
A SUBCOMMITTEE OF THE
CHARLOTTESVILLE – UVA – ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS MANAGEMENT BOARD

History

WHEREAS, by an agreement dated January 20th, 1984 (as amended), The Rector and Visitors of the University of Virginia, the City of Charlottesville, Virginia, and the County of Albemarle, Virginia (the “Participants”) entered into a joint exercise of power agreement to establish an Emergency Operations Center (The “Center”).

WHEREAS, The Center is a public body with all power duties granted to it by the laws of Virginia, governed by a Management Board (the “Board”) composed of equal representation from all Participants with defined positions including executive/senior leaders, Law Enforcement Chiefs, and Fire Rescue Chiefs serving as ex officio representatives of their respective jurisdictions or agencies.

WHEREAS, the Charlottesville-UVA-Albemarle County Emergency Communications Center Facility Planning Committee (the “Committee”) was established as an ad hoc committee of the Board on February 11, 2020, to ensure regional input in a purpose-built facility.

WHEREAS, the participating organizations recognize the need for a purpose-built facility in order to continue to serve our community at exceptional service levels which relies on the emergency response and service of 9-1-1.

Authority

The committee has no expressed or implied power of authority. This committee provides recommendations to the Emergency Communications Management Board.

Purpose

The purpose of the Committee is to develop a recommendation to present to the ECC Management Board, detailing steps for achieving new facility project funding and initiation.

This will include the following:

- A. Review the CUA ECC Programming, Planning, and Facility Assessment that was initiated by the Board as part of the Center's Strategic Plan.
- B. Collaborate with participant entities to provide relevant data, information, and support required.
- C. Provide guidance for project funding milestones required for each participant entity.

Membership

- A. The Board Chair appoints Committee membership who serve a term until replaced. Nominations for these positions are typically made from the respective executive membership representative on the Board. Members to represent the following:
 1. One senior Finance and Budget representative from each of the Participant organizations.
 2. One Facilities or Public Safety representative from each of the Participant organizations.
 3. Optionally, Board member(s) to act as a liaison to the Board.
 4. The Center's Executive Director or designee.
 5. Other members may be appointed at the discretion of the Board Chair, to include membership of working groups.
- B. The appointed members role is to provide expertise, guidance, and representation from their respective organizations to support the Committee's mission.
- C. Appointed members will actively participate in meetings, discussions, and develop recommendations.

Responsibilities

- A. The Committee will function in accordance with current Board practices established by the Chair and in accordance with public meeting requirements.
- B. The Committee will continually update the Board as recommendations are developed.
- C. Members will work together to fulfil the goals, objectives, and expectations for the Committee, as defined by the Board.
- D. Any disputes arising from the implementation of the Charter will be resolved through consultation and collaboration among all stakeholders.

Meetings

- A. The Committee will meet routinely on a schedule agreed upon by the Committee. The chair and/or vice chair will work with Center staff to establish the agenda for each meeting.
- B. The Center staff are responsible for facilitating each meeting, distributing the agenda, producing written minutes, in accordance with public meeting requirements.
- C. As necessary, the Committee will meet in a joint session with other committees regarding items of concern to both.

Charter Maintenance

The Committee will review the Charter on an annual basis and provide recommendations to the Board for consideration. Feedback will be solicited from all stakeholders and used to inform any necessary revisions or updates to the Charter.