

Governance and Operational Structure

Southeast Georgia Regional Radio Network Working Group Governance and Operational Structure March 9, 2010

1. Purpose: The purpose of this document is to describe the governance and operational structure of the Southeast Georgia Regional Radio Network (hereinafter referred to as “SEGARRN” or “the Network”).
2. Background: SEGARRN is a regional, interoperable 800 MHz digital trunked radio network for use by all public safety and local government agencies in southeast Georgia which have, or in future will, execute the Memorandum of Understanding (MOU) developed to comply with the requirements of the Public Safety Interoperable Communications (PSIC) Grantee-Subgrantee Agreement for funding awarded to Chatham County, Georgia in 2008 by the Georgia Emergency Management Agency (GEMA) from the Department of Homeland Security (DHS) Fiscal Year 2007 Homeland Security Program/State Homeland Security Grant Program.

SEGARRN builds upon efforts to develop interoperable communications which were formalized in two earlier Agreements: “Intergovernmental Agreement Between Chatham County and the City of Savannah, Georgia for the Construction and Management of a Joint City/County Radio Communications System” entered into in December 1996, and the “Public Safety Communications Network Participation Agreement” entered into on October 18, 2005 by the City of Savannah, Chatham County, and Effingham County.

SEGARRN’s goal is to complete build-out of a regional interoperable voice communications network throughout Southeast Georgia by 2012.

3. SEGARRN 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 Georgia Ports Authority.
 - 3.4 Bring all public safety agencies in Georgia All-Hazards Region 5 along the I-95 and I-16 hurricane evacuation corridors, and other counties in Region 3 along the I-16 hurricane evacuation corridor, onto the Network.
 - 3.5 Work together with any and all counties in Georgia, Florida and South Carolina 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 25/34 compatible data network.

3.8 Bring RF coverage within reasonable reach of all public safety communications centers in Region 5 and portions of Region 3 with coverage on both predominant existing frequency bands via the state Motobridge network.

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 City of Savannah and Chatham County. All costs associated with title to and insurance of the Network site controller shall be the responsibility of the City of Savannah and Chatham County. 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 proviso 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. Limits of Authority: Any plan that proposes expenditures by the local governing authorities is subject to approval by the governing body of each member jurisdiction.

7. 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 Savannah, Chatham County, Effingham County, Bulloch County, Glynn County, Bryan County, and Liberty County. Founding jurisdictions are defined as those jurisdictions which executed the Memorandum of Understanding developed in order to comply with the requirements of the PSIC grant. Additional southeast Georgia counties may become members of SEGARRN and appoint a primary representative to the SEGARRN Working Group 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, and (2) connecting major infrastructure to the Network site controller. Major infrastructure is defined as a Simulcast cell or multiple IntelliRepeater cells which extend geographic coverage of the Network.

8. Alternate Representation: Each primary representative shall appoint an alternate with full voting powers to attend SEGARRN Working Group meetings in his or her absence.
9. 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.
10. Compensation: All Working Group primary and alternate representatives shall serve without compensation from the Working Group.
11. 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.
12. Meetings: The Working Group shall meet annually in January to determine the Network work plan for the period beginning July 1 of the current calendar year and ending June 30 of the next calendar year. At the annual meeting, the chairperson shall also distribute a table showing the numbers of radios and mobile data terminals operated on the Network by each member jurisdiction as of January 1 of the current year. Additional Working Group meetings shall be held no less than quarterly at dates, times and locations determined by a simple majority vote of the Working Group. Notice of meetings shall be given personally by the secretary to each Working Group member by one or more of the following means: email, telephone communication, commercial carrier, United States mail. The Working Group shall not take any action except at a Working Group meeting.
13. 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.
14. 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).

15. Voting Authority: Each member jurisdiction's Working Group representative shall be responsible for all decisions regarding the operation, development and maintenance of the Network. All decisions with respect to amending the Working Group Governance and Operational Structure and approval of the Annual Network Work Plan shall be made using the one (1) radio or mobile data terminal/one (1) vote method, that is, these decisions shall require a majority vote of the total number of radios and mobile data terminals connected to the Network at the time of the decision at a properly convened meeting where a quorum is present. Any member jurisdiction may increase or decrease the number of radios or mobile data terminals on the Network during a fiscal year. Written notification detailing the specific change and effective date shall be provided to the chairperson within thirty (30) days of the effective date of the change. The addition or removal of radios or mobile data terminals which results in an increase or decrease in the total number of subscriber devices operated by the member jurisdiction on the Network will immediately effect that member's voting rights with respect to the Working Group Governance and Operational Structure and Annual Network Work Plan. Voting authority for all other decisions shall be made by a one (1) vote per member jurisdiction method at a properly convened meeting where a quorum is present.
16. Annual Network Work Plan: The Network work plan, which shall be approved annually by the Working Group based on voting authority as specified in 15 above.
17. Committees: The Working Group shall operate as a committee-of-the-whole for the purposes of Network planning, development, evaluation, and other consortium activities.
18. Term and Termination: The term of the Working Group Governance and Operational Structure shall be perpetual, provided that each member jurisdiction may terminate its membership in the Working Group, and therefore in SEGARRN, in accordance with the requirements of 19 below.
19. Default and Termination: The failure by any of the member jurisdictions to take any action required by the Governance and Operational Structure, or subsequently duly adopted by the Working Group, within thirty (30) days following written demand therefore shall constitute an Event of Default; provided, however, if such failure to act is not an incurable breach hereof, and cannot reasonably be cured within thirty (30) days, then so long as the member jurisdiction is pursuing such cure with diligence, such member jurisdiction shall have a reasonable period of time to effectuate such cure, and provided further, however, that the period for cure shall not be in excess of sixty (60) days if the default in question threatens material injury to the any of the other member jurisdictions. The Working Group may, by simple majority vote, find any member jurisdiction in default, which finding the chairperson must communicate in writing to the member jurisdiction's appointed Working Group representative with a copy to the chief executive officer of the affected jurisdiction. If in the judgment of the Working Group, as

expressed by simple majority vote, the defaulting member jurisdiction has failed to cure its default in a reasonable length of time, the Working Group may, by a simple majority vote, terminate the defaulting jurisdiction's membership in the Working Group, and therefore in SEGARRN. The intent of termination is to enable defaulting jurisdictions to continue operating their own communications system while limiting their access to the regional Network. Member jurisdictions have the right to terminate their membership in the Working Group, and therefore in SEGARRN, voluntarily and immediately upon written notice provided by the chief executive officer of the member jurisdiction to the Working Group chairperson.

20. 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 thirty (30) 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.
21. SEGARRN Users Group: The Working Group shall encourage the development of county-level advisory bodies, SEGARRN Users Groups (SUGs), not having or exercising the authority of the Working Group. The purpose of the SUGs is to advise the Working Group on technical, operational, and procedural matters regarding the Network, and to assure the involvement of a broad array of public safety, public health, first responder, public works, and other institutional representatives located or operating assets within the SEGARRN member jurisdictions, including local and county-level law enforcement (municipal and county police departments and sheriff's offices), fire departments, emergency medical services, emergency management agencies, public safety communications centers, security personnel from the Georgia Ports Authority, public works, schools, and state and federal officials with assets or protective responsibilities located in the jurisdictions served by SEGARRN, including but not limited to the Georgia Bureau of Investigation, Georgia State Patrol, and Georgia Department of Transportation, Federal Bureau of Investigation, U.S. Army, U.S. Coast Guard, and Department of Homeland Security. The SUGs will be led by each member jurisdiction's Working Group representative, as well as state and federal agencies which have expressed an interest in serving on the SUGs.

Adopted March 9, 2010 at a meeting in the Glynn County EOC.

Voting Members Approving: Lewis Leonard, Chatham County
Robert L. Davis, City of Savannah
Kathy Hicks, Bryan County
Val Ashcraft, Effingham County
W. D. ONeal, Glynn County