

Exhibit A

JETSB of Lake County Resolution 2024-001

**RESOLUTION AUTHORIZING THE ADOPTION OF THE ORIGINAL JOINT EMERGENCY
TELEPHONE SYSTEM BOARD (JETSB) OF LAKE COUNTY BYLAWS.**

JOINT EMERGENCY TELEPHONE SYSTEM BOARD (JETSBS) OF LAKE COUNTY
BYLAWS

Date Approved / Amended: _____

Article I. PURPOSE

The JETSBS of Lake County is a partnership among the units of local government as they are defined in the Intergovernmental Agreement, voluntarily established by the Parties of the Intergovernmental Agreement pursuant to Article VII, Section 10, of the Constitution of the State of Illinois, 1970, Section 15.4 of the Emergency Telephone System Act, 50 ILCS 750/15.4, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. It is organized for the purpose of:

- a. Providing equipment, services, and other items necessary and appropriate for the establishment, operation, and maintenance of a 9-1-1 Emergency Telephone System for the mutual benefit of all jurisdictions in the JETSBS of Lake County's Service Area.
- b. Establishing governance in accordance with the Intergovernmental Agreement and these Bylaws ensuring that a foundation and support structure exists to provide accountability and transparency to and among jurisdictions and agencies served by the JETSBS of Lake County; moderating the influence of an individual organization or single entity so that all jurisdictions and public safety agencies in the Service Area are represented; and supporting 9-1-1 Emergency Telephone System operations in achieving equitability, long term sustainability, and fiscal responsibility.
- c. The JETSBS of Lake County will strive for:
 - i. Standardizing call processing, response, and service delivery.
 - ii. Creating fiscal and operational efficiencies and improving innovation.
 - iii. Increasing situational awareness, safety, and interoperability for responders during incidents.
 - iv. Improving service delivery and safety for responders and communities by sending the closest, most appropriate resources to the right location, with the right information, in the shortest amount of time, across all jurisdictions.
 - v. Implementing systemwide improvements across all jurisdictions in emergency services communications and response capacity.
 - vi. Providing a forum for discussion, research, development, and implementation of recommendations of mutual interest to the Service Area jurisdictions and agencies

including but not limited to public safety communications, law enforcement, fire, and emergency medical systems, process, technology, operations, or other topics or projects of mutual public safety concern or benefit.

Article II. SERVICE AREA AND JURISDICTION

The geographic area to be served by the JETSB of Lake County is comprised of those areas or portions of those jurisdictions lying wholly within Lake County as defined in Appendix A of the Intergovernmental Agreement (to include any addendum). The JETSB of Lake County shall have jurisdiction throughout the 9-1-1 Service Area defined in Appendix A of the Intergovernmental Agreement (to include any addendum).

Article III. THE BOARD

1. Composition

As defined in the Intergovernmental Agreement, the Board shall consist of nine (9) Members. Members shall be from units of local government or agencies in the JETSB of Lake County Service Area.

- a. If an alternate Board Member is designated / appointed, the alternate Board Member must meet the same requirements as the primary Board Member they are to be an alternate for and the process for selecting an alternate shall be the same as for the primary Board Member. An alternate Board Member is required to attend meetings as a non-voting Member and will only serve if the primary Board Member is no longer capable or resigns.
- b. No Member of the Board shall receive a salary or compensation from the JETSB of Lake County for attending Board meetings or performing related activities.
- c. The Treasurer is not a member of the Board and does not have a vote or count toward quorum.

2. Term of Appointments

As defined in the Intergovernmental Agreement, the term for each Board Member shall be two (2) years with the exception of the initial terms of the inaugural Board Members which shall be for a duration that accommodates the future even and odd year appointment schedule set forth in the Intergovernmental Agreement.

Member terms start on the first day of a Fiscal Year and end on the last day of a Fiscal Year. Appointing authorities should provide the Board with the name and official documentation of an appointment (or reappointment) prior to the last day of a Member's term. If a Member's term

expires without a named replacement or formal reappointment, the current Member will continue as a Member of the Board until formal notification of reappointment or an appointment of a new Member by the appointing authority.

3. Powers, Duties, and Authorities

The Board shall have all powers, express and implied, consistent with the laws of the State of Illinois, 1970, including the Emergency Telephone System Act, 50 ILCS 750/1 et seq and those powers provided by the Intergovernmental Agreement. In addition to those defined in the Intergovernmental Agreement, the Board is responsible for the following:

- a. Adopt the annual budget of the JETSB of Lake County.
- b. Approval of a five-year projection of capital equipment costs and needs to maintain the 9-1-1 system.
- c. Adopt the Investment Policy of the JETSB of Lake County.
- d. Arrange for or hire certified public accountants as auditors to perform an annual audit of JETSB of Lake County's financial affairs and to review and accept the annual audit. The audit shall be done after each fiscal year in accordance with generally accepted accounting principles. Each Service Area unit of local government and agency shall be provided with an electronic copy of the audit report.
- e. Elect a Chair, Vice Chair and Secretary as defined in Article V of the Bylaws.
- f. Establish rules and procedures in the Bylaws governing conduct and, as needed, approve amendments to the Bylaws.
- g. Accept the appointments of Board Members from the appointing authorities.
- h. Designate the officer(s) and agents authorized to sign checks, drafts, or other orders of payment of money and noted or other evidence of indebtedness of the JETSB of Lake County and shall execute all documents required to evidence the authority of the officer(s) or agents.
- i. Designate the officer(s) and agents authorized to execute and deliver contracts or any other instrument in JETSB of Lake County's name and on its behalf in the furtherance of its purpose. This authority may be general or limited to specific transactions or types of transactions and shall execute all documents required to evidence the authority to sign checks, drafts, or other orders of payment of money, and notes or other evidence of indebtedness of the JETSB of Lake County and shall execute all documents required to evidence the authority of the officer(s) or agents.

- j. Contract for loans; all loans in excess of \$50,000 must have the approval of the Board.
- k. Approve any budgeted expenditure in excess of \$50,000, not to exceed 110% of budgeted amount and all unbudgeted expenses.
- l. Approve any mid-fiscal year line-item transfers and emergency appropriations of the JETSB of Lake County Fund.
- m. Approve any mid-fiscal year use of fund balance / reserve funds for an emergency situation.
- n. Approve the lease, holding, or disposing of properties for the operation of equipment as defined in the Intergovernmental Agreement, Bylaws, or policy.
- o. Fulfill any additional authorities or responsibilities as defined in the Bylaws or the Intergovernmental Agreement.

4. Board Meetings

The Board shall meet at least once each quarter. Additional meetings of the Board will be established at such time and place as determined by mutual agreement.

5. Board Vacancy

A Board seat shall be deemed vacant if the occupant ceases to be an employee / elected representative of a Service Area unit of local government or agency and upon death, resignation, or removal of the occupant for failure to adhere to the terms of the Intergovernmental Agreement or due to continuous absence from scheduled meetings, due to physical or mental incapacity that prevents regular participation at meetings. The Citizen-At-Large member will also be deemed vacant if the member no longer resides within the 9-1-1 Service Area.

As soon as practicable, a successor representative shall be appointed by the appointing authority for the remainder of the original term.

Article IV. CHAIR, VICE CHAIR AND SECRETARY

Officers of the Board shall consist of a Chair, Vice Chair, and Secretary who will be elected from amongst the Board Members. The Chair, Vice Chair, and Secretary shall be elected by name and not by functional position.

- a. The Chair shall preside at Board meetings, or in the absence, the Vice-Chair. Meetings will be conducted in accordance with the State of Illinois Constitution, the Open Meetings

Act, Roberts Rules of Order, and the Bylaws. Specific rules and processes are determined and defined in the JETSB of Lake County Bylaws.

- b. If the Chair or Vice-Chair seat becomes vacant, a special meeting of the Board shall be called to elect a replacement for the remainder of the original term.
- c. The Chair or Vice-Chair cannot occupy the position for more than six consecutive (6) years from the date of appointment.

Duties are as follows.

a. Chair:

- i. Execute any documents as authorized by the Board or in accordance with the Intergovernmental Agreement and Bylaws.
- ii. Perform all duties incidental to the office of the Board Chair and those that may be prescribed by the membership.
- iii. Create additional committees or sub-committees as may be needed to address the responsibilities of the Board.
- iv. Serve as liaison between the Board and the Chair of LakeComm Board.

b. Vice-Chair:

- i. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.

c. Secretary:

- i. Review the recording, maintenance, and custody of the records of the Board and the minutes of all meetings and perform any other related duties prescribed by the Chair.
- ii. See that all notices are duly given according to these Bylaws.
- iii. Determine any duties to be delegated to supporting PSAP or Board staff incidental to those generally assigned to the Office of Secretary.

Article V. NOMINATION AND ELECTION

1. Nominations

Nominations for Chair, Vice Chair, and Secretary will be made from the floor by the Board Members.

- a. The Chair, Vice-Chair and Secretary are elected by name in accordance with the Intergovernmental Agreement and Bylaws.
- b. Nominations must be for the individual, and not the agency represented or the position the individual occupies.

2. Election of Officers

- a. At the first Board meeting of the fiscal year, the Board shall elect Members to serve as Chair, Vice-Chair, and Secretary. The Chair shall conduct meetings of the Board. In the absence of the Chair, the Vice-Chair shall perform such duties. Each Officer elected shall assume the office immediately upon completion of the election.
- b. Election shall be by ballot, but if there is only one nominee for each office, election may be by voice vote. A majority shall elect on the first ballot. In the event no candidate receives a majority vote, a second ballot shall be taken between the two (2) candidates receiving the highest number of votes.

Article VI. 9-1-1 SYSTEM MANAGER

The 9-1-1 System Manager will be appointed by the Board and is responsible for operating within the framework established by the Board. The 9-1-1 System Manager has the authorities, duties, and responsibilities as determined and defined in the JETSB of Lake County Bylaws and policies.

1. Responsibilities

The 9-1-1 System Manager is responsible for supporting the functions of the JETSB of Lake County and is responsible for operating within the framework established by the Board. Specific responsibilities include:

- a. All activities of the JETSB of Lake County, including but not limited to, records (custodian), recording, and security.
- b. Operating the JETSB of Lake County within the approved annual budget.
- c. Preparing a budget for approval and appropriation of the JETSB of Lake County.

- d. Contracting for any expenditure or revenue stream that is less than \$50,000 annually.
- e. Approving any budgeted expenditure under \$50,000.
- f. Making any emergency expenditure that must be made immediately to ensure the safe and effective operation of the 9-1-1 System. If an emergency expenditure exceeds \$50,000 or is not budgeted, the 9-1-1 System Manager shall notify the Chair of the Board and bring the expenditure to the next regular or special meeting of the Board.
- g. Working closely with the Board and the supported PSAP(s) regarding equipment, training, and other issues for which 9-1-1 funds can be used to maintain technology and training to best serve the citizens.
- h. Establishing and using performance standards. The 9-1-1 System Manager shall actively and continually consider and evaluate all means and opportunities to enhance the operational effectiveness for the benefit of the public and emergency response agencies.
- i. Authority for developing, enforcing, and updating JETSB of Lake County protocols and procedures.
- j. Reviewing and evaluating proposals from advisory committees. The 9-1-1 System Manager will prepare a written report for the Board to include, at a minimum, any operational impacts to the JETSB of Lake County or costs for review and/or consideration by the Board. The Board will make final decisions for implementation contingent upon available funding in the JETSB of Lake County Fund. However, in order to meet the need for procedural changes in a dynamic deployment situation, the 9-1-1 System Manager is given authority to alter the procedures during critical circumstances.
- k. Participating in meetings of the Board and other Committees. The 9-1-1 System Manager will provide advice and/or specific recommendations to the Board and Committees as needed on matters of dispatch operations, administrative and technical (computer and communications systems) issues. Should it be necessary for the 9-1-1 System Manager to miss a meeting, an alternate will be present.
- l. Developing appropriate long-range plans, including strategic capital improvements, technology, and other matters. A comprehensive long-range plan will be developed and updated yearly. The plan will be presented to the Board along with the budget for approval.
- m. Recommending working groups and subcommittees as needed.
- n. Working with the Board Secretary, coordinate secretarial functions for the Board to include:

- Overseeing the recording, maintenance, and custody of the records of JETSB of Lake County and the minutes of all meetings of JETSB of Lake County.
- Seeing that all notices are duly given and posted according to these Bylaws and the Illinois Open Meetings Act.
- Performing duties incidental to those generally assigned to the Board Secretary and to perform those duties prescribed by the Board.

Article VII. ADVISORY COMMITTEES

A strong committee structure supports a collaborative, efficient, and productive system for the Board to best carry out their responsibilities. The Board may establish JETSB specific Advisory Committees or participate in advisory committees established by supported PSAPs and partners.

Article VIII. FISCAL YEAR, BUDGET, AND AUDIT

1. Fiscal Year

The fiscal year of the JETSB of Lake County shall commence on May 1st and end on April 30th.

2. Annual Budget

By the first Board meeting of the calendar year, the 9-1-1 System Manager shall prepare and submit to the Member Board a budget. After review and input the JETSB of Lake County will hold a hearing on that budget at which time comment from the public and Service Area jurisdictions and agencies may be heard. The Members shall receive a copy of the budget not less than twenty-one (21) days prior to the hearing.

The Board shall adopt an annual budget at a meeting held prior to May 1st of each year. Immediately after adoption, copies shall be emailed or mailed to the Presidents, Chairs, or Chief Administrative Officers of each Service Area jurisdiction and agency.

3. Expenditures

The 9-1-1 System Manager shall make only those expenditures which are authorized by the approved budget and shall not contravene the provisions of the budget without approval by the Board or amendment of the budget. Authority levels for budget approvals shall be determined and defined in these Bylaws. The expenditure of surcharge funds shall only be for purposes as authorized by the Emergency Telephone System Act.

4. Audit

The JETSB of Lake County shall provide for an annual audit to be made by an independent certified public accountant within 180 days after the end of each fiscal year. The books of the JETSB of Lake County shall be kept in accordance with generally accepted accounting principles and the State of Illinois law. A copy of the annual audit report shall be delivered to the Board promptly upon its receipt from the auditing agency.

Article IX. ASSETS AND LIABILITIES

In addition to the items in the Intergovernmental Agreement:

- a. Each Member of the Board serves in that capacity as an agent for the Board.
- b. JETSB of Lake County has the authority to purchase and maintain a policy of insurance, containing coverage commonly known as Errors and Omissions, on behalf of any person who is an employee or agent of JETSB of Lake County, so long as such insurance is available and is economically feasible.

Article X. GENERAL MEETING RULES

1. Meetings

- a. The Board and all committees established under the Intergovernmental Agreement or Bylaws shall conduct meetings in accordance with the Illinois Open Meetings Act, to the extent the Act applies.
- b. The Chair shall preside over all Board meetings. The Chair shall preserve order and decorum and shall conduct meetings in an orderly fashion.
- c. The Chair may speak to points of order and shall decide all questions of order. Questions of procedure for meetings of the Board which are not determined by the Bylaws or rules approved by the Board shall be governed by the latest edition of Roberts Rules of Order.
- d. In case of any disturbance or disorderly conduct, the Chair shall have the power to remove the cause of such or suspend the meeting.
- e. All regular and special meetings shall be open to the public except such meetings as may be held in closed session; and public notice of such meetings shall be given, in each case, in the manner as provided by the "Open Meetings Act" of the State of Illinois, as amended from time to time.

- f. Only those items appearing on the published agenda may be considered and acted upon at the meeting.

2. Quorum

A majority of the Members shall constitute a quorum for the transaction of business at meetings. If less than a majority of members are present at a meeting, a majority of Members present may adjourn the meeting without further notice.

3. Voting

- a. Each Member of the Board (or designated alternate) present shall be entitled to cast one (1) vote.
- b. All questions which arise at meetings (Board or committee) when a quorum is present shall be determined by the votes of the majority of the Members present, except in such cases as otherwise directed by the Intergovernmental Agreement or Bylaws.
- c. No proxy or absentee votes are allowed.

4. Remote Attendance

Members may attend meetings by video or audio conference subject to the following conditions:

- a. A quorum of Board Members must be physically present at the meeting location.
- b. The Member requesting to attend by audio or video conference must be unable to physically attend the meeting because of: (a) personal illness or disability; (b) employment purposes or the business of the Board; or (c) a family or other emergency.
- c. The Member requesting to attend by audio or video conference must notify the Secretary before the meeting, if practicable.
- d. A majority of the Board Members physically present must approve the Member's request to attend by audio or video conference.
- e. Equipment must be available that will permit the Member to participate in the meeting so that the Member can hear and/or see the other Board Members and the other Board Members can hear and/or see the Member attending by audio or video conference.
- f. If a Member attends a meeting by audio or video conference in accordance with this policy, the minutes of that meeting shall reflect that the Member was present via audio or video conference. Board Members attending by audio or video conference shall be permitted to participate in the meeting as if they were physically present to the extent permitted by the

equipment used including the right to vote on any matters that come before the Board. (5 ILCS 120/7)

5. Special Meetings

Special meetings of the Board established under the Intergovernmental Agreement or Bylaws, may be called by the Board Chair on their own motion or by the Board upon written request of a majority of its Members.

- a. The date, time and location of special meetings shall be determined by the person(s) calling the meeting.
- b. Notice of special meetings, including a specific agenda for the meeting shall be delivered to each Member of the Board (or committee) at least forty-eight (48) hours before the meeting.
- c. Meeting notices will comply with requirements for posting of notices by the Illinois Open Meeting Act.

Article XI. CONFLICTS

In the event of any conflict between the Bylaws and any other ordinance, resolution, or order, the JETSB of Lake County Bylaws shall control. In the event of conflict between the JETSB of Lake County Bylaws and any statute applicable to the Member Agency, the statute shall control.

Article XII. AMENDMENTS TO THE BYLAWS

These Bylaws may be amended as set forth below.

- a. Any member of the Board may propose an amendment to the Bylaws. No amendment, however, shall be in conflict with or purport to amend the Intergovernmental Agreement in any way.
- b. Amendments to the Bylaws shall only be made in accordance with the Voting Rules (or defined herein).
- c. Approval of an amendment to the Bylaws requires a two-thirds (2/3) affirmative vote of the full Board (6 affirmative votes).