

**A RESOLUTION ESTABLISHING A  
SEDGWICK COUNTY EMERGENCY COMMUNICATIONS  
COMMUNITY ADVISORY BOARD**

RESOLUTION NO. 017-2024

Adopted on: February 7<sup>th</sup> 2024

Published on: \_\_\_\_\_

WHEREAS, the Board of County Commissioners of Sedgwick County, Kansas desires to engage Sedgwick County's diverse residents, businesses, and community leaders for the purpose of making recommendations regarding the operations of Sedgwick County Emergency Communications; and

WHEREAS, the Emergency Communications Community Advisory Board is intended to serve as a conduit for community engagement and education; and

WHEREAS, the Emergency Communications Community Advisory Board will assist in gathering input to aid in the development of recommendations as they relate to Sedgwick County Emergency Communications policies, procedures, training, recruitment, and retention.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS that the following is adopted:

**SECTION 1. Establishment.**

An emergency communications community advisory board is hereby established for Sedgwick County, Kansas under the terms and conditions set forth in this division.

**SECTION 2. Membership and term of office.**

(a) The board shall consist of thirteen (13) voting members who shall be representative of the diversity of residents in Sedgwick County, and shall be appointed as follows:

- (1) One (1) voting member of the board shall be appointed by each of the five (5) members of the board of county commissioners;
- (2) One (1) voting member shall be a resident of the City of Wichita and shall be appointed by the board of county commissioners;
- (3) One (1) voting member shall be a resident of the City of Derby and shall be appointed by the board of county commissioners;
- (4) One (1) voting member shall be an at-large appointment by the board of county commissioners from a city of the second class;
- (5) One (1) voting member shall be an at-large appointment by the board of county commissioners from a city of the third class;

(6) One (1) voting member shall be an at-large youth appointment by the board of county commissioners between the ages of sixteen (16) and nineteen (19) years of age; and

(7) Three (3) voting members shall be at-large citizens of the County appointed by the board of county commissioners.

(b) Members appointed to the board should reflect the demographics of the citizens in the County, including geography, gender, ethnic and racial diversity, neighborhood, business, and community interests.

(c) Elected officials, individuals currently employed as first responders, and individuals currently serving on the Sedgwick County Emergency Communications Advisory Board are not eligible for appointment to the Sedgwick County Emergency Communications Community Advisory Board.

(d) The Director of Sedgwick County Emergency Communications shall serve as staff to the board in a non-voting capacity.

(e) Board members shall assume membership upon appointment by the Sedgwick County Board of County Commissioners and being sworn-in to such roles. Each term shall be for a period of two (2) years. Vacancies in the board shall be filled for the unexpired term in the manner that the position was originally filled. No member may serve for more than two (2) terms.

### **SECTION 3. Meetings, officers, recordkeeping.**

The Sedgwick County Emergency Communications Community Advisory Board shall convene for its meetings at least quarterly at such time and place as shall be fixed by the board's chair in accordance with its bylaws. Special meetings may be called by the chair or at the request of the Director of Sedgwick County Emergency Communications. The Director of Sedgwick County Emergency Communications and all members of the board shall be notified of all special meetings of the board. The Sedgwick County Emergency Communications Community Advisory Board shall elect one (1) member as its chair and one (1) member as its vice-chair at the first meeting of each calendar year. The terms of the chair and vice-chair shall be for one (1) year. The chair will act as the leader of each convened meeting, enforce membership rules, and will be the official spokesperson and representative of the board. The vice-chair will assume duties of the chair in the chair's absence. The Director of Sedgwick County Emergency Communications shall cause a proper record to be kept of all proceedings of the board.

### **SECTION 4. Responsibilities generally.**

The purpose of the Sedgwick County Emergency Communications Community Advisory Board shall be to make recommendations to the Emergency Communications Director and staff on matters of policy and procedure regarding any matters related to the operation of Sedgwick County Emergency Communications. The board is not able to take any formal action on behalf of Sedgwick County. In support of the same, the board may:

- (a) Adopt bylaws and rules and procedures for the conduct of its meetings and business, which shall not be in conflict with any law, and shall be subject to approval by the Sedgwick County Board of County Commissioners.
- (b) At the request of the Sedgwick County Board of County Commissioners or Sedgwick County Emergency Communications, recommend operational policies and procedures for Sedgwick County Emergency Communications, and also make recommendations for implementation of those policies and procedures.
- (c) At the request of the Sedgwick County Board of County Commissioners or Sedgwick County Emergency Communications, the Advisory Board shall review specific emergency communications related problems or situations, or programs of Sedgwick County Emergency Communications and make such recommendations it deems necessary.
- (d) Study and make recommendations on codes or resolutions proposed by Sedgwick County Emergency Communications prior to their submission to the Sedgwick County Board of County Commissioners.
- (e) Such other responsibilities and duties as assigned by Sedgwick County Emergency Communications or the Sedgwick County Board of County Commissioners.

This Resolution shall be effective upon approval by the Board of County Commissioners of Sedgwick County, Kansas, and publication in the official County newspaper.

Commissioners present and voting were:

PETER F. MEITZNER  
SARAH LOPEZ  
DAVID T. DENNIS  
RYAN K. BATY  
JAMES M. HOWELL

*aye*  
*aye*  
*aye*  
*aye*

Dated this 7 day of February, 2024.

BOARD OF COUNTY COMMISSIONERS  
OF SEDGWICK COUNTY, KANSAS

ATTEST:

*[Signature]*  
KELLY B. ARNOLD, County Clerk



*[Signature]*  
RYAN BATY, Chairman  
Commissioner, Fourth District

*[Signature]*  
SARAH LOPEZ, Chair Pro Tem  
Commissioner, Second District

APPROVED AS TO FORM:

*[Signature]*  
ADRIENN F. CLARK  
Assistant County Counselor

*[Signature]*  
PETER F. MEITZNER  
Commissioner, First District

*[Signature]*  
DAVID T. DENNIS  
Commissioner, Third District

*[Signature]*  
JAMES M. HOWELL  
Commissioner, Fifth District