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RESOLUTION NO.: R-2010-051

*Authorizing the City Manager to execute a 911 Communications Center Consolidation Agreement between the City of Columbia and Richland County*

WHEREAS, the City of Columbia ("City") and Richland County ("County") entered in to a 911 Communications Consolidation Agreement in 1999 which consolidated the emergency dispatch services for the Columbia Police Department, Richland County Sheriffs' Department, Columbia Fire Department and Richland County Emergency Services Department; and,

WHEREAS, the City and County desire to continue the operation of the Columbia-Richland Communication Center for a period of five (5) years; NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council this 16th day of June, 2010, that the City Manager is hereby authorized to execute the attached 911 Communications Center Consolidation Agreement between the City of Columbia and Richland County.

Requested by:

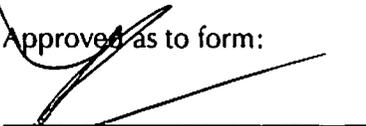
Mike King, ACM Public Safety

  
\_\_\_\_\_  
Mayor

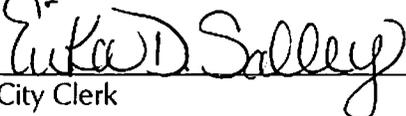
Approved by:

  
\_\_\_\_\_  
City Manager

Approved as to form:

  
\_\_\_\_\_  
City Attorney

ATTEST:

  
\_\_\_\_\_  
City Clerk

Introduced: 6/16/2010

Final Reading: 6/16/2010

STATE OF SOUTH CAROLINA            )  
  )            911 COMMUNICATIONS CENTER CONSOLIDATION AGREEMENT  
COUNTY OF RICHLAND                )

This Agreement is entered into this 1 day of July, 2010, by and between Richland County ("County") and the City of Columbia ("City").

**BACKGROUND:**

In 1999, the Columbia-Richland Communications Center (CRC 911) became operational as a result of the 911 Communications Consolidation Agreement between the City of Columbia and Richland County.

Located within CFD Firehouse #1 (1800 Laurel Street), CRC 911 is the primary Public Safety Answering Point (PSAP) for Richland County, providing consolidated emergency dispatch services for the Columbia Police Department, the Richland County Sheriff's Department, the Columbia Fire Department, and the Richland County Emergency Services Department.

**WITNESSETH:**

WHEREAS, the County and City Councils desire to continue the operation of the Columbia-Richland Communications Center, a consolidated 911 dispatch center, commonly referred to as CRC 911; and,

WHEREAS, CRC 911 will continue to operate in accordance with the Richland County 911 Plan as approved by the State of South Carolina Budget and Control Board, Office of Information Resources ("OIR"); and,

WHEREAS, CRC 911 will continue to answer 911 phone calls from the public in the unincorporated areas of the County, the City of Columbia, the City of Arcadia Lakes, the City of Blythewood, and the City of Eastover; coordinating and dispatching public safety agency workers to emergency and non-emergency calls for assistance, logging dispatch information into a computer-aided dispatch system, recording emergency radio and telephone conversations, obtaining background information, such as NCIC checks and registration information, and coordinating backup assistance for public safety workers;

NOW, THEREFORE, in consideration of the mutual covenants herein, it is agreed as follows:

1. **OPERATIONAL CONTROL:** The County and City shall continue operation of the Oversight Committee, composed of the following officials, or their respective designees: the Richland County Emergency Services Department, the Richland County Sheriff's Department, the Columbia Police Department, the Columbia Fire Department, the City Manager, the County Administrator, and the CRC 911 Director.

The Oversight Committee shall meet with the CRC 911 Director at least four (4) times per calendar year, and will provide guidance on the operation of CRC 911.

The Oversight Committee shall advise the CRC 911 Director, who is responsible for the daily operations. Each public safety agency is responsible for establishing the policies and procedures for dispatching their respective agencies. These policies shall be implemented and enforced by the CRC 911 Director.

2. **FINANCIAL:**
  - a. The County will continue to administer the 911 Emergency Telephone System Fund which supports the continuing maintenance and replacement costs of the 911 telephony system, radio consoles/workstations, and all other related equipment and/or systems. The parties shall continue to share the cost for the operation of CRC 911, subject to the appropriation of funds for such purpose by the respective bodies. Title to 911 dispatch consoles shall be jointly held by the City and County.
  - b. The CRC 911 Director shall prepare annual operating budget requests (City/County) for the system and shall submit the budget requests to the controlling authorities (Columbia City Manager & Richland County Administrator) for review and approval, no later than January 15<sup>th</sup> (County share of budget request), and February 20<sup>th</sup> (City share of budget request) of each calendar year. Proposed modifications to the budget requests must be provided to the controlling authorities by the CRC 911 Director within thirty (30) days of receipt of the initial budget requests.
3. **LEVEL OF SERVICE:** CRC 911 will continue to provide the current level of service to each party, to the extent funds have been appropriated and will, to the same extent, support each agency's requirements as identified in the established policies and procedures.
  - a. Both parties agree that any request for additional, non-911 related, "value added" services, must be reviewed, and approved by both controlling authorities prior to implementation.
  - b. The CRC 911 Director will be consulted regarding the financial and/or operational impact created by any additional "value added" service request.

4. BUILDING: CRC 911 will continue to be located at 1800 Laurel Street. The City will be responsible for providing CRC 911 operational and maintenance needs.
  - a. Due to the rapid growth of the City of Columbia and Richland County, maintaining a state-of-the art emergency communications center is necessary to ensure efficient and professional services to citizens and user agencies.
  - b. Both parties agree to initiate a joint (City/County) Feasibility Study, facilitated by the CRC 911 Director, within twenty-four (24) months from the effective date of this Agreement.
    1. Feasibility Study: The focus of the Feasibility Study will be the identification of viable options of either expanding current space availability, or procuring a new facility in order to acquire dedicated training facilities, technology areas, conference areas, personnel maintenance facilities, supervisory areas, and storage (records) areas.
    2. The study and associated recommendations will be presented to the Oversight Committee for consideration and approval.
    3. All approved recommendations will be included in the next fiscal year's budget proposal to the controlling authorities.
5. MAINTENANCE: Maintenance of the 911 system equipment and console equipment will be funded by available 911 subscriber fee revenues.
  - a. All other radio equipment will be maintained by the respective agencies. Maintenance expenses for the Computer-Aided Dispatch (CAD) system will be included in the annual CRC 911 budget and shall be borne equally by the parties.
  - b. Both parties agree to continue to equally share the operational cost of CRC 911; to include, but not limited to, other operational, maintenance, and/or administrative costs, including personnel/staffing costs, subject to the appropriation of funds for such purpose by the respective governing bodies.
6. PERSONNEL: During the course of this Agreement all current and future CRC 911 personnel will continue to be considered employees of the City of Columbia.
7. ACQUISITION OF DISPATCH EQUIPMENT: Through the use of available 911 subscribers' fees, the County shall continue to provide sufficient 911 dispatch equipment required to properly operate CRC 911. The County, through the use of available 911 subscribers' fees, shall provide such additional equipment as is necessary from time to time to provide adequate and efficient 911 services.
8. AUDIT: All County funds, including 911 tariff funds used to support the operations of CRC 911, will be subject to audit by the County.
9. DURATION: The term of this Agreement shall be for a period of five (5) years commencing upon the date of acceptance.
10. TERMINATION: Either party may terminate this Agreement upon twelve (12) months' written notice to the other party of its intent to do so. However, termination of this Agreement shall not result in disruptions of 911 services to either party.
11. ENTIRE AGREEMENT AND AMENDMENTS: This Agreement constitutes the entire agreement between the parties, and there are no other agreements, covenants, promises, terms or understanding concerning the subject hereof, other than those herein set forth. No subsequent alteration, modification, amendment, change, deletion, or addition to this Agreement shall be binding upon either party unless reduced to writing and duly executed by each party's authorized representative.

WITNESS:

*[Handwritten signatures]*  
 Lynne Keating  
 Chester Brown

RICHLAND COUNTY

*[Handwritten signature]*  
 BY: Milton Pope  
 ITS: County Administrator

WITNESS:

*[Handwritten signatures]*  
 Carrie Ann  
 Mike D. Salley

CITY OF COLUMBIA

*[Handwritten signature]*  
 BY: Steve A. Gantt  
 ITS: City Manager

Richland County Attorney's Office

*[Handwritten signature]*  
 Approved As To LEGAL Form Only.  
 No Opinion Rendered As To Content.