

Eastside Regional Public Safety Communication Center Initiative Project Decision Making Structure

As approved by Steering Committee, May 20, 2005

The project will be guided by a three-tiered structure:

1. Executive Committee

Role: Oversee and provide day-to-day direction as needed for the Consultant Team. Assist in preparation of agendas for Steering Committee and oversight of communications to Steering Committee.

Membership: 3-5 representatives from participating jurisdictions. Chaired by David Ramsay, Kirkland City Manager; lead staff for the Executive Committee is Tracy Burrows, City of Kirkland. Other members are: _____.

2. Steering Committee

Role: Review and approve/modify Consultant Team work products; Provide guidance on project, serve as forum for discussion and decision making amongst participating jurisdictions.
Confirm continued support/participation of each jurisdiction at each phase of the project.

Membership: Includes at least one representative from all participating jurisdictions, together with persons from these jurisdictions with expertise/interest related to the project.

Decision-Making Process: Generally by consensus, provided that **each jurisdiction shall designate one person with authority to approve Consultant Team work-products and confirm that his/her jurisdiction will participate in next stage of proceedings.**

Representatives from jurisdictions not funding the project may attend meetings and provide comment but may not participate in decision-making.

3. Subcommittees

Number and Role: It is anticipated that four (4) subcommittees will be created over the course of the project to provide detailed input to the Consultant Team, and to provide recommendations to the Steering Committee. Subcommittees will be formed for following topics (subject to change):

- **Fire and emergency medical dispatch issues**
- **Law enforcement dispatch issues**
- **Technology/facility/operations**
- **Governance/finance**

Membership: 5-10 persons from several jurisdictions; shall include at least some overlap with Steering Committee, and include a representative spectrum of the participating jurisdictions and their organizations (a mix of size, function, employees/managers, etc.)