

SOUTHEAST MN EMERGENCY COMMUNICATIONS BOARD

POLICY #8

REQUIRED BY: AUDITORS

SUBJECT: PROCESS TO JOIN VOICELOGGING POLICY AND APPROVAL FORM

DATE: JANUARY 2016

INDEX WORDS:

Regional Voiceloggng Committee (VLC) – member users of the Voiceloggng equipment.

Regional Voiceloggng Equipment –equipment purchased by regional SEMNECB members to utilize jointly and is housed at the Rochester/Olmsted dispatch center.

MOU – Requirement of each member of the Voiceloggng Committee to as to understand the expectations of utilizing the voice logger equipment as is referenced in the Joint Powers Agreement (JPA).

JPA – Joint Powers Agreement signed by each member of the SEMNECB

Statement of Policy

It is the policy of the Southeast Minnesota Emergency Communications Board (SEMNECB) to ensure that members of the SEMNECB that would like to participate in the regional Voiceloggng system, have clear direction on what is expected.

Process to join the SE MN Emergency Communications Region.

1. Request approval to Voice Logging Committee to join.
2. Pay the following buy in fees to join:
 - a. Equipment Costs:
 - For existing equipment, amount due is pro-rated on a 7 year depreciation of the initial cost for a County.
 - For new equipment, all will be split evenly amongst the Voice Logging members.
 - b. Maintenance Costs:
 - For maintenance, amount due is pro-rated on an annual basis by month based on the amount paid for annual maintenance.
 - For new annual maintenance contracts, all will be split evenly amongst the Voice Logging members.
3. Sign and follow MOU.
4. Follow JPA.
5. Participate as a Joint Voice Logging Committee member.

**Voice Logging Policy
Request for Approval to Participate in the
Joint Voice Logging System for the SE Region.**

_____ County is requesting permission to join the Joint Voice Logging System. In doing so, _____ County agrees to all terms of the Process to join Voice Logging Agreement (Policy #8), including signing and abiding to the Joint Voice Logging Equipment Committee Memorandum of Understanding and Southeast MN Emergency Communications Board JPA. The cost to participate starting (/ /2016) is \$_____. This does not include any costs related specifically to _____ County's internal requirements to connect to the Joint Logging system.

_____ Date: _____
Signature of Requesting County Authorized Representative

_____ Date: _____
Signature of Approval, Voice Logging Committee Chair

_____ Date: _____
Signature of Approval, SE MN ECB Chair