

AGENDA WORK SESSION
Cass County Emergency Services Board
June 10, 2026, at 8:00 A.M.
801 S. Commercial St Harrisonville Missouri

- I. Call to Order
- II. Roll Call (Quorum)
- III. Work Session
 - A. Discussion of history and structure of the 9-1-1 system and potential development of additional rules or procedures.
- IV. Next Meeting Date – June 17, 2026, 8:00 a.m.
Adjourn from Regular Session
- V. Closed session – The Cass County Emergency Services Board may enter into a closed session pursuant to Sections 610.021.1 (confidential privileged communications between the Board and its attorney) and 610.021.3 and .13 (personnel actions or individually identifiable personnel records) RSMo.

Posted on this 5th day of June by 8:00 a.m.

The Cass County Emergency Services Board meeting is an open meeting but is not a meeting of the public No public comment period is anticipated for this work session.


A RESOLUTION APPROVING AMENDED BYLAWS.

BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE CASS COUNTY EMERGENCY SERVICES BOARD, AS FOLLOWS:


SECTION 1. That the Board of Directors ("Board") for the Cass County Emergency Services Board hereby approves the amended Bylaws, a copy of which is attached hereto.

SECTION 2. That the officers of the Board, including the Chairman and Secretary, are hereby authorized and directed to execute all documents, and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and the execution or taking of such action shall be conclusive evidence of such determination.

PASSED THIS 21 DAY OF FEBRUARY, 2024, BY THE BOARD OF DIRECTORS OF THE CASS COUNTY EMERGENCY SERVICES BOARD.


Kristofer Tarnbow
Chairman

ATTEST:


Secretary

Cass County Emergency Services Board

801 S Commercial Street, Harrisonville, Missouri

BYLAWS

These Bylaws are written pursuant to Missouri State Statutes regulating emergency telephone service and centralized dispatching boards.

ARTICLE I Organization Name

The name of this Organization (a political subdivision) shall be the:

"Cass County Emergency Services Board" (CCESB).

On April 3, 2012, the voters of Cass County approved a sales tax initiative for the upgrade of the current radio infrastructure for Cass County. With the passage of this sales tax Initiative it also creates this political subdivision.

Article II Board of Directors

Pursuant to RSMO 190.335.8 and RSMO 190.335.9, the Cass County Commissioners appointed seven (7) members to the Board of Directors. Following the initial appointment, the Board of Directors shall be elected pursuant to RSMO 190.335.10.

There shall be seven (7) members of the Board of Directors

A. Qualifications

1. Member must have lived in Cass County for a minimum of one (1) year;
2. A member must live in the district in which they represent; and
3. A member must be at least twenty-one (21) years of age.

B. Removal from Board of Directors

1. Failure to attend five (5) consecutive meetings without good cause. Good cause shall include at least 24 hours notice to the Chair unless there is an emergency. Good cause shall be determined by the Board on a case-by-case basis.
2. Conduct prejudicial to the good order and operation of the Centralized Dispatching of emergency services.
3. Neglect of Duty.
4. Moving from represented district.
5. Resignation.

- C. Filling a vacancy
 - 1. Vacancy on the Board of Directors shall be filled by the remaining members of the Board. The appointee(s) shall act upon the next general municipal election which a Director(s) are elected to serve the remainder of the unexpired term. (RSMO 190.339.8)

Article III Officers

- A. Chairperson of the Board of Directors – It shall be the duty of the Chairperson to preside at Board meetings, to act as the Official head of the Board of Directors and to execute all contracts required to be executed by the Board of Directors. The Chairperson shall be the member of the Board of Directors elected at-large.
- B. Vice Chairperson – It shall be the duty of the Vice Chairperson to assume the duties of the Chairperson in their absence or disability. (RSMO 190.340.1)
- C. Secretary – The Secretary shall keep the official records of the meetings of the Board of Directors, shall attest all official documents with the seal of the Board of Directors, shall when called upon, make reports pertaining to the business of the Secretary’s Office, attend the Board of Director’s meeting and perform such other duties as may be imposed upon the Secretary by the provisions of RSMO 190.335 to 190.342 and the rules of the Board of Directors (RSMO 190.340.2). The Secretary may delegate duties relating to record keeping and the drafting of reports to the Executive Director of the Board. The Secretary shall preside over the meeting in the absence of the Chairperson and the Vice Chairperson.
- D. Treasurer - The Treasurer shall be the head custodian of the funds of the Board of Directors and pay money out of the treasury only upon valid checks or drafts drawn from the treasury (RSMO 190.340.3). The Treasurer shall work with the Chair and Executive Director of the Board to construct an annual budget for presentation to the board.
The Treasurer shall enter into the surety bond with a surety company authorized to do business in Missouri, and the cost of such bond shall be paid by the Board of Directors (RSMO 190.339.4).
All members of the Board of Directors shall be covered by the surety bond, and all members shall be authorized to pay money out of the treasury, only upon valid checks or drafts drawn from the treasury. Checks or drafts require two (2) signatures of the Board of Directors.
- E. Terms for Officers – With the exception of the Chairperson, Officers shall be elected annually by the members at the April regular meeting of the Board of Directors. Elections shall be by roll call vote and a majority of the votes cast shall elect. Each officer shall take office immediately upon election, and

serve a one-year term and may be reelected consecutively to the same office for an additional one-year term. Officer vacancies may be filled by said process at any regular meeting of the Board of Directors.

Article IV Meetings

- A. The Board of Directors shall hold its regular meeting on the 3rd Wednesday of each month. These meetings will be held at the Executive Director's Office located at 801 S. Commercial Street, Harrisonville, Missouri. The regular meeting may be held at a different date by a vote of the Board in accordance with the requirements of Sunshine Law Policy regarding meeting notices.
- B. Special Meeting may be called by the Chairperson.
- C. A regular meeting or special meeting may meet in a different location within the County of Cass when so called by the Chairperson.
- D. It is the policy of the CCESB to comply with the provisions of the Missouri Sunshine Law, Chapter 610, RSMo. In furtherance of this policy, the CCESB adopts the Sunshine Law Policy, attached hereto and incorporated herein by reference.
- E. The board meeting agenda shall be as follows:
 - a. Call to Order
 - b. Roll Call (Quorum)
 - c. Pledge of Allegiance
 - d. Public Participation
 - e. Old Business
 - f. New Business
 - g. Executive Session
 - h. Next Meeting Date and Time
 - i. Adjourn from Regular Session.
- F. The Chairperson may cancel a regular meeting when information is known in advance that a quorum will not be obtained.
- G. The Chairperson may cancel a regular meeting when he or she determines that adverse weather, health, or office conditions render a meeting inadvisable or impractical. Alternatively, in those situations and if it is feasible, the Chairperson may schedule the regular meeting to be conducted via videoconference, subject to compliance with the Missouri Sunshine Law, Chapter 610, RSMo.

Article V Committees

- A. Committees may be appointed by the Chairperson when deemed necessary by the Board of Directors.
- B. Committees shall meet quarterly at a minimum or more if needed.
- C. The following committees shall be considered to be standing committees that are empowered to address the Board of Directors and advise them on the committee's respective subject. The Executive Director may schedule joint committee meetings to maximize efficiency in the dissemination of information and matters to be discussed.
 - a. Technical Committee. The Technical Committee consists of one member from each of the five PSAPs. The Technical Committee assists the Executive Director with 9-1-1, computer issues, and radio programming. Quorum shall be 3 members.
 - b. PSAP Committee. The PSAP Committee consists of the five PSAP managers to advise the ESB on issues related to 9-1-1 and radio dispatching needs. Quorum shall be 3 members.
 - c. Radio System Users Committee. The Radio System Users Committee consists of one representative from each of the public safety and public works agencies that are on the Cass County Radio System. Quorum shall be 5 members.

Article VI Election of Members

- A. The members of the Board of Directors shall be elected pursuant to RSMO 190.335.10. Three (3) members shall be elected from each district that coincides with the Cass County Commission Districts and 1 member shall be elected at large. The member elected at-large shall serve as the Chairperson of the Board of Directors. Of those first elected, four members from the districts shall be elected for a term of two (2) years and two members and the member at-large shall be elected for a term of four (4) years, thereafter, all terms shall be for four (4) years.

Article VII Quorum and Action

- A. A quorum will consist of four (4) members of the Board of Directors. The concurrence of four (4) members of the Board of Directors is required to be valid as the act of the Board of Directors.

Article VIII Amendments

- A. An amendment to these bylaws may be proposed through a resolution by majority vote at any meeting and then be approved by majority vote at the next meeting.

Article IV Parliamentary Authority

- A. The Cass County Emergency Services Board will follow the Revised Roberts Rule of Order, as may be waived or modified at any time by the Board of Directors.

Article X Employees

- A. The Cass County Emergency Services Board shall reserve the right to hire employees to serve the Board of Directors as needed.

ARTICLE XI Fiscal Year and Audit

- A. The fiscal year shall end each year on the 31st day of December. The Board of Directors shall direct that an annual audit of the books of account and financial records of this political subdivision be performed by an independent accounting firm.

These official bylaws adopted the 21 day of FEBRUARY, 2023.

Signed:

Kristofer P. Turnbow

Kristofer P. Turnbow, Chair

2-21-2024

Date

Attest:

A. C. R. S.

_____, Secretary

3-20-2024

Date

CASS COUNTY EMERGENCY SERVICES BOARD
SUNSHINE LAW POLICY

SECTION 1. POLICY

It is the public policy of the Cass County Emergency Services Board ("Board") that meetings, records, votes, actions and deliberations of the body shall be open to public unless otherwise prohibited by law or this policy and that the Board shall comply with the Missouri Sunshine Law, Chapter 610, RSMo.

SECTION 2. CUSTODIAN OF RECORDS DESIGNATED

The Executive Director is hereby designated as the "custodian of records." Such designation does not mean that the Executive Director will necessarily have all the records in his or her possession, but simply is an indication to whom requests for copies of records and information regarding the Board government shall be directed. Requests for records made to persons other than the Executive Director shall not be considered to be requests that are made pursuant to the Missouri Sunshine Law, Chapter 610, RSMo. Nonetheless, any official or employee of the Board who receives a request is directed to inform the Secretary of the request in a timely fashion, so that a response may be made to the request.

SECTION 3. HOW RECORDS ARE REQUESTED

- A. *In writing.* All requests for records, notices, or information shall be in writing, and shall be accompanied by a deposit of the estimated cost of reproducing the requested information. Any request received by the custodian of records shall be initialed by him/her, with the date and time of receipt noted.
- B. *Response to be noted on request.* The requesting party shall indicate on the request the manner in which a response is desired. In absence of instructions to the contrary, it will be assumed that the requesting party wants to receive a response in the same form and manner as the original request.
- C. *Documentation of response.* The custodian of records should document the response provided either by (1) making an extra copy of the response and attaching it to the original request; (2) noting on the request what documents were provided; or (3) keeping a copy of any letter or note requesting additional information in order to process the request.

SECTION 4. REQUEST FOR SEARCHES

- A. *Generally.* Any search request that will require more than fifteen (15) minutes of the Custodian's time may be refused without a substantial advance deposit for the estimated time required to search for the records.
- B. *Fees.*

1. Fees for search, retrieval, accompanying, and returning to their proper storage all Board documents shall be:
 - a. For a search of fifteen (15) minutes or less – no retrieval fee.
 - b. For a search, retrieval, accompanying, and return of documents requiring more than fifteen (15) minutes – as may be provided in Section 610.026.1(1), RSMo.
 2. Fees for copies of documents shall be:
 - a. Ten cents (\$.10) per side of a page.
 - b. For copies that must be made elsewhere – the actual charges imposed for making the copies as well as the fee provided above for search, retrieval, accompanying and returning to proper storage, in accordance with Section 610.026.1(2), RSMo.
- C. *Inspection of Records.* To reduce the cost to both the requesting party and the Board, the Custodian of Records may permit a physical inspection of the records by the requesting party to help specify what documents are needed. The Custodian may impose such security as is deemed appropriate to guarantee that no record is removed from the Board files.
- D. *Waiver of Fees.* The Custodian of Records is authorized to waive the collection of any of the fees totaling less than Five Dollars (\$5.00) to any citizen of Cass County, or to any representative of news media that frequently sends a reporter to cover meetings of the Board.

SECTION 5. CLOSED RECORDS AND NOTICES

- A. *Records closed.* All records of the Board which are permitted to be closed records by reason of the Sunshine Law, or any other law, are and shall be maintained as closed records.
- B. *Public Notices.* The Custodian of Records shall establish a fixed place where all public notices and agenda will be posted. This notice board should be in a place that is accessible to members of the public.