



Policy 21-21

February 11, 2021

## PSAP CONSOLIDATION-CLOSURE

### I. POLICY

The purpose of this policy is to set guidelines for the process to be used for the disposition of St. Louis County Emergency Communications Commission (ECC) owned radio and NG911 equipment when a Public Safety Answering Point (PSAP) consolidates within another PSAP and/or ceases operation and contracts with another PSAP agency.

### II. PROCEDURE

PSAP agencies will consolidate operations with one or more PSAPs to improve operational efficiency or will cease operations to contract services with a neighboring PSAP. This process is meant to promote the ease of transitioning the removal of ECC owned property and establishing the guidelines and procedures for the consolidating PSAP agency(s) to acquire needed equipment for continuity of operation and services. The guideline supports Section 3 *"Title and Ownership of Infrastructure, Dispatch Equipment and Work Station Furniture"* of the User Agreement for Dispatch Equipment Interoperable Radio System.

#### A. Removal of ECC Owned Equipment

1. Per the User Agreement for Dispatch Equipment, once the PSAP agency has notified the ECC of its intent to consolidate and/or close, the ECC Director will assign ECC staff to coordinate the closure and timely removal of radio, network, recorders, UPS and NG911 equipment. Termination of leased line circuit will be coordinated by ECC staff with service providers on the business day following the PSAP's final day of operation.
2. Radio and NG911 equipment will be placed in storage at a site location designated by the ECC Director for use as spare equipment and/or parts as needed in existing PSAP locations. Current E911 equipment is the

ownership of AT&T and removal of AT&T equipment will be coordinated through the ECC 9-1-1 Operations Unit.

B. Equipment Request of Primary PSAP Agency Accepting Consolidation

1. The PSAP agency/Consortium accepting the PSAP agency which is closing can request in writing radio and NG911 equipment from the disbanding PSAP to the ECC Director. The written request must explain justification for the need for the additional equipment based on the following criteria:
  - a. Increase in call-for-service volume,
  - b. Increase in officer self-initiated activity,
  - c. Population and geographic expansion, to include high-call volume areas; i.e. regional shopping malls, industrial areas, interstate roadways.
2. The ECC Director will present the request to the ECC Operations Committee for prior approval before presenting the final request to the ECC Commission. The ECC Director will identify any cost savings or increase in cost involved in the request. The decision of the ECC will be final.
3. The PSAP Agency/Consortium receiving the ECC owned equipment will be responsible for any installation charges in the move of the equipment, programming fees and associated accessories utilized in a PSAP setting.
4. The current User Agreement for Dispatch Equipment Interoperable Radio System between the PSAP Agency and the ECC will remain enforceable. All ECC approved additional equipment remains the property of the ECC. A revised Inventory Sheet will be required upon approval and installation of the equipment.

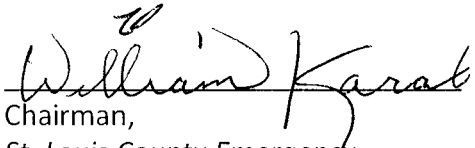
C. Non-Assigned Surplus Equipment

1. A PSAP Agency/Consortium not involved in a consolidation of a PSAP may request ECC surplus radio and NG911 equipment if available from a PSAP closure by providing a written request to the ECC Director. The written request must be justified the need for the additional equipment based on the following criteria:

- a. Substantial increase in call-for-service volume,
  - b. Substantial increase in officer self-initiated activity,
  - c. Population and geographic expansion, to include high-call volume areas; i.e. regional shopping malls, industrial areas, interstate roadways.
  - d. Detailed explanation for the increase in activity; i.e. annexation or increased contractual services for dispatch communication services to public safety agencies (fire and/or law enforcement).
2. The ECC Director will present the request to the ECC Operations Committee for prior approval before presenting the final request to the ECC Commission. The decision of the ECC will be final.
  3. The PSAP Agency/Consortium receiving the ECC owned equipment will be responsible for any installation charges in the move of the equipment, programming fees and associated accessories utilized in a PSAP setting.
  4. The current User Agreement for Dispatch Equipment Interoperable Radio System between the PSAP Agency and the ECC will remain enforceable. All ECC approved additional equipment granted to the PSAP Agency/Consortium remains the property of the ECC. A revised Inventory Sheet will be required upon approval and installation of the equipment.
  5. A revised Inventory Sheet will be required upon approval and installation of the equipment.
  6. The receiving agency MUST have signed Radio User Agreement in place with ECC.

Approved at the regular Emergency Communications Commission meeting on 2/11/2021

  
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Director,  
Emergency Communications Network

  
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Chairman,  
St. Louis County Emergency  
Communications Commission