

**NORCOM  
9-1-1 USER BOARD MEETING  
MINUTES**

**January 10, 2007**

**PRESENT:** Scott Russell, Pete McCallum, Brent Earhart, Carol Ruef, Don Fleck, Vasily Hansen, Toni Grimes, Jay Hannon, Kevin Hendricks, Paul Iverson, Greg Dyke, Rod Yoder, Dan Mullen and Rick Lewis. Staff: Gina Audritsh. Guest: Charles Blevins, Tom Tennant

**The User Board Meeting was called to order at 2:07 p.m. p.m. by Scott Russell.**

**I Minutes**

**A motion was made by Brent Earhart to approve the minutes as presented. Motion seconded by Don Fleck. No discussion. Motion carried with all in favor.**

**II Bills**

**A motion was made by Brent Earhart to approve the bills as presented for November 2006 and December 2006. Motion seconded by Don Fleck. Questions included: NMCDCA payment – Hill Donnelly Credit – Advanta Invoices. Motion carried with all in favor.**

**III Old Business**

**Radio Antenna Update:** This item was placed on the agenda for discussion and preparation for the movement of NORCOM to the new facility. With the modification of meeting dates, this agenda item was not as relative. Gina did announce that the Antennas were purchased through Complete Wireless Solutions and the Antennas and Coax Cable / Mounting work was performed by Legacy. Both organizations worked together to ensure that proper placement and direction of the antennas were understood.

**Staffing Update:** We are still in the process of background investigations on two individuals. One will hopefully be hired and on board by the mid to end of February and the other will be a back up or on the list in the event that we have a resignation. Both are contingent upon the successful completion of the psychological and physical exam.

**Moving Plan:** The desire for this agenda item was to discuss the plan for the NORCOM move to the new facility. With the modification of the board meeting date, NORCOM was already moved at the time of this discussion. The move went well and the only feedback that was received from staff included the functionality of the back up center if we had to be there for longer hours than we were.

**Windstorm:** A Discussion took place with reference to the recent windstorm in

December that required a lot of resources in all disciplines to include dispatch services. The discussion included what went well and what could have been improved upon. The table was open for feedback from all agencies represented. It was agreed that in the past we had the ability to staff various fire stations with fire personnel that would assist with triaging non-life threatening calls for service such as down wires that are not an immediate hazard, down trees that are only a traffic hazard and similar calls that do not need to be handled immediately. It was agreed that for some reason we just did not activate that system at various departments like we had before. We discussed that with reference to dispatch it was nice for the dispatcher to have reduced radio traffic on North 1 so there was sufficient airtime to tap out additional calls for service. The center was staffed with 4 personnel throughout the 12-14 hours of most activity, which aided in the ability to use multiple fire channels for operations. Over 205 calls for service we processed for all disciplines during the windstorm. Overall teamwork was key between all agencies and the dispatch center and specific communication as to what incidents individual units were handling was especially appreciated by the dispatch center so that accurate information was logged in CAD.

**Interoperability Plan:** To date we do not have the proposed Interoperability Plan from RCC for Marion County to review. It was scheduled to be released prior to this meeting with the review meeting scheduled for February 2, 2007. Kevin Hendricks did announce that the Fire Districts met a few weeks ago are prepared to support the recommended VHF Trunked System as proposed previously by RCC.

#### **IV. New Business**

**Audit Report:** Gina distributed the audit report for review and/or adoption. Some questions were asked with reference to the agency not maintaining adequate historical cost and depreciation records for capital assets. Gina advised she did not have that answer but she would ask the auditor. Gina advised we have a 5-year depreciation record of current assets. Chair Scott Russell inquired of the pleasure of the board to approve the audit report today or to review and approve at the next meeting.

**A motion was made by Paul Iverson to approve the annual audit report for fiscal year 2005-2006. The motion was seconded by Paula Smith. Motion carried with all in favor and no opposed.**

**Budget Requests:** Gina advised that this item was placed on the agenda for feedback for preparing the annual budget. Gina was looking for feedback and information as to what the districts would like to see the agency explore for capital project, computer projects, etc. Budget requests that were recommended include: Alpha Page to Nextel Phones and revisions to the Back Up Center.

**Budget Committee:** Gina advised that according the ORS190 Agreement the NORCOM Budget should be completed by the 4<sup>th</sup> Monday of January. Gina advised that with the delay of moving NORCOM to January and with the month of January being devoted to planning for the move that the budget document is not complete. Gina

requested an extension.

**A Motion was made by Brent Earhart to extend the budget presentation until February 15, 2007. Kevin Hendricks Seconded the motion. Motion carried with all in favor and none opposed.**

Gina advised that a budget committee needs to be appointed and a budget hearing date needs to be selected so that the proper postings can be made in the newspaper.

The following board members have been appointed to serve on the budget committee for fiscal year 2007-2007: Dan Johnson, Scott Russell and Shawn Baird.

Additional discussion took place with reference to the user fee calculation and distribution for this budget cycle. The discussion included that it is unfair for the Budget Committee to be expected to determine a methodology for user fee calculations. It was agreed that a separate conversation needs to exist to revise the formula. It was determined that a sub committee could be formed to look at options and then present to the entire user board for discussion, recommendation and approval of a new formula if so desired.

The discussion included the importance of keeping the emotions of various agencies and the desire to change the formula separate from this budget cycle as the opinions included it is too close for most agencies to make a major change in their budgeting with their own cities or districts. The suggestion continues that a sub committee be formed and additional continual discussion continue with the entire board to develop a plan and process to take effect in the next fiscal year budget cycle so that user agencies have the opportunity to prep their councils and boards with an adequate time frame. The recommendation included having a committee established in June/July for the next years budget cycle.

Some agencies need to see proactive steps that demonstrate there is discussion occurring with reference to the user fee distribution and stability prior to June or July. It was agreed to schedule a meeting in the Month of March, consistent with our bi-month schedule of meetings and begin the dialog and discussion about user fees. It was also suggested that we continue to meet on a monthly basis for a while to maintain the momentum and keep the process flowing.

Discussion included the potential of reducing staffing levels and service levels to various agencies.

It was agreed that for the meeting in March a variety of methods, calculations and methods would be presented. Kevin Hendricks has done some work on the topic since the discussion last year as well as Gina presented various options at last years budget process. Both will work together along with any other suggestions to present at the March meeting.

**v. Information Share**

Kevin made an announcement with reference to back yard burning and the fact that fire districts do not have authority over back yard burning. There is a process for citizens to file their complaints through a public official. Due to the significant changes in the process and the need to educate the public; there will not be any immediate changes to the way we are doing business at this time.

**User Board Meeting adjourned at 3:16 p.m.**

**Next User Board Meeting  
NORCOM / WPD Facility  
March 21, 2007  
2:00 p.m. [1400 hours]**