

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

February 25, 2004

PRESENT: Shawn Baird, Paul Iverson, Alan Shane, Don Alleckson, Kevin Hendricks, Greg Dyke, Rod Yoder, Rick Lewis, Brent Earhart, Bill Peckenpaugh, Vince Herman, Scott Russell, Pete McCallum. Staff: Gina Audritsh

The Meeting was called to order at 12:00 p.m. by Shawn Baird.

I Minutes

A motion was made by Rod Yoder to approve the November 12, 2003 User Board Meeting Minutes. The motion was seconded by Vince Herman. Motion passed with all in favor.

II Bills

A Motion was made by Bill Peckenpaugh to approve the bills presented for November and December. Motion seconded by Brent Earhart. Motion passed with all in favor.

III Old Business

Signatures for Amended ORS190 Agreement:

Gina advised that she did not hear from any of the user board members with reference to correcting or amending the content of the ORS190 Agreement, therefore the presented amendment would be passed around for signatures. The Agreement was already approved at prior user board meeting. Gina advised that the silver Falls 911 Center officially dissolved their center on February 5, 2004.

Update Consolidation Process:

Gina advised that the consolidation process went very smooth and seamless to the citizens. Brent followed up and advised that he has heard nothing but positive feedback from the community.

Staffing Update:

Gina advised that the center had a resignation in January from Cheryl Robertson who was previously employed by Silver Falls 911 Center. Cheryl indicated that she did not like the business of the center. Kevin Litten was hired on February 15, 2004 to fill the

vacancy. Kevin has 6 years previous police dispatch experience. Gina advised that we currently have three people in training and we are fully staffed.

Supplemental Budget Hearing:

Supplemental budget hearing was open at 12:10 p.m. to discuss the Grant Revenue received from the Inoperability Federal Grant. No public comment was presented.

Closed the supplemental budget hearing at 12:15 p.m.

Resolution 2004-02 – Adopting Supplemental Budget for the receipt of funding for Grant Expenditures.

A motion was made by Scott Russell to approve Resolution 2004-02, A Resolution Adopting a Supplemental Budget for Fiscal Year 2003-04. Motion seconded by Bill Peckenpaugh. Motion carried with all in favor.

Resolution 2004-01:

Resolution 2004-01 repeals resolution 2003-03 which authorized Paychex to provide payroll services for Norcom. It was previously approved by the Board at the November 2003 board meeting to seek alternative payroll service provider due to Paychex not being able to process PERS contributions. The purpose of Resolution 2004-01 is to update the status of payroll processing.

A motion was made by Rick Lewis to approve Resolution 2004-01. Motion seconded by Brent Earhart. Motion carried with all in favor.

Metrocall Paging System:

Gina advised that she put this topic on the agenda for feedback and discussion with regards to those agencies that may wish to switch from Arch paging to Metrocall or for those agencies that would like to test them simultaneously. Gina referred to Aurora Fire District for their input as to how the Metrocall pager has been working for their calls as they have been running them simultaneously with the Arch paging pager. Greg advised that the Metrocall pager is consistently 10 seconds quicker than the Arch paging pager.

There was no desire expressed by any of the other user agencies members to change paging vendors at this time.

Shared Radio Protocol:

Scott Russell advised that he has a draft shared radio protocol plan that has been disseminated to the other police agencies as a draft and also presented to Woodburn Fire District. The plan has been tested with police agencies and works well, however additional training needs to occur with Fire and Ambulance prior to implementation for the three disciplines. Determination of frequencies to use still needs to be discussed and Gina followed up by saying we want to implement the plan with the Sheriff's Office North county wide to include the rural fire districts as well. Gina also mentioned that we would

like to use the radio protocol on small incidents such as routine traffic accidents so that the plan will be easier to use when we work multi-agency and mass casualty incidents.

Appoint Budget Committee:

Gina distributed the budget binders to include the proposed user fees for the next fiscal year and advised the first budget committee meeting has already been published and posted to occur on Tuesday, March 9th at 10:00 a.m. at Woodburn Ambulance.

Shawn asked for any volunteers to be on the budget committee. The following volunteered to participate on the FY 2004-05 Budget Committee:

Rick Lewis
Scott Russell
Don Alleckson
Shawn Baird
Bill Peckenpaugh

A motion was made by Paul Iverson to approve the Budget Committee Members. Motion seconded by Brent Earhart. Motion carried with all in favor.

Information Share:

Rod advised that Aurora Fire District would be hosting an EMT class in the fall through Clackamas Community College. This is being funded through grant funds and each agency would need to apply for their own grant funding. Kurt Rheam will be the instructor. Additionally, Aurora Fire District recently bought an Engine and a Tender.

Pete McCallum gave feedback on having the opportunity to attend a Norcom QAP Committee meeting. Pete shared his opinion that the QAP committee is an excellent program and he was very impressed with the professionalism of the committee.

Paul advised that Monitor Fire District will be hosting a Fire Resources Class and in June hosting a Farm Rescue Medic Class. Dates and information will be distributed to other agencies.

User Board Meeting adjourned at 12:27 p.m.

**Next User Board Meeting
May 12, 2004**