

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

March 16, 2006

PRESENT: Rod Yoder, Paul Iverson, Kevin Hendricks, Scott Russell, Pete McCallum, Rick Lewis, Vasily Hansen, Shawn Biard, Reed Godfrey, Carol Ruef, Paula Smith, Jay Hannon, Sandy Ryan. Staff: Gina Audritsh. Guest: William Nightingale [staff]

The User Board Meeting was called to order at 10:06 a.m. by Scott Russell.

I Minutes

A motion was made by Rod Yoder to approve the December 2005 User Board Meeting minutes. Paul Iverson seconded the motion. Motion passed with all in favor.

II Bills

A motion was made by Paul Iverson to approve the bills as presented for December 2005, January and February 2006. Motion seconded by Reed Godfrey. Motion carried with all in favor.

III Old Business

Staffing Update: Gina provided a brief update of the Agency staffing level and provided an update on how employees are progressing through the modified training program. Gina advised we are full staffed with 16 FTE's and working on becoming fully trained by the end of summer.

Audit Report Distribution: This item was tabled from the previous meeting, as the reports were not completed prior to the last meeting. Gina presented the annual audit report as presented by Grove, Mueller & Swank, P.C. Gina answered questions that were addressed and was given a question to seek answer for by Paul Iverson for the next meeting with reference to the depreciation of capital assets. This agenda item has been tabled until the next user board meeting for approval.

Update Fire Communication Plan Document: Gina referenced the updated document that was presented in the board packets. No questions were posed and no discussion took place. No action.

IV. New Business

Flex Lease Resolution 2006-01: Gina referenced the materials that were provided in the user board packet from Special Districts Association of Oregon with reference to a Flex Lease Agreement that will provide the financing that the agency needs to re-establish operations at the new police facility. Gina expressed that there were no funds allocated or budgeted in previous budget cycles to include this fiscal year to provide for the equipment needs of the agency in the new center, the Flex Lease will provide adequate funding for the Agency needs in the new center and will allow the agency the time to repay the funds over a four year cycle. Gina explained that this is the last year of the Moducom Flex Lease payments through a similar Flex Lease agreement and that funds have been budgeted in the proposed budget document for the first year repayment.

A motion was made by Reed Godfrey to approve the financing agreement whereby the district finances certain equipment; and authorizes the officers of the district to execute the financing agreement and such other documents and certificates as may be necessary to carry out the transactions contemplated by the aforementioned agreement Resolution 2006-01. Rick Lewis seconded the motion. No discussion, called for question. Motion carried with all in favor and no opposed.

User Fee Calculation Resolution 2006-02: Gina presented the resolution to reflect the accuracy of how the agency is assessing user fees for the purpose of the budget. Discussion took place with reference to the actual percent being equal across all the user agencies. The correction was made that in the 5th Whereas paragraph that the word “should” needs to be changed to “shall” if the resolution were to be adopted.

Extensive discussion took place with the Chair drawing reference to the ORS190 and how the agreement states, “any changes in the funding formulas concerning law enforcement and fire/EMS users shall be attached to the agreement as an addendum.” Kevin Hendricks expressed concern that this should be done in an alternate format such as a “memorandum of understanding” rather than a “resolution.” Kevin expressed that the minutes from the budget meeting in 2001 should be attached to the ORS190 Agreement as the new adopted formula for the user fee calculation. The discussion continued with what is the difference between an addendum and an amendment. The ORS 190 agreement cannot be amended without 2/3 of the member agencies. Discussion took place as to which agencies are considered “member agencies.”

Resolution 2006-02 died at the table. Gina was directed to check with pre loss legal at Special Districts Association of Oregon to determine the difference and recommendation between an “amendment” and/or “addendum” to the ORS190 Agreement for purposes of recognizing a new formula or methodology of calculating the user fees. Gina expressed her desire to see this done in the resolution format rather than the attachment of the minutes due to the length of the minutes and the ease of user agencies presenting to their

boards or councils.

Gina was specifically directed to check with pre loss legal with SDAO to see if attaching the minutes from the meeting in 2001 would be sufficient for addressing this concern with the user fees.

Building Lease Resolution 2006-03: Gina presented the resolution 2006-03 as an amendment to Resolution 1996-05 to support the direction of the board for the Director to enter into discussion and agreement with the City of Woodburn for lease of space at the new Woodburn Police Department facility located at 1060 Mt. Hood Ave., Woodburn. The intent of the Resolution 1996-05 was to provide the Director at that time for the agency to enter into similar lease agreement negotiations with the City of Woodburn. The 1996-05 Resolution needs to be repealed to accurately reflect the current state of business.

A motion was made by Rod Yoder to approve Resolution 2006-03. Reed Godfrey seconded the motion. Chair called for discussion.

Kevin Hendricks question why the agency is adopting resolutions for all business matters and expressed the desire that the board take the direction of making motions to conduct business. There was a brief discussion between the various agencies represented at the meeting and which boards, councils, districts conduct business by resolution and which conduct business by motions.

Scott Russell expressed that if the board conducts business through resolution, it is a clear message to the director as to what is expected from the director and the agency.

Rod Yoder referenced the previous resolution adopted by the agency with reference to the purchasing agreement for the agency.

It was the directive of the board for the Director to research the recommended method and the legality of conducting business through adoption of resolution of approval of motions.

Called for Question. Motion passed with all in favor and no opposed.

Distribution of Budget Document: Gina distributed budget binders to those in attendance who had not yet received their budget document. Gina expressed that the budget committee had met on two different occasions and worked hard to present an approved budget for the agency. The budget reflects a 3% user fee increase to all agencies specifically allocated to operations.

Kevin Hendricks posed the question of why there was a reduction of \$10,000 to the City of Woodburn in the development fund? Gina drew attention to the document provided as supplemental information at the budget committee meeting from Scott Russell with reference to the equipment costs being provided to NORCOM through the new facility

and grant funding. Gina expressed that the budget committee took this information into consideration when discussing the development fund and approved the budget with a \$10,000 discount to the City of Woodburn – Police user fee in consideration of the cost sharing with this equipment.

Scott Russell added that the budget committee did see the correlation between the equipment and Norcom and the cost savings that it will be to the agency.

Kevin Hendricks explained that Woodburn Fire District paid for the back up center for the agency and “if we are going to look at equality and fairness, I just don’t come up with the “fairness and equity.” “If we cut 10,000 out of the city, then everyone should be able to scale back in the development fund equally.”

Paul Iverson said it would be difficult for his [Monitor Fire] board to support because it is not equal.

Rod Yoder brought up the idea of the valuation percentage through the county and assessing fees based on this method. Rod took some time to develop a spreadsheet that identified each districts valuation based through the county.

Discussion took place about the city of Woodburn’s revenue source. Kevin Hendricks expressed that he doesn’t feel there is an inability to pay concern for the City. Rod Yoder and Kevin Hendricks continued to discuss the assessed values and how they correlate to the NORCOM budget.

Paul Iverson expressed the desire to look at the future of the center. Rod Yoder agrees that we need to come up with a different method of funding. Scott Russell identified that in the time he has been involved with the board, we have discussed the funding options, but they have failed to move. Scott expressed that the City is in a position where they cannot continue to “carry the ball” and feel they are trying to fill the gap with what money they can contribute.

Kevin Hendricks inquired about the number of calls that are taken by the center. Gina explained the difference between the actual number of calls that are answered by the center and processed versus the number of CAD entered calls. Gina explained that the center must have sufficient staff 24 x 7 to answer the 115,534 calls that are received by the center annually.

Rod Yoder brought up the discussion about forming a Special District. Discussions continued with referenced to alternate user fee formulas. It was agreed that the 911 Tax Revenue does support the 5 positions that it takes to answer the 911 calls at the center.

Kevin Hendricks summarized the report that Gina participated in and distributed to the budget committee. Kevin advised he doesn’t agree with forming a Special District because the City of Woodburn is in compression. He also doesn’t agree that the people should be paying more than once. Kevin said, “that you need to look at the ability to pay

or look at valuation per capita.”

Shawn Baird indicated that all agencies have conflicts. A future plan is great however for this year we need to get through this with either granting a break to Woodburn Police Department to this year or agree that no breaks should be given or agree to cut across the board. The discussion included that possibly the center should not be moving to the new facility.

Reed Godfrey said, “we did vote to move.”

Kevin Hendricks advised that now the circumstances have changed and it may be that we cannot absorb the move in the budget process.

Gina expressed that the center must move as the City of Woodburn has already provided the center with notice to vacate the facility upon the completion of the new police facility. Gina expressed that the notice to vacate followed the action that was taken by the NORCOM Board with the intent to move almost a year ago. Gina further explained that we may not chose to move to the new police facility, but that the center will need to move somewhere as the City has already allocated another department to move into the current dispatch facility upon completion of the new police facility. Gina advised that if we are not moving to the new facility then clearer direction needs to be provided soon as to where we are moving.

Pete McCallum expressed that he is pleased that the funding situation is out on the table and is being discussed. Pete explained that the City of Woodburn is pouring a lot into the technology and equipment for the new facility and they are looking at ways to fund that.

Kevin Hendricks said, “we have all done things for the center. This is not a Kevin Hendricks versus Scott Russell thing.”

Rod Yoder expressed that this is a good time for discussion before we get to the budget hearing in June.

Shawn Baird inquired if we never reach another funding option, what is the plan for the next year?

Paul Iverson explained that he is paying more than 10% of his [Monitor Fire] budget to dispatch services.

Kevin Hendricks expressed his concern about the credit of \$10,000 the City of Woodburn in the budget document. Kevin said that it is reflected wrong in the budget document. Kevin was not sure exactly how it should be reflected, but that it needs to be reflected differently than what is currently.

Shawn Baird discussed that we may need to look at an increase of 0% growth this year. Shawn inquired what that impact would be and inquired how we can cut further in the

staffing level to support the zero percent increase.

Gina said, “I will work with what ever I am given to work with and I will do what I am directed to do with what staffing you provide me, however I don’t agree that cutting additional staff and reducing the minimum staffing from what it is currently is in the best interest of the community.” Gina continued to explain the current schedule and how we are trying to accommodate the peak hours of the day with three dispatchers on duty and then the ability to staff from 2300 – 1100 with only two. Gina explained the dynamics of two dispatchers trying to facilitate the needs of three radio positions and the magnitude of activity that can occur at a moments notice [examples included pursuits and multiple alarm fire calls].

Kevin Hendricks expressed that the budget dollars need to be identified by the 4th Monday of March in accordance with the ORS190 Agreement.

Reed Godfrey wanted to recap what he heard said during the meeting that addressed the issue of NORCOM may not be looking at moving to the new center. Kevin Hendricks responded by indicating that we need to look at staffing and consider funding. No clear answer or direction was provided on the topic of NORCOM moving.

Gina provided an update on the need for a new CAD server and the amount exceeds \$34,000. Gina expressed that this is an amount that is being absorbed by the Woodburn Police Department and is not an item that needs to be funded from the NORCOM budget.

Rod Yoder expressed that he saw the \$10,000 as a one-time discount for the equipment sharing need.

Reed Godfrey stated that he agrees with Kevin Hendricks about the “refuse to pay” issue that has been raised by the City of Woodburn, however the budget committee approved the budget based on the “gift” to NORCOM.

Continued discussions included that this problem is not going to go away. Both Kevin Hendricks and Scott Russell shared this. Further discussion included that this is not a “political pull” this is basically a way to fund the center. Further discussion took place with reference to the type of split that is reasonable for fire/EMS and police agencies.

Kevin took some time explaining how he went through the approved budget document and took 43% of each line item to give a break down and overview of what his perception is with reference to the fire/EMS user fee. Kevin expressed that he cannot support the Special District formation concept as the City of Woodburn would take a big hit and Woodburn Fire District is in compression.

Rod Yoder proposed the question: “If we can’t operate on a 3% increase, then we shouldn’t be moving?”

Scott Russell summarized, what you are saying is your not committing to a new building and holding the city in a hostage situation. Scott recommended that if this is the

sentiment of the entire board, that he recommends that these two issues not be bound together and to put the \$10,000 fee back in the budget.

Kevin Hendricks inquired if there was movement with the lease agreement being tied to the \$10,000 fee. Gina indicated that the user fee has not been a topic with her discussion with John Brown about the lease agreement. Scott Russell followed up by saying he is not a part of the lease agreement that is between the City and NORCOM.

Pete McCallum said he wanted to say something based on being an individual and not being a representative of the City. Pete said he has observed the following: the information is now out on the table and being shared. This discussion can now be shared back with the respective boards and councils. Pete expressed he felt the budget committee did come up with a good solution and feels that the new facility will solve some other problems for the center as well.

It was decided that an additional budget committee meeting be scheduled on Wednesday, March 22, 2006 at 1500 hours. Rod Yoder encouraged those who have specific questions or concerns to attend.

Kevin Hendricks made a motion to adjourn. Paul Iverson seconded the motion. Meeting adjourned with all in favor and no opposed.

V. Information Share

Due to the length of the meeting, this agenda item was dropped.

User Board Meeting adjourned at 12:00 p.m.