

**NORCOM
EXECUTIVE BOARD MEETING
MINUTES**

April 12, 2010

PRESENT: Dan Johnson, Bill Hansen and Rick Lewis
Staff: Gina Audritsh

The Executive Meeting was called to order at 10:25 a.m. by Chair Dan Johnson

I Minutes

Motion was made by Bill Hansen to approve the minutes from the January 13, 2010 User Board Meeting. Motion seconded by Rick Lewis. Motion carried with all in favor.

II Bills

Motion made by Bill Hansen to approve the Bills for January and February 2010 as presented.

Rick Lewis had a question about legal fees and inquired if a negotiations year and if we had money budgeted for negotiations.

Motion seconded by Rick Lewis. Motion carried with all in favor.

III New Business

Other Agency Opportunities:

Gina shared that she has had discussions with Santiam Canyon Communications Center – “Futures Group/Committee” on what may make sense for them to do with reference to shared resources and/or a shared dispatch effort with NORCOM. The “futures group” has been established to look at the future of their center to include a number of operational requirements. Their future decision may include what they decide to do with their CAD System. We discussed many options and opportunities that the two centers [Santiam / NORCOM currently share]. They hope to be making some decisions by the end of April as to the direction of their future. This same group has met with Willamette Valley Communications Center and also with the Marion County Sheriff’s Office to explore all options. During my conversation with the Futures Group I invited them to participate in the New World Systems Demonstration scheduled later this month and I also encouraged them to make a decision on their future as a center in cooperation of what they decided to do about their CAD System. The two decisions must complement each other – whatever the decision.

Aurora Police Department has been in contact with NORCOM for a tour and a cost Quote. The quote that was provided to them was based upon the current formula that the law enforcement agencies have agreed upon for the current and subsequent NORCOM user fee structure. The

fees were not reduced to the other law enforcement agencies as the first year should be the trial year. I would also like to evaluate the level of commitment prior to adjusting other user fees and then taking the chance that those fees would need to be adjusted higher in the event that the cooperation efforts would change. Similar to how we facilitated Dallas Police Department after hour call answering.

Gina asked for approval to continue discussion and facilitation of bringing Aurora Police Department on with NORCOM for dispatch services as we are already answering their 9-1-1 calls for service and the City of Aurora is a user entity within our ORS190 Agreement.

Rick Lewis made the motion to approve Aurora Police Department as part of NORCOM for dispatch Services. Bill Hansen seconds the motion. Motion carried with all in favor.

[so long as the Executive Board has authority to approve this motion outside of a regular board meeting]. In review of the ORS190 Agreement, City of Aurora is already a user entity and has already signed ORS190 Agreement. Direction given to Gina to discuss with other law enforcement user agencies with reference to user fee assessment.

Everbridge

Fee Structure – when NORCOM purchased the Everbridge System the basis was to include outside organizations to include City Departments that are not already dispatched or serviced by NORCOM. The goal was to encourage other organizations to participate and assist in the payment of the annual maintenance fee. It is the time that we need to evaluate the fee and make recommendation for how we want to share the system and at what cost.

Discussion took place with reference to a fee structure for public and private sector partners.

We do need to charge a fee but we need to make it affordable for their operations.

Rick Lewis agreed with the recommendation of \$1,200 for each user entity outside the dispatched agencies within the ORS190 Agreement for NORCOM. Rick shared this is low cost for the service that the Everbridge System can provide and should be affordable to all agencies. This would be a \$100 a month to each agency that wants to participate.

The Executive Board recommended \$1,200 a year per city / organization no matter their size for organizations that are not included within the dispatch services of NORCOM.

Bill Hansen restated the above recommendation in the form of a motion. Rick Lewis second the motion. Motion carried with all in favor.

Fire Resource Leader – Gina inquired where we as an organization we are with this process being implemented. It was determined that should be brought up at the May Fire Defense Board Meeting for further clarification and discussion.

New World Systems Project:

We hosted the demo for the New World Systems Upgrade for CAD and the Police RMS System.

The cost to NORCOM is approximately \$135,000 – we are still negotiating some credits. Dependent upon the hardware costs and shared costs with the City of Woodburn.

We would like to move forward with the project – we have \$ set aside for this both this fiscal year and next fiscal year – we would be joint purchasing with the City of Woodburn and their partners.

We have \$45,000 to \$50,000 that we can spend this year to start the project and then \$82,000 that we can spend out of next year's budget. I would like to see if we could afford more out of this year's budget toward the project and see if we can receive additional discounts. This project is dependent upon the City of Woodburn migrating to the new software as an upgrade because we share the same hardware resources and it would be difficult for one Agency to upgrade without the other with reference to continuity of software day-to-day operations.

Radio Project

Frequency update on North 6 and North 7 – we will be installing N6 at Maclaren with existing antenna and replacing the old base with the new base we received on the grant – I upgraded the base unit that was received with the county grant and paid the difference for the digital capable equipment.

Grant Update – SHSP we are going to finish out N6 and N7 with the final dollars left of the SHSP Grant that was awarded in 2007.

Radio Project – Discussed the potential direction that NORCOM users should be looking at for the future.

Staffing Update

Brenda's Retirement – Reception Wednesday, April 28th and Party at Orchards Grill on May 1st 3 – 5 p.m.

Next User Board Meeting – June 17, 2010 at 10:00 a.m. Community Room at Woodburn PD