

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

June 9, 2004

PRESENT: Alan Shane, Dennis Peterson, Pete McCallum, Scott Russell, Brent Earhart, Don Fleck, Rod Yoder, Greg Dyke, Shawn Baird, Paul Iverson, David Dryden, Rick Lewis, Alfred Pohlschneider, Kevin Hendricks and Don Alleckson.
and Gina Audritsh

Guests: Alison Kelley, Michelle Mooney, Tobey Olson, Ryan Bates, Ryan Saltalamachia, Michele Ryan, Richard Wright, Timothea Smith and Mary Graeber

The Meeting was called to order at 12:04 p.m. by Shawn Baird. Introductions were conducted.

Open Public Hearing for Fiscal Year 2004-05 Budget. Resolution 2004 – 04 presented for review and open for discussion and open comment to be presented.

Closed the Public Hearing at 12:07.

Resolution: 2004-04: A Resolution Adopting a Budget for Fiscal year 2004-2005 and Making Appropriations.

A motion was made by Don Alleckson to approve Resolution 2004-2005. Motion seconded by Scott Russell. Motion approved with all in favor.

I Minutes

A motion was made by Dave Dryden to approved the minutes with one correction. Paul Iverson seconded the motion. Motion passed with all in favor.

II Bills

A Motion was made by Dennis Peterson to approve the bills presented for March and April. Motion seconded by Brent Earhart. Motion passed with all in favor.

A change was made in the Agenda to provide Alison Kelley and a member of the Association to speak before the Board.

Alison Kelley of Conflict Management Strategies attended the meeting to provide the user board the opportunity to meet and ask questions with regards to facilitating employee relations within NORCOM. Allison gave a brief description of her background and

resume to include a history in team building and improving communication skills within public safety organizations and hospital staff. Alison provided an explanation of how a facilitation process is used and how it includes for confidentiality. Alison also indicated the process does not look for facts or supportive information; rather it looks for how to improve communication and team building skills. Rick Wright, representative for the North Marion County Dispatcher Association spoke in favor of the process. And Gina gave a brief overview of what has transpired to date, without detail, as confidentiality rules have been set.

Feedback received from the Board included to consensus to continue moving forward with the process.

III Old Business

Radio Equipment – Tower in Silverton:

Two UHF radio frequencies to be used as a link have been obtained and will be shared with the Oregon Department of Corrections. The link will provide for a voter receiver system to communicate between Woodburn and the Silverton tower. This is the desired plan to improve the radio communication on North 1 for all the fire / EMS users. Complete Wireless is also advising that in order to eliminate the bleed over from other agencies on the North 1 channel, that we need to initiate the Marion County PL Tone plan. Kevin and Don Fleck agreed that this should be presented to the Marion County Fire Defense Board at their next meeting in July. Gina and Mark Schumacher will plan to attend that meeting to seek approval.

Metrocall / Arch Paging:

Gina deferred this topic to Hubbard Fire District for their input on how the Metrocall alpha page system is working in comparison to the Arch Paging system and provided the opportunity for other districts to ask questions or provide input with regards to the status and service of their paging vendor. Alan Shane of Hubbard Fire advised that so far the Metrocall System has been successful and they have not missed a page. Gina advised that Arch Paging is continuing to communicate that they will be placing another tower in the Woodburn area to improve the communication in their digital system.

VI New Business

Marion County Grant Funding:

Gina and Scott Russell provided information of what has been approved through the Marion County mutual police and fire grant proposal; including 21 Mobile Computer Terminals for both Police and Fire jurisdictions, the funding will also include the software associated with upgrading the three servers between Norcom and Woodburn Police Department. Scott and Gina advised they are still working with John Vanderzanden with Marion County Emergency Management to determine the proper allocation for funds for both hardware and software requirements.

Scott also gave information about the required security software for additional fire / police users, "Netmotion." Netmotion provides for a security firewall on the mobile data terminals and is approximately \$100.00 per unit. This fee is not included in the grant. Additional funding that was not included in the grant is the Airtime Service of about \$19 - \$39 a month, dependent upon the level of usage that is desired by departments.

CDPD / GPRS Connection for MDC's:

Scott gave a brief history of the difference between the CDPD and the GPRS connectivity for mobile data communication terminals from patrol vehicles to the city server and then to the Norcom Server. Currently the process involves connection through the City of Woodburn's Internet connection. The ISP connection is not the most effective due to down time. The recommendation and the requirement for additional users that will be activating the system using the hardware and software purchased with the grant funds will need to consider the Frame Relay costs for a dedicated circuit for connectivity to NORCOM from field units. Prices will follow at a future meeting.

Future Growth in User's

Gina shared that she has been contacted by a fire jurisdiction requesting a quote for dispatch services from NORCOM. In Gina's introduction of the potential growth she included that if NORCOM is to look at taking on a new user that a user fee formula needs to be considered.

Discussion took place between board members and the consensus included that NORCOM does not want to close the doors on potential growth and potential new users, however at this time the Agency is still recovering from the most recent growth with the consolidation of centers. It was suggested that Gina give the inquiring user a projected figure without spending a significant amount of time on a formal proposal.

V Information Share

Kevin Hendricks of Woodburn Fire District advised that currently NORCOM does not have a back up 911 center at the station due to the movement of the radio equipment and elimination of the room that the back up center was located. The phone lines need to be moved and Kevin is working with Gina to facilitate that to occur today. Kevin also advised that the station does not have a police radio for back up communications for Woodburn or Hubbard Police.

Kevin advised that the North 3 radio system is currently working again and North 3 will be the primary channel for Woodburn Fire District and North 4 will be the secondary channel. The cross band radio of N2 is now crossed over with North 1.

Pete McCallum representing the City of Woodburn shared that Relay for Life is scheduled for June 25th and 26th. Pete shared that Chief Scott Russell will be running a ½ marathon beginning at 0730 hours for those who want to come out and support him.

Scott Russell shared that the first open house for the new Police Facility is scheduled for Tuesday, July 6, 2004 at 1730 hours at Woodburn City Hall Council Chambers. Scott also advised that he would be willing to host the next User Board meeting so that the drawings and the model of the new facility can be shared with the NORCOM board.

Rick Lewis of Silverton Police Department reminded everyone of the DPSST groundbreaking ceremony to commence on June 30, 2004 at 11:30 hours. Rick also shared that the Silverton Police Department is going through the accreditation process and is encouraged by the desire of NORCOM to proceed with the dispatch accreditation process.

No additional information was discussed.

VI Adjournment

User Board Meeting adjourned at 12:53 p.m.

**Next User Board Meeting
August 11, 2004
Woodburn City Hall**