

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

**June 8, 2005**

**PRESENT:** David Dryden, Vince Herman, Pete McCallum, Alan Shane, Scott Russell, Sandi Ryan-Nelson, Kevin Hendricks, Don Alleckson, Paul Iverson, Reed Godfrey, Rod Yoder, Paula Smith, Don Fleck and Jeff Fossholm. Staff: Gina Audritsh and Brenda Weaver.

**Budget Public Hearing called to order at 12:05 hours.**

Gina presented Resolution 2005-05 for discussion and adoption. Gina explained that no changes have been made to the proposed budget for adoption from the approved budget document. A request for public comment was made; no public present, no public comment was received. A request for user member comment, no comments made.

**A Motion was made by Paul Iverson to adopt Resolution 2005-05 A Resolution adopting a Budget for Fiscal Year 2005-2006 and Making Appropriations. Motion seconded by Reed Godfrey. Resolution 2005-05 and Fiscal Year Budget 2005-2006 passed with all in favor and none opposed.**

**Budget Hearing Closed at 12:08.**

**The User Board Meeting was called to order at 12:08 a.m. by Scott Russell.**

**I Minutes**

**A motion was made by Dave Dryden to approve the March '05 and May '05 Board Meeting minutes. Vince Herman seconded the motion. Motion passed with all in favor.**

**II Bills**

**A motion was made by Dave Dryden to approve the bills as presented for March '05, April '05 and May '05. Motion seconded by Paula Smith. Motion carried with all in favor.**

**III New Business**

**Resolution 2005-01:** Gina presented the HIPAA Health Information Privacy Amendment to the Service Agreement for the Affinity Care Inc. Employee Assistance Program for adoption. This a business item for action that is required to maintain compliance with the HIPPA standards and regulations for allowing the agency to know if the program is being used however

maintaining confidentiality for the employees use.

**A motion was made by Reed Godfrey to approve Resolution 2005-1. Paul Iverson seconded the motion. Motion carried with all in favor and no opposed.**

**Resolution 2005-02:** Gina presented Resolution 2005-02 extending North Marion County Communication Centers workers compensation coverage to volunteers that may work for the center from time to time. This is a legal requirement for the agency in the event that we would have a volunteer work for the agency for non-dispatch functions.

**A motion was made by Rod Yoder to approve Resolution 2005-02. Motion seconded by Paula Smith. Motion carried with all in favor and no opposed.**

**Resolution 2005-03:** Gina presented Resolution 2005-03 for approval. This resolution adopts and amends the public contracting rules and prescribes rules of procedure for public contracting and declares an emergency due to the date of approval. Gina advised this has been reviewed by SDAO and is consistent with the City of Woodburn's recent adoption. No feedback was provided.

**A motion was made by Dave Dryden to approve Resolution 2005-03. Motion seconded by Vince Herman. Motion carried with all in favor and no opposed.**

**Resolution 2005-04:** Gina presented Resolution 2005-04 for approval. The Resolution terminates the deferred compensation plan with PEN and Associates and provides for the transfer of funds to AIG Valic Financial Advisors, Inc. Gina explained that PEN and Associates provided a 60 day notification that they were terminated all 457 plans and that SDAO recommended AIG Valic who is a nationally known organization who has many years of experience providing this service.

**A motion was made by Reed Godfrey to approve Resolution 2005-04. Motion seconded by Paul Iverson. Motion carried with all in favor and no opposed.**

**MOU between the City of Woodburn and NORCOM:** The MOU was presented and reviewed for discussion at the May '05 board meeting and tabled for future discussion and adoption at the June '05 meeting with anticipation of a quorum. Gina provided updated figures for the software and maintenance requirements for each MDC unit. Gina also explained the current Netmotion requirement and the future anticipation of no longer needing that product. Gina explained that the current Homeland Security Grant has been funding the New World SSMA but in the future that may not be valid and in the event that the grant(s) will not cover the SSMA, it will be an amount distributed to each of the user agencies assessed per unit. Gina requested a motion for approval to enter into the agreement with the City of Woodburn to facilitate the connectivity with user agency, the City of Woodburn and NORCOM.

**A motion was made by Jeff Fosholm to approve the MOU as presented between NORCOM and the City of Woodburn. Motion seconded by Casey Craig. Motion carried with all in favor and no opposed.**

#### IV. Old Business

**Employment Recruitment Update:** Gina provided an additional update on the employment recruitment process with the agency. As described at the May '05 meeting, Gina shared that currently an employee is in the background process for Willamette Valley 911 Center and expects to receive an employment offer by the end of June. The center also has two employees that have received conditional offers of employment with Mt. Angel Police Department and one is expected to leave by July 1<sup>st</sup> and the other by September 1<sup>st</sup>. The center was currently down one position from March. Gina advised that the agency conducted interviews on May 23<sup>rd</sup> and had an excellent group of candidates for review. Prior to the background and testing process being completed, five of the eight we interviewed have been placed on the hiring list. Two of the backgrounds are being process currently. Gina advised that we are proactively recruiting and trying to have the vacant positions filled as quickly as possible.

With the potential four vacancies, Gina advised that we would not be able to staff the center 24 x 7 with three (3) dispatchers. Brenda has been working on a creative schedule that provides for 8, 10 and 12 hours shifts with various day off combinations to provide for the best possible coverage with the increased overtime for employees and we will not be able to provide three (3) personnel between the hours of 0300 – 0700 Monday – Thursday of each week. There will be three (3) dispatchers scheduled from 0700 hours Friday through 0700 hours on Monday.

Chief Fleck inquired if there is a mutual agreement for the recent resignations. Gina advised that she is informed regularly that the desire of the employees is to have three (3) days off as weekends each week. However, this is not the reason that was provided for leaving by the four (4) current/potential vacancies. There was discussion with regards to the budget and the cost of providing additional days off on the schedule for employees. Additional discussion between board members took place. No comments were made with regards to the schedule modifications for the summer months.

Chief Russell inquired if there would be a possibility to seek assistance from other dispatch centers to assist with the schedule. Gina advised that several of the neighboring dispatch centers are short staffed as well, but she would check into that as an option.

**ORS190 Agreement Committee Report:** A committee was formed from the May '05 meeting to discuss amending the current ORS190 Agreement to provide for the agency being able to successfully conduct business when we consistently do not have a quorum in attendance. Scott Russell advised that this committee met and have many legal questions that need to be addressed and at this time has nothing to present to the general membership. The committee expects to have those questions answered

and be able to meet prior to the next board meeting and may have recommendation for consideration at that time.

## **V. Information Share**

Kevin Hendricks provided a brief overview of the Marion County Steering Committee meeting that he and Gina attended with several other members of the county on Monday, June 6<sup>th</sup>. The Steering Committee is responsible for providing direction to the State and the County through the RFP process and the retaining process of the consultant that will be hired to define and develop the county interoperability needs. Kevin reiterated that there are 15 counties in the state that have also been granted state Homeland Security funding for interoperability. It is the desire for the State to work collectively with the counties and the user agencies to ensure this project is a success.

Kevin also expressed his desire and recommendation for the fire and police users in Marion County to get together and talk about goals for the county and how we will work together on joint frequencies in the event of day-to-day events as well as the unknown emergencies. Kevin reiterated that the state is developing a VHF trunking system for interoperability.

Kevin encouraged Scott Russell and Shawn Baird to be involved in the process, as they will both receive invitations from the county to serve on the steering committee. Kevin also encouraged Don Fleck to provide information for the Fire Defense Board meetings. Scott advised he would send out information for the police agencies for feedback for the process. Don advised he would send out communication on the email list serve.

No further information to share.

**A motion was made by Dave Dryden to adjourn the meeting. Paul Iverson seconded the motion. Motion carried with all in favor and no opposed.**

**User Board Meeting adjourned at 12:40 p.m.**

**Next User Board Meeting  
August 10, 2005  
St. Paul Fire District**