

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

**June 18, 2008**

**PRESENT:** Dan Johnson, Paul Iverson, Don Fleck, Tom Tennant, Vasily Hansen, David Dryden, Rick Lewis, Shawn Baird, Dan Mullen, Jay Hannon, Gordon Jensen, Bill Miles, Vince Herman, Rod Yoder, Sandi Ryan-Nelson, and Paula Smith.  
Staff: Gina Audritsh    Guests: Tim Steele

**The User Board Meeting was called to order at 2:03 p.m. by Chair Dan Johnson.**

**Introduction**

Dan Johnson opened the meeting and acknowledged that no introductions were necessary.

**Budget Hearing**

The Regular Board Meeting was temporarily adjourned and the Budget Hearing opened at 2:05 p.m. Dan asked for Public Input – hearing none Gina provided a staff report explaining that a budget committee was elected, they met in February 2008 whereas the budget was approved and distributed to board members. The budget reflects the proposed user fees as approved with the Resolution adopted in November 2007 and the recommendation for distribution by both the police and fire disciplines. The Resolution that has been distributed at today's meeting for action reflects a balanced budget for fiscal year 2008-2009. No further discussion the budget hearing was closed at 2:10 p.m.

**Regular meeting re-opened at 2:10 p.m.**

**Resolution 2008-01:**

**A motion was made by Shawn Baird to adopt resolution 2008-01 adopting a budget for fiscal year 2008-2009 and making appropriations. Motion seconded by Don Fleck. Motion carried with all in favor and no opposed.**

**Minutes**

No discussion.

**Motion made by Dan Mullen to approve the minutes. Motion seconded by Tom Tennant. Motion carried with all in favor and no opposed.**

## **Bills**

No questions and no discussion with reference to the bills that were paid in April and May 2008.

**Motion made by Dave Dryden to approve the bills as presented. Dan Mullen seconded the motion. Motion carried with all in favor and no opposed.**

## **PSIC Grant:**

Gina and Rick Lewis provided information about the PSIC Grant and the discussions that the MCIC has been having with reference to the Microwave Link process that is being proposed with the PSIC Grant Funding. A copy of the award letter was distributed announcing the million dollar funding awarded to Marion County on behalf of all agencies to include the three PSAP's with coordination of the Microwave Link. The grant requires a 20% match. Further discussion occurred with reference to what that 20% match can include as in-kind and dollar amount. The maximum matching funds that would be required of NORCOM would include \$27,000 a year over the next three fiscal years, which can be stretched to four budget cycles by the time the monies are allocated and spent. Gina was looking for action from the board on whether this is a project that the Agency would like to continue supporting and fund NORCOM's portion of the 20% match.

**A motion was made by Rod Yoder to support the PSIC Grant Project moving forward with the Microwave Path Proposal as Phase I of Interoperability between PSAP's and User Agencies. The Concept includes that the required 20% match will be split 50/50 between police and fire disciplines and then each discipline will determine amongst their own agencies how to distribute contributions between agencies of each discipline. The motion includes that the support is of a maximum match of \$27,000 each year with a commitment of 3 years. The motion was seconded by Rick Lewis. Motion passes with all in favor and no opposed.**

## **OWIN Sharing Agreement:**

Gina explained the meeting that she and the other PSAP representatives along with Marion and Polk County Emergency Managers had with Lindsay Ball and the OWIN representatives last week. The discussion included that Marion County has not been included in the OWIN project to date, as there has not been a directive from the legislature to partner and discuss interoperability with Marion County. At the meeting last week we shared our progress with the PSIC Grant, the Microwave Plan and the tower at the Marion County Transfer site as well as several other existing towers that have been identified as a benefit to OWIN. During the meeting with OWIN, they did not express a lot of interest in the Marion County Transfer tower site however we learned early this week that after providing the coordinates this location is now of interest to OWIN as it is in direct line of site from House Mountain and would help to connect the Central Oregon area to the Willamette Valley.

Lindsay Ball is meeting with the Legislature next week and would like to be able to provide Wireless Network Sharing Agreements from public safety partners in Marion County to hopefully receive support and funding to move forward with discussions and partnerships with Marion and Polk county since all other counties surrounding Marion County have participated. There is a push to have Sharing Agreements in place by all public safety agencies in these two counties with OWIN and the sooner the better. Gina requested action on the proposed agreement in the board packet with support from NORCOM to move forward in this positive direction. Gina also shared that the template agreement should have been sent to all agencies from John Vanderzanden's office however she could send a blank template to each agency for review with their districts.

**A motion was made by Rick Lewis to approve the Wireless Communications Site Sharing Agreement between NORCOM and OWIN and authorize the Board Chair to sign such agreement. Motion was second by Vince Herman. Motion carried with all in favor and no opposed.**

### **ORS190 Agreement**

Dan Johnson opened discussion with his apology if he offended members with the recent email that he sent out asking for cooperation and input from agencies with reference to trying to gain momentum on the ORS190 Agreement. Dan expressed his concern that we had been working on this document for over a year and it was nearing the time of the sunset clause and he felt there was a need to remind agencies that we need to continue to move forward and have legal and councils review the document as soon as possible. Dan acknowledged that Gina has done the legwork of meeting with the various legal councils and has allowed them to work together with each other's notes in effort to provide a clean and acceptable document for agencies to adopt. Rick Lewis advised that his legal department has not seen the document as of yet. Gina acknowledged that the City of Silverton legal is the only legal department that has not seen the document or actively participated in the revision of the document presented today. Rick Lewis believes that with all other legal recommendations that it shouldn't be a problem for his legal department to approve.

Discussion occurred with reference to the changes that were recommend by the various legal all in support of one another with reference to cleaning up the user entity language throughout the document. Some clarification was made with reference to the make up of the Executive Board and the notice of replacement.

Discussions occurred with reference to private entities and how they would be considered in the organization and have a separate contract document. There was no opposition for Woodburn Ambulance to have a separate contracted agreement with NORCOM. It was agreed that the formal language in the proposed and revised ORS190 Agreement does provide for the private contracted service organizations to be separated from the Agreement.

It was agreed by the Board that this revised document with two minor grammatical changes would be presented to their boards for adoption and anticipate that by September or October the ORS190 Agreement can be formalized for NORCOM.

**A motion was made by Rick Lewis to approve the revised ORS190 Agreement dated June 16, 2008 and for each agency to take back to their organizations for formal adoption. Rod Yoder second the motion. Motion carried with all in favor and no opposed.**

### **Gervais Police Department**

Gina announced that Chief Johnson of Gervais Police Department had contacted her for consideration of NORCOM to provide dispatch services to their department. Gina expressed that this is in the very early stage of discussion as the Chief is still providing Gina with information about his organization and services. There will also be a financial impact to Gervais PD for the change in computer software, hardware and maintenance in order to move software platforms from what the county uses to what NORCOM uses. There will be a lot of up front costs associated with moving services to NORCOM that are not necessarily related to NORCOM, these would be contracted services with Woodburn Police Department. Gina expressed that the radio frequency for use would need to be the shared channel by Silverton and Mt Angel Police. There was no opposition for the recommended police channel and there was no opposition for the continued discussion with Gervais Police Department. Gina did provide the Chief with a very broad estimate for user fee assessment based upon similar police agency current fees without providing any formalized data as: \$31,000 to \$38,000. This is very open at this point as well as the 10% fee associated with joining NORCOM. Gina advised that we would have very limited impacts to the organization for set up of the CAD as we already have the City of Gervais "geo file" in our system and their field unit information.

### **Executive Session ORS192.660 (1) (2)d – Contract Negotiations**

At 2:54 p.m. we entered into Executive Session to discuss Contract Negotiations. All non-voting members present were asked to leave the room for this discussion.

Meeting reconvened at 3:10 p.m.

**Information Share:**

Gordy Jensen– Silverton Fire District is hosting a retirement benefit for Vince Herman on Friday, June 20<sup>th</sup> from 3 – 5 pm.

Dan Mullen – St Paul Rodeo is in two weeks.

**Meeting adjourned at 3:20 p.m.**

**Next meeting scheduled for September 17, 2008 at 2:00 p.m.**

**NORCOM EOC**