

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

June 10, 2009

PRESENT: Dan Johnson, Brent Earhart, Paul Iverson, Jay Hannon, Shawn Baird, Pete McCallum, Carol Ruef, Kevin Hendricks, Gordon Jensen, Vasily Hansen, Rod Yoder, Christie Huston. Staff: Gina Audritsh

The User Board Meeting was called to order at 1:20 p.m. by Chair Dan Johnson.

Minutes

Rod Yoder moved to approve the Executive Board Meeting minutes as presented. Brent Earhart second the motion. Motion carried with all in favor.

Executive Meeting Minutes stand as written with no opposition.

Bills

Motion made by Brent Earhart to approve the bills as presented. Pete McCallum seconds the motion. Motion carried with all in favor and no opposed.

Chaplain Program

Discussion took place again with reference to the Chaplains and the various programs in place by districts and agencies. It was reiterated that NORCOM will utilize the Marion County Chaplain Program and will retain relations with their program for call outs. If additional call outs are necessary, it is preferred to be handled internally with the various agencies and their special contacts. As always if there is a need for assistance from NORCOM, the staff can facilitate call outs so long as we have access to the information.

The discussion included that when multiple chaplains from various groups/agencies self dispatch to the scene of an incident with multiple disciplines involved; it becomes a communication problem for field units and NORCOM. The Board agreed that the chaplain multi-response [for lack of better words] should not be a dispatch problem.

BUDGET HEARING

The Regular Session Meeting was temporary closed to open the Public Hearing for the North Marion County Communications Fiscal Year 2009-2010 Budget Hearing.

Chair Dan Johnson asked for Public Comment – hearing none continued with the Budget Hearing.

Budget Officer, Gina Audritsh, reviewed the approved Budget Document from the Budget Committee and addressed that the budget includes a Balance Budget of \$1,498,907. The budget includes the user fee increase of 3% and distributed with the formula that was identified and assessed to disciplines as defined by the Board in the previous year.

The Budget includes the requirements of the CBA Agreement to include the COLA spread between 3% and 5% with the cost of living being anticipated as less than 3% therefore the maximum increase to staff is 3%. The budget includes additional funding of a second supervisor position in anticipation of the current Operation Supervisor retiring this fiscal year after 30 years of service.

Funding for matching dollars for the Marion County PSIC Grant is included. If these funds are not necessary for the PSIC Grant allocation, potentially we can use the funding toward a CAD-to-CAD Interface with neighboring districts or the MSP CAD Upgrade with New World which would also allow us to share CAD information with neighboring agencies.

The budget does include a line item for revenue from Dallas Police Department of \$9,000 however this loss of revenue will not require an increase in user fee distribution to users as it was a potential anticipated loss of revenue due to the uncertainty with their leadership change in their department.

The Flex Lease requirement has been eliminated from the budget as we were able to pay off the existing balance on the console flex lease a year early within this fiscal year.

No specific questions were asked.

Budget Hearing was closed and the User Board Meeting was re-opened at 1:35 p.m.

A Motion was made by Brent Earhart to approve Resolution 2009-10 adopting the Fiscal Year 2009-2001 Budget. Kevin Hendricks second the motion. Motion carried with all in favor.

Woodburn Ambulance Contract

Dan Johnson gave reference to the Service Agreement Contract between NORCOM and Woodburn Ambulance Service. Reference was made to the increase in fee structure based on the cost of living. Shawn Baird has been working collectively with Dan Johnson, Gina Audritsh and the Executive Board to develop a contract that will fit the needs of both organizations. Shawn

Baird was present to support the Service Agreement and will continue to be represented at the meetings with reference to feedback for operations of the center. Shawn reiterated that it is important that his organization not be a part of the ORS190 Agreement based upon legal.

No questions were asked. Gina advised that the Service Agreement has been reviewed by Legal.

A motion was made by Kevin Hendricks to approve the Service Agreement between Woodburn Ambulance Service and North Marion County Communications Center for Dispatch Services. Motion Second by Gordy Jensen. Motion carried with all in favor.

Old Business – Updates

ORS190 Agreement: Gina advised that one signature is pending from the City of Woodburn – the Agreement was approved by City Council in November 2008, however with the change in leadership in both the City and the Police Department the signature has been delayed. Gina is working to resolve and have the signature soon. Once the final signature is obtained, a copy of the final agreement with all signature pages will be distributed to all organizations.

OWIN – PSIC Grant: OWIN has offered to submit the total cost of the OC2 Microwave hop from Eagle Crest to Prospect as a match against the Marion County PSIC Project. This match in itself would eliminate all of the match contributions required by the Marion County Public Safety Agencies. The Marion County Landfill Site is costing more resources than originally anticipated. The project is moving forward. More information to follow.

PSAP Consolidation

Gina reiterated that she is participating on the PSAP Consolidation Task Force Committee and that they are meeting every two weeks. Discussion about what Regionalization and consolidated services can look like continues to occur at the meetings. The meetings are represented by PSAP Regions identified by the State, membership from State and Local Police, Fire and Sheriff Associations, Special Districts, League of Oregon Cities and Council of Governments. The State Oregon Emergency Management office is dedicating two staff members to assist with the data collection and coordination of materials.

The Task Committee is looking at steps in the direction of consolidation on a regional or county basis, the consolidation may not be in one single building but to start with consolidating resources or consolidating services that demonstrate a cost sharing method or cost savings. The difficult task is demonstrating and identifying how there is a cost savings at the state level with 9-1-1 funding when the amount of 911 tax distribution that is received is not sufficient to fund and operate the 911 system statewide. With change in technology there is a potential that server equipment purchased by the state could result in cost savings. Some efficiencies that we are exploring for the State Level include: network costs, equipment purchasing, utilization of VoIP (voice over internet protocol), next generation 911 (use of cell phone texting and video relay services with 911), and looking at a frame cloud network.

Gina will continue to keep the Board informed of Legislative Discussions that are related to the consolidation topic and efforts.

Dallas Police

Gina received a phone call from the new Police Chief of Dallas Police Department who commended our agency and the impeccable [his words] service that we are providing to their agency for non-emergency call answering. However, his next statement included that he is not comfortable with other law enforcement agencies utilizing Willamette Valley Communications Center subsidizing his agency by Dallas Police Department choosing to use an alternate source for their non-emergency call answering. Effective September 30, 2009 Dallas Police Department will no longer be contracting with NORCOM for their afterhours non-emergency call answering.

This is not a significant financial burden on NORCOM as we anticipated that this could happen and therefore budgeted conservatively.

Rod Yoder inquired about exploring other agency opportunities to bring into NORCOM.

North 1 and North 7 Fire Radio

Gina gave a brief synopsis of some of the antenna and equipment problems that have been addressed with reference to North 1. The problems are anticipated to be resolved by Complete Wireless within the next week. Kenwood is going to replace our base station at the Maclaren Site without cost due to a failure on the equipment.

Gordy advised that we are still working on the licensure issue with reference to North 6 and North 7 and that North 7 is still off the air until we can locate and license a valid frequency for use that will not interfere with other Public Safety users.

3n Public Safety Notification System

Discussion about the Emergency Notification System took place. Gina referenced the numerous public safety agencies and other community partners that are interested in the software program and are seeing the value and benefit long term with cost sharing of the system. Gina presented the Purchasing Agreement that identifies a fixed cost for three years with no increase in maintenance. The first year the maintenance and assistance in setting up the network program to include the media solicitation is to be included. Gina did not review the entire program again as most everyone had already attended the demonstration that was put on the month prior. Gina reiterated that this is a tool that should be used on a regular basis by all agencies in the community so that when an emergency exists the community is familiar with how it is used and how it will communicate effectively. NORCOM will be set up as the "super user" and will have access to all account and distribution information with each agency that is partnered with the system to have their own distribution lists. Gina advised that her vision includes that all agencies that contract to NORCOM for service and pay their user fee will automatically benefit from the Everbrige System but that those agencies that don't fund NORCOM should have a cost sharing method of participation and those fund should help to maintain the system on an annual basis. The other agencies will be brought on board once we have the NORCOM users established and

functioning. At that time we will need to address how we want to include other community partners and a payment structure.

Funding is available in our current fiscal year budget; however it needs to be reallocated from Cash Carry Over to the Communication Equipment line item. A Resolution is being provided for approval in conjunction with an approval of purchasing the system. Legal has reviewed the contract for services with Everbridge and two minor recommendations were made to coincide with our Insurance Agent and Legal requirements.

Kevin Hendricks made a motion to approve the purchase of the 3n Global, Inc [Everbridge] Emergency Notification System. Gordy Jensen second the motion. Motion carried with all in favor.

A Motion was made by Kevin Hendricks to approve Resolution 2009-02 to transfer funds from Account 4010 to Account 7020 for the purchase of the Emergency Notification System. Gordy Jensen second the motion. Motion carried with all in favor.

RFP Audit Discussion

Discussion took place with reference to putting out a request for proposal from auditing firms for the annual audit due to the substantial and continued increase in services over the past three years. Discussion included the amount that we have paid and increased over the past three years – increase of 55% over three years. After discussing other agency audit increases and services the Board decided to table the discussion at this time.

Good of the Order

Pete McCallum – shared that there will be a community gathering for Chief Russell to include a BBQ at Centennial Park on Tuesday, June 16th beginning at 6:30 pm.

Woodburn Fire reported that a request has been made by Aumsville Fire of ODOT to use North 2.

Hubbard Fire – Paula Smith will be ending her term effective June 30, 2009 and Dan Soilem and Lisa Holum will be new Board Members.

Aurora Fire District passed the operating levy.

**Meeting adjourned at 3:10 p.m.
Next meeting scheduled for September 23, 2009 at 9:00 a.m.
Executive User Board Meeting
City of Mt Angel – Public Library**