

**NORCOM
USER BOARD MEETING
MINUTES**

June 16, 2011

PRESENT: Dan Johnson, Rod Yoder, Greg Dyke, Brent Earhart, Paul Iverson, Shawn Baird, Gordon Jensen, Bill Miles, Doug Garrett, Pete McCallum, Vasily Hansen, Rick Lewis and David Dryden. Guest: Jack Carriger Staff: Gina Audritsh

The User Board Meeting was called to order at 10:12 a.m. by Chair Dan Johnson

The Budget Hearing was Open

Gina presented the approved Budget and provided information about the user fee distribution and the associated percentage increase between disciplines and identified that each discipline determined their own method of calculation in the process which is bringing user fees into more alignment than what they have been previously since the Silver Falls consolidation with NORCOM.

Board Chair Johnson inquired if there was any public comment to be heard. No public comment was provided.

Budget Hearing closed at 10:15 a.m.

Regular Board Meeting was reconvened

Resolution 2011-01:

A motion was made by Rick Lewis to adopt the NORCOM fiscal year budget for 2011-2012 and make appropriations. Paul Iverson seconded the motion. Motion carried with all in favor.

I Minutes

Motion was made by Paul Iverson to approve the meeting minutes from the Executive Meeting on April 20, 2011. Motion seconded by Doug Garrett. Motion carried with all in favor.

II Bills

Gina presented two months of bills for acceptance. Rick Lewis inquired about the annual maintenance on the Everbridge System. Motion made by Paul Iverson to accept the Bills for April and May 2011 as presented. Motion seconded by Brent Earhart. Motion carried with all in favor.

III New Business

New World CAD Upgrade - Update:

Gina presented the status of the New World Systems CAD Upgrade Project to include being in alignment and working with the City of Woodburn Police Department on their upgrade project and Mobile project. Gina also gave information about the NWS Conference that she attended in May and where New World Systems unveiled their new CAD platform which will run on the .NET protocol and is a product that has been in beta production for three years. Discussion took place about the interface capability, the fire service benefits with recommendations and the future enhancements and building of the product benefits. The question was asked of the negative side or the reason(s) we would not want to upgrade. Gina shared the only reason would be that it is new and it has only been in production for 3 years but it has been in live environment production by similar sized agencies and NORCOMM in Seattle, Washington area will be going live with the same platform in August this year so we anticipate significant problems, if any would all be worked out by the time we would go live next year. Gina also explained that by changing mid stream contract that we will be pushing our "build" dates and our "go live" date out by about 6 month and she has been discussing this with Chief Russell and he is supportive of the decision and change in timeline.

911 Tax:

Gina shared the information in the board packets with reference of the 911 tax and the potential legislative mandate to correspond with the consolidation process. The OACP has been successful in communicating with the legislative process but it is important that we recognize that the issue is still going to be ongoing with the legislature and that we need to be proactive about ways to consolidate our business.

Radio Project Update:

Police/Public Works: Gina updated the board that the two radio site locations [Woodburn water tower and Hubbard water tower have been complete] the radios in the NORCOM facility still need to be programmed for dedicated channel use but we are on the schedule with CWS. Gina explained that both the public works / pd frequencies are narrow band and they are installed with the Nexedge Technology and we hope to be able to have a single system on the digital capable system for testing purposes for our future radio protocol goal. We are going to work out procedures with Hubbard and Woodburn PD and Public Works as to how these frequencies will be used on a daily basis and then how they can be used as service or tactical channels.

North Tower Location: The North Tower is up but we are waiting on the completion of the electrical. Gina has toured the location and it is a very impressive site with a lot of room for expansion. The Microwave system will be installed soon.

Microwave Project – PSIC Grant: The PSCI Marion County Microwave Path Project is underway. The dishes have been installed at Santiam Canyon and at the Wipper Site. They are currently at the North County Site installing equipment, there will be three dishes at that site. They will then be in NORCOM next week to install the dish at NORCOM and install equipment in the Data Room. Due to the small size of the conduit pipe from the NORCOM tower to the Data Room in the building we will be pulling out four (4) cables and then re-pulling them back through the conduit with the Microwave Cable. This is scheduled for next Monday. Gina explained that the

project was to start at Santiam Canyon and then proceed through the county ending at NORCOM but because there is a disagreement on who should own the Microwave Path and Link between Eagle Crest (Polk County Site) and Willamette Valley Communications Center (Salem 911) that they decided to install at both ends of the county until the dispute could be resolved. John Vanderzanden and the Sherriff are involved in this process and hopefully a decision can be made based upon the Grant Criteria and not based upon those who want to own the system. There were comments made a recent committee meeting at Marion County Public Works that if individual agencies could not own the system then they would install their own redundant system. Gina spoke at the committee on behalf of both the Santiam and NORCOM boards and supports that the county own the system as they sponsored the grant and if there are expenses required for our participation to the county in the process then we will pay our fair share. There was a desire for WVCC to own the link between WVCC and Eagle Crest and then Eagle Crest and the North County Site. There was a desire for Polk County to own the link between Eagle Crest and WVCC because this is their existing link and is their "life line" to the county's communication. The discussion was tabled at the meeting until clarification could occur on the grant criteria.

Abbey Agreement Proposal: Gordy Jensen and Don Fleck are meeting with the Mt Angel Abbey regarding our radio site space and identifying where we can install the building at the base of the tower. Gina provided Gordy with a sample IGA to discuss with the Abbey which would include a fee for the use of the site on an annual basis and basically pay for our use of the power and space. We will bring back the proposal for approval once we have further dialog with the Abbey.

Santiam Canyon Partnership

PSAP Backup Update – SHSP: Woodburn Fire District is still waiting for contracts from OEM to complete this process and project. Gina has asked CWS to inquire with Moducom to freeze the price on the equipment and to provide us with a 60 day payment plan so that we can stall with the contracts but still hesitant to order until we have contracts.

Santiam Partnership Update – Review Committee: A copy of the summary letter was provided to members in the board agenda packet written by Scott Russell. Brent Earhart shared that the meeting was productive and provided for the opportunity to lay some "ground work." Discussion took place regarding the SCCC building and the desire to maintain for the community aspect. There was discussion and agreement to extend Gina's contract another 6 months. Gina was instructed to draft an IGA with the assistance of legal and present to both boards this month for approval. There was a desire to have an IGA in place to support the liability for Gina and the Agency in the provisions of leadership that are being provided. Brent shared that the thoughts and ideas between the two groups were very much in alignment overall with each center for operations.

Jack Carriger, Stayton Fire District, in attendance shared the same sentiment. Jack shared that after attending the Sherriff consolidation meeting that he feels more than ever that it is important to continue the discussions with NORCOM and SCCC and identify a mission and he is appreciative of the open and honest communications that has taken place to date with members of NORCOM and SCCC boards.

The next joint meeting between centers members is scheduled for: June 29, 2011

The IGA was presented and discussed. There was a typographical error made on the agreement which showed the date of being December 31, 2012 which is an 18 month extension and not a 6 month extension. Jack stated although we understand that Gina is “your” manager and we don’t want to take advantage of that situation as the SCCC Board there could be some value in having an 18 month agreement over the 6 month agreement and bearing in mind that we can end the agreement with a 30 day notice at any time.

Dan Johnson shared that from working with Gina and listening to the progress being made at both locations – both centers are working together smoothly.

A motion was made by Rick Lewis to approve the Intergovernmental Agreement between NORCOM and Santiam Canyon 911 Center for Administrative Services to be provided by NORCOM to SCCC as presented and through December 31, 2012. The motion was seconded by Paul Iverson.

Continued discussion occurred with reference to the 18 months as it was not the original goal of the two working groups and not the intention of the written agreement; as it was a typographical error by Gina. The discussion included the value of having longer and not having to go through a continual extension process. Jack Carriger advised it would provide for more opportunity to research issues, deal with the campus locations and the structure of the organizations and those issues would most likely take a little while to work out. The consensus we should do it right the first time.

Call for the Question: Motion carried with all in favor and no opposition.

Sherriff Consolidation Meeting : Dan Johnson advised that the Sherriff held another consolidation meeting and invited neighboring counties and Lincoln County to sit at the table for potential of a regional consolidation effort. Dan advised he totally agrees with the countywide center but personally didn’t think the meeting was productive.

Discussion about the meeting and whether everyone represented at the table is vested in the process to include the recent discussions that took place regarding a shared microwave system and the ownership dialog that took place. Gina and Scott Russell provided input from a session they sat through at the NWS Conference put on by Chris Fischer at the NORCOMM 911 Center in Washington. Scott presented information from his notes to the group and Gina shared her thoughts. A copy of the notes were provided in your board packets. Paul Iverson and Jack Carriger shared information about their insight on the meeting and progress.

Sherriff Myers indicated he would like to see the MCIC be the driving group for the consolidation. Discussion took place of whether the right participants are included in that group and if that is a different group looking at interoperability rather than PSAP consolidation. Rick Lewis agreed two different issues but some same players are involved in both.

Good of the Order

Rick Lewis is changing roles and will be serving as the Interim City Manager. Also advised that next Monday will be an overview of the exercise drill that Silverton City hosted.

Paul Iverson and Gordy Jensen discussed the narrow band process and following the template and instructions that were provided and it worked well.

Greg Dyke advised that CCOM users were concerned about NORCOM users being on narrow band not being able to communicate with their users. Gina will follow up with CCOM.

Doug Garrett provided input from the Sherriff Consolidation meeting and his thoughts on the MCIC group and how the two are not really aligned. Doug also shared that some strong leadership in the committee would need to be involved in order to move the consolidation topic along. He recognized that North County works well together as cohesive group amongst all disciplines. Jack Carriger shared the same sentiment from the South County Users.

Dan Johnson announced that Monitor Fire sponsored the Radio Project AFG Grant request and we did not receive it. Discussion took place about trying again in the following year and including the south county partners and working with a good grant writer to see if we can get it approved with a larger group. There was consensus that this would be a good project to consider for the next year AFG process.

Meeting adjourned at 11:21 a.m.

Next Executive User Board Meeting

September 21, 2011 @ 10:00 a.m.

NORCOM/WPD