

**NORCOM
USER BOARD MEETING
MINUTES**

June 17, 2010

PRESENT: Carol Ruef, Christie Huston, Greg Dyke, Dan Mullen, Paul Iverson , Doug Garrett, Pete McCallum, Rick Lewis, Brent Earhart, Gordon Jensen, Vasily Hansen and Dan Johnson
Staff: Gina Audritsh

The Executive Meeting was called to order at 10:00 a.m. by Chair Dan Johnson

I Minutes

Motion was made by Paul Iverson to approve the minutes from the April 12, 2010 User Board Meeting. Motion seconded by Doug Garrett. Motion carried with all in favor.

II Bills

Motion made by Paul Iverson to approve the Bills for March, April and May 2010 as presented.

Motion seconded by Doug Garrett. Motion carried with all in favor.

The Regular Board Meeting was temporary adjourned and the Budget Hearing was open for Presentation of the Fiscal Year 2010-2011 Budget and take input and facilitate questions.

Paul Iverson had a question on the State Homeland Security Grant that Woodburn Fire District applied for with the County and how that would be reflected in the NORCOM budget if the funding should be received. The amount in question is the \$17,000. Gina explained that we do have the ability to receive funding in the Miscellaneous Line Item of both the Operation and Development Fund and if necessary we can approve through the Supplemental Budget Process.

Rick Lewis inquired if the user fee adjustments had been made to reflect the amount agreed upon by the four law enforcement agencies subsequent to the proposed budget. Gina advised yes that the user fees that are reflected in the Resolution for Adoption to reflect the adjustment that were made through the law enforcement agreement.

The Board Chair asked for public comment; none heard the Budget Hearing was closed at 10:21 a.m.

The Regular Board Meeting was opened.

A Motion was made by Rick Lewis to approve Resolution 2010-01 adopting the Fiscal Year 2010-2011 Budget by short title only. Brent Earhart second the motion. Motion carried with all in favor and no opposed. Fiscal Year 2010-2011 Budget Adopted.

III New Business

Aurora Police Department:

Discussion took place with reference to the addition of Aurora Police Department scheduled to begin dispatch services with NORCOM on Monday, June 21, 2010. The plan is to have them start two weeks prior to the initial date of July 1st to avoid complications over the Holiday Weekend and to provide time to adjust on both sides of the radio prior to the Rodeo Activity.

Gina explained that there is no need to modify the ORS190 Agreement as the City of Aurora is already identified as a User Entity due to the 911 Tax Revenue that is received on behalf of their City to NORCOM. We currently answer their 9-1-1 calls and we provide dispatch services to neighboring law enforcement jurisdictions and the Aurora Fire Department as their mutual aid and auto aid partners which support the transition of Aurora PD to NORCOM. The addition of services was approved at the Executive Board Level in April and confirmation with law enforcement user agencies was made with reference to cost sharing formula and anticipated user fee for the following year.

All the law enforcement agencies have been very supportive of this transition and willing to work with the fee structure upon separation from Willamette Valley Communications Center. The City of Aurora is bound by a contract to continue paying Willamette Valley Communications Center for a service they are not receiving until June 30, 2010. Doug Garrett expressed his support for Aurora Police joining NORCOM and identified it as a collective benefit for the whole organization of NORCOM. Gina requested a motion be made at the User Board Level.

Doug Garrett made the motion to support the call answering and dispatch services for the City of Aurora in support of the ORS190 Agreement. Paul Iverson second the motion. Motion carried with all in favor.

Rick Lewis expanded the motion to include that the City of Aurora would receive a waiver on their user fees for the fiscal year 2010-2011 so long as there was not an additional cost to NORCOM operations with the understanding that if Willamette Valley Communications Center releases their contract that the remaining fiscal year user fee be pro-rated to NORCOM and any expense associated with the transition be passed through to the City of Aurora. Doug Garrett second the motion. Motion carried with all in favor.

New World Systems Project:

Gina explained that we are in a "holding pattern" right now with reference to the upgrade of the software for CAD with New World Systems. Gina explained that NORCOM is waiting to hear if the City of Woodburn Police will be able to support the upgrade this next fiscal year as it is a partnership for NORCOM and the City of Woodburn due to sharing hardware and IT support. It would not be in the best interest for NORCOM to proceed with the upgrade and then have our user agencies not able to support the same upgrade. We contribute to the system together and

having one discipline upgrade without the other would not be a best practice solution for the overall organization. The upgrade needs to occur simultaneously. NORCOM has been planning for the upgrade and funding available for half the project this current fiscal year and then the other half the following fiscal year – with not funding the project until fiscal year 2010-2011 we will need to do a supplemental budget and transfer funds by resolution. Gina has discussed the project and process with the auditor in anticipation of the carryover.

Grant Project Update:

Dan Johnson shared that Monitor Fire District just completed the requirements of the SHSP 2007 Grant with cooperation of NORCOM and the use of equipment is to enhance our fire / ems radio system with the initiation of two additional radio frequencies to be used as working channels known as North 6 and North 7. The project is consistent with the Marion County Interoperability Plan.

The SHSP 2010 Grant Meeting was held recently and project recommendations were made and approved for a variety of projects throughout the county. Woodburn Fire District sponsored two requests on behalf of NORCOM as an organization for improving our back up connectivity with an alternate dispatch site at Santiam Canyon which would provide for radio redundancy for back up purposes and also the ability to use on a day-to-day operational basis. In addition a request for funding was made to provide redundancy and back up with the use of fiber optic being installed the North County Landfill Tower site. The fiber optic line would be used as a redundancy for the Microwave Path that is being installed with the cooperation and partnership with OWIN on the PSIC Grant. Currently both requests have been approved with the stipulation that NORCOM will fund a portion of the backup radio project out of budgetary funds due to not enough funding available with the magnitude of grant requests that were approved.

Discussion took place with reference to the desire for the county to develop and implement a process for the upcoming SHSP Grant processes that will require requests to be evaluated in a different manner. Doug Garrett stated that Woodburn Police Department supported in cooperation with Woodburn Fire District projects that would support all the NORCOM Users this year and supporting communication projects seemed the most appropriate. Rick Lewis expressed concern with some agencies that only participate in countywide meetings and discussions when the Grant opportunity is open and not throughout the year for other important communication processes.

Discussion took place with reference for NORCOM to write a letter of support to the County for awarding grant dollars in support of the Regional Project. A motion was made by Rick Lewis to have the Board Chair write a letter of support on behalf of the NORCOM Board to John Vanderzanden the Marion County Emergency Manager. Doug Garrett second the motion. Motion carried with all in favor.

Dan Johnson shared that Monitor Fire District submitted for an AFG Regional Grant for a Regional Radio Project for all Fire Agencies supported by NORCOM. If approved, there would be a match requirement. Paul Iverson provided support for the Regional Grant and the ability to meet the Federal narrowband requirements.

Everbridge

At the April 2010 Executive Board Meeting, a fee schedule was adopted for non public safety organizations to participate in the Everbridge System. The fee that was adopted took into account the potential use and also recognized that the agency is looking for assistance in maintaining the system and encouraging participation from city departments. The fee that was adopted is \$1,200 a year. Gina shared that currently the City of Hubbard, City of Silverton and City of Woodburn have committed to the Everbridge System for non-emergent message delivery for the community.

NORTAC

Gina provided information to the Board about the NORTAC Team [Tactical Dispatch Team] that have the ability to provide on scene (or close to scene) support for specific incidents that benefit for having a dedicated dispatcher(s). The team is currently made up of four communication specialists that have been through a 40 hour tactical training course and are supported by the supervisor team, one of which has been through the same tactical training. The team responds to support and work with IC and maintains accurate true time accounting of the incident from the field. When the team is activated they respond with their resources to include lap top computers that provide them with wireless access to all the same resources that they would have through computer support in the dispatch center. The team attends briefings and debriefings if possible. The team is responsible for providing an after action report upon completion of an activation. Gina shared some of the activations that we have participated in recently and Doug Garrett expressed his support to the team.

Discussion took place with how to mobilize the NORTAC Team in the event that the nature of the incident is locked down to POV's. Discussion included the ability to use fire resources for law enforcement activities and police transports for working fire incidents. Gina expressed her appreciation and advised that the Agency would work this into the policy for the team. Gordy Jensen asked if there would be a desire for the team to have a portable radio unit in a brief case as he is putting one together for Silverton Fire District. Dan Johnson advised he has a radio that could be used for the portable cased unit and Greg Dyke advised he has a case that he could donate as well. Gina will coordinate the equipment and installation with Gordy.

Staffing Update

Gina announced we are currently fully staffed and have one in training with anticipation she will assume a solo law position by July 1st.

Good of the Order:

Monitor Fire: Dan Johnson thanked those agencies that participated in the recent burn to learn they hosted.

Hubbard Fire: Bill Hansen advised they are preparing for the Hop Festival Event.

Mt Angel Fire: Carol Ruef had a question about the “back line” for the Everbridge System and how it is identified as a number that is non-recognizable and could create confusion or lack of answering the telephone with members or citizens. Gina advised she would check into this. Currently displays as “unavailable”

Woodburn Police Department: Doug Garrett advised that a Metro Gang Task Force is being created and will be housed in the Woodburn Police Department. The team is made up of personnel participating from Canby PD, Oregon City PD, Molalla PD and Woodburn PD. This team is an organized crime and investigation team. They are also supported by FBI, ICE and ATF. Woodburn Police Department will have one member in participation on the team.

Doug also expressed he is working on a policy that would be overarching with all law enforcement agencies in the county that would require dispatch center personnel to advise all law enforcement agencies when we have a school lock down event. This will aid in the mobilization of mutual and auto aid requirements. Rick Lewis expressed his support for this policy.

Doug announced he is currently working on a uniform pursuit policy for law enforcement that would be all inclusive for the county area. Doug expressed his concern that the dispatch center be expected to ask officers of their speed and location when the officers are not self initiating this information. Gina shared this is expected and a best practice for our communication staff – they will be reminded and Gina reiterated that the CAD Mapping and other Mapping resources in our facility are available for predicting route of travel and location of units involved in the pursuit and responding to the aid of the pursuit.

Woodburn Fire District: Paul Iverson shared they are redefining job descriptions for personnel at the fire district. Jeremy Peil will be responsible for all mapping inquiries and Jon Koenig is the districts EMS contact.

St Paul Fire District: Bryan Lee announced they are preparing for the Rodeo.

Next Executive User Board Meeting – September 22, 2010 at 9:00 a.m.

Conference Room at Woodburn PD