

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

**July 25, 2007**

**PRESENT:** Dan Johnson, Paul Iverson, Kevin Hendricks, Vince Herman, Scott Russell, Dan Mullen, Jay Hannon, Paula Smith, Vasily Hansen, Brent Earhart and David Dryden.

**The User Board Meeting was called to order at 9:00 a.m. by Scott Russell. Recognizing that there is not sufficient participation from Board Members to constitute a Quorum, no official business will be discussed.**

**I Minutes**

**II Bills**

**III New Business**

**9-1-1 Tax Distribution:** Gina gave a brief summary about why we have not received the 3<sup>rd</sup> quarter 9-1-1 Tax Distribution. Gina advised that they anticipate having the audit conducted and the funds distributed by the end of August 2007.

**IV Old Business**

**Employment Review:** Gina gave a brief summary of the current employment status with the agency and advised that recruitment may be underway as we are looking at some individuals from the last hiring list but it is not looking like a viable option therefore we will begin advertising.

**ORS190 Agreement:** Discussion took place with reference to the number necessary to constitute a Quorum and if that is identified by Statute or if it can be modified to meet our needs. Discussion included the need to change the current ORS190 Agreement for NORCOM. There was discussion about some voting members being associated with the dispatch portion with relation to user fees versus the 911 tax revenue portion and not necessarily related to equal votes. It was identified that a mechanism needs to be looked at for providing a fair split.

Discussion occurred surrounding the concept of an Executive Board. It was agreed that the current ORS190 Agreement is antiquated and should be amended to reflect current methods of conducting business.

Discussion included contacting SDAO for sample Intergovernmental Agreements and

also to look at specific areas within the existing ORS190 Agreement: Executive Board, funding, quorum and how to conduct business.

A recommendation to start a committee to review the ORS190 Agreement was made and accepted. The agreement should also include how we are working with and funding for the private entities, public agencies and areas that are contributing 911 revenue but not receiving dispatch services.

ORS190 Agreement Committee:

Brent Earhart – Mt Angel PD

Rod Yoder – Aurora FD

Shawn Baird – Woodburn Ambulance

Scott Russell – Woodburn PD

City Representative for 911 contributions – to be determined

A brief discussion included forming a “Joint Authority Option” JPA.

## **V Information Share**

Gina advised that Brenda Weaver, Operations Supervisor is out of the office for at least six weeks on a medical leave.

Brent Earhart shared that recently there was a problem with the local phone company in his area and that 911 Services as well as all Phone Services were out and he was not notified. Gina apologized for the dispatch staff not making that notification; she did advise that OEM, the on duty officer and the fire department was notified and both the P.D. and the F.D. were staffed in the event that someone would respond looking for assistance.

Dan Johnson brought up the concern about the manual alpha paging and how his district is not always made aware when the system is down and that when it is down, the manual pages are not always sent. Gina expressed her understanding for the service but explained that the dispatch staff is not always aware when the system is down until a field unit makes that notification. Gina also expressed the concern of the dispatchers not being able to perform the manual page from the CAD Sessions if the CAD Server is down, as the dispatchers do not have Internet access from their CAD Terminals. The discussion continued with support from Dan Mullen of St. Paul Fire District. Gina advised she understands the concern but at this point is not sure of an answer to the concern.

Scott Russell advised of an “Active Shooter” exercise drill that is being planned with Salud Medical Clinic. Woodburn FD, Woodburn Amb and NORCOM will all be participating.

ser Board Meeting adjourned at 9:40 a.m.

**Next User Board Meeting  
NORCOM / WPD Facility  
August 29, 2007  
10:00 a.m.**