

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

November 14, 2006

PRESENT: Pete McCallum, Brent Earhart, Vince Herman, Paul Iverson, Kevin Hendricks, Shawn Baird, Rod Yoder, Vasily Hansen, Carol Ruef, David Dryden Staff: Gina Audritsh. Guest: Charles Blevins, Tom Tennant, Kyle Scott, Jay Hannon

The User Board Meeting was called to order at 12:03 p.m. by Scott Russell.

I Minutes

A motion was made by Paul Iverson to approve the minutes as presented. Motion seconded by Vince Herman. No discussion. Motion carried with all in favor.

II Bills

A motion was made by Brent Earhart to approve the bills as presented for September 06 and October 06. Motion seconded by Shawn Baird. A question was asked about Kathy Pecks bill. Motion carried with all in favor.

III Old Business

Radio Antenna Tower Update: Gina provided the Board with an update of the tower project. The antennas are being ordered through Complete Wireless Solutions and the installation will be performed by Legacy. The scheduled date for installation is Monday, November 27, 2006. Kevin provided additional information that he may be ordering alternative antennas for the 450 Mhz systems. Gina will coordinate with Complete Wireless.

PAI – EMD Review Feedback: Gina advised that the modifications to the PAI System with the new incident types and recommendations has been implemented as of two weeks prior and to date there have been no concerns expressed. Gina advised that this will continue to be a work in progress and to continue to provide feedback.

Staffing Update: The Agency began the second recruitment process. Interviews are being conducted this week with the anticipation of making a decision by the end of the week. Woodburn Fire District is participating in the oral board process. The goal is to have someone selected and through the background process as close to the first of the New Year as possible.

IV. New Business

Ergonomics: Gina shared with the board that a request was made by the Agency for an ergonomics consultant to come in and evaluate the current working conditions within our center. The goal is to be proactive in that we have had several worker compensation claims filed over the past two years. The consultation service was free and is not shared with the other portions of OSHA to provide any sort of penalty towards the agency. I was impressed with the process and overall pleased with the written report. We learned that there are a lot of things that we are doing correctly for our employees but there is also some room for improvement. We have identified areas of training that need to be improved, we have purchased footstools for resting when dispatchers chose to stand at their positions, and we have modified our belief of the “neutral working posture” from what had been identified previously. The biggest recommendation and impact to the center that is a link to workers compensation claims is the lack of use of headset equipment for call taking. Gina expressed to the board that we currently have a relaxed policy whereas the dispatchers can chose to use a headset or not. The ergonomic consultant expressed a significant concern that using a handset in place of headsets causes the neck to be crooked and creates injury to the back, to the shoulder, to the forearm and to the wrists to include hand. The consultant recommendation through OSHA is to require employees who are on the telephone consistently to use headsets. Scott Russell inquired if the policy will be changed to mandate headset use. Gina expressed that the policy will be modified with the anticipation that headsets will be mandated during peak hours and increase activity. Gina expressed that there are times on graveyard shift where the phone may only ring a total of five times throughout the shift and that it doesn't seem necessary to require the headsets when phone activity is non-existent.

Accounts Payable: Gina requested that the Board approve her recommendation of contracting with Ted Ahre's office to provide Accounts Payable Service as they currently provide our Payroll process. Gina explained that it is a prudent decision to have a third party maintain the Accounting Process to build in a “check and balance” process. Previously the Operations Supervisor was slated to assist with this process however with the reduction of a Supervisor Position and the added workload this has not been possible. The cost for A/P processing is \$150 a month and guaranteed for a year.

A Motion was made by David Dryden to approve the request of Ted Ahre CPA to provide Accounts Payable service to NORCOM. The Motion was seconded by Brent Earhart. Motion carried with all in favor.

Interoperability Plan: Discussion took place with reference to the various Interoperability Plans that are currently being developed. Scott Russell advised he is a part of the 5-5-5 Project, which is comprised of five police agency representatives, five fire representatives and five legislative representatives. This is for the State Interoperability Plan and Scott is a representative on the committee. Scott identified that currently the biggest concern is how to increase funding for the project without taking funding away from 911 Tax or other sources. A benefit that Woodburn Police

Department can provide is space availability on the current Antenna Pole site.

Kevin Hendricks provided feedback on the Marion County Interoperability Plan that is being conducted and proposed by RCC. Discussion took place with reference to the initial proposal being a VHF Trunked System.

v. Information Share

No further information to be shared by members.

Tour of the new police facility to follow the meeting.

User Board Meeting adjourned at 12:32 p.m.