

**NORCOM  
EXECUTIVE BOARD MEETING  
MINUTES**

November 17, 2010

**PRESENT:** David Dryden, Paul Iverson, Rick Lewis, Dan Johnson and Rod Yoder  
Staff: Gina Audritsh

**The Executive Meeting was called to order at 9:05 a.m. by Chair Dan Johnson**

**I Minutes**

Motion was made by Dave Dryden to approve the minutes from the September 22, 2010 Executive User Board Meeting. Motion seconded by Rick Lewis. Motion carried with all in favor.

**II Bills**

Question from Rick Lewis as to what the FSA Bill was for and then clarification from Rod between the FSA and the HRA/VEBA.

Motion made by Dave Dryden to approve the Bills for September and October 2010 as presented. Motion seconded by Rick Lewis. Motion carried with all in favor.

**III New Business**

**Narrow Banding / Radio Project:**

Gina presented and distributed the ongoing fluid document that is tracking the progress of both law enforcement and fire agencies in migrating and testing for narrow band. Gina advised that the document is ever changing and that we have been facilitating discussions with each discipline and their partners in developing timelines for programming field units and coordinating with dispatch to the narrow band the base stations. Mt Angel/Silverton PD have selected December 7<sup>th</sup> as the date to switch from wide to narrow band and then plan to evaluate and test over a two week time frame with recommendations to follow. Woodburn and Hubbard PD have a plan in place with both Woodburn and Hubbard Public Works Agencies for installation of new radio equipment on respective water towers and then testing will begin with the new repeated frequencies obtained this past summer and after installation of the new narrowband frequencies, testing will begin. Once testing is completed on these secondary frequencies with similar foot print and elevation as the primary police frequency; recommendation will be made for a date to reprogram field units and NORCOM to narrowband on the primary frequency.

### **North Tower Site:**

Marion County is still moving forward with the project. Timeline still not certain. Gina and Paul Iverson plan to meet with the planning department on Friday after the MCIC meeting if possible to get an update and also inquire from John Vanderzanden. Gina had already been in contact with John Vanderzanden to inquire if assistance was needed. Paul has been in contact with John, the planning department and Marion County Commissioners expressing concern for the length of time the process is taking and inquired if we could be of assistance.

### **Santiam Canyon Back Up Project**

Gina advised we are still moving forward in the PSAP Back Up plan with Santiam Canyon 9-1-1. The plan includes backup each center respectively with 9-1-1 Call Answering through the “make busy” switch. Gina explained that she is planning to leave the current “make busy” switch in place at Woodburn Fire in the event that it would be necessary sometime in the future; just as a redundant back up process since it would cost more to have removed than to leave in place.

Gina explained that dedicated link needs to be established between the two PSAP’s prior to the new tower being completed on Crosby Road with the Microwave Path and future fiber connection. Gina received quotes, with the assistance of Brian Miles IT Manager, for a fiber connection and a WiFi connection from NORCOM to Santiam Canyon facility. The recommendation includes purchasing a fiber connection on a 3 year plan with NORCOM and Santiam Canyon splitting the monthly maintenance agreement and the installation fee. This connection would support the Radio connectivity for dispatching from respective facilities; it would support the data connection for CAD if there is a desire to continue moving toward sharing NORCOM’s CAD System from Santiam Canyon and would also provide a pipeline for the Radio to Radio back up. The cost quote for the Wi-Fi and the Fiber has been provided to Santiam Canyon for review and consideration of funding 50% as their share. Gina recommended support for 50% of the fiber project to be paid by NORCOM and that a 3 year agreement is considered.

The Review Committee for analyzing and defining potential partnership with Santiam Canyon beyond the two centers providing back up has been tabled until the December Full Board Meeting when representation from Santiam Canyon can participate and provided their status update for their center.

**A motion was made by Dave Dryden to accept the bid from Data Vision for a three year term agreement price of \$829.95 a month and a onetime installation and set up fee of \$1,613.00 for fiber connectivity from NORCOM to Santiam Canyon 911 Center for purposes of sharing resources for a backup PSAP function and potentially for sharing CAD. This Motion is contingent upon Santiam Canyon supporting and project and willingness to contribute 50% of the monthly and non-reoccurring fee to Data Vision. Motion was second by Rick Lewis. Motion carried with all in favor.**

**Annual Audit Report / Review**

Brief discussion of the annual audit and identification of cash carry forward for the anticipated expenditure for the MSP CAD Update.

**A motion was made by Rick Lewis to recommend approval of the fiscal year 2009-2010 audit report by the full User Board at the December 15<sup>th</sup> meeting. Motion seconded by Dave Dryden. Motion carried with all in favor.**

**Next User Board Meeting – December 15, 2010 at 2:00 p.m.**

**Community Room at Woodburn PD**