

**NORCOM
USER BOARD MEETING
MINUTES**

December 15, 2010

PRESENT: Pete McCallum, Shawn Baird, Greg Dyke, Jay Hannon, Doug Garrett, Scott Russell, Don Fleck, Brent Earhart, David Dryden, Mike Healy, Dan Soleim, Bill Hansen, Paul Iverson, Gordon Jensen, Bill Miles, Dan Johnson and Jason Myers.
Staff: Gina Audritsh

The User Board Meeting was called to order at 1:05 p.m. by Chair Dan Johnson

I Minutes

Motion was made by Paul Iverson to approve the meeting minutes from the Executive Meeting on November 17, 2010. Motion seconded by Bill Hansen. Motion carried with all in favor.

II Bills

Motion made by Gorden Jensen to approve the Bills for November 2010 as presented. Motion seconded by Bill Hansen. Motion carried with all in favor.

III New Business

Audit Approval:

Board Chair Dan Johnson advised that the Executive Board had approved the Annual Audit report as presented by the auditor and recommended approval by the full user board. There were no concerns expressed by the report with reference to finances.

Motion was made by Doug Garrett to approve the fiscal year 2009-2010 audit report. Motion seconded by Paul Iverson. Motion carried with all in favor.

New World Systems CAD Upgrade:

Gina presented the update about the City of Woodburn [Police Department and Finance Department] has received approval from the council to move forward with the Microsoft update on the New World Systems software program. NORCOM is ready to sign contracts as the board has supported the project upgrade since budget process 2009. Gina anticipates signing agreements next week. Gina gave an over view of what is included in upgrade to include the Interface Module that will provide for fire agencies to interface with Fire House Records System and also those law enforcement agencies that currently use PRIORS Record System. Scott Russell inquired if the new Microsoft platform CAD will interface with other CAD systems from neighboring jurisdictions. Gina shared that it will make the process easier as they will be on the same platform however it is not a free interface, there would still be costs associated depending on which system the other jurisdictions will be using. This has been a focus for NORCOM during the NWS Upgrade process and we will continue to move in that direction. Gina also expressed the desire to share the system with the Santiam Canyon 9-1-1 Center.

Paul Iverson from Woodburn Fire District expressed his appreciation for Woodburn Police Department and their partnership with NORCOM for working together on the New World Upgrade and recognizing that this has been a long and somewhat challenging process. Scott Russell recognized NORCOM for their patience and partnership in the process.

Budget Committee:

Board Chair Johnson opened the discussion asking for volunteers for the budget committee for fiscal year budget process 2010-2011.

A motion was made by Scott Russell to approve the following to budget committee: Brent Earhart, Doug Garrett, Dan Johnson, Paul Iverson and Don Fleck. Motion seconded by Dave Dryden. Motion carried with all in favor.

Election of Officers:

The position of First Vice Chair and Board Position 2 At Large are open for election. Both positions will serve a two year term from January 2011 to December 2012.

A Motion was made by Paul Iverson to re-elect Dave Dryden as First Vice Chair and Rod Yoder as Position 2 at Large for another two year term. Scott Russell seconded the motion. Motion carried with all in favor.

North Tower Site:

John Vanderzanden shared last week that the building permits are in hand and the tower construction will begin early January. It is expected to take about 3 weeks to get the tower up. The calculations have been provided to the State Building Codes Division for the approval to import the electronics building which means they can go ahead and to the minor modifications to the building and ship it to Oregon. Marion County Emergency Management is working with OWIN to get the concrete foundation for the building and propane tank constructed. The next piece is the electrical work and grounding system.

Narrow Band timeline

Gina gave reference to the timeline that has been forwarded for review and is consistently changing as we move forward with individual disciplines and their narrow banding capabilities and programming. Gina provided update on the law enforcement progress; giving reference to the new public works/police department frequency.

CTF Update:

Gina gave reference to the letter that was distributed in packets from the Oregon Military Department and referenced the Consolidated Task Force Committee Report that will be distributed to the Oregon Legislature when they meet in January 2011. A copy of the report was provided in the board packets. Gina also referenced a presentation provided by Dave Stuckey of OEM who spoke on behalf of General Caldwell which is expected to support using 9-1-1 Tax Revenue reserves toward the Next Gen 911 projects and supporting consolidation efforts on a local level where it makes sense to consolidate and where local jurisdictions are preparing for consolidation efforts on their own accord.

9-1-1 Tax

Included in the board packet was a letter from the Oregon Department of Revenue initiated by the Oregon Emergency Management staff with regards to the 9-1-1 Tax Revenue that passes through city and county budgets to the 9-1-1 PSAPs. Gina expressed the concern that those PSAP's that are ORS190 or Special District Agencies receive the 911 Tax Revenue directly from the State into the Local Government Investment Pool account and those monies do not pass through the city budgets. Gina encouraged the board members to bring to the attention of the finance personnel within their jurisdictions and if they have questions to contact their auditor for assistance.

Santiam Canyon Back Up Project

Gina advised we are still moving forward with the PSAP Back Up plan with Santiam Canyon 9-1-1. The process is moving slower than anticipated due to coordination with the phone companies on the "make busy" switch for the 9-1-1 transfer process. We are waiting for final funding from the SHSP Grant for the Moducom Radio back up project. The Ethernet connection has been ordered and is anticipated as a 45 to 60 day install process, but once established we will have a dedicated network in place between the two centers.

Dan Johnson asked for the support of the Board in formulating a "working group" committee to look at the consolidation possibilities with Santiam Canyon 911 Center and determine if it makes sense. Dan also advised that Gina had provided the Santiam Canyon "futures group" with a proposal for management / supervision services as an interim solution for their center. The Santiam Canyon Board will meet in January and make final determination as to the direction they will proceed.

Dan presented his recommendation of a review committee to serve as the consolidation working group for NORCOM – to include:

Scott Russell
Don Fleck
Brent Earhart
Paul Iverson
Shawn Baird

A motion was made by David Dryden to approve the five member team as a consolidation working committee to look at consolidation of services with Santiam Canyon 911 Center and make recommendations back to the full board. The motion was seconded by Bill Hansen. Motion carried with all in favor.

In addition to the discussion of potential consolidation between NORCOM and Santiam Canyon, Dan reminded the board that the Sheriff has been facilitating discussions with the 9-1-1 centers and had designated members from each of the PSAP board's to continue discussion regarding a single county consolidated center. The Sheriff was asked to come to the meeting today to share his vision for the county and to receive feedback for the county regarding consolidation.

Sherriff Jason Myers shared information about conversations that he started having about a year ago when Stayton Police Department initiated contact with Willamette Valley Communications Center for providing dispatch services. At that point it was recognized that if a larger jurisdiction were to pull out from Santiam Canyon for dispatch services that it could have a significant impact on the overall operations and success of the Santiam Canyon 911 Center. With that in mind, Sheriff Myers thought it might be beneficial to have similar conversations regarding consolidation with the other PSAP's in Marion County [WVCC and NORCOM]. Additional meetings took place throughout the year, individually with Santiam Canyon and WVCC and then with NORCOM included in the meetings. The Sherriff feels strongly that the goal should be considering what is best for the community. Conversations with Chiefs, Board Members and PSAP Directors have continued and the governance structure seems to be one of the biggest challenges for a consolidated center to be supported. In the opinion of most, the ORS190 Agreement Structure would fit best for the public safety organizations served in Marion County. The Sheriff is motivated to continue in the direction of developing a single PSAP structure primarily because the Sheriff's Office is supporting three PSAP's. The next meeting will take place in January at which time we expect to hear back from Chief Moore of Salem Police Department who is continuing discussions with his City Manager regarding supporting a single PSAP and the concept of being a part of an ORS190 governmental structure Agency.

In addition to the consolidated PSAP opportunity, Sheriff Myers expressed his concern for how the SHSP Grant Funds have been spent in Marion County to date and feels there is some duplication of efforts within the three PSAP's and their public safety partners. The other

component of opportunity includes the radio infrastructure and how we continue to be inefficient with multiple radio systems that are not interoperable today.

Dan Johnson shared the theory of a consolidated PSAP would need to be an ORS190 Agency; if it were to be supported by members of the NORCOM board. He also shared that NORCOM is continuing to move forward with the Santiam Canyon discussions as a single consolidated PSAP as the county wide PSAP consolidation will not be a quick process. Dan reminded the board that it took 18 months to have the revised NORCOM ORS190 Agreement signed and the agreement was a revision, not a new agreement. The conversation concluded with the concept that a merger would be a benefit if it were a “cost savings” for users but not if it were at the expense of some agencies having a greater user fee burden than other agencies.

Scott Russell expressed the concern that the City of Salem City Manager may not have the authority to approve the single PSAP consolidation under an ORS190 umbrella – it would probably have to go before the City Council for review and approval.

Discussion took place regarding the County Emergency Manager making reference that there could be some funding available from the SHSP Grant for consulting services to look at a single PSAP.

Scott Russell shared his vision that service must weigh in on the consolidation process and that we must be mindful in that process with our citizens when evaluating the service level against cost. Discussions included questions about a radio scheme for the county and how it would be easier to accept the vision to move forward with consolidation efforts if we had agreements in place for an interoperable radio system county wide and plan for the future with all public safety partners. We are still not there.

Gina followed up with ensuring that consolidation efforts will take into account and consideration of the multiple technology and service systems that are in place with all the public safety partners and how the single PSAP would affect the various disciplines. This would include the multiple CAD Systems, the multiple Record Management Systems, the Multiple Radio Systems, etc. It could be detrimental to consolidate into a single PSAP and then shift the cost savings from dispatch services back to the individual public safety agencies as a direct increase in their general fund to support those software/hardware interfaces that may need to be supported in the consolidated PSAP. These are technological areas that need to start being consolidated before the single PSAP is created or at least identified as an expenditure that will be transferred from the PSAP to the user agencies. These are not necessarily obstacles, but more of a challenge to identify and work through as we move toward a common goal.

Scott Russell completed the conversation giving reference to the positive experience that NORCOM has had with their ORS190 Government structure.

Good of the Order:

Woodburn Fire District: Hosting a Basic Fire Investigation Class for law enforcement agencies on February 23, 2010 from 9 – noon. The class will be sponsored by Oregon Fire Marshalls Office.

Meeting Adjourned at 3:00 p.m.