

**NORCOM
9-1-1 USER BOARD MEETING
MINUTES
[Draft – Not Approved]**

December 8, 2004

PRESENT: Vince Herman, Alan Shane, Dennis Peterson, Gordon Jensen, Larry Bartels, Brent Earhart, David Dryden, Pete McCallum, Scott Russell, Don Alleckson, Rick Lewis, Shawn Baird and Kevin Hendricks. Staff: Gina Audritsh

The Meeting was called to order at 12:10 p.m. by Shawn Baird

I Minutes

A motion was made by Dave Dryden to approve the minutes. Brent Earhart seconded the motion. Motion passed with all in favor.

II Bills

Shawn Baird inquired if a comparison could be provided for some of the bills, specifically the Interpreter Service through Language Line Services. Gina indicated that there is an internal mechanism in place that any call over 10-minutes is reviewed by a supervisor and the calls are reviewed to ensure that the time spent on the phone with language line services is for dispatch purposes.

A motion was made by Rick Lewis to approve the bills for October and November 2004. Motion seconded by Scott Russell. Motion carried with all in favor.

III Old Business

Marion County Grant: Gina provided the users with an update on the progress of the joint Marion County Homeland Security Grant that is funding the upgrade to the MDT software for NORCOM and to include the hardware of MDT units for various users involved in the grant process. Gina advised that the scheduling of New World Systems and their trip to NORCOM for installation of software and the purchasing of hardware are both expected to be prior to the end of December 2004. Gina will continue to keep users informed as she learns more from John Vanderzanden's office. Gina also explained that John Vanderzanden wants to begin the process for the next Homeland Security Grant to get a head start on needs for operability in the county. The first meeting is scheduled for Thursday, December 16, 2004 at 13:30 at Marion County Public Works building in Salem. No questions or discussion from board members or users present.

North 1 Radio Site Agreement:

North 1 Voter Site: Gina reiterated that the move of the North 1 and Woodburn Ambulance base and radio antenna equipment was moved to the new site at Maclaren – Oregon Youth Authority water tower site and that the agreement commenced on November 1, 2004. All equipment has been removed from the 1370 Industrial Ave site at American Tower. No questions asked by the user board on this topic.

UHF Fire Radio System: Gina advised that recently there has been problems with NORCOM receiving clear transmissions from field units, however the complaint has been that the field units hear each other just fine. Gina checked the voice logger on the specific incidents that were provided by Hubbard Fire District and determined that the voice quality and the reception problem are also being recorded the same as being received by the dispatcher on both North 3 and North 4 UHF Radio Systems. Complete Wireless was contacted and after three days of repairs to both the base stations and the repeater sites and the potential of reprogramming field unit radios to match the same frequency configuration. Don Alleckson of Woodburn Fire District advised he has seen some improvement, Alan Shane of Hubbard Fire District indicated they did not have the opportunity to test and evaluate, as there has not been any calls for service for their district. No further comments were made or addressed on this issue.

Communication Training-Facilitation: Gina gave a brief synopsis of the completed Communications Training that was provided to each of the NORCOM employees through Alison Kelley in effort to improve communication between employees and the management team. Gina shared that the training was received positively from the employees and all that participated in the final training process took part in designing goals and working guidelines that have been adopted by the employees to take effect December 1, 2004.

Staffing Update – Gina advised that we are still down one position, currently performing the background process for the employee that was offered conditional offer of employment from the October interview process.

VI New Business

Police Facility Space Negotiation – Gina reminded the Board that the City of Woodburn Police Bond had successfully passed and the city and police department are moving ahead with the new facility project with anticipation of selling the bonds on March 9, 2005 and beginning the project with borrowed funds prior to that date. Gina explained how the city has an opportunity to take advantage of saving on interest funds if they complete the project of 85% within 18 months. Gina advised that the City of Woodburn is looking for a commitment from the NORCOM Board for the continuation of their intent to move the NORCOM facility with the Woodburn Police Department to the new facility. Gina also gave information that reflected upon a grant that Woodburn Police Department received through Darlene Hooley's office in the amount of \$300,000 to be used for radio

infrastructure, computer networking, fiber optic cabling and phone cabling to the new facility site. The funds can only be used at that facility location. The city is willing to share these funds with NORCOM to assist with the move of both departments and the shared facility networking communications. Scott also indicated that part of those funds could replace the current AS400 server and would be a cost savings to the NORCOM Board.

Gina presented a proposed Lease amount that was developed by Scott Russell in the initial communication of the intent of NORCOM moving to the new facility. Gina expressed that NORCOM needs to look at a new facility whether it is moving to the Silverton Station, moving the new Police Facility or finding an alternate location; we have simply outgrown the space we currently occupy. Gina expressed that the proposed lease amount is for the actual building costs associated with the NORCOM space and then amortized over 20 years which translates to about \$14,000 more a year [as proposed] for twice the usable space.

Discussion took place with regards to other facility options. Gina advised that she has met with Chief Vince Herman, Silverton Fire District, and discussed the potential of NORCOM occupying space above the main fire station quarters. Vince indicated that these were preliminary discussion and that no dollar figure for a lease was discussed and that the square footage has not been specifically identified. Gina expressed that Vince was gracious enough to offer to expand the open facility space by moving walls or constructing new walls. Gina advised that it does afford the opportunity to share additional kitchen and restroom / locker room space. Vince invited the opportunity to share the space with anyone who would like to view after the meeting.

Discussion took place with regards to conducting a needs assessment for the future of NORCOM and long-term commitments. Scott Russell, Woodburn Police Department, advised that NORCOM personnel and Gina were a part of the long-term planning and the pre-design meetings to ensure that NORCOM's facility needs projected over a 20 year plan were being addressed and would be met with the design of the facility.

Gina reiterated that she and her staff were a part of the pre-design process and did have input into the facility and did participate on tours of other facilities. Gina feels that the needs of the center were addressed for a future 20-year plan.

Scott Russell indicated that the City will need to have input from the NORCOM Board prior to the end of January that they can present to council for review. It is the desire and plan for NORCOM to move with the police department as that space has been programmed into the design from the beginning of the project when the Board expressed interest, however if the decision of the board is to not move forward with the move then the design will need to be altered and reconfigured prior to re-design.

Rick Lewis brought up the topic of the shared communication plan that is currently in place for the data sharing with the AS400 Server and current Agreement that is in place

between Woodburn Police Department and NORCOM and how that would work if the center was to move away from the Woodburn Police Department and the costs that would be associated to those agencies that are participating in the current agreement.

Discussion took place with regards to the promise of the City in how the \$300,000 grant money will be allocated and shared with NORCOM. Scott indicated that he is not in possession of the grant language therefore he does not have specific answers but the intent is to share the funds for the move between NORCOM and Woodburn Police Department to the new facility. Scott indicated that he is not looking for a signed or agreed to Lease at this point, but is looking for a commitment for the move of NORCOM to the new facility.

Discussion of forming a committee to address the Board concerns and the facility needs was discussed.

Discussion continued with regards to the length of a Lease Agreement and if there is a promise for no or not substantial increases for a specified amount of time. Kevin Hendricks, Woodburn Fire District, advised the lease should also consider the event of a current user member dropping from the center. Discussion of forming a committee to address the concerns of the board

The point was made by Chair Shawn Baird that it would be beneficial to have a committee made up of Board members as Gina and her staff participating with architects in the pre-design was probably not what the board would have recommended for the same facility needs. Shawn Baird also made the statement that the Board has talked too loosely and now the Board needs to be more rigid in the decision.

A Facility Committee was adopted to include the following members:

Chief Rick Lewis, Silverton Police Department
Chief Vince Herman, Silverton Fire District
Chief Rod Yoder, Aurora Fire District
Shawn Baird, Owner Woodburn Ambulance, Chair of NORCOM Board

Chief Scott Russell, Woodburn Police Department, will participate as an information source as necessary for the Facility Committee Meeting.

Gina will provide information as requested by Committee Members for the meeting, it was recommended to have questions and requests to Gina prior to the first week of January.

The suggestion was made that the meeting should take place prior to the end of January for the sake of Chief Russell reporting to council and after the end of the year due to the Holiday schedule.

Future Funding: Gina presented a power point presentation for the board in effort to facilitate discussion about future funding for NORCOM. The presentation analyzed the past and present user fee distributions and budget conflicts. Gina presented the concept of identifying the future goals for NORCOM and gave options for discussion for creative funding options to include; user fee distribution, forming a Special District, identifying a cut package and the potential of a restructure. The concern that needs to be addressed for the budget cycle includes that expenditures are consistently larger than the revenues that are being received via user fees. It was discussed during the last two budget cycles that the agency has consistently used cash carry over from the previous year to balance the budget; this is not a practice that can continue. The presentation and facilitation of funding for NORCOM was intended for the board to provide direction on what the future goals should be identified and how those goals should be funded. Gina provided information that addressed line items that are consistently over spend year to year which include the radio maintenance for all radio systems and also the additional technical assistance that is required for the shared data agreement between agencies and NORCOM. The topic of user fee distribution needs to identify if the current user fees are to maintain those expenses or if these are expenses that need to be built into another type of maintenance agreement for NORCOM or billed out to the agencies dependent upon shared use. Gina explained that the 190 Agreement indicated that all radio base stations/ antenna equipment maintenance belongs to those agencies that purchase the equipment. When discussing the future budget these are topics that need to be considered in funding and/or cut packages.

Discussions included forming committees to look at various options of funding for NORCOM to include the distribution formula that is currently being used for agencies. Kevin Hendricks, Woodburn Fire District, opened the discussion of looking at other options for dispatch such as opening the ORS190 Agreement and reviewing dispatch options at Willamette Valley Communications Center and Santiam Canyon Communication Center. Gina advised that those are also very valid options that the users may want to consider with a committee for future funding and goals for the center and the user agencies.

Rick Lewis, Silverton Police Department, inquired if NORCOM has a Strategic Plan. The recommendation was made to spend some time and money on developing a Strategic Plan for the center and planning for the future, possibly a 20-year plan similar to what was analyzed for a new facility. The Strategic Plan could identify the future funding mechanisms for the center and would be consistent with what the budget committee develops.

Information Share: No information shared by users or Board members.

VI Adjourment

User Board Meeting adjourned at 1:10 p.m.

**Next User Board Meeting
February 9, 2004
Silverton Police Department
[location to be determined/announced]**