

**NORTHEAST ARIZONA REGIONAL DISPATCH  
CENTER GOVERNING BOARD MINUTES  
FEBRUARY 29, 2016, 2:00 p.m.**

**PRESENT:** Jim Morgan, Chairman; Paul Watson, Vice-Chairman; Ray Alley, Member; Randy Sullivan, Designated Member; Evie Racette, Member; Ed Muder, Member.

**ALSO PRESENT:** KC Clark, Navajo County Sheriff; F. Morgan Brown, Attorney, City of Show Low; Ron McArthur, CEO Summit Healthcare; Ken Dewitt, IT Director, Navajo County; Joe Shelley, Show Low Police Chief; Jason Moore, Deputy County Attorney; Melissa Buckley, Clerk of the Board, Navajo County; Ann Kurasaki, City Clerk, Show Low; Donna Hurstrom, Deputy Clerk of the Board, Navajo County.

**2:00 p.m. Call to Order**

**CALL TO THE PUBLIC:** None

**Discussion and review of entities that have approved the IGA for Regional Dispatch and verification of signature pages:** Holbrook was received today, and Show Low was executed and provided to the City Clerk. Mr. Morgan stated that he called Sun Valley today and requested that Mr. Dewitt contact the IT deputy director and ask about Sun Valley's signature. Ms. Buckley stated that once all signatures are received, a fully executed copy will be distributed to all members. **Chairman Morgan** advised that he was informed that the Sun Valley Chief got the approval at their last Board meeting and needs another copy of the IGA so he can sign it.

**Selection of Chairman and Vice-Chairman for Northeast Arizona Regional Dispatch Center Governing Board:** **Ms. Racette** nominated Jim Morgan as Chairman; nomination seconded by **Mr. Muder**. Vote unanimous approving the nomination. **Mr. Muder** nominated Paul Watson as Vice-Chairman; nomination seconded by **Ms. Racette**. Vote unanimous approving the nomination.

**Selection and designation of official Board Clerk for Northeast Arizona Regional Dispatch Center Governing Board:** **Vice-Chairman Watson** recommended Donna Hurstrom as Board Clerk of Northeast Arizona Regional Dispatch Center. **Ms. Racette** made a motion to approve Donna Hurstrom as Board Clerk of Northeast Arizona Regional Dispatch Center; motion seconded by **Chairman Morgan**. Vote unanimous approving the motion.

**Designation of electronic and physical locations where NARDC meetings will be posted:** Ms. Buckley stated that a page has been set up for NARDC on the Navajo County website under Administration where agendas and minutes, once approved, will be posted. Mr. Brown stated that the agenda must be posted at three (3) places and recommended that the agenda be distributed to all Board members three (3) business days prior to the meetings. Ms. Buckley clarified that the backup items to the agenda do not need to be posted; however, they need to be provided to the Members. **Vice-Chairman Watson** made a motion to give official notice of board items by means of the County website, the County complex in Holbrook, and Show Low City Hall, and any other notice deemed appropriate by the other agencies involved; motion seconded by **Mr. Alley**. Vote unanimous approving the motion.

**Discussion and consideration of draft bylaws by the NARDC Governing Board:** Mr. Morgan reviewed the draft bylaws with the Members. **Vice-Chairman Watson** proposed adding under **Purpose and Objectives** reduce miscommunications between various agencies and provide a redundancy of service in case of outages or other loss of services. He also inquired as to whether there should be a question distinguishing excused versus unexcused absences under **Vacancies**. The members discussed how many meetings a member can miss and whether each member should indicate who their designee would be and whether those designees would get a vote. **Mr. Alley** appointed **Mr. Sullivan** as his designee. The Members also discussed whether proxies should be allowed. The Members agreed that a proxy will be allowed by written communication, either hard copy or e-mail; Members may appear via teleconference; and that Section 4 will be changed to reflect that the third consecutive meeting missed will constitute a member's withdrawal from the Board. **Vice-Chairman Watson** stated that Section 9 should say Regular meetings and that under Article VI, Section 4B, President should be changed to Chairman. The Members discussed how far in advance of the end of the fiscal year projections should be provided. **Vice-Chairman Watson** suggested that in Article IX, Section 1, Fiscal Year, that projections be provided by March 1<sup>st</sup>. Mr. Morgan stated that he will make the proposed revisions and submit the bylaws at the next meeting.

**Discussion and possible establishment of regular meeting date schedule for NARDC Governing Board:** **Mr. Muder made a motion** to set the NARDC Board meetings on the second Monday of every month at 2:00 p.m.; motion seconded by **Ms. Racette**. Vote unanimous approving the motion. **Mr. Muder amended his motion** that the NARDC Board meetings will be held on the second Monday of every month at 2:00 p.m., at Show Low City Hall or as otherwise determined by the NARDC Board; amended motion seconded by **Ms. Racette**. Vote unanimous approving the motion.

**Consideration and possible action concerning the hiring process and approval of Request for Qualifications for legal counsel to represent the NARDC Governing Board:** Mr. Moore stated that he worked with the Navajo County Finance Department to draft the Request for Qualifications for the Board's consideration and approval today. He stated that the most important decision is to hire independent legal counsel and that that person be in good standing with the State Bar and is familiar representing governmental entities. He stated that advertising can be done through State procurement to allow the biggest selection possible. He advised that legal counsel would probably not need to be present at every meeting. The Members discussed other advertising options and the cost of the advertising. **Vice-Chairman Watson** suggested that advertising can be done through the League of Arizona Cities, County association, locally, and through the website. Mr. Moore advised that he will pass along the information regarding advertising options to the Finance Department. **Ms. Racette made a motion** to accept the Request for Qualifications as presented by Mr. Moore; motion seconded by **Vice-Chairman Watson**. Vote unanimous approving the motion.

**Consideration and possible action regarding the hiring of Managing Director or temporary independent contractor to serve as interim Managing Director to make Northeast Regional Dispatch Center operational:** **Ms. Racette** stated that Steve Wisely from APCO Consulting Services provided a list of questions that would need to be answered prior to a proposal being provided which she read into the record. **Chairman Morgan** stated other possible consultants and that an amount to be paid cannot be set until it is determined what the Board wants to accomplish and when. He stated that there is an estimated budget, but that information should not be divulged while looking for the consultant. Mr. McArthur stated that he will go before the Hospital Board in March for the hospital to approve \$50,000.00 for startup expenses. **Mr. Muder** stated that a plan needs to

be put in place before funding. **Vice-Chairman Watson** stated that the chiefs and others will need to help identify the specific data requested. **Chairman Morgan** suggested that the email from Mr. Wisely be sent to the Operations Committee for them to answer questions for their specific agencies. **Ms. Racette** stated that she will send the email from Mr. Wisely to Board Members, and then they can forward it to their respective agencies. **Chairman Morgan** stated that one scope of work would be that the plan be fully operational within two years or that an alternative be outlined when they think it could be operational.

**Consideration and possible action regarding ratification of contract(s) with Spillman for software and implementation of the CAD system for the Northeast Arizona Regional Dispatch Center:**

Mr. Dewitt stated that everything is signed on the Spillman contract except the attachments for Pinetop and Show Low which says that the County is housing the software. Mr. Dewitt further stated that James Jayne, County Manager, signed on behalf of NARDC, and there will need to be a ratifying vote accepting that. **Mr. Muder** questioned the urgency of signing now. Mr. Dewitt stated that a signature now locks in the pricing and gets us on Spillman's training schedule for 10 to 12 months from now. He stated that once the contract is signed, twenty-five percent (25%) would be payable upfront, \$75,906.00, for the new agencies. **Vice-Chairman Watson** stated that the County is offering to front some of the money until everybody is on board and paying their fair share and that there will be an interest charge. The Members discussed the time frame before Spillman is operational at the agencies. Mr. Dewitt stated that Spillman also assigns a project manager when the contract is signed who will work with our project manager. The Members discussed the work that would be done upon payment of the \$75,906.00 and when the remainder of the funds would be due and payable. Mr. Dewitt stated that the cost for Holbrook and the County for additional modules is \$191,000.00 and that he does not know if there is any due at signing for the \$191,000.00, but that the Consortium would be responsible for the \$191,000.00. **Vice-Chairman Watson** stated that the schedule of payments needs to be clarified. Mr. Dewitt recommended that the Board sign the contract and that Spillman be invited to the next meeting. **Mr. Muder** made a motion to invite Spillman to the next meeting and have them explain their proposals, when monies are due, the urgency to execute and that this Board not take action on executing proposed agreements until that explanation; motion seconded by **Mr. Sullivan**. Vote unanimous approving the motion.

**Consideration and possible action regarding temporary operating expenses for the Northeast Regional Arizona Dispatch Center:**

**Vice-Chairman Watson** stated that there needs to be an action that this board authorizes the County to cover those initial costs with recognition by this Board that it will be loaned to this Board by the County and will need to be paid back with interest of approximately one-and-one-half percent (1-1/2%). **Mr. Muder** stated that he has no objection as long as it can be done through the budget process. **Vice-Chairman Watson** stated that Show Low most likely will go live during the next budget year. **Mr. Muder** stated that agencies might build money into dispatch centers by percentage of base number, anticipated costs. **Mr. Sullivan** stated that everything should funnel through the fiscal agent. **Ms. Racette** stated that the project manager may need more than \$50,000.00. **Vice-Chairman Watson** stated it was his hope that the consultant is first and then immediately after that, the Board would be working on the in-house manager to coordinate with the consultant. Mr. Dewitt stated that it was identified in previous discussion that an outside consultant, manager of dispatch and the IT person would be first, and the last budget proposal was up to one million dollars that NARDC was going to borrow from the Treasurer for the initial capital items. He further stated that once he receives a proposal about equipment, he will bring it to the Board. **Vice-Chairman Watson** stated that CDBG money is ready to be spent and in place and must be used in Holbrook. **Mr. Muder** made a motion that as to temporary operating expenses, ask Summit for the first \$50,000.00, with the remainder to be through a loan from Navajo County

Treasurer's Office up to one million dollars; motion seconded by **Mr. Sullivan**. Vote unanimous approving the motion.

**Consideration and possible action regarding obtaining liability and other insurance necessary for the operation of the NARDC:** Mr. Moore stated that the Board does not need to take action on this item today but provided an update regarding obtaining insurance for the NARDC entity. He stated that he met with Rocky Armfield, Director of Risk Management at Arizona County Insurance Pool, who stated the items for which the Arizona County Insurance Pool could not provide insurance and that NARDC would need to seek insurance through a private insurer for those needs. Mr. Moore stated that Arizona County Insurance Pool can possibly help with general liability insurance and property insurance for property NARDC purchases and that Mr. Armfield will talk to some of his colleagues at Arizona County Insurance Pool to see what they can do and then let Mr. Moore know for what NARDC needs to do to go out and seek coverage privately. **Chairman Morgan** inquired as to whether current insurance coverages for the entities for which Board members work transfer over, and Mr. Moore stated that he does not think so, because the JPA statute is very clear that this is a separate organization. **Mr. Muder** requested that Mr. Brown and Mr. Moore have a discussion with Mr. Armfield and the Show Low insurer with regard to insurance.

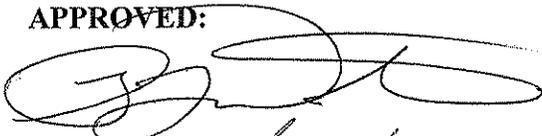
**Designation of next meeting date and adjournment:** Next meeting is March 14, 2016, at 2:00 p.m., Show Low City Hall.

**Vice-Chairman Watson** stated that Snowflake/Taylor was given a separate quote and is requesting that NARDC host their data. **Ms. Racette** recommended that this item be considered as a future agenda item. **Vice-Chairman Watson** stated that he will advise Gus Lundberg that the Board did not have the ability to take action today.

**ADJOURN:** at 3:54 p.m. There being no objection, the meeting was adjourned.

**DATED:** February 29, 2016

**APPROVED:**



*Paul Watson, Vice Chairman*  
*Jim Morgan, Chairman*

Northeast Arizona Regional Dispatch Center (NARDC)

**ATTEST**



Donna Hurstrom, Clerk  
Northeast Arizona Regional Dispatch Center (NARDC)