

**NORTHEAST ARIZONA REGIONAL DISPATCH  
CENTER GOVERNING BOARD MINUTES  
April 11, 2016, 2:00 p.m.**

**PRESENT:** Jim Morgan, Chairman; Paul Watson, Vice-Chairman; and Ed Muder, Member, were present. Randy Sullivan and Evelyn Racette were absent.

**ALSO PRESENT:** Ken Dewitt, IT Director, Navajo County; Joe Shelley, Show Low Police Chief; Jason Moore, Deputy County Attorney; F. Morgan Brown, Attorney, City of Show Low; Ron Macarthur, CEO Summit Healthcare; and David Sargent, Pinetop-Lakeside Police Chief, were present.

**2:07 p.m. Call to Order**

**CALL TO THE PUBLIC:** **Chairman Morgan** stated that there has been a change in leadership in Pinetop-Lakeside. Chief Sargent stated that no decision has been made as to town manager, and he will be sworn in as chief on the 21<sup>st</sup>. Scotty Douglas introduced himself and advised the NARDC Board that he is interested in a possible position in the future with NARDC.

**APPROVAL OF MINUTES:** March 24, 2016: **Mr. Muder** made a motion to approve the minutes from March 24, 2016; motion seconded by **Vice-Chairman Watson**. Vote unanimous approving the motion.

**DISCUSSION AND POSSIBLE APPROVAL OF RFQ FOR OUTSIDE ATTORNEY:**

Jason Moore stated that the legal counsel position was advertised per the NARDC Board's instructions in the White Mountain Independent, the Holbrook Tribune, on Arizona League of Cities and Towns website, and also in the *Arizona Attorney*. He stated that three people made inquiries about the RFQ after it was posted; however, the deadline came and went, and no one submitted a formal proposal. Mr. Moore stated that at this point, the procurement requirements have been satisfied. Mr. Moore recommended that he and Mr. Brown, along with **Chairman Morgan**, talk with some local attorneys individually to determine if they have any interest in the position; and if there is interest, those candidates can submit some type of formal proposal and schedule to meet with the NARDC Board. The Board members concurred.

**DISCUSSION AND POSSIBLE APPROVAL OF PROPOSAL FROM APCO:** **Chairman**

**Morgan** stated that he answered all of Mr. Wisely's questions that he had, and the only outstanding question is the individual deployable units and the staff members that each agency has so that Mr. Wisely can determine how many different agencies need to be folded into one dispatch center. He stated that Mr. Wisely suggested that NARDC structure APCO's design of a plan for NARDC with a not-to-exceed dollar amount and an hourly rate. **Vice-Chairman Watson** inquired whether APCO is going to be the project manager moving forward. **Chairman Morgan** stated that APCO can do some of those pieces, including proposing the plan on the implementation of the CAD rollout, working with Spillman, and frequency coordination, but there may be other elements of the plan they would suggest the IT departments internally can handle themselves. **Mr. Muder** inquired as to whether there were any issues that APCO is not

familiar with that needs to be part of the implementation plan, including the financial plan. **Chairman Morgan** stated that he does not know if the e-mail to Ms. Racette addressed the financial plan, but that can be included. **Mr. Muder** stated that he is okay to go forward with an hourly rate with a not-to-exceed dollar amount if APCO can put together the whole package. The members discussed the proposed hourly rate and not-to-exceed dollar amount to engage APCO to start developing a plan. **Chairman Morgan** spoke about APCO's experience. Mr. Douglas recommended getting the dispatch director first to allow that person to guide NARDC into different areas, because the person coming in will be able to leverage other associations. **Chairman Morgan** stated that Mr. Wisely went through the business plan and edited it and made recommendations on how to change the business plan at no charge, which he will forward to the NARDC Board members. He stated that APCO can help craft a service agreement with Spillman, including time frames and customer service. **Vice-Chairman Watson made a motion** to engage APCO to develop a plan with phases identified within 30 days at the rate of \$125.00 per hour with a not-to-exceed amount of \$10,000.00, recognizing that NARDC in conjunction with that will be in the process of hiring a dispatch director and have that person provide input as to the next step; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

#### **DISCUSSION AND POSSIBLE APPROVAL OF SALARY RANGE FOR PROJECT**

**DIRECTOR:** Stephanie McQuillan, HR Manager, City of Show Low, advised the NARDC Board that she did research on salary ranges and job descriptions and reviewed her research and provided copies to the NARDC Board. The members discussed the salary ranges and job descriptions presented and discussed the similarities and differences with the agencies presented. **Vice-Chairman Watson** suggested that if the salary range and basic job description are close that NARDC should go ahead and get started on advertising. Mr. Moore suggested that someone who expresses interest should get a copy of the IGA and bylaws and that the IGA and bylaws can be added to the NARDC page of the Navajo County website. He stated that he will show the information provided to the Navajo County HR director, and Ms. McQuillan stated that she will e-mail the information to Mr. Moore that she has prepared. Mr. Dewitt suggested that a copy of the proposed job description be given to all of the chiefs and the sheriff for input and give them a week to respond. Mr. MacArthur inquired as to how the salary range compares with what IXP put in the budget. Mr. Dewitt stated that he believed that most of the budget information came from IXP. **Chairman Morgan** stated that the range gives the ability to move a person into a different position if NARDC finds that the budget is not in the ballpark and a qualified candidate is found. **Vice-Chairman Watson** stated that if NARDC doesn't do anything today to approve advertising and get notice out, it would be another 30 days out before that gets done. **Chairman Morgan** stated that IXP recommended a salary amount of \$102,900.00 for the first year, topping out at \$122,975.00 over 10 years. Chief Shelley stated that the dispatch director should be at the commander level. **Mr. Muder** stated that NARDC needs to advertise to get qualified people to apply, but also needs to be concerned about the Dispatch Center budget. **Chairman Morgan** stated that one option would be to continue at this salary range and see what kind of candidates apply and their qualifications. **Vice-Chairman Watson made a motion** that the position description and salary range of dispatch director be adapted to fit into the County Personnel System, and the salary range be in neighborhood of \$80,000.00 to \$112,000.00, which will be defined by the Navajo County Step and Plan System and that the description itself be given to not only members of the Governing Board, but to all of the NARDC signatories of the IGA for

review and comment back to Eric Scott within a two-week time period, after which it will be reviewed again with Ms. McQuillan, with the job description getting published and noticed within a week after that and that there be a 30-day response time; motion seconded by **Mr. Muder**. Vote unanimous approving the motion. **Chairman Morgan** stated that he will also send it to Steve Wisely and have APCO review it.

**Chairman Morgan** stated that Pinetop-Lakeside notification needs to be sent to Mayor Smith with a cc to Chief Sargent.

**DISCUSSION REGARDING PROJECT IMPLEMENTATION MANAGER POSITION:**

No Action.

**REPORTS FROM STAFF:** Mr. Dewitt stated that he is continuing to work with Danny from Show Low and the Chief on the new building to make sure it has appropriate infrastructure. He stated that things are going well in Holbrook with the grant proposal and getting equipment installed for the Dispatch Center. He stated that he is gathering information for the proposed hardware and servers. **Chairman Morgan** stated that Chief Shelley and Brad Provost had discussed bringing on an EMD software which was funded in the amount of \$43,000.00, which will be received in August or September. Chief Shelley stated that he will be asking for the second half next year.

**NEW BUSINESS:** Mr. Macarthur stated that the \$50,000.00 installment toward the startup expenses was approved at the Hospital Board meeting on March 24<sup>th</sup>, and the County already has the check in the bank.

**ADJOURNED: 3:15 p.m.**

**APPROVED:**

**DATED: April 11, 2016**



**Jim Morgan, Chairman  
Northeast Arizona Regional Dispatch Center Governing Board**

**ATTEST:**



**Donna Hurstrom, Clerk  
Northeast Arizona Regional Dispatch Center Governing Board**