

**NORTHEAST ARIZONA REGIONAL DISPATCH CENTER  
GOVERNING BOARD MINUTES  
May 9, 2016, 2:00 p.m.**

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

**ALSO PRESENT:** F. Morgan Brown, Attorney, City of Show Low; James Menlove, Navajo County Finance Director; and Ron Macarthur, CEO Summit Healthcare.

**2:08 p.m. Call to Order**

**CALL TO THE PUBLIC:** None.

**APPROVAL OF MINUTES:** April 11, 2016: **Vice-Chairman Watson made a motion** to approve the April 11, 2016 minutes; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

**DISCUSSION REGARDING NARDC BUDGET:** James Menlove discussed staffing levels. **Chairman Morgan** stated that the Board had agreed to a 3% or 4% increase annually to ensure solvency in 10 years and indicated that he will send the proposed models to Mr. Menlove. Mr. Menlove advised the last model he did was based on what IXP showed. **Chairman Morgan** stated that the NARDC Board did not change the number of positions or wages established by the finance directors but looked at the revenue side and agreed they could accept a 4% annual increase. He indicated that the NARDC Board changed the salary range for Dispatch Director to be competitive and to get a quality person. Mr. Menlove stated he received the salary range from Vice-Chairman Watson and will put \$88,000.00 in the budget for Dispatch Director. The members agreed to start the 4% increase after year one. Mr. Menlove advised that what the County pays dispatchers is not within the ranges, and there has been discussion about adjusting the County dispatchers July 1 to the entry level range. Mr. Menlove reviewed expenses with the NARDC Board. **Mr. Muder** indicated that the rent and utilities need a 4% increase yearly. **Chairman Morgan** stated that Mr. Menlove could use the same factors which the County uses. **Mr. Muder** spoke about trying to get a consultant to put a budget together. Mr. Menlove stated that he will adjust the payroll according to current salaries and plug those into the spreadsheet. The NARDC Board members discussed a projected go live date. **Chairman Morgan** stated that once the director is on board, Spillman will assign a project director, who will work with APCO and the director in guiding the installation of Spillman. He stated that the County has agreed to take on the Spillman expenditure. He further stated that the records management in the CAD system has been used by all end users, and they will need to just learn the Spillman program. He stated that he set up a meeting with Dave Sargent and Chief Savage and prepped them on all of the information with regards to where NARDC was at, and Chief Savage was surprised at the level of detail and that the information did not get communicated down, and he does not believe there will be any issues. As to the staffing levels, **Mr. Muder** suggested going with the 21 FTEs rather than the 20 FTEs. Mr. Menlove stated that he will go with the 21 FTEs with updated numbers. He stated that they are estimating \$2 million for capital, and he can get a loan from the County Treasurer at 1 or 1.5 % for 5 years and when the NARDC starts to spend big dollars, he

will make that happen. He stated that the NARDC should be able to start spending the CDBG dollars quickly. **Chairman Morgan** stated that the NARDC will be awarded a grant for one of the software packages which will be seen in September of 2016. He requested that Mr. Menlove come to the June meeting and provide the revised numbers prior to the meeting.

#### **DISCUSSION AND POSSIBLE ACTION ON RESPONSES TO RFQ FOR NARDC**

**ATTORNEY:** **Chairman Morgan** stated he, Mr. Brown, and Jason Moore had a conference call regarding honoring the latest date for RFQs to be presented and that 3 applications were received. He suggested scheduling a time with each of the individuals and develop a set of interview questions and then determine which one of the candidates the NARDC Board would like. He stated that Mr. Moore vetted each applicant, and all of the applicants are in good standing with the Bar and there have been no issues or complaints with any of the applicants. Mr. Macarthur discussed travel costs. **Mr. Muder** stated that he believes that Bill Whittington has as much of a conflict as Mr. Brown and Mr. Moore. **Chairman Morgan** stated that there would be a conflict of interest with regard to Mr. Whittington. Mr. Brown spoke about the duty of loyalty for attorneys and recommended that NARDC start off with someone who does not have conflicts or duties to someone else. **Chairman Morgan** stated that he believes that a lot of the communications with counsel can be done through conference calls. The members spoke about the vetting process and that the NARDC Board may give weighted factors to what it believes is important, which may include cost. The members discussed the qualifications and costs of the applicants. The members discussed the issue of a retainer. **Chairman Morgan** asked if the NARDC Board engaged the services of an attorney and found that the relationship is not working, how would the NARDC Board exit out of that relationship. Mr. Brown indicated that the NARDC Board would want to establish a contract which may include a 30-day termination clause and that he and Mr. Moore will prepare the contract. **Vice-Chairman Watson made a motion** to approve the local firm of Moore Law, PLLC, and establish a contract prepared by the County and City of Show Low attorneys; motion seconded by **Chairman Morgan**. Vote unanimous approving the motion.

#### **DISCUSSION AND POSSIBLE ACTION ON ENGAGEMENT OF PROFESSIONAL SERVICES FOR APCO DEVELOPMENT OF NARDC PROJECT PLAN:**

**Chairman Morgan** stated that Steve Wisely prepared a cover letter and scope of work with some of the targeted elements which should be considered for the plan but it is not an inclusive scope of work. He indicated that Mr. Wisely believes Phase One would be about \$10,000.00 and recommended that the NARDC use the hourly process not to exceed \$10,000.00, and that the NARDC Board will know what the financial numbers are before proceeding with a task. **Mr. Muder** inquired whether Task 1 will include a budget. **Chairman Morgan** stated that he does not believe Task 1 includes the budget, because the priority was the CAD system. Mr. Macarthur expressed concern that APCO is lowballing Task 1, because they know the NARDC will need Tasks 2 and 3 with no pricing on Tasks 2 and 3. **Chairman Morgan** asked Scotty Douglas if the right person is in the position of dispatch director, would many tasks be diverted to the dispatch director, which APCO acknowledges may shrink the cost of APCO's oversight. Mr. Douglas concurred, dependent upon the experience that the director brings, but the dispatch director would most likely do about 80% of the work. **Mr. Muder** requested that APCO look at the NARDC budget to ensure that NARDC is in line. **Chairman Morgan** stated that he can forward the budget to APCO and request that they review the budget in Task 1. **Vice-Chairman**

**Watson** stated that he wants Task 1 to help NARDC refine the business plan and the budget and does not see \$10,000.00 worth of deliverables in Task 1. **Chairman Morgan** stated that APCO has already reviewed the business plan gratis. **Vice-Chairman Watson** expressed concern that if NARDC gets down the road with vendors chosen and the budget blows up, then NARDC is in trouble. **Mr. Muder** stated that then you would risk agencies dropping out. **Chairman Morgan** stated that he does not see that happening, because the budget looked at real numbers provided to IXP, but there may be other infrastructure not prepared for. Mr. Macarthur stated that the biggest overrun at the hospital is the IT implementation of interoperability. **Chairman Morgan** stated the NARDC has already been approached by other agencies to come on board which will give the NARDC more of an ability to generate revenue. **Vice-Chairman Watson made a motion** to approve moving forward with APCO with their proposal for Task 1 with the addition that in addition to reviewing the business plan, they also review the budget at the same time, particularly software and other capital costs; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

**REPORTS FROM STAFF:** Mr. Macarthur inquired regarding the attendance of Holbrook. **Vice-Chairman Watson** indicated that he will contact Holbrook. **Chairman Morgan** stated that Ken Dewitt indicated that the IT folks are working together to determine what needs to be done to make the connections and that networking cost was set aside at about \$130,000.00, and also \$75,000.00 set aside for professional services to help install equipment once the NARDC is at the point to make implementation of those things. He further stated that Mr. Dewitt indicated that IT has gone through the CDBG initial bid process of collecting the information about the equipment and will apply it toward that grant and is going to start gathering final quotes for the main fiber connection over the next couple of weeks. **Chairman Morgan** spoke about Winslow looking at having the same discussion as Snowflake-Taylor with regard to hosting their data. Mr. Menlove inquired as to how much Snowflake-Taylor would pay to have the NARDC host their data. **Mr. Muder** indicated \$4,000.00 per month; however, that has not been approved by the NARDC Board.

**NEW BUSINESS:** None

**ADJOURN:** 3:13 p.m.

**APPROVED:**

**DATED:** May 9, 2016



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

**ATTEST:**



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