

**NORTHEAST ARIZONA REGIONAL DISPATCH CENTER  
GOVERNING BOARD MINUTES  
Monday, July 11, 2016**

**PRESENT:** Jim Morgan, Chairman; Paul Watson, Vice-Chairman; and Ed Muder, Member, were present.

**ALSO PRESENT:** Nick Patton, NARDC Attorney; and Larry Scarber, Police Chief, Snowflake-Taylor PD were present. Ken Dewitt, IT Director, Navajo County, was present from 12:06 p.m. to 12:42 p.m. Ron Macarthur, CEO Summit Regional Healthcare, was present at 1:25 p.m.

**CALL TO ORDER:** 10:04 a.m.

The members discussed the proposed interview questions.

**EXECUTIVE SESSION:** At 10:16 a.m., **Vice-Chairman Watson made a motion** to enter into executive session; motion seconded by Mr. Muder. Vote unanimous approving the motion. Pursuant to A.R.S. § 38-431.03(A)(1) the Board may adjourn into executive session to conduct interviews for the Regional Dispatch Director position with the following individuals:

a. Jennifer Hansen

b. ~~Scotty Douglass~~– Mr. Douglass withdrew himself as a candidate.

At 11:54 a.m., **Vice-Chairman Watson made a motion** to return to regular session; motion seconded by Mr. Muder. Vote unanimous approving the motion.

At 1:25 p.m., **Vice-Chairman Watson** made a motion to enter into executive session; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

c. Kymberle O'Farrell

At 2:04 p.m., **Vice-Chairman Watson made a motion** to return to regular session; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

**POST EXECUTIVE SESSION:** Discussion and possible action regarding hiring of the Regional Dispatch Director: At 2:30 p.m., **Vice-Chairman Watson made a motion** to proceed with the process of inviting Jennifer Hansen to travel to Arizona for a face-to-face second interview and a familiarization tour of the community and the agencies with travel reimbursement up to \$1,000 to be scheduled at her first availability; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

At 11:55 a.m., **CALL TO THE PUBLIC:** There were no comments.

**APPROVAL OF MINUTES:** June 13, 2016 and July 1, 2016; **Mr. Muder made a motion** to approve the minutes of June 13, 2016 and July 1, 2016; motion seconded by **Vice-Chairman Watson**. Vote unanimous approving the motion.

**DISCUSSION AND POSSIBLE ACTION REGARDING SOLICITING PAID JOB POSTING FOR THE REGIONAL DISPATCH COMMUNICATION DIRECTOR**

**POSITION:** **Chairman Morgan** discussed locations which charge for job postings. **Vice-Chairman Watson** suggested that this item be tabled until after the interviews are complete. At 2:34 p.m., **Chairman Morgan made a motion** to table this item until next month's agenda; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

**DISCUSSION AND POSSIBLE ACTION REGARDING APCO CONSULTING**

**PROPOSAL:** **Chairman Morgan** provided an updated scope of work by APCO and a new consulting services agreement which reflects a fee not to exceed \$20,000.00. The members discussed the scope of work and proposed consulting services agreement. **Vice-Chairman Watson made a motion** to move forward with the APCO consulting proposal with the caveat that legal counsel provide an addendum that allows NARDC to move forward with review of the business plan and consultation on hardware infrastructure and that NARDC pay for that service, as well as any pro bono services which APCO has performed thus far upon receipt of an invoice; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

**DISCUSSION AND POSSIBLE ACTION REGARDING CREATION OF AN NARDC SUBSCRIBER AGREEMENT DOCUMENT FOR NON-GOVERNMENTAL ENTITIES:**

The Members discussed whether all subscribers will have the same cost. **Chairman Morgan** stated that the NARDC Board needs to work on getting an agreement drafted with Show Low EMS with the fee being filled in later. **Vice-Chairman Watson made a motion** to start the process and authorize legal counsel to create an NARDC subscriber agreement document for non-governmental entities using Show Low's and the County's existing agreements as a template to bring to the NARDC Board for approval at a later date; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

**REPORTS FROM STAFF:** Mr. Dewitt stated that based on the budget, he is starting to expend some dollars. **Vice-Chairman Watson** requested that Mr. Dewitt provide a financial update at monthly meetings of what has been spent. Mr. Dewitt stated that the grant for the Sheriff's Office bid opening will be next week, and he believes that the bid will come in between \$4- and \$500,000.00 and advised the NARDC Board for what this money would be used. Mr. Dewitt indicated that he sent out a job description for the IT Programmer/Analyst which does not include a service level agreement and that he has not received feedback as of yet. **Mr. Muder** made suggestions regarding the job description. Mr. Dewitt stated that he will amend the job description.

At 12:42 p.m., **Vice-Chairman Watson made a motion** to recess; motion seconded by Mr. Muder. Vote unanimous approving the motion.

**RECONVENE:** At 1:25 p.m.

**NEW BUSINESS:** There was no new business.

At 2:35 p.m., **Vice-Chairman Watson made a motion** to adjourn; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

**APPROVED:**

**DATED: 8/8/16**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

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

**ATTEST:**

A handwritten signature in black ink, featuring a cursive 'D' followed by a long horizontal stroke.

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