

**NORTHEAST ARIZONA REGIONAL DISPATCH CENTER GOVERNING BOARD - MINUTES**  
**August 8, 2016**

**PRESENT:** Jim Morgan, Chairman; Keith Johnson, Member; and Ed Muder, Member, were present. Paul Watson, Vice-Chairman; and City of Holbrook were absent.

**ALSO PRESENT:** Nick Patton, NARDC Attorney; Morgan Brown, City of Show Low Attorney; and Ken Dewitt, Navajo County IT Director, were present.

**CALL TO ORDER:** 2:02 p.m.

**CALL TO THE PUBLIC:** There were no comments from the public.

**APPROVAL OF MINUTES:** July 11, 2016, July 11, 2016 (Executive Session), July 25, 2016, and July 25, 2016 (executive session): **Mr. Muder made a motion** to approve the July 11, 2016 minutes, July 11, 2016 Executive Session minutes, the July 25, 2016 minutes, and the July 25, 2016 Executive Session Minutes; motion seconded by **Chairman Morgan**. Vote unanimous approving the motion.

**APPROVAL OF LETTER OF INTENT TO PROVIDE FUNDS FOR THE HOLBROOK DISPATCH CENTER NOT COVERED BY THE CDBG GRANT:** Ken Dewitt spoke about the need for the letter of intent to NACOG. He spoke about the infrastructure improvements needed for the Holbrook facility. He stated that two bids were received, and the bid was awarded to Durham, which will be approved by the Navajo County Board of Supervisors tomorrow, and that the Durham bid was lower overall than the proposed budget. He stated that Cell One has offered to do the tower work for free. He advised that there will be a protest filed by Creative Communications, and the County followed all procurement processes. He spoke about the two bids received and their amounts. **Mr. Muder** inquired as to who determined what was needed in the recording systems, and Mr. Dewitt stated that the agencies have provided input as the Operations Committee was formed after the bid was put out. Mr. Dewitt stated that he does not know if there is a time limit to use the grant but that the grant must be used in the Holbrook facility. He stated that upgrades to other towers were included. **Chairman Morgan** stated that he took Jenny Hansen around to the different dispatch centers and reviewed the infrastructure with her and that she has received all of the information and did not object to the infrastructure improvements. He indicated that the infrastructure is all in line, and the recorder will far surpass what we have today. **Mr. Johnson** inquired regarding how the NARDC portion is divided. **Chairman Morgan** stated that each partner will pay a portion of the cost based on call volume. **Mr. Johnson** indicated that he sees the benefit of the Regional Dispatch Center. **Mr. Muder made a motion** to approve the letter of intent to provide funds for the Holbrook Dispatch Center not covered by the CDBG grant; motion seconded by **Mr. Johnson**. Vote unanimous approving the motion.

**APPROVAL OF LABOR COSTS FOR FRONTIER TO MOVE AROUND THE 9-1-1 EQUIPMENT FOR HOLBROOK DISPATCH CENTER:** Mr. Dewitt stated that the budget for movement of all of the dispatch centers is \$95,000.00, and Frontier has indicated that the cost will be \$9,000.00 to move services around in Holbrook. He stated that Frontier requires a signature on the product and services quote. **Chairman Morgan** indicated there was some discussion regarding that there may be some virtual compatibility in Phase II. Mr. Dewitt stated that he has not heard any more discussions about that. **Mr. Muder made a motion** to authorize the Chairman to sign the labor letter from Frontier to move 9-1-1 equipment for the Holbrook Dispatch Center; motion seconded by **Mr. Johnson**. Vote unanimous approving the motion

**DISCUSSION AND CONSIDERATION OF INSURANCE REQUIREMENTS OF THE NARDC:** **Mr. Muder** indicated that he received an insurance document from Jason Moore which **Mr. Muder** feels is more

than what NARDC requires. He recommended that NARDC counsel confer with Jason Moore and Morgan Brown regarding insurance needs for the NARDC. Mr. Patton indicated that he believes that the NARDC would not need a comprehensive liability package. Mr. Brown stated that there have been discussions with regard to the County and the City leasing space to NARDC, and that should be covered within that lease agreement to have the insurance for the facility, equipment and so forth and that the NARDC does not own property but some software coming up. He further stated that he believes that the insurance would need to be errors and omissions for the NARDC Governing Board and should be fairly inexpensive. **Mr. Muder made a motion** to authorize NARDC counsel to work with other representative agency attorneys to identify insurance needs to come up with an RFP to send to all local insurance agents; motion seconded by **Chairman Morgan**. Vote unanimous approving the motion. Mr. Dewitt recommended that it be determined who owns the equipment and will inquire of NACOG whether it matters who owns the equipment for the grant.

**DISCUSSION AND POSSIBLE ACTION REGARDING JENNY HANSEN PER DIEM FOR TRAVEL:** **Chairman Morgan** stated that \$1,000.00 was authorized for Jenny Hansen's travel; however, the actual cost came to \$1,278.34. **Mr. Johnson made a motion** to approve the amended travel per diem authorization for Jenny Hansen to be inclusive of \$1,278.34; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

**DISCUSSION AND POSSIBLE ACTION REGARDING ADVERTISING FOR DISPATCH IT PERSON:** Mr. Dewitt indicated that now that NARDC has a dispatch director, it is ready to advertise for the IT person. **Mr. Muder** recommended that the posting be forwarded to all municipalities to post. Mr. Dewitt stated that this person will be dedicated to Spillman in addition to hardware when necessary. **Chairman Morgan** stated that APCO Consulting reviewed two CAD softwares and determined that Spillman would be the best fit for all of the agencies. Mr. DeWitt indicated that the work of the Dispatch IT person will be assigned by the Director, and the Dispatch IT Person will be reporting to the County IT Director. **Mr. Muder made a motion** to approve releasing the advertising for the Dispatch IT Person; motion seconded by **Chairman Morgan**. Vote unanimous approving the motion.

**DISCUSSION AND POSSIBLE ACTION REGARDING RFQ FOR EQUIPMENT:** Ken Dewitt indicated that after the RFQ for the hardware which will run Spillman is complete, then an RFP will be sent out for the hardware that will run Spillman in Show Low and Holbrook and that there is \$230,000.00 worth of equipment in the budget. He stated that Jenny Hansen has reviewed the RFQ. **Chairman Morgan made a motion** to approve moving forward with the RFQ process for equipment for NARDC; motion seconded by **Mr. Johnson**. Vote unanimous approving the motion.

**DISCUSSION AND POSSIBLE ACTION REGARDING RFP FOR NETWORK EXPANSION:** Ken Dewitt requested that this item be tabled to allow him an opportunity to meet with the Operations Committee. **Chairman Morgan** requested Mr. Dewitt send him what he is looking for so the information can be sent to the operations personnel.

**REPORTS FROM STAFF:** Ken Dewitt provided a balance sheet and income statement which was prepared by James Menlove.

**NEW BUSINESS:** **Mr. Muder** requested that the budget report be a standing item on the agenda going forward. He spoke about the new facility in Show Low being open late February, first of March, 2017. He stated that the Show Low Police Department is doing the background check on Jenny Hansen and is about a week away from completion. He requested that supporting documentation for agenda items be submitted with the agenda. **Mr. Johnson** stated that he is trying to come up to speed and would like to sit down and get on the same page, including costs for the parties and how that is determined. **Mr. Muder** requested a report from the County regarding City of Holbrook be on the next agenda.

**ADJOURN:** 2:58 p.m. **Mr. Johnson made a motion** to adjourn; motion seconded by **Chairman Morgan**.  
Vote unanimous approving the motion.

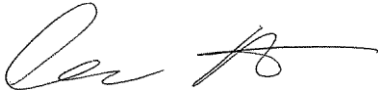
**APPROVED:**

**DATED: September 12, 2016**

A handwritten signature in black ink, appearing to be 'Jim Morgan', with a long horizontal stroke extending to the right.

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

**ATTEST:**

A handwritten signature in black ink, appearing to be 'Donna Hurstrom', with a long horizontal stroke extending to the right.

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