

**NORTHEAST ARIZONA REGIONAL DISPATCH CENTER GOVERNING BOARD MINUTES**  
**February 13, 2017, 2:00 p.m.**

**PRESENT:** Jim Morgan, Chairman; Paul Watson, Vice-Chairman; Ed Muder, Member and Pat Nichols, Member, were present in person. Keith Johnson, Member was absent.

**ALSO PRESENT:** Nick Patton, NARDC Attorney; F. Morgan Brown, City of Show Low Attorney; Ken Dewitt, Navajo County IT Director; Jenny Hansen, NARDC Regional Dispatch Director; Joe Shelley, Show Low Chief of Police; and Ron McArthur, CEO Summit Healthcare, were present.

**Call to Order:** At 2:06 p.m.

**Call to the Public:** There were no comments from the public.

**Approval of Minutes:** January 9, 2017 Regular meeting; January 23, 2017 Special Meeting: **Vice-Chairman Watson made a motion** to approve the January 9, 2017 regular meeting minutes and January 23, 2017 special meeting minutes; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

**Discussion and possible action regarding proposed budget:** **Vice-Chairman Watson** provided the members with two different budget proposals and reviewed the proposals. **Chairman Morgan** noted that the budget reflects a negative for years 2 through 5. **Mr. Muder** noted that Show Low does not agree with the numbers. **Vice-Chairman Watson** noted that the number was obtained from Show Low. **Vice-Chairman Watson** reviewed the next proposed budget set using everyone's actual numbers, noting that he didn't receive good numbers from everybody. He stated that, for Navajo County and Show Low, it is obvious that what they budget every year is not what they actually spend and for Navajo County, the difference between budget and actual is \$134,000 a year and for Show Low, under \$100,000. **Mr. Muder** noted that last year actual was \$518,000, so he does not know where the \$561,000 is coming from. **Vice-Chairman Watson** indicated that he used an average of savings. He reviewed the page reflecting the deficit and indicated that if the savings continues as it has been in the past, it would cover the deficit. **Mr. McArthur** inquired regarding Holbrook and Pinetop/Lakeside and if they show the same pattern of savings. **Vice-Chairman Watson** stated Holbrook pays Navajo County and Pinetop-Lakeside is struggling to get their numbers. He stated that they feel like they are going to pretty much spend their budget this year; and due to the issues with personnel, they will be similar to Show Low and the County. **Mr. Muder** inquired regarding cost per call showing on the spreadsheet, and **Vice-Chairman Watson** stated that he meant to take those out. **Ms. Hansen** inquired regarding how many Full Time Employees are reflected. **Vice-Chairman Watson** indicated there are 24.5 Full Time Employees. **Ms. Hansen** stated that this transition will be phased, and the deficit numbers may fall in different fiscal years where we can look at real values. **Vice-Chairman Watson** stated that grant money would likely cover any deficit. He stated that we're not that far off. **Chairman Morgan** indicated that this is different than earlier budgets due to debt service. **Vice-Chairman Watson** asked the attorneys whether as an organization, if we have any authority to get a line of credit that would be available if indeed we fall short for any period of time or bonds that we authorize but never issue. **Mr. Patton** stated he would have to research it to say for sure. He stated we do not have bonding authority. **Mr. Brown** stated a line of credit would have to be backed by the County. A discussion was held regarding what would happen if a partner decided to back out. **Mr. Muder** spoke about a hold-back position which they had discussed at a previous meeting. **Vice-Chairman Watson** stated that the hold-back would be for those who lost dispatch, which would be Pinetop-Lakeside. **Mr. Muder** stated that the building was designed for a hold-back position, and they will have to do that whether NARDC goes forward or

not. **Mr. Muder** stated that Show Low would be looking at paying 150,000 per year more to go to regional dispatch. Chief Shelley stated that some of the work they do there is for a warrants position and since the warrants position wouldn't be done by NARDC, a hold-back position would be needed to do the warrants. **Vice-Chairman Watson** stated that a part-time warrants clerk is budgeted. **Vice-Chairman Watson** stated that we need to look at everybody's responses to calls for service and if we try to go back to fee for call, we would want to use the new survey numbers. Ms. Hansen stated that the telephone sub systems are different, and so it doesn't count the same for different agencies. **Chairman Morgan** stated that we need to figure out how to reduce the deficit number so that there's transparency in what is being presented to councils and budgeting actual dollars to operate the center and not an increase. Mr. Dewitt stated that they are working on some grants which will save between \$26,000 and \$30,000 for this year. Mr. McArthur inquired whether the hospital's \$50,000 is included in the budget. **Vice-Chairman Watson** stated it was not included. Mr. McArthur inquired as to how realistic it is to expect to get grants within the first 24 months. Ms. Hansen stated it is 100%. A discussion was held regarding potential grants. Ms. Hansen spoke about phasing in over an 18-month period. **Mr. Muder** asked at some point will there be a price per call evenly distributed with everybody. **Vice Chairman Watson** agreed that based on discussions at some point it would be the fairest way to allocate costs for the services provided to each agency. **Chairman Morgan** mentioned that it would be a better way to capture and analyze the data over the 2 years to better define the cost per call. A discussion was held regarding the timing of purchasing servers. **Chairman Morgan** spoke about running the risk of losing data if there is a server failure; however, he believes we can phase it in based on the 5-year useful life. Ms. Hansen indicated it's all a natural phased process, and once a budget is agreed on, she can start leading the discussion to develop a transition plan with a corresponding calendar which ties to all of the budgets. **Chairman Morgan** spoke about how the fire agencies may react to the proposed budget. A discussion was held regarding costs for EMS and Fire. **Chairman Morgan** mentioned that Vernon has expressed an interest and two Apache County agencies could be dispatched by Navajo County. **Mr. Muder** suggested **Vice-Chairman Watson**, Ms. Hansen, he and Mr. Dewitt get together to come up with a phasing plan. **Chairman Morgan** stated that he would like to work with Mr. Dewitt to work on the capital side, timing and grants. **Chairman Morgan** stated that fire's loyalty is to NARDC, but they are accountable to elected officials and are committed to providing an efficient service to the citizens; and if they can't afford it, they will need to look at other options. **Chairman Morgan** spoke about the special taxing district and what that would entail. **Mr. Muder** suggested that we go ahead and start with grants.

**Discussion and possible action regarding insurance policy:** Item tabled.

**Discussion and possible action regarding Sheriff's Office Communications Center Construction Project:**

Ms. Hansen stated that there is an equipment plan, and construction is supposed to start, but there is no budget for construction. She spoke about a failed UPS system and failed generator. She spoke about a possible 50% match equipment grant through Emergency Management. She stated that she will have an update next meeting.

**Discussion and possible action regarding 2017 State Homeland Security Funds:**

Ms. Hansen spoke about an overarching regional public safety radio plan grant in the amount of \$75,000.00 using Navajo County Emergency Management as the fiscal agent.

**Discussion and possible action regarding State Interoperability Working Group:** **Vice-Chairman Watson made a motion to approve** Ms. Hansen's participation in the State Interoperability Working Group; motion seconded by **Chairman Morgan**. Vote unanimous approving the motion.

**Discussion and possible action regarding NARDC logo contest:** The item was tabled.

**Monthly Report by NARDC Director:** Ms. Hansen passed out a Director's Update to the members. She reviewed the Director's Update. She spoke about the Show Low move meeting and her discussions with Frontier Communications. She spoke about the agency radio requirements. Ms. Hansen spoke about her upcoming six-month anniversary and negotiating time off. **Vice-Chairman Watson** stated that he will follow Navajo County procedures with regard to Ms. Hansen's probationary status. He suggested that the Board conduct an employee evaluation with Ms. Hansen at the next meeting in a possible executive session. Ms. Hansen spoke about the upcoming priorities. She stated that she will work on establishing SAM and DUNS numbers.

**Reports from Staff:** Mr. Dewitt stated that the County had a \$25,000.00 grant from the State and partnered with Summit Healthcare to do a study to determine what fiber was in the ground for Navajo County and Apache County and that along with the study is a plan saying how to improve the broadband. He stated that he had a vendor come in to discuss middle mile, which is basically how to get off the mountain with broadband, and we are looking at trying to expand options. He stated that we've teamed up with Payson and their broadband group.

**New Business:** There was no new business.

**Adjourn:** At 4:04 p.m.

**APPROVED:**

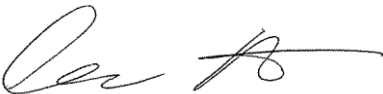
**DATED: April 10, 2017**



**Jim Morgan, Chairman**

**Northeast Arizona Regional Dispatch Center Governing Board**

**ATTEST:**



**Donna Hurstrom, Clerk**

**Northeast Arizona Regional Dispatch Center Governing Board**