

NORTHEAST ARIZONA REGIONAL DISPATCH CENTER GOVERNING BOARD MINUTES

March 13, 2017, 2:00 p.m.

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

ALSO PRESENT: Nick Patton, NARDC Attorney; F. Morgan Brown, City of Show Low Attorney; Jenny Hansen, NARDC Regional Dispatch Director; Joe Shelley, Show Low Chief of Police; Ron McArthur, CEO Summit Healthcare; Cmdr. Barnes, Pinetop/Lakeside Police; Brian Savage, Chief -Timber Mesa Fire and Dave Sargent, Pinetop/Lakeside Chief of Police, were present.

Call to Order: At 2:09 p.m.

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

Approval of Minutes: February 13, 2017 Regular meeting: This item was tabled until next meeting.

Executive Session: At 3:36 p.m., **Vice-Chairman Watson made a motion** to enter into executive session; motion seconded by **Chairman Morgan**. Vote unanimous approving the motion. The Board may meet in executive session pursuant to A.R.S. § 38-431-03(A)(3) and §38-431-03(A)(5) to review executive session minutes from December 12, 2016; and personnel matters regarding Jenny Hansen.

At 4:28 p.m., Reconvene: **Vice-Chairman Watson** made a motion to return to regular session; motion seconded by **Mr. Muder**. Vote unanimous approving action.

- a. **Approval of Minutes: December 12, 2016 - Executive Session:** **Vice-Chairman Watson made a motion** to approve the December 12, 2016 Executive session minutes; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.
- b. **Personnel Matters regarding Jenny Hansen:** **Vice-Chairman Watson** made a motion to remove **Ms. Hansen** from probationary status and recognize her as Executive Director for NARDC and recognize NARDC as the organization still moving forward with the process of regionalizing our dispatch and support **Ms. Hansen** in the efforts to move that forward; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

At 2:15 p.m. Discussion and possible action regarding NARDC Alternative Funding sources: **Chairman Morgan** spoke about 3 grants he located and passed on to Ms. Hansen and Mr. Dewitt. **Chairman Morgan** headed a discussion about the tribal grants. **Chairman Morgan** stated that he believes there is a need to build the budget to show alternative funding from grants, and others in the discussion agreed. Further discussion was held regarding how often we can ask for these grants and how they were awarded. **Chairman Morgan** explained that grants for capital replacement provides consistent amounts over 5 years or if for something other than capital it will be done over 3 years, however, we can apply for these grants every year. **Chairman Morgan** explained that the Gaming compacts are required by the state to give back 12% to public safety, health and education.

Discussion and possible action regarding Grants Update: Ms. Hansen summarized that she has written 2 grants so far, one is the Homeland Security Regional Radio for \$75,000 and CHIP for approximately \$500,000 and we have been shortlisted for this grant. She stated that this grant is to completely network both north and south County CAD systems to include training and networking systems to provide mirrored redundancy between Holbrook and Show Low centers and includes full data conversion/scrubbing of the data that moves from Show Low into the general data base on the Spillman CAD system.

Discussion and possible action regarding proposed budget: Vice-Chairman Watson indicated that there was nothing new on the budget. He stated that the budget being put together is a balanced budget other than the capital needs, including the Summit dollars, but no grant funds. Due to the timeline of what needs to happen when, he indicated that he is hopeful to have a budget that matches that timeline from a capital equipment standpoint, then we can look at grants that potentially may offset the capital needs of the budget, not the operational budget. Mr. Muder stated he does not have any objection to putting it in the budget as long as a timeline has a place holder until agreement or moneys are in hand as these are reimbursable grants. Vice-Chairman Watson stated that he expects to have by the next meeting a refined budget showing the capital needs and timeline for those needs. Further discussion was held regarding debt service.

Discussion and possible action regarding Selection and designation of Gloria Bushnell as official Board Clerk for Northeast Arizona Regional Dispatch Center Governing Board: Vice-Chairman Watson made a motion to designate Gloria Bushnell as official Board Clerk for Northeast Arizona Regional Dispatch Center Governing Board, motion seconded by Mr. Muder. Vote unanimous approving the motion. Vice-Chairman Watson thanked Donna Hurstrom for her work as the clerk in the past meetings.

Discussion and possible action regarding Public Safety Radio Maintenance: This item was tabled.

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

Discussion and possible action regarding State Interoperability Working Group (IWG) Update: Ms. Hansen distributed the Directors Update handout to the group. Ms. Hansen stated that they are ahead of schedule on the Sheriff's office construction project in Holbrook, and the furniture was donated to Chief Webster from the White Mountain Apache Tribe in Whiteriver. Ms. Hansen discussed how they are looking to hire potential candidates, working with NPC and the high schools, and Navajo County Human Resources is shooting a video which will focus on dispatch jobs and there are Job fairs scheduled for the end of March in Winslow and Show Low. Ms. Hansen spoke about the training component, indicating that Pinetop/Lakeside and Timber Mesa both participated in updating topical lesson plans for basic fire dispatch. Ms. Hansen stated her goal is to eventually have an AZ POST certified basic dispatcher's course which consists of two weeks for police, fire and medical dispatching in place for future training of dispatchers.

Ms. Hansen spoke about the \$75,000 grant for consulting fees for regional radio plan and roadmaps. She stated the IWG group was pleased to see this type of request for a plan since the IWG normally only see requests for just the radios. Ms. Hansen spoke about the need for a plan concurrent with grants becoming available as long as the radios will meet a future plan to improve those applications. Ms. Hansen stated the need to look forward to the IP Infrastructure for use with the Next Gen 911; and in order for NARDC to apply for those grants, they need to be part of the state's plan. Chairman Morgan added that the IWG focuses on the Statewide Communication Inoperability plan (SCIP) which is mainly predominantly urban area agencies, and due to our representation at the meeting, it made them aware that there are still rural parts of Arizona trying to comply with the digital P25 and 800mhz systems.

Discussion and possible action regarding NARDC Draft Transition Plan: A discussion was held regarding the 18 months to fully transition the NARDC, including infrastructure and the sub systems. There was further discussion regarding the transition plan starting with the NARDC Board to identify a budget, identify a process, subscriber agreements, develop a stakeholder list, outreach calendar and meeting, along with other items plotted out from a July 2017 to December 2018 timeline. Ms. Hansen then outlined the process of the transition and the timelines. The Board discussed and agreed that they need a transition plan and balanced budget to move forward. Ms. Hansen stated that she has asked IT for their information plan and had the funds showing their

plan for moving forward. She mentioned that everyone would receive a detailed accounting of their transition to NARDC. **Chairman Morgan** mentioned he would like to see the CAD transition be a one-time transition due to the data migration, skill set of the technology and in the most affordable way possible.

A discussion was held regarding the subscriber agreements. Ms. Hansen and Mr. Patton indicated they have collected samples from other agencies.

Vice-Chairman Watson stated that he needs some additional information for a detailed budget to be able to see if the budget based on current contributions will work. The Board agreed not to have a meeting next month unless they have a budget and transition plan. Ms. Hansen suggested that we schedule a meeting with only the Budget and Transition plan on the next agenda. If the information is not ready, they can postpone the meeting until all the information is available; the board agreed.

Monthly Report by NARDC Director: Ms. Hansen passed out a Director's Update to the members. She reviewed the Director's Update with the group. Specific items were discussed in the agenda topics above.

Reports from Staff: None.

New Business: Next meeting agenda to have only Budget and Transition Plan items.

Adjourn: At 4:48 p.m.

APPROVED:

DATED: April 10, 2017



Jim Morgan, Chairman

Northeast Arizona Regional Dispatch Center Governing Board

ATTEST:



Gloria Bushnell, Clerk

Northeast Arizona Regional Dispatch Center Governing Board