

NORTHEAST ARIZONA REGIONAL DISPATCH CENTER GOVERNING BOARD MINUTES
May 08, 2017, 2:00 p.m.

PRESENT: Jim Morgan, Chairman; Paul Watson, Vice-Chairman and Ed Muder, Member; were present in person. Keith Johnson, Member; and Pat Nichols, Member were not present.

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; Cmdr. Barnes, Pinetop/Lakeside Police; Chief Sargent, Pinetop/Lakeside Police; Lieutenant Toni Garver, Navajo County Sheriff's Office and Ken Dewitt, Navajo County IT Director, were present in person.

Call to Order: At 2:04 P.M.

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

Approval of Minutes: April 10, 2017 Regular meeting: **Vice Chairman Watson** made a motion to approve the April 10, 2017 regular meeting minutes; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

Executive Session: 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 March 13, 2017. Moved to future meeting

Reconvene for Action:

- a. **Approval of Minutes: March 13, 2017 - Executive Session:** Moved to future meeting.

Discussion and possible action regarding the Chiefs Operation meeting summary: **Chairman Morgan** discussed the meeting held with the Chiefs Operations group and Jenny Hansen covering the transition plan and identifying other key members to participate in the Operations Group. **Chairman Morgan** stated that a field trip to Globe on 5/10/17 has been scheduled for the Chiefs and other members of the Operations Groups to meet with the Gila County Sheriff's Office, as they have been using the Spillman system for some time, and they have put together an Ambassador's group who will explain the various modules and allow the group to see Spillman in operation along with discussions on the transition challenges they experienced with the various modules and how they overcame those challenges. The Gila County Sheriff's Office has offered to partner with the NARDC; shadowing the Operations Group and providing feedback to challenges that are identified. Chief Shelley expressed concerned for timing for the CAD & RMS training along with the move to their new facility and felt that the timeline may need to be adjusted. Ms. Hansen explained if it is pre-planned CAD & RMS training can be done independently and stated this schedule would still work. **Chairman Morgan** stated that the key to this process has started by putting the groups together and continuing to build those groups as well as taking advantage of the Gila County Sheriff's Ambassador's program, to be able to ask critical questions and if NARDC is being realistic on the timelines set. **Mr. Muder** asked if a follow up meeting has been scheduled for additional Operations Group meetings. Ms. Hansen stated that she has scheduled a monthly meeting until the end of the year with specific dates for the next two months; and if there is a need for additional meetings she can schedule and communicate the dates to the appropriate groups. **Vice-Chairman Watson** stated the NARDC Board is listening to the concerns from the Operations Groups, and the Board is depending on the Operations Groups to communicate with them; as the transition plan is a living breathing document and as adjustments are needed changes or adjustments can be made to the transition plan and allowing the group to understanding what interdependencies and tasks could be affected by the adjustments.

Discussion and possible action regarding proposed budget: **Vice-Chairman Watson** handed out an updated budget to the Board, explaining the changes and additions to the approved working budget. The Board discussed those changes and additions to ensure they understood the spreadsheet. **Vice-Chairman Watson** asked as the different agencies go through their budgets to look at their total budgets from the contribution standpoint, to see if some additional adjustments may be needed to the NARDC budget. **Chairman Morgan** asked Ms. Hansen as to the status of the two outstanding grants she applied for. Ms. Hansen stated she thought the Gila River Indian Community grant communicates awards in July, and the grant from NCHIP with notification expected in June. **Chairman Morgan** mentioned that the Tohono Odom grant process will begin soon and he will forward the information he received to Ms. Hansen. A group discussion took place regarding the two phase process of the adopted budget to ensure that the Board had a clear understanding of the two phase approach to the adopted budget with the adjustments made to the adopted budget.

Discussion and possible action regarding NARDC Draft Transition Plan: Ms. Hansen distributed a PowerPoint handout to show a more simplified high level version of the transition plan. Ms. Hansen explained each slide of the transition plan, showing the timeline and explaining the interdependency of tasks and training events. Ms. Hansen stated that future timelines handouts will be in an expanded Gantt chart format for each operations group. **Mr. Muder** asked if by the next meeting the Operations Groups will be in agreement with the proposed transition schedule, and **Chairman Morgan** stated that was the goal. Ms. Hansen then spoke about the various meetings that she was having with the Chief Officer Group, CAD Group and Dispatch Operations Group commenting on the ongoing discussions she has and will have with these groups going forward to ensure that the timeline and interdependency of tasks stays on target.

NARDC Director's Update: Ms. Hansen covered this section in the Transition Plan discussion.

Ms. Hansen asked the group about coming up with a communications platform to share information on NARDC for the agencies to communicate with their staff to ensure that everyone receives accurate information regarding the NARDC transition. A group discussion took place as to how best to communicate with the agencies' staff, and the Board directed Ms. Hansen to do a one-page document that highlights the goals and the Board actions from each Board meeting and then have Ms. Hansen bring that draft document to the Board to approve prior to distribution.

LOGO Contest: Ms. Hansen presented the logos being considered and asked the Board to vote for a logo. **Vice-Chairman Watson** suggested since two of the Board members weren't present that Ms. Hansen scan all the logos and email them to each Board member asking each member to review the logo's and be prepared to choose a Logo at a future meeting.

Reports from Staff:

Chief Shelley provided an update on the relocation to the new facility, stating that in late May, they will begin moving equipment and testing it and then by the first of July moving staff into the building. There is an elevator going into the building in July and the hope is by September they will complete the relocation.

Commander Barnes stated that he is waiting to speak with Mr. Johnson to discuss their timeline to move to NARDC.

Mr. Dewitt stated that they are just waiting for the okay to begin hosting on Spillman.

Ms. Hansen stated that the Sheriff's Office Dispatch Center remodel has been completed and that there is going to be a ribbon cutting and media event.

Nick Patton stated that they are not ready to complete a letter of agreement, and it will depend on the transition plan.

New Business: There was no new business.

Adjourn: At 3:43 P.M.

APPROVED:

DATED:



6/12/17

Jim Morgan, Chairman

Northeast Arizona Regional Dispatch Center Governing Board

ATTEST:



6/12/17

Glória Bushnell, Clerk

Northeast Arizona Regional Dispatch Center Governing Board