

**NORTHEAST ARIZONA REGIONAL DISPATCH CENTER GOVERNING BOARD MINUTES**  
**April 10, 2017, 2:00 p.m.**

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

**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; Donna McMonigal, NCSO; and Ken Dewitt, Navajo County IT Director, were present in person.

**Call to Order:** At 2:13 p.m.

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

**Approval of Minutes:** February 13, 2017 and March 13, 2017 Regular meeting: **Mr. Muder** made a motion to approve the February 13, 2017 & March 13, 2017 regular meeting minutes; motion seconded by **Mr. Johnson**. 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; and personnel matters regarding Jenny Hansen.

- a. **Approval of Minutes: March 13, 2017 - Executive Session: Moved to Future Meeting**
- b. **Personnel Matters regarding Jenny Hansen: Moved to Future Meeting**

**Discussion and possible action regarding proposed budget:** **Vice-Chairman Watson** handed out the new proposed budget to the attendees, explaining that the budget would be completed in a two-phase process, with Phase One to be from a capital standpoint. He stated that Phase One would be converting data and hosting and Navajo County is already on Spillman and are ready to go. He indicated that there will be a capital cost for the Show Low conversion which is more of a hosting process. He spoke about grants pending of approximately \$900,000 and that securing that funding would then allow the move to Phase Two, which will complete the full conversion, mirroring of the two operating centers. **Vice-Chairman Watson** stated that Ms. Hansen has been instrumental in the grant writing process which currently stands at close to \$900,000 in pending grant requests. **Vice-Chairman Watson** then went through each page of the Phase One capital budget in more detail for the group. He also stated they will be tracking all calls for service for the first three years for the purpose of gathering data and tracking the budgets; and at the end of year three, there will be adjustments that will need to be looked at for the budget and adjustments as needed. Ms. Hansen recommended that the subscriber agreements include a budget for years six through ten, identified after fiscal year three, so they have enough time to look at the capital outlay and the two and a half grant cycles to determine where the capital needs to be going in the future. **Chairman Morgan** stated that as we start seeing success in award grants, they can shift some of those funds into the capital needs, and others on the Board agreed. A discussion was held as to the timing of initial funds needed from subscribers to move forward which all agreed would be needed as soon as possible to begin the transition and possibly a monthly payment plan until the transition was completed. This will be addressed in more detail in a future meeting once the Operations transition plan has been reviewed and approved. **Chairman Morgan** made a motion to adopt the budget as presented with the recommended amendments, motion seconded by **Mr. Johnson**, **Mr. Muder** opposed the motion. **Chairman Morgan, Vice-Chairman Watson, Mr. Johnson** and **Mr. Nichols** approved the motion. Motion passed 4-1.

**Discussion and possible action regarding NARDC Draft Transition Plan:** Ms. Hansen distributed an Executive Summary of the transition plan and a playbook document to participants. Ms. Hansen then provided an overview of the project timeline and the detail involved, explaining the interdependency for each task in the timeline and that the project timeline would be maintained for the entire NARDC program. Ms. Hansen recommended a start date for the NARDC transition to begin on July 3, 2017, working as is on current systems until training and hosting of CAD is completed. A discussion was held regarding the recommended transition date may need to be pushed back as they would like more information on the timeline presented by Ms. Hansen.

**Mr. Muder** stated that he would like to see an operational timeline for NARDC from the various agency operations groups to ensure they can meet the proposed timeline and recommended transition date. The NARDC Board agreed to assist in communicating with their respective Operations Groups and Human Resource representatives to attend meetings set up by Ms. Hansen to collaborate on the operational timeline that can then be presented to the NARDC Board for approval in moving forward with the transition to NARDC.

**Vice-Chairman Watson** made a motion to authorize Ms. Hansen to move forward with meetings with Operations groups and Human Resource Directors and then with subsequent meetings with personnel to outline the transition from existing employers to Navajo County and the timeframe for that to happen and then bring those findings back to the NARDC Board for approval with a tentative target transition date of July 3, 2017, motion seconded by **Mr. Johnson**, **Mr. Muder** opposed the motion. **Chairman Morgan**, **Vice-Chairman Watson**, **Mr. Johnson** and **Mr. Nichols** approved the motion. Motion passed 4-1.

**Discussion and possible action regarding the National Public Safety Telecommunications Week – April 9<sup>th</sup> – 15<sup>th</sup>, 2017:** Ms. Hansen provided a handout to the group explaining the National Recognition of Public Safety Telecommunicator's and the key roles they play. Ms. Hansen encouraged everyone to recognize these individuals during this time period.

#### **Reports from Staff:**

Chief Shelly provided an update on the move to the new facility expected late April or early May.

Donna McMonigal provided an update on the remodel at the Sheriff's office and that it's on track.

Mr. Dewitt stated that Navajo County is now able to provide hosting to the agencies, and the amount in the budget to purchase the equipment allows them to move forward. He spoke about the transition timeframe of 90 days to complete the hosting transition.

Ms. Hansen passed out a Director's Update to the members. She reviewed the Director's Update with the group speaking about the dispatcher shortages and what efforts are being made to attract potential candidates. She spoke briefly about the grants and respective timelines for the grants. She spoke about contingency planning for NARDC and also about the Frontier outage that recently occurred and what technologies can be explored to ensure that these types of outages don't have a negative impact through the use of contingency planning going forward. The Logo Contest will be placed on the next agenda.

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

**Adjourn:** At 4:36 p.m.

**APPROVED:**

**DATED:**



**Jim Morgan, Chairman**

**Northeast Arizona Regional Dispatch Center Governing Board**

5/8/17

**ATTEST:**



**Gloria Bushnell, Clerk**

**Northeast Arizona Regional Dispatch Center Governing Board**