

**NORTHEAST ARIZONA REGIONAL DISPATCH  
CENTER GOVERNING BOARD MINUTES  
March 24, 2016, 3:00 p.m.**

**PRESENT:** Jim Morgan, Chairman; Evelyn Racette, Member; and Ed Muder, Member, were present. Paul Watson, Vice-Chairman; and Randy Sullivan, Member were absent.

**ALSO PRESENT:** F. Morgan Brown, Attorney, City of Show Low; Ron McArthur, CEO Summit Healthcare; Rich Upham, Fire Chief; and Ken Dewitt, IT Systems Engineer, were present.

**3:01 p.m. Call to Order**

**CALL TO THE PUBLIC:** None

**APPROVAL OF MINUTES:** March 14, 2016: **Ms. Racette** made a motion to approve the minutes from March 14, 2016; motion was seconded by **Mr. Muder**. Vote unanimous approving the motion.

**DISCUSSION AND POSSIBLE APPROVAL OF RFQ FOR PROJECT MANAGER/**

**CONSULTANT:** **Ms. Racette** provided two prospective proposals to the members. The Members discussed whether an RFQ or RFP is appropriate. The Members discussed the prospective proposals and proposed changes. **Chairman Morgan** indicated that there are various vendors to go to, but without spelling out what the scope is, APCO is the only one we could go to today without asking what the specific qualifications are. **Ms. Racette** recommended that NARDC go with APCO. **Mr. Muder** recommended that APCO be given the scope of the project and be asked to provide a proposal. Mr. Brown stated that he believes that the position of project manager/consultant can be done through professional services.

**Chairman Morgan** stated that he will work on answering the questions proposed by Steve Wisely from APCO by tomorrow and will forward those to **Ms. Racette** who will forward the answers back to Mr. Wisely; and if the proposal from APCO is not acceptable, then the Board can work towards an RFQ/RFP. Mr. Dewitt stated that we will need to get a new map overlay. **Ms. Racette** stated that the interface between the County, Pinetop and Show Low is being worked on by Dan Barnes.

**REPORTS FROM STAFF:** Ken Dewitt provided prospective job descriptions for IT Systems Engineer and Dispatch Director. **Mr. Muder** indicated that he believes a consultant needs to be selected first and then Project Director and then IT Systems Engineer. **Chairman Morgan** stated that he believes that salary ranges need to be indicated on the job descriptions. Mr. Dewitt advised that he will get the range based on County parameters for the IT Systems Engineer; however, he has no idea about the Dispatch Director. **Chairman Morgan** stated that the salaries will have to align with the budget, and the budget shows \$62,000.00 to \$88,000.00 for the Project Director and \$52,000.00 to \$74,700.00 for the IT Systems Engineer. He stated that he might need to explore what the position of Project Director garners in a region similar to ours. **Mr. Muder** stated that the salary range needs to be attractive for qualified candidates. He stated that he will have his staff research salaries, and Mr. Dewitt stated that he will input the salary

ranges for IT Systems Engineer and Dispatch Director after receiving the information from **Mr. Muder**.

**NEW BUSINESS:** Mr. McArthur stated that it is on the Hospital Board's agenda tonight to give \$50,000.00, so he expects the hospital will be funding some money for the project. Mr. Dewitt indicated that he will follow up regarding the signature page on the IGA from Sun Valley. **Chairman Morgan** stated that he sent the documents again to Sun Valley and was told that the signed documents would be given to Melissa Buckley, Clerk of the Board of Supervisors. Mr. Brown stated that an RFQ on an attorney should be turned in before the next meeting.

**ADJOURNED: 3:47 p.m.**

**APPROVED:**

**DATED: March 24, 2016**

A handwritten signature in black ink, appearing to be 'Jim Morgan', with a stylized, circular flourish at the end.

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

**ATTEST:**

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

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