

NORTHEAST ARIZONA REGIONAL DISPATCH
CENTER GOVERNING BOARD MINUTES
June 13, 2016

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

ALSO PRESENT: James Menlove, Navajo County Finance Director; F. Morgan Brown, Attorney, City of Show Low; Ron Macarthur, CEO Summit Healthcare; Ken Dewitt, Navajo County IT Director; and David Brown and Nick Patton, Moore Law Office.

2:04 p.m. Call to Order

CALL TO THE PUBLIC: None.

APPROVAL OF MINUTES: May 9, 2016: **Mr. Muder made a motion** to approve the May 9, 2016 minutes; motion seconded by **Vice-Chairman Watson**. Vote unanimous approving the motion.

DISCUSSION AND POSSIBLE ACTION REGARDING NARDC BUDGET: Mr. Menlove provided a Balance Sheet, Income Statement, Detail General Ledger Report, and Budget Worksheet Report for NARDC and reviewed the documents with the members. **Vice-Chairman Watson** indicated he has been asked regarding the latest timing of when things will take effect and when people will convert over. **Chairman Morgan** stated that the goal was 18 months from bringing on APCO and the director. **Vice-Chairman Watson** stated that the issue is for this coming budget year, beginning July 2016, whether there would be anything coming in or expended out. **Chairman Morgan** indicated that agencies would not be required to have an expenditure until their implementation piece was completed. He stated that NARDC, the director, and APCO may want to look at which agencies are easier to bring on in terms of having a revenue stream. **Vice-Chairman Watson** stated that Navajo County will be upgrading. **Mr. Muder** stated that any expenses until everybody is operational will be funded through a loan from the County, because entities cannot afford to pay twice. Mr. Menlove stated that he has created an NARDC fund where money is set aside and has taken personnel from the County Sheriff's Office in dispatch and moved them to NARDC fund, with the intent being to start paying those dispatchers from the NARDC fund which will be covered by Navajo County. He stated that some of the smaller fire districts which are under contract to pay and the money they pay for services will be put into the NARDC fund, and Navajo County will kick in the rest of the cost to cover that, and any entities can be rolled in throughout the year as they come in. He also stated that dispatchers will be paid entry level for NARDC dispatchers. Ken Dewitt stated that with the smaller fire departments, they did not have a connection with the Firehouse, but they did have Rip and Run, so that will require a connection and a printer, with the agencies providing the printer themselves. Mr. Menlove stated that the County wanted to do something for employees, and there is a potential 3% one-time salary increase which the County hopes to be able to do in December, which is built into the NARDC budget; but going forward, the salaries will be set by the NARDC Board. He stated that increases have been built into the 10-year plan for NARDC. **Chairman Morgan** expressed concern whether employees will be happy with the salary structure. **Vice-Chairman Watson** stated that for the most part, most employees' salaries will be increased. Mr. Menlove stated that 2% has been built into the base.

DISCUSSION AND POSSIBLE ACTION REGARDING REVENUES FOR PROVIDING DISPATCH SERVICES TO

HOLBROOK EMS: Mr. Menlove stated that he has not reached out to Holbrook EMS, but the intent is for them to pay \$1,000.00 a month or \$12,000.00 a year unless there is a different recommendation. **Vice-Chairman Watson** stated that right now the agreement is between the County and Holbrook EMS; but once everything is in place, Holbrook EMS would be paying what everybody else pays, and there are no guarantees beyond this fiscal year. **Chairman Morgan** inquired if Holbrook EMS decides to go with an alternative dispatch service, how that would impact the budget. Mr. Menlove stated that for FY17, any impact would be negligible. He indicated that he will meet with Holbrook EMS. **Vice-Chairman Watson made a motion** for Navajo County to proceed with what arrangements they have made with Holbrook EMS, recognizing it is a County issue for FY17 and will have to be reevaluated for the next year based on NARDC rates; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

DISCUSSION AND POSSIBLE APPROVAL OF THE CONTRACT FOR LEGAL SERVICES: Mr. Brown reviewed the Contract for Professional Legal Services with the members and advised that Jason Moore, Deputy County Attorney, has gone through the contract and approved it, and the Moore Law Firm has agreed to the contract. Nick Patton and David Moore introduced themselves to the NARDC board. **Mr. Muder made a motion** to approve the Contract for Legal Services with the Moore Law Firm; motion seconded by **Vice-Chairman Watson**. Vote unanimous approving the motion.

DISCUSSION AND POSSIBLE ACTION REGARDING FIRST REVIEW OF REGIONAL DISPATCH

COMMUNICATION DIRECTOR APPLICANTS: The members discussed the applications received and agreed to schedule interviews with all qualified candidates on July 11, 2016.

DISCUSSION AND POSSIBLE ACTION REGARDING APCO CONSULTING SERVICES: **Chairman Morgan** stated that everything APCO has done thus far, they have not charged for, and APCO wants reassurance that NARDC will not halfheartedly engage them and then advise APCO that NARDC does not want to use their services anymore once the \$10,000.00 is used. He indicated that APCO believes that \$10,000.00 may not be enough, but did not give an idea of how much the additional piece is. Mr. Muder suggested leaving it at \$10,000.00 and express to APCO that NARDC is committed, with the understanding that there will come a time when NARDC can stand without a consultant if the right director is found.

DISCUSSION AND POSSIBLE ACTION REGARDING SPILLMAN CONTRACT: **Chairman Morgan** stated that he and Mr. Dewitt had a phone conference with Steve Wisely and Bill Hopgood from APCO, who expressed concern about the Spillman contract. He stated that the original contract was established in 1998 with Navajo County Sheriff's Office, and APCO strongly urged that the contract with Spillman moving forward reflect NARDC and not Navajo County Sheriff's Office. Mr. Dewitt indicated that the document from 1998 is more like an invoice as opposed to a contract. **Chairman Morgan** indicated that the contract would need to include the service elements. Mr. Brown stated that he believes there are a lot of components that Spillman is going to do. **Vice-Chairman Watson** suggested getting a boiler plate contract from Spillman for review, based on discussions with Spillman. Mr. Patton indicated that he would be surprised if Spillman did not have a boiler plate contract to start with. He requested contact information for APCO. **Chairman Morgan** stated that he will copy Mr. Patton in an e-mail to APCO. Mr. Dewitt stated that he will ask the question to Spillman regarding a boiler plate contract, copy Chairman Morgan, and Chairman Morgan and Spillman can communicate.

DISCUSSION AND POSSIBLE ACTION REGARDING WINSLOW PD SPILLMAN HOSTING PROPOSAL:

Chairman Morgan expressed concern that Spillman is pushing their product and giving agencies other

options. **Vice-Chairman Watson** stated that he believes Spillman is making commitments on NARDC's behalf that NARDC is going to host agencies for X-amount of dollars. Ken Dewitt advised that it was discussed at his staff meeting regarding how to figure out how much each agency will use, and he believes that they have figured out a way to determine the cost for each agency. He also spoke about the hourly cost for agencies for service calls. Chief Shelley questioned whether the IT support would be from Navajo County or NARDC. Mr. Dewitt stated that it would be all intermixed, and Navajo County IT will back up NARDC IT. The members and staff discussed to whom the NARDC IT Dispatch Programmer Analyst will be reporting. Mr. Menlove stated that everyone within NARDC would be reporting to the director and work closely with Navajo County IT Department. Mr. Muder stated that he believes it is too early to make the decision regarding who the IT Dispatch Programmer Analyst would report to. He stated that he thought the idea was for NARDC to be self-sustaining. He further stated that he believes it is premature to agree to host Winslow Police Department. **Vice-Chairman Watson** suggested that something be sent to Winslow and Snowflake/Taylor to counter what the Spillman rep is telling them and reminding them that NARDC is not put together yet, and there is a lot of work to be done by NARDC before they can make any kind of determination regarding cost and that while NARDC does see the benefits of hosting data, it is way too premature to give numbers on what the cost of that is going to be. Chief Shelley suggested that the vendor be told to stop giving numbers to other agencies. Ken Dewitt stated that he will draft a message to Snowflake/Taylor and Winslow.

DISCUSSION AND POSSIBLE ACTION REGARDING IT DISPATCH PROGRAMMER ANALYST JOB

DESCRIPTION: Mr. Dewitt provided a proposed job description for IT Programmer/Analyst – Dispatch and reviewed the job description. The members suggested changes to the job description. Mr. Dewitt stated that he will make changes and send the proposed job description around to everybody for feedback within a week. He further stated that he believes the salary is commensurate with the position. Mr. Macarthur stated that there is a need to have people cross trained. Mr. Dewitt stated that he will have four program analysts on his team who will be cross trained with each other. **Chairman Morgan** stated that the NARDC will discuss the updated job description at the next meeting.

DISCUSSION AND POSSIBLE ACTION REGARDING RFQ FOR EQUIPMENT NEEDED FOR DISPATCH

CENTER: Mr. Dewitt provided the initial draft of what would be sent to the consultant and vendors of what the hardware looks like. He stated that he has been collecting information from different consultants and hardware and software vendors on how to make sure the equipment stays up and running. He stated that he would like to go out for RFQ in a couple of weeks. **Mr. Muder** inquired as to the possibility of APCO or the Director wanting to do things in a different way. Mr. Dewitt stated that nothing will get installed before the dispatch director and IT person is in place. **Vice-Chairman Watson** suggested sending the list to the consultant. Mr. Dewitt stated that the purpose is to create a short list of vendors.

DISCUSSION AND POSSIBLE ACTION REGARDING MOVING AHEAD ON THE FIBER CONNECTION FROM THE COUNTY COMPLEX IN HOLBROOK TO THE SHERIFF'S OFFICE IN HOLBROOK:

Mr. Dewitt spoke about the fiber connection from the County Complex in Holbrook to the Sheriff's Office in Holbrook and stated that he will need to resolicit bids. He stated that he will solicit bids from all possible vendors and that the contract will not be awarded solely on cost and not necessarily to one vendor. He stated that he will have this completed by the next Board Meeting.

REPORTS FROM STAFF: None.

NEW BUSINESS: Mr. Muder stated that at Show Low's next council meeting, the contract should be awarded to build the Comm Center, which will start after the 4th of July with a scheduled completion in February. Chief Shelley indicated that IT and Navajo County have been consulted and plans have been finalized regarding everything. Mr. Muder stated that the Navajo County Jail Annex and Sheriff's Office will be in the building and that he believes it's very positive. Chief Shelley indicated that there will be operational things dealing with warrants and that governing rules have to be abided by, and some will cross over into regional dispatch so that continuity throughout the County will be the same.

ADJOURN: 4:04 p.m.

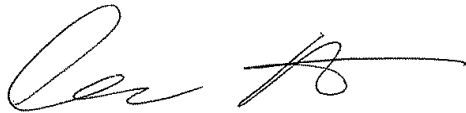
APPROVED:

DATED: July 11, 2016

A handwritten signature in black ink, appearing to be 'Jim Morgan', with a large, stylized 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