

NORTHEAST ARIZONA REGIONAL DISPATCH CENTER GOVERNING BOARD MINUTES
June 12, 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; Dave Sargent, Pinetop/Lakeside Chief of Police; Ken Dewitt, Navajo County IT Director; and Kim O'Farrell, Dispatch Supervisor for City of Show Low Police, were present in person.

Call to Order: At 2:06 P.M.

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

Approval of Minutes: May 8, 2017 Regular meeting: **Mr. Muder** made a motion to approve the May 8, 2017 regular meeting minutes; motion seconded by **Mr. Johnson**. Vote unanimous approving the motion.

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 and with additional adjustments still to occur. **Vice Chairman Watson** spoke specifically about the staffing numbers and going into details regarding the staffing positions needed to provide better service to the community and from his take on the budget is achievable based on what was presented today. He stated it would be more ideal with 2 additional dispatchers which would allow for better service to the community. **Ms. Hansen** added that it would also allow for better use of training time and at some point allow for a dedicated fire dispatcher. **Vice-Chairman Watson** asked the Board from a budget stand point based on the model presented today, what else might the Board want to see to move forward on the budget. **Mr. Muder** suggested that it be taken to the Operations Group to review and provide feedback to ensure that this budget plan will work. **Ms. Hansen** stated that she will take this to the Operations Group to review and present the feedback to **Vice-Chairman Watson** to make adjustments to the staffing budget and present the adjusted budget at the next meeting.

Discussion and possible action regarding NARDC Grants/Issues: **Ms. Hansen** discussed this topic in her Directors Update.

Discussion and possible action regarding Wildland Fire Planning for Dispatch: **Ms. Hansen** discussed this topic in her Directors Update.

NARDC Director's Update: **Ms. Hansen** provided several handouts on the various topics to be discussed in the meeting. **Ms. Hansen** stated the Sheriff's Office Dispatch Center remodel has been completed and pictures will be available via email. **Ms. Hansen** spoke about the newest grant she submitted to the Tohono O'odum Prop 202 grant which puts the NARDC at one million dollars in grants requested to date. She stated that June/July is the review season, and the hope is she will hear back on some of the grants already submitted. **Ms. Hansen** spoke about how the award of these grants will affect the transition plan and if awarded the NARDC must put into play the pieces, features and subsystems within the fiscal calendar year the award is given. She stated this would put IT and Navajo County into high gear over the next 18 months to build the fully networked,

fully mirrored, North/South concurrent operations and puts the NARDC on notice to complete other tasks and activities. **Mr. Muder** asked if there would be any obligation to NARDC when grants are awarded that would require a complete interconnection, and **Ms. Hansen** stated that the NARDC would only need to complete the entire phase of what the specific awarded grant application requirements stated. **Ms. Hansen** stated that the goal in the event NARDC doesn't get awarded some of the grants applied for is she would again resubmit the grant application in the future. **Chairman Morgan** spoke about the Homeland Security Grants coming up in August and suggested that Ms. Hansen start looking at getting the RFP ready to avoid the NARDC being behind as it has a one year performance period which is actually September of 2018. **Ms. Hansen** asked if the NARDC still has APCO under retainer for consulting, and **Chairman Morgan** stated the NARDC still has funds available to use.

Ms. Hansen spoke about the upcoming joint meeting with the Chief Officers and CAD groups for Spillman and CAD which will be toward the end of June, stating that she will reach out to the Chief Officers to obtain an update as to who will be in attendance. She also spoke about additional training being offered during the week of June 19th for the Mobile CAD, Mobile Mapping and Spillman, then the week of June 26th there will be 2 days of CAD refresher and 1 day for Response Planning focused on Fire.

Ms. Hansen then spoke about the updated Transition PowerPoint handout which included a new Functional Transition page that is a more definitive description of the tasks and activities occurring during functional transition. **Ms. Hansen** described the high level functional tasks to the group. **Mr. Muder** asked what is meant by functional transition. **Ms. Hansen** explained that is when the NARDC Executive Director takes over the chain of command for the NARDC dispatchers. **Vice Chairman Watson** asked when will the Board be ready to go forward with the Functional Transition and **Mr. Muder** stated when they have a comfort level with the budget. **Mr. Johnson** concurred with **Mr. Muder**. **Chairman Morgan** stated that there needs to be an understanding from the operations and training standpoint to understand what is needed to get ready for the functional transition.

Ms. Hansen then discussed the logo that was chosen for NARDC and is in the process of perfecting the image.

Ms. Hansen spoke about creating a regional wildland procedure for dispatching. She stated this is to be worked out further with discussions with Mary Springer, other stakeholders and Apache County in the future.

Ms. Hansen and **Vice-Chairman Watson** spoke about the staffing needs for the NARDC with a high level overview handout that shows an overview of what staffing would be needed for a 24/7 defined workflow for both North & South Centers. A group discussion took place on how the calls are routed currently versus how the calls will be routed with the future enhancements to NARDC. **Ms. Hansen** explained the handout discussing the two models in more detail with the group and as she works the model out for NARDC she has the ability to make adjustments to staffing on days when calls are at higher levels versus days when calls are lower.

Reports from Staff:

Chief Shelley provided an update on the relocation to the new facility, stating that in early July they will begin moving equipment and testing it and then hope of moving staff into the building at some point, although did not provide a specific date at this time.

Chief Sargent provided an update on staffing for the Pinetop/Lakeside Police Department stating that they have 2 Dispatchers in training at this time.

Mr. Dewitt stated that they are just waiting for the okay to begin hosting on Spillman. Mr. Dewitt did speak briefly on the Broadband meetings giving the group an update on the latest events.

Nick Patton stated that they are not ready to complete a Subscribers Letter of Agreement but will need to begin the process soon.

New Business: There was no new business.

Adjourn: At 3:35 P.M.

APPROVED:

DATED: July 12, 2017

A handwritten signature in black ink, appearing to read 'Jim Morgan', with a large, sweeping flourish extending to the left.

Jim Morgan, Chairman
Northeast Arizona Regional Dispatch Center Governing Board

ATTEST:

A handwritten signature in black ink, appearing to read 'Gloria Bushnell', with a large, circular flourish on the left side.

Gloria Bushnell, Clerk
Northeast Arizona Regional Dispatch Center Governing Board