

**NORTHEAST ARIZONA REGIONAL DISPATCH CENTER GOVERNING BOARD MINUTES**  
**July 12, 2017, 2:00 p.m.**

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

**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; James Molesa, Chief Deputy Sheriff; Chief Savage, Timber Mesa Fire were present in person; and Rich Upham, Fire Chief –Heber /Overgaard appeared telephonically.

**Call to Order:** At 2:05 P.M.

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

**Approval of Minutes:** June 12, 2017 Regular meeting: **Mr. Nichols** made a motion to approve the June 12, 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, highlighting the changes which were mostly for personnel. He spoke about the number of full and part time employees needed based on previous discussions along with revisions to the budgeted salaries to create consistency among the various positions regardless of which agency they were coming from. A discussion took place on the number of current positions and vacancies within each agency and why the number of employees needed increased in the budget compared to what is currently in place. **Vice-Chairman Watson** then spoke about the summary of the anticipated revenue and estimated expenses with the net bottom line, showing a loss during the first year through year ten. **Chairman Morgan** asked why there was such a change from the last proposed budget, and **Vice Chairman Watson** explained it is due to the increase in staff expenses with the additional staff positions requested from a previous meeting. **Vice Chairman Watson** stated the bottom line is we have a budget that doesn't work and asked the group what are the other options if the Board is interested in keeping this process moving forward. A discussion then took place as to what solutions were available to find additional revenue to cover the deficit. During the discussion several suggestions were made which will require further research and conversations to take place to identify other sources to generate the needed revenue. The Board agreed that more discussion with operations groups and research needs to be done to move this project forward. The Board expressed support for Regional Dispatch and want it to go forward, but the Board feels it may need to be tackled in a different way and may need to be done in a phased-in process. **Ron McArthur** also stated that from the hospital's perspective, he would like to see the Regional Dispatch move forward to support patient safety issues along with the financial investment made by the hospital thus far.

**Discussion and possible action regarding ongoing funding for the NARDC Regional Dispatch Director position:** **Vice-Chairman Watson** stated that he spoke with the Navajo County Accounting Department regarding a deficit for the NARDC Regional Dispatch salary and after speaking with **Ms. Hansen** regarding the situation and with no financial commitments from other parties, it has become necessary to eliminate the NARDC Regional Dispatch Director's position. **Vice-Chairman Watson** made a motion to continue the position of NARDC Regional Dispatch Director until the end of August or until **Mr. Hansen** secures other

employment whichever comes first and that the salary deficit is to be shared by all the responsible parties; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

**Executive Session:** At 3:23 p.m., **Mr. Johnson** made a motion to enter into executive session; motion seconded by **Mr. Muder**. Vote unanimous approving the motion. 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 retention of Nick D. Patton as Attorney for NARDC Board.

**At 3:30 p.m., Reconvene:** **Mr. Johnson** made a motion to return to regular session; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.

- a. **Approval of Minutes: March 13, 2017 - Executive Session:** **Mr. Johnson** made a motion to approve the March 13, 2017 Executive session minutes; motion seconded by **Mr. Muder**. Vote unanimous approving the motion.
- b. **Retention of Nick D. Patton as Attorney for NARDC Board:** **Mr. Muder** made a motion to keep Nick D. Patton as Attorney for NARDC Board pending approval letters from Moore Law Office and Nick D. Patton; motion seconded by **Mr. Johnson**. Vote unanimous approving the motion.

### **Reports from Staff:**

**Ms. Hansen** spoke about the CAD training last month in which Spillman sent out two trainers to provide training to the Sheriff's Office and Gila County on updated software modules. She stated the dispatchers are expressing and showing improved performance and talking about additional modules for ongoing training. **Ms. Hansen** indicated that Perry Koger of Spillman came out to do a review and assessment of the current CAD system, users and potential future users for the future consolidation of the CAD system and working on a shared CAD system in the future and outlined the top four issues after spending a week in various meetings and interviews along with demonstrations and lengthy discussions with every represented agency in the county. He indicated that his number one issue concerning a shared CAD system was attitude and acceptance for sharing the CAD system, and the second and third issues were related to training on the updated modules and establishing policy and procedures on using the system overall and then enforcing those policy and procedures going forward. She stated that Mr. Koger wrote an assessment report talking about the features and modules that were demonstrated, and **Ms. Hansen** has soft copies of the assessment to provide to current users of the Spillman CAD, and she will continue to work with the dispatchers on the policy and procedures now, and she will finish up working with the Sheriff's Office on completing the Master Dispatcher's Training Guide and to assist with the new hires for the Sheriff's Office. She indicated that a new academy is scheduled for mid-August to keep the Sheriff's Office moving forward in the staffing of dispatchers for North County. **Vice-Chairman Watson** expressed his gratitude to Ms. Hansen for her contributions and expertise during her time with NARDC.

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

**Adjourn:** At 3:40 P.M.

**APPROVED:**

**DATED: August 14, 2017**

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

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

**ATTEST:**

A handwritten signature in black ink, appearing to be 'Gloria Bushnell', with a large, stylized initial 'G'.

**Gloria Bushnell, Clerk  
Northeast Arizona Regional Dispatch Center Governing Board**