



Deschutes County 9-1-1 Service District

User Board Meeting Minutes

Date & Time: Tuesday, September 20, 2016, at 1000 hours

Location: Deschutes County 9-1-1, 20355 Poe Sholes Drive, #300, Bend

Attendees: Steve Reinke, Sara Crosswhite, Megan Craig, Kim Morse, Tim Beuschlein, Ruben Rokosh, Marc Mills, Jim Porter, Denney Kelley, Tony DeBone, Tom Anderson, Shane Nelson, Bob Madden, Rod Bjorvik, Evan Clark, Hank Evans, Beth Casper, Julie Lovrien, Whitney Hale, Paul Garrison, Ben Gregory, Jonathan Spring, Todd Cox, Garret Winter and Nanette Howard.

1. Call to Order and Introductions – Steve Reinke, Director

2. Approval of the July 19, 2016 Meeting Minutes

Denney Kelley moved to approve the July 19, 2016 meeting minutes. Motion seconded by Marc Mills; motion carries.

3. Public Comment – None.

4. FirstNet and Trip Report from Tony DeBone

Tony DeBone reported on his recent trip to Texas as part of the State Interoperability Executive Committee (SIEC). As part of the visit, he was able to witness FirstNet's next generation band width radios in operation as well as tour a "disaster city" that is a national training facility.

5. Staff Reports

Operations - Sara Crosswhite reported the installation of the new phone system is in progress and everything is going well. TXT29-1-1 may be available the beginning of 2017. Chris Perry is now assisting with the accreditation process and it is hoped the project will be completed by the spring of 2017.

Chris Perry noted he has been analyzing current staffing levels and has determined Dispatch is now providing two fire dispatchers about 50-51% of the time. When fully staffed, Dispatch will be able to meet the commitment of staffing two fire dispatchers 24/7.

Training - Megan Craig reported there are three trainees in call-taker training and all are doing well. Of the three in training, one is a lateral. There are also two call-takers in police training. Three more candidates are slated to start October 24, 2016 and two more are in background.

The Fire Protocol Kickoff meeting will be held on Thursday, September 22, 2016, at 9:00 a.m. in the Deschutes Room. The anticipated rollout date for the fire protocol is February 2017.

She also advised there is more cross training occurring with user agencies and expressed appreciation to the chiefs for allowing that to happen. She noted whenever training is made as real as possible, it's always beneficial to the participants.

Steve Reinke noted if all candidates pass background and are hired, there will only be two full-time positions vacant, one of which is a vacant supervisory position. He commended Human Resources (HR) for the great job they have been doing with the continuous screening process.

6. CAD Project Update

Discussed under Item 9.

7. Radio Project Update

Tim Beuschlein reported the radio project equipment is being staged in Salem for final configuration to the State switch and will be completed by mid-October.

District Staff priority now is ensuring equipment is installed on Hoodoo and Mt. Bachelor before there is too much more snowfall. Once those sites are completed, configuration work will then begin on Awbrey Butte and at St. Charles Hospital. The Redmond simulcast cell is delayed due to some construction and land use issues and the south part of the Bend simulcast cell is delayed until a replacement site for Jackpine is found.

The final site power and alarm reports are in, so work on calculating the cost for the P25 segments and interoperability overlay can begin. FCC licensing is on hold, but VHF and interoperability licensing has been submitted.

Current sites being considered as replacements for Jackpine Ridge are Overturf Butte (city-owned) and Scalehouse Road (American Tower site).

When the State goes live on P25 with the Oregon Department of Transportation (ODOT) on October 15, 2016, the State's eight sites will be operational and live functional testing can begin. Radios for testing purposes should be available within 12-14 days and will be distributed to user agencies. Over the next couple of months, the District will be tweaking the programming, but during that time, testing can begin and training programs can be developed.

At least two, or possibly three, brochures will be created by the District providing information about the system and the PS radio team. One brochure will provide subscriber radio information; a second brochure will provide information on coverage; and a possible third brochure will provide overall information about the system, the radio group, and the public safety radio team and what their functionality is.

Steve Reinke reported on topics discussed during the Radio Project Review Team meeting held on September 6, 2016.

One topic of discussion was of having a two-tiered pricing system for non-public safety user maintenance fees. The two tiers would distinguish between non-public safety users who act in a public safety capacity at times from those who do not. After discussion, it was the consensus of the Team all non-public safety users should be assessed the same monthly maintenance fee.

General discussion ensued regarding the potential revenue that could be generated by non-public safety users and how best to establish a fee schedule fair to all yet easily tracked. Tim Beuschlein advised the interoperability aspect will always be free to users. He also noted once the new system is in place, tracking usage and other pertinent information can be done easily and as frequently as users would like.

Tim Beuschlein noted there will be 1,200-1,400 radios on the new system, of which approximately 400 will be non-public safety.

Also discussed during the recent Radio Project Review Team meeting was the adoption of a new name as the radio project will no longer be a project once fully deployed. Through a consensus of the Team, the Radio Project Review Team will now be known as the "Public Safety Radio Team" (PSRT).

8. Consider a Charter for the Public Safety Radio Team

Steve Reinke presented for consideration the newly revised charter recommended for adoption by the PSRT. He explained the purpose and vision of the Team is to advise the District on fiscal and administrative aspects, but to have authority to make decisions related to the operational aspects of the radio system. If the Team and the District are unable to agree upon an operational decision or issue, they will defer to the 9-1-1 User Board for a determination.

Jim Porter moved to accept the Public Safety Radio Team (PSRT) charter as presented. Motion seconded by Denney Kelley; motion carries.

9. Other Items or Good of the Order

Steve Reinke announced interviews for the CAD Administrator were conducted and the position will be offered to Jonathan Spring. Given the role Jonathan currently has within the Records Management System (RMS) project, he will continue in that role and transition to the CAD Administrator role.

As the CAD Administrator, Jonathan will continue to assist with the RMS system maintenance as needed. As such, based upon conversations with Joe Sadony, it was proposed the contributions made by RMS users toward Jonathan's salary should remain as is for this fiscal year, and in FY 18, any RMS funding received from users will be split appropriately between County IT and the District. It is possible the contribution level from RMS users for salary support will change in future years.

A kickoff meeting with CAD Project Manager Sky Fulton will be held on September 26, 2016 to start identifying teams and establishing timelines. Full deployment will take about two years.

Steve Reinke advised local law enforcement and fire agencies have been discussing the possible construction of a regional law enforcement and fire training center near the Redmond airport. Work is underway to secure land for this purpose. He suggested the proposed location would also be ideal for an emergency backup center. After discussion, the Board agreed there is a need for a training center in this area and having a regional training center in close proximity to an emergency backup center would be beneficial. The Board also saw an opportunity to perhaps construct a "simulated city" for drills. The Board supported Steve Reinke's request to participate in the discussions with an eye on having the District re-locate its emergency backup center to the new facility, and to assist with funding to ensure the facility's back-up power infrastructure would provide the level of reliability required.

In response to Denney Kelley's inquiry regarding user training on the radio system, Tim Beuschlein stated he has received some training materials from ODOT, but thinks it can be improved upon. He emphasized one of the most significant aspects of training on the new system is going to be the users becoming accustomed to the lack of noise.

He advised Public Works and the Road Department have requested in-person training, which will be provided to all users in a mixed group environment. He noted the FCC is very strict regarding what is broadcast over the air and training will address those restrictions. Primarily, communication over the radio needs to be kept short, to the point and free of unacceptable language because misconduct can result in the substantial fines from the FCC.

Steve Reinke noted each user agency will have subject matter experts (SMEs) to help assist user agencies internally.

10. Adjournment

The next regularly scheduled 9-1-1 User Board meeting is **Tuesday, October 18, 2016, at 1000 hours** at Deschutes County 9-1-1.

Minutes respectfully submitted by Steve Reinke and Nanette Howard.