



Deschutes County 9-1-1 Service District User Board Meeting Minutes

Date & Time: April 21, 2015 at 1000 hours

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

Attendees: Alan Unger, Tom Anderson, Steve Reinke, Tim Moor, Dave Tarbet, Marc Mills, Roger Johnson, Denney Kelley, Tom Fay, Larry Blanton, Shane Nelson, Darryl Nakahira, Larry Fulkerson, Julie Lovrien, Chris Duchateau, Paul Kansky, Erik Utter, Dave Doyle, Jeff Blake, Sara Crosswhite, Rick Silbaugh, Tim Beuschlein, Megan Craig, Cari Elliston, Claire Withycombe, Kathleen DeForrest.

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

2. Approval of the March 24, 2015 Executive Board meeting minutes

Dave Tarbet moved to approve the March 24, 2015 meeting minutes; Denney Kelley seconded; motion carried.

3. Public Comment – None

4. Radio project update (Joe Blaschka via phone)

Joe Blaschka introduced himself to the Board and discussed his prior experience with negotiating ODOT service agreements. He said it was not always easy but found when the agreements were in place, all went well. Attention should focus on the details of the agreements.

Dave Tarbet asked Joe if there were any issues of concern with ODOT and the radio system in comparison to past years. Joe responded progress is occurring on site work in the Willamette area. Joe expects to be present at May's User Board Meeting. The call with Joe ended.

Larry Blanton noted a final determination has not been made about asking the public to fund the radio project. Steve suggested they will know the capital and maintenance costs in time to explain them. Capital costs may be able to be covered with reserve funds. The two major concerns are long-term maintenance costs and obtaining permanent funding. Since the last meeting, staff has developed a migration time line and framework for an agreement with the Sheriff's Office and Redmond for their law enforcement systems to become 9-1-1's responsibility. Steve expects the draft agreement will be reviewed by the Sheriff's Office and Dave Doyle later this week. Budget fund 707 will be used to administer the radio system after July 1st. Larry Blanton expressed confidence in the plan.

5. Staff reports

Steve announced the retirement party for Nancy Lauderback was well attended on March 31 and Telecommunicator Week was celebrated with a cake and a two-hour, all-hands meeting/training with Dr. De Hicks on April 13.

Sara Crosswhite reported dispatch has been incredibly busy requiring her and other management team members to assist with coverage. She also said a contract has been signed with PowerDMS allowing the accreditation process to move forward while saving the agency \$3,000 annually.

Megan Craig noted nine new employees are in training, five of whom have moved to the dispatch floor with Communications Training Officers. Four more new hires will start August 10th. Megan was excited to report dispatchers assisted with the births of two babies.

Rick Silbaugh stated Tim Beuschlein is the dedicated person for the radio project and Adam Mitchell is busy working with the Computer Aided Dispatch (CAD) system and other issues. Two new Public Safety Systems Specialists will start next week; one of whom has been working with us through an external vendor for a couple of years.

Sheriff Blanton said when he began work with their accreditation process years ago, it was assumed the larger counties in Oregon were miles ahead of us. He later found that was not the case and, in fact, once Deschutes County 9-1-1 is accredited, it will be just the third PSAP accredited in Oregon. Steve added accreditation should help bolster public support next year. We want everyone to know we are providing the best possible service and accreditation will serve as further proof of that assertion. Additionally, we're looking forward to having the National Center for Missing and Exploited Children certify us as a participating agency by the end of this year.

6. Strategic plan deployment progress

Steve has been meeting with the various agency boards gathering signatures for the letter of support. At future meetings, he will also discuss ratifying the new District Operating Agreement.

In discussions surrounding options for the Records Management System (RMS), the consensus was to remain with the existing vendor for now.

7. Service District operating agreement discussion and recommendation

The consensus at last month's meeting was one board which includes all users. Larry Blanton moved that the proposed Agreement be forwarded to the Board of County Commissioners for review and approval. Tim Moor seconded; motion carried.

8. FY 2016 budget discussion and recommendation

Steve sent out the proposed Fiscal Year 2016 budget prior to the meeting. He does not anticipate changes before the Budget Committee meets at the end of May. The budget is aligned with the Strategic Plan and \$1 million was allocated for a capital project to replace the 9-1-1 phone system.

Steve expects a reimbursement of approximately \$600,000 from State 9-1-1 for the new 9-1-1 phone system. In the 707 budget \$200,000 was set aside for the radio project to fund consulting. Also, for the next fiscal year only, a half-time Sheriff's Office employee (who works part-time on the existing radio system) will be paid from fund 707. The approximately \$329,000 in carryover funds from the Sheriff's Office will offset the cost of the employee and facilitate the transition process.

Steve pointed out \$250,000 for scheduled overtime is a mechanism which allows dispatchers to be on a 42 hour per week schedule. What the budget does not reflect is two thirds of that cost is not debited from payroll. In other words, for every \$3 spent on scheduled overtime, \$2 less is paid from payroll. This complies with FLSA and balances the cost of extra hours over a year so the actual expense is \$83,333. Because we get 2 extra hours a week from each line employee, we need three to four fewer employees, which saves administrative overhead and \$60-80,000 in medical costs which is almost a wash. Operationally, the schedule works well and helps assure labor peace. We may migrate toward a more fixed schedule so supervisors and line staff are on teams which should result in more consistent supervision and improved service delivery.

Tim Moor asked why there were large differences in some years for the beginning net working capital line item. Steve explained transfers have been made to move surplus funds into the equipment reserve and replacement fund.

Larry Blanton moved to recommend forwarding the proposed FY 2016 budget to the Budget Committee for approval. Tim Moor seconded; motion carried.

9. Other items or good of the order

Larry Blanton reminded everyone there would be a Law Enforcement Memorial Ceremony May 12, 2015 at 1100 hours at Brooks Park and asked chiefs who would like to speak at the memorial to contact Trisch Clark at the SO as soon as possible. He also noted the line of duty death of a Coos County deputy who was killed while operating an ATV.

10. Adjournment

With no further business before the Board, the meeting was adjourned at 1035 hours.

The next scheduled User Board Meeting is **Tuesday, May 19, 2015 at 1000 hours** at Deschutes County 9-1-1.

Minutes respectfully submitted by Steve Reinke and Kathleen DeForrest.