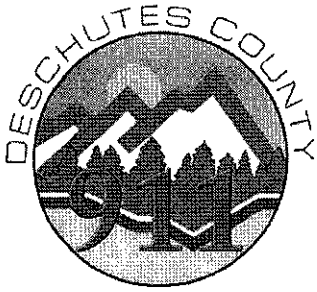


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Deschutes County 9-1-1 Service District User Board Meeting Minutes

Date & Time: July 21, 2015 at 1000 hours

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

Attendees:

Erik Kropp, Steve Reinke, Dave Tarbet, Jim Porter, Marc Mills, Roger Johnson, Denney Kelley, Art Hatch, Tom Fay, Larry Fulkerson, Dave Doyle, Julie Lovrien, Paul Kansky, Erik Utter, Jeff Blake, Bill Boos, Sara Crosswhite, Rick Silbaugh, Tim Beuschlein, Beth Casper, Kathleen DeForrest.

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

2. Approval of the May 19, 2015 User Board meeting minutes

Dave Tarbet moved to approve the May 19, 2015 meeting minutes; Jim Porter seconded; motion carried.

3. Public comment – None

4. Staff reports

Steve Reinke reported summer staffing will be a challenge. According to Operations Manager Sara Crosswhite, it takes twenty radio trained telecommunicators to meet minimum staffing and there are currently nineteen. Sara hopes two more will be police trained by November. Steve said the next recruitment would be a nationwide search for experienced dispatchers.

Steve and Tim Beuschlein reported a vendor had claimed to have had their catalogs endorsed by Deschutes County, which did not and will not happen. If users have questions about radio procurement, contact Rick Silbaugh or Tim.

Steve noted recruitment closes today for a Public Safety Systems Specialist, and Rick reported there are some well qualified candidates.

Steve reported the integration of Computer Aided Dispatch (CAD) mapping and Automatic Vehicle Location (AVL) is progressing. He added the implementation of Pulse Point is also on track. Law enforcement agreed to broadcast drowning calls unless the fire service disagrees. Rick said testing has begun and when the project is launched, the demand for additional CPR education by the public and other agencies will likely intensify.

Rick pointed out there is only one map data base for fire and law enforcement. Everyone sees the same information but in different formats depending on their device and software platform.

Steve informed the Board twelve of fifteen signatures had been obtained for the Letter of Support and two meetings are pending. Between now and mid-October the proposed new levy rate will be determined and Steve will meet with every Board and Council to garner support for the District's ballot measure to dissolve the existing service district and replace it with a new district. This is the only way the permanent funding rate can be increased from \$.1618 to whatever the new level will be. Once the cost of long-term maintenance equipment replacement is known for the radio project, Steve will meet with Finance Director Wayne Lowry to verify the projected numbers.

Before the next User Board meeting, Steve, Rick, Tim and consultant Joe Blaschka will meet with the state radio project team in Salem three times to discuss contracts, agreements and the final system design. Their first Salem trip is next Thursday; for a morning meeting with the technical staff and an afternoon meeting to discuss contracts. Afterward, staff will brief the Radio Project Team on the discussions. Tom Fay asked about a timeline for the final numbers and Steve said they should be known by late September.

Steve announced Customer Service Clerk Darlene Johnson retired, but she has agreed to help out over the next couple of months as a temporary employee. Kim Morse was hired from the Bend Police Department as the new Administrative Supervisor, and will start August 3rd.

Steve learned the District's official name is now the "Deschutes County 911 County Service District". He recommended dropping the second instance of "County" but is not sure if the dashes between the two ones in "9-1-1" should be used. In the future if other entities elect to become contract agencies, the District's name could be changed to encompass a larger user base. The consensus was to use "Deschutes County 9-1-1 Service District" for the upcoming levy process.

5. Radio project update

Steve thanked those who helped facilitate transferring the Redmond Police and Deschutes County Sheriff's Office radio systems to 9-1-1. Tim said he has begun auditing radio IDs. Some parts of the system turned off by themselves which could be indicators of age and/or database corruption. To move forward with the state partnership, an accurate inventory of all radios will be needed over the next couple weeks, so counts will be requested from agency technical staff members. Later, Tim will hold meetings to confirm talk groups; capital and maintenance costs; and that coverage meets responder expectations.

Steve said as the system and its capabilities are reviewed, staff is analyzing former DCSO VHF frequencies to develop three countywide simulcast channels to give the fire service an opportunity to test coverage and to explore alternate ideas for sharing and using channels.

Steve announced the State radio project team invited our staff to attend a week-long training in September sponsored by Harris, the state's radio system vendor, on how to operate and maintain a trunked radio system. The only costs would be for room and board. Staff plans to take full advantage of this opportunity.

The State Interoperability Executive Committee (SIEC) announced at its last meeting they were formulating policies and procedures for \$250K grant opportunities. The application deadline is September 30th. The District will definitely apply for one or more of the grants; possibly using a phased approach.

Jeff Blake asked if the inventory lists sent to Sparling for the original radio project study could be recycled and updated to save time. Also, with regard to using VHF capability east toward Burns, will agreements need to be implemented? Rick responded he will check with Sparling on the lists and new agreements would be necessary.

6. Strategic plan deployment progress

Steve said the goal of the CAD/RMS integration item was to make it possible for dispatchers to stay in Hitech to make queries in the New World Records Management System (RMS) and then deliver information to field personnel. County Information Technology Director Joe Sadony is working with New World Systems on the interface project. Once a functional interface is complete the long-term vision for a full CAD/RMS integration will probably be delayed until well after the radio project is deployed.

Another major component of the Strategic Plan is developing the permanent ask figure for the levy for the next meeting on September 8th (one week early) along with a spreadsheet showing how the numbers were derived.

7. Operating Agreement ratification update

Nine of fourteen entities have executed the agreement and meetings with three others are pending. Approval by ten entities (two-thirds of the member entities) is required for ratification.

8. Other items or good of the order

Tim developed a Radio Project Newsletter which was distributed with this meeting's agenda. The newsletter will be published monthly and may be provided in lieu of holding some User Board meetings.

Steve will be out of town the week of August's scheduled meeting and asked the User Board to cancel that meeting. He also asked to change the September meeting to the 8th, the second Tuesday of the month, to avoid a conflict with a statewide radio interoperability meeting scheduled for September 15th in Hood River. The Board concurred with the changes.

In response to a question from Larry Fulkerson, Steve stated he would like the User Board to have the first opportunity to review and discuss levy numbers at the next meeting before taking the figures to the media and the public.

9. Adjournment

With no further business before the Board, the meeting adjourned at 1037 hours.

The next scheduled 9-1-1 User Board meeting is **Tuesday, September 8, 2015 at 1000 hours** (one week early) at Deschutes County 9-1-1. The Records Management System (RMS) User Group will meet the same day at 0900 hours in the Metolius Room.

Minutes respectfully submitted by Steve Reinke, Kathleen DeForrest and Kim Morse.