

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Board of Directors Regular Meeting
October 28, 2021

MEETING CALLED TO ORDER: Board President Clark called the Board of Directors Regular Meeting to order on Thursday, October 28, 2021, at 1:00p.m. at the C911CD Meeting Room, St. Helens, Oregon and via Zoom.

MEMBERS PRESENT: Sean Clark present
Rob Anderson, Shelley Hennessy, Bruce Holsey and Henry Heimuller connected via Zoom

Staff Present: Mike Fletcher, Nancy Edwards, Lara Marzilli, Nathan Hughes, Dannell Hooper, Maryjo Beck, Chandra Egan

GUESTS PRESENT: Anna Del Savio, Columbia County Spotlight
Tyler Miller, citizen

Roll call was done.

PUBLIC COMMENT:

Miller requested that the Board delay any decision regarding the radio system or Federal Engineering's report to allow time for public to comment on any new content or discussion presented at today's meeting.

ADDITIONS TO AGENDA:

No additions were made.

September 23, 2021 Regular Meeting Minutes:

Heimuller moved and Anderson seconded to approve the 9/23/21 Regular Meeting minutes as presented. Motion passed unanimously.

FINANCIAL REPORTS:

Acceptance of Budget Variance Report – September:

Anderson moved and Heimuller seconded to accept the Budget Variance Report for the month of September as presented. Motion carried unanimously.

Approval of Expenditures:

Anderson moved and Heimuller seconded to approve the expenditures starting with check #30412 through #30460 including the electronic payments in the amount of \$332,050.58. Motion carried unanimously.

OPERATIONS MANAGER REPORT:

Marzilli reported on the following:

- There are two new hires in training and four applicants in the background process.
- There were two external inquiries, both were training issues.
- Preparing for mandatory training on November 5th and 15th.
- Opened an internal hiring process for the Lead Dispatcher vacancy that became available with Hooper's promotion to the GIS Specialist position.

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- Posting for the Program Coordinator position will take place soon.

TECHNICAL MANAGER REPORT:

Hughes reported on the following:

- Received a \$9,412 rebate from Columbia River PUD for our new lighting.
- CAD connection has been moved to the new SD-WAN solution; this will increase our bandwidth and speed.
- Hooper has started in her new position as GIS Specialist; she will be working with our partner PSAPs to begin training on the GIS software.
- Working with ODOT to get access to live video feed from their cameras for dispatch.

OLD BUSINESS:

Radio System:

Dixie Mountain:

No update at this time.

Alternate Radio Site/Coverage (Buxton and Cornelius Pass):

No update at this time; this is tied to WCCCA's system upgrade, which has been pushed back until January.

Clatskanie Mountain:

Fletcher stated that there is technical problem with the microwave link from Meissner to the Clatskanie Mountain site; Day Wireless is working on it.

Tow Service Contracts:

No update at this time.

Ambulance Service Area (ASA):

No update at this time.

Corey Hill Vandalism:

Fletcher reported that the repairs are almost done. The generator is complete and he's receiving weekly updates from Day Wireless; should be wrapping up very shortly.

Radio Site Relocation Study:

Fletcher stated that talks continue with Cowlitz 9-1-1 regarding collocating at our upgraded Meissner site, and we're still evaluating the potential to collocate at their Columbia Heights site in Longview.

Fletcher noted that he received word last week that our radio frequency engineer, Mark Pallans, had unexpectedly passed away. At the June meeting, the Board approved to have Pallans do some radio frequency studies for the District. We're unsure at this time if Pallans had started any of the work; we haven't been billed for anything and no monies have been expended for that project. Fletcher has reached out to Federal Engineering for a quote to replicate the work that Pallans was contracted to do. An update will be provided at next month's meeting.

NextGen Radio System Improvement:

Fletcher stated that since Federal Engineering's (FE) presentation and recommendation at last month's meeting, there have been many conversations. Members expressed the desire to have Federal

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Engineering return for a work session to solely discuss the report and any questions from the Board, staff and users.

The Advisory Committee had their quarterly meeting on Tuesday and discussed Federal Engineering's report. Fletcher had asked the Committee to provide any feedback and offer advice to the Board on the next steps of this project. Collectively, what the Committee seeks is in line with the Board - additional information and education regarding the best solution for Columbia County. Fletcher went over what was discussed at the Tuesday meeting. The Advisory Committee's recommendation to the Board was as follows:

- To seek a follow up work session with FE.
- Focus on options 2, 3 and 4. *(own/operate 700MHz system and or partner with CRESA or WCN on 800MHz systems)*
- Questions / concerns surrounding:
 - Ownership vs partnership
 - If partnering, "control" of system and unanticipated changes and/or costs associated with same.
 - Ongoing maintenance of any new 700/800MHz system

To be most productive, FE has suggested that we focus the conversation to one or two potential solutions to discuss. Fletcher has a meeting with FE on Monday so he will request a quote for a work group session and work on potential dates. Discussion followed. Heimuller noted that he looks forward to having another conversation with FE in hopes of getting absolutes and a clear direction.

Meissner Site Improvement:

Fletcher reported that WCCCA's delay on their radio system upgrade has impacted when we will be receiving the surplus tower and shelter. WCCCA is expecting to go live on their new system within the first two weeks of December. Once the new system is up and stable, they will begin decommissioning some of their existing radio sites. The tower site that the District will be receiving equipment from is expected to be decommissioned sometime in January.

Fletcher stated that the Request for Proposal (RFP) documents were needed for the civil work at the site. The District doesn't have experience producing those documents, so we contracted with the Construction manager to create them in cooperation with the District's legal counsel. While we have a capped contract with Cushing Engineering for the Meissner upgrade, this is an additional charge outside of the project plan. Fletcher asked for the Board's approval for the Cushing Engineering invoice in the amount of \$3,170.

Heimuller moved and Anderson seconded to approve the invoice from Cushing Engineering in the amount of \$3,170 for documents for the civil work. Motion carried unanimously.

NEW BUSINESS:

SDAO Conference – February 10-13, 2022

Fletcher stated that the annual SDAO conference will be hybrid – partial in person and partial virtual. He asked that members let us know if they would like to attend.

Northwest Leadership Seminar – March 2-4, 2022:

Fletcher stated that the Northwest Leadership Seminar will be held at the Holiday Inn – Columbia Riverfront in Portland. He asked that members let us know if they would like to attend.

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DIRECTOR'S UPDATES:

Fletcher had no further updates.

EXECUTIVE SESSION – ORS 192.660(2)(b) Discipline of Public Officers and Employees:

1:39p.m. Into Executive Session – guests departed

1:52p.m. Out of Executive Session

Agenda Items:

Fletcher stated that November's meeting falls on Thanksgiving. Discussion followed. Members agreed to combine the November and December meetings on Thursday, December 9th at 9am - the meeting will be held virtually.

OTHER BUSINESS AND MEMBERS COMMENTS:

Heimuller: Looking forward to more information from Federal Engineering.

Anderson: Condolences to Pallans family – asked if the District was sending flowers/card; Edwards stated that we are. Liked having Pallans involvement as an objective third party – want to keep that objectivity through out the process, making sure everything is well vetted.

Holsey: No comment.

Hennessy: No comment.

Clark: Agreed with Heimuller and Anderson. Ascended to Executive Director at the Port; should not affect his position at the District. Heimuller congratulated him.

Next meeting will take place on Thursday, December 9th at 9:00a.m. via Zoom.

1:58p.m. Board Adjourned.

Respectfully submitted,

Maryjo E. Beck

Date Approved