

**COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT**  
**Minutes of the Board of Directors Regular Meeting**  
**December 9, 2021**

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**MEETING CALLED TO ORDER:** Board President Clark called the Board of Directors Regular Meeting to order on Thursday, December 9, 2021, at 9:05a.m. at the C911CD Meeting Room, St. Helens, Oregon and via Zoom.

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

Staff Present: Mike Fletcher, Nancy Edwards, Lara Marzilli, Nathan Hughes, Dannel Hooper, Maryjo Beck

**GUESTS PRESENT:** Heather Van Meter, Bullard Law  
Tyler Miller, citizen

Roll call was done.

**PUBLIC COMMENT:**

Miller provided public comment regarding Fletcher's presentation at Scappoose City Council's meeting this past Monday and the email he sent to the Board regarding the NextGen Radio System.

**ADDITIONS TO AGENDA:**

No additions were made.

**October 28, 2021 Regular Meeting and November 19, 2021 Emergency Meeting Minutes:**

Heimuller moved and Anderson seconded to approve the 10/28/21 Regular Meeting and the 11/19/21 Emergency Meeting minutes as presented. Motion passed unanimously.

**FINANCIAL REPORTS:**

**Acceptance of Budget Variance Report – October:**

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

**Approval of Expenditures:**

Heimuller moved and Anderson seconded to approve the expenditures starting with check #30461 through #30538 including the electronic payments in the amount of \$372,098.74. Motion carried unanimously.

**Motion to Transfer Funds:**

Heimuller moved and Anderson seconded to transfer \$600,000 from the General Fund to the Equipment Reserve Fund and \$200,000 from the General Fund to the Facilities Reserve Fund as appropriated in the 2021-2022 fiscal year budget. Motion carried unanimously.

**OPERATIONS MANAGER REPORT:**

Marzilli reported on the following:

- Two trainees are progressing nicely and moving ahead of schedule.

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- There are three applicants in the hiring process. Two are in backgrounds. The other applicant just met with the psych doctor and is going in for her medical next week; if all goes well, she will start in January.
- There were three external inquiries, two were training issues and one was unfounded.
- Mandatory training took place on November 5<sup>th</sup> and 15<sup>th</sup>; this brings all staff up to date on their training requirements for DPSST and APCO. Heimuller inquired about staffing levels and overtime. Marzilli stated that a rebid was done to try and help even out some of the shifts; we're hopeful that the two trainees will be full time in February.
- Wendi Farley was promoted into the open Lead Dispatcher position.
- Changed the Program Coordinator job title to Training and Certification Coordinator; this job has been posted and will close on December 22<sup>nd</sup>. Interviews should take place the first week in January.

### **TECHNICAL MANAGER REPORT:**

Hughes reported on the following:

- Carpets in dispatch and the main areas of the building were professionally cleaned; plan to have them cleaned twice a year. Hooper is taking over this project.
- Had a change order to the security update to make the front doors ADA compliant. The automatic door openers have been installed, but they still need to be wired to the security panel to get access to the building.
- The lighting project is now complete.

### **OLD BUSINESS:**

#### **Radio System:**

##### **Dixie Mountain:**

No update at this time.

##### **Clatskanie Mountain:**

Fletcher stated that Washington State Patrol (WSP) has re-engaged with us about co-locating at our Clatskanie Mountain site. WSP purchased the tower upgrade equipment, and it has been sitting at the yard in Day Wireless Longview for the last two years or so; the delay was caused by construction shutdowns related to Covid. Fletcher stated that we're in the process of going through the legal documents. Due to staffing issues, WSP is contracting out the installation of the equipment.

#### **Corey Hill Vandalism:**

Fletcher reported that all of the grounding loop work has been completed. The new transfer switch should be installed by the end of the month. There was another break in at the site and both the fence and the generator were damaged again. The fence has been repaired and staff is in the process of getting quotes to have the fence reinforced with additional security. Fletcher noted that the insurance has been made aware of everything.

Heimuller inquired if there would be any value in relocating this site. Fletcher stated that this will be determined when our new radio system is designed; part of the process will be locating the best possible sites for coverage.

#### **Meissner Site Improvement:**

Fletcher reported that the Request for Proposal (RFP) documents for the civil work have been completed. Legal has reviewed everything and the Construction Manager will publish the RFP when we are closer to having the work begin.

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Fletcher noted that WCCCA's radio system upgrade has been pushed back to January, which has impacted when we will be receiving the surplus tower and shelter.

### **NextGen Radio System Improvement:**

Fletcher stated that through direction of the Board and Advisory Committee, he reached out to Federal Engineering (FE) to develop a Statement of Work for a work study session to better help all interested parties in making an informed decision. Fletcher referred to the document in the Board packet. He noted that he had also asked FE for a coverage analysis of Columbia Heights, which was what Pallans was working on when he passed away. However, due to the investment the District is making in the microwave link between Columbia Heights and Clatskanie Mountain sites, we are postponing that cost estimate at this time. The cost for FE to come out and conduct the work study session is \$15,655 with a date to be determined. FE would fly out two or three people for a public meeting with the Board and Advisory Committee.

Fletcher stated that the Board will need to decide if they want to own and operate our own system or partner with a neighboring county on an existing system (CRESA or WCCCA). Once a decision is made and the spectrum (i.e., VHF, 700, 800) is determined, a Request for Proposal (RFP) will be published. Discussion followed.

Heimuller stated that he wants to know the cost risk benefit ratio of one spectrum versus another; the difference in cost needs to be justified. He wants to be able to assure taxpayers that the cost is worth the benefit. Heimuller noted that the cost of any additional education the Board can receive is necessary to make the best decision moving forward.

Anderson stated that he read the document that Miller referenced and virtually attended the Scappoose City Council meeting. He stated that there seems to be some confusion about the word proposal. The vendors that responded to the District's Request for Information (RFI) with proposals; the term proposal was meant for spectrum and options – not an actual purchase proposal. Anderson noted that the Board has not yet determined what spectrum the new system will be on, which is why the work session with FE is needed to better explain the benefits and limitations of each spectrum. Fletcher agreed, stating that is why the District contracted with an independent engineering firm (FE) to help guide the Board. He noted that what the vendors offered are potential solutions – all options are still on the table, we are still in the education phase of this project. Clark agreed that more education is necessary; nowhere near ready to make a decision at this point.

Heimuller moved and Anderson seconded to approve FE's quote for \$15,655 to provide the work session. This is the maximum cost and includes travel and per diem expenses for FE's staff. Motion carried unanimously.

### **Microwave Work (Clatskanie Mountain to Columbia Heights) Update:**

Fletcher reported that the equipment has all been programmed and racked up; it will be drop shipped to Day Wireless in Longview by 11:30a.m. today. There will be a coordination meeting tomorrow morning – the expectation is to have cutover take place in the early morning hours on Tuesday.

### **Tow Service Contracts:**

No update at this time.

### **Ambulance Service Area (ASA):**

Fletcher stated that some work has been accomplished with Scappoose Fire's ASA areas where they border with Multnomah and Washington counties.

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### **SDAO Conference – February 10-13, 2022**

Edwards stated that the annual SDAO conference will be hybrid – partial in person and partial virtual. No conference registrations have been made yet, but we have reserved three hotel rooms – need to know who will be attending virtually or in-person. Heimuller, Clark and Holsey stated that they will be attending in person. Hennessy and Anderson are not sure at this time, but will follow up with staff.

### **Northwest Leadership Seminar – March 2-4, 2022:**

Fletcher inquired about Board interest for the Northwest Leadership Seminar that will be held at the Holiday Inn – Columbia Riverfront in Portland. Heimuller, Holsey and Hennessy will be unable to attend. Clark is tentative and Anderson will check and get back to staff.

### **NEW BUSINESS:**

Nothing at this time.

### **DIRECTOR’S UPDATES:**

Fletcher stated that he had nothing additional other than having presented at the Scappoose City Council meeting on Monday.

### **EXECUTIVE SESSION – ORS 192.660(2)(f) Exempt Public Records:**

10:02a.m. Into Executive Session – guests departed  
10:33a.m. Out of Executive Session

### **Agenda Items – January 27, 2022:**

No agenda items were added.

### **OTHER BUSINESS AND MEMBERS COMMENTS:**

Heimuller: Wished everyone a happy holiday season – Merry Christmas to all!  
Hennessy: Happy holidays!  
Holsey: Happy holidays - stay safe and healthy!  
Anderson: Happy holidays to all!  
Clark: Happy holidays! Appreciates all of staff’s work.

Next meeting will take place on Thursday, January 27<sup>th</sup> at 1:00p.m. via Zoom.

10:37a.m. Board Adjourned.

Respectfully submitted,

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Maryjo E. Beck

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Date Approved