

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Board of Directors Regular Meeting
January 27, 2022

MEETING CALLED TO ORDER: Board President Clark called the Board of Directors Regular Meeting to order on Thursday, January 27, 2022, at 1:00p.m. via Zoom.

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

Staff Present: Mike Fletcher, Nancy Edwards, Nathan Hughes, Dannel Hooper, Chandra Egan, Alex Edinger, Maryjo Beck

GUESTS PRESENT: Tyler Miller, citizen

Roll call was done.

PUBLIC COMMENT:

No public comments were made.

ADDITIONS TO AGENDA:

Fletcher noted that there will be no executive session this meeting as legal counsel was unable to attend.

December 9, 2021 Regular Meeting Minutes:

Heimuller moved and Hennessy seconded to approve the 12/9/21 Regular Meeting minutes as presented. Motion passed unanimously.

Appointment of New Advisory Committee Members:

Fletcher stated that the following new Advisory Committee members need to be appointed:

- Scappoose Police: Sgt. Justin Stevenson – alternate
- Metro West: Jennifer Nyberg – primary, David Weeks – alternate

Heimuller moved and Anderson seconded to appoint the new Advisory Committee members as presented. Motion carried unanimously.

FINANCIAL REPORTS:

Acceptance of Budget Variance Report – November and December:

Anderson moved and Heimuller seconded to accept the Budget Variance Reports for the months of November and December as presented. Motion carried unanimously.

Approval of Expenditures:

Anderson moved and Heimuller seconded to approve the expenditures starting with check #30539 through #30614 including the electronic payments in the amount of \$458,006.84. Motion carried unanimously.

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Appointment of Budget Officer:

Heimuller moved and Hennessy seconded to appoint Edwards as the 2022-2023 Budget Officer. Motion carried unanimously.

IRS Business Mileage Rate Change:

Edwards stated that as of January 1st the IRS business mileage rate increased two and a half cents from 56 cents to 58.5 cents per mile.

Anderson moved and Holsey seconded to approve the IRS mileage rate change as presented. Motion carried unanimously.

PERS Advisory Valuation:

Edwards stated that this report is advisory only, it will not affect our rates. The valuation states what our rates could possibly be July 1, 2023. Currently the Tier 1/Tier 2 rates are at 22.98% and PERS is projecting an increase of 3.11% to 26.09%. OPSRP rates are currently at 19.87% with PERS projecting an increase of 3.19% to 23.06%.

Edwards noted that the rates don't historically jump that high, it's just informative of what to expect for budget purposes.

OPERATIONS MANAGER REPORT:

Fletcher reported on the following:

- One trainee went to solo status this week; he's doing extremely well.
- Another trainee is expected to go to solo status mid-February.
- A new hire started on January 6th. She has completed CPR/EMD training and has begun her call taking training.
- The last applicant is in the final phase of the hiring process (psych/medical); if all goes well, she will start mid-February. Another recruitment for Communications Specialists will open shortly after.
- The hiring process for the Training and Certification Coordinator position was completed; Alex Edinger was promoted and began his new position January 24th.
- The job posting for the Operations Manager position closed Sunday; interviews will take place February 2nd.
- There were no external or internal inquiries this month.

TECHNICAL MANAGER REPORT:

Hooper reported on the following:

- Hughes is attending CentralSquare's Application Programming Interface (API) training; this class will allow the District to interface with CAD using the new API.
- Continue to test CAD to CAD; planning to go live with OSP on February 15th.
- MAJCS is in the process of testing the CIS Albert network monitor; the District is preparing the hardware to go live.

OLD BUSINESS:

Radio System:

Dixie Mountain:

No update at this time.

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NextGen Radio System Improvement:

Fletcher reported that the work session with Federal Engineering is scheduled for Tuesday, February 1, 2022 at the Columbia County Fairgrounds Pavilion from noon to 4:00pm; invitations have been sent out to Advisory members, the NextGen Radio Group, Fire Defense Board, the Board and it is also posted on the District website. The discussion will be centered around the four options that were identified.

Fletcher stated that he received an email on Monday from Scappoose Fire Chief Pricher that included a document from the South County Coalition regarding the new radio system. This document has been distributed to the Advisory Committee, the Fire Defense Board, the law enforcement group and the C911CD Board. Fletcher also forwarded the document to Federal Engineering.

Clatskanie Mountain:

Fletcher stated that Washington State Patrol (WSP) has re-engaged with us about co-locating at our Clatskanie Mountain site. We're in the process of developing the legal documents for a lease agreement.

Fletcher reported that after some delay, the University of Oregon geology department is moving forward with the installation of their seismic station at the site today.

Radio Disruption After Action Report:

Fletcher reported that there was a radio disruption on December 27th. The issue was determined to be a drained battery in the generator. The site ran on backup UPS power between 12-18 hours and then the site went down. The cold snowy weather was a challenge, but Day Wireless was able to access the site via snowcat and changed the battery to get the generator up and running. A spare battery is also in the shelter on a trickle charger in case the issue should arise again.

Fletcher stated that the site ran several days on generator power so he's working with Suburban Propane to have it refueled.

Corey Hill Vandalism:

Fletcher reported that the fence has been repaired and the grounding loop has been reinstalled. Due to supply chain issues, we're still waiting to receive the new transfer switch. Once that transfer switch is in place, the District will be installing additional security measures to help prevent future break ins.

Fletcher noted that there is a request for approval for new security fencing specifically at this site under New Business.

Meissner Site Improvement:

Fletcher reported we're ready to go. WCCCA officially switched over to their new radio system about 2-3 weeks ago and are in the process of decommissioning the towers that the District has been promised – one of which will be used at the Meissner site. Our construction manager is ready to publish the Request for Proposal (RFP) documents for the civil work, but there has been a delay because the Oregon state website, where civil work RFPs are posted, is having technical difficulties. We hope to have the RFP posted by the end of the week.

Tow Service Contracts:

No update at this time.

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Ambulance Service Area (ASA):

No update at this time.

Emergency Microwave Repair/Replacement:

Fletcher stated that the work was completed on December 15th. The work took place at about 3am with a total down time of about an hour and twenty-five minutes. There was no impact to (9-1-1) service and all calls/services were handled without issue.

Fletcher noted that this was part one of that upgrade; radios were changed out at both ends of that hop between Clatskanie Mountain and Columbia Heights. We will return to finish the upgrade with new antennas and wave guides once that equipment arrives.

SDAO Conference – February 10-13, 2022

Fletcher stated that the conference will be completely virtual due to COVID.

Northwest Leadership Seminar – March 2-4, 2022:

Fletcher stated that the seminar has been cancelled this year due to COVID.

NEW BUSINESS:

9-1-1 Phone System:

Fletcher stated that he will be coming to the Board next month with a purchase request for the District's portion of our 9-1-1 phone system. The request will include the cost for analytics and funding of our fifth workstation that the State is no longer paying for.

Security Fencing Project Request for Approval – Corey Hill:

Fletcher referred to the request for approval in member's packets. The enhancements would include the addition of cut-resistant expanded metal that attaches to the existing fence with razor ribbon added to the top and bottom. Hooper and Hughes acquired three quotes for the work and are requesting that the Board approve the quote with Town & Country Fence Co. of Oregon. Discussion followed.

1:41p.m. Anderson departed.

Heimuller moved and Holsey seconded to approve the quote with Town & Country Fence Co. of Oregon in the amount of \$25,783 plus the additional 10% contingency for an amount not to exceed \$28,361.30. Motion carried unanimously.

DIRECTOR'S UPDATES:

Fletcher had no further updates.

Agenda Items – February 24, 2022:

No agenda items were added.

OTHER BUSINESS AND MEMBERS COMMENTS:

Heimuller: The county has hired a nationwide ambulance service consulting firm to do a complete analysis of the ambulance service in the county to ensure the service that the citizens deserve is truly being provided; a team should be out working on this within the next 30 days. Happy New Year!

Holsey: No comment.

Hennessy: Happy New Year!

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Clark: Happy New Year! Appreciates the work staff is doing every day.

Next meeting will take place on Thursday, February 24th at 9:00p.m. via Zoom.

1:46p.m. Board Adjourned.

Respectfully submitted,

Maryjo E. Beck

Date Approved