

**COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT**  
**Minutes of the Board of Directors Regular Meeting**  
**March 31, 2022**

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**MEETING CALLED TO ORDER:** Board President Clark called the Board of Directors Regular Meeting to order on Thursday, March 31, 2022, at 9:00a.m. at the C911CD Meeting Room, St. Helens, Oregon and via Zoom.

**MEMBERS PRESENT:** Sean Clark, Rob Anderson, Henry Heimuller in person and Bruce Holsey connected via Zoom

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

**GUESTS PRESENT:** Ian Crawford, WCCCA GIS Tech/Chair of MAJCS GIS team  
Jeff Flatt, citizen  
Tyler Miller, citizen

Roll call was done.

**PUBLIC COMMENT:**

Miller thanked Clark for his service on the Board. He stated that he had some comments about the Executive Directors report, but asked if he could address it during that time on the agenda; the Board agreed.

**PRESENTATION – Why is a GIS Person Preferred within in a PSAP?**

Fletcher introduced Ian Crawford, GIS Technician with WCCCA and the Chair of the MAJCS GIS team.

9:04a.m. Anderson arrived.

Crawford provided an in depth presentation of what GIS does within a PSAP and the advantages of contracting this service.

Fletcher noted that our CAD system is geo-dependent (map-based), and premise information is embedded in the maps. Fletcher stated that the proposal included in the Board packet would have Crawford support the District by maintaining core map layers and data layers. There would be zero fiscal impact to the District as GIS is funded quarterly by the state (OEM).

Holsey inquired about service response and users being able to get maps. Hughes stated that the District will still be able to print maps for users.

Anderson stated that while it was nice having a GIS person on staff to be the liaison for CAD, it's important to stay within our fiscal means. He noted that with the 30 day termination notice, we're not locked into an agreement if the Board isn't pleased with how it's working. Anderson gave his support for the agreement with WCCCA. Fletcher stated that the support agreement is a draft, once WCCCA approves the document he will return to the Board for their approval. Heimuller noted that he is generally supportive of this path as well.

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Crawford noted that before COVID there were regular quarterly meetings with the MAJCS Mobile User Group, which consisted of one law enforcement and one fire representative from each PSAP – those representatives would speak on behalf of the rest of the user agencies when it came to changes in functionality and layers. They are looking to re-implement those meetings sometime this year. This is another avenue in which users wants and needs can be met.

Fletcher thanked Crawford for his presentation.

9:55 Crawford logged off.

### **ADDITIONS TO AGENDA:**

No additions were made.

### **February 24, 2022 Regular Meeting Minutes:**

Heimuller moved and Anderson seconded to approve the 2/24/22 Regular Meeting minutes as presented. Motion passed unanimously.

### **FINANCIAL REPORTS:**

#### **Acceptance of Budget Variance Report – February:**

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

#### **Approval of Expenditures:**

Anderson moved and Heimuller seconded to approve the expenditures starting with check #30673 through #30726 including the electronic payments in the amount of \$257,878.96. Discussion followed. Motion carried unanimously.

#### **Budget Committee Appointments – Zone 2 & 3:**

Clark stated that Casey Wheeler is not interested in continuing to serve on the committee. Clark noted that he would be interested in serving once he resigns from the Board; Fletcher stated that he will confirm with legal that this can be done. Heimuller stated that Steve Reed is interested in continuing to serve.

Heimuller moved and Anderson seconded to reappoint Reed to the Budget Committee for Zone 3. Motion carried unanimously.

### **OPERATIONS MANAGER REPORT:**

Hooper reported on the following:

- Budgeted for two Lead Dispatchers and we currently have two; Leloff is doing great in his new role as a Lead.
- Budgeted for 15 full-time Communications Specialists; currently have nine (1 trainee), plus two part-time.
- The new hire that was set to start on March 28<sup>th</sup> has withdrawn their application for personal reasons.
- The hiring process for Communications Specialists will close on tonight at midnight; there have been 10 applications submitted so far. Recruitment cards were provided to the Board to pass out to community members. Another hiring recruitment is expected to open in the near future. Noted where the District posted the position and is open to any other suggestions.

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- There was no external inquiries and the one internal inquiry that was pending last month resulted in training. There is one other internal inquiry that is pending.
- 9-1-1 Telecommunicator Week will be April 10<sup>th</sup>-16<sup>th</sup>, 2022; the Board was asked to sign recognition cards for staff.
- Mandatory Spring training scheduled in April; A. Edinger has planned a great curriculum.

### **TECHNICAL MANAGER REPORT:**

Hughes reported on the following:

- Fencing project is complete at the Corey Hill site; much more secure.
- He along with Egan and Lavine are currently attending the CentralSquare conference in Florida. Have been visiting vendors and attending the user sessions to learn the direction CentralSquare is heading with CAD and the improvements they have planned for the future.
- Continuing to improve the stability and throughput of the SD-WAN CAD connection.

Fletcher noted that last Sunday there was a CAD outage; it was down about two and a half hours. The cause of the outage was the failure of one side of one of the main hub servers. These servers were installed in 2016 and are at end of life. MAJCS has been preparing for this; the new server was purchased, installed and cut over took place yesterday. It was seamless with no disruption to dispatch or users. There will be a request for authorization to replace the CAD server under New Business.

### **OLD BUSINESS:**

#### **Radio System:**

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

Fletcher stated that this project is on hold.

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

The University of Oregon geology department continues work on installing their seismic station at the site.

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

Fletcher reported that the fencing is complete and upgrades to the security cameras are in progress. We're still waiting for the transfer switch for the generator. Recently another battery was stolen from generator, we waited until the fencing was done to replace it. Some of the grounding cabling was dug up as well; Day Wireless will complete that repair. Fletcher noted that before the fencing was completed, additional damage was done to it. There will be a request for authorization to pay a slight increase to the previously approved amount.

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

Fletcher stated that conversations continue among the Board and users about potential solutions. He noted that Tyler Miller has requested some time for a presentation to the Board and/or the Advisory Committee. Clark, Advisory Chair, Mike Russell, and Fletcher are working to formalize a plan.

Fletcher stated that there was discussion at last month's meeting about vulnerability of our current radio system. The Board and users need time to come to a decision on the new radio system. In the meantime, Fletcher has met with Motorola, Day Wireless and MNI to discuss the following risk factors:

**Radios (site transmitters and receivers)** – The radios are beyond their life expectancy and there is no support for them. If a radio should fail, it would need to be replaced with a similar surplus model.

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Fortunately, there is a large supply of these radios and Day Wireless is confident in their ability to find replacement equipment.

**Tower / Shelters** – It's been determined that with the exception of the Meissner site, all of the other shelters are 'adequate' for use. Columbia Heights and Corey Hill have the smallest buildings and could present a challenge if we need to expand our equipment. At some point they will need to be considered for replacement.

All of the towers owned by the District are adequate and do not need an upgrade. The only exception would be ODOT's Green Mountain tower that is heavily loaded, which impacts all the users at that site. So, towers and shelters are also less of a concern.

**Antennas** – The antennas on our towers and facilities are obsolete and past life expectancy. Antennas are radio frequency band specific so it was suggested that if an antenna fails or is suspected to be failing, it should be replaced. However, it was NOT suggested that the entire antenna system be replaced until the new radio system, and possible different band, has been identified.

Fletcher stated that Day Wireless and MNI consider the next two components (microwave and consoles) to be the highest risk factors.

**Microwave** – The District has begun the process of upgrading and/or replacing portions of the microwave backbone over the last couple of years. The improved performance has been impressive, and the District has been encouraged to continue this work. The pathway from Dispatch to Green Mountain is failing; this is the top priority. The pathway from Clatskanie Mountain to Corey Hill will be the next priority. MNI is working on getting quotes for those two hops within the next couple of weeks.

**Dispatch Radio Consoles (Gold Elite)** – The District is currently running on Motorola Gold Elite; they are obsolete and are no longer supported. Staff has been experiencing issues with our consoles for the last year and a half. These should be replaced as soon as possible. Radio consoles are agnostic, so it won't matter what band our new radio system is. Fletcher has asked for quotes with different options.

Fletcher invited Miller to comment. Miller stated that he hired an engineer to look at over 55 different locations through out Columbia County and the adjoining areas and compared VHF to 700 MHz to see the coverage difference; he has maps demonstrating the detail. He stated that the first step is deciding which band to go with. Miller would like to provide a presentation to the Board to show the map coverages.

Miller stated that the users have been talking about how bad the radio coverage has gotten. He suggested putting the repeaters at the sites on service monitors to determine if they're transmitting and receiving the way they did when they were installed. If not, they can be serviced. He also disagrees with Day Wireless regarding the antennas, he feels that the antennas should be replaced and suggested looking into what it would cost. As for the consoles, he recommends that the District go with something that has open standards. He suggested that a workgroup be created to evaluate console options and is compatible with any system.

Heimuller inquired how we know the failure is the District's equipment and not the users. Fletcher agreed there can be several points of failure.

Anderson stated that, speaking as a user, he has no faith in the current radio system. He noted that there's issues with Bald Hill as it goes on and offline due to issues with line of site – he feels that this

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needs to be assessed, possibly a microwave relay. The portable radios are static from morning to evening, but at night it's crystal clear – unsure if it's timing or overlap issues. He stated that during radio tests, he seems to get into the system, but the coverage back into Scappoose isn't working. Anderson asked the Board to be aggressive in an assessment of the current equipment so it can be determined what the issue is. With a new system over a year or two out, he strongly expressed the need to ensure that our current system is reliable. Lengthy discussion continued.

10:48a.m. Heimuller departed.

Fletcher stated that Day Wireless is working with Motorola to conduct an interference study.

### **Tow Service Contracts:**

No new update.

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

No new update.

### **NEW BUSINESS:**

#### **Critical Issues and Budget Development Guidelines:**

Fletcher asked for any comment regarding the document in their packets. Members agreed that it looked good.

#### **Sean Clark Resignation / Introduction of Potential Replacement for Clark:**

Clark provided the Board with his letter of resignation effective at the conclusion of today's meeting. He stated that it was a difficult decision and expressed his appreciation for everyone. Clark introduced Jeff Flatt as a potential replacement. Discussion followed. Members agreed to have staff advertise the Board position opening and appoint at the next meeting.

#### **Request for Authorization for Purchase – Technical Equipment:**

Fletcher referred to the document in the Board's packet for the purchase of two new monitors for CAD workstations, three CAD computers and two laptops.

Anderson moved and Clark seconded to approve the purchase of technical equipment as presented for a total of \$11,504.49 plus shipping. Motion carried unanimously.

#### **CAD Server Replacement:**

Fletcher stated that this invoice is C911CD's portion to replace the primary CAD server that failed. Fletcher noted that this was a budgeted expense.

Anderson moved and Clark seconded to approve the WCCCA invoice for \$15,157.82. Motion carried unanimously.

#### **Corey Hill Fencing**

Fletcher stated that when the Board was presented with the fencing proposal in January it was for an amount not to exceed \$28,361.30. Further damage was done to the fence between the time the Board approved the proposal and when the fence was repaired. The extra cost for the damage is \$175.70 over the authorized limit. Fletcher asked for the Board's approval to pay this amount.

Anderson moved and Holsey seconded to approve the \$175.70 overage on the Town and Country invoice. Motion carried unanimously.

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### **Authorized Purchase Limit Adjustment:**

Fletcher reported that the state of Oregon allows districts a spending limit of \$100,000 without governmental authorization. Currently, the Executive Director has a spending authority of \$5,000. Fletcher stated that it has become difficult to do day-to-day business with such a low limit. Fletcher requested that his spending authority be adjusted to \$20,000. Discussion followed.

Members agreed to table this topic until next month's meeting for all the Board to be present.

### **DIRECTOR'S UPDATES:**

Fletcher had nothing further.

### **EXECUTIVE SESSION – ORS 192.660(2)(d) Labor Negotiations, ORS 192.660(2)(h) Legal Counsel:**

11:23a.m. Into Executive Session – Miller, Edinger, Egan and Beck departed

12:16p.m. Out of Executive Session

### **Agenda Items – April 28, 2022:**

This meeting will begin at 1pm with the first Budget meeting following at 3pm.

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

Holsey: No comment.

Anderson: Thanked everyone for their reports.

Clark: Expressed his pleasure in serving with this Board – wishes everyone the best!

Next meeting will take place on Thursday, April 28<sup>th</sup> at 1:00p.m. at the C911CD meeting room.

12:18a.m. Board Adjourned.

Respectfully submitted,

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Maryjo E. Beck

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Date Approved