

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Board of Directors Regular Meeting
April 28, 2022

MEETING CALLED TO ORDER: Board President Anderson called the Board of Directors Regular Meeting to order on Thursday, April 28, 2022, at 1:03p.m. at the C911CD Meeting Room, St. Helens, Oregon and via Zoom.

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

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

GUESTS PRESENT: Jeff Flatt, citizen
Terri Preeg-Riggsby, Oregon Assoc. of Conservation Districts
Alex Rains, Scappoose City Manager
Tyler Miller, Scappoose City Counselor

Roll call was done.

PUBLIC COMMENT:
There was no public comment.

Board Member Appointment:
Fletcher stated that per Board direction at last month's meeting, staff advertised the open Board position in multiple publications. One letter of interest was received from Jeff Flatt, which was distributed to the Board for their consideration. Flatt introduced himself and provided some information about his background.

Heimuller moved and Hennessy seconded to appoint Flatt to fill the remainder of Sean Clark's term for Zone 2 (Rainier). Motion carried unanimously.

Fletcher swore in newly appointed Board member, Flatt. Staff and members welcomed Flatt.

ADDITIONS TO AGENDA:
No additions were made.

Board Member Elections:
Anderson stated that with the resignation of the Board President, Board elections need to be done.

Heimuller nominated Anderson for President, Holsey seconded. There were no other nominations. Motion carried unanimously.

Heimuller nominated Holsey for Vice President, Hennessy for Secretary, Flatt for Treasurer and Heimuller for Member; Hennessy seconded. There were no other nominations. Motion carried unanimously.

Minutes of the Board of Directors Regular Meeting, 4/28/22

March 31, 2022 Regular Meeting Minutes:

Heimuller moved and Hennessy seconded to approve the 3/31/22 Regular Meeting minutes as presented. Motion passed unanimously.

FINANCIAL REPORTS:

Acceptance of Budget Variance Report – March:

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

Approval of Expenditures:

Heimuller moved and Flatt seconded to approve the expenditures starting with check #30727 through #30777 including the electronic payments in the amount of \$287,086.94. Discussion followed. Motion carried unanimously.

Budget Committee Appointments – Zone 1, 2 & 5:

Fletcher reported that he spoke with legal counsel regarding Sean Clark's ability to serve on the Budget Committee since his resignation from the Board. Legal advised that Clark is ineligible to serve until a two year separation from the Board has been reached.

Fletcher stated that Dee Wooley is interested in serving on the Budget Committee for Zone 1 (Clatskanie), as is Mike Greisen for Zone 5 (Scappoose). There will be a vacancy in Zone 2 until Flatt finds someone willing to serve.

Heimuller moved and Flatt seconded to appoint Wooley (Zone 1) and Greisen (Zone 5) to the Budget Committee. Motion carried unanimously.

Approval of 2020-2021 Audit Report:

Edwards stated that the report was included in the Board packet; it was a clean audit. Edwards drew the Board's attention to the Communications to the Governing Board, which includes government accounting standards that are coming that the District will have to adhere to.

Heimuller moved and Holsey seconded to approve the 2020-2021 audit report from Pauly Rogers as presented. Motion carried unanimously.

OPERATIONS MANAGER REPORT:

Hooper reported on the following:

- Budgeted for two Lead Dispatchers and we currently have two.
- Budgeted for 15 full-time Communications Specialists; currently have nine (1 trainee), plus two part-time. The trainee is finishing up at academy this week.
- The hiring process for Communications Specialists closed at midnight on March 31st. There was a total of 12 applications submitted. Three of those applicants have successfully completed testing; one of which has passed the interview and is in the backgrounds process.
- Public Records Request – transitioning from part-time Communications Specialist, Kirby Focht, to Jessie Brody. Focht is training Brody who will begin taking over record requests.
- There were no external inquiries. One internal inquiry was made and is pending.
- 9-1-1 Telecommunicator Week – staff was appreciative of the recognition from the Board.
- Mandatory Spring training – we're halfway through the training, the second session will take place tomorrow.
- Staff has expressed interest in having a summer BBQ; more information to come.

Minutes of the Board of Directors Regular Meeting, 4/28/22

TECHNICAL MANAGER REPORT:

Hughes reported on the following:

- Working with St. Helens and Scappoose Police departments, as well as Columbia County Sheriff's Office in exploring record management system (RMS) vendors as they move away from the Regional Justice Information Network (RegJIN).
- Met with Verizon and FirstNet (AT&T) to discuss how they can improve network coverage for our fire and police agencies in Columbia County.
- In the process of migrating CAD to the new servers; should have almost zero down time.
- We've been experiencing some issues with our Comcast connection. However, CAD has had no outages as the SD-WAN CAD connection seamlessly handled the failover to our backup internet connections.

Fletcher noted that in the meeting with Verizon and FirstNet, it was made clear that the District is actively seeking any wireless carrier who would like to co-locate on any of our sites to help improve wireless connection for our public safety users.

OLD BUSINESS:

Radio System:

Dixie Mountain:

No new update.

Clatskanie Mountain:

Fletcher stated that the University of Oregon geology department completed the installation of their seismic station at the site; it's up and running. Fletcher referred to the email included in the Board packet that showed a snapshot of what the seismometer has been recording.

Fletcher is working with Microwave Networks Inc. (MNI) on the microwave hop between Clatskanie and Columbia Heights. The pathway studies are complete; waiting on the shipment of antennas and wave guides.

Corey Hill:

Fletcher reported that the site did sustain some damage with the most recent storm, with trees and branches down. Hughes is working with the City of Vernonia to clean it up.

Meissner Site Improvement:

Fletcher reported that the RFP documents for the civil construction were published last week. The pre-bid walk through took place on Wednesday, April 20th; four contractors were present (Day Wireless, Summit Solutions, HPS and T3). The bids will be opened at the District on Tuesday, May 24th.

Emergency Microwave Repair/Replacement Follow Up:

Fletcher stated that he spoke with MNI this morning to discuss upgraded hops between dispatch and Green Mountain, Meissner to Clatskanie and Clatskanie to Corey Hill. He hopes to have a quote to present to the Board next month.

Tow Service Contracts:

No new update.

Minutes of the Board of Directors Regular Meeting, 4/28/22

Ambulance Service Area (ASA):

Fletcher reiterated that the County has hired a consultant to assist them in their assessment of the existing ASA and upgrading the ASA contract with all of the providers. Fletcher was interviewed by the consultant yesterday. The District is committed to help in any way we can.

GIS Support Agreement:

Fletcher stated that the finalized agreement was included in the Board packet. He asked for the Board's approval to sign the agreement.

Heimuller moved and Flatt seconded to approve the Columbia 9-1-1 GIS Support agreement with WCCCA as presented. Motion carried unanimously.

Radio System continued:

NextGen Radio System Improvement:

Fletcher stated that there has been no further action on a decision. We are in the process of gathering quotes for console replacement options. Fletcher stated that we're moving forward with getting a true radio frequency interference study for each site, including the receive sites; waiting on the monitoring equipment from Motorola. The District has also requested that Day Wireless do a meter reading on each of the transmitters, receivers and antennas at each of our sites during their monthly preventative maintenance.

Authorized Purchase Limit Adjustment:

Fletcher stated that Oregon authorizes governmental entities a purchasing limit of \$100,000 without governing authorization. He currently has a spending authority of \$5,000 and it is becoming increasingly difficult to do day-to-day business with such a low limit. Fletcher requested that his spending authority be adjusted to \$20,000. Fletcher inquired about the three quote process. Discussion followed.

Heimuller moved and Hennessy seconded to increase the Executive Director's spending authority to \$20,000. Motion carried unanimously.

NEW BUSINESS:

SDAO Board Leadership Academy:

Edwards stated that for our liability insurance, the District has to pass best practices, which gives us credit toward our insurance. This year two Board members need to enroll in this academy and participate in the education portion; it is offered online. Flatt and Hennessy volunteered to enroll in the academy.

DIRECTOR'S UPDATES:

Fletcher had nothing further.

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

1:42p.m. Into Executive Session – Edinger, Beck and public departed
2:17p.m. Out of Executive Session

Agenda Items – May 26, 2022 (Budget Hearing):

Heimuller and Holsey will be unable to attend this meeting.

Minutes of the Board of Directors Regular Meeting, 4/28/22

OTHER BUSINESS AND MEMBERS COMMENTS:

Holsey: Thanked Beck for delivering the budget document to him.
Hennessy: No comment.
Flatt: Exited to be here and welcomes the opportunity to serve.
Heimuller: Welcomed Flatt and thanked him for stepping up to serve. Looking forward to getting the budget document. Thanked the public for coming.
Anderson: Budget meeting will follow at three. Thanked everyone for their attendance.

Next meeting will take place on Thursday, May 26th at 9:00a.m. at the C911CD meeting room.

2:21a.m. Board Adjourned.

Respectfully submitted,

Maryjo E. Beck

Date Approved