

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Quarterly Advisory Committee Meeting
January 25, 2022

AGENCY REPRESENTATIVE	NAME	HERE	ABSENT
Clatskanie RFPD	CFD		X
Columbia City PD	CCPD		X
Columbia Co. Emergency Mgmt. – Chris Carey	CCEM	Zoom	
Columbia Co. Sheriff's Dept. – Ryan Murphy	CCSO/CPD	Zoom	
CRFR – Chief Joel Medina	CRFR	Zoom	
Scappoose RFPD – Chief Jeff Pricher	SFD	Zoom	
Mist Birkenfeld RFPD – Chief Joe Kaczinski	MBFD	Zoom	
Oregon Dept. of Forestry – Malcolm Hiatt	ODF	Zoom	
Oregon State Police	OSP		X
Rainier PD	RPD		X
St. Helens PD – Chief Brian Greenway	SHPD	Zoom	
Scappoose PD – Interim Chief Shaun Davis	SPD		X
Metro West	MW		X
Vernonia RFPD	VFD		X
Vernonia PD	VPD		X
Columbia Co. Public Works – Mike Russell	CORD	Zoom	

STAFF PRESENT: Mike Fletcher, Nancy Edwards, Chandra Egan, Dannell Hooper, Alex Edinger, Maryjo Beck

GUESTS PRESENT: Alex Rains, Scappoose City Manager
Tyler Miller, citizen

OPENING / INTRODUCTIONS / ADDITIONS TO THE AGENDA:

Russell called the meeting to order Tuesday, January 25th at 12:01pm. Introductions were made.

MINUTES APPROVAL – October 26, 2021:

Hiatt moved and Pricher seconded to approve the minutes of the October 26, 2021 Advisory Committee Meeting as presented. Motion carried unanimously.

APPOINTMENT OF COMMITTEE MEMBERS AND ALTERNATES:

Fletcher stated that the Board appointed Sgt. Justin Stevenson as an alternate to represent the City of Scappoose. Jennifer Nyberg will be appointed by the Board on Thursday to represent Metro West, with David Weeks as her alternate.

Hiatt asked that the representative form be forwarded to him as he will be retiring as of April 30th.

DISTRICT UPDATES:

Operations Report

Fletcher reported on the following:

- Staff count – 1 Lead Dispatcher (one vacancy), 11 full time Comm Specs (15 budgeted) and two part time Comm Specs

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- One trainee has completed training and began working solo this week.
- 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 in the next week or two.
- There were no external or internal inquiries this month.
- Portland's 9-1-1 center and OSP are being added to our CAD to CAD; hope to have them online by mid-February.

EQUIPMENT AND TECHNOLOGICAL BRIEFING

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.

Fletcher noted that there have been repeated break-ins at the Corey Hill site in Vernonia. This Thursday a proposal will go before the Board to increase security at that site.

DIRECTOR REPORT:

Radio System:

Dixie Mountain:

Fletcher stated that this project is on hold as Dixie Mountain may not be a key site in whichever radio system is chosen. The District is holding a work session with Federal Engineering on February 1st to provide clarification on some points the users and the C911CD Board had questions on.

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 will be doing a walk through on Thursday for the installation of their seismic station at the site.

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.

Pricher inquired if there would be any value in doing a user after action review as a rider to Fletcher's document. Discussion followed. Carey agreed to facilitate and put together a one hour Zoom call.

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Radio Site Improvements:

Fletcher reported that all winter prep has been completed at all of the sites.

Meissner:

Fletcher stated that the District is ready to move forward with this project. 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 sometime this week.

Columbia Heights Lease/Move:

Fletcher reported that this project is also on hold. The District made a significant investment in the microwave rebuild for the hop from Clatskanie Mountain to Columbia Heights in December. This site may or may not be part of whichever new radio system is chosen, so the District is waiting.

Corey Hill Vandalism:

Fletcher stated that the fence and the generator were repaired. The grounding loop has been replaced. The generator was broken into again, but we're waiting to repair it until the transfer switch comes in; due to supply chain issues, the transfer switch is still on backorder. Fletcher stated that we will also be upgrading some security features and functions for this site.

NextGen Radio System:

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. The discussion will be centered around clarification of the four options that were identified.

Russell referred to a document Fletcher emailed to him entitled End User Need Requirements NextGen Radio System. He suggested that the document be forwarded to the Advisory Committee group to review and put it on the next quarterly meeting agenda as a discussion point; Fletcher stated that he would forward the document.

Pricher inquired if users could attend the work session virtually; Fletcher stated that the work session will be available to attend via Zoom as well.

COVID Update:

Fletcher stated that the District facility is still shut down to the public. The District has been largely impacted by COVID with staffing having to run at minimum or below. Currently we have no positive cases and everyone is back to work.

Fletcher stated that the Oregon Health Authority expects that COVID cases in Oregon will peak on February 4th. Surge plans are being built for the entire State.

Tow Service Contracts:

No update at this time.

Ambulance Service Area (ASA):

No update at this time.

ROUNDTABLE:

Carey: Thanked the entire team at C911CD for supporting all of the community alert messages that went out over the past month. Stated that the Emergency Alert and Warning policy

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for Columbia County was approved by the Board of Commissioners. He will forward a copy of the policy out to everyone. Carey stated that he will assist agencies, at their request, to create their own alert policies, procedures and template messages to help during time-sensitive incidents.

No other comments were made.

Announcements:

The next meeting is scheduled to be held in person on April 26th at C911CD.

12:42pm Meeting adjourned.

Respectfully submitted,

Maryjo E. Beck

Date approved