

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Board of Directors Regular Meeting
February 23, 2023

MEETING CALLED TO ORDER: Board President Holsey called the Board of Directors Regular Meeting to order on Thursday, February 23, 2023, at 9:00a.m. at the C911CD Meeting Room, St. Helens, Oregon and via Zoom.

MEMBERS PRESENT: Rob Anderson and Henry Heimuller (in person)
Bruce Holsey, Shelley Hennessy and Jeff Flatt (via Zoom)

Staff Present: Mike Fletcher, Nancy Edwards, Dannell Hooper, Maryjo Beck and Chandra Egan (in person)
Nathan Hughes and Merx Lavine (via Zoom)

GUESTS PRESENT: Evin Eustice, SHPD (in person)
Heather Van Meter, Bullard Law (via Zoom)
Greg Brody (via Zoom)
Kathy Fink (via Zoom)
Sharrie (via Zoom)
Misty (via Zoom)
Alta (via Zoom)
Kriston Plantz (via Zoom)
Jeannet Santiago (via Zoom)
Carroll Street (via Zoom)
Rebecca Fowler (via Zoom)
Jim Fowler (via Zoom)
Rick Hobart (via Zoom)
Melinda Bernert (via Zoom)
Jeromy Hasenkamp (via Zoom)
Josette Mitchell, Vernonia City Administrator (via Zoom)
Tyler Miller, Scappoose City Councilor (via Zoom)

Roll call was done.

PUBLIC COMMENT:

R. Fowler, J. Fowler, Bernert and Miller provided testimony expressing concern about the sole source bid with Motorola and partnering with Washington County.

Mitchell read a letter from the Vernonia City Counsel expressing their concern and opposition regarding Resolution #2023-001.

Hasenkamp and Alta also provided testimony expressing concern about the sole source bid with Motorola and partnering with Washington County.

ADDITIONS TO AGENDA:

No additions were made to the agenda.

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APPROVAL OF MINUTES:

January 10, 2023 Board of Directors Special Meeting Minutes, January 11, 2023 Board and Advisory Joint Meeting Transcription and February 13, 2023 Board of Directors Special Meeting Minutes:

Anderson moved and Heimuller seconded to approve the 1/10/23 Board of Directors Special Meeting minutes, the 1/11/23 Board and Advisory Joint Meeting transcription and the 2/13/23 Board of Directors Special Meeting minutes as presented. Motion passed unanimously.

FINANCIAL REPORTS:

Acceptance of Budget Variance Reports – December and January:

Edwards stated that there are two months to approve. Heimuller moved and Flatt seconded to accept the Budget Variance Reports for the months of December and January as presented. Motion carried unanimously.

Approval of Expenditures:

Anderson moved and Heimuller seconded to approve the expenditures starting with check #31184 through #31273 including the electronic payments in the amount of \$573,621.92. Motion carried unanimously.

Appointment of Budget Officer:

Heimuller moved and Anderson seconded to appoint Fletcher as the 2023-2024 Budget Officer. Heimuller expressed his thanks to Edwards for having held that position in the past. Motion carried unanimously.

OPERATIONS MANAGER REPORT:

Hooper reported on the following:

- A second lateral hire started February 20th. A third lateral hire is currently in backgrounds.
- Planning to open entry level hiring in mid-March.
- One trainee is off to the academy next week.
- Three operations staff members will be going to the Northwest Leadership Seminar in March.
- There was one external inquiry and one internal inquiry: both resulting in training.

TECHNICAL MANAGER REPORT:

Hughes reported on the following:

- CJIS audit took place on February 14th; the final report should arrive in the next couple of weeks.
- A full upgrade of the CAD software suite was done with minimal downtime.
- The District's email server was moved to Microsoft 365 for better reliability and archiving.

Heimuller inquired about the outcome of the generator issue that happened awhile back. Fletcher stated that there was a generator failure at the Clatskanie Mountain site because there was an overrun error. Those parts have been ordered and we're just waiting for them to arrive so they can be replaced. Fletcher noted that the backup power is still working there.

The Corey Hill site also had a battery failure; those batteries have all been swapped out.

OLD BUSINESS:

Radio System:

Clatskanie Mountain:

No update at this time.

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Corey Hill:

No update at this time.

Bald Hill:

Fletcher reported that there are existing supply chain issues and we're still waiting on certain components for the Bald Hill to Dispatch link. Last week MNI and Day Wireless were both at Bald Hill doing site walks for the completion of Phase 2 and the construction of Phase 3. While there, discussion took place about potentially swapping some of the equipment that is in hand today, which was acquired for Phase 3 of the microwave project and placing it at the Bald Hill site; essentially rearranging the order of the schedules for the two projects. All involved in the discussion agreed that it could conceivably be done, so work on reallocation of the equipment has begun.

Meissner Site Improvement:

Fletcher reported that civil work has started, and we've already had our first inspection from the County on the foundation and rebar. Concrete pouring began at the end of last week and continued the first part of this week. Fletcher stated that he has approved two change orders. One was for a 1,000 gallon propane tank. The District originally placed an order for this tank with our propane vendor, but we're still awaiting a delivery date. Progress stops without the tank, so Fletcher reached out to other entities and was able to acquire one for \$11,350.66 plus delivery and storage. The second change order was for road improvements on Lookout Road for \$7,500. Both change orders are within the contingency budget line for the project.

Haven Acres:

No update at this time.

Microwave Upgrades – Phase 3:

Fletcher reported that MNI hopes to start the civil work on the towers in May.

NextGen Radio Project:

Resolution #23-01:

Fletcher stated that Resolution #23-01 replaces Resolution #2023-001; the formatting was changed to what the District has historically used. Fletcher explained that this resolution is just ratification of the Board's action at the January 11, 2023 meeting; it includes more detail that better explains the intent of the motion. Discussion followed.

Heimuller moved and Flatt seconded to approve Resolution #23-01 in the matter of ratifying the action taken at the Joint Meeting of the Columbia 9-1-1 Communications Board of Directors and Advisory Committee on January 11, 2023. Discussion followed. Motion carried unanimously.

CFO Recruitment:

Fletcher reported that the CFO recruitment is underway. The recruiting firm, Prothman, has started the advertisement of the position nationwide. A representative from Prothman was here last week to meet with management staff and two members of the Personnel Committee to determine the best path forward. The first round of applicants are expected to be reviewed in about five weeks. Prothman will do the first two rounds of vetting potential applicants and then the finalists will come to the District for interviews.

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SDAO Conference:

Fletcher asked members for their input on the SDAO conference. Flatt and Hennessy both agreed that it was a good conference with a great deal of information, which was a little overwhelming, but they learned a lot. Both expressed appreciation for the opportunity to attend the conference.

NWLS Seminar – March 1-3, 2023:

Fletcher reminded members that the Northwest Leadership seminar is scheduled for March 1-3, 2023 at the Holiday Inn – Columbia Riverfront in Portland; Hennessy is registered to attend.

NEW BUSINESS:

Message Archiving Proposal:

Fletcher stated that the District is required to maintain emails for a specific period of time by state statute. The District's archive server was aging and no longer supported by its manufacturer. After migrating from the old email server to Office 365, it became necessary to upgrade the archive server as well.

Staff conducted research and solicited quotes from two professional archiving services: Smarsh and Barracuda. It was determined that the best solution for the District's message archiving needs was the Smarsh product. The initial upfront cost is \$11,242.50 with a subscription fee of \$8,800 per year; this project falls under Fletcher's spending authority.

Workplace/Personnel Matter:

Holsey stated that this matter is addressing an issue relating to the District employees and protecting them from a hostile work environment, including from external sources; in this case the external source is Tyler Miller. Holsey asked for a motion to authorize general counsel to issue a notice of no contact and no trespass to Tyler Miller effective immediately, and to remain in effect until further Board action.

Heimuller moved and Flatt seconded to authorize general counsel to issue a notice of no contact and no trespass to Tyler Miller. Motion passed with Heimuller, Hennessy, Flatt and Holsey voting aye. Anderson abstained.

OTHER BUSINESS AND MEMBERS COMMENTS:

Heimuller: Thanked staff. Expressed appreciation in being able to speak to the Prothman consultant; looking forward to seeing who comes forward as candidates for that position.

No further comments were made.

Heimuller moved and Hennessy seconded to adjourn the meeting. Motion carried unanimously.

Next meeting is tentatively scheduled for Thursday, March 23rd at 9:00a.m. at the C911CD meeting room.

9:57a.m. Board Adjourned.

Respectfully submitted,

Maryjo E. Beck

Date Approved