

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

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**MEETING CALLED TO ORDER:** Board Vice President Heimuller called the Board of Directors Regular Meeting to order on Thursday, March 23, 2023, at 9:01a.m. via Zoom.

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

Staff Present: Mike Fletcher, Dannell Hooper, Maryjo Beck,  
Nathan Hughes and Merx Lavine (in person)  
Alex Edinger and Wendi Farley (via Zoom)

**GUESTS PRESENT:**  
(via Zoom)  
Brady Preheim  
Carroll Sweet  
Cascadia  
Casey Garrett  
Engaged Citizens of Columbia County  
Jeromy Hasenkamp  
Kim Holmes  
Kriston Plantz  
KSmith  
Larry Hill  
Melinda Bernert  
Misty Holsey  
Robin  
Traci Brumbles  
Peter McHugh  
Jim Gibson  
Tyler Miller, Scappoose City Councilor

Roll call was done.

**PUBLIC COMMENT:**

Sweet, Scappoose resident, provided testimony expressing concern about a sole source bid with Motorola.

Preheim, St. Helens resident, provided testimony in opposition of the Board's attempt to trespass people from a public meeting and concern about a sole source bid with Motorola.

Miller, Scappoose City Councilor and Scappoose resident, expressed having difficulty with new Zoom format/audio issues.

Hasenkamp, St. Helens resident, provided testimony in regard to the virtual format and concern about a sole source bid with Motorola.

9:11a.m. Flatt joined the meeting

## **Minutes of the Board of Directors Regular Meeting, 3/23/23**

### **ADDITIONS TO AGENDA:**

No additions were made to the agenda.

### **APPROVAL OF MINUTES:**

#### **February 23, 2023 Board of Directors Regular Meeting Minutes:**

Hennessy moved and Anderson seconded to approve the 2/23/23 Board of Directors Regular Meeting minutes as presented. Motion passed unanimously.

### **FINANCIAL REPORTS:**

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

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

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

Anderson moved and Hennessy seconded to approve the expenditures starting with check #31274 through #31317 including the electronic payments in the amount of \$441,784.86. Motion carried unanimously.

#### **Extension of Revenue Loss Reserve Fund:**

Fletcher explained that according to Oregon local budget law, reserve funds need to be reviewed by the Board every 10 years to determine the need for them to be continued. The Board needs to take action to extend our Revenue Loss Reserve Fund if we want to continue the option of transferring into that fund. It has been 10 years since its last extension in 2013. Discussion followed.

Flatt moved and Heimuller seconded to extend the Revenue Loss Reserve Fund. Motion carried unanimously.

### **OPERATIONS MANAGER REPORT:**

Hooper reported on the following:

- Entry level Communications Specialist hiring is open; it closes April 28<sup>th</sup>. The lateral application process remains open.
- Trainee, Jennifer Warren, graduated from DPSST Telecommunications Academy March 17<sup>th</sup>.
- Lateral trainee, Rich Newman, completed in-house training and is onto a full-time trainer; he will attend DPSST in May
- There was one external and one internal inquiry, both resulted in training.
- Lead Dispatcher, Jerod Leloff, completed all 1<sup>st</sup> year supervisor training requirements for DPSST.
- Operations Manager, Training Coordinator and the Lead Dispatcher all attended NW Leadership Seminar earlier this month.
- Preparing for National Public Safety Telecommunications Week – April 9<sup>th</sup>-15<sup>th</sup>, 2023.
- In-house Spring training for all operations staff is planned for next month.

### **TECHNICAL MANAGER REPORT:**

Hughes reported on the following:

- Upgraded the District's record system to Smarsh; working to export all the data from the old Barracuda archiver.
- Windows was updated on the CAD servers with minimum downtime.
- Some water damage to the exterior of the facility has been found. Working on getting quotes from contractors to fix the damage.

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### **OLD BUSINESS:**

#### **Radio System:**

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

No update at this time.

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

No update at this time.

##### **Bald Hill:**

Fletcher reported that as of the first of the week, all of the equipment and components needed for the site repair has been received. Day Wireless is planning on installation next week as long as the weather cooperates.

##### **Meissner Site Improvement:**

Fletcher reported that civil work is continuing; it was paused about a week and a half ago due to weather conditions.

##### **Microwave Upgrades – Phase 3:**

Fletcher reported that MNI completed their site walks. MNI is aware of the schedule change at Meissner and hopes to install the tower there at the end of May or early June.

Two priorities of this project are the Bald Hill site and the microwave shot from Dispatch to Green Mountain. Fletcher stated that we're waiting on some waveguide cable ladders. MNI is working with Day Wireless to finalize the materials order, delivery dates and submitting rack designs and test plans.

##### **NextGen Radio Project:**

Fletcher reported that the statement of work from Federal Engineering is in its final version with general counsel. This will be discussed further in Executive Session. No action is expected to be taken following Executive Session.

##### **CFO Recruitment:**

Fletcher reported that he has had meetings with our representative from Prothman. Interviews were conducted by Prothman last week. Details of those interviews will be discussed further in Executive Session. Fletcher will work with the Personnel Committee to schedule an interview at the District with the finalist.

##### **NWLS Seminar:**

Fletcher asked members for their input on the seminar. Hennessy stated that the parts of the seminar she was able to attend were fabulous – she learned a lot and the speakers were great. She expressed appreciation for the opportunity to attend the seminar.

### **NEW BUSINESS:**

#### **HVAC Upgrade:**

Hughes reported that the HVAC system for the file room in the MICC needed to be upgraded to allow for additional computer equipment and control the heat/humidity in the room. Quotes were solicited from three companies – Henson Enterprises, Columbia NW Heating and Air Conditioning and Pyramid Heating and Cooling. Columbia NW and Pyramid submitted quotes that recommended the installation of a supplementary ductless HVAC unit. Staff secured the services of the lowest bidder, Pyramid, for \$7,950 plus 10% contingency, totaling \$8,745.

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Fletcher noted that this project fell within his spending authority, no action is required.

### **Exterior Lighting:**

Hughes reported that the exterior lighting needed to be improved so that the perimeter around the District facility could be sufficiently illuminated. Current equipment is either no longer working or doesn't provide adequate lighting. Quotes were solicited from three companies – Hughes Electrical Contractors, North by Northwest Services and Electri-Tech. Staff secured the services of Hughes Electrical Contractors (no relation) for \$15,683 plus 10% contingency, totaling \$17,251.30. Discussion followed.

Fletcher noted that this project fell within his spending authority, no action is required.

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

Fletcher asked for input from members as the District prepares the budget. Members agreed to reach out to staff with any suggestions.

### **Board Policy – Chapter 4: Board Member Duties and Responsibilities:**

Fletcher stated that the only edits being made to the policy are as follows:

- Updating the Executive Director's spending authority, which was previously approved at the April 28, 2022 Board meeting
- Updating the current Board Members, their elected/appointed dates and terms

Fletcher asked for the Board's approval of the edits to Chapter 4.

Anderson moved and Hennessy seconded to approve the changes to Chapter 4: Board Member Duties and Responsibilities as presented. Discussion followed. Anderson suggested making the spending limit authorizations a separate appendix in the future. Beck also noted the title change for Administrative Services Manager, which is currently known as Chief Financial Officer.

Anderson moved and Hennessy seconded to amend the motion to change the Administrative Services Manager to Chief Financial Officer. Motion carried unanimously.

Members voted on the original motion to approve the changes to Chapter 4 as presented. Motion carried unanimously.

### **DIRECTORS UPDATES:**

Fletcher had no further updates.

### **EXECUTIVE SESSION – ORS 192.660(2)(h) Legal Counsel, ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents, ORS 192.660(2)(j) Contract Negotiations:**

9:47a.m. Into Executive Session, public departed

11:50a.m. Out of Executive Session

### **Agenda Items – April 27, 2023:**

Fletcher noted that the April 27<sup>th</sup> meeting will be held at 1p.m. with the First Budget meeting following at 3p.m

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

Hennessy: Good meeting. Wished everyone a nice Spring Break.

Anderson: Productive meeting. First Budget meeting next month.

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Heimuller: Thanked staff and legal counsel for their work.

Next meeting is scheduled for Thursday, April 27<sup>th</sup> at 1:00p.m. via Zoom.

11:55a.m. Board Adjourned.

Respectfully submitted,

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Maryjo E. Beck

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Date Approved