

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Board of Directors Budget Hearing and Regular Meeting
May 25, 2023

MEETING CALLED TO ORDER: Board Member Anderson called the Board of Directors Budget Hearing and Regular Meeting to order on Thursday, May 25, 2023, at 9:01a.m. via Zoom.

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

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

GUESTS PRESENT: Heather Van Meter, Bullard Law
(via Zoom) Aurora Biggers, Columbia County Spotlight
Carroll Sweet
Jonathan Barclay
Kriston Plantz
Jeremy Hasenkamp
Tyler Miller, Scappoose City Councilor

Roll call was done.

OPENING OF BUDGET HEARING:
There were no public comments made.

9:03am Closed hearing, opened regular board meeting.

INTRODUCTION – New CFO; Micki Nichols:
Fletcher stated that Nichols would have been in attendance however her daughter is having a baby earlier than expected, so she is with family at this time.

PUBLIC COMMENT:
No public comment was made.

ADDITIONS TO AGENDA:
No additions were made to the agenda.

APPROVAL OF MINUTES:
April 27, 2023 Board of Directors Regular Meeting Minutes and May 5, 2023 Budget Meeting Minutes:

Flatt moved and Hennessy seconded to approve the 4/27/23 Board of Directors Regular Meeting and 5/5/23 Budget Meeting minutes as presented. Motion passed unanimously.

Minutes of the Board of Directors Budget Hearing and Regular Meeting, 5/25/23

FINANCIAL REPORTS:

Acceptance of Budget Variance Report – April:

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

Approval of Expenditures:

Hennessy moved and Flatt seconded to approve the expenditures starting with check #31382 through #31429 including the electronic payments in the amount of \$271,259.28. Motion carried unanimously.

OPERATIONS MANAGER REPORT:

Hooper reported on the following:

- Applicants progressing through the recruitment have finished up the skills-based assessment phase and are moving onto observation and interviews. The recruitment for lateral applicants remains open.
- Trainees, Jennifer Warren and Rich Newman, are progressing very well and have both moved into the radio dispatch phase of their training. Newman graduated DPSST Telecommunications Academy on May 19th. Newman was honored by being named co-class leader.
- Staff celebrated National Police Week that began on May 14th and National EMS Week that began on May 21st by visiting each agency and delivering treats.

TECHNICAL MANAGER REPORT:

Hughes reported on the following:

- The three leaking skylights have been replaced.
- All outside lights have been upgraded.
- A regularly scheduled fire alarm inspection took place with no issues being reported.
- Still waiting on the quotes for the water damage that was found on the exterior of the facility.
- Columbia NW repaired one of the Bard units in the Extension that had stopped working.
- A circuit breaker for one of the Bard units in the MICC failed. Hughes Electrical was able to replace the breaker while they were here working on the outdoor lighting.

Fletcher added that the tech team has begun spring cleaning at the radio sites.

OLD BUSINESS:

Radio System:

Clatskanie Mountain:

No update at this time.

Corey Hill:

No update at this time.

Bald Hill:

Fletcher reported that the work to align the dishes and tune the transmitters and receivers is complete and the site is fully online. Day Wireless' radio frequency crew has stated that they're very happy; the site has never performed at the level it is currently performing at.

Meissner Site Improvement:

Fletcher referred to the pictures in the Board packet. The site is nearing completion and has been dramatically improved. Fletcher noted that he has received some inquiries from other entities about co-locating at this site since the improvements have been made.

Minutes of the Board of Directors Budget Hearing and Regular Meeting, 5/25/23

Haven Acres:

Fletcher stated that he has been negotiating to acquire a mono-pole for this site; he expects to have more information in the next couple of months.

Microwave Upgrades – Phase 3:

Fletcher reported that the work schedule is being finalized between Day Wireless RF, Day Wireless Civil and MNI.

NextGen Radio Project:

Fletcher reported that the kickoff meeting took place with Federal Engineering earlier this week. FE is working on travel arrangements; it looks like they'll be here sometime in mid-July.

NEW BUSINESS:

HSEMC Update/Invoice:

Fletcher referred to the invoice in the Board packet. Fletcher noted that the District has not paid this annual fee to HSEMC since 2018. This is because the agreement that Emergency Management has with other agencies and partners of HSEMC states that they will provide deliverables and for the last several years Emergency Management has failed to provide those deliverables. Fletcher stated that this year Emergency Management has followed through and provided some updates on multiple projects, so he requested authorization from the Board to pay the \$9,844.88 invoice. Discussion followed.

Hennessy moved and Flatt seconded to approve payment of the HSEMC invoice for the total of \$9,844.88 as presented. Motion carried unanimously.

Motorola Solutions, Customer Premise Equipment (CPE) Replacement:

Fletcher explained that the District operates specialized equipment that enables us to receive 9-1-1 telephone calls from the public. In 2018, the District was due for a complete forklift upgrade of that entire system, which in the past has been funded by the State. However, at that time the 9-1-1 tax funds were almost depleted. So, the State put those PSAPs that were scheduled for system upgrades on a hold that lasted for about a couple of years. Since those reserve funds for 9-1-1 tax were unstable the State enacted some cost saving measures which included defunding portions of equipment and services that the State had historically paid for. These expenses were then shifted back to the PSAPs to pay for themselves.

As a result, the District is now responsible for paying for one of our five CPE workstations, its ongoing maintenance and service, plus the electronic data collection and reporting software (analytics). Fletcher requested authorization from the Board to enter into the contract with Motorola Solutions for the CPE replacement at a cost of \$356,104.62; with the State paying \$335,100.03 (four workstations) and the District being responsible for the fifth workstation at a cost of \$39,988.25 plus a 10% contingency for total amount not to exceed \$43,987.75. Discussion followed.

Flatt moved and Hennessy seconded to approve authorization for Fletcher to sign the contract with Motorola Solutions with the District's cost being \$39,988.25 plus a 10% contingency for total amount not to exceed \$43,987.75. Motion carried unanimously.

DIRECTORS UPDATES:

Fletcher had no further updates.

Minutes of the Board of Directors Budget Hearing and Regular Meeting, 5/25/23

EXECUTIVE SESSION – ORS 192.660(2)(d) Labor Negotiations:

9:32a.m. Into Executive Session, public dismissed

11:06a.m. Out of Executive Session

Agenda Items – June Meeting:

Fletcher stated that there are some conflicts for June's meeting date and asked to move it to June 15th at 9am. The Board agreed; Flatt will let staff know if he has jury duty. Staff will notify Heimuller and Holsey of the date change.

- Budget Adoption

OTHER BUSINESS AND MEMBERS COMMENTS:

Hennessy: Have a safe holiday weekend.

Flatt: No comment.

Anderson: Thanked members and staff for their work on negotiations. Noted that there seemed to be some audio issues. Fletcher stated that Hughes and Lavine are working on getting some audio visual solutions for virtual meetings. Thanked Van Meter for attending.

Next meeting is scheduled for Thursday, June 15th at 9:00a.m. via Zoom.

11:13a.m. Board Adjourned.

Respectfully submitted,

Maryjo E. Beck

Date Approved