

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Board of Directors Regular Meeting
June 15, 2023

MEETING CALLED TO ORDER: Board President Holsey called the Board of Directors Regular Meeting to order on Thursday, June 15, 2023, at 9:00a.m. via Zoom.

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

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

GUESTS PRESENT: Michael Peterkin, Peterkin Burgess
(via Zoom) Jeremy Hasenkamp
Tyler Miller, Scappoose City Councilor

Roll call was done.

PUBLIC COMMENT:
No public comment was made.

ADDITIONS TO AGENDA:
Fletcher stated that Executive Session is scheduled for 9:45a.m.

APPROVAL OF MINUTES:
May 25, 2023 Board of Directors Budget Hearing and Regular Meeting Minutes:
Heimuller moved and Anderson seconded to approve the 5/25/23 Board of Directors Budget Hearing and Regular Meeting minutes as presented. Motion passed unanimously.

FINANCIAL REPORTS:
Acceptance of Budget Variance Report – May:
Heimuller moved and Anderson seconded to accept the Budget Variance Report for the month of May as presented. Motion carried unanimously.

Approval of Expenditures:
Anderson moved and Heimuller seconded to approve the expenditures starting with check #31430 through #31464 including the electronic payments in the amount of \$367,033.90. Motion carried unanimously.

Resolution 23-02, 23-03, 23-04 Adopting the Budget, Making Appropriations, Declaring a Levy and Categorizing Taxes:
Heimuller moved and Hennessy seconded to approve Resolutions 23-02, 23-03 and 23-04 in the matter of Adopting the Budget, Making Appropriations, Declaring a Levy and Categorizing the Taxes Provided for in the 2023-2024 Approved Budget. Motion carried unanimously.

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OPERATIONS MANAGER REPORT:

Hooper reported on the following:

- Three applicants have moved forward and are currently in the background phase of the Communications Specialist recruitment.

9:08a.m. Flatt logged on.

- Trainees, Jennifer Warren and Rich Newman, are progressing well and are close to finishing up and going solo.
- Planning is underway for summer events that impact the District (i.e., Hood to Coast, Seattle to Portland).
- The District's Training and Certification Coordinator, Alex Edinger, has requested to return to a full-time dispatcher. The hiring process has begun for the Training and Certification Coordinator position. Once that position has been filled, Edinger will return to the dispatch floor.

TECHNICAL MANAGER REPORT:

Hughes reported on the following:

- Hughes and Egan attended the CentralSquare Engage conference in Tennessee early this month.
- Work continues for getting three quotes to repair the water damage on the exterior of the District building.
- CAD was upgraded within the last two weeks – working through getting everyone set up and familiar with the new changes in the system.

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:

No update at this time.

Meissner Site Improvement:

Fletcher reported that most of the civil work is complete. However, it has been discovered that there is an issue with the concrete foundation for the shelter; it failed the 56 day test that was conducted.

Fletcher is working with Day Wireless, our engineering firm and our legal counsel to find a solution; should know more next month.

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Microwave Upgrades – Phase 3:

Fletcher reported that MNI and Day Wireless Civil began work on this upgrade last week. As of June 13th, the percent of installation completion is as follows:

	Radio System Racks/Equipment in Shelter	Tower work
Dispatch	97%	95%
Green Mountain	80%	25-30%
Core Hill	25%	25%
Clatskanie Mountain	0%	0%

Fletcher noted that one of the challenges for this project has been the back log order of Juniper routers; the routers have been delayed across the country for the past year. However, the routers for dispatch and Corey Hill have been shipped and could possibly be here next week. Testing will be the next step, once all the equipment is in place.

NextGen Radio Project:

Fletcher reported that he and Federal Engineering are in the process of scheduling interviews with user agencies for July 18th and July 19th.

NEW BUSINESS:

HSEMC Update/Invoice:

Nothing new at this time.

DIRECTORS UPDATES:

Fletcher had no further updates.

Anderson asked for an update regarding the audio set up for the MICC. Fletcher stated that Hughes has received all the quotes and has selected the vendor he feels will work best for the District. We won't move forward with the purchase until after the first of the fiscal year.

9:22a.m. Recess

9:38a.m. Michael Peterkin logged on.

9:41a.m. Resumed Regular Board Meeting

EXECUTIVE SESSION – ORS 192.660(2)(h) Legal Counsel:

9:41a.m. Into Executive Session, public dismissed

10:55a.m. Out of Executive Session
Peterkin logged off.

Agenda Items – July Meeting:

Fletcher stated that this meeting will have a full agenda with swearing in of Board members, official appointments and possibly the final CBA contract for Board approval.

Hennessy noted that she is unavailable for the July 27th meeting.

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OTHER BUSINESS AND MEMBERS COMMENTS:

Heimuller: Thanked Flatt for his service on the Board. Reminded everyone about the Columbia County Fair and Rodeo from July 19th through July 23rd.
Hennessy: Thanked Flatt – stay involved and come visit.
Flatt: Expressed appreciation for having the opportunity to work with everyone on the Board – best of luck with everything in the future. Thanked everyone for their kind comments.
Anderson: Thanked Flatt for his participation on the Board.
Holsey: Expressed appreciation for Flatt's work on the Board.

Next meeting is scheduled for Thursday, July 27th at 9:00a.m. via Zoom.

10:58a.m. Board Adjourned.

Respectfully submitted,

Maryjo E. Beck

Date Approved