

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Board of Directors Regular Meeting
July 20, 2023

MEETING CALLED TO ORDER: Board President Holsey called the Board of Directors Regular Meeting to order on Thursday, July 20, 2023, at 9:00a.m at the C911CD Meeting Room, St. Helens, Oregon and via Zoom.

MEMBERS PRESENT: Bruce Holsey, Rob Anderson, Shelley Hennessy and Jeromy Hasenkamp

Staff Present: Mike Fletcher, Maryjo Beck, Nathan Hughes, Merx Lavine, Chandra Egan

GUESTS PRESENT: Michael Peterkin, Peterkin Burgess
Tammy Maygra
Brady Preheim
Alta Lynch
Joe Backus, Scappoose Mayor
Peter McHugh, Scappoose City Councilor
Sharrie Ryan; Engaged Citizens of Col. Co.
Tyler Miller, Scappoose City Councilor

Roll call was done.

PUBLIC COMMENT:

Preheim congratulated Hasenkamp and provided testimony regarding the meeting being open to public, concern about purchasing old equipment and the need to have a competitive process.

Maygra agreed with Preheim and provided testimony regarding joining Washington County.

McHugh echoed previous testimony and expressed the need for the schools to be covered with the new system.

Miller provided testimony on competitive bidding regarding the new radio system.

OATH OF OFFICE:

Fletcher swore in reelected Board members Holsey and Hennessy, and newly elected Board member Hasenkamp. Members were congratulated.

ADDITIONS TO AGENDA:

Fletcher stated that Executive Session is cancelled.

ANNUAL ORGANIZATIONAL ELECTION AND APPOINTMENTS:

Board Officer Election for 2012-2013:

- **President; Anderson** - Holsey moved and Hennessy seconded the motion. Motion carried unanimously. Anderson took over the meeting.

Minutes of the Board of Directors Regular Meeting, 7/20/23

- **Vice President; Hasenkamp** - Hasenkamp moved and Hennessy seconded the motion. Motion carried unanimously.
- **Secretary; Hennessy** - Holsey moved and Hasenkamp seconded the motion. Motion carried unanimously.
- **Treasurer; Heimuller** – Hennessy moved and Holsey seconded the motion. Motion carried unanimously.

Appointments to Board Standing Committees:

Awards and Recognition – Heimuller, Hasenkamp, alternate - Hennessy

Personnel – Heimuller, Hennessy, alternate - Anderson

User Services – Hasenkamp, Holsey, alternate - Hennessy

Members agreed not to appoint a Facilities Committee this year.

Holsey moved and Hennessy seconded to approve the slate of Standing Committees as discussed. Motion carried with Anderson, Holsey and Hennessy voting aye; Hasenkamp abstained.

Official Appointments:

Legal Services: Bullard Law – Labor

Peterkin Burgess – General Counsel

Auditor: Pauly Rogers, PC

Insurance Agent of Record: Hagan Hamilton

Hasenkamp inquired about how current appointments were chosen. Lengthy discussion followed.

Hasenkamp moved to open an RFP for these services. Discussion continued. Fletcher stated that the District needs to maintain legal counsel. However, the Board can develop an RFP for these services at any time.

Hasenkamp amended his original motion to continue with current services and look at a RFP process within six months to be competed annually. Discussion followed.

Hasenkamp amended his amended motion to continue with current services, but come up with a process in 2024 to have in place by January 2025 to evaluate the contracts and determine if an RFP process will be opened for the Board to look at other providers for the services. The motion died for lack of a second.

Hennessy suggested tabling the evaluation discussion until the complete Board is present. Discussion followed.

Anderson suggested that a motion be made to approve the slate of official appointments as presented with a plan to review policies and procedures to establish a process to evaluate services in six months.

Peterkin stated that all the official appointments serve at the pleasure of the Board and can be terminated at any time; a motion to seek reevaluation is unnecessary. The Board can seek reevaluation at any time, for any reason. Discussion continued.

Minutes of the Board of Directors Regular Meeting, 7/20/23

Hennessy moved and Holsey seconded to approve the slate of official appointments as presented.

Hasenkamp moved to make an amendment to Hennessy's motion to begin creating an evaluation process January 2024, to be completed by December 2024, and implement the process in 2025 for the services. The amendment died for lack of a second. Discussion followed.

Holsey inquired if when the District evaluates services for an auditor that an RFP be created for all of the official appointment services. Discussion continued. Fletcher stated that the District needs continuity of services at this time and going forward. He suggested that the Board approve continuity of services of the current slate and next month it can be put on the agenda to discuss an evaluation process for those services.

Hennessy stayed with her original motion to approve the current slate of official appointments as presented, which was seconded by Holsey. Anderson called for the vote. Motion passed unanimously.

Appointments of Advisory Committee:

Anderson stated that some questions have been raised regarding the Advisory Committee so the appointment was tabled until staff and legal counsel can further research those questions. This agenda item will be revisited at the August meeting.

Adoption of FY 2023-2024 Board Meeting Schedule:

Anderson tabled adopting the meeting schedule until the August meeting.

APPROVAL OF MINUTES:

June 15, 2023 Board of Directors Regular Meeting Minutes:

Holsey moved and Hasenkamp seconded to approve the 6/15/23 Board of Directors Regular Meeting minutes as presented. Peterkin made a point of order stating that while Hasenkamp could second the motion, he could not vote on it as he was not a member of the Board at the June meeting. Motion passed with Holsey, Hennessy and Anderson voting aye; Hasenkamp abstained.

FINANCIAL REPORTS:

Acceptance of Budget Variance Report – June:

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

Approval of Expenditures:

Hennessy moved and Holsey seconded to approve the expenditures starting with check #31465 through #31522 including the electronic payments in the amount of \$521,276.05. Motion carried unanimously.

OPERATIONS MANAGER REPORT:

Fletcher reported on the following:

- Since the report was created, trainee Jennifer Warren has completed her training and is now on solo status; this brings the number of full time Communications Specialists up to 12.
- Currently there are two applicants in the background stage of the hiring process.
- Interviews for the Training & Certification Coordinator position took place on July 13th. An offer was made and accepted by one of our internal candidates.
- Lewis & Clark Bridge closure to take place July 16th-24th.

Minutes of the Board of Directors Regular Meeting, 7/20/23

- Hooper and Tracy Edinger will be attending the 2023 APCO National Conference in August.

Hasenkamp inquired about the District's recruitment process for hiring dispatchers. Fletcher stated that the District is constantly recruiting and noted multiple sites (i.e., newspapers, SDAO, LEDs, social media, GovJobs, etc.) that we post on/in.

TECHNICAL MANAGER REPORT:

Hughes reported on the following:

- Purchased Logitech's audio/visual equipment from CDW-G, for the solution to the MICC meeting room's needs.
- Work continues for getting three quotes to repair the water damage on the exterior of the District building.
- Increased the allocated cores of the virtual CPUs and servers for better performance of CAD as it continues to grow.
- Began meeting with the MAJCS Mobile User group again in preparation for a major upgrade on the MDCs.

OLD BUSINESS:

Radio System:

Clatskanie Mountain:

Fletcher stated that the transfer switch finally arrived and has been installed.

Corey Hill:

No update at this time.

Bald Hill:

No update at this time.

Meissner Site Improvement:

Fletcher reported that the construction is basically complete. As mentioned last month, it was discovered that there is an issue with the concrete foundation for the shelter; it failed the 56-day test that was conducted. A solution has been offered and the District's civil engineer and legal counsel have verbally indicated that they're interested in the solution. It may be viable, but we're asking that everything be put in writing – this is in process.

Haven Acres:

No update at this time.

Microwave Upgrades – Phase 3:

Fletcher reported Phase 3 is wrapping up; Meissner is the final site to complete. Fletcher noted that the Juniper routers finally arrived and have been installed. MNI is in the process of working on the configuration of the MPLS networks for those routers.

NextGen Radio Project:

Fletcher reported that Phase 2 is underway. Agency interviews took place on Tuesday and Wednesday. Interviews will continue next week. The City of Scappoose, Columbia City Police, Vernonia Police and

Minutes of the Board of Directors Regular Meeting, 7/20/23

the Sheriff's Office have chosen not to participate in the interviews. These agencies have hired a consultant to act on their behalf so Federal Engineering and Fletcher will be meeting with the consultant.

Customer Premise Equipment (9-1-1 Phone System):

Fletcher stated that the replacement of the District's 9-1-1 phone system is underway. Motorola's engineer was here yesterday and did the technical walk through with Hughes. Implementation is tentatively scheduled for late fall/early winter.

Hasenkamp inquired about a timeline for a response regarding the solution at Meissner. Lengthy discussion followed. Hasenkamp made a motion to have a timeline for a written response. Fletcher stated that a motion was unnecessary, he can take direction from the Board to work with legal counsel to determine what's reasonable and make it happen. Anderson suggested having an update at next month's meeting.

Anderson inquired about the flight paths that were going to be made to check for any obstructions at Bald Hill. Fletcher stated that the flight paths were completed, and no obstructions were found. Day Wireless has stated that the site has never performed better than it is now. There have been no reports of any issues.

10:24a.m. McHugh left

NEW BUSINESS:

Resolution 23-05 Verifying and Accepting Board of Directors Elections Results:

Hasenkamp moved and Holsey seconded to approve Resolution 23-05 in the matter of Receiving, Canvassing, Verifying and Declaring Agreement with the Abstract of Votes for the Positions of Director, Zone 1, 2 and 4, from the election held on May 16, 2023. Motion carried unanimously.

DIRECTORS UPDATES:

Fletcher had no further updates.

Agenda Items – August Meeting:

Hennessy noted that she is unavailable for this meeting.

- Meissner site update

Hasenkamp inquired about online attendance. Peterkin stated that as of April 1st the State legislature requires that elected Board members be physically present at meetings; they cannot attend the meeting remotely.

OTHER BUSINESS AND MEMBERS COMMENTS:

Hasenkamp: Happy to be here; appreciate the citizens electing him. Hope to be an asset to the Board and the District.

Hennessy: Welcomed Hasenkamp.

Holsey: No comment.

Anderson: Welcomed Hasenkamp.

Next meeting is scheduled for Thursday, August 24th at 9:00a.m. at C911CD and via Zoom.

Minutes of the Board of Directors Regular Meeting, 7/20/23

10:33a.m. Board Adjourned.

Respectfully submitted,

Maryjo E. Beck

Date Approved