

**COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT**  
**Minutes of the Quarterly Advisory Committee Meeting**  
**May 1, 2023**

<b>AGENCY REPRESENTATIVE</b>	<b>NAME</b>	<b>HERE</b>	<b>ABSENT</b>
Clatskanie RFPD – <b>Chief Steve Sharek</b>	<b>CFD</b>	<b>Zoom</b>	
Columbia City PD	<b>CCPD</b>		<b>X</b>
Columbia Co. Emergency Mgmt. – <b>Chris Carey</b>	<b>CCEM</b>	<b>Zoom</b>	
Columbia Co. Sheriff's Dept.	<b>CCSO/CPD</b>	<b>Zoom</b>	<b>X</b>
CRFR – <b>Chief Joel Medina</b>	<b>CRFR</b>	<b>Zoom</b>	
Scappoose RFPD – <b>Chief Jeff Pricher</b>	<b>SFD</b>	<b>Zoom</b>	
Mist Birkenfeld RFPD – <b>Chief Joe Kaczinski</b>	<b>MBFD</b>	<b>Zoom</b>	
Oregon Dept. of Forestry – <b>Jasen McCoy</b>	<b>ODF</b>	<b>Zoom</b>	
Oregon State Police	<b>OSP</b>		<b>X</b>
Rainier PD	<b>RPD</b>		<b>X</b>
St. Helens PD – <b>Chief Brian Greenway</b>	<b>SHPD</b>	<b>Zoom</b>	
Scappoose PD – <b>Chief Steven Lougal</b>	<b>SPD</b>	<b>Zoom</b>	
Metro West	<b>MW</b>		<b>X</b>
Vernonia RFPD	<b>VFD</b>		<b>X</b>
Vernonia PD	<b>VPD</b>		<b>X</b>
Columbia Co. Public Works – <b>Mike Russell</b>	<b>CORD</b>	<b>Zoom</b>	

**STAFF PRESENT:** Mike Fletcher, Nathan Hughes, Chandra Egan, Dannell Hooper, Alex Edinger, Maryjo Beck

**GUESTS PRESENT:** Chief Greg Brody, Westport Fire  
Tyler Miller, Scappoose City Councilor

**OPENING / INTRODUCTIONS / ADDITIONS TO THE AGENDA:**

Russell called the meeting to order Monday, May 1<sup>st</sup> at 12:00pm. Introductions were made. No additions were made to the agenda.

**PUBLIC COMMENT:**

No public comment was made.

**DISTRICT UPDATES:**

**Operations Report**

Hooper reported on the following:

- A dispatcher that has been employed with the District for five years has given his notice and is moving onto a career as a firefighter/paramedic; staff wishes him well.
- Celebrated National Telecommunicator Week – staff are grateful for the recognition and support they received from other agencies.
- Finished Spring all staff training. Thanked Will Steinweg with Mist Birkenfeld Fire, for providing part of the training.
- The hiring process for Communications Specialists just closed last Friday; currently going through applications.

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### **EQUIPMENT AND TECHNOLOGICAL BREIFING**

Hughes reported on the following:

- Attended the International CAD Consortium (ICC) with Fletcher in April.
- A new ductless AC system was recently installed in the records room to help with the humidity.
- A leak was discovered with the dispatch skylight. After inspection, the contractor found that all three skylights were damaged and in need of being replaced. The skylights have been ordered and should arrive soon.
- Some water damage to the exterior of the facility has been found. Working on getting quotes from contractors to fix the damage.
- Working on designing a different audio visual system for the MICC that will better support virtual meetings.

### **DIRECTOR REPORT:**

#### **Radio System:**

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

Fletcher reported that all of the equipment was received, and the civil work took place on the dispatch tower. The new equipment made slight improvements, but not to the extent that we had hoped for. Additional work is being contemplated to determine the next steps to further improve system performance. Fletcher stated that we're working with MNI and Day Wireless, as well as Scappoose Fire, who is assisting with some arial drone work to identify potential obstructions.

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

Fletcher reported that after some delay due to the wet weather, civil work is continuing, and progress is being made; the site should be completed sometime in June.

##### **Microwave Upgrades:**

Fletcher stated we continue to work on completion of Phase 2 and Phase 3 of the microwave upgrades. Those upgrades include a new pathway from Meissner to Clatskanie Mountain, a pathway between Dispatch and Green Mountain, a pathway from Clatskanie Mountain to Columbia Heights and a new pathway between Clatskanie Mountain and Corey Hill.

There have been some significant delays with supply chain issues and getting all of the components, but the majority have been delivered.

##### **NextGen Radio System:**

Fletcher reported that last week the Board approved Phase II of the Federal Engineering (FE) contract. The project team will be getting in touch with members to schedule meetings with all of the end users to create the list of system requirements and expectations. Once the list is compiled, FE will meet with the work group to get their approval. It will then go to Motorola to determine if they can meet those requirements. If so, Motorola will then present to the Board and the Advisory Committee. Then the decision will be made whether to pursue if there is justification for sole source or whether all that work will be utilized for the basis of an RFP.

Russell asked for clarification that there has not been any determination to provide Motorola with a sole source contract at this point. Fletcher responded that there has not.

##### **Chief Financial Officer (CFO) Recruitment:**

Fletcher stated that after lengthy internal attempts to recruit a CFO were unsuccessful, the District hired a recruiting firm, Prothman, to assist with filling that position. An interview was conducted a few weeks ago and a conditional offer was made. Backgrounds were completed and an official offer was extended

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last Friday. Micki Nichols will start with the District on Monday, May 15<sup>th</sup>. Fletcher noted that her background is working for a fire district in the state of Washington as both a Finance and HR Manager.

### **First 2023-2024 C911CD Budget Meeting:**

Fletcher stated that the District's first budget meeting was held last week; the proposed budget has been posted to the District's website. Personnel Services has increased by 3.14 percent from the current fiscal year due to:

- CPI
- Currently in contract negotiations with our association
- Step increases and longevity wage increases
- PERS and insurance rate increases

Materials and Services has increased 34.12 percent from the current fiscal year due to:

- Completion of projects that have been ongoing over the last couple of fiscal years (i.e., Meissner site rebuild, Phase 2 and 3 of the Microwave upgrade)
- Planning for the renewal of the District's 5-year Local Option Levy
- Preparation for a possible General Obligation (GO) Bond, which includes legal counsel and bond counsel
- Public education to educate the public on the new radio system and how it will be financed
- Potential land acquisition – purchase or lease
- Potential site development costs
- Replacement of the District's 9-1-1 CPE equipment for the 9-1-1 phone system

Fletcher stated that the total for the 2023-2024 fiscal year budget is \$12,166,310; a 4.58 percent increase over the current fiscal year.

### **ROUNDTABLE:**

Kaczinski: Thought the training that Will Steinweg provided to dispatch went well – would like to see it continue on a regular schedule.

Russell: It's been a wet spring so far – starting to see some embankment failures so they're monitoring and fixing as they can. All roads are open at this time.

No other comments were made.

### **Announcements:**

The next meeting is scheduled to be held on July 25<sup>th</sup>.

12:23pm Meeting adjourned.

Respectfully submitted,

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Maryjo E. Beck

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Date approved