

**COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT**  
**Minutes of the Board of Directors Regular Meeting**  
**October 19, 2023**

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**MEETING CALLED TO ORDER:** Board President Anderson called the Board of Directors Regular Meeting to order on Thursday, October 19, 2023, at 9:00a.m. at the C911CD Meeting Room, St. Helens, Oregon and via Zoom.

**MEMBERS PRESENT:** Bruce Holsey, Henry Heimuller, Rob Anderson, Shelley Hennessy (in person)  
Jeromy Hasenkamp (via Zoom)

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

**GUESTS PRESENT:** Kurt Nasshahn, Columbia River PUD  
Tyler Miller, Scappoose City Councilor

Roll call was done.

**PUBLIC COMMENT:**

Kurt Nasshahn, Operations Manager with Columbia River PUD, asked for the Board's consideration to co-locate at the Meissner site. There was no opposition to the request as long as it doesn't cause any interference.

9:03a.m. Nasshahn departed.

**ADDITIONS TO AGENDA:**

Fletcher stated that Executive Session has been cancelled.

**APPROVAL OF MINUTES:**

**September 22, 2023 Special Board of Directors Meeting Minutes:**

Heimuller moved and Hennessy seconded to approve the 9/22/23 Special Board of Directors Meeting minutes as presented. Motion passed unanimously.

**FINANCIAL REPORTS:**

**Acceptance of Budget Variance Report – September:**

Heimuller moved and Holsey seconded to accept the Budget Variance Reports for the month of September as presented. Motion carried unanimously.

**Approval of Expenditures:**

Heimuller moved and Holsey seconded to approve the expenditures for the month of September in the amount of \$375,438.31. Discussion followed. Motion carried unanimously.

**OPERATIONS MANAGER REPORT:**

Hooper reported on the following:

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- One applicant did not make it through the final stages of hiring. Our final applicant is scheduled to start on November 13<sup>th</sup>.
- Hiring for Communications Specialists will open again in November; lateral hiring remains open.
- The first Fall all-staff training took place on Monday. The second training will take place on Friday, October 27<sup>th</sup>.
- Staff have begun to participate in community events. They were present at the Clatskanie Health and Safety Fair and an event at Scappoose High School. Staff will also participate in the Halloween Trunk or Treat at St. Helens Middle School.

Holsey thanked staff for participating in the Clatskanie Safety Fair.

### **TECHNICAL MANAGER REPORT:**

Hughes reported on the following:

- Waiting on quotes for an AV controller for the TVs and getting speakers for more clear room audio in the MICC.
- Hughes attended the Oregon APCO meeting in Bend a couple of weeks ago.
- The MAJCS Mobile User group met again to discuss the new MDC interface.
- MAJCS upgraded the operating system of the servers hosting CAD.
- Working with ODOT and MNI to update ODOT's equipment in this facility.

Anderson noted for the record that Hasenkamp is attending the meeting virtually, however he will not be voting.

### **OLD BUSINESS:**

#### **Radio System:**

Fletcher noted that winter preparations for all the radio sites have been completed.

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

Fletcher stated that at last month's meeting the Board approved the recommendation that was suggested for the Meissner site fix. We've received the signed agreement from Day Wireless this week. Fletcher plans to sign the agreement once he's received an updated estimated completion date.

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

Fletcher reported that upgrades are complete except for the Meissner site. The upgrade is paused until that site is finished.

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

Fletcher reported that Federal Engineering has completed the development of the system design of the specs and requirements. That document was presented to Motorola; their deadline for an initial response time of November 17<sup>th</sup>. Due to the holidays, Fletcher expects they'll ask for an extension.

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

Fletcher reported that all the equipment has been received. Estimated go-live is the first week in December. There will be an impact to November's Board meeting as the training for this system will be taking place in this room for about three weeks from mid-November to early December.

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### **Other:**

Fletcher noted that he and Hooper attended the annual ODOT/Public Safety Winter Preparation meeting on October 10<sup>th</sup>. They are expecting that we will have a very wet fall and winter.

### **NextGen Radio Project, continued:**

Hasenkamp inquired if the document that Federal Engineering developed would be shared with user agencies. Fletcher stated that the document is basically an RFP, and an RFP is not shared publicly prior to publication.

### **NEW BUSINESS:**

#### **SDAO Conference – February 8-11, 2024**

Fletcher stated that the SDAO Conference is scheduled to be held in Seaside, February 8-11, 2024. If members are interested in attending, let Fletcher or Beck know at their earliest convenience.

#### **Northwest Leadership Seminar:**

Fletcher stated that the Northwest Leadership Seminar is scheduled to be held at the Holiday Inn in Portland, March 6-8, 2024. If members are interested in attending, let Fletcher or Beck know.

### **Other:**

Fletcher reported that the Portland Dispatch Center Consortium (PDCC), which the District is a part of, recently contracted with Mission Critical Partners Inc. to conduct a full review of the eight emergency communications centers in our UASI (Urban Area Security Initiative) region to examine gaps in our resiliency to maintain operations during exigent circumstances. Fletcher and Hughes met with representatives from Mission Critical Partners yesterday to conduct an onsite review of our facility. Once all eight centers have been reviewed, a final report will be presented with recommendations of how to fill any existing gaps.

#### **Agenda Items – November Meeting:**

Members agreed to combine November and December's meetings. The next meeting will take place on Thursday, December 21<sup>st</sup> at 9:00a.m.

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

Holsey: Thanked Hooper for staff's presence at the Clatskanie Safety Fair.  
Hennessy: Apologized for having to leave last month's meeting early due to the birth of her granddaughter.  
Heimuller: Excited to see the role out for the 9-1-1 phone system; thanked staff for all the extra work.  
Hasenkamp: No comment.  
Anderson: Thanked Nichols for the finance report. Wished everyone a nice Thanksgiving.

Next meeting is scheduled for Thursday, December 21<sup>st</sup> at 9:00a.m. at C911CD and via Zoom.

9:45a.m. Board Adjourned.

Respectfully submitted,

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Maryjo E. Beck

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Date Approved