

**COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT**  
**Minutes of the Quarterly Advisory Committee Meeting**  
**October 31, 2023**

<b>AGENCY REPRESENTATIVE</b>	<b>NAME</b>	<b>HERE</b>	<b>ABSENT</b>
Clatskanie RFPD	<b>CFD</b>		<b>X</b>
Columbia City PD	<b>CCPD</b>		<b>X</b>
Columbia Co. Emergency Mgmt. – <b>Corey Padrón</b>	<b>CCEM</b>	<b>Zoom</b>	
Columbia Co. Sheriff's Dept.	<b>CCSO/CPD</b>		<b>X</b>
CRFR	<b>CRFR</b>	<b>Zoom</b>	
Scappoose RFPD – <b>Jeff Pricher / Josh Marks</b>	<b>SFD</b>	<b>Zoom/Present</b>	
Mist Birkenfeld RFPD – <b>Will Steinweg</b>	<b>MBFD</b>	<b>Present</b>	
Oregon Dept. of Forestry – <b>Kelly Niles</b>	<b>ODF</b>	<b>Present</b>	
Oregon State Police	<b>OSP</b>		<b>X</b>
Rainier PD	<b>RPD</b>		<b>X</b>
St. Helens PD – <b>Jose Castilleja</b>	<b>SHPD</b>	<b>Zoom</b>	
Scappoose PD – <b>Ron Larson</b>	<b>SPD</b>	<b>Present</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>Grant DeJongh</b>	<b>CORD</b>	<b>Zoom</b>	

**STAFF PRESENT:** Mike Fletcher, Nathan Hughes, Dannell Hooper, Micki Nichols, Merx Lavine, Maryjo Beck

**GUESTS PRESENT:** Tyler Miller, Scappoose City Councilor

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

Fletcher called the meeting to order Tuesday, October 31<sup>st</sup> at 12:00pm. Introductions were made. No additions were made to the agenda.

**PUBLIC COMMENT:**

No public comment was made.

**MINUTES APPROVAL – May 1, 2023:**

Niles moved and Marks seconded to approve the minutes of the May 1, 2023 Advisory Committee Meeting as presented. Motion carried unanimously.

**APPOINTMENT OF COMMITTEE MEMBERS AND ALTERNATES:**

Fletcher stated that the Board appointed the 2023-2024 Advisory Committee Appointments earlier this month. Beck noted that since Padrón recently filled the Emergency Management Director position, the Board can vote to appoint him as the primary representative at December's Board meeting.

**ELECTION OF ADVISORY COMMITTEE POSITIONS:**

Fletcher stated that with the reinvention of the Advisory Committee, neither the previous Chair nor Co-Chair are part of the committee any longer.

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Steinweg nominated Niles for Chair. Marks seconded the nomination. Niles declined the nomination as he will no longer be the primary representative for ODF; Jasen McCoy will be the primary and Niles will become the alternate. Discussion followed. Members agreed to table the topic until later in the meeting.

### **INTRODUCTION OF NEW CFO:**

Fletcher introduced the District's new Chief Financial Officer, Micki Nichols. Nichols provided a brief biography. Fletcher stated that once a new Chair of the Advisory Committee has been established, Nichols will sit with them to go over expectations for the Committee.

### **DISTRICT UPDATES:**

#### **Operations Report**

Hooper reported on the following:

- Staffing changes - Edinger returned to the floor as a full-time Communications Specialist and Focht was promoted to the Training and Certification Coordinator.
- Currently have one full-time Lead Dispatcher, 11 full-time Communications Specialists and no current part-time employees.
- Trainees Newman and Warren both successfully completed training.
- One applicant is scheduled to start on November 13<sup>th</sup>; she is a soft lateral with a little less than a year experience at Newberg-Dundee 911.
- Hiring for entry level Communications Specialists will open this month; lateral hiring is always open.
- Staff participated in several training and community events since the May meeting.
- Developing some new in-house training using Power DMS, which is a public safety software platform.

### **EQUIPMENT AND TECHNOLOGICAL BREIFING**

Hughes reported on the following:

- Working with the MAJCS group, SHPD and CRFR on designing the new MDC layout; this facelift is expected to roll out in the next couple of months.
- Looking to bring some of the CAD hardware into the District's facility so users and dispatch have a faster connection.

Pricher asked about IOS and Android support for MDCs. Hughes stated that it will be about five years before the full mobile suite is on Android and IOS.

### **DIRECTOR REPORT:**

Fletcher noted that the tech team has also completed winter preparations at all radio sites. This includes all preventative maintenance of the equipment and generators (i.e. fuel, etc.).

#### **Radio System:**

##### **Meissner Site Construction:**

Fletcher reported that the civil portion of the work has been completed. A meeting was held this morning to discuss coordinating the transfer of the equipment from the old shelter to the new shelter and the installation of all the antennas and equipment on the tower; there should be no impact to users. The District's legal counsel is working on new co-location agreements.

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

Fletcher stated that the Meissner site is the last microwave upgrade to complete. Now that the tower has been constructed, Fletcher has been speaking with MNI Networks and Day Wireless RF to complete the installation of the new radios and antennas for that site.

### **NextGen Radio System:**

Fletcher reported that Federal Engineering has completed the basis of an RFP. The document was developed from all the input that was received from our users. It was submitted to Motorola earlier this month. Fletcher expects to see a proposal from Motorola around the second week of December. Federal Engineering will then score the proposal. Then Federal Engineering will return to the Board to give their review of the submission, their scoring, and their recommendation. This presentation from Federal Engineering is expected to take place sometime in early January.

### **Customer Premise Equipment (CPE) Replacement Project:**

Fletcher stated that this is directly related to the 9-1-1 phone system. This replacement is long overdue. The equipment is here and being staged in the extension. Training will begin in mid-November and cutover is on schedule to take place in the first week in December.

### **Portland Dispatch Center Consortium (PDCC):**

Fletcher stated that the PDCC is made up of about 10 different emergency communications centers in this UASI region. PDCC owns a CAD-to-CAD enterprise service bus that connects all of those PSAPs together. PDCC sent out an RFP this last year for a resiliency study and report. Mission Critical Partners won that bid and has been going around to the 10 PSAPs to do an evaluation of our vulnerabilities and risks and determine how we would recover from those.

Fletcher and Hughes met with Mission Critical Partners a couple weeks ago. They will come back to the group with a draft report sometime in January or February.

### **Other:**

Fletcher and Hooper attended the annual ODOT/Public Safety Winter Preparation meeting on the 10<sup>th</sup>. It looks as if it's going to be a very wet fall and winter.

### **ELECTION OF ADVISORY COMMITTEE POSITIONS continued:**

Pricher moved and Steinweg seconded to table this until an emergency meeting or next quarter's meeting can be scheduled, either by email or survey to where the majority of the committee members can be present to choose a Chair and co-Chair. Motion carried unanimously.

### **ROUNDTABLE:**

No comments were made.

### **Announcements:**

The next meeting is scheduled to be held on January 30, 2024.

12:32pm Meeting adjourned.

Respectfully submitted,

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Maryjo E. Beck

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Date approved