

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Board of Directors Regular Meeting
December 21, 2023

MEETING CALLED TO ORDER: Board President Anderson called the Board of Directors Regular Meeting to order on Thursday, December 21, 2023, at 9:01a.m. at the C911CD Meeting Room, St. Helens, Oregon and via Zoom.

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

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

GUESTS PRESENT: Kathy Fink
Michael Peterkin, Peterkin Burgess
Tyler Miller, Scappoose City Councilor

Roll call was done.

PUBLIC COMMENT:
No public comment was made.

ADDITIONS TO AGENDA:
No additions were made to the agenda.

APPOINTMENT OF NEW ADVISORY COMMITTEE MEMBER:
Fletcher stated that the following new Advisory Committee member needs to be appointed:

- Emergency Management: Corey Padrón – primary (Shawn Brown will remain as the alternate)

Heimuller moved and Hennessy seconded to appoint the new Advisory Committee member as presented.

FINANCIAL REPORTS:
Acceptance of Budget Variance Report – October and November:
Heimuller moved and Holsey seconded to accept the Budget Variance Reports for the months of October and November as presented. Motion carried unanimously.

APPROVAL OF MINUTES:
October 19, 2023 Board of Directors Regular Meeting Minutes:
Heimuller noted a grammatical error on page three under member comments.

Heimuller moved and Holsey seconded to approve the 10/19/23 Board of Directors Regular Meeting minutes as corrected. Motion passed unanimously.

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Approval of Expenditures:

Heimuller inquired about Suburban's propane cost. Discussion followed. Nichols has reached out to competitors to get quotes and is waiting for a response. Anderson suggested determining service time if we have an immediate need and looking at the option to have a modular gauge that's cellular and would indicate status of the tank fuel level at any given time.

Heimuller moved and Holsey seconded to approve the expenditures for the months of October (\$349,427.42) and November (\$317,007.31) as presented. Discussion followed. Motion carried unanimously.

Motion to Transfer Funds:

Holsey moved Heimuller seconded to transfer \$800,000 from the General Fund to the Equipment Reserve Fund and \$300,000 from the General Fund to the Facilities Reserve Fund as appropriated in the 2023-2024 fiscal year budget. Motion carried unanimously.

Approval of 2021-2022 Audit:

Nichols stated that it was a clean audit. She has reached out to Pauly Rogers to begin the 2022-2023 audit. Discussion followed revaluating services.

9:25a.m. Hasenkamp arrived.

Holsey moved and Hennessey seconded to approve the 2021-2022 Audit as presented. Motion carried unanimously.

OPERATIONS MANAGER REPORT:

Hooper reported on the following:

- Hiring for Communications Specialists opened in November and will close December 31st. Lateral hiring remains open.
- New hire, Jolene Botchie, started November 13th and is doing well. She has already gone through DPSST and is medical dispatch certified, but with less than two years dispatching experience so she is considered a 'soft' lateral.
- All staff received training on the new 9-1-1 phone system at the end of November and beginning of December leading up to the cut over on December 6th. It went really well, and staff is happy with the new configuration, which is not that different than the previous system.
- Two staff members (Brogli and Duran) attended a free OEM training for Homeland Security Exercise and Evaluation Program (HSEEP). (Focht attached some information on this training to Hooper's report).
- Work continues on the Power DMS products. The training portion is almost in full practice; very happy with it.
- Two staff members (T. Edinger and Warren) participated in Shop with a Cop.

Hooper expressed appreciation for those staff members who are away from their families and working during the holidays.

TECHNICAL MANAGER REPORT:

Hughes reported on the following:

- Continuing to wait on quotes for an AV controller for the TVs and getting speakers for more clear room audio in the MICC.

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- Oregon Department of Transportation's (ODOT) radio equipment has been successfully upgraded.
- Working on getting quotes to upgrade the administration phone system.
- As noted by Hooper, the Motorola Vesta 9-1-1 phone system upgrade was successfully completed.
- Metro Area Joint CAD System (MAJCS) – CAD was successfully updated. The group updated the operating system of the servers that host CAD, and the mobile user group met again to discuss the new MDC interface.

Fletcher expressed his sincere appreciation to Hooper, Hughes and Lavine for their hard work on the 9-1-1 system upgrade; it was a huge project.

OLD BUSINESS:

Radio System –

Meissner Site Improvement:

Fletcher stated that the Meissner site is complete other than the migration of our equipment from the old shelter to the new shelter, and the work on the tower. We're in the process of coordinating that migration with Day Wireless.

Microwave Upgrades – Phase 3:

Fletcher reported that part of the migration mentioned above includes the completion of the Phase 3 microwave upgrade at the Meissner site.

NextGen Radio Project:

Nothing new at this time.

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

Discussed previously in the manager's reports.

Portland Dispatch Center Consortium (PDCC) Resiliency Study and Recommendations:

Fletcher reported that there is no update at this time. He will meet with the vendor/contractor in two weeks.

SDAO Conference – February 8-11, 2024

Fletcher stated that the SDAO Conference is scheduled to be held in Seaside, February 8-11, 2024. Beck has made registered Board members who've expressed interest in attending and made accommodation reservations as well.

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. Hennessy stated that she is planning on attending.

NEW BUSINESS:

Nothing at this time.

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

9:47a.m. Into Executive Session, public dismissed

11:49a.m. Out of Executive Session

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Heimuller moved and Hennessy seconded to approve Resolution 23-06 in the matter of Ratifying Board Actions, Declaring an Emergency and Continuing the LMR System Project as discussed. Motion carried unanimously.

Agenda Items – January Meeting:

Nothing additional. Hasenkamp noted that he may be unavailable for January's meeting.

OTHER BUSINESS AND MEMBERS COMMENTS:

Hennessy: Happy holidays and Merry Christmas! Stay safe and see you next year!

Heimuller: Thanked Peterkin for his help in assisting the Board; appreciate his work. Thanked staff for all their work on the 9-1-1 phone system upgrade. Thanked Nichols for helping to educate the Board on the new accounting system. Merry Christmas and Happy New Year!

Holsey: No comment.

Hasenkamp: Thanked everyone for their hard work. Glad to see that we're able to send this information out to other vendors to have a look at the specifications – a good move, moving forward.

Anderson: Thanked everyone – very constructive meeting. Wished everyone happy holidays!

Next meeting is scheduled for Thursday, January 25th at 9:00a.m. at C911CD and via Zoom.

11:58a.m. Board Adjourned.

Respectfully submitted,

Maryjo E. Beck

Date Approved