

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Quarterly Advisory Committee Meeting
July 27, 2021

AGENCY REPRESENTATIVE	NAME	HERE	ABSENT
Clatskanie RFPD	CFD		X
Columbia City PD	CCPD		X
Columbia Co. Emergency Mgmt. – Shaun Brown	CCEM	Zoom	
Columbia Co. Sheriff's Dept. – Ryan Murphy	CCSO/CPD	X	
CRFR – Chief Medina/Lt. Tim Hennigan	CRFR	X	
Scappoose RFPD – Chief Jeff Pricher	SFD	Zoom	
Mist Birkenfeld RFPD	MBFD		X
Oregon Dept. of Forestry – Malcolm Hiatt	ODF	X	
Oregon State Police	OSP		X
Rainier PD	RPD		X
St. Helens PD – Chief Brian Greenway	SHPD	X	
Scappoose PD – Chief Norm Miller	SPD	X	
Metro West – Mike Sargent	MW	Zoom	
Vernonia RFPD	VFD		X
Vernonia PD	VPD		X
Columbia Co. Public Works – Mike Russell	CORD	X	

STAFF PRESENT: Mike Fletcher, Nancy Edwards, Lara Marzilli, Nathan Hughes, Chandra Egan, Maryjo Beck

GUESTS PRESENT: Tyler Miller, citizen

OPENING / INTRODUCTIONS / ADDITIONS TO THE AGENDA:

Russell called the meeting to order Tuesday, July 27th at 12:04pm. Introductions were made.

Fletcher added Oregon State Awards Announcement to the agenda under District Updates.

MINUTES APPROVAL – January 26, 2021:

Medina moved and Norm Miller seconded to approve the minutes of the January 26, 2021 Advisory Committee Meeting as presented. Motion carried unanimously.

ANNUAL APPOINTMENT OF COMMITTEE MEMBERS AND ALTERNATES:

Fletcher stated that on Thursday, July 22nd the Board approved to renew the terms of expiring members of the Advisory Committee, with the addition of Chris Carey and Shaun Brown into their positions for Emergency Management as presented. Fletcher inquired if members had any changes. Russell noted that Columbia County Roads and Parks should be Columbia County Public Works, and he does not have an alternative at this time.

ELECTION OF ADVISORY COMMITTEE POSITIONS:

Fletcher stated that currently Mike Russell is the Chair and Brain Greenway is the Vice Chair; these positions are elected annually.

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Hiatt nominated and Medina seconded Russell continue as Chair. Motion carried unanimously.

Pricher nominated and Hiatt seconded Medina as Vice Chair. Motion carried unanimously.

DISTRICT UPDATES:

Operations Report

Marzilli reported on the following:

- A new hire started on July 29th and we're projecting to hire another applicant on September 1st.
- A hiring recruitment is in process at this time and will be closing on August 30th.

Oregon State Awards Announcement:

Fletcher proudly announced that the District and multiple staff members were nominated and awarded the following Oregon APCO state awards:

- **Commitment to Excellence Award** – Heidi Vaughn, Tracy Edinger, Dannell Hooper, Chandra Egan, Kaysha Comfort, Alex Edinger, Wendi Farley, Teonna Johnson, Merx Lavine, Jerod Leloff, Kirby Focht, Matthew Bennett, Gibson Coy, Dahnrae Duran, Kim Whanger and Lara Marzilli – Columbia 9-1-1 Communications District;
for their demonstrated commitment to the principles of excellence in 9-1-1 Telecommunications through their efforts and actions in partnership with Resuscitation Quality Improvement (RQI). C911CD has been labeled as a "RQI Trailblazer" as the first PSAP in the United States to act as a pilot program that has since been implemented to multiple PSAP's across the country. RQI staff have demonstrated through QA/QI statistics that C911CD's participation in the RQI program has provided substantial contribution to the overall improvement and successful operation of the 9-1-1 center and most importantly, to the citizens it serves.
- **Technology Award** – Nathan Hughes;
for recognition based on the contributions he has made to the staff of C911CD, the District facilities and multiple public safety agencies that we serve.
- **Manager of the Year Award** – Nancy Edwards;
for recognition of her 26 years of exemplary service to the Columbia 9-1-1 Communications District, its staff and to the citizens of the County for which we serve.

Fletcher stated that staff will be officially recognized at an awards banquet held during the annual Oregon APCO/NENA fall conference in September. Members congratulated staff. Fletcher stated that he is working on putting out press releases for these awards.

EQUIPMENT AND TECHNOLOGICAL BRIEFING

Hughes reported on the following:

- Work continues on the District's security system; it's almost complete.
- The lights in the District facility have been replaced with LED lights that have motion detection, so they come on and shut off automatically.
- The District's network upgrade was completed a couple of months ago.

Fletcher noted that each office went from having a single IP port to six ports. The carpet was replaced, and the interior of the facility was painted as well.

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DIRECTOR REPORT:

Radio System:

Dixie Mountain:

Fletcher stated that this past spring the Federal Aviation Administration (FAA) gave the District approval to move into the Dixie Mountain facility. The FAA would like an updated list of the proposed equipment that the District intends to place at the site. That list has been compiled and forwarded to the FAA for their review. Fletcher stated that once we receive approval, equipment will be moved to the site.

NextGen Radio System:

Fletcher stated that he had a conference call with Federal Engineering (FE) last Friday to go over some follow up questions. FE's report is complete and going through their internal QA/QI process. Fletcher is expecting to receive the first draft sometime next week. Once he reviews it, he will return it to FE with any questions he has. When those questions have been addressed, the report will come back to Fletcher and then will be pushed out to the work group for review. FE would like to receive the final updates by August 3rd. There will be a work group meeting with FE on August 12th to go over any questions and comments. A presentation will be given by FE to the C911CD Board of Directors on September 23rd; Fletcher will be forwarding invites to members and encouraged everyone to attend.

Meissner Site Improvement:

Fletcher reported that the District received the permits for construction at the Meissner site this week. The construction manager is working on the request for proposal (RFP) for the civil construction, which should be ready to publish very soon. Fletcher stated that we should be getting the tower sometime in September.

Tow Contracts:

Fletcher stated that he sent out a meeting request to all law enforcement agencies for this Friday to discuss tow issues, especially abandoned vehicles, in Columbia County.

Ambulance Service Area (ASA)

Fletcher reported that he has been working with the county EMS providers in developing the ASA contracts. This project has stalled as we're still looking for assistance on getting the boundaries defined between Scappoose and Multnomah County, as well as the boundaries between Clatskanie Fire and Mist-Birkenfeld Fire.

Columbia Heights:

Fletcher stated that the District had a long-term zero dollar lease with Day Wireless for the Columbia Heights radio site in exchange for major upgrades in 2004. The lease has expired, and we've been in negotiations with them to renew it. The new rate is about \$28,000 a year, so staff has been researching alternate sites to relocate. Fletcher has spoken to Cowlitz county about locating at one of their sites. The C911CD Board approved a radio frequency study to be done at that site to ensure there wouldn't be any unintended issues if we located there. In turn, Cowlitz is interested in locating at our upgraded Meissner site.

Job Descriptions:

Fletcher stated that staff has begun the process of reviewing every job description in the agency; they need to be updated and reformatted. It's good practice to be consistent and fully understand each position's role within the District.

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Fletcher noted that the District's GIS Specialist, Cindi Foley, will be retiring at the end of August after 11 years of service. A hiring process was conducted and one of our Lead Dispatchers, Dannell Hooper, was selected and will be moving into that position.

ROUNDTABLE:

- Pricher: Will talk to Fletcher offline regarding ASA boundaries. Congrats on the awards! Great to have 9-1-1 as a partner, appreciate our participation at the various meetings and all that staff does.
- Medina: Congratulated 9-1-1 on the awards staff received. Noted that all the efforts put forward by 9-1-1 to assist his agency is so appreciated. This award recognition is well deserved.
- Murphy: Looking forward to the meeting on Friday regarding the tow issues.
- Hiatt: The microwave that ODF has been planning on migrating to through the Green Mountain link, is on indefinite hold due to the fires. Numerous towers that burned down last summer are in the process of being repaired or replaced and with the fires so far this year, things are just way behind.
- Miller: Congratulated 9-1-1 on the awards – well deserved! Working on their new MDC project; appreciate the help with that. Keep up the good work!
- Fletcher: By statute the District is required to have this meeting. He asked for members input for ways to increase participation. Norm Miller suggested continuing the hybrid in-person/Zoom meeting. Medina agreed, enhancing remote ability. Fletcher asked if the Outlook invite is helpful. Hiatt likes the Outlook invite and having the meeting quarterly. Russell agreed, the Outlook invite is helpful along with a reminder.
- Brown: Congratulated 9-1-1 on their awards! Agreed that the meeting invite is helpful. Looking forward to Phase II of the project that includes the communications plan for the county.
- Sargent: No comment.
- Russell: Have a safe summer!

No other comments were made.

Announcements:

The next meeting is scheduled to be held virtually on Zoom October 26th.

12:47pm Meeting adjourned.

Respectfully submitted,

Maryjo E. Beck

Date approved