

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT

Business Phone: (503) 397-7255 Fax: (503) 366-7196

BOARD OF DIRECTOR'S REGULAR MEETING

Date: **May 28, 2026**

Time: **9:00 a.m.**

Location: 58611 McNulty Way, St. Helens and via Zoom

BUDGET HEARING

Call to Order

Flag Salute

Roll Call

Open Fiscal Year 2026-2027 Budget Hearing

Public / Member Comment (*maximum of 3 minutes each*)

Adjourn

REGULAR AGENDA

Call Regular Meeting to Order

Additions to Agenda

Approval of **May 20, 2026** (April) Regular Meeting Minutes

Financial Reports (April's Budget Variance / Expenditures deferred to June meeting)

Operations Manager Report

Technical Manager Report

Executive Director Report

Old Business:

Radio System

- Radio Project Update

Executive Director Evaluation

SDAO Training / Team Building / Policies

- Policy Chapter 4 Board Member Duties and Responsibilities
- Amendment of Policy Chapter 10 Public Contracting Rules to Comply with ORS 279B.070
 - Amended Resolution #26-03

Other

New Business:

Approval of Amended Employment Agreement for Peterkin Burgess

Other Business and Member Comments

Executive Session

ORS 192.660(2)(h) Legal Counsel

ORS 192.660(2)(i) Performance Evaluation of Public Officers and Employees

Agenda Items – **June 29, 2026 (Budget Adoption)**

Adjournment

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Board of Directors Regular (April) Meeting
May 20, 2026

MEETING CALLED TO ORDER: Board President Flatt called the Board of Directors Regular (April) Meeting to order on Wednesday, May 20, 2026, at 9:00a.m. at the C911CD Meeting Room, St. Helens, Oregon and via Zoom.

MEMBERS PRESENT: Jeff Flatt, Shelley Hennessy, Brian Tiani, Tyler Miller, Mark Pacheco

Staff Present: Jeremy Hipes, Maryjo Beck, Merx Lavine,
Nathan Hughes
Dannell Hooper, Chandra Egan (Zoom)

Attorney(s) Present: Heather Van Meter, Miller Nash (Zoom)

GUESTS PRESENT: Jason Kester, Day Wireless
Spencer Salley, Day Wireless
Nancy Reed
Amy(Zoom)
Ava Cado (Zoom)

Flag salute and roll call were done.

PUBLIC COMMENT:

There were no public comments.

ADDITIONS TO AGENDA:

There were no additions to the agenda.

APPROVAL OF MINUTES:

March 26, 2026 Regular Meeting, March 31, 2026 Special Meeting and April 7, 2026 Personnel Committee Meeting and May 7, 2026 Second Budget Meeting Minutes February 26, 2026 Regular Meeting Minutes:

Miller moved and Pacheco seconded to approve the 03/26/26 Regular Meeting, 03/31/26 Special Board Meeting, 04/07/26 Personnel Committee Meeting and 05/07/26 Budget Meeting minutes as presented. Motion carried unanimously.

FINANCIAL REPORTS:

Acceptance of Budget Variance Report – March and Approval of Expenditures – March:

Pacheco moved and Tiani seconded to accept the Budget Variance Report and the Expenditures for March (\$405,959.34) as presented. Discussion occurred regarding Visa transaction details. Motion carried with Hennessy, Tiani, Pacheco and Flatt voting aye; Miller abstained.

OPERATIONS MANAGER REPORT:

Hooper reported on the following:

Training

- Trainees Hadley and Barlow continue to progress well through the intermediate training phase.

Staffing

- Candidate expected to begin employment on May 18th did not pass one of the final steps of the hiring process.
- Several interviews are scheduled for next week as recruitment efforts continue.

Community Engagement

- Staff focused on preparations for Law Enforcement Appreciation Week (May 10-16) and Fire/EMS Appreciation Week (May 17-23).
- Foct posted several acknowledgements to our public safety partners and continues community outreach on social media.

Public Records

- Public record requests continue at a steady pace.

Miscellaneous

- All staff certifications are current.

TECHNICAL MANAGER REPORT:

Hughes reported on the following:

Radio System

- Additional vendor outreach continues regarding radio system repair and improvement proposals.
- Staff will be meeting with Communications NW to review project options and pricing. Silke Communications was also contacted for pricing but has not responded yet.
- Staff are coordinating repairs to the Vernonia radio site gate and reviewing protective fencing options at Bald Hill to protect site cabling.

MAJCS

- CAD upgrade testing continues as staff evaluate newer versions and system functionality.
- Testing includes workflow review, mobile data terminal updates, and operational configuration adjustments in preparation for a future system upgrade.

Corey Hill HVAC Replacement Proposal:

Replacement options were reviewed for the aging HVAC units at Corey Hill - one unit is currently inoperable and both units are beyond expected service life. Staff requested quotes from several vendors; however, only Columbia NW Heating & Air Conditioning (Columbia NW) and Hybrid responded. Discussion occurred regarding replacement options, long-term planning, redundancy needs, budget impacts, and operational considerations.

Pacheco moved and Tiani seconded to approve replacement of one HVAC unit through Columbia NW in an amount not to exceed \$18,645, including contingency, and to request consideration of price matching. Motion carried unanimously.

EXECUTIVE DIRECTOR REPORT:

Hipes listed the meetings he attended and provided additional explanation regarding participation in regional disaster preparedness and emergency alerting work groups. He noted these meetings support coordination, resource sharing, and emergency preparedness planning throughout the region.

Minutes of the Board of Directors Regular Meeting, 05/20/26

Community Improvement Program (CIP) / Congressionally Directed Spending (CDS) Funding:

Hipes reported that the District's Congressional Directed Spending request through the offices of Senators Merkley and Wyden advanced past the initial review stage and moved forward for secondary consideration. The request seeks approximately \$2 million for radio infrastructure improvements. Staff noted that the funding amount and approval remain uncertain, with additional legislative review and potential inclusion in a future spending bill anticipated later this year. If awarded, funding decisions are expected around December.

Discussion also occurred regarding grant requirements and financial documentation needed to support future funding opportunities. Miller emphasized the importance of maintaining current audits and financial records for grant eligibility. Hipes reported that the District's audits remain in progress and staff continue coordinating toward completion. Members also discussed reviewing future audit service options and maintaining ongoing evaluation of available providers and processes.

OLD BUSINESS:

Radio System:

Radio Project:

Discussion occurred regarding the ongoing radio infrastructure project and vendor proposals for system improvements. Hipes reported that staff reached out to additional vendors and reiterated that a meeting is scheduled with Communications Northwest to review available options, pricing, and project scope information. Members noted the importance of continuing the review process while also moving the project forward in a timely manner in response to operational needs and feedback received from partner agencies, including correspondence from the Fire Defense Board.

Board members discussed the importance of establishing clear project specifications, deliverables, and documentation standards to ensure consistency between vendor proposals and to support long-term project accountability. Additional discussion occurred regarding procurement processes, project oversight, and ensuring that future work includes measurable deliverables and appropriate testing standards. Hipes agreed that additional clarification and documentation would be beneficial prior to final project approval.

Following discussion, consensus was reached to table Resolution 26-03 until the next meeting to allow staff additional time to review procurement requirements, gather supplemental vendor information, and prepare more detailed project documentation for Board consideration. Hipes also agreed to continue reviewing historical maintenance records and preventative maintenance documentation to support future project planning and vendor discussions.

NEW BUSINESS:

Contract MOA Approval:

Hipes referred to the proposed one-year extension of the collective bargaining agreement between the District and the Columbia 9-1-1 Dispatchers Association. Hipes explained that the agreement included a wage adjustment structure tied to the outcome of the District levy election and the Consumer Price Index for Urban Wage Earners (CPI-W), with established minimum and maximum adjustment limits. The agreement would extend the current contract through June 30, 2027 and provide a 3% COLA wage adjustment.

Tiani moved and Pacheco seconded to approve the Memorandum of Agreement as presented. Discussion occurred regarding future bargaining approaches, including consideration of fixed percentage adjustments in future negotiations to support long-term budgeting and planning. Motion carried unanimously.

Minutes of the Board of Directors Regular Meeting, 05/20/26

Administrative Compensation Adjustment:

Hipes reported that administrative staff compensation has historically been reviewed alongside association wage adjustments and recommended a 3% adjustment for the current contract period. The Board discussed the proposal in conjunction with broader organizational compensation and classification review efforts.

Hipes reported that staff have begun exploring a formal classification and compensation study to review position responsibilities, comparable agency classifications, and long-term compensation alignment. He has reached out to human resources and classification review services, including organizations available through SDAO, to assist with evaluating administrative and operational positions. Members noted the importance of maintaining transparency, accountability, and consistency in compensation practices while ensuring position duties and classifications remain current.

Miller moved and Tiani seconded to approve the administrative compensation adjustment as requested. Discussion continued regarding organizational planning, staffing structures, and the value of conducting periodic classification reviews as part of ongoing policy and budget development. Motion carried unanimously.

Website Update:

Hipes reported that the District is moving forward with a website upgrade to improve ADA compliance, accessibility, and usability. Discussion occurred regarding website hosting options, costs, migration considerations, and comparison with other government website providers (i.e. EvoGov). Staff agreed to continue evaluating available options and pricing structures.

ECEVUTIVE SESSION:

No Executive Session was needed.

OTHER BUSINESS AND MEMBERS' COMMENTS:

- Tiani: Thanked staff and dispatch personnel for their continued dedication and service.
- Hennessy: Expressed well wishes to Nichols during her recovery and thanked staff for their continued work and support. Stated that work obligations prevented her attendance at the budget meetings and expressed concern regarding public discussion of her absence. Noted that she reviewed the meetings afterward, was aware of partner agency concerns regarding the radio project and commented that several Board-level matters were discussed during the budget meetings. Expressed concern regarding the context and manner in which some discussions were presented publicly.
- Pacheco: Expressed appreciation to staff, administration, and Board members for their continued efforts and collaboration in moving the organization forward. Recognized Hipes for his responsiveness and work in coordinating and submitting grant application revisions to maintain eligibility for CIP consideration. Hipes acknowledged Day Wireless for providing critical information on short notice that assisted with the timely submission of the proposal. Expressed appreciation to Mark for his support during the process.
- Miller: Expressed the importance of clear project specifications, budget documentation, communication processes, and organizational planning. Encouraged continued review of policies, budgeting procedures, and classification studies to support transparency and long-term planning. Wished Nichols well during recovery.
- Flatt: Wished Nichols well. Expressed disappointment of the recent levy outcome, noted the economic challenges facing voters and the need for continued work moving forward. Appreciation was also expressed to Day Wireless representatives for their participation

Minutes of the Board of Directors Regular Meeting, 05/20/26

and ongoing efforts, with an emphasis on focusing on future improvements and collaboration.

Agenda Items – May 28th:

- Budget Hearing

Next meeting is scheduled for Thursday, May 28th at 9:00a.m. at C911CD and via Zoom.

10:28a.m. Board Adjourned.

Respectfully submitted,

Maryjo E. Beck

Date Approved



**COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS
OPERATIONS REPORT – MAY 2026 UPDATE**

To: Board of Directors
Jeremy Hipes, Executive Director
From: Dannell Hooper, Operations Manager

Communications Specialist Staffing (Represented by Dispatcher’s Association)

Position	Budgeted FTE	Actual FTE	Vacant FTE	Change Since Last Report	Reason for Change/Notes
Lead Dispatchers	3.0	2.0	1.0	No Change	-
Full-Time Communications Specialists	13.0	7.0	4.0	No Change	-
Part-Time Communications Specialists	1.0	1.0	0.0	No Change	<i>Note:</i> 0.5 x 2 = 1.0 FTE
Full-Time Trainees	-	2.0	-	No Change	-
Total	17.0	12.0	5.0		-

Additional Operations Staff (Non-represented)

Position	Budgeted	Actual	Vacant	Change Since Last Report	Reason for Change
Training & Certification Coordinator	1.0	1.0	0	No Change	-

Training Program

*All staff are in compliance with all training and certification requirements.

Trainees	Status	DPSST Status	Notes
Hadley	Intermediate Training	Graduated 2/13/26	Positive reports on progress.
Barlow	Intermediate Training	Graduated 2/13/26	Positive reports on progress.

Training Team	Budgeted	Actual	Vacant	Change Since Last Report	Reason for Change
CTO’s	5.0	5.0	0	+1	Botchie returned to the program.
CTO Leads	1.0	1.0	0	No Change	2 Lead Dispatchers fill 1 budgeted CTO position.

Entry and Lateral Recruitment Progress Report 2025-2026: Pass / Eliminated / Withdrew

Month	App.	CJIS	C.	S.	Obs.	I.	B.G.	P.	M.	Hired	Notes
JUL 25	20/3/0	20/0/0	10/10/0	8/2/0	7/1/0	6/0/1	5/1/0	2/3/0	2/0/0	2	Hadley, Barlow
AUG 25	10/1/0	10/0/0	5/1/4	2/3/0	2/0/0	1/0/0	0/1/0	-	-	-	-
SEP 25	5/0/0	5/0/0	3/2/0	2/1/0	2/0/0	2/0/0	2/0/0	0/2/0	-	-	-
OCT 25	6/2/0	4/0/0	1/3/0	1/0/0	1/0/0	0/1/0	-	-	-	-	-
NOV 25	8/0/0	8/0/0	3/5/0	2/1/0	2/0/0	1/0/0	1/0/0	0/1/0	-	-	-
DEC 25	10/3/0	10/3/0	3/6/0	3/0/0	3/0/0	2/1/0	1/0/1	0/1/0	-	-	-
JAN 26	6/1/0	6/0/0	4/2/0	3/1/0	2/0/0	1/1/0	1/0/0	0/1/0	-	-	-
FEB 26	4/3/0	4/0/0	3/1/0	1/2/0	1/0/0	1/0/0	0/1/0	-	-	-	-
MAR 26	21/0/0	20/1/0	8/8/4	6/2/0	6/0/0	TBD	TBD	TBD	TBD	TBD	6 Interviews 5/26
APR 26	5/0/0	4/1/0	2/3/0	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
MAY 26	Incoming										

*Current: Lost candidate who was due to start May 18th.

Recruitment Table Key:

- **App.** Application Review
- **CJIS** Criminal History/Security Check
- **C.** Critical Skills Testing
- **S.** Select Advantage Personality Assessment
- **Obs.** Dispatch Observation
- **I.** Panel Interview
- **B.G.** Background Investigation (Started after conditional job offer to candidate.)
- **P.** Psychological Evaluation
- **M.** Medical: DPSST F2Ta Physical, Hearing, Vision and Drug Screening.

Note: Information about current open positions and corresponding job descriptions can be found on the district's website <https://www.columbia911.com/jobs>

Community Engagement

- Social media presence remains consistent.
- Everbridge, Columbia Alert Network: Registration on the district's website.
 - <https://www.columbia911.com/general/page/columbia-alert-network-can>

MISCELLANEOUS

- Spring training successful.
- Dispatch staff continue contributing to Standard Operating Guidelines (SOG) updates.
- May appreciation Weeks.
 - Law Enforcement Appreciation Week: May 10th-16th
 - EMS Appreciation Week: May 17th-23rd

2026 PUBLIC SAFETY RECOGNITION

During National Police Week and National EMS Week, Columbia 911 Communications District extends our sincere appreciation to the Law Enforcement, Fire, and EMS personnel who serve our communities with dedication, professionalism, and compassion each day. This month, members of our dispatch staff and administration visited agencies throughout our jurisdiction to personally recognize and thank them for their continued partnership and commitment to public safety. Focht created personalized posts for our Columbia 911 Facebook page to further share our recognition and appreciation. Columbia 911 staff are proud to work alongside these outstanding responders as we collectively provide the highest level of service to our communities.

Public Records

- 2026 Year-to-date requests received: **351**

ACRINYM DEFINITIONS

- APCO – Association of Public-Safety Communications Officials
- CTO – Certified Training Officer
- CJIS – Criminal Justice Information Services
- DPSST – Department of Public Safety Standards and Training
- EMD – Emergency Medical Dispatch
- F2Ta – Final Report Communicator Medical Examination – Oregon
- FTE – Full-Time Equivalent
- NENA – National Emergency Number Association
- SOP– Standard Operating Procedures
- SOG – Standard Operating Guidelines
- TAC – Terminal Agency Coordinator
- TBD – To Be Determined

Technical Manager



TO: Board of Directors
Jeremy Hipes, Executive Director

FROM: Nathan Hughes, Technical Manager

SUBJECT: May 2026 Update

- Radio System
 - We reached out to Communications NW and Silke Communications to look at providing additional quotes on the work Day Wireless quoted. We are schedule to meet with Communications NW to discuss the project.
 - The vehicle gate at Corey Hill in Vernonia was successfully repaired
 - We are looking at solutions to keep livestock away from the cabling at the Bald Hill radio site.
 - We are working with Columbia NW to replace the HVAC Bard Unit at Corey Hill.
- MAJCS
 - Issues in CAD version 25.12 have been identified. MAJCS has installed version 25.13 for testing. Our timeline is still Fall 2026.
 - The MAJCS team is making progress configuring the new system to ease the transition.
- Audio recorder
 - We are working with our audio recording vendor, Equature, to refresh the audio recorder hardware as part of our maintenance contract. The current hardware has reached end of life. This will be scheduled sometime in June or July.
- Website
 - Our current website vendor, CivicPlus, has informed us that the website platform is being deprecated and we need to upgrade to their newest platform, Web Central. The first year will be discounted to what we are currently paying (\$3,773.86) but will increase in 2027 to \$5,300.
 - We have reached out to EvoGov to provide a quote to host our website.
- Network
 - We have the new firewall set up on a testbench for configuration and will be installing it shortly.

Executive Director's Report for May 2026



TO: Board of Directors
FROM: Jeremy Hipes, Executive Director
SUBJECT: May 2026 Board Report

Meetings attended:

- Portland Dispatch Consortium
- MAJCS Management Meeting
- LCRTOA Meeting
- Special Board Meeting
- Fire Defense Board
- ASA Meeting
- HSEM Committee
- Spring Staff Meeting
- OR Alert Governance Committee
- First Responders Meeting (St Helens School District)
- Lower Columbia River JOG
- River Safety Task Force

Out of Office:

Out of office - June 1st-June 3rd – Limited email or cell phone access



Bald Hill



Preventive Maintenance Inspection

Kris Hoag Technician
2/3/2026 Date

Base Radio Identification

Channel Name	F1 FIRE	F2 MEDNET	F3 TAC3	F4 TAC4	L1 LAW	L2 SUPPORT	L3 CHAT	L5 COMMON
Model #	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A
Serial Number	474CDF0148	474CDF0152	474CDF0130	474CLX0003	474CLX0007	474CDF0115	474CDF0133	474CDF0140
Transmit Frequency	154.13	153.875	153.1775	154.875	154.785	154.71	154.83	154.355
PL / Code	NA	NA	NA	NA	NA	NA	NA	NA
Receive Frequency	159.15	157.4925	156.015	157.4775	158.97	158.8125	155.865	158.88
PL / Decoder	162.2 Hz/5B	146.2 Hz/4B	162.2 Hz/5B	192.8 Hz/7A	141.3 Hz/4A	146.2 Hz/4B	162.2 Hz/5B	173.8 Hz/6A

Versions

Firmware Version	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004
Codeplug Version	3	3	3	3	3	3	3	3

Transmit Tests

Power setting in RSS	75 W	75 W	75 W	75 W	100 W	100 W	50 W	75 W
Frequency Error	-1 Hz	-1 Hz	0.6 Hz	0.6 Hz	0.7 Hz	-0.7 Hz	-0.9 Hz	-0.6 Hz
Power Out at Repeater	70.2 W	69.8 W	79 W	78.5 W	63-109 W	95.2 W	48.7 W	75.4 W
Reflected Power at Repeater	0.2 W	0.01 W	0.02 W	0.02 W	0.25 W	0.08 W	0.06 W	0.04 W
Power Out at Combiner	13.3 W	13.6 W	13.8 W	14.9 W	13-18 W	16.8 W	9.5 W	13.9 W
Reflected Power at Combiner	0.1 W	0.04 W	0.1 W	0.1 W	0.2 W	0.2 W	0.2 W	0.1 W
Combiner Insertion Loss	7.22 -dB	7.10 -dB	7.58 -dB	7.22 -dB	#VALUE! -dB	7.53 -dB	7.10 -dB	7.34 -dB

Receive Tests

RX Level at Station	-120 dBm	-119 dBm	-127 dBm	-120 dBm	-123 dBm	-119 dBm	-122 dBm	-123 dBm
RX Level at Multicoupler	-124 dBm	-124 dBm	-127 dBm	-123 dBm	-125 dBm	-123 dBm	-120 dBm	-124 dBm
RX Level ISO-T with load at Multicoupler	-87 dBm	-81 dBm	-90 dBm	-86 dBm	-89 dBm	-87 dBm	-84 dBm	-88 dBm
RX Level ISO-T with antenna at Multicoupler	-79 dBm	-77 dBm	-78 dBm	-80 dBm	-80 dBm	-77 dBm	-77 dBm	-82 dBm

Wireline Settings

RX Status Tone Offset	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB
RX Wireline Level	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB
RX LB Adjust	0.3 dB	0.4 dB	0.4 dB	0.4 dB	0 dB	0.3 dB	0.4 dB	0.4 dB
RX HB Adjust	0.7 dB	0.8 dB	0.7 dB	0.7 dB	0 dB	0.7 dB	0.7 dB	0.7 dB

Station Diagnostic

Internal Systems Test	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed
-----------------------	--------	--------	--------	--------	--------	--------	--------	--------

Station Tools

Check / Set Date & Time	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Clear Error Logs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Transmit Antenna Sweep

Tx Antenna	#1	#2	Notes
VSWR	Pass	Fail	LMR400 RF cable needs to be replaced with hardline, lightning protection and grounding. Can see evidence of cows rubbing/scratching on the tower base, rubbed through cables, cables loose as well. Needs further troubleshooting.
Return Loss	Pass	Fail	
Cable Loss	Fail	Fail	
Distance to Fault / Return Loss	Pass	Fail	

Receive Antenna Sweep

Rx Antenna	#1	N/A	Notes
VSWR	Pass		Needs further troubleshooting.
Return Loss	Pass		
Cable Loss	Fail		
Distance to Fault / Return Loss	Fail		

Test Equipment

Description	Mfr	Model #	Serial #	Cal Date
Service Monitor	Viavi	CX300	1000000402	4/28/2025
Watt Meter	Bird	5017D	214000583	4/28/2025
Phase Stable Line Sweep Test Cable	Bird	606318	6075-008	4/28/2025
Tx & Rx Test Cables	RF Industries	-.3dB loss each		

Notes

Tx Antennas are corner load Dipoles on the West leg of the West tower facing West @ 15ft, LMR400 cable 132ft & 102ft from combiner. Coax for both antennas will need to be replaced with Hardline.

Rx antenna is on the West leg of the East tower facing Northeast @ 15ft, 1/2 Hardline cable 70ft from Multicoupler.

L1 LAW repeater Tx power out fluctuates, will need further troubleshooting.

Recommend a new Tx Combiner, insertion loss is double what it should be. Half the loss equates to double the RF power being transmitted out.



Clatskanie

Preventive Maintenance Inspection



Kris Hoag

Technician

2/5/2026

Date

Base Radio Identification

Channel Name	F1 FIRE	F2 MEDNET	F3 TAC3	F4 TAC4	L1 LAW	L2 SUPPORT	L3 CHAT	L5 COMMON
Model #	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A
Serial Number	474CDF0145	474CDF0151	474CDF0113	474CDF0138	474CLX0005	474CDF0132	474CDF0137	474CDM0199
Transmit Frequency	154.13	153.875	153.1775	154.875	154.785	154.71	154.83	154.355
PL / Code	NA	NA	NA	NA	NA	NA	NA	NA
Receive Frequency	159.15	157.4925	156.015	157.4775	158.97	158.8125	155.865	158.88
PL / Decoder	162.2 Hz/5B	146.2 Hz/4B	162.2 Hz/5B	192.8 Hz/7A	141.3 Hz/4A	146.2 Hz/4B	162.2 Hz/5B	173.8 Hz/6A

Versions

Firmware Version	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004
Codeplug Version	3	3	3	3	3	3	3	3

Transmit Tests

Power setting in RSS	75 W	38 W	60 W	38 W	65 W	65 W	38 W	38 W
Frequency Error	-0.8 Hz	-0.5 Hz	-0.5 Hz	-0.6 Hz	-0.5 Hz	-0.5 Hz	-0.6 Hz	-0.6 Hz
Power Out at Repeater	72.3 W	35.6 W	55.4 W	34.3 W	62.7 W	59.6 W	34.5 W	34.7 W
Reflected Power at Repeater	0.09 W	0.02 W	0.3 W	0.04 W	0.03 W	0.03 W	0.03 W	0.02 W
Power Out at Combiner	34.9 W	17.2 W	24.2 W	14.9 W	27.2 W	27.3 W	16.4 W	17.7 W
Reflected Power at Combiner	0.95 W	0.2 W	0.5 W	0.4 W	0.8 W	0.8 W	0.6 W	0.07 W
Combiner Insertion Loss	3.16 -dB	3.16 -dB	3.60 -dB	3.62 -dB	3.63 -dB	3.39 -dB	3.23 -dB	2.92 -dB

Receive Tests

RX Level at Station	-123 dBm	-124 dBm	-122 dBm	-122 dBm	-124 dBm	-122 dBm	-121 dBm	-120 dBm
RX Level at Multicoupler	-115 dBm	-118 dBm	-120 dBm	-120 dBm	-124 dBm	-123 dBm	-119 dBm	-119 dBm
RX Level ISO-T with load at Multicoupler	-79 dBm	-85 dBm	-79 dBm	-87 dBm	-89 dBm	-87 dBm	-79 dBm	-83 dBm
RX Level ISO-T with antenna at Multicoupler	-79 dBm	-86 dBm	-79 dBm	-87 dBm	-88 dBm	-87 dBm	-79 dBm	-84 dBm

Wireline Settings

RX Status Tone Offset	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB
RX Wireline Level	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB
RX LB Adjust	0.4 dB	0.5 dB	0.3 dB	0.3 dB	0 dB	0.4 dB	0.3 dB	0.3 dB
RX HB Adjust	0.8 dB	0.7 dB	0.7 dB	0.8 dB	0 dB	0.7 dB	0.7 dB	0.7 dB

Station Diagnostic

Internal Systems Test	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed
Station Tools								
Check / Set Date & Time	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Clear Error Logs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Transmit Antenna Sweep

Tx Antenna	#1	#2	Notes
VSWR	Pass	Pass	Will need to follow-up with more troubleshooting.
Return Loss	Pass	Pass	
Cable Loss	Fail	Pass	
Distance to Fault / Return Loss	Pass	Pass	

Receive Antenna Sweep

Tx Antenna	1	N/A	Notes
VSWR	Pass		
Return Loss	Pass		
Cable Loss	Pass		
Distance to Fault / Return Loss	Pass		

Test Equipment

Description	Mfr	Model #	Serial #	Cal Date
Service Monitor	Viavi	CX300	1000000402	4/28/2025
Watt Meter	Bird	5017D	214000583	4/28/2025
Phase Stable Test Cable	Bird	606318	6075-008	4/28/2025
Tx & Rx Test Cables	RF Industries	-3db loss each		

Notes

Unknown Tx & Rx antennas height and type, 7/8" Hardline.

Pre-PM site power loss load test passed.



Columbia Heights

Preventive Maintenance Inspection



Kris Hoag Technician
2/12/2026 Date

Base Radio Identification

Channel Name	F1 FIRE	F2 MEDNET	F3 TAC3	F4 TAC4	L1 LAW	L2 SUPPORT	L3 CHAT	L5 COMMON
Model #	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A
Serial Number	474CDF0136	474CDF0120	474CDF0149	474CDF0126	474CLX0006	474CDF0141	474CDF0146	474CDF0128
Transmit Frequency	154.13	153.875	153.1775	154.875	154.785	154.71	154.83	154.355
PL / Code	NA	NA	NA	NA	NA	NA	NA	NA
Receive Frequency	159.15	157.4925	156.015	157.4775	158.97	158.8125	155.865	158.88
PL / Decoder	162.2 Hz/5B	146.2 Hz/4B	162.2 Hz/5B	192.8 Hz/7A	141.3 Hz/4A	146.2 Hz/4B	162.2 Hz/5B	173.8 Hz/6A

Versions

Firmware Version	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004
Codeplug Version	3	3	3	3	3	3	3	3

Transmit Tests

Power setting in RSS	40 W	90 W	90 W	90 W	90 W	90 W	90 W	60 W
Frequency Error	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz
Power Out at Repeater	38 W	86.3 W	83.1 W	87.27 W	90.5 W	88.2 W	84.9 W	55.1 W
Reflected Power at Repeater	0.05 W	0.25 W	0.45 W	0.27 W	0.38 W	0.21 W	0.22 W	0.22 W
Power Out at Combiner	18.7 W	42.6 W	37.5 W	40 W	36.9 W	36.8 W	39.6 W	26.6 W
Reflected Power at Combiner	0.15 W	0.15 W	0.15 W	0.15 W	0.15 W	0.15 W	0.15 W	0.15 W
Combiner Insertion Loss	3.08 -dB	3.07 -dB	3.46 -dB	3.39 -dB	3.90 -dB	3.80 -dB	3.31 -dB	3.16 -dB

Receive Tests

RX Level at Station	-120 dBm	-114 dBm	-122 dBm	-113 dBm	-121 dBm	-122 dBm	-120 dBm	-122 dBm
RX Level at Multicoupler	-122 dBm	-114 dBm	-117 dBm	-116 dBm	-117 dBm	-118 dBm	-116 dBm	-119 dBm
RX Level ISO-T with load at Multicoupler	-83 dBm	-79 dBm	-78 dBm	-78 dBm	-73 dBm	-81 dBm	-80 dBm	-82 dBm
RX Level ISO-T with antenna at Multicoupler	-87 dBm	-79 dBm	-82 dBm	-78 dBm	-76 dBm	-73 dBm	-80 dBm	-82 dBm

Wireline Settings

RX Status Tone Offset	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB
RX Wireline Level	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB
RX LB Adjust	0.3 dB	0.3 dB	0.4 dB	0.5 dB	0 dB	0.4 dB	0.4 dB	0.4 dB
RX HB Adjust	0.7 dB	0.8 dB	0.8 dB	0.7 dB	0 dB	0.7 dB	0.7 dB	0.8 dB

Station Diagnostic

Internal Systems Test	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed
-----------------------	--------	--------	--------	--------	--------	--------	--------	--------

Station Tools

Check / Set Date & Time	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Clear Error Logs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Transmit Antenna Sweep

Tx Antenna	#1	#2	Notes
VSWR	Pass	Pass	Needs further troubleshooting, most likely connectors.
Return Loss	Pass	Pass	
Cable Loss	Pass	Fail	
Distance to Fault / Return Loss	Pass	Pass	

Receive Antenna Sweep

Rx Antenna	#1	N/A	Notes
VSWR	Pass		Needs further troubleshooting, most likely connectors.
Return Loss	Pass		
Cable Loss	Fail		
Distance to Fault / Return Loss	Pass		

Test Equipment

Description	Mfr	Model #	Serial #	Cal Date
Service Monitor	Viavi	CX300	1000000402	4/28/2025
Watt Meter	Bird	5017D	214000583	4/28/2025
Phase Stable Line Sweep Test Cable	Bird	606318	6075-008	4/28/2025
Tx & Rx Test Cables	RF Industries	-.3dB loss each		

Notes

Tx antennas are dipoles at 70ft & 80ft on the South East leg facing South, 7/8" Hardline.

Rx antenna is at 100ft on the South East leg facing South East, 7/8" Hardline.

Pre-PM site power loss load test passed.

Preselector needs replacement with better filtering.



Corey Hill

Preventive Maintenance Inspection



Kris Hoag
2/4/2026

Technician
Date

Base Radio Identification

Channel Name	F1 FIRE	F2 MEDNET	F3 TAC3	F4 TAC4	L1 LAW	L2 SUPPORT	L3 CHAT	L5 COMMON
Model #	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A
Serial Number	474CDF0122	474CDF0135	474CDF0150	474CLX0004	474CLX0001	474CDF0116	474CDP0019	474CDF0119
Transmit Frequency	154.13	153.875	153.1775	154.875	154.785	154.71	154.83	154.355
PL / Code	NA	NA	NA	NA	NA	NA	NA	NA
Receive Frequency	159.15	157.4925	156.015	157.4775	158.97	1588125	155.865	158.88
PL / Decoder	162.2 Hz/5B	146.2 Hz/4B	162.2 Hz/5B	192.8 Hz/7A	141.3 Hz/4A	146.2 Hz/4B	162.2 Hz/5B	173.8 Hz/6A

Versions

Firmware Version	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004
Codeplug Version	3	3	3	3	3	3	3	3

Transmit Tests

Power setting in RSS	80 W	80 W	60 W	60 W	80 W	70 W	50 W	50 W
Frequency Error	-0.7 Hz	-1 Hz	0.5 Hz	0.6 Hz	-0.7 Hz	-0.8 Hz	-0.9 Hz	-0.6 Hz
Power Out at Repeater	77 W	75.2 W	61.1 W	60 W	83.4 W	69.7 W	45 W	48 W
Reflected Power at Repeater	0.07 W	0 W	0.05 W	0.05 W	0.07 W	0.05 W	0.04 W	0.04 W
Power Out at Combiner	38 W	36.7 W	27.6 W	27.4 W	36.4 W	32.9 W	24.8 W	25.3 W
Reflected Power at Combiner	0.02 W	0.3 W	0.03 W	0.02 W	0.02 W	0.06 W	1.7 W	0.2 W
Combiner Insertion Loss	3.07 -dB	3.12 -dB	3.45 -dB	3.40 -dB	3.60 -dB	3.26 -dB	2.59 -dB	2.78 -dB

Receive Tests

RX Level at Station	-124 dBm	-118 dBm	-124 dBm	-124 dBm	-120 dBm	-125 dBm	-124 dBm	-123 dBm
RX Level at Multicoupler	-127 dBm	-125 dBm	-124 dBm	-125 dBm	-124 dBm	-127 dBm	-124 dBm	-125 dBm
RX Level ISO-T with load at Multicoupler	-91 dBm	-89 dBm	-89 dBm	-89 dBm	-88 dBm	-90 dBm	-88 dBm	-89 dBm
RX Level ISO-T with antenna at Multicoupler	-86 dBm	-79 dBm	-83 dBm	-82 dBm	-82 dBm	-84 dBm	-81 dBm	-83 dBm

Wireline Settings

RX Status Tone Offset	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB
RX Wireline Level	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB
RX LB Adjust	0.3 dB	0.5 dB	0.3 dB	0.4 dB	0 dB	0.4 dB	0.4 dB	0.4 dB
RX HB Adjust	0.7 dB	0.7 dB	0.7 dB	0.7 dB	0 dB	0.7 dB	0.7 dB	0.7 dB

Station Diagnostic

Internal Systems Test	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed
-----------------------	--------	--------	--------	--------	--------	--------	--------	--------

Station Tools

Check / Set Date & Time	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Clear Error Logs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Transmit Antenna Sweep

Tx Antenna #	1	2	Notes
VSWR	Pass	Pass	
VNA Return Loss	Pass	Pass	
VNA Cable Loss	Pass	Pass	
Distance to Fault / Return Loss	Pass	Pass	

Receive Antenna Sweep

Tx Antenna #	1	N/A	Notes
VSWR	Pass		
Return Loss	Pass		
Cable Loss	Pass		
Distance to Fault / Return Loss	Pass		

Test Equipment

Description	Mfr	Model #	Serial #	Cal Date
Service Monitor	Viavi	CX300	1000000402	4/28/2025
Watt Meter	Bird	5017D	214000583	4/28/2025
Phase Stable Test Cable	Bird	606318	6075-008	4/28/2025
Tx & Rx Test Cables	RF Industries	-3db loss each		

Notes

The preselector needs to be replaced with a new window filter for better filtering.

Rx Antenna is an Omni at the top of the North leg @ 90ft, 1/2" Hardline.

The Tx antennas are Dipolares at 60ft and 50ft on the East leg facing East, 7/8" Hardline.



Columbia Courthouse

Preventive Maintenance Inspection



Kris Hoag
2/24/2026

Technician
Date

Base Radio Identification

Channel Name	F1 FIRE	F2 MEDNET	F3 TAC3	F4 TAC4	L1 LAW	L2 SUPPORT	L3 CHAT	L5 COMMON
Model #	CM200d	CM200d	CM200d	CM200d	CM200d	CM200d	CM200d	CM200d
Serial Number	751TL0690	751TL0742	751TL0693	751TL0787	751TL0788	751TL0780	751TL0781	751TL0789
Transmit Frequency	154.13	153.875	153.1775	154.875	154.785	154.71	154.83	154.355
PL / Code	NA	NA	NA	NA	NA	NA	NA	NA
Receive Frequency	159.15	157.4925	156.015	157.4775	158.97	158.8125	155.865	158.88
PL / Decoder	162.2 Hz/5B	146.2 Hz/4B	162.2 Hz/5B	192.8 Hz/7A	141.3 Hz/4A	146.2 Hz/4B	162.2 Hz/5B	173.8 Hz/6A

Versions

Firmware Version	R01.01.10.0002	R01.01.10.0002	R01.01.10.0002	R01.01.10.0002	R01.01.10.0002	R01.01.10.0002	R01.01.10.0002	R01.01.10.0002
Codeplug Version	08.03.11	08.03.11	08.03.11	08.03.11	08.03.11	08.03.11	08.03.11	08.03.11

Transmit Tests

Power setting in RSS	N/A W	W	W	W	W	W	W	W
Frequency Error	N/A Hz	Hz	Hz	Hz	Hz	Hz	Hz	Hz
Power Out at Repeater	N/A W	W	W	W	W	100 W	W	W
Reflected Power at Repeater	N/A W	W	W	W	W	W	W	W
Power Out at Combiner	N/A W	W	W	W	W	W	W	W
Reflected Power at Combiner	N/A W	W	W	W	W	W	W	W
Combiner Insertion Loss	N/A -dB	-dB	-dB	-dB	-dB	-dB	-dB	-dB

Receive Tests

RX Level at Station	-120 dBm	-120 dBm	-121 dBm	-120 dBm	-120 dBm	-121 dBm	-120 dBm	-120 dBm
RX Level at Multicoupler	-121 dBm	-120 dBm	-125 dBm	-126 dBm	-126 dBm	-127 dBm	-119 dBm	-119 dBm
RX Level ISO-T with load at Multicoupler	-88 dBm	-88 dBm	-86 dBm	-88 dBm	-89 dBm	-89 dBm	-84 dBm	-88 dBm
RX Level ISO-T with antenna at Multicoupler	-88 dBm	-87 dBm	-86 dBm	-87 dBm	-89 dBm	-89 dBm	-83 dBm	-88 dBm

Wireline Settings

RX Status Tone Offset	N/A dB	dB	dB	dB	dB	dB	dB	dB
RX Wireline Level	N/A dB	dB	dB	dB	dB	dB	dB	dB
RX LB Adjust	N/A dB	dB	dB	dB	dB	dB	dB	dB
RX HB Adjust	N/A dB	dB	dB	dB	dB	dB	dB	dB

Station Diagnostic

Internal Systems Test								
-----------------------	--	--	--	--	--	--	--	--

Station Tools

Check / Set Date & Time								
Clear Error Logs								

Transmit Antenna Sweep

Tx Antenna	#1	#2	Notes
VSWR			Rx Site
Return Loss			
Cable Loss			
Distance to Fault / Return Loss			

Receive Antenna Sweep

Rx Antenna	#1	N/A	Notes
VSWR	Pass		Due to RG58 cable being used.
Return Loss	Pass		
Cable Loss	Fail		
Distance to Fault / Return Loss	Pass		

Test Equipment

Description	Mfr	Model #	Serial #	Cal Date
Service Monitor	Viavi	CX300	1000000402	4/28/2025
Watt Meter	Bird	5017D	214000583	4/28/2025
Phase Stable Line Sweep Test Cable	Bird	606318	6075-008	4/28/2025
Tx & Rx Test Cables	RF Industries	-3dB loss each		

Notes

Found L3 @ -67dbm - fail, bnc jumper from radio to multicoupler not seated fully, corrected and tested better.



Dispatch

Preventive Maintenance Inspection



Kris Hoag
2/17/2026

Technician
Date

Base Radio Identification

Channel Name	F1 FIRE	F2 MEDNET	F3 TAC3	F4 TAC4	L1 LAW	L2 SUPPORT	L3 CHAT	L5 COMMON
Model #	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A
Serial Number	474CDF0114	474CDF0117	474CEX0119	474CDF0143	474CBP0184	474CDF0115	474CDF0133	474CDF0140
Transmit Frequency	154.13	153.875	153.1775	154.875	154.785	154.71	154.83	154.355
PL / Code	NA	NA	NA	NA	NA	NA	NA	NA
Receive Frequency	159.15	157.4925	156.015	157.4775	158.97	158.8125	155.865	158.88
PL / Decoder	162.2 Hz/5B	146.2 Hz/4B	162.2 Hz/5B	192.8 Hz/7A	141.3 Hz/4A	146.2 Hz/4B	162.2 Hz/5B	173.8 Hz/6A

Versions

Firmware Version	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004
Codeplug Version	3	3	3	3	3	3	3	3

Transmit Tests

Power setting in RSS	100 W	100 W	80 W	80 W	100 W	100 W	80 W	80 W
Frequency Error	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz
Power Out at Repeater	97.7 W	104.5 W	75.7 W	76 W	95.4 W	96.6 W	76 W	76.8 W
Reflected Power at Repeater	0.03 W	0.07 W	0.3 W	0.09 W	0.07 W	0.25 W	0.04 W	0.04 W
Power Out at Combiner	48.1 W	46.2 W	37.2 W	33.1 W	40.8 W	39.1 W	36.7 W	36.8 W
Reflected Power at Combiner	0.09 W	0.05 W	0.02 W	0.07 W	0.07 W	0.07 W	0.03 W	0.03 W
Combiner Insertion Loss	3.08 -dB	3.54 -dB	3.09 -dB	3.61 -dB	3.69 -dB	3.93 -dB	3.16 -dB	3.20 -dB

Receive Tests

RX Level at Station	-119 dBm	-122 dBm	-123 dBm	-124 dBm	-125 dBm	-126 dBm	-123 dBm	-125 dBm
RX Level at Multicoupler	-121 dBm	-122 dBm	-123 dBm	-124 dBm	-124 dBm	-125 dBm	-123 dBm	-125 dBm
RX Level ISO-T with load at Multicoupler	-84 dBm	-87 dBm	-88 dBm	-88 dBm	-85 dBm	-86 dBm	-89 dBm	-86 dBm
RX Level ISO-T with antenna at Multicoupler	-82 dBm	-87 dBm	-88 dBm	-88 dBm	-85 dBm	-86 dBm	-88 dBm	-85 dBm

Wireline Settings

RX Status Tone Offset	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB
RX Wireline Level	-2 dB	-2 dB	-6 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB
RX LB Adjust	0.4 dB	0.5 dB	0 dB	0.4 dB	0.3 dB	0.4 dB	0.4 dB	0 dB
RX HB Adjust	0.7 dB	0.8 dB	0 dB	0.7 dB	0.7 dB	0.7 dB	0.7 dB	0 dB

Station Diagnostic

Internal Systems Test	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed
-----------------------	--------	--------	--------	--------	--------	--------	--------	--------

Station Tools

Check / Set Date & Time	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Clear Error Logs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Transmit Antenna Sweep

Tx Antenna	#1	#2	Notes
VSWR	Pass	Pass	
Return Loss	Pass	Pass	
Cable Loss	Pass	Pass	
Distance to Fault / Return Loss	Pass	Pass	

Receive Antenna Sweep

Rx Antenna	#1	N/A	Notes
VSWR	Fail		After fix, cable loss test failed, will need further troubleshooting, site will need to be taken down.
Return Loss	Fail		
Cable Loss	Fail		
Distance to Fault / Return Loss	Fail		

Test Equipment

Description	Mfr	Model #	Serial #	Cal Date
Service Monitor	Viavi	CX300	100000402	4/28/2025
Watt Meter	Bird	5017D	214000583	4/28/2025
Phase Stable Line Sweep Test Cable	Bird	606318	6075-008	4/28/2025
Tx & Rx Test Cables	RF Industries	-.3dB loss each		

Notes

Found the Preselector amplifier bad, had to get a replacement from Bald Hill. Test results are post fix, Rx level was at around -50dBm on all channels.

Rx antenna system sweep failed, replaced 7/8" connector and PolyPhaser.

After fix, cable loss test failed, will need further troubleshooting, site will need to be taken down.



Green Mtn.

Preventive Maintenance Inspection



Kris Hoag
2/11/2026

Technician
Date

Base Radio Identification

Channel Name	F1 FIRE	F2 MEDNET	F3 TAC3	F4 TAC4	L1 LAW	L2 SUPPORT	L3 CHAT	L5 COMMON
Model #	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A
Serial Number	474CDM0197	474CDF0139	474CDF0147	474CDM0118	474CLX0002	474CDF0153	474CDF0121	474CDF0131
Transmit Frequency	154.13	153.875	153.1775	154.875	154.785	154.71	154.83	154.355
PL / Code	NA	NA	NA	NA	NA	NA	NA	NA
Receive Frequency	159.15	157.4925	156.015	157.4775	158.97	158.8125	155.865	158.88
PL / Decoder	162.2 Hz/5B	146.2 Hz/4B	162.2 Hz/5B	192.8 Hz/7A	141.3 Hz/4A	146.2 Hz/4B	162.2 Hz/5B	173.8 Hz/6A

Versions

Firmware Version	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004
Codeplug Version	3	3	3	3	3	3	3	3

Transmit Tests

Power setting in RSS	45 W	25 W	50 W	50 W	100 W	75 W	25 W	50 W
Frequency Error	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz	-0.6 Hz
Power Out at Repeater	43.6 W	23.7 W	47.7 W	47.8 W	103.9 W	69 W	23.9 W	47.8 W
Reflected Power at Repeater	0.08 W	0.3 W	0.1 W	0.03 W	0.1 W	0.05 W	0.07 W	0.1 W
Power Out at Combiner	19.9 W	10.4 W	20.7 W	19.7 W	42.3 W	28.5 W	10.9 W	21.9 W
Reflected Power at Combiner	0.3 W	0.15 W	0.5 W	0.6 W	0.5 W	0.6 W	0.3 W	0.3 W
Combiner Insertion Loss	3.41 -dB	3.58 -dB	3.63 -dB	3.85 -dB	3.90 -dB	3.84 -dB	3.41 -dB	3.39 -dB

Receive Tests

RX Level at Station	-121 dBm	-120 dBm	-122 dBm	-123 dBm	-122 dBm	-122 dBm	-124 dBm	-121 dBm
RX Level at Multicoupler	-117 dBm	-118 dBm	-120 dBm	-118 dBm	-123 dBm	-120 dBm	-118 dBm	-121 dBm
RX Level ISO-T with load at Multicoupler	-82 dBm	-90 dBm	-83 dBm	-91 dBm	-89 dBm	-87 dBm	-79 dBm	-87 dBm
RX Level ISO-T with antenna at Multicoupler	-82 dBm	-90 dBm	-84 dBm	-92 dBm	-89 dBm	-87 dBm	-77 dBm	-87 dBm

Wireline Settings

RX Status Tone Offset	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB
RX Wireline Level	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB
RX LB Adjust	0.3 dB	0.4 dB	0.3 dB	0.9 dB	0 dB	0.4 dB	0.4 dB	0.4 dB
RX HB Adjust	0.7 dB	0.8 dB	0.7 dB	0.9 dB	0 dB	0.7 dB	0.7 dB	0.8 dB

Station Diagnostic

Internal Systems Test	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed
-----------------------	--------	--------	--------	--------	--------	--------	--------	--------

Station Tools

Check / Set Date & Time	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Clear Error Logs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Transmit Antenna Sweep

Tx Antenna	#1	#2	Notes
VSWR	Pass	Pass	
Return Loss	Pass	Pass	
Cable Loss	Pass	Pass	
Distance to Fault / Return Loss	Pass	Pass	

Receive Antenna Sweep

Rx Antenna	#1	N/A	Notes
VSWR	Pass		
Return Loss	Pass		
Cable Loss	Pass		
Distance to Fault / Return Loss	Pass		

Test Equipment

Description	Mfr	Model #	Serial #	Cal Date
Service Monitor	Viavi	CX300	1000000402	4/28/2025
Watt Meter	Bird	5017D	214000583	4/28/2025
Phase Stable Line Sweep Test Cable	Bird	606318	6075-008	4/28/2025
Tx & Rx Test Cables	RF Industries	-.3dB loss each		

Notes

Pre-PM site power loss load test passed.

Tx antennas are on the South West leg @ 80ft & 90ft 7/8" Hardline.

Rx antenna is unknown height and leg 7/8" Hardline.



Haven Acres

Preventive Maintenance Inspection



Kris Hoag Technician
2/23/2026 Date

Base Radio Identification

Channel Name	F1 FIRE	F2 MEDNET	F3 TAC3	F4 TAC4	L1 LAW	L2 SUPPORT	L3 CHAT	L5 COMMON
Model #	CM200d	CM200d	CM200d	CM200d	CM200d	CM200d	CM200d	CM200d
Serial Number	751IQY1908	751ITL0744	751IQY2024	751IQY1909	751IQY1903	751IQY1902	751IQY2025	751IQY1905
Transmit Frequency	154.13	153.875	153.1775	154.875	154.785	154.71	154.83	154.355
PL / Code	NA	NA	NA	NA	NA	NA	NA	NA
Receive Frequency	159.15	157.4925	156.015	157.4775	158.97	1588125	155.865	158.88
PL / Decoder	162.2 Hz/5B	146.2 Hz/4B	162.2 Hz/5B	192.8 Hz/7A	141.3 Hz/4A	146.2 Hz/4B	162.2 Hz/5B	173.8 Hz/6A

Versions

Firmware Version	R01.00.30	R01.01.10.0002	R01.00.30	R01.00.30	R01.00.30	R01.00.30	R01.00.30	R01.00.30
Codeplug Version	06.03.07	08.03.11	06.03.07	06.03.07	06.03.07	06.03.07	06.03.07	06.03.07

Transmit Tests

Power setting in RSS	N/A W	W	W	W	W	W	W	W
Frequency Error	N/A Hz	Hz	Hz	Hz	Hz	Hz	Hz	Hz
Power Out at Repeater	N/A W	W	W	W	W	W	W	W
Reflected Power at Repeater	N/A W	W	W	W	W	W	W	W
Power Out at Combiner	N/A W	W	W	W	W	W	W	W
Reflected Power at Combiner	N/A W	W	W	W	W	W	W	W
Combiner Insertion Loss	N/A -dB	-dB	-dB	-dB	-dB	-dB	-dB	-dB

Receive Tests

RX Level at Station	-120 dBm	-119 dBm	-120 dBm	-121 dBm	-120 dBm	-120 dBm	-120 dBm	-119 dBm
RX Level at Multicoupler	-121 dBm	-121 dBm	-120 dBm	-121 dBm	-122 dBm	-121 dBm	-122 dBm	-121 dBm
RX Level ISO-T with load at Multicoupler	*Notes dBm	dBm	dBm	dBm	dBm	dBm	dBm	dBm
RX Level ISO-T with antenna at Multicoupler	*Notes dBm	dBm	dBm	dBm	dBm	dBm	dBm	dBm

Wireline Settings

RX Status Tone Offset	N/A dB	dB	dB	dB	dB	dB	dB	dB
RX Wireline Level	N/A dB	dB	dB	dB	dB	dB	dB	dB
RX LB Adjust	N/A dB	dB	dB	dB	dB	dB	dB	dB
RX HB Adjust	N/A dB	dB	dB	dB	dB	dB	dB	dB

Station Diagnostic

Internal Systems Test	N/A							
-----------------------	-----	--	--	--	--	--	--	--

Station Tools

Check / Set Date & Time	No	No	No	No	No	No	No	No
Clear Error Logs	No	No	No	No	No	No	No	No

Transmit Antenna Sweep

Tx Antenna	#1	#2	Notes
VSWR			Rx site.
Return Loss			
Cable Loss			
Distance to Fault / Return Loss			

Receive Antenna Sweep

Rx Antenna	#1	N/A	Notes
VSWR	Fail		Sweep failed all tests.
Return Loss	Fail		
Cable Loss	Fail		
Distance to Fault / Return Loss	Fail		

Test Equipment

Description	Mfr	Model #	Serial #	Cal Date
Service Monitor	Viavi	CX300	1000000402	4/28/2025
Watt Meter	Bird	5017D	214000583	4/28/2025
Phase Stable Line Sweep Test Cable	Bird	606318	6075-008	4/28/2025
Tx & Rx Test Cables	RF Industries	-.3dB loss each		

Notes

Rx antenna system sweep failed all tests, will require followup for more troubleshooting. Site will need to be taken down.



Meissner

Preventive Maintenance Inspection



Kris Hoag
2/10/2026

Technician
Date

Base Radio Identification

Channel Name	F1 FIRE	F2 MEDNET	F3 TAC3	F4 TAC4	L1 LAW	L2 SUPPORT	L3 CHAT	L5 COMMON
Model #	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A	T5766A
Serial Number	512CFZ0337	593CFR0005	593CFZ0336	512CFZ0330	512CFZ0332	512CFZ0334	512CFZ0335	512CFZ0331
Transmit Frequency	Rx Site	Rx Site	Rx Site	Rx Site	Rx Site	Rx Site	Rx Site	Rx Site
PL / Code	NA	NA	NA	NA	NA	NA	NA	NA
Receive Frequency	159.15	157.4925	156.015	157.4775	158.97	158.8125	155.865	158.88
PL / Decoder	162.2 Hz/5B	146.2 Hz/4B	162.2 Hz/5B	192.8 Hz/7A	141.3 Hz/4A	146.2 Hz/4B	162.2 Hz/5B	173.8 Hz/6A
Versions								
Firmware Version	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004	R003.03.004
Codeplug Version	3	3	3	3	3	3	3	3

Transmit Tests

Power setting in RSS	NA W	NA W	NA W	NA W	NA W	NA W	NA W	NA W
Frequency Error	NA Hz	NA Hz	NA Hz	NA Hz	NA Hz	NA Hz	NA Hz	NA Hz
Power Out at Repeater	NA W	NA W	NA W	NA W	NA W	NA W	NA W	NA W
Reflected Power at Repeater	NA W	NA W	NA W	NA W	NA W	NA W	NA W	NA W
Power Out at Combiner	NA W	NA W	NA W	NA W	NA W	NA W	NA W	NA W
Reflected Power at Combiner	NA W	NA W	NA W	NA W	NA W	NA W	NA W	NA W
Combiner Insertion Loss	#VALUE! -dB	#VALUE! -dB	#VALUE! -dB	#VALUE! -dB	#VALUE! -dB	#VALUE! -dB	#VALUE! -dB	#VALUE! -dB

Receive Tests

RX Level at Station	-122 dBm	-122 dBm	-121 dBm	-119 dBm	-121 dBm	-121 dBm	-122 dBm	-121 dBm
RX Level at Multicoupler	-115 dBm	-113 dBm	-115 dBm	-114 dBm	-115 dBm	-115 dBm	-116 dBm	-114 dBm
RX Level ISO-T with load at Multicoupler	-79 dBm	-77 dBm	-79 dBm	-76 dBm	-77 dBm	-75 dBm	-72 dBm	-71 dBm
RX Level ISO-T with antenna at Multicoupler	-78 dBm	-74 dBm	-80 dBm	-73 dBm	-76 dBm	-76 dBm	-71 dBm	-73 dBm

Wireline Settings

RX Status Tone Offset	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB	-13 dB
RX Wireline Level	-2 dB	-6 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB	-2 dB
RX LB Adjust	0 dB	0 dB	0 dB	0 dB	0 dB	0 dB	0 dB	0 dB
RX HB Adjust	0 dB	0 dB	0 dB	0 dB	0 dB	0 dB	0 dB	0 dB

Station Diagnostic

Internal Systems Test	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed
-----------------------	--------	--------	--------	--------	--------	--------	--------	--------

Station Tools

Check / Set Date & Time	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Clear Error Logs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Transmit Antenna Sweep

Tx Antenna	NA	NA	Notes
VSWR			Meissner is a Rx site.
Return Loss			
Cable Loss			
Distance to Fault / Return Loss			

Receive Antenna Sweep

Rx Antenna	#1	#2	Notes
VSWR	Pass	Pass	Will need to follow-up with more troubleshooting on the tower. Will need to follow-up with more troubleshooting on the tower.
Return Loss	Pass	Fail	
Cable Loss	Fail	Fail	
Distance to Fault / Return Loss	Pass	Pass	

Test Equipment

Description	Mfr	Model #	Serial #	Cal Date
Service Monitor	Viavi	CX300	100000402	4/28/2025
Watt Meter	Bird	5017D	214000583	4/28/2025
Phase Stable Line Sweep Test Cable	Bird	606318	6075-008	4/28/2025
Tx & Rx Test Cables	RF Industries	-.3dB loss each		

Notes

Pre-PM power loss load test failed, only the microwave equipment stayed on. No backup 24v power bank connected to radio equipment. No UPS in shelter.

Pre-PM, all channels were tested. L3 & F4 have no Tx to disp. Voter is disabled at the prime site for F4. There is no voter for L3 at the Prime Site.

Rx Antenna's #1 & #2 are Omni's at 70ft and 90ft on South East Leg.

A better Rx preselector & multicoupler is needed to improve Rx sensitivity.



Scappoose PD

Preventive Maintenance Inspection



Kris Hoag	Technician
3/3/2026	Date

Base Radio Identification

Channel Name	F1 FIRE	F2 MEDNET	F3 TAC3	F4 TAC4	L1 LAW	L2 SUPPORT	L3 CHAT	L5 COMMON
Model #	Radius CM200	Radius CM200	Radius CM200	Radius CM200	Radius CM200	Radius CM200	Radius CM200	Radius CM200
Serial Number	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
Transmit Frequency	NA							
PL / Code	NA							
Receive Frequency	159.15	157.4925	156.015	157.4775	158.97	158.8125	155.865	158.88
PL / Decoder	162.2 Hz/5B	146.2 Hz/4B	162.2 Hz/5B	192.8 Hz/7A	141.3 Hz/4A	146.2 Hz/4B	162.2 Hz/5B	173.8 Hz/6A

Versions

Firmware Version	NA							
Codeplug Version	NA							

Transmit Tests

Power setting in RSS	Rx Site	W	W	W	W	W	W	W	W
Frequency Error	Hz	Hz	Hz	Hz	Hz	Hz	Hz	Hz	Hz
Power Out at Repeater	W	W	W	W	W	W	W	W	W
Reflected Power at Repeater	W	W	W	W	W	W	W	W	W
Power Out at Combiner	W	W	W	W	W	W	W	W	W
Reflected Power at Combiner	W	W	W	W	W	W	W	W	W
Combiner Insertion Loss	#NUM!	-dB	#NUM!	-dB	#NUM!	-dB	#NUM!	-dB	#NUM!

Receive Tests

RX Level at Station	-121	-123	-122	-123	-121	-123	-122	-123	-123
RX Level at Multicoupler	-123	-123	-122	-122	-121	-123	-123	-123	-123
RX Level ISO-T with load at Multicoupler	-87	-87	-86	-86	-84	-86	-87	-87	-87
RX Level ISO-T with antenna at Multicoupler	-73	-73	-75	-73	-73	-74	-73	-73	-74

Wireline Settings

RX Status Tone Offset	NA	dB	dB	dB	dB	dB	dB	dB	dB
RX Wireline Level	NA	dB	dB	dB	dB	dB	dB	dB	dB
RX LB Adjust	NA	dB	dB	dB	dB	dB	dB	dB	dB
RX HB Adjust	NA	dB	dB	dB	dB	dB	dB	dB	dB

Station Diagnostic

Internal Systems Test								
-----------------------	--	--	--	--	--	--	--	--

Station Tools

Check / Set Date & Time								
Clear Error Logs								

Transmit Antenna Sweep

Tx Antenna	#1	#2	Notes
VSWR			Rx Site
Return Loss			
Cable Loss			
Distance to Fault / Return Loss			

Receive Antenna Sweep

Rx Antenna	#1	N/A	Notes
VSWR	Pass		RG58 coax is being used. Antenna showing very high Return Loss. More troubleshooting needed on antenna system.
Return Loss	Pass		
Cable Loss	Pass		
Distance to Fault / Return Loss	Fail		

Test Equipment

Description	Mfr	Model #	Serial #	Cal Date
Service Monitor	Viavi	CX300	100000402	4/28/2025
Watt Meter	Bird	5017D	214000583	4/28/2025
Phase Stable Line Sweep Test Cable	Bird	606318	6075-008	4/28/2025
Tx & Rx Test Cables	RF Industries	-3dB loss each		

Notes

Preselector for an MTR2000 is being used for the preselector. Better filtering is needed Multicoupler/Preselector.

New coax is needed to antenna, currently RG58. 100ft to antenna.

Quote



DAY
WIRELESS SYSTEMS
 4700 SE International Way
 Milwaukie, OR 97222
 503-659-1240
 ssalley@daywireless.com

Quote # 2130-3
 Date: 3/13/2026
 Expiration Date: 6/11/2026

To: Columbia 911 Communications
 58611 McNulty Way, St Helens, OR 97051

Jeremy Hipes
 (503) 366-6971
jhipes@columbia911.com

Day Wireless Contact		Project Name	Payment Terms	
Jason Kester		Columbia County 911 PMs	Net 30	
Parts & Materials				
QTY	Description	Price	Extended Price	
Scappoose PD				
1	DbSpectra Multicoupler	\$5,440.00	\$5,440.00	
1	EMR Preselector	\$725.00	\$725.00	
150	1/2" Foam Heliac Cable	\$2.45	\$367.50	
1	Misc Connectors, Snap-In's, etc	\$350.00	\$350.00	
1	Polyphaser	\$123.99	\$123.99	
2	Grounding	\$28.22	\$56.44	
Courthouse				
1	DbSpectra Multicoupler	\$5,440.00	\$5,440.00	
1	EMR Preselector	\$725.00	\$725.00	
Haven Acres				
1	DbSpectra Multicoupler	\$5,440.00	\$5,440.00	
1	EMR Preselector	\$725.00	\$725.00	
Dispatch				
1	DbSpectra Multicoupler	\$5,440.00	\$5,440.00	
1	EMR Preselector	\$725.00	\$725.00	
Meissner				
1	DbSpectra Multicoupler	\$5,440.00	\$5,440.00	
1	EMR Preselector	\$725.00	\$725.00	
Green Mtn				
1	DbSpectra Multicoupler	\$5,440.00	\$5,440.00	
1	EMR Preselector	\$725.00	\$725.00	
Corey				
1	DbSpectra Multicoupler	\$5,440.00	\$5,440.00	
1	EMR Preselector	\$725.00	\$725.00	
Clatskanie Mtn.				
1	DbSpectra Multicoupler	\$5,440.00	\$5,440.00	
1	EMR Preselector	\$725.00	\$725.00	
Bald Hill				
1	DbSpectra Multicoupler	\$5,440.00	\$5,440.00	
1	EMR Preselector	\$725.00	\$725.00	
2	Sinclair Combiner	\$15,000.00	\$30,000.00	
250	7/8" Coax	\$8.28	\$2,070.00	
2	Polyphaser	\$123.99	\$247.98	

6	Grounding	\$28.22	\$169.32
1	Dehydrator	\$7,784.09	\$7,784.09
Columbia Hgts			
1	DbSpectra Multicoupler	\$5,440.00	\$5,440.00
1	EMR Preselector	\$725.00	\$725.00
Equipment Total:			\$102,819.32
Labor			
Description of Work			Total
Columbia Hgts.			
REPLACE MULTICOUPLER & PRESELECTOR - CONTINUE TROUBLESHOOTING ANTENNA SYSTEM			\$5,100.00
Bald Hill			
REPLACE TX ANTENNAS, COMBINING EQUIP, AND DEHYDRATOR			\$15,300.00
Clatskanie Mtn			
REPLACE MULTICOUPLER & PRESELECTOR - CONTINUE TROUBLESHOOTING ANTENNA SYSTEM			\$5,100.00
Corey Hill			
REPLACE MULTICOUPLER & PRESELECTOR			\$1,700.00
Green Mtn			
REPLACE MULTICOUPLER & PRESELECTOR			\$1,700.00
Meissner			
REPLACE MULTICOUPLER & PRESELECTOR. CONTINUE TROUBLESHOOTING BOTH RX ANTENNA SYSTEMS			\$5,100.00
Dispatch			
REPLACE MULTICOUPLER & PRESELECTOR. CONTINUE TROUBLESHOOTING RX ANTENNA SYSTEM.			\$5,100.00
Haven Acres			
REPLACE MULTICOUPLER & PRESELECTOR. CONTINUE TROUBLESHOOTING RX ANTENNA SYSTEM.			\$3,400.00
Courthouse			
REPLACE MULTICOUPLER & PRESELECTOR.			\$1,700.00
Scappoose PD			
REPLACE MULTICOUPLER & PRESELECTOR. REPLACE COAX TO ANTENNA			\$3,400.00
Labor Total:			\$47,600.00
Other Expenses			
Description			Total
MANLIFT			\$1,500.00
PROJECT MANAGEMENT			\$8,000.00
MISC INSTALLATION EQUIPMENT			\$2,500.00
Other Total:			\$12,000.00
Grand Total:			\$162,419.32
Notes			

Quotation for goods and services named.

To Accept this quotation, sign here and return:

Date:

Thank you for your Business



39 International Way
 Longview, WA 98632
 360-423-3690
ssalley@daywireless.com

Quote

Quote # 2130-7
 Date: 3/20/2026
 Expiration Date: 6/18/2026

To: Columbia 911 Communications
 58611 McNulty Way
 St. Helens, OR 97051

Jeremy Hipes
 (503) 366-6971
jhipes@columbia911.com

Day Wireless Contact	Project Name	Payment Terms
Spencer Salley	Columbia 911 Antenna System Replacement	Net 30

Parts & Materials

QTY	Description	Price	Extended Price
Columbia Hgts			
1	TX Antenna	\$1,107.64	\$1,107.64
300	7/8" Hardline	\$8.37	\$2,511.00
2	Hoist Grip	\$26.37	\$52.74
2	Polyphaser	\$111.60	\$223.20
4	Grounding Kit	\$25.40	\$101.60
6	Tower Cable Snap-Ins	\$38.12	\$228.72
2	Tower Cable Stand-Off	\$69.93	\$139.86
8	7/8" Connector	\$19.67	\$157.36
8	Cold Shrink	\$22.63	\$181.04
1	RX Antenna	\$1,564.74	\$1,564.74
50	1/4" Superflex	\$1.71	\$85.50
16	1/4" Connector	\$20.78	\$332.48
Bald Hill			
2	TX Antenna	\$1,107.64	\$2,215.28
300	7/8" Hardline	\$8.37	\$2,511.00
3	Hoist Grip	\$26.37	\$79.11
3	Polyphaser	\$111.60	\$334.80
6	Grounding Kit	\$25.40	\$152.40
6	Tower Cable Snap-Ins	\$38.12	\$228.72
3	Tower Cable Stand-Off	\$69.93	\$209.79
8	7/8" Connector	\$19.67	\$157.36
12	Cold Shrink	\$22.63	\$271.56
1	RX Antenna	\$1,564.74	\$1,564.74
100	1/2" Hardline	\$2.00	\$200.00
1	1/2" Grounding	\$19.37	\$19.37
3	1/2" Snap-Ins	\$38.12	\$114.36
4	1/2" Connector	\$15.48	\$61.92
50	1/4" Superflex	\$1.71	\$85.50
16	1/4" Connector	\$20.78	\$332.48
Clatskanie			
1	TX Antenna	\$1,107.64	\$1,107.64
150	7/8" Hardline	\$8.37	\$1,255.50
1	Hoist Grip	\$26.37	\$26.37

1	Polyphaser	\$111.60	\$111.60
3	Grounding Kit	\$25.40	\$76.20
3	Tower Cable Snap-Ins	\$38.12	\$114.36
1	Tower Cable Stand-Off	\$69.93	\$69.93
4	7/8" Connector	\$19.67	\$78.68
4	Cold Shrink	\$22.63	\$90.52
50	1/4" Superflex	\$1.71	\$85.50
16	1/4" Connector	\$20.78	\$332.48
Corey Hill			
50	1/4" Superflex	\$1.71	\$85.50
16	1/4" Connector	\$20.78	\$332.48
Green Mtn.			
50	1/4" Superflex	\$1.71	\$85.50
16	1/4" Connector	\$20.78	\$332.48
Meissner			
2	RX Antenna	\$1,564.74	\$3,129.48
200	1/2" Hardline	\$2.00	\$400.00
2	Hoist Grip	\$26.37	\$52.74
2	Polyphaser	\$111.60	\$223.20
2	1/2" Grounding	\$19.37	\$38.74
6	1/2" Snap-Ins	\$38.12	\$228.72
2	Tower Cable Stand-Off	\$69.93	\$139.86
8	1/2" Connector	\$15.48	\$123.84
8	Cold Shrink	\$22.63	\$181.04
50	1/4" Superflex	\$1.71	\$85.50
16	1/4" Connector	\$20.78	\$332.48
Dispatch			
1	RX Antenna	\$1,564.74	\$1,564.74
150	7/8" Hardline	\$8.37	\$1,255.50
1	Hoist Grip	\$26.37	\$26.37
1	Polyphaser	\$111.60	\$111.60
3	Grounding Kit	\$25.40	\$76.20
3	Tower Cable Snap-Ins	\$38.12	\$114.36
1	Tower Cable Stand-Off	\$69.93	\$69.93
4	7/8" Connector	\$19.67	\$78.68
4	Cold Shrink	\$22.63	\$90.52
50	1/4" Superflex	\$1.71	\$85.50
16	1/4" Connector	\$20.78	\$332.48
Haven Acres			
1	RX Antenna	\$1,564.74	\$1,564.74
50	1/2" Hardline	\$2.00	\$100.00
1	Hoist Grip	\$26.37	\$26.37
1	Polyphaser	\$111.60	\$111.60
1	1/2" Grounding	\$19.37	\$19.37
3	1/2" Snap-Ins	\$38.12	\$114.36
1	Tower Cable Stand-Off	\$69.93	\$69.93
4	1/2" Connector	\$15.48	\$61.92
4	Cold Shrink	\$22.63	\$90.52
50	1/4" Superflex	\$1.71	\$85.50
16	1/4" Connector	\$20.78	\$332.48
Courthouse			

1	RX Antenna	\$1,564.74	\$1,564.74
50	1/2" Hardline	\$2.00	\$100.00
1	Polyphaser	\$111.60	\$111.60
1	1/2" Grounding	\$19.37	\$19.37
4	1/2" Connector	\$15.48	\$61.92
4	Cold Shrink	\$22.63	\$90.52
50	1/4" Superflex	\$1.71	\$85.50
16	1/4" Connector	\$20.78	\$332.48

Scappoose PD

1	RX Antenna	\$1,564.74	\$1,564.74
100	7/8" Hardline	\$8.37	\$837.00
1	Polyphaser	\$111.60	\$111.60
3	Grounding Kit	\$25.40	\$76.20
4	7/8" Connector	\$19.67	\$78.68
4	Cold Shrink	\$22.63	\$90.52
50	1/4" Superflex	\$1.71	\$85.50
16	1/4" Connector	\$20.78	\$332.48

Equipment Total: \$36,270.13

Labor

Description of Work		Total
Columbia Hgts		
REPLACE 1 OF 2 TX CABLE/CONNECTORS/ANTENNA. REPLACE RX CABLE/CONNECTORS/ANTENNA		\$12,000.00
Bald Hill		
REPLACE BOTH TX CABLE/CONNECTORS/ANTENNAS. REPLACE RX CABLE/CONNECTORS/ANTENNA		\$12,000.00
Clatskanie		
REPLACE TX CABLE/CONNECTORS/ANTENNA		\$4,500.00
Corey Hill		
REPLACE CABLE/CONNECTORS FROM RADIOS TO MULTICOUPLER.		\$1,500.00
Green Mtn		
REPLACE CABLE/CONNECTORS FROM RADIOS TO MULTI-COUPLER.		\$1,500.00
Meissner		
REPLACE BOTH RX CABLE/CONNECTORS/ANTENNAS		\$4,500.00
Dispatch		
REPLACE RX CABLE/CONNECTORS/ANTENNA		\$4,500.00
Haven Acres		
REPLACE RX CABLE/CONNECTORS/ANTENNA		\$3,000.00
Courthouse		
REPLACE RX CABLE/CONNECTORS/ANTENNA		\$3,000.00
Scappoose PD		
REPLACE RX CABLE/CONNECTORS/ANTENNA		\$0.00
REPLACE RX CABLE/CONNECTORS/ANTENNA		\$3,000.00
Labor Total:		\$49,500.00
Grand Total:		\$85,770.13

Notes

Not to Exceed Quote

Quotation for goods and services named.

To Accept this quotation, sign here and return:

Date:

Thank you for your Business

Board Member Duties and Responsibilities (Chapter 4)

Table of Contents

INTRODUCTION	3
EXECUTIVE DIRECTOR	3
BOARD CONDUCT	4
POWERS AND DUTIES OF THE BOARD	4
ELIGIBILITY FOR OFFICE	5
HOLDING OFFICE	5
OATH OF OFFICE	5
ORIENTATION	5
EDUCATION	5
RESIGNATION FROM OFFICE	6
VACANCIES IN OFFICE	6
ORGANIZATION OF THE BOARD; OFFICERS	6
DUTIES OF THE PRESIDENT	6
DUTIES OF THE VICE-PRESIDENT	6
DUTIES OF THE SECRETARY	6
DUTIES OF THE TREASURER	6
COMMITTEES	6
9-1-1 ADVISORY COMMITTEE	7
COMPENSATION AND EXPENSES	7
BOARD MEETINGS	7
DISTRIBUTION OF MATERIALS	8
MEETING PROCEDURES	8
QUORUMS	8
VOTING	8
PUBLIC COMMENT	9
FORMS OF ACTION	9
BEING AN EFFECTIVE BOARD MEMBER	9
SMOKING	9

Formatted: Centered

Formatted: Centered

PUBLIC CONTRACTING..... 9
ADMINISTRATIVE STAFF SPENDING AUTHORITY 10
ETHICS 10
 CONFLICTS OF INTEREST 10
 NO NEPOTISM 10
 PROHIBITED REGARDLESS OF DISCLOSURE..... 10
POLITICAL ACTIVITIES 11
 EXPRESSING POLITICAL VIEWS..... 11
 USE OF PUBLIC FUNDS 12
LIABILITY AND EXPOSURE 12
 TORT CLAIMS..... 12
 CONTRACTUAL LIABILITY 12

Formatted: DocID, Line spacing: single

Field Code Changed

I. INTRODUCTION. Columbia 911 Communications District (“Columbia 911” or “the District”) is an Oregon special district formed and authorized under Oregon Revised Statutes (“ORS”) 403.300 to 403.380. A special district is a local government entity, which is governed by an elected Board of Directors (“Board”). The District Board consists of five (5) members who are elected to serve staggered four (4)-year terms. Each member of the Board represents one of the following zones within Columbia County:

Zone 1 - Clatskanie 1, Clatskanie 2, Clatskanie 3, N. Clatskanie, S. Clatskanie, Marshland, Quincy, S. Delena, N. Delena, & Apiary

Zone 2 - Rainier 2, W. Rainier, Rainier 1, E. Rainier, Prescott, Goble, S. Deer Island, N. Deer Island, Columbia City, Yankton, & W. Yankton

Zone 3 - St. Helens 1, St. Helens 2, St. Helens 3, St. Helens 4, St. Helens 5, St. Helens 6, St. Helens 7, St. Helens 8, St. Helens 9, S. Milton, N. Milton & S. St. Helens

Zone 4 - Vernonia 1, Vernonia 2, Vernonia 3, Vernonia 4, Vernonia 5, S. Mist, N. Mist, Chapman, W. Chapman, S. Warren, N. Warren, S. McNulty, and N. McNulty

Zone 5 - Scappoose 1, Scappoose 2, Scappoose 3, Scappoose 4, E. Scappoose, S. Scappoose, Dutch Canyon, & Sauvie Island

District Board members are public officials who must act in the best interest of the public and are accountable to the District and the public through federal, state, and local laws. The primary duty and function of the Board of Directors is to establish governance policies for the District and exercise its powers enumerated under ORS 403.360. Policies must comply with all applicable federal, state, and local laws and regulations. If any policy, or a section of the policy, is found to conflict with any local, state, or federal law or regulation, such conflicting policy or section of the policy will be deemed void without further Board action.

II. EXECUTIVE DIRECTOR. The Executive Director reports to the Board and is responsible for implementing the Board's objectives. It is the policy of the Board to delegate to the Executive Director the responsibility for the day-to-day administration and oversight of the District's operations without undue interference from the Board. Also, the Executive Director is responsible for supervising District staff and for providing regular reports to the Board on significant operational matters concerning the District.

Individual Board members are expected to refrain from interfering with the duties and responsibilities of the Executive Director, including providing directions to the Executive Director without written authorization from the Board, and from directing or influencing the District's administrative staff.

III. BOARD CONDUCT. The Board is committed to providing leadership that fosters a safe, healthy, and dedicated workforce that delivers the highest-quality services to the District’s public safety partners and the public. The Board will prioritize the needs of Columbia County’s public safety agencies, the public, and District employees. The Board acknowledges that the Board’s primary responsibility is the formulation and evaluation of District policy. Routine administrative and operational matters are the responsibility of District staff. Board members’ conduct and expectations are more fully outlined below in Section XIII (Ethics).

A) **Communications:** Board members will recognize the dignity of each individual Board member, respect individual style, values, and opinions; encourage responsiveness; and prioritize attentive listening in its communications.

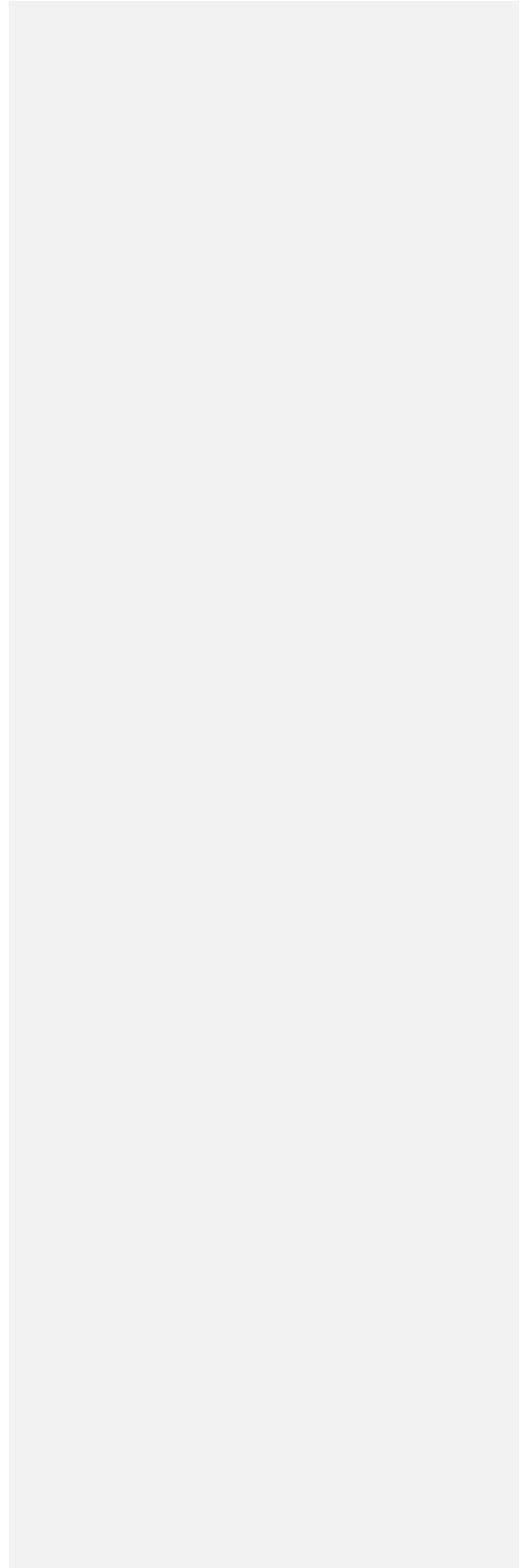
B) **Representative of the District:** If a ~~board~~Board member appears before another governmental agency or organization to give a statement on an issue relevant to the District, that member must state whether the statement reflects personal opinion, is the official position of the District, or both. Additionally, if the board member represents the District, he or she must support and advocate for the District’s official position on the issue.

C) **Governing the District:** The ~~board~~Board shall, to the extent possible, avoid involvement in the District’s day-to-day operations. Without prior ~~board~~Board approval, no member may interfere with or engage in District operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the ~~District manager~~Executive Director. If the ~~board~~Board determines that an exception is necessary and requests that a ~~board~~Board member become involved in District operations, the ~~board~~Board will clearly state in writing the ~~board~~Board member’s operational duties and functions, and the ~~board~~Board president and ~~district manager~~Executive Director shall agree to the arrangement before the ~~board~~Board member commences involvement.

IV. POWERS AND DUTIES OF THE BOARD. The powers and duties of the District are vested in the Board as the governing body. Its general powers are enumerated under ORS 403.360. Individual Board members have the right to attend and participate in board meetings, and to vote on matters before the Board; when duly appointed, to serve on District committees; and to communicate with members of the public about the District in their role as a Board member. The Board must speak with one voice. Individual Board members have no power to speak for the Board, whether to the public, an employee, or a contractor, for example. Individual Board members have no power to bind the District to any action or obligation unless specifically authorized to do so by a majority of the Board. Board members who act without proper authority are acting outside the “course and scope” of a

board member, which can result

4-2 January 2026



in personal and District liability.

The Board is responsible for ensuring that the District is administered in a manner that is consistent with all legal requirements and District policies, and within the adopted budget. Specific Board responsibilities include, but are not limited to, the following:

- Being familiar with all laws, including ethics laws, that apply to the District and the Board, and consulting with legal counsel when appropriate to advance the best interests of the District and protect the District and the Board from liability.
- Providing long-range, strategic, financial, infrastructure, and land mobile radio planning for the District to ensure uninterrupted services and its long-term stability;
- Establishing and interpreting District policies;
- Recruiting, selecting, and supervising the District's Executive Director, who is responsible, among other duties, for supervising other District staff;
- Conducting an annual performance review of the Executive Director that includes goal setting and salary review;
- In their decision-making, consider recommendations from the Executive Director in matters of policy relative to the District's administration and operations;
- In their decision-making, consider recommendations from the advisory committee relative to policy and budget;
- Serving on the District's Budget Committee, along with an equal number of appointed citizens;
- Ensuring regular, ongoing communication with the general public concerning the operations and needs of the District, including soliciting public input when appropriate.

V. ELIGIBILITY FOR OFFICE. As provided in ORS 403.310(2), only an “elector” residing within the District is qualified to serve on the Board, meaning that the candidate must be eligible to vote in Columbia County, Oregon. Additionally, as provided in ORS 403.340(3), any person seeking election for, or serving in, a position for a particular zone (whether elected or appointed) must reside within that zone. Board members must maintain eligibility throughout their term of office. Elections are conducted as provided in ORS chapter 255. No individual who is employed by the District in any capacity may serve on the District's Board of Directors pursuant to Board Resolution No. ~~15-01~~, [year 2015], as authorized by ORS 198.115.

Commented [A1]: Need year

Formatted: Highlight

VI. HOLDING OFFICE.

Oath of Office. Each newly elected or appointed Board member shall take an oath of office at a Board meeting prior to assuming the duties of the position.

Orientation. Before a new Board member takes office, existing Board members and administrative staff will orient the new member to the Board's responsibilities and restrictions as follows:

- New members will be invited to attend and participate without a vote in public Board meetings prior to being sworn in;
- New members will be invited to meet with the Executive Director for a briefing and tour of the public part of the District facilities, except the CJIS secured section of the building;
- Each new member will be provided with a link to the current Attorney General's Public Records and Meetings Manual; a current copy of the District's Policy Manual; copies of minutes from the previous six (6) Board meetings; a copy of the District's current budget; a copy of or a link to the Oregon Basic Budget Book; and a list of the current members of the Advisory Committee.

Education. To effectively carry out their duties, Board members are encouraged to attend appropriate conferences and training sessions to learn the importance, responsibilities, and restrictions of their position and to stay abreast of developments and changes as they occur. Board members are entitled to reimbursement for reasonable expenses incurred for tuition, travel, and lodging associated with training, educational courses, participation with professional organizations, and attendance at state, regional, and national conferences associated with the interests of the District.

Resignation from Office. A Board member may resign their seat on the Board before their term ends. A resignation is effective unless withdrawn in writing within three (3) business days of the resignation. After receiving a member's resignation, the Board will promptly start the process of filling the vacancy.

Vacancies in Office. Vacancies on the Board will be filled by appointment by a majority of the remaining Board members. The appointee will serve until a successor can be elected at the next regular District election.

VII. ORGANIZATION OF THE BOARD; OFFICERS. At the first Board meeting of each fiscal year, the Board will elect a President, Vice President, Secretary, and Treasurer. Once elected, each officer will assume office immediately and serve until the first Board meeting of the next fiscal year or until his or her successor is elected and qualified to serve. If the President of the Board resigns or is unable to perform the duties of the office for any reason, the Vice President of the Board shall automatically assume the position of President. For vacancies in any other office, the remaining Board members will vote to fill the vacancy at the next regular Board meeting.

Duties of the President. The President shall preside over meetings of the Board. It is the President's

responsibility to consult with the Executive Director on the preparation of each board meeting agenda. The President shall have the same right as other members of the Board to discuss and to vote on questions before the Board. The President may call special meetings of the Board consistent with Oregon's public meetings laws. The President shall sign official District documents on behalf of the Board. The President, together with the executive director, serves as the Board's primary contact with the District's legal counsel.

Duties of the Vice-President. In the President's absence, the Vice-President shall have the powers and duties of the President as prescribed by District policy.

Duties of the Secretary. The Secretary shall cause accurate minutes to be taken of each Board meeting, transcribed, and distributed to each Board member in a timely manner for review prior to approval. The Secretary shall maintain properly authenticated official minutes in chronological order. Any of the foregoing responsibilities may be delegated to staff members through the Executive Director.

Duties of the Treasurer. The Treasurer shall ensure that the District maintains accurate accounting and financial records. The Treasurer shall annually review the District's financial audit with District personnel before submitting it to the Board.

VIII. COMMITTEES. The President may create special committees and appoint members to those committees with the concurrence of the other Board members. It is the responsibility of each committee to research and study topics prior to bringing recommendations to the Board for final action. Committees created to advise or make recommendations to the Board are required to comply with all requirements of Oregon's public meetings laws.

9-1-1 Advisory Committee. The Advisory Committee was formed and continues to exist in accordance with ORS 403.380 to advise and assist the Board in carrying out the purposes of ORS 403.300 to 403.380. The committee shall comply with the statutory requirements set forth in ORS 403.380. The Advisory Committee is subject to the following non-exclusive requirements:

- The committee shall consist of one representative from each public or private safety agency member that resides within the District, which means the agency's principal place of business must exist within the District.
- Individuals who represent a public or private safety agency on the Advisory Committee will be appointed in compliance with ORS 403.380 and do not have to reside within the District so long as they are employed by the represented public or private safety agency.
- The Board of Directors is responsible for appointing members and alternate members to the committee.
- The committee shall meet not less than four times a year and shall convene at the

- request of the Board.
- The committee may adopt rules for the conduct of its meetings and proceedings.
- The following shall comprise an Advisory Committee quorum:
 - One Fire Representative
 - One Law Enforcement Representative
 - One Emergency Medical Representative
 - Or a minimum of five (5) Committee members
- The District's Executive Director or its designee shall serve as an ex officio member of the ~~committee~~committee.
 - No appointed committee member will be paid any salary or other remuneration for service on the ~~Advisory Committee~~Advisory Committee by the District.

IX. COMPENSATION AND EXPENSES. The District does not pay compensation to Board members for their service, including compensation permitted under ORS 198.190. The District will reimburse Board members for reasonable expenses incurred in performing official duties, mileage per diem when required to travel, the cost of District training, the standard meals, and the room rate per diem.

X. BOARD MEETINGS. Board members are empowered to make policy and legislative decisions for the District. At its regularly scheduled meeting each July, the Board will conduct an annual organizational meeting and establish the annual business requirements, including:

- Electing a President, Vice-President and Secretary, and Treasurer, who will each serve a one-year term;
- Appointing or reappointing a Budget Officer, Attorney(s) of Record, Auditor, and Insurance Agent of Record;
- Establishing a meeting schedule;
- Adopting organizational procedures for the ensuing year; and
- Schedule an update of the following policies, at a minimum:
 - Local Public Contracting Rules
 - Public Records Policy
 - Employee Policies; and
 - District Facility Security Policy

Distribution of Materials. District staff will provide information and materials to the Board with adequate time for review prior to the next regularly scheduled meeting, normally seven (7) days. The information will normally consist of:

- Board meeting agenda
- Prior Board meeting minutes
- Budget variance report
- District expenditures
- Executive Director's report
- Other reports or documentation for consideration

Meeting Procedures. Board meetings must comply with Oregon's public meetings laws, ORS 192.610-192.705. Board meetings are business meetings of the ~~board~~Board. With the exception of executive sessions, the public must be allowed to attend ~~board~~Board meetings unless specific circumstances exist that support lawful exclusion. The degree to which the public may participate in the meeting is within the discretion of the Board.

Quorums. The Board is comprised of five (5) Board members. A majority of three (3) members constitutes a quorum. A quorum must be present for the Board to take any official action. If only a quorum is present, a unanimous vote is required to take final action.

Voting. Approval by a majority of the entire membership of the Board (i.e., five positions) is required to approve a motion or adopt a resolution; a majority of a quorum is insufficient. Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention. The President of the Board is responsible for conducting the meeting and ensuring that business before the Board is done thoroughly and efficiently. Meetings shall be conducted in a manner that provides a full and fair opportunity for discussion of the issues. Any decision of the President may be overridden by a majority vote of the Board. Unless otherwise stipulated, the Board will follow meeting procedures modeled on Robert's Revised Rules of Order.

Public Comment. Unless otherwise allowed by the President, public comments will be limited to three (3) minutes per presenter. The President is responsible for managing public comment in a manner that gives equal time to each viewpoint so long as it does not interfere with the orderly conduct of the meeting. Any person causing an undue disruption or interfering with the orderly conduct of business may be asked to stop speaking and sit down. Any person who does not cease the disruption when asked to do so may be asked to leave the meeting room. Any person who fails to leave the meeting room when asked to do so may be treated as a trespasser and may be immediately reported to law enforcement for removal, an option that should be carefully considered

Forms of Action. Formal action of the Board may be taken by use of an ordinance, a resolution, or a motion.

- **Ordinances** are used to enact local laws that apply to District residents or users of District services. The authority to enact ordinances must be provided in Oregon statutes and must adhere to the adoption processes in ORS 198.510 to 198.600.
- **Resolutions** are used to establish a District-wide policy or position of the Board, or to approve significant actions such as borrowing money or adopting the annual budget.
- **Motions** are used to place a matter before the Board for consideration. Unlike ordinances and resolutions, a motion is a procedural device rather than a written document. Motions are used to initiate discussion and voting on day-to-day operational issues that do not require the more formal processes of a resolution or ordinance.

Formatted: Font: 12 pt
Formatted: Left, Indent: Left: 0.41", Hanging: 0.24", Right: 0.46", Space Before: 0 pt, Bulleted + Level: 1 + Aligned at: 0.39" + Indent at: 0.63", Tab stops: Not at 0.65" + 0.66"

Being an Effective Board Member. Unless excused, Board members are expected to attend all meetings and to participate in discussions and voting. Each elected Board member position is critical to shaping the decisions and actions of the District. It is important that each member be informed and remain up to date on District issues, laws, and legislative activities affecting the District and Board decisions. Additionally, the monthly briefing by the Executive Director provides important information needed for the Board to make appropriate decisions.

Smoking. Consistent with Oregon law, smoking of any kind is prohibited in any District building or during any public meeting of the Board.

Training Requirements.

The Oregon Government Ethics Commission (OGEC) has oversight and authority to enforce public meetings and ethics laws pertaining to public officials. Per ORS 192.700 (Annual Training Requirements), members of the governing board of a public body having annual expenditures of \$1 million or greater are required to complete an OGEC-administered or approved public meetings law training at least once during their term of office. Available trainings, registration and further information can be found on the Commission’s website, www.oregon.gov/ogec.

Formatted: Font: Bold
Formatted: Font: Bold

XI. PUBLIC CONTRACTING. Unless the Board formally delegates its duties, the District Board serves as the District’s Local Contract Review Board for purposes of Oregon’s Public Contracting Code, ORS chapters 279A, 279B, and 279C. The Board is responsible for ensuring that all District contracts are issued in compliance with these laws.

XII. ADMINISTRATIVE STAFF SPENDING AUTHORITY. The Board of Directors may authorize staff to spend District funds as needed to conduct the business of the District. The Board authorizes administrative staff to spend public funds consistent with the District’s adopted budget, subject to the following discretionary spending limits for any

purchase or contract:

- Executive Director: \$ 205,000.00
- Operations Manager: \$ 2,500.00
- Chief Financial Officer: \$ 2,500.00
- Technical Manger \$ 5,000.00
- Technology & Facilities Specialist: \$ 1,000.00
- ~~Training Coordinator~~ Training Coordinator: \$ 1,000.00
- Administrative Services Manager: \$ 2,000.00
- CAD Specialist \$ 1,000.00

Commented [A2]: The authority should be \$25,000 to be consistent with ORS 279B.070

XIII. ETHICS. As a public official, each Board member is required to adhere to the highest ethical standards of conduct in compliance with ORS chapter 244, Oregon’s Ethics Laws for Public Officials, which address the following:

- Prohibition on use of public position for personal financial gain or avoidance of personal cost
- Prevention of nepotism
- Conflicts of interest
- Receipt of gifts
- Statements of Economic Interest (for certain public officials)
- Compliance with public meetings laws

Conflicts of Interest. Before engaging in any discussion or taking any action in their official capacity, any Board member for whom the action could or will cause the member, or the member’s relative, or any business of the member or their relative, to obtain a private financial benefit or avoid a financial detriment ~~is~~ is required to publicly disclose either a potential or actual conflict of interest (whichever applies). This disclosure must be recorded in the meeting minutes. If an actual conflict exists, the member is required to recuse themselves from any discussion at the meeting and may not vote on that matter. If only a potential conflict, the member, after disclosing, may still discuss the matter and may still vote.

No Nepotism. A public official may not appoint, employ, promote, discharge, fire, or demote a relative or member of their household unless they comply with the conflict-of-interest provisions. They may, however, serve as a reference, provide recommendations, or perform other ministerial acts that are part of their normal job functions. A public official may not directly supervise a relative of the public official.

Prohibited Regardless of Disclosure. Under the Oregon Code of Ethics (ORS 244.040), the following are prohibited regardless of disclosure:

- Use of or an attempt to use official position for financial gains or to avoid financial detriment that would not otherwise be available but for the public

- official's holding of the official position or office
- Use of confidential information for personal gain
- Promises of future employment in exchange for an official action
- Receipts of gifts over \$50 in a calendar year received by a public official, relative, or member of their household from anyone who has a legislative or administrative interest in the business of the District

XIV. POLITICAL ACTIVITIES. Public employees may not, while on the job during working hours, promote or oppose election petitions, candidates, or ballot measures; nor may anyone require any employee to participate in any political activity. [ORS 260.432.] This prohibition does not apply to members of the Board, except that Board members may not use public funds to promote or oppose a ballot measure or candidate, or to support a political campaign, including their own. As a public employer, the District is required to post a notice that advises employees of their rights and duties regarding campaigning, as provided in ORS 260.432(3):

ATTENTION ALL PUBLIC EMPLOYEES:

The restrictions imposed by the law of the State of Oregon on your political activities are that “No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee; promote or oppose the appointment, nomination or election of a person to a public office; or promote or oppose the filing of or gathering of signatures on an initiative, referendum or recall petition or the adoption of a measure or the recall of a public office holder while on the job during working hours or while otherwise acting in the public employee’s official capacity as a public employee. However, this section does not restrict the right of a public employee to express personal political views, provided that a reasonable person would not infer that the views represent those of the public employer of the public employee.”

It is therefore the policy of the state and of your public employer that you may engage in political activity except to the extent prohibited by state law when on the job during working hours or while otherwise working in your official capacity as a public employee.

Expressing Political Views. Public employees have the right to express personal political views while on the job, provided it cannot be reasonably inferred that the employee is representing the views of the District or its ~~board~~Board, and provided doing so does not violate a policy that limits such expressions for a legitimate business purpose. See ORS 260.432(2). For example, the employee cannot affix campaign materials if the District restricts campaign materials from being affixed to any District equipment or facilities.

Use of Public Funds. Pursuant to ORS 294.100, the District may not use public funds to advocate for any candidate or ballot measure. Public funds may be used to provide factual information about proposed ballot measures, but may not attempt to influence voters in any manner.

XV. LIABILITY AND EXPOSURE

Tort Claims. Board members can be held individually liable for wrongful acts or omissions (i.e., negligence) of the Board if they are found to be acting outside their “course and scope” of their role as a Board member, or if they engage in intentional acts or willful or wanton neglect of duty. If the harm occurs when the Board member is acting within their course and scope (provided the Board member did not engage in intentional wrongdoing or willful and wanton neglect of duty), the Oregon Tort Claims Act requires the District to indemnify individual Board members from liability. The Oregon Tort Claims Act also imposes caps on the total damages the District may be liable for.

Contractual Liability. Only the Board has the authority to bind the District to a contractual obligation, and only the Board may delegate this authority. Districts are liable for breach of contract in the same way as any other person or entity. There is no statutory cap on this type of damage. Individual Board members can be held liable for contractual damages if they enter into a contractual relationship without authority from the Board.

4-11 January 2026