

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Board of Directors Regular Meeting
November 17, 2022

MEETING CALLED TO ORDER: Board President Holsey called the Board of Directors Regular Meeting to order on Thursday, November 17, 2022, at 9:00a.m. at the C911CD Meeting Room, St. Helens, Oregon and via Zoom.

MEMBERS PRESENT: Bruce Holsey, Rob Anderson, Jeff Flatt and Shelley Hennessy (in person)

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

GUESTS PRESENT: Tyler Miller, Scappoose City Councilor

Roll call was done.

PUBLIC COMMENT:

Miller reminded members about the Tait presentation that will be held November 29th from 1-4pm.

9:01a.m. Hennessy arrived.

ADDITIONS TO AGENDA:

No additions were made to the agenda.

APPROVAL OF OCTOBER 25, 2022 BOARD AND ADVISORY JOINT MEETING TRANSCRIPTION:

Anderson moved and Hennessy seconded to approve the 10/25/22 Board and Advisory Joint Meeting minutes as presented. Motion passed unanimously.

FINANCIAL REPORTS:

Acceptance of Budget Variance Report – October:

Anderson moved and Flatt seconded to accept the Budget Variance Report for the month of October as presented. Motion carried unanimously.

Approval of Expenditures:

Anderson moved and Flatt seconded to approve the expenditures starting with check #31056 through #31114 including the electronic payments in the amount of \$243,912.12. Motion carried unanimously.

OPERATIONS MANAGER REPORT:

Hooper reported on the following:

- A new hire is starting November 28th. Semi-lateral trainee, Lauren Brown, has finished training and will be on solo status as of today.
- There was one external inquiry (training).
- Staff participated in the Halloween trunk or treat event at the Fairgrounds; went really well.
- Fall training for the Operations staff has been completed, it was very successful.

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TECHNICAL MANAGER REPORT:

Hughes reported on the following:

- A MAJCS server update was successfully completed; only 10 minutes to take everything down and bring it back up.
- Continuing to work with Pano AI to possibly have a camera installed at Bald Mountain.
- The Technology and Facilities Specialist position has been filled and they will start next Monday.
- Carpets were professionally cleaned in dispatch. Fletcher noted that the consoles were also cleaned.

OLD BUSINESS:

Radio System:

Fletcher reported that radio site generator preventive maintenance is wrapping up; refueling is complete.

Bald Hill:

Fletcher reported that he received an update from Day Wireless this morning – they’re expecting parts to be delivered within the next two to four weeks.

Meissner Site Improvement:

Fletcher reported that Day Wireless is relocating the shelter to be staged at the site.

Haven Acres:

No update at this time.

Microwave Upgrades – Phase 3:

Fletcher reported that we continue to receive equipment from this order. The equipment is being distributed around the county (i.e., some is at Day Wireless, District facility and at the sites). The UPS systems are expected to arrive within the next few weeks.

NextGen Radio Project:

Fletcher reported that December 1st is the date that both Tait and Motorola agreed to meet with the Board and users. We’re waiting for confirmation of the location. Once that has been finalized, Fletcher will forward that information to the Board and users, and it will be published in the local newspapers.

Radio System Outage – 11/13:

Fletcher referred to an email he sent out regarding a radio system disruption that took place last weekend. The commercial power provider, West Oregon Electric, had an outage that affected the Clatskanie Mountain site. The UPS system held the site for a period of time, but at some point it lost its charge. Normally, the UPS will hold the site until the generator kicks on, gets up to speed and takes over the load. However, this didn’t happen – the generator tried, but the block heater failed due to a thermostat error. Power Systems West responded and replaced the block heater, the thermostat is on backorder and the site is back up.

Fletcher expressed disappointment that West Oregon Electric was not aware of a system outage on their own system until the District called them, and then they chose not to respond; this is not the first time this has happened.

Anderson inquired if that site was the voting hub. Fletcher stated that it’s not the hub, but it is an important site and when it goes down the microwave links between Clatskanie Mountain and Columbia

Heights and Clatskanie Mountain and Corey Hill are down. The voters live at Columbia Heights.

Anderson stated that we've talked about generator monitoring systems, which is a significant investment. Looking at the most recent failures, it seems to all come back to the generators or interruption of power. He inquired about having a camera that points at the generator panel for now or a beep on the radio channel to let dispatch know that the site is on UPS power. Fletcher stated that he will look into this. Holsey noted that West Oregon Electric's lack of response is unacceptable.

CFO Recruitment:

Fletcher has spoken with SDAO about recruiting for the CFO position. SDAO has provided two options of highly respected recruitment firms and Fletcher has reached out to them for assistance.

SDAO Conference in Sunriver – February 9-12, 2023:

Fletcher asked members to confirm their attendance with Beck as soon as possible.

NWLS Seminar – March 1-3, 2023:

Fletcher asked members to confirm their attendance with Beck as soon as possible.

NEW BUSINESS:

Nothing new at this time.

DIRECTOR'S UPDATES:

Fletcher stated that he had nothing further to report.

Agenda Items – December Meeting:

Flatt will be unable to attend; may be able to attend via Zoom.

Anderson inquired about the timeline for the agreement with the C800 Board. Fletcher stated that the C800 attorney and the District's general counsel attorney are in communication with each other to draft a letter of intent/memorandum of agreement. Discussion took place regarding canceling December's meeting depending on the outcome of the presentations. Members agreed to tentatively keep the December 22nd Board meeting date; however, it could be potentially moved to early January.

OTHER BUSINESS AND MEMBERS COMMENTS:

Anderson: Thanked staff, looking forward to the presentations and encouraged everyone to attend.
Hennessy: Apologized for her tardiness. Wished everyone happy holidays!
Flatt: Appreciate what staff did during the radio outage. Looking forward to the presentations on the first.
Holsey: Agreed with members comments. Wished everyone happy holidays!

Next meeting is tentatively scheduled for Thursday, December 22nd at 9:00a.m. at the C911CD meeting room.

9:36a.m. Board Adjourned.

Respectfully submitted,

Maryjo E. Beck

Date Approved