

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Board of Directors Regular Meeting
April 27, 2023

MEETING CALLED TO ORDER: Board Vice President Heimuller called the Board of Directors Regular Meeting to order on Thursday, April 27, 2023, at 1:00p.m. via Zoom.

MEMBERS PRESENT: Henry Heimuller (in person)
Rob Anderson, Shelley Hennessy and Jeff Flatt (via Zoom)

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

GUESTS PRESENT: Michael Peterkin, Peterkin Burgess
(via Zoom) Carroll Sweet
Carlos Delatorre
Jennifer Massey
Tammy Maygra
Jeremy Hasenkamp
Tyler Miller, Scappoose City Councilor

Roll call was done.

PUBLIC COMMENT:

Maygra, Deer Island resident, provided testimony expressing concern about a sole source bid with Motorola and partnering with Washington County. Inquired if the Board received her email; Heimuller stated that he had not but would have staff retrieve it from the email server.

Sweet, Scappoose resident, also provided testimony expressing concern about a sole source bid with Motorola.

ADDITIONS TO AGENDA:

No additions were made to the agenda.

APPROVAL OF MINUTES:

March 23, 2023 Board of Directors Regular Meeting Minutes:

Hennessy moved and Flatt seconded to approve the 3/23/23 Board of Directors Regular Meeting minutes as presented. Motion passed unanimously.

FINANCIAL REPORTS:

Acceptance of Budget Variance Report – March:

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

Approval of Expenditures:

Anderson moved and Flatt seconded to approve the expenditures starting with check #31318 through #31381 including the electronic payments in the amount of \$440,729.54. Motion carried unanimously.

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OPERATIONS MANAGER REPORT:

Hooper reported on the following:

- Entry level Communications Specialist hiring has been open and will be closing tomorrow; quite a few applications have been submitted so far.
- The lateral applicant who was in the background process will not be continuing.
- Communications Specialist Matthew Bennett, who has been with the District for five years, has submitted his resignation to pursue a career as a firefighter/paramedic; we thank him for his years of service and wish him the best. Fletcher stated that Bennett was very upfront and transparent when he first applied with the District that his goal was to be a professional firefighter; he's been a great employee and will be missed, wish him the best. Heimuller noted that his experience at 9-1-1 will help him in his new career, best of luck to him.
- Trainees, Jennifer Warren and Rich Newman, are progressing very well in their training. Newman will be attending DPSST Telecommunications Academy in May.
- The second half of the all staff Spring training will take place tomorrow.
- National Public Safety Telecommunications Week took place April 9th-15th, 2023. Dispatch staff received recognition and support from several of our local agencies; it was very appreciated.

TECHNICAL MANAGER REPORT:

Hughes reported on the following:

- Attended the International CAD Consortium with Fletcher this month.
- A new ductless AC system was recently installed in the records room to help with the humidity.
- A leak was discovered with the dispatch skylight. After inspection, the contractor found that all three skylights were damaged and in need of being replaced. The skylights have been ordered and should arrive soon.
- Some water damage to the exterior of the facility has been found. Working on getting quotes from contractors to fix the damage - Hughes hopes to present them to the Board next month.
- Working on designing a different audio visual system for the MICC that will better support virtual meetings.

OLD BUSINESS:

Radio System:

Clatskanie Mountain:

No update at this time.

Corey Hill:

No update at this time.

Bald Hill:

Fletcher reported that all of the equipment was received, and the civil work took place on the dispatch tower. The new equipment made slight improvements, but not to the extent that we had hoped for. Additional work is being conducted to determine the next steps to further improve system performance. Anderson noted that he did notice increased reception from handhelds.

Meissner Site Improvement:

Fletcher reported that civil work is continuing, and progress is being made; hope to be completed by the end of June.

Haven Acres:

No update at this time.

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Microwave Upgrades – Phase 3:

Fletcher reported that we continue to receive equipment from MNI. We're waiting on confirmation and delivery dates for the remainder of the equipment. MNI will be submitting a plan to Fletcher and the Day Wireless tower crews to coordinate schedules for construction, which is expected to begin sometime in May.

NextGen Radio Project:

Fletcher reported that within the last hour he received the final version of the Phase II statement of work from Federal Engineering. Peterkin provided a brief history of our work with Federal Engineering and explained that the Board has merely resolved to explore the Motorola alternative in conjunction with a feasibility investigation of joining WCN; this work does not commit the District to any one proposal. Some of the work being proposed could be utilized in another procurement method (i.e., RFP, RFQ) if the Board chooses not to proceed with the Motorola alternative. Discussion followed.

Anderson moved and Flatt seconded to approve the statement of work from Federal Engineering as presented. Motion carried unanimously.

CFO Recruitment:

Fletcher reported that an interview panel was formed a couple weeks ago for a CFO applicant. Anderson and Heimuller represented the Board as the Personnel Committee. It was a successful interview process. The panel unanimously agreed to move forward with a conditional offer. The offer was accepted by the applicant, and she is finishing the final background investigation. If all goes well, she will begin on May 15th.

HVAC Upgrade:

Fletcher stated that Hughes discussed this during his report; it has been completed.

Exterior Lighting:

Lavine reported that the contractor will begin work on this project Monday.

NEW BUSINESS:

There was no new business.

DIRECTORS UPDATES:

Fletcher had no further updates.

Agenda Items – May 25, 2023:

Heimuller stated that he will not be at the May meeting.

- Budget Hearing

OTHER BUSINESS AND MEMBERS COMMENTS:

Hennessy: Available for May meeting.

Flatt: Thanked everyone for their time. Glad to see forward movement with the radio project.
Available for May meeting.

Anderson: Available for May meeting. Noted that the action taken today is for the Board to receive more information - information only - which is the same direction the Board was given by the Advisory Committee.

Heimuller: Thanked everyone for their work.

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

1:52p.m. Board Adjourned.

Respectfully submitted,

Maryjo E. Beck

Date Approved