

**COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT**  
**Minutes of the Special Board of Directors Meeting**  
**September 22, 2023**

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**MEETING CALLED TO ORDER:** Board President Anderson called the Special Board of Directors Meeting to order on Friday, September 22, 2023, at 9:00a.m. at the C911CD Meeting Room, St. Helens, Oregon and via Zoom.

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

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

**GUESTS PRESENT:** Michael Peterkin, Peterkin Burgess  
Heather VanMeter, Miller Nash  
JP (via Zoom)  
Alta Lynch (via Zoom)  
Tyler Miller, Scappoose City Councilor

Roll call was done.

**PUBLIC COMMENT:**  
No public comment was made.

**ADDITIONS TO AGENDA:**  
No additions were made.

**APPROVAL OF MINUTES:**  
**July 20, 2023 Board of Directors Regular Meeting Minutes:**  
Heimuller moved and Holsey seconded to approve the 7/20/23 Board of Directors Regular Meeting minutes as presented. Motion passed unanimously.

**FINANCIAL REPORTS:**  
**Acceptance of Budget Variance Report – July & August:**  
Heimuller moved and Hennessy seconded to accept the Budget Variance Reports for the months of July and August as presented. Motion carried unanimously.

**Approval of Expenditures:**  
Heimuller moved and Holsey seconded to approve the expenditures for the month of July in the amount of \$208,532.74 and the month of August in the amount of \$218,605.04. Discussion followed.

Heimuller amended his original motion to approve expenditures for the months of July in the amount of \$389,973.97 and the month of August in the amount of \$366,207.41 as presented. Holsey seconded the amendment. Motion carried unanimously.

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### **OPERATIONS MANAGER REPORT:**

Hooper reported on the following:

- Alex Edinger returned to the floor as a full-time Communications Specialist on September 17<sup>th</sup>, bringing the number of full-time Com Specs to 13.
- Kirby Focht started as the Training and Certification Coordinator on July 31<sup>st</sup> and is doing great. She will be doing her first all-staff training in the second half of October. Focht has arranged for local, State and Federal agencies to provide training. Local first responders have been invited to attend those training segments.
- There are two applicants in the final stages of entry level hiring. One has a start date set for October 30<sup>th</sup>.
- Staff have begun to participate in community events. They were present at the Columbia City Prepare Fair. Staff may also take part in the Clatskanie Fair.
- Held a very successful summer barbeque for staff in early September.

Hooper provided a brief explanation about the new Public Safety Software Platform that the District will be using called PowerDMS. Subscribing to this software platform will help streamline and enhance the District's quality assurance/quality improvement, our training program/systems, tracking policy changes and compliance.

### **TECHNICAL MANAGER REPORT:**

Hughes reported on the following:

- New AV equipment has been installed in the MICC. Looking for an AV controller for the TVs and getting speakers for more clear room audio.
- All the quotes for the facility repairs have come back very different, so Hughes hired a building inspector to provide a report detailing exactly what needs to be fixed.
- The gate was damaged. Lavine was able to repair the chain link and Metro Access Control fixed the chain that came off.
- Working with the MAJCS Mobile User group to design a facelift for an interface.
- MAJCS upgraded the operating system of the servers hosting CAD this week.

### **OLD BUSINESS:**

#### **Adoption of FY 2023-2024 Meeting Schedule:**

Heimuller moved and Hennessy seconded to adopt the meeting schedule as presented. Discussion followed. Motion carried unanimously.

#### **Radio System:**

##### **Meissner Site Improvement:**

Fletcher reported that this will be discussed in detail during executive session.

##### **Microwave Upgrades – Phase 3:**

Fletcher reported that upgrades are complete with the exception of the Meissner site.

##### **NextGen Radio Project:**

Fletcher reported that all the user agency interviews were completed. Federal Engineering is developing the system design of the specs and requirements. A meeting is scheduled next week to go over their progress.

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### **Other:**

Fletcher noted that Hughes and Lavine are working on wrapping up winter prep at all the radio sites; this includes generator servicing, fueling and propane.

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

Fletcher reported that we've received all of the Motorola equipment. It is being staged here at the District and then Motorola will install the racks. Estimated go-live is the first week in December.

### **EXECUTIVE SESSION – ORS 192.660(2)(d) Labor Negotiations and ORS 192.660(2)(h) Legal Counsel:**

9:32a.m. Into Executive Session, public dismissed  
12:25p.m. Hennessy departed.  
12:52p.m. Out of Executive Session  
12:53p.m. Resume regular meeting.

Holsey moved and Hasenkamp seconded to continue the meeting. Motion carried unanimously.

### **OLD BUSINESS continued:**

#### **Appointment of Advisory Committee:**

Heimuller moved and Holsey seconded to approve Advisory Committee appointments as presented. Discussion followed. Motion passed with Heimuller, Holsey and Anderson voting aye. Hasenkamp voted nay.

#### **Meissner Site Improvement:**

Holsey moved and Hasenkamp seconded to accept the Meissner cure with a 10-year warranty and reimbursement of legal fees as presented. Motion carried unanimously.

#### **CBA Contract:**

Hasenkamp moved and Heimuller seconded to approve the CBA contract as presented. Motion carried unanimously.

#### **Administrative Wage Adjustment:**

Heimuller moved and Holsey seconded to approve the administrative wage adjustment, including making the Executive Director whole with current and last years COLA as discussed with the understanding that the Board will conduct an evaluation shortly. Motion carried unanimously.

### **NEW BUSINESS:**

#### **Bullard Law Representation Changes:**

Heimuller moved and Holsey seconded to sign the letter that Bullard Law sent to have our records dispatched to Miller Nash and authorize acceptance of the proposal to continue with Heather VanMeter as the District's legal counsel under Miller Nash. Discussion followed. Motion carried unanimously.

#### **Physician Advisor Contract:**

Fletcher stated that the District shares a Physician Advisor with the EMS and fire districts. Our current doctor is taking an extensive sabbatical. The fire districts, EMS agencies and C911CD participated in reviewing applications and conducting interviews to select a new physician. This is a joint contract; the District's portion of the fee structure is five percent.

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Holsey moved and Hasenkamp seconded to authorize Fletcher to sign the EMS Medical Director contract as presented. Motion carried unanimously.

### **Agenda Items – October Meeting:**

Due to conflicts, members agreed to move next month's meeting to October 19<sup>th</sup> at 9:00a.m.

### **OTHER BUSINESS AND MEMBERS COMMENTS:**

Heimuller: Covered a lot of information; have more to go. Nice to hear new ideas.

Holsey: No comment.

Hasenkamp: No comment.

Anderson: Thanked everyone for their patience, it was a long meeting.

Next meeting is scheduled for Thursday, October 19<sup>th</sup> at 9:00a.m. at C911CD and via Zoom.

1:11p.m. Board Adjourned.

Respectfully submitted,

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Maryjo E. Beck

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Date Approved