

**COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT**  
**Minutes of the Board of Directors Regular Meeting**  
**February 22, 2024**

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**MEETING CALLED TO ORDER:** Board President Anderson called the Board of Directors Regular Meeting to order on Thursday, February 22, 2024, at 9:00a.m. at the C911CD Meeting Room, St. Helens, Oregon and via Zoom.

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

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

**GUESTS PRESENT:** Michael Peterkin, Peterkin Burgess  
Mark Gift, Citizen  
Tyler Miller, Scappoose City Councilor

Roll call was done.

**PUBLIC COMMENT:**

Scappoose resident, Gift, provided testimony regarding experiencing a financial crunch with an agency in this County when revenues did not meet expectations. Gift strongly encouraged the Board not to reduce the District's reserve fund in any way. He expressed that it's wise to have at least a year's worth of operation time in the reserve fund.

**EXECUTIVE SESSION – ORS 192.660(2)(h) Legal Counsel:**

9:03a.m. Into Executive Session, public dismissed  
9:15a.m. Out of Executive Session

**ADDITIONS TO AGENDA:**

There were no additions to the agenda.

**APPROVAL OF MINUTES:**

**January 25, 2024 Board of Directors Regular Meeting and February 5, 2024 Special Meeting Minutes:**

Heimuller moved and Hennessy seconded to approve the 1/25/24 Board of Directors Regular Meeting and 2/5/24 Special Meeting minutes as presented. Motion passed unanimously.

**FINANCIAL REPORTS:**

**Acceptance of Budget Variance Report – January:**

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

**Approval of Expenditures:**

Heimuller moved and Hennessy seconded to approve the expenditures for the month of January (\$367,431.09) as presented. Discussion followed. Motion carried unanimously.

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### **Budget Committee Appointments – Zones 1, 4, 5 (Zone 2 Vacant):**

Beck stated that she had spoken with Budget Committee members Dee Wooley, Randy Hansen and Mike Greisen, and all were willing to continue serving. Hasenkamp stated that he had not yet found anyone to fill the vacancy. Beck suggested that past Board member, Sean Clark, may be interested in serving in Hasenkamp's zone, however it needs to be determined if the two-year separation from the Board has been met. Hasenkamp stated that he would reach out to Clark.

Hasenkamp moved and Heimuller seconded to reappoint Wooley (Zone 1), Hansen (Zone 4) and Greisen (Zone 5) to the Budget Committee. Motion carried unanimously.

### **OPERATIONS MANAGER REPORT:**

Hooper reported on the following:

- Hiring for Communications Specialists closed at the end of December; 36 applications were received. There are four tentative job offers – two have passed the background check and are finishing the psych eval with a tentative start date of March 12<sup>th</sup>. Another applicant may start a couple months after that. The fourth applicant is interested in a part-time position and won't be able to start until later in the summer. Looking to re-open hiring in April. Hooper expressed appreciation to Hughes for his help with advertising.
- Lead Dispatcher, Jerod Leloff, resigned to move out of the area with his family; we wish him the best and thank him for his nine years of service to the District.
- Trainee, Jolene Botchie, is in the final stage of skill build. She is doing great and will be fulfilling our minimum staffing soon.
- Training and Certification Coordinator, Kirby Focht, is working diligently to get the in-house academy set up for the new hires.
- A couple of dispatch staff will be attending the Northwest Leadership Seminar early next month.
- With Leloff's departure, the Lead Dispatcher positions will be opening up. The District will be reinstating three Lead Dispatcher positions like there was in 2014.
- Two dispatch staff members, Frank Wilson and Rich Newman, are beginning work on a Peer Support Program.

### **TECHNICAL MANAGER REPORT:**

Hughes reported on the following:

- The Safety Committee met this month to conduct a walkthrough and note any potential hazards.
- OSHA reached out to provide a free consultation; scheduled to meet with them on March 6<sup>th</sup>.
- MAJCS Mobile User group met again to discuss the new MDC interface development; they're making progress on a final design.
- Toured existing and potential radio sites with Motorola and Day Wireless.
- Working with our website vendor, CivicPlus, to update the content management system (CMS) software to increase security and provide a better user experience.
- Received quotes for a new admin phone system, which will be discussed further under New Business.

### **OLD BUSINESS:**

Radio System –  
No updates at this time.

Hasenkamp inquired about the document that Federal issued for the ITB. Hughes stated that the document doesn't exist on the District's servers.

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### **Meissner Site Improvement:**

No updates at this time.

### **Microwave Upgrades – Phase 3:**

No updates at this time.

### **NextGen Radio Project:**

No updates at this time.

### **Portland Dispatch Center Consortium (PDCC) Resiliency Study and Recommendations:**

Hughes stated that we're still waiting for a report back from the vendor, Mission Critical.

### **SDAO Conference Participant Feedback:**

**Hennessy** – stated that George Dunkel taught a new class called Board Relations, Conflict Resolution and Acceptable Conduct which was very good and a training she feels all Board members would benefit from. The conference overall was great.

**Heimuller** – the conference had the largest participant attendance in SDAO history. Felt like we'd outgrown the space; many sessions were standing room only. Will speak to Dunkel about possibly doing that new training at a Board workshop.

**Hooper** – thought it was a great conference. Attended the SDAO business meeting and they spoke about the overcrowding and looking at different spaces for future conferences.

**Hasenkamp** – stated that he was unable to attend due to a schedule conflict; he will be reimbursing the District.

**Nichols** – enjoyed it and got a lot of good information from the sessions she attended; really enjoyed the opening inspirational speaker.

### **Northwest Leadership Seminar:**

The Northwest Leadership Seminar is scheduled to be held at the Holiday Inn in Portland, March 6-8, 2024. Hennessy is registered to attend.

### **Local Option Levy – Resolution 24-01:**

Heimuller moved and Hennessy seconded to approve Resolution 24-01 in the matter of Confirming the authority to call a measure election to submit to the electors of the District the question of authorizing a five-year local option levy in the amount of twenty-nine cents (.29) per one thousand dollars (\$1,000) of assessed property value over a five (5) year period for a total estimated revenue requirement of \$10,318,503. Motion carried unanimously.

### **NEW BUSINESS:**

#### **Admin Phone System Upgrade:**

Hughes reported that our current admin phone system is over 10 years old and is failing. He reached out to six companies and received quotes from two – Pacific Office Automation and Firstline. Staff's recommendation is to go with Pacific Office Automation. While they're not the lowest bid, we have familiarity with them as we have our copiers through them. This vendor came on site to look at our system, where the others did not. This was important because the District's phone system is quite intricate. Staff feels confident that Pacific Office Automation will provide excellent service to the District that will last for years to come. Their bid came in at \$35,207.27 plus \$180.53 monthly service fee and five-year warranty. Staff are requesting the Board's approval for an amount not to exceed \$38,728 (10% contingency included) plus \$180.53 per month. Discussion followed.

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Members agreed to table this until March to allow time for Hughes to see if Pacific Office Automation offers an upgrade plan that can be locked in for five years.

**First Budget Meeting - FY 24/25 Budget Priorities:**

Hooper stated that the first budget meeting is scheduled for April 25<sup>th</sup> with a Board meeting at 10am, then a break with the budget meeting following at 1pm. Hooper asked members for any input regarding budget priorities.

Hasenkamp suggested looking at coordinating maintenance for mobile radios and pack sets through the District.

**SEL 803/805:**

Hooper stated that the elections office recommended language changes to the documents.

Hasenkamp moved and Heimuller seconded to approve the SEL 803/805 as revised. Motion carried unanimously.

**Agenda Items – March Meeting:**

No items were suggested.

**OTHER BUSINESS AND MEMBERS COMMENTS:**

- Hasenkamp: Hope Fletcher is doing well in his recovery; thanks to staff for keeping it all together.
- Heimuller: Special thanks to staff stepping up in Fletcher’s absence.
- Hennessy: Glad Fletcher is doing good. Appreciate everything staff is doing. If baby comes before next Board meeting, congratulations to Hughes.
- Anderson: Thanked staff for stepping up, especially Dannell. Nice to hear there is interest on the floor who are seeing opportunities within the District.

Next meeting is scheduled for Thursday, March 28<sup>th</sup> at 9:00a.m. at C911CD and via Zoom.

10:23a.m. Board Adjourned.

Respectfully submitted,

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Maryjo E. Beck

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Date Approved