

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT
Minutes of the Board of Directors Regular Meeting
December 19, 2019

MEETING CALLED TO ORDER: Board President Heimuller called the Board of Directors Regular Meeting to order on Thursday, December 19, 2019, at 9:00am at the C911CD Meeting Room, St. Helens, Oregon.

MEMBERS PRESENT: Bruce Holsey, Henry Heimuller, Sean Clark, Dave Crawford and Rob Anderson

Staff Present: Mike Fletcher, Nancy Edwards, Lara Marzilli, Nathan Hughes, Chandra Egan, Kaysa Comfort, Maryjo Beck

GUESTS PRESENT: Tyler Miller, citizen

Roll call was done.

PUBLIC COMMENT:
No comment was made.

ADDITIONS TO AGENDA:
No additions were made to the agenda.

APPROVAL OF MINUTES:
October 24, 2019 Regular Meeting Minutes:

Clark moved and Crawford seconded to approve the 10/24/19 Regular Meeting minutes as presented. Motion carried unanimously.

9:01a.m. Miller arrived.

FINANCIAL REPORTS:

Acceptance of Budget Variance Reports – October & November:

Crawford moved and Holsey seconded to accept the Budget Variance Reports for the months of October and November as presented. Motion carried unanimously.

Approval of Expenditures:

Clark moved and Crawford seconded to approve the expenditures starting with check #29231 through #29327 including the electronic payments in the amount of \$437,948.48. Discussion followed. Motion carried unanimously.

Motion to Transfer Funds:

Crawford moved and Clark seconded to transfer \$550,000 from the General Fund to the Equipment Reserve Fund and \$50,000 from the General Fund to the Facilities Reserve Fund as appropriated in the 2019-2020 fiscal year budget.

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WCCCA Invoice:

Fletcher stated that this invoice was in dispute for months between the Metro Area Joint CAD System (MAJCS) and CentralSquare. It goes back to the original build of CAD where MAJCS requested that CAD be housed in two separate locations that are geo-diverse. Around this time TriTech was acquired and became CentralSquare and this invoice was lost during that transition. When MAJCS received the invoice a year later, a lengthy search was done by both CentralSquare and MAJCS accounting departments and it was determined that it had not been paid. Fletcher noted that no interest or penalties were charged.

Anderson moved and Crawford seconded to approve the WCCCA invoice for \$6,581.30 as presented. Motion carried unanimously.

Fletcher stated that when CAD was being built there were existing formulas based on the Portland Dispatch Center Consortium (PDCC). As MAJCS was formed the funding formula has grown. Over the last few months MAJCS Program Manager, Michael Smith, has created an Excel spreadsheet with 82-line items for CAD and all of its components to help better prepare for future budgets. Fletcher would like to schedule a workshop with the Board to go over the spreadsheet and have Project Manager, Michael Smith, present to answer any questions. Fletcher stated that he'll be looking for input from the Board on what the District is responsible for and if our users start picking up expenses. Costs for CAD continue to increase - all of the components have annual accelerators built into their contracts and it gets very expensive very quickly. Discussion followed. Members agreed to setting up a workshop sometime after the beginning of the year.

OPERATIONS MANAGER REPORT:

Marzilli reported on the following:

- Two trainees have successfully completed training since the October Board meeting.
- Received a resignation from one employee.
- Two applicants completed psych evaluations. One will be moving forward and looking at a tentative start date of December 30th.
- Received five inquiries – two external and three internal. One of the internal inquiries was a behavior issue and has been addressed. Marzilli has been out sick and is in the process of working on the remaining inquiries.
- Marzilli and Fletcher recently attended the quarterly 9-1-1 meeting where the state Emergency Medical Service (EMS) office spoke about dispatch centers ability to be a part of the Cardiac Arrest Registry to Enhance Survival (CARES) system. This will allow us to identify if the cardiac calls we have are true saves. Heimuller inquired if there was a way to have people register their AEDs with 9-1-1 so that dispatch knows there is an automated external defibrillator (AED) available at that location when they call. Fletcher stated that AEDs can be registered through a program called PulsePoint, but he's unsure how that would cross over into CAD.
- Looking at another online scheduling program before a decision is made on which one to purchase.
- A District employee participated in the 'Shop with a Cop' event at Walmart about a week ago; hope to have more participate next year.
- Marzilli and Fletcher will be meeting with the Medical Director on Wednesday, October 30th.
- Comfort will be doing a two-week modified 'inhouse' academy for the new hire to get him familiar with CAD before going onto the dispatch floor. It will be interesting to see if it helps expedite the training process.

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TECHNICAL MANAGER REPORT:

Hughes reported on the following:

- The TTMS (LEDS) interface server was upgraded.
- Our CAD training system has been upgraded to version 5.8.39, which is the latest release. We're testing how this version works for our staff, then we'll meet up with MAJCS to discuss whether or not we're going to move forward with the upgrade.
- We've been investigating NetMotion as a possible replacement for the Sonic Wall and RadioIP. NetMotion is a persistent VPN that will continue to stay connected when coverage is lost. The quote for device subscription is about \$113 per year (the server license is included in that cost). A server, which will be housed in our facility, will be needed to host the NetMotion software. Fletcher stated that this is a solid solution to break away from the Radio Network Controller (RNC) that controls the antiquated VRMs. The persistent VPN will come at a cost and we're looking at a possible cost share solution with our users. Fletcher stated that he and Hughes have had a discussion with the Fire Defense Board and plan on speaking to our law partners. Next month they will work up a problem statement that explains where we are, what we have (and the downside of it) and the potential viable solution. It will detail the cost of the solution and what the cost will be if we cost share with users. Holsey suggested adding a possible maintenance cost to that information.

OLD BUSINESS:

Radio System:

Dixie Mountain:

Nothing new at this time.

Buxton:

Fletcher stated that construction schedules are moving forward for Buxton and Cornelius Pass/Skyline sites.

Clatskanie Mountain – Washington State Patrol (WSP) and the University of Oregon (U of O):

Nothing new at this time. They are still waiting to hear from Weyerhaeuser.

Microwave Upgrade:

Fletcher stated over the last two weeks we've been receiving equipment from the vendor. Some of the racks are at our facility, but the bigger equipment is being stored in a bay at the CRFR Maintenance facility. All of the architectural plans have been sent to the Oregon Department of Transportation (ODOT) for the Green Mountain site for their review. Construction will be scheduled once ODOT signs off on the plans.

Meissner Site Improvement:

Fletcher stated that he has an appointment with a new engineering firm, Cushing Engineers, in January to go over the site plan and request a quote.

Local Option Levy:

Fletcher stated that legal counsel will be calling in for Executive Session in about 10 minutes to discuss this topic.

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Oregon Emergency Management (OEM) 9-1-1 Program Funding/ HB2449:

Fletcher stated that OEM was present at the APCO/NENA quarterly meeting earlier this month. OEM was hoping to have some estimates for the increase of the excise tax from the Department of Revenue, but they haven't received them yet. They hope to have those estimates sometime in January.

CentralSquare (TriTech) EMD Interface:

Fletcher stated that we're waiting for Smart Horizons to finish loading the data we have provided them. Once that is complete, CentralSquare will begin developing that interface locally.

Scappoose Urban Renewal Area:

Nothing new at this time.

Tellus (FatPot) Interface:

Fletcher reiterated that this will give us the ability to have a direct-connect interface with Metro West and the City of Portland. It will complete the circle and provide true CAD-to-CAD between Portland and Metro West. The interface has been built. Marzilli, Egan and Comfort will schedule a time to meet with Metro West and MAJCS Project Manager, Michael Smith, to configure the interface and receive training on how it operates.

Marzilli noted that there's an opportunity for some of our local partners (i.e. Road Department, utilities) to get onto the system as well. Through the system, staff could send them the call via CAD, minimizing the number of phone calls during an incident.

Heimuller asked if it could be sent through a mobile device. Marzilli stated that we'd have to look into that.

PDCC Project Update:

Fletcher explained that the PDCC is a vetting body for the Regional Disaster Preparedness Organization (RDPO); RDPO receives requests for UASI grant dollars for projects. If any of those requests have anything to do with communications, PDCC reviews those requests. For the last several months PDCC has been reviewing project requests for grant funds from all sorts of entities, public and private, in the UASI region.

Tow Service Contracts:

Fletcher stated we've been educating our user agencies about the District extricating ourselves from the management of tow contracts. Earlier this month we met with the Fire Defense Board and we'll be meeting with law enforcement after the first of the year. Fletcher stated that we've been in contact with the two tow providers to let them know as well. Tow contracts will be managed by either a local/regional tow desk or national organization.

Executive Director Evaluations/Certifications:

Nothing new at this time. Work is in progress.

SDAO Conference – February 6th-9th Seaside Convention Center:

Edwards stated that members are registered for the conference and have rooms reserved at the Best Western. Holsey is the only member attending a pre-conference on Thursday. Edwards noted that she will have per diem checks for members at the January meeting.

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Ambulance Service Area (ASA):

Fletcher stated that he's been assisting the County Health Officer, Mike Paul, in developing the new ASA documents. Paul met with the Board of Commissioners last Wednesday. The next ASA Committee meeting to discuss options and plan development will take place tomorrow.

NEW BUSINESS:

Meeting and Records Policy

Edwards stated that nothing was changed in the 'Meeting' section of the policy. The 'Records' section was updated with recommendations from Special Districts Association of Oregon (SDAO) as well as the revision to our fee schedule that was approved by the Board last year. Discussion followed.

Clark moved and Crawford seconded to approve the updated Meeting and Records policy as presented. Motion carried unanimously.

DIRECTOR'S UPDATES:

Key Performance Indicator Report (KPI):

Fletcher explained the KPI report he created to members. He stated that the report can be done weekly, monthly, quarterly and annually. Fletcher is working on some additional performance measures. He plans on eventually publishing the report monthly on the District's website so that the public can view it.

Heimuller asked that KPI be spelled out on the report and that the month be noted in the blue column in order to make it more user friendly for the public. Anderson suggested adding a legend explaining what priority calls are.

EXECUTIVE SESSION – ORS 192.660(2)(h) Legal Counsel & ORS 192.660(2)(d) Labor

Negotiations:

9:53am Into Executive Session, Miller departed.

11:47am Out of Executive Session

OTHER BUSINESS AND MEMBERS COMMENTS:

Crawford: Staff is doing a great job! Feels that we look better today as we head into the future than we ever have. Thanked everyone for all their work and patience. Merry Christmas!

Anderson: There's been lots of changes, growing pains, but everyone's doing a good job. Thanked management for their work on negotiations. Happy holidays to all!

Beck: Merry Christmas!

Fletcher: Thrilled with staff and very appreciative of the Board! Merry Christmas!

Clark: Likes the KPI report, good information. Merry Christmas!

Holsey: Thanked everyone for their patience as he catches up. Merry Christmas!

Edwards: Thanked the Board for their support. Merry Christmas!

Marzilli: Appreciates the Board's involvement and support.

Hughes: It's been interesting to watch. Merry Christmas!

Heimuller: There was a time it would take almost two years for a trainee to complete the training program. Feels that the dispatcher we're producing today is better; the career paths for millennials needs to be accelerated because that's what that generation expects. Appreciates everyone's work and thinks we're on the right track. Agrees that we're on a better trajectory to the future today, than we ever have been. Merry Christmas, be safe and remember those who may be less better off!

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There were no further comments.

Next meeting will take place Thursday, January 23rd at the C911CD meeting room.

11:53am Board Adjourned.

Respectfully submitted,

Maryjo E. Beck

Date Approved