



METCOM 9-1-1

BOARD MEETING MINUTES April 22nd, 2014 at 1:30 p.m.

Governing Meeting called to order at: 1:34 p.m.

Members in Attendance:

Sherry Bensema
Shawn Baird
Jack Carriger
David Dryden
Greg Dyke
Jeff Fosholm
Doug Garrett

Mike Healy
Paul Iverson
Gordy Jensen
Bill Miles
Scott Russell
Rich Sebens
Scott Shepherd

Don Taylor
Rod Yoder

METCOM Staff:
Gina Audritsh
Brad Johnson
Wendy Patterson

Quorum was not met. Non-action items were discussed.

Staffing Update:

A conditional offer of employment has been extended to an outside candidate, John Thompson, for the Operations Supervisor position. The anticipated hire date is mid to end of May as the candidate will be relocating from Montana.

METCOM is currently in the interview process to fill two vacant dispatch positions. These positions were vacated due to one employee who accepted employment with LEDS while the other was a new hire who made the determination that this was not a good career fit for her.

Meeting Minutes:

No quorum. No action taken.

Monthly Financial Review:

No quorum. No action taken.

Questions on the Bills:

Paul Iverson inquired what the Technology Integration Group bills listed for December 26th, 2014 and January 2014 were for. Gina will research these items and have available at the next meeting.

Clarification was requested regarding the Silke Communications monthly lease (McCully site). SCTC is the owner of the McCully Site. Silke Communications is the site manager. Both SCTC and Silke Communications have been advised that we will be moving to House Mountain. SCTC understood and is supportive of the move. The monthly lease to Silke Communication will terminate once the move to House Mountain is complete.

OLD BUSINESS

ORS190 Review:

The ORS190 Review committee meeting proposed to take place on May 8, 2014 at 10:30 a.m. has been rescheduled for May 20, 2014 at 10:00 a.m.

Gina has received feedback from represented agencies on items they would like reviewed and changed in the 190 agreement. Also, Gina proposed the 190 committee review the requirements for Governing Board Meeting quorum.

Current committee members are: Rod Yoder, Michael Meeks, and Paul Iverson. The committee is looking for an additional police agency representative.

Marion County Consolidation Study:

Ralph Ioimo and his consulting team provided a two page outline of items they are listing in their study. Troy Clausen, Gina Audritsh and Mark Buchholz participated in a phone conversation with Ralph and his team asking if they could elaborate on what these items were going to include. Currently the Consolidation Study is "status quo." No additional information has been received from the consulting firm with no further idea on when they will be back in Oregon.

Budget:

The budget committee met, the budget was proposed, and the budget was approved. User fees are as identified in the ORS 190 Agreement. Gina will email the budget documents to the agencies.

The budget committee was also tasked with reviewing user fee calculations. Proposed User Fee Meeting date: May 19th, 2014 @ 1:00 p.m. at the Woodburn Police Department.

Back Up Facility:

Items have been moved from the administrative wing to the dispatch wing. Continuing to work on getting the backup consoles in alignment, adding more dispatch screens and two radio positions.

The Crises Chaplaincy Services is now occupying the former administration wing of the Santiam Canyon Communications site.

Gina is continuing to work on reducing some of the expenses associated with the backup facility site, including the current phone system. Currently there are several phone lines that are associated with radio circuits. With the movement of equipment/microwave links from the Santiam site to METCOM some of these lines should be able to be removed, thus reducing the phone line expense. Moving from the McCully site to House Mountain will allow METCOM to reduce 3 of these phone lines, further reducing phone expenses.

The budget committee will need to address a discrepancy regarding the payment of phone line for user agencies. In the past NORCOM did not pay for outside agency use phone lines, while at Santiam Canyon the dispatch center paid for some of the agency use phone lines.

Technical Committee:

Has meet once, led by Brad Johnson. The first meeting was a round table discussion to focus on the direction of the committee and to bring technical issues forward to be worked on by the team. A main focus will be to look at METCOM's infrastructure and plans for the future, CAD

issues, software concerns, any additional technical related issues/concerns, etc.

Resolution of some technical issues: There was a bad link at the Wipper site. The link has been removed with a loaner made available from Complete Wireless. Brad will be working on the permanent fix within the next week. The North 6 Voter is on board and online. Currently we are working on a UHF link to hook up the Yoder station on North 7. The Woodburn and Hubbard Police Departments have moved forward with the digital system. Still making a few modifications but seeing increased clarity on the radio channels. It was reported that the coverage is much better, sound quality is still a challenge; a function of the repeaters and the field units.

McCully Mountain / House Mountain Site:

The McCully Mountain tower is still leaning. METCOM's insurance company has received approved to go after the third party that knocked over the tower. METCOM has ordered the replacement equipment; some has come in, still working on the microwave link. The equipment coming in will be about \$146,000 through insurance. METCOM is anticipating the move to House Mountain between 4-6 weeks. Radio testing has been completed by several agencies to test service from this location with several reporting increased coverage. METCOM and Marion County are discussing partnership for tower site locations that both share interest in.

On Wednesday, April 30, 2014 at 0700 hours, the State Radio Project is moving some of their equipment racks at the Wipper site. This will require them to disconnect the microwave link. The anticipated time for this process is about 2 hours. During this time we will staff both the backup location in Stayton and METCOM. Brad will be available and on site for the State Radio as well as available for our equipment.

Policy Review Committees:

Both the Police and Fire Policy Committees have been meeting regularly to review, revise, and define the initial SOP's for METCOM. Wendy and Louise are working on re-numbering the SOP's for consistency within the SOP's. Both Policy Review Committees have transitioned into METCOM's QA program and have identified calls for auto review. Agencies are also able to send requests for specific calls they would like reviewed by the QA committee. Additional calls will also be selected at random for review. The QA committees will meet every two months.

OLD BUSINESS

Resolution 2014-8 – Worker's Compensation:

Gina briefly explained Resolution 2014-8. Some members of METCOM user agencies are volunteers and are not paid department staff. Scott Russell explained that Resolution 2014-8 does not result in METCOM incurring additional costs.

Image Trend:

Gina met with the State regarding Image Trend. Currently only two agencies have expressed an interest in moving forward with the program. The quote provided was quite high with only two agencies currently interested sharing the cost. Turner Fire Department and Lyons Ambulance are looking at moving forward with Image Trend. If you are interested in participating or have questions, you may contact either of the agencies.

General Discussion Items:

Scott Russell posed the question if the METCOM Governing Board can participate in voting on meeting agenda items via electronic vote. Gina confirmed that the 190 Agreement does allow for electronic voting. Consensus of the present group was to move forward with the option of electronic voting. Gina will send out an electronic ballot for board members to vote for METCOM Governing Board vacant Vice Chair position.

Rod Yoder respectfully withdrew his name for nomination of Vice Chair.

Good of the Order:

None

Meeting Adjourned: 2:09 p.m.

Next Meeting: Thursday, June 19th, 2014 @ 1:30 p.m. – Woodburn Police Department