



METCOM 9-1-1

BOARD MEETING MINUTES

July 29, 2014

Governing Meeting called to order at: 1:33 p.m.

Members in Attendance:

Sherry Bensema
Shawn Bains
Jack Carriger
David Dryden
Mike Erwert
Jeff Fossholm
Doug Garrett
Vasily Hansen

Mike Healy
Paul Iverson
Terrill Isaak
Gordy Jensen
Bill Miles
Fred Patterson
Scott Russell
Don Taylor

Jim Trierweiler
Rod Yoder

METCOM Staff:
Gina Audritsh
Wendy Patterson
Brad Johnson

Meeting Minutes:

The regular Governing Board Meeting Minutes for June 19, 2014 were presented, however due to no quorum, the minutes will be held over for approval at the next meeting.

Marion County MORE IGA Agreement:

The MORE-IGA Agreement has been defined by Marion County and signed by jurisdictions and agencies within Marion County that wish to conduct business with Marion County for any business related purposed that involve property and services. If adopted, this would allow for Marion County to have partnerships with other agencies, including METCOM, in projects such as House Mountain Radio Site. This Agreement also provides for the working relationship between METCOM and Marion County Public Works to release funding for the after hour dispatching service. Currently, MCPW and METCOM do not have a formal service agreement in place; therefore MCPW has not paid last year's invoice for dispatching services. The MORE-IGA Agreement has been reviewed by Special Districts and they do not have any concerns regarding the Agreement.

Board Members present opted to cast their vote regarding the MORE-IGA Agreement at this time, instructing Gina to email the voting ballot to those members not present.

- Motion to approve the MORE-IGA Agreement: Paul Iverson
- Motion second: Terrill Isaak
- All in favor to cast vote by electronic ballot - approved

Gina will send email the electronic ballot if no quorum is achieved.

Monthly Financial Review:

The monthly financials for the month of June 2014 were presented in the meeting packet and will be reviewed for approval at the next Board Meeting date due to no quorum. No questions regarding the monthly financials were presented.

OLD BUSINESS

User Fees:

The user fee committee met to discuss how best to approach and determine user fees in a manner that would be fair and equitable to all agencies. Items discussed were:

- Take those fees that are "contract" fees off the top.
- Determine if Fire and EMS will be determined together or as different disciplines.
- Obtain a report from Gina containing console time used by Fire vs. Law.
- Prefer to look at actual air time and console time utilized vs number of calls for service.
 - Would air time be determined as time used between the agency and METCOM or air time used between agency personnel on a scene?
 - It was discussed that air time would be determined by the time used between the agency and METCOM.
- Each discipline would review how they would determine their user fee scale.
- Possible base fee for each user.
- Determine the appropriate "staffing" for each console.
- It will be important to "smooth" agencies into any large changes in user fees over a period of time. This would be so an agency did experience a sudden jump in user fees and possible budgeting issues. This could take a few years.
- Potential user fee plans will be sent to each agency for review before any plans are put into place.
- Beyond air time, it is important to look at the cost of additional necessities of being able to perform a service i.e.: CAD, maintenance, phone lines, radio recording, etc.

The process to determine a fair and equitable formula for user fees is not an easy process. The committee is working hard and will continue to work on the task and bring information forward for discussion as it become available.

Marion County Consolidation Study:

Gina advised that the Marion County Consolidation Study was sent to approximately 10 persons, in draft form, and is due back for comments. At this time she is aware of only two persons who have provided feedback. A telephone conference has been scheduled for Wednesday, August 6th, 2014 with the consultant for additional feedback on the consolidation study. A timeline for future process regarding the consolidation study has not yet been made available.

State Homeland Grant:

METCOM had been in communication with WVCC regarding interest in facilitating a CAD to CAD interface between the two agencies. Chief Russell wrote a letter to the Board of WVCC on behalf of METCOM outlining the advantages of a CAD to CAD interface. The initial communication from WVCC included they are not interested in moving forward with an interface between the two agencies at this time. WVCC advised they would like to form a task force to look at this as an option in the future. Gina advised that METCOM will participate in the task force. For informational purposes, Gina advised that agencies in South counties, Linn County and Albany, are going out for an RFP for a CAD system. Gina has reached out to Linn County to see if they would like to partner with CAD systems. This RFP is at a very preliminary stage at this time.

METCOM has determined to move forward with applying for the 2014 SHSP Grant with the support of Marion County. METCOM is being sponsored by CCOM to join the PDCC (Portland

Dispatch Center Consortium) to facilitate the participation of METCOM in sharing CAD data and resources through the Enterprise BUS (multi agency CAD to CAD interface system in Portland). The BUS supports multiple PSAP's and CAD systems and is a seamless interface operation that provides for redundancy and back up processes between PSAP's. METCOM has incorporated language that will support additional PSAP's and neighboring jurisdictions in future CAD to CAD Interface within Marion County which may include WVCC. The interface is projected to cost just under \$100,000. And is an interoperable project that impacts all of the Stakeholders in Marion County. Once this interface is operational it may make it easier for WVCC to participate.

CENTER OPERATIONS UPDATE

Staffing:

METCOM is currently has 18 FTE (19 FTE budgeted) and 2 PTE. The application and hiring process for the 19th FTE is in deferment as we currently have 3 employees in training and we are working through the collective bargaining process.

CAD:

The CAD had a planned/scheduled down time to perform as server update. During the down time, we received four fire calls for service. The dispatchers used the back-up system and manual toning for processing these calls; all appeared to go smoothly.

IT:

The servers will be "taken down" each quarter to provide necessary updates to the server. By performing the updates on a regular scheduled basis this should reduce unscheduled down time in the future. Tentatively, the scheduled down time for the quarterly updates will be performed on the third (3rd) Tuesday of the appropriate month, between the hours of 0600 – 0800 hours. The following months have been identified for the service updates; January, April, July, and October.

As a reminder for the Fire Districts; during CAD down time, we will be dispatching by "station assignment" and not "unit assignment." Manual pages will be provided through the email server.

Radio:

Although several grants have been applied for in reference to radio equipment; no funds have been received. It is becoming increasingly difficult to find grand funding to support radio infrastructure.

The challenges of the current radio infrastructure continue to be evaluated. As interoperability is still a priority, METCOM will continue to provide information on the options of moving toward a simulcast radio system. When providing such information, we would like input on the possible funding options as well as the project itself.

General discussion on a simulcast system:

- How do we get to the end result for a seamless system for a multi tap system? The ability to network channels into one system.
- Currently we have several systems that do not cover everyone. This poses communication challenges during a multi-agency event.
- Approximate cost to connect all current sites - \$430,000. This would be approximately \$6,000 per agency. These are rough figures and not "set in stone."

- Other option would be to identify one area at a time and increase communications in that coverage area.
- METCOM already has a good portion of the equipment outlined in the handout provided by Per Brad.
 - Would this system work with both analog and digital? – Yes. The system would allow analog users to continue to use analog until they can switch over to the digital system. I would have one channel for analog and also has the capacity to route with CAD and GPS.

Gina asked the group for feedback on if moving towards a simulcast system was the direction they wanted to go or if the directive was simply continue to update individual site locations.

Additional question/discussion:

- Who does the equipment that “we” currently have actually belong to? Maybe the agencies who currently own the equipment could receive a credit for the equipment.
- Agreed that simulcast is the end result the group would like to achieve. However, it is difficult to agree to any monies associated with the project at this point in time without knowing what the agency user fees will be and how that will affect individual department budgets. The reality is that some budgets may not be able to accommodate the cost associated with a simulcast system at this time.
- Will there be additional T-1 phone line costs associated with the simulcast?
 - No – A microwave link is used for the simulcast system. The handout (provided by Brad), is a “snapshot” to show the systems anticipated total value, not the current cost to implement.
- Would like to see the value of the equipment currently owned in order to provide a more accurate account of the remaining dollars needed.
- Can a State Homeland grant be applied for to fund this project?
 - Utilizing a State Homeland grant would pose some challenges. For example: they would dictate what radios would be used.
 - An attempt was made in the past to secure a State Homeland grant for this purpose. It was unsuccessful.
- Who would be responsible for the repair or replacement of equipment should it fail (individual agency or the group)?
- METCOM would need to budget accordingly in order to implement a simulcast system.
- Is there a possibility to form a special district?
 - The challenge to forming a special district is that we would need to have three (3) counties sign off on the request.

All present were in agreement that additional information would need to be gathered and discussed in order to make an informed decision. Some of the information needed:

- How do we fund the simulcast project?
- Projected length of time to implement the project? How long before METCOM would want to implement the project?
- What is the next generation?
- How would we educate our Boards, staff/volunteers, communities on this project?

- What is the cost to the agencies? Financing updates and information as well as costs for servicing the equipment.

RCO Training:

There was a request for METCOM to provide RCO training to the Fire Chiefs in the event of an RCO call out. An RCO page is triggered during a third (3rd) alarm event. Topics to cover would include:

- What is an RCO call out and when would it occur?
- How many persons respond to an RCO call out?
- Where do they respond to?
- What does dispatch need from an RCO?
- Additionally –
 - Prepare an “RCO” book of instruction and resources.
 - Standardized the responsibilities of the RCO.
 - List of available units in the county for aid (to include Clackamas and Linn Counties).

Upcoming Board Meeting Dates:

Board meetings have been scheduled for the following dates, times and locations:

October 29, 2014	1:30 p.m.	METCOM
January 21, 2015	1:30 p.m.	Stayton Fire Department
April, 21, 2015	1:30 p.m.	METCOM

Good of the Order:

Jack Carriger will hold a discussion at the Fire Defense Board level regarding the possibility of adding a 3rd alternate. Currently there are 2 representative from the North and two South representatives.

Fire House Cook Off: August 9th, 2014

Meeting Adjourned: 2:42 p.m.

Next Meeting: Wednesday, October 29th, 2014 @ 1:30 p.m. – METCOM