



## METCOM 9-1-1

### BOARD MEETING MINUTES

February 9, 2016

Governing Meeting called to order at: 0939 hours.

#### Members in Attendance:

Jason Alexander  
Shawn Baird  
David Dryden  
Greg Dyke  
Jim Ferraris  
Damian Flowers  
Jeff Fossholm  
Mike Healy  
Alan Hume  
Terrill Isaak

Paul Iverson  
Gordy Jensen  
Jack Krill  
Bill Miles  
Dan Mullen  
Marshall Rash  
Jon Remy  
Scott Shepherd  
Peter Spirup  
Don Taylor

**Proxy: None**

#### **METCOM Staff:**

Gina Audritsh  
Brad Johnson  
Wendy Patterson  
John Thompson

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**METCOM regular Governing Board meeting called to order at 9:39 AM with a quorum met by members present.**

#### **Meeting Minutes:**

The regular Governing Board Meeting Minutes for September 29, 2015 were presented for approval.

- Motion to approve meeting minutes: Scott Shepherd
- Motion second: Paul Iverson
- Motion carried no opposition.

#### **Monthly Financial Review:**

The monthly financials for the months of September and October were presented for review within the board packet; Gina provided the November and December 2015 bills for review.

- Motion to approve the financials: Paul Iverson
- Motion second: Scott Shepherd
- Motion carried no opposition.

#### **Annual Audit Report:**

The annual audit report and financial summary for FY 2014-2015 was presented within the board packet. Gina reminded the board the notation in the audit report referencing METCOM not maintaining adequate records for capital assets is due to the incomplete records of assets maintained by Santiam Canyon Communications Center. This notation will remain in future audit reports until all equipment purchased under Santiam Canyon Communications are removed from the asset list.

- Motion to approve the FY 2014-2015 Annual Audit: Jeff Fossholm
- Motion second: Scott Shepherd
- Motion carried no opposition

### **Joint Operating Board:**

At the September 29, 2015 board meeting there was concern regarding the "Joint Operating Board" and if it was operating as indicated on the METCOM Organizational Chart and the ORS190 Agreement. Currently, through meeting minutes and resolutions, the Law Enforcement and Fire/EMS QA Committees are performing the functions of the Joint Operating Board as indicated in the ORS190. It was brought forward that the Board should review this clause and either modify the ORS190 to align with current practice or direct these functions back to a Joint Operating Board. This was to be discussed at the October Fire Defense Board. Paul Iverson advised this was not on the October Fire Defense Board agenda nor was the discussion brought forward. An updated METCOM Organizational Chart was provided to board members. The ORS indicates the Joint Operating Board Executive Level is comprised of at least; the three (3) executive members, two (2) representatives from law, and two (2) representatives from fire/EMS. This would be an Advisory Board to the governing body and for the Executive Director.

#### General discussion:

- On the Fire/EMS side the QA Committee has been very effective how they have been operating and the additional committee may not be needed if the QA groups report out to the board.
- Allow time for those board members who are not present to review the current ORS190 and participate in discussion at the next board meeting.
- The Fire Defense Board may not be the appropriate place to discuss this item as there are members of the Fire Defense Board who are not members of METCOM.
- Discussion may be on the agenda for the next north and south county chief's meetings.

It was agreed for members to review this section of the ORS190 Agreement and readdress at the next board meeting for discussion and finalization.

### **Budget Committee:**

A budget committee was established consisting of the three (3) executive members, two (2) representatives from law enforcement, and two (2) representatives from fire/EMS.

- Terrill Isaak – Aumsville Fire
- Jeff Fossholm – Silverton Police
- Bill Miles – Silverton Fire
- Scott Shepherd – Jefferson Fire
- Jason Alexander – Woodburn Police
- Shawn Baird – Woodburn Ambulance
- Don Taylor – Turner Police

The first budget committee meeting has been scheduled for Thursday, February 18<sup>th</sup>, 2016 – 10:00 AM at METCOM.

### **Agency Goals and Updates**

A brief synopsis of each committee group progress was provided in the board packet for reference. Gina has modified the spreadsheet tracking the progress of the agency goals to include color coding to make the spreadsheet easier to interpret.

Technical Committee: The Technical Committee has met several times. The committee has looked at several options and has narrowed it down to two (2) systems they suggest for further consideration; VHF simulcast system or digital trunking system. The committee has not come out with a specific recommendation at this time. A radio system information meeting will be following the board meeting to allow for Q&A. Currently a Nexedge test system is being deployed for system and area testing. The Nexedge system does not meet P25 standards. P25 compatible radios/software can be purchased. The Nexedge system also does not support the pager feature on the fire side; a simulcast system would need to be in place to maintain the

paging feature. METCOM already has Nexedge equipment at the tower sites. A main challenge would be the equipment at the subscriber end. This might be facilitated if a grant is received.

User and Service Definition Committee: Paul Iverson reported this committee will support the Technical Committee with their recommendation regarding a radio system. The User and Service Definition Committee would however, recommends going through a capital investment firm for the agreements. In addition, the committee recommends adding "value added services" charges for METCOM monitoring cameras, additional phone lines, and other services that are not directly related to dispatch for the 2016-2017 fiscal year. The committee also recommends that METCOM becomes the "holder" of system equipment and not individual agencies to promote consistency.

METCOM & WVCC Work Group: Paul Iverson reported the working group between WVCC and METCOM continues to meet to promote improvement in interaction between the two agencies. The intent of the meetings are not to promote consolidation, however if that becomes in the best interest for both groups that may be what happens in the future. Current the work group is working on improving communication and call transfers between the two agencies. Gina and Mark Buckles have met to discuss CAD to CAD or shared CAD options. They have also identified the probable cause of call transfer delays being related to the specific phone line these calls were being transferred to.

Joint Labor Management: METCOM Operations Supervisor, John Thompson, reported the formation of the Joint Labor Management Committee has allowed for the ability to train staff in policy and procedure changes more quickly and efficiently. Face to face training on these updates are being performed, allow dialog and Q&A with the dispatchers.

### **SHSP Grant**

METCOM in partnership with WVCC has submitted a joint SHSP grant to purchase radios for each site that is attached to the microwave system. This would provide the ability to communicate effectively with each other and possibly be able to back each other up.

### **First Net**

The Oregon Statewide Interoperability Coordination continues to plan for the Federal First Net Project. This would provide priority data and voice communication for public safety responders statewide over a 20 year plan using voice over IP. First Net is requesting data from PSAP CAD systems over the past two years which would provide location of incidents, jurisdiction responsibility and the basic type of call. This data would not provide specific incident type or call details. The governing body approved to release the requested information to First Net.

### **National Center For Missing and Exploited Children**

METCOM is now accredited through this program. Staff and leadership completed required training to achieve certification.

### **Oregon Accreditation**

Wendy is working with the Oregon Accreditation Alliance so METCOM may become an accredited agency. She may be contacting agencies for necessary documentation for the accreditation process.

### **Santiam Facility**

Discussion regarding the current and future use of the Santiam back up facility included:

- Concern of the geographical location of the backup center. It is nice it is not in the same location as the main center; however if the main dispatching center needs to relocate/evacuate quickly it can potentially take a long period of time for the staffing of the backup center due to the location. It may make more

sense to partner with another agency, such as WVCC or CCOM, to provide back up services in the interim while we get our systems operational. This would involve discussions with other agencies to ensure that how they dispatch would meet our needs if partnered for backup services. Support for this concept already underway with the recent SHSP Grant proposal.

- May be a better use of the existing Santiam facility than to maintain it as a backup center.
- METCOM would need to retain the tower at the Santiam facility for radio function.
- The loan for the Santiam facility will be paid off this year (2016). However, the building is located on property not owned by METCOM. The property is owned by Stayton Fire District.
- There has been very informal conversation about the possibility of METCOM and WVCC sharing a backup facility location.
- Currently there are tenants at the Santiam location. With the unknown future of the facility does the Board wish to continue to lease out the administrative office or give notice and retain the building. Discussion about leasing the administrative offices:
  - It is beneficial to have occupants for the security of the building.
  - The current tenants have made requests in the past for some modifications to the facilities (i.e. Installing shower facilities, fitness areas) in addition a recent request to limit access of METCOM employees from the administrative wing, and accessing the facility through the backyard area. This would require additional labor and modifications to the current back area access points.
  - The tenants pay \$300 per month to support the utilities while they are leasing the location. Costs of utilities have increased, while METCOM has not imposed an increase in the rental amount.
  - Gina suggested a rental increase of 5% to cover the cost of utility increases.
  - Gina also shared information she obtained at the SDAO conference held in February that stated; if you are borrowing money as a public entity to build a facility, it is not legal to lease out a portion of that location to a private entity. Currently there is still an active loan for this location. This may require additional research. Gina advised however the building will be paid off this fiscal year and within the next 5 months therefore this would not have been the original intent. It was mentioned by board members that understood the same information delivery at the recent SDAO conference. The discussion recognized this is not the concern due to time limit on loan and the intent was never to lease the building to repay the loan.
  - Discussion included the direction of the board that this facility should act as a 9-1-1 backup facility first and as priority.
  - The board gave direction by, consensus, to Gina to present the current tenant with a 90 day notice to vacate the premises.
  - Discussion will continue at a later date regarding the future of the facility.

**TEXT to 911**

The Woodburn Independent will be running a story today regarding METCOM's participation in the State of Oregon pilot program involving Text to 9-1-1.

**Upcoming Board Meeting Dates:**

The following dates have been identified for the 2015-2016 Fiscal Year Board meetings.

- **Thursday, April 7th, 2016 @ 1:30 p.m. – Aumsville Fire**
- **Wednesday, June 15, 2016 @ 1:30 p.m. – METCOM**

**Meeting adjourned at 10:42 a.m.**