



METCOM 9-1-1
BOARD MEETING MINUTES
July 8, 2013 at 1:30 p.m.

Governing Meeting called to order at: 1:36 p.m.

Scott Russell and Jon Remy [respective previous Board Chair persons for NORCOM and SCCC] opened the meeting.

The meeting commenced with introductions around the room.

Gina provided an update on the signers to the ORS190 Agreement. Followed by Scott Russell and Jon Remy providing joint support for the completion of the merger between Santiam Canyon 911 and North Marion County Communications Center and look forward to the future.

First item on the Agenda is to elect official officers for METCOM – Scott and Gina brought to the attention that although we did a good job of creating the Intergovernmental Agreement and the Agreement was reviewed by many legal hours we will find areas that are in need of amendment the first year and this includes the first order of business as the intent of the election of terms for officers was to include an overlapping of terms to provide consistency in agency business and at the same time to include shared representation from disciplines however the terms will never align correctly as identified in the Agreement.

It is recommended that a work group be identified to look at areas within the ORS190 Intergovernmental Agreement for amendment. Gina reminded that we have some agencies that have recommended language modifications that should be considered for review with this same process.

Election of Positions (2 year terms)

Action Item

Board Chair (odd year = police representative)

Mike Healey nominated Scott Russell as the Chair – Paul Iverson second the motion.

Vice Chair (even year = fire representative)

Fred Patterson nominated Jon Remy for Vice Chair. Scott Shepherd second the motion. Jon Remy respectfully declined.

Rod Yoder nominated Brandon Hamilton as Vice Chair. Paul Iverson second the motion.

Second Vice Chair (odd year = police representative)

Brandon Hamilton nominated Dave Dryden for 2nd Vice Chair. Mike Healy second the motion.

Paul Iverson moved that nominations be closed and to cast the nominations by unanimous vote. Mike Healy second the motion. Motion carried with all in favor with none opposed.

Official Officers for METCOM:

Board Chair: Scott Russell – Woodburn Police Dept.

Vice Chair: Brandon Hamilton – Sublimity Fire Dist.

2nd Chair: Dave Dryden – Hubbard Police Dept.

Review of ORS190 Agreement

Chair Scott Russell recognized that a work group should be identified for review of the ORS190 Agreement and evaluation of areas for improvement as amendments. Vice Chair Brandon Hamilton will lead the workgroup committee which was identified as:

Rod Yoder – Brandon Hamilton – Michael Meeks – Paul Iverson

Set Meeting Schedule for Governing Board

Action Item

Consensus to maintain 1:30 p.m. – 3:30 p.m. as the scheduled meeting time to align with the following proposed quarterly meeting dates.

Proposed: *October 22, 2013*
 January 21, 2014
 April 22, 2014
 July 22, 2014

Establish Service Committee – Fire/ EMS and Police

[Each Agency to submit representative and an alternate]

Gina provided an update on the Service Committee groups and identified that they have met once at the end of June and the second meeting is scheduled for next week – it is the goal of the committee's to meet every two weeks as we develop new policies and procedures aiming for consistency amongst all agencies within the discipline. So far the meetings have been very helpful to both the users and the Agency. We have yet to implement any new policies with staff as we wanted to put them out through a training exercise and also group them together so not to be implementing

Service Committee Groups combined create the Joint Operating Board

It was agreed by consensus that the two Policy Review Boards are serving as the Service Committee Groups currently. This may change in the future of the organization.

Establish Joint Operating Board – Set 1st Meeting Date Action Item

*To Serve in an advisory capacity to the Governing Board.
Composed of the combined membership of the Police Service and
the Fire / EMS Service Committee(s).*

*Shall meet not less than 6 times a year – recommended
every 2 month.*

It was agreed by consensus that this is already occurring.

*Each agency should provide a primary and a secondary representative for
their jurisdiction. Gina also expressed a desire to maintain some
consistency in who is participating at the policy level meetings as we
understand that schedules are busy but having a new representative from
single agencies each week is causing the rewrite of policies based on who
is present at the meeting.*

Appointment of Executive Director

Action Item

*Scott Russell advised that Gina's contract is currently with NORCOM.
Her contract should be negotiated with METCOM. A recommendation
to complete within the next 60 to 90 days. Scott Shepherd made the
motion to Approve Gina Audritsh appointment as the Executive Director
and to extend her current NORCOM contract with METCOM. Rod Yoder
second the motion. Motion amended to include the extension of current
NORCOM contract until October 22, 2013 and provide for the METCOM
Officers to negotiate the contract with Gina on behalf of the Governing
Board.*

*Jack Carriger supported the negotiation process and the extension
process but stated it would be fair to make any salary adjustment
effective with the July 1, 2013 date when METCOM commenced.*

*Motion made by Scott Shepherd that the October 22, 2013 date would
be the next meeting for the Governing Board to review the Contract for
approval for the Executive Director however if the contract is completed
sooner than a meeting could be facilitated sooner with the agreement
that the effective date to include salary would be July 1, 2013. Motion
Seconded by Rod Yoder. No further discussion.*

*Vote on the Ammendment to the October 22, 2013 date. All in favor
and no opposed.*

Vote on the original motion, all in favor and no opposed.

Both Motions carry with all in favor and no opposed.

Approve User Fees with Budget

Action Item

[Identified within the Intergovernmental Agreement]

Gina explained that we did not have a budget process through the past fiscal year with postings as we were not an agency until the July 1, 2013 commencement and official once we elected officers at this meeting. NORCOM went through the budget process in good faith and adopted a budget that is not being followed on July 1, 2013 and Santiam Canyon Communications did not go through the process and develop a budget as they in good faith supported the budget that was being developed with the ORS 190 Agreement for METCOM. Gina advised that she has spoken with Chuck Swank at the auditor's office and although we are not following the proper Oregon Budget Law Process we couldn't do business have a notation in their audit report but not a big deal.

Gina identified the budget that was developed consistent with the User Fees within the ORS190 Intergovernmental Agreement and Exhibit C.

Rod Yoder made the motion to adopt and approve the User Fees as described within Exhibit C of the ORS190 Agreement. Jack Carriger second the motion. The motion carried with all in favor and no opposed.

Resolutions for Adoption

Action Items

The following Resolutions are necessary for METCOM to conduct business and facilitate processes that are already in existence with the employee CBA and other. Not to be meant for an overwhelming process or meeting, however these are topics that need to be defined and approved in order to stand up the agency and be in compliance with policies.

The following resolutions can be approved by consent agenda with a single motion if the pleasure of the board, however the 2013-01 for adoption of the budget should be a standalone motion.

Resolution 2013- 01 Approve/Adopt Budget FY 2013-2014

Mike Healy made the motion to approve the FY 2013-2014 Budget for METCOM as outlined in the ORS190 Agreement. Paul Iverson second the motion. Motion carried with all in favor and no opposed.

Gary Swanson made a motion to approve Resolutions 2013-02 through Resolution 2013-17. Jack Carriger second the motion.

Questions:

2013-08 Scott Russell inquired who the auditing firm is. Gina expressed that both SCCC and NORCOM had a 3 year agreement with Chuck Swank and Grove Muller and Swank and it would be consistent for the two to continue that agreement for the remaining two years for METCOM as they have assisted in the process and will continue to process both SCCC and NORCOM for FY 2012-2013.

2013-07 – a question raised about the Legal Contract. Gina advised that due to Kathy Peck's firm representing NORCOM for employment matters related to the CBA with the current agreement in place, it would be the desire of the agency to maintain the same agreement with her firm as both associations have agreed to maintain the NMCDA Bargaining Agreement and Association.

Call for the Vote: Motion carried with all in favor and no opposed.

Resolution 2013-02 Establish Bank Account

Resolution 2013-03 Payroll and Accounting Services

Resolution 2013-04 Accounting Budget Process

Resolution 2013-05 Establishment of Petty Cash

Resolution 2013-06 Authorization Credit Card Account

Resolution 2013-07 Legal Services- Personnel

Resolution 2013-08 Audit Services Resolution

Resolution 2013-09 Deferred Compensation Plan

Resolution 2013-10 Computer Technical Services

Resolution 2013-11 Special Districts Association of Oregon

Resolution 2013-12 PERS Retirement System

Resolution 2013-13 ICMA Retirement System

Resolution 2013-14 Contract Review Board

Resolution 2013-15 Health Insurance Agent

Resolution 2013-16 Public Contracting Rules

Resolution 2013 -17 NIMS

Other Business – Open for topics from the floor.

Paul Iverson inquired on the Countywide Consolidation and where we were at with that process. Gina shared that Troy Clausen is inquiring about who should be the “project manager” for the project. He said that WVCC has elected him to represent the process on their behalf and wanted to know if opposition from METCOM group. Discussion took place regarding that the Sheriffs Office is the contracting agency so it is appropriate for their agency to designate an appropriate party to manage the project. Discussion about how METCOM will participate – question asked about the definition of the consolidation. It was agreed that communication should remain open and honest amongst parties participating in the process so that we don’t waste time, energy and money on a project. Discussion took place with reference to the 190 Agreement and how it aligns with the county process.

Scott Russell advised what brings us together is more important than what holds us apart. It has to be about functionality. It is important that we maintain a voice at the meetings while determining what the message is. Also agreed the process can’t happen overnight. Discussion of the first phase of the consolidation project will continue to move forward.

Joe Kast identified from sitting on the work group for the consultant process, it makes sense to listen and hear what they have to say for the next phase of the process.

Staffing Update: Gina provided a staffing update and operational update. Included that the agency is currently down (1) communication specialist position and (2) supervisor positions between SCCC and NORCOM with the promotional process continuing for the Supervisor position and we have been recruiting for open positions for Communication Specialist in a proactive manner. Paul Iverson inquired if we had a list for hire. Gina shared that we have just completed the last round of interviews and that we are moving at least two through the background process and we have also established a list. Gina advised we had already exhausted the previous list.

Gina also shared she is evaluating the position vacancies with what we need for the METCOM organization. There are opportunities that would benefit the agency well if we can support long term. Want to hire smart and not hire because we have position openings. Looking long term for the betterment and enhancement of the Agency.

Round Table

Scott Russell advised that Woodburn Police Department is exploring alternative options for poor radio communication. Scott advised they have asked Complete Wireless Solutions for propagation studies from various towers. Reiterated that the narrow band has caused significant issues as well as the seasonal time with the growth on the trees.

John Vanderzanden is working on the SHSP Grant process and it need to be put together by the 18th of July, working on coordinating another meeting.

Fred Patterson advised that they have a difficult time using North 1 and North 6 in his area, again due to narrow banding. He is however able to reach the South 2 site and is using it some on calls in the Park. Gina reiterated this is consistent with why we have consolidated, to share resources and dispatchers; ability to share channels where it works best for districts. Short discussion on finding a single tap out channel for fire districts.

Jon Remy wanted to comment that he hopes that we can all stand together and look at the long term stability with utilizing and developing resources for long term solutions (similar words – not a quote).

Scott Russell shared his appreciation for everyone working together and remaining focus with working towards METCOM.

Motion made by Jack Carriger and Second by Scott Shepherd to adjourn the meeting. Motion carried with all in favor and no opposed – meeting adjourned at 2:39 p.m.

Respectfully Submitted by,

***Gina Audritsh
Executive Director***