



METCOM 9-1-1

BOARD MEETING MINUTES

October 29, 2014

Governing Meeting called to order at: 1:37 p.m.

Members in Attendance:

Sherry Bensema
Jack Carriger
Mike Erwert
Jeff Fossholm
Doug Garrett
Jay Hannon
Vasily Hansen

Mike Healy
Terrill Isaak
Paul Iverson
Bill Miles
Fred Patterson
Jon Remy
Don Taylor

Rod Yoder

METCOM Staff:
Gina Audritsh
Wendy Patterson
Brad Johnson

A quorum was met by members present and absentee ballots (Gates Fire, Stayton Police, Jefferson Fire, Sublimity Fire).

**Executive Session was called at 1:38 p.m. referencing 192.660 (2)(d)
Executive Session adjourned, regular meeting called to order at 1:49 p.m.**

Meeting Minutes:

The regular Governing Board Meeting Minutes for June 19, 2014 and July 29, 2014 were presented for approval.

- Motion to approve meeting minutes: Bill Miles
- Motion second: Rod Yoder
- Motion carried no opposition.

Monthly Financial Review:

The monthly financials for the months of June 2014, July 2014, August 2014 and September 2014 were presented for review, discussion and approval.

Jeff Fossholm inquired about Check #737 posted September 24, 2014 payable to Washington Radio Reports, Inc. Gina advised the check was for frequency coordination and licensing to review radio licensing on all the towers in anticipation of future radio projects.

Paul Iverson asked why check #735, payable to employee Kathleen Tolba, is identified as Equipment repair and maintenance. Gina explained this was a reimbursement to Ms. Tolba for maintenance and repairs performed on the 911 simulator used for public education events.

Gina further explained check #736, payable to employee Timothea Collingham, was reimbursement for new desk clocks purchased for the dispatch consoles through Ms. Collingham's personal Amazon account.

No further discussion.

- Motion to approve the financials: Jeff Fossholm
- Motion second: Doug Garrett
- Motion carried no opposition.

OLD BUSINESS

User Fees:

The user fee committee has met a total of three times. The next user fee committee meeting is scheduled for Thursday, November 13th. The committee will be reviewing call volume and radio airtime stats from July 2014 – September 2014. This allows for data statistics over a three month period of time. The committee continues to work on recommendations to present to the full user board, with a goal to have a presentation by the end of the calendar year.

It was asked if there were any questions: no questions posed.

Marion County Consolidation Study:

Gina has received a draft copy of the Marion County Consolidation Study and is currently reviewing for content and accuracy. Currently she has identified concerns with "blanket statements" within the study as well as listed time frames. Gina will be researching the source of this data.

Troy Clausen has identified the month of November 2014 to schedule a presentation of the study to the board or to each agencies board. This has not yet been solidified.

Gina advised the draft study is available to anyone for review. Currently the study has identified three options:

1. Full consolidation
2. Full consolidation in name, yet maintain two working "campuses"
3. Agencies work with a CAD to CAD interface. (METCOM applied for the State Homeland Grant in conjunction with the "Portland Bus" and was not awarded).

SDIS Best Practices:

- Board Training –A training video link was emailed to each of the board members utilizing the SDAO's Safe Personnel website. Please view the 15 minute video to meet SDIS best practices for board members. Once you have watched the video, print the certificate of completion and return it to Gina. This will provide documentation of board training.
- Code of Ethics Distribution - The Oregon Government Ethics Law "A Guide for Public Officials" was distributed to each board member. Board members were directed to review the guide to comply with Board Ethics training.
- Board Responsibilities – Board Duties and responsibly policy, Resolution 2014-05 presented for adoption. Resolution 2014-05 is in alignment with Special District's recommendations.
Resolution 2014-05
 - Motion to adopt Resolution 2014-05: Rod Yoder
 - Motion second: Bill Hannon
 - Motion carried no opposition.

Simulcast Radio:

Brad and Gina have met with all agencies, with the exception of three, regarding the simulcast project. The consensus of the agencies is to move forward with a radio project targeted to resolve the current day to day issues as well as building with the anticipation of the future. However, this is accompanied with the challenges of funding and how this may impact user

fees. Until there is resolution on the user fee's it is reasonable to assume that a decision on the Simulcast project is unrealistic. The intent of the topic at this meeting is not listed as an "action" item but rather to keep conversation in the forefront and not lose momentum.

Brad provided handouts including a coverage map and two different possible funding options. The Simulcast would merge the current 13 different radio sites into 4 viable sites. Outside resources, initial maintenance, set up, training, and equipment has been built into the funding option projections provided.

Discussion on the Simulcast Radio Project will continue in the future.

Center Operation Update:

This was discussed in executive session; nothing further at this time.

Other Board Business:

METCOM will be implementing the triage questions for the PPE colors. PPE orange will be for anyone who has traveled outside of the country within the last 3 weeks and has a fever. This is intended to give responders a heightened level of suspicion for possible Ebola exposure. It is the hope that this will be used in the future for other public health exposure issues. The Triage questions are consistent with the review with user agencies and the CDC questions.

Issue with quorum – Jack Carriger proposed to introduce a resolution stating a quorum may consist of the voting board members present at a meeting as well as absentee ballots received to constitute a quorum. It is the hope that if such a resolution is adopted, it will alleviate the challenges with obtaining a quorum for action items requiring a vote.

- Motion for Gina to present a resolution stating such – Paul Iverson
- Motion second: Terrill Isaak
- Motion carried, no opposed

Gina will schedule a meeting with Special District's regarding strategic planning and organizational goal setting. Shortly thereafter, she will send an open invitation with dates and times for anyone who is interested in participating in a strategic planning process and future goal setting meeting.

Next meeting will be an election meeting for the Chair and the Second Vice Chair positions.

Upcoming Board Meeting Dates:

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

January 21, 2015	1:30 p.m.	Stayton Fire Department (Election Meeting)
April, 21, 2015	1:30 p.m.	METCOM

Meeting Adjourned: 3:01 p.m.