



METCOM 9-1-1

BOARD MEETING MINUTES

June 15, 2016

METCOM

Members in Attendance:

Jason Alexander
Sherry Bensema
Jack Carriger
Jeff Fossholm
Jay Hannon
Mike Healy
Alan Hume
Paul Iverson
Jack Krill

Adam Mauer
Bill Miles
Dan Mullen
Marshall Rash
Jon Remy
Rich Sebens
Don Taylor

Proxy:

METCOM Staff:

Gina Audritsh
Louise Funk
Wendy Patterson

METCOM regular Governing Board meeting called to order at 1:32 PM with a quorum met by members present. Chief Jeff Fossholm presided over the meeting as interim Board Chair as prior Board Chair, Chief Terrill Isaak resigned his position as of May 10, 2016.

Meeting Minutes:

The regular Governing Board Meeting Minutes for April 7, 2016 were presented for approval.

- Motion to approve meeting minutes: Marshall Rash
- Motion second: Paul Iverson
- Motion carried no opposition.

Monthly Financial Review:

The monthly financials for the months of March & April 2016 were presented for review within the board packet; May 2016 was distributed at the meeting.

Chief Taylor inquired about the funds paid to MAPS Credit Union. Gina explained this was a payroll deduction from an employee payable to MAPS.

- Motion to approve the financials: Paul Iverson
- Motion second: Marshall Rash
- Motion carried no opposition.

Budget Hearing ORS 294.453 – Public Comment:

The board meeting was open for public comment regarding the METCOM 2016-2017 FY budget at 1:37. Public comment brought forward – None. Public comment was closed at 1:38 PM.

Resolution 2016-01:

A Resolution to adopt the budget for Fiscal Year 2016-2017 and making appropriations was presentation for approval.

- Motion to approve: Jack Carriger
- Motion second: Marshall Rash
- Motion carried no opposition.

Agency Goals and Updates:

A copy of the most recent agency goals and associated tasks were included in the board packets. This update has been color coded to more easily determine task responsibility as well as where in the process the task is or if a task is complete. The most current updates have been highlighted in yellow. Gina asked the attendees if the format in which she is presenting the progress of the agency goals is working for everyone. There was no negative feedback from the group.

WVCC/METCOM Workgroup:

Chief Paul Iverson reported the joint workgroup continued to discuss what a CAD to CAD interface would look like. This discussion included the possible option of CCOM with WVCC and METCOM in a CAD to CAD interface. Currently the discussions of what the future may look like are thought provoking, but no real decisions have been made. The workgroup may explore what a shared CAD would look like rather than a CAD to CAD. Mark Buchholz (WVCC) is researching what costs may be associated with METCOM joining their CAD system. Gina shared at the last joint meeting that the work group tasked both Directors to meet over the next few months to dissect and work through the Marion County Consolidation Study that was recently completed to determine if there are partnership opportunities available to the two centers currently and to determine the valuable points that may be available as opportunities within the report. Gina reported that they met in May and have another meeting scheduled later this month and will continue to meet until the process is complete with the anticipation of taking their findings back to the work group post summer months. There were no questions or comments made from the general meeting.

Service Agreement:

A copy of the Service Agreement with Cascade Networks Inc. (CNI) was included in the board packet. This service agreement has been initiated and effective June 1, 2016. Gina met with CNI to review the agreement, line by line, to ensure expectations on what series will be delivered; were clear for both METCOM and CNI. CNI will be contacting each agency to schedule one on one or small group meetings to discuss and assist in the communication planning. CNI will also be sending out a questionnaire; your participation is very important. Currently there is no specific solution identified; that is the purpose for this process with CNI. It is anticipated that CNI will provide a comprehensive report to METCOM by the end of September of this year.

Utility Agreement:

A copy of a Utility Agreement between Stayton Fire District and METCOM was provided in the board packet. This agreement will become an addendum to the original lease agreement established in 2005. At that time a formal agreement was lacking for the commitment of payment for the water/sewer utility services from Santiam Canyon to Stayton Fire District. This agreement has been approved by Chief Carriger and will formalize the agreement of payment in the amount of \$50.00 per month to the Stayton Fire District for these utility services.

- Motion to accept and approve the utility agreement: Dan Mullen
- Motion second: Marshall Rash
- Motion carried no opposition.

ORS190 Review Committee:

Chief Hume reported the ORS190 review committee has met four times. The committee is working on proposing a draft copy of the updated ORS190 agreement that should eliminate the confusion with the number of service boards currently identified. The committee plans are to propose the removal of one of the service levels, clarify the duties of each level, clean up definitions used in the agreement and re-format the chain of command. Currently the committee does not have anything to formally present. Chief Fossholm requested the ability to review the draft of the agreement. Chief Hume stated it is the intent of the review committee to

email a draft of the changes/recommendations to all the board members via email for review and consideration. Gina requested the draft document be sent to board members for review with the ability to track changes to the document. Chief Hume acknowledged he would do so and anticipated a draft to go out within the next month. It was also noted that all agencies will need to have their legal departments review and sign off on the final copy of the updated ORS190 as well as their Board.

Phone and System Upgrades:

METCOM has completed the update to the phone system on April 20, 2016. With the implementation of the new phone system, additional phone lines were established that allowed for designation to specific agencies and disciplines. Letters have been sent to all agencies outlining the change and identifying agency/discipline specific phone numbers. As anticipated, some audio modulation problems were experienced between the phone and the radio system. Gina reminded this was due to the radio and the phone system sharing the same headset equipment for the dispatchers to perform their duties. The new phone system is digital components and platform and we are merging that with our analog dispatch console that is also in need of replacement as we are continuing to purchase parts on ebay for it. We need to look at replacing that system. Gina reminded that anytime one piece of technology is changed it has an effect on other technology. Coordinating the necessary fix between all the sites was not an overnight process. While most issues have been addressed, Brad continues to work on remaining issues.

After attending the New World System conference, it has been decided that METCOM will not move forward with the most recent CAD upgrade. Due to the lack of a correct path for the following upgrade, it would be best for METCOM to wait for the next version of CAD (the 11.x platform) before upgrading our system. It is anticipated that this upgrade may occur in November of 2016.

Text to 9-1-1:

METCOM has successfully completed testing the text to 9-1-1 system with all carriers. During the testing a few areas were identified that experienced "bounce backs;" stating the text to 9-1-1 service was not available. Currently we are working to expand the boundaries to correct future "bounce backs" within our service areas. Testing was performed successfully within the deaf camp service area. METCOM is currently in a soft launch for text to 9-1-1, anticipating the hot launch to be in August. As of now, METCOM has received two text to 9-1-1 calls, one in which we were able to send officer to the location. The text to 9-1-1 platform allows for plain text only, no multimedia.

Executive Session 192.660 (1) (2) (a) – Discuss Executive Director Contract:

At 1:59 PM. The board moved to executive session to discuss the Executive Director Contract.

The Executive Session closed and return to the normal Board of Director's meeting at 2:33 PM.

- Motion to approve the Executive Director's Contract: Marshall Rash
- Motion second: Dan Mullen
- Opposed: Adam Mauer, Santiam Hospital Ambulance Service (non-voting member).
- Motion approved

Board Chair Vacancy:

Chief Terrill Isak resigned his position as Board Chair effective May 10, 2016. The current ORS190 Agreement states the vacancy shall be filled by a Fire User representative for the remainder of the term; which expires December 2016. As no nominations were presented, Chief Jack Carriger offered to fill as Board Chair for the remainder of the term.

- Motion to accept: None
- Motion second: None

- Motion approved by vote with no opposition

Round Table:

Chaplain services – There was a request for chaplain services to provide service to family members of an involved party of a call. WVCC advised chaplain services were not available. This has been an ongoing challenge. Chief Carriger asked if anyone had a list of established chaplain services that other agencies are using. Chief Hume advised that he had a list he would share and Gina will send out a list METCOM has to all users. Gina encourages each agency to reach out to the dispatch supervisors to establish a chaplain services back up for their agency.

Chief Rash spoke of the possibility that Detroit Fire may be applying for a regional AFG to address radio problems in their district area. Chief Carriger stated to his knowledge, AFG won't fund systems, but may fund radios. Gina shared that METCOM has applied for AFG monies in the past sponsored by different fire districts but has never received an award. Currently Detroit Fire has an agreement with the Forest Service to use one of their law enforcement channels as a work channel for Detroit Fire. Jack Krill stated that Detroit, Lyons and Gates were looking to the board for their support if they apply for grant opportunities and not feel they maybe circumventing a process. The only concern of the group was that if the fire districts received a grant, they ensure any equipment is compatible with METCOM equipment. It was also mentioned by Detroit Fire that they have had communication with CNI regarding and additional or expanded study specific for the Detroit, Lyons and Gates district areas regarding radio and communication options. They were quoted that this additional study would cost these agencies about \$20,000. Gina advised that Detroit, Lyons and Gates were included in the study METCOM has contracted CNI to complete. However, additional or expanded study to these areas specifically would be in addition to the METCOM service agreement as Detroit has stated. Gina confirmed that we still need to continue to maintain the current day to day operations of our radio system until we have the completed study and report from CNI. Gina also explained that we are not asking CNI to evaluate every one of our tower site locations with specifics to modulation, interference, compatibility as we are not paying them enough to include that in this service contract.

Chief Iverson inquired as to the status of the Water Rescue Plan. Gina advised that they were still waiting to hear back from the committee.

Upcoming Board Meeting Dates:

Dates for the 2016-2017 Fiscal Year Board meetings have not yet been identified. Chief Carriger, Board Chair, would like to meet with the Executive Board first and then determine an appropriate meeting schedule. Gina inquired if the quarterly meeting schedule was something that would be recommended for change with the ORS190 Review Committee. Chief Hume indicated that was not their intent. Gina will notify the group once the dates have been scheduled and said dates will be available on the METCOM Shared Calendar on the Web Site.

Meeting adjourned at 2:51 p.m.