



METCOM 9-1-1
BOARD MEETING MINUTES
October 22, 2013 at 1:30 p.m.

Governing Meeting called to order at: 1:42 p.m.

Members in Attendance: Rod Yoder, Jay Hannon, Paul Iverson, Don Taylor, Adam Maurer, Troy Clausen, Dan Connor, Dan Mullen, Sherry Bensema, Terrill Isaak, Gordy Jensen, Jim Trierweiler, Vasily Hansen, Scott Shepherd, Jeff Fossholm, Brandon Hamilton, Scott Russell and Dave Dryden. Staff: Gina Audritsch

Scott Russell opened the meeting.

The meeting commenced with introductions around the room.

Board Meeting Minutes for Approval:

Regular Governing Board Meeting Minutes - July 8, 2013

Motion to approve Meeting Minutes: Paul Iverson Motion Second: Scott Shepherd

Motion carried with all in favor and no opposition.

Executive Board Meeting Minutes – September 11, 2013.

Motion to Approve Meeting Minutes: Brandon Hamilton Motion Second: Dave Dryden

Motion carried with all in favor and no opposition.

Monthly Financial distributed (July, August and September) Gina shared as a reminder that the financial statements will be a month behind for review due to the process that occurs with the book keeper and waiting on the bank statements – of course if any questions always welcome to inquire. The invoices along with the checks are made available to the check signers and all checks require two signatures.

Questions on the bills:

Prior to a question being asked Gina provided clarification as to why there were two checks written in the same month to HRA/VEBA and explained the start and stop of the new fiscal year and how the funding works with payroll process and needing to be processed in the current fiscal year month of July.

Paul Iverson inquired about checks written to Michele Hall. Gina clarified her as the Web Master for METCOM and the payment is made hourly for her work.

Motion to accept the bills: Paul Iverson Motion Second: Gordy Jensen
Motion approved with all in favor and no opposition.

OLD Business:

Executive Director Contract: Scott Russell advised that the METCOM Leadership Committee, Dave Dryden and Brandon Hamilton, met regarding the Directors Contract. Upon solidification of an Agreement, it was sent out via email distributed to all user members and participants for a majority vote for approval. Scott advised that the Agreement was approved with a majority vote and signed with Gina Audritsh.

ORS190 Review Committee: Brandon Hamilton advised that the committee met and have identified some areas for modification and wanted to provide additional input from other users prior to making the final modifications. Giving some attention to the current meeting and difficulty in obtaining a quorum to conduct business because there are a number of entities that consistently do not attend meetings. The discussion continued with the potential of modifying the 190 Agreement to include referencing the "majorities of members present" for referencing a quorum for conducting business. Discussion about the super majority for budgeting and then made reference that entities could vote by proxy or by phone if we want to look at making conference bridging available. Brandon Hamilton advised that if further suggestions for modification to contact one of the committee members or notify the Director.

Police Service Committee: The committees have been meeting ever two to three weeks since the formation of METCOM however have agreed to defer the next meeting(s) until January 2014 so that the new policies can be put into effect and an evaluation period of how they are working. At the January meeting we will be discussing the future direction of the Service Committee and the implementation of a Quality Assurance process.

Marion County Consolidation Study Process – Troy Clausen from MCSO provided an update to include that the Consultants will be on site November 18th – 25th to meet with PSAP's and to hold a kick off presentation. Troy identified that that survey for staff was presented to each PSAP and those results are being compiled and will be finalized on Monday. The second phase of the onsite visits will include meetings with stakeholders. The consensus includes that stakeholders/users would like to have a combination of smaller meetings for users to express their input.

NEW BUSINESS

Staffing Configuration – Gina recommended the modification of the Organizational Chart and requested approval for the full time business manager position and to begin recruitment for the technical position – met with the Exec Board and they suggested with the ½ time position being modified to full time it should go before the full governing board.

Motion to amend the METCOM Organizational Chart to reflect the changes as proposed by the Director referencing the staffing model.

***Motion to Approve: Sherry Bensema Motion Second: Bill Hansen
Motion carried with all in favor and no opposition.***

Review of Sept 28th Power Outage at the Center: UPS Review – no clear definite reason – IT continuing to work with Schneider Company for testing and we are planning to do another shut down of all equipment and place a load on the UPS and transition with the Generator to ensure that it is capable of handling the load. We will be staffing the back up center during that process to ensure no loss of service to users and community. Gina advised gave us the opportunity to review our internal processes and to modify current back up procedures which are reflected in the reference materials distributed in the board agenda packet.

Radio Infrastructure Review: The topic included that with the addition of a Technical Position with METCOM that we continue to work on the technical concerns proactively. Scott Russell shared information about the direction of First Net.

Gina advised with grant funding being more scarce and federal funding having specific requirements of P-25 we need to continue looking at alternate funding options such as agency partnerships, planning and Flex Lease options.

North Law Enforcement agencies are continuing with the digital Nexedge system.

Gina advised of her desire to form a Technical Committee to look at the long term goals of METCOM and to identify solutions and with that will include the need for funding. Brandon Hamilton recalled that with the discussion of the merger and creation of METCOM that it was to fix the problems of radio and if we need to finance the projects, then we should do that. Discussion included identifying a strategic plan of action for the radio networks and to work with our new technical position along with the formation of the committee. Troy Clausen expressed an interest to be involved in that process.

Gina recommended that we look at a Technical Meeting formation sometime after the first of the new year. Individuals interested in serving on that committee are Troy Clausen, Jim Trieweiler, Gordy Jensen. Gina recommended Virgil from Marion County Radio Shops as we are sharing the microwave system and also recommended Jay Alley from Stayton along with herself and the new Communication Technician once identified and hired.

Resolutions for Adoption:

Resolution 2013-18: A Resolution Authorizing the Governing Board of Directors to Adopt a Personnel Policy Manual.

Motion to Approve: Scott Shepherd Motion Second: Rich Sebens
Motion carried with all in favor and no opposition.

Resolution 2013-19: A Resolution Authorizing the governing Board of Directors to Adopt a Standard Operating Procedures (SOP) Manual.

Discussion: This is a Resolution that is providing for the standardization and consistency of operations for the center to operate.

Motion to Approve: Scott Shepherd Motion Second: Rich Sebens
Motion carried with all in favor and no opposition.

Meeting Adjourned at 2:35 p.m.