



METCOM 9-1-1

BOARD MEETING MINUTES

January 25, 2018

Members in Attendance:

Shawn Baird
Sherry Bensema
Jack Carriger
Mark Daniel
Jim Ferraris
Damian Flowers
Jeff Fossholm
Ed Grambusch
Rick Heuchert
Alan Hume
Adam Maurer
Bill Miles

Dan Mullen
Jon Remy
Scott Shepherd
Peter Spirup
Don Taylor
Rod Yoder

METCOM Staff:

Gina Audritsh
Louise Funk
Brad Johnson
Wendy Patterson

John Thompson
Jordan VanDyke

Presenters:

Aaron Gant – Day Wireless
Jeff Springer – Day Wireless
Roger Tay - Day Wireless
Cameran Lougee – Day
Wireless
George Dunkel - SDAO
Richard Gabotin - MCEM

METCOM regular Governing Board meeting called to order at 10:00 AM with a quorum met by members present.

Meeting Minutes:

The Board Meeting Minutes for December 13, 2017 meetings were presented for approval.

- Motion to approve meeting minutes: Scott Shepherd
- Motion second: Bill Miles
- Motion carried no opposition.

METCOM Accreditation Presentation:

Ed Boyd with Oregon Accreditation Alliance presented Gina Audritsh with a plaque for recognition of being one of five dispatch centers in the state of Oregon who has completed the process of accreditation.

Fiscal Year 2016-2017 Annual Audit Review / Approval:

A copy of the annual audit for the Fiscal Year of 2016-17, along with the letter of compliance, was presented in the board meeting packet. The Board was asked if they had any questions regarding the audit. No questions were presented.

- Motion to accept the 2016-2017 audit report: Sherry Bensema
- Motion second: Scott Shepherd
- Motion carried no opposition.

Day Wire Radio Presentation:

Day Wireless presented a power point presentation regarding their proposal for a solution to the METCOM radio system. A copy of the PowerPoint presentation is attached to the meeting minutes.

Goa Review and Strategic Planning:

George Dunkle with SDAO addresses the board regarding the progress and current standing of the strategic planning and goals for METCOM that were set by the board las year. Both Gina

and George provide the board with handouts listing the current status of the goals as well as current "gaps." Current identified "gaps" are:

- Reconfiguration of staff duties
- Identify a future communication system plan
- Define ownership and maintenance responsibility of our communication system
- Define funding strategy to support future communication plan
- Implementation goal of a reliable communication system
- System ownership agreements
- Develop initial cost formula for new users
- Develop contingency funding for any reduction in users
- Direction of any future consolidation

Items added to the goal setting "gaps":

- Ability to have a lead or supervisor on duty on all shifts
- Utilize additional CAD functions such as priority dispatching on EMS side
- What does it / would it look like to reconfigure the center and the board group
- Provide a cost comparison on all radio systems proposals received; to include cost, value of system and pro/cons (bullet points of systems). Gina will be able to provide cost of systems but will need input from users on proposed systems pros and cons.

It was determined that the board would also work on the development of a funding plan for future radio system improvements and developing a contingency funding plan for any reduction in users.

Executive Director – George suggested to the board that the group should discuss as a whole:

- Executive Director job description
- Is the compensation adequate
- Determine a selection process (i.e. have a defined process)
- Select a committee for the process

Executive Director Committee Members:

- Shawn Baird – Woodburn Ambulance
- Jim Ferraris – Woodburn Police Department
- Jeff Fossholm – Silverton Police Department
- Bill Miles – Silverton Fire Department
- Scott Shepherd – Jefferson Fire Department
- Rod Yoder – Aurora Fire Department

Round Table:

- Richard Grabotin, Marion County Emergency Management, advised the group that there is current county infrastructure in place that they may not be aware of. Several items listed on the Day Wireless proposal is already in place. Richard stated that MCEM is here to help and that it would be beneficial if all agencies utilized/built using the same equipment for future collaboration. Gina will contact the Marion County Sheriff's Office and bring back information on their standing on possible collaboration.

Upcoming Board Meeting Dates:

March 28, 2018

June 6, 2018

September 6, 2018

December 6, 2018

Meeting adjourned 1215