



METCOM 9-1-1

Executive Board Meeting Minutes

February 13, 2019

Members in Attendance:

Jim Anglemier
Sherry Bensema
Joe Budge
Charlie Button
Mark Daniel
Jim Ferraris
Damian Flowers
Ed Grambusch
Alan Hume
Michael Kahrman

Bryan Lee
Bill Miles
Dan Mullen
Dave Rash
Rich Sebens
Mark Shelton
Scott Shepherd

Others in Attendance:

Ed Flick
Troy Clausen
Joe Kast
Jason Myers

METCOM Staff:

Wendy Patterson
Mark Spross
John Thompson

METCOM regular Governing Board meeting called to order at 10:07 AM with a quorum met by members present and absentee ballot.

The board meeting was opened by Chair Jim Ferraris.

Board Meeting Minutes: The December 6, 2018 and January 7, 2019 were presented for review and approval.

Motion to approve minutes: Scott Shepherd

2nd: Bill Miles

Motion carried no opposition

Election of 1st Vice Chair: Previously elected 1st Vice Chair, Chief Joshua Williams stepped down from the position of 1st Vice Chair. The following board member was self-nominated and elected as METCOM Executive Board 1st Vice Chair for the remaining 2019-2020 2-year term.

- **1st Vice Chair - Scott Shepherd**
Nominated by: Self nominated
2nd by: Sherry Bensema
Motion carried, no opposition

Wendy Patterson will contact the Executive Board Members and coordinate necessary information for updating the bank signature cards.

Marion County Radio Project Partnership: MCSO lead the discussion regarding the current status of their radio project.

- When MCSO built out their system some existing equipment was at end of life.
- Currently channel 1 is not working well.
- They are looking to rebuild with 9400 core and relook at the current sites and infrastructure.
- MCSO is currently anticipating using Tate due to their guarantee to have the sites working as indicated within their contract.
- MCSO is currently engaged in conversation on the need to potentially reengineer Channel 1 for MCSO but also build out to an 8 channel system. This would allow for a potential of 6 channels for other agencies to use. MCSO is looking to

METCOM to see if there is interest from METCOM on these channels. This is to confirm if there is interest only; this is not a commitment or a contract. MCSO needs to provide a plan to their commissioners if METCOM is interested in being a part of the engineering study for these additional channels.

- Q: Is there a timeline on the 8 site system?
A: It would be premature to say at this point. MCSO would need to take a plan forward to their Board.
- Q: Are METCOM's channels included in the proposed 8 channel system?
A: Yes, as well as MCFD #1
- Q: How would this impact METCOM's adoption of our VHS equipment or other equipment if MCSO moves forward with Tate?
A: This may cause issues. It can be problematic bringing Tate and Motorola equipment together as well as the timelines between the two agencies.
- Q: Concerns going with P25 Motorola equipment was brought forward due to cost.
A: Motorola is expensive. However, if you are not looking at a trunked basic system, the cost is more compatible. There are also not subscription fees if using an analogue system. The challenge is that both METCOM and MCSO have immediate, critical needs. METCOM's proposal, within the proposed budget, is the first step in a long process. It is not a long term solution.
- Q: Is MCSO looking for a commitment for involvement with the proposed study or are you looking for a commitment to the partnership?
A: MCSO advised they currently cannot make a commitment to METCOM regarding the process. At this time they need to have a proposed plan to bring forward to their Commissioners regarding the study only. MCSO reinforced they are committed to the Tate/Harris system. Their raised a concern if MCSO and METCOM do not work collaboratively, it may cause some potential interference for both agencies. MCSO does not anticipate moving towards digital due to cost. Mark Spross voiced that both agencies will need to ensure that engineers communicate with each other to avoid any potential issues.
- Q: Is MCSO seeking a commitment of dollars from METCOM to participate in the proposed 8 channel system study?
A: No. MCSO is only asking if METCOM has any interest in being a participant in the study. The study will be funded by grant dollars.
- Q: Will a 190 group need to be formed to develop a county wide radio system?
A: MCSO asked if METCOM currently has a budget line item to pay for a radio system. Mark Spross indicated both yes and no. METCOM currently has one (1) site truly owned by METCOM. METCOM is currently in discussion regarding how current and future ownership of radio equipment may look. There are both pro's and con's to a new 190 agreement for a radio group. Part of this would be to look at the governance. This would be a long term process.
- Q: Can we modify language to include how to manage our systems if we go down this path in the future?
A: MCSO advised yes. This is again not an obligation for monies contribution.
- During the Day Wireless presentation, they indicated that they could use any equipment. METCOM may "miss the boat" if it is decided not to work with MCSO for communications. It may be less expensive to partner with MCSO for communications up the canyon. Mark Spross has met with both Day Wireless and Communications Northwest. Both have indicated that they could partner to come up with a system.
- Both agencies are at a critical point with their radio systems. What is METCOM going to do at this point in time to address the critical situation? Currently MCSO

needs to fix their channel issues. As they are choosing to use Tate/Harris it was proposed that MCOS should start their project and METCOM should move forward with ours. In 5-10 years as technology and equipment progress it may provide for an easier path to merge the two systems.

Board Chair Jim Ferraris summarized that he understood the direction of the METCOM Board was to support MCSO to include METCOM in the 8 Channel system study while both MCSO and METCOM move forward with our own individual/parallel systems. It was indicated to MCSO to retain language in the study addressing a possible merger in the future.

- The Board provided consensus in the direction stated above by the Board Chair.

Financials: Mark Spross asked the Board if they would like to continue to receive copies of the financials in the Board Information Packet. The consensus was to discontinue providing copies of the monthly financials. Checks issued require two (2) signatures and are reviewed with supporting documentation by the two persons signing the checks. Financials are available for review upon request.

Fiscal Year 2017-2018 Audit Report: A copy of the completed 2017-18 FY Audit Report conducted by Grove, Mueller & Swank PC was provided within the Board packet for review and approval. No questions were brought forward regarding the Audit findings.

Motion to approve the 2017-18 Audit Report : Joe Budge

2nd: Michael Kahrmann

Motion carried no opposition

VLAN Radio Project: Dan Epperson (RadioDan), the City of Woodburn IT and Marion County Public Works continue work on identifying and correcting the "looping" issue within the radio system. The specific issue cannot be properly identified until the Mindshare system experiences another crash.

ORS190 Agreement – Legal Review: As requested by the Board of Directors, METCOM has contacted SaalFeld Griggs PC, by recommendation of Peck Rubanoff & Hatfield PC, to review the ORS190 Agreement for a legal review and interpretation of radio equipment ownership and maintenance responsibility under the 190. A copy of the 190 Agreement has been provided to SaalFeld Griggs PC and we anticipate an update at the March 2019 Board meeting.

Budget Committee: The Budget Committee brought forward to the Board a recommended 2019-2020 FY balanced budget in the amount of \$3,187,558.

- CBA mandated expenses
- Pictometry with CAD
- Funding for a 3rd supervisor
- Payment of console upgrade
- Continued defined user split of 57/43%
- Contract for IP Network monitoring
- \$10,000 increase to Operating Contingencies
- \$85,000 Radio System Project (total of \$850 over 10 year loan)

A copy of the proposed budget was provided to board members in attendance. The following items were topics of discussion:

- Budget changes that affect the current Radio Technician position: Due to current workload, this position has been reduced to part-time. The salary difference has been reallocated to the Communications Equipment Repair & Maintenance and the Engineer & Technical Services line items.
- Will the VHS Simulcast system retain the ability for volunteers to receive pages: Yes. There will be no change to the station toning. The radio system proposed will tie the system together. The 2 tones will remain.
- The Simulcast system is to help tones and pages to be more reliable. The system will have the same coverage map. However, the system should make the current coverage better between the sites we have; like a "blanket" effect.
- Where are the dollars for the system built into the budget: It allocated in the budget as a whole and calculated in the current user fee formula and discipline split.
- General discussion on how the radio system funds are split among the users. Would like the Agency and the Budget Committee to review other funding options other than the user fee formula for the radio system. Items to consider:
 - ✓ Split the full cost of the system equally between users
 - ✓ Look at a "smoothing" option
 - ✓ Impose a base "buy in" amount
 - ✓ Retain the current payment structure via user fee formula
 - ✓ Using an equal split of the system would have a larger impact to smaller agencies

Mark Spross and the Budget Committee received the directive from the Board to:

- Retain funding for the radio system within the budget
- Look at other possible funding options (i.e. "smoothing").
- Bring forward final budget recommendation to the March 14, 2019 Board Meeting

Consolidation Workshop: Jim Ferraris reported the last consolidation workshop provided good discussion although the governance model continues to be a primary challenge. The Consolidation Committee reviewed different governance models out of Washington State; SNOCOM Communications. The next consolidation meeting is scheduled for April 1, 2019 and will discuss possible rate plans. MCSO agreed to provide a letter to WVCC stating they will continue to receive dispatch service through WVCC for the next year due to movement in communication regarding possible future consolidation.

Fire Preplans – Shield and Crew Force: The software has been installed for fire preplans. Address verifications with businesses within our service districts are underway but will take some time to complete. Individual districts will need to provide information they would like to have in the preplans for each individual address within their service district. METCOM has forms available for Agencies to use for collecting address preplan information.

- METCOM will input each Agencies top 5 address location preplan information into CAD
- For smaller agencies, METCOM will input preplan information into CAD per a designated schedule.
- For larger agencies, METCOM will train one representative from each department on the proper process for inputting preplan information into CAD. This information is entered into the CAD system directly and if not performed properly may cause unintended issues within the system. Only the trained personnel should input any information into the system.

Crew Force is not currently funded and will not continue to be listed on the agenda. If an agency is interested in information on Crew Force, contact METCOM directly.

Future Board Meetings: METCOM would like to have future meetings at alternate locations. If you are interested in hosting a Board Meeting at your department, please contact Mark Spross.

Good of the Order: None

Meeting adjourned at 11:52 PM.

2019 Board Meeting Dates:

March 14, 2019 @ 1000 hours **Stayton Fire Department** – (Approve METCOM Budget)

June 4, 2019 @ 1000 hours – (Adopt METCOM Budget)