



METCOM 9-1-1

Executive Board Meeting Minutes

December 6, 2018

Members in Attendance:

Jim Anglemier
Shawn Baird
Sherry Bensema
Joe Budge
Jack Carriger
Mark Daniel
Bob Johnston
Dan Mullen

Fred Patterson
Dave Rash
Jon Remy
Peter Spruiop
Don Taylor
Jim Trierweiler
Joshua Williams

Others in Attendance:

Jeff Stufrud - MCSO
Ed Grambusch

METCOM Staff:

Gina Audritsh
Louise Funk
Jordan VanDyke

METCOM regular Governing Board meeting called to order at 10:02 AM with a quorum met by members present.

The board meeting was opened by Chair Jeff Fossholm.

Board Meeting Minutes: Gina acknowledged the date listed on the November 19, 2018 board meeting minutes was incorrectly listed as November 19, 2019. Motion to approve the September 6, 2018 and November 19, 2018 board meeting minutes as amended:

Motion: Jack Carriger
2nd: Ed Grambusch
Motion carried no opposition

Financials: No questions brought forward

Executive Director Replacement: An offer has been extended and accepted to a candidate for the Executive Director position. The dug screen is complete as well as the completed background. The pre-employment psychological exam has been scheduled for December 11, 2018.

Consolidation Workshop: Jeff Fossholm reported the last consolidation workshop provided good discussion. It was agreed upon that the workgroup should review other governance models used by other dispatch centers. METCOM established consolidation would need to be a 190 Agreement. Troy Clausen with MCSO, agreed the meeting discussion was productive with the directive to look at other 190 Agreement models. Further discussion is needed with the City of Salem prior to establishing a direction of the consolidation workgroup. A question was brought forward inquiring if there had been any discussion in the Workshop on the possibility of becoming a Special District. Jeff Fossholm confirmed yes. A Special District was one of the three models discussed, however it is too soon to move forward in that direction at this point. The next Consolidation workshop is scheduled for January 31, 2019.

After Action Report: Gina provided a copy of an After Action Review status to the attendees. This report provided bullet points of completed tasks that were identified from the August 2, 2018 radio outage event. The completed tasks include:

- VLAN's have been installed and configured.
- A Diagram of the IP Network is complete. All network switches and IP addresses have been identified. In the future, before anything is added to the system, it would need to

be reviewed and approved by a person who will oversee the IP Network access. This will be determined in the future who will be managing this process/system.

- Mobile radios have been purchased and installed at the back-up facility and at each dispatch consoles.
- Roof top antennas have been purchased and installed at METCOM and the back-up facility to increase radio coverage area.
- All back-up SOP's have been updated with instruction on how to use the back-up radios; including what frequencies to use and have been reviewed with all METCOM dispatch staff.
- New Everbridge groups have been created and existing groups have been updated with contact information for all agencies for notifications of radio maintenance and/or system outages.
- SOP's have been updated to provide additional direction on how to use Everbridge for radio system maintenance and/or outage notifications.
- METCOM will continue to train staff at the back-up center for the purpose of hands on back-up procedure exposure and review.
- Brad Johnson and John Thompson are attending additional Mindshare training at the corporate office.
- Discussion of hiring a 3rd dispatch supervisor has been address with the budget committee.
- Additional To-Do Items still include: Program back-up mobile radios to enable the radio to send Fire tones. Nexedge portable radios have been ordered for the Supervisors, but have not yet been received.

VLAN Radio Project: The VLAN Radio Project has been completed. Some anomalies are still being experienced. Currently it appears that there is some interference coming from the Eagle Creek site. Dan Epperson is working on identifying and correcting these issues.

Marion County Radio Project Partnership: Ed Fick has received an extension of the SHSP Grant funding to June of 2019.

South County Radio Issues: Jeff Fossholm reported on Monday, December 3, 2018, he and Gina attended a meeting at Stayton Fire Department with some of the original Santiam Canyon agencies regarding continued radio issues in their response area. Mark Schumacher with Complete Wireless attended the meeting to provide technical information. Overall somethings have improved or are improving with METCOMS work on improving individual IP addresses, the VLAN and PN lines to each location. METCOM learned that Marion County's last radio technician had made adjustments to the CAMS and other items at both the Wipper and House Mountain sites that impacted combining and was causing issues. Marion County has since hired a new Radio Technician and are willing to assist fixing the problems at these sites.

This discussion also brought up the fact that most of the original Santiam Canyon Communications Agencies believed that the radio equipment at Wipper and other locations belonged to the dispatch center and is not individually owned by the agencies. This includes equipment such as repeaters, base stations, up to portable and mobile radios. Gina indicated that when the merger between Santiam Canyon Communications and NORCOM occurred there was no documentation as to who owned what and this causes the issues on trying to determine ownership of what the agencies had. When the IGA was signed, the IGA says METCOM does not own any of the base stations or towers. METCOM does own the Wipper site at that come over from Santiam Canyon. METCOM owns the site but what about the equipment? This question is being brought forward to the full user board at this time to

determine where we go from here; is this going to be considered individual equipment or METCOM's equipment? The general discussion was as follows:

- It was believed by some agencies that the equipment was owned by the individual agencies and that is why there was not a budget line item through METCOM to pay for any of the equipment, upgrades or fixes.
- All the equipment was originally associated and owned by Santiam Canyon. At the time the two organizations merged, there was a line item in the Santiam Canyon budget for repairing and maintaining the radios and the system. This line item was paid for by the users and the monies continued to be paid through user fees; it did not go away. We have not been charged with maintenance in the last 5 or so years unless there was a specific identified event. We just need to figure out what direction we are going to go from this point forward.
- The south county group decided that the combiners and the CAMS do need to be fixed. The voted to move forward as a group to hire Complete Wireless to assess that equipment and perform a "tune up" on that equipment. This will also help determine if any equipment needs to be replaced or if it is in good working order. The cost for this will be absorbed by the South County agencies.
- There needs to be further discussion on who pays for what.
- Is there not the same issue in the North County agencies on who owns what equipment? The North County agencies have a list of equipment and who owns what.
- The IGA was signed upon the merger of the two agencies so it appears this should be a "moot" point at this time. The IGA should be followed.
- If METCOM moves forward with a Simulcast system it would be owned by METCOM and become METCOM's issue, with the exception of portable radios.
- Direction to the Budget Committee is need from the board regarding status of a line item for radio maintenance.
- A legal analysis of the 190 should be complete to determine the intent of the equipment in the 190 Agreement and go from there.
- If a legal analysis of the 190 is performed, are all agencies willing to accept the legal opinion that comes back from METCOM's lawyer? Any of the agencies can have their legal look at the 190 Agreement. The 190 Agreement also provides provisions for those agencies who no longer wish to have services through METCOM and outlines an exit strategy. Gina advised the board that each agency had their legal review the 190 Agreement prior to signing it at inception. It was determined by the board that Gina is to have the 190 Agreement reviewed by legal to determine ownership and maintenance responsibility of the equipment. Note* a new IGA will need to be drafted or the IGA amended if METCOM proceeds with a simulcast system.

Budget Workshop: Gina advised the board that the Budget Committee met for a budget workshop, not a meeting, on November 29, 2018. The workshop provided Gina with information on how to proceed in the budget preparation in the following areas:

- Salary
- Insurance
- PERS Contribution
- Staffing levels
- Anticipation of staff retiring in the next 2 years
- Pictometry with CAD
- Priority dispatch
- Funding for a 3rd supervisor
- Life of the generator at the back-up facility
- Collaboration with Marion County

- Payment of console upgrade
- Budget projection
- Continued defined user split of 57/43%
- USFS Increase
- User fee increase
- Contract for IP Network monitoring

Gina passed out radio system quotes from three vendors along with a loan amortization schedule to give agencies a visual if METCOM proceeded with a loan for a new radio system project. This was for visual information only and not a presentation on an anticipated loan. The sample amortization show a payments for a loan of \$850,000 over a 10 year term. The quotes were the original numbers/quotes provided by the vendors and have not been updated in price.

Pulse Point: Currently there are 9 agencies using the Pulse Point program.

- Silverton Fire – Receives the Pulse Point alerts, sometimes prior to receiving the dispatch.
- Mt. Angel Fire – Working great, no issues with citizens causing conflicts at the scene.
- Is the currently any interest from Law Enforcement agencies to participate?
- The Pulse Point annual maintenance fee will be funded through the METCOM budget moving forward.

Fire Preplans – Shield and Crew Force: The initial cost is \$20,000 to have the program installed on the METCOM servers. Marion County Emergency Management was also working on a preplan system. MCEM paid for the install of the preplan system for METCOM. Each individual user license is approximately \$400. Agencies will enter their own preplan information into the system. Gina will schedule another demo of the Shield and Crew Force program.

Election of Executive Board Officers: The following board members have been nominated and elected as METCOM Executive Board Officers for the 2019-2020 2-year term.

- **Executive Board Chair** - **Jim Ferraris**
Nominated by: Dave Rash
2nd by: Fred Patterson
Motion carried, no opposition
- **1st Vice Chair** - **Joshua Williams**
Nominated by: Fred Patterson
2nd by: Jim Trierweiler
Motion carried, no opposition
- **2nd Vice Chair** - **Mark Daniel**
Nominated by: Joshua Williams
2nd by: Charlie Button
Motion carried, no opposition

Wendy Patterson will contact the newly elected Executive Board Members and coordinate necessary information for updating the bank signature cards after the first of the year.

USFS LEO Contract: The US Forest Service contacted Gina and requested an extension of their contract for dispatching services for an additional 6 months. This will bring their contact for dispatching services for their LEO's through June of 2019.

Staffing Update: METCOM is in the process of hiring two Part-Time Call Takers. They will be regularly scheduled to work 20 hours per week. These positions are not covered by the CBA or represented positions and are not eligible for benefits. It is anticipated that these positions will be hired prior to Christmas. The part-time call takers will normally be scheduled to work 4 days per week, 5 hours per day. This may fluctuate due to call volume, agency need and time of year.

Collective Bargaining: We are currently still in the bargaining process. We are hopeful to have bargaining complete by the end of the year. Bargaining started in February of this year.

Good of the Order: December 12, 2018 is the 10-year anniversary of the Woodburn Bank bombing. Woodburn Police Department is hosting a memorial event at 12:00, Wednesday, December 12, 2018 at the Woodburn Memorial Center. Information is available at the Woodburn Police Department.

Fist Net Presentations: Verizon Wireless, David Sauer presented information on the government wireless program they offer. Paul Braustein with AT&T presented information on the First Net program offered through AT&T.

Meeting adjourned at 12:15 PM.

2019 Board Meeting Dates:

February 13, 2019 @ 1000 hours – METCOM

March 14, 2019 @ 1000 hours – (Approve METCOM Budget)

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