



METCOM 9-1-1

Executive Board Meeting Minutes

June 9, 2020

Members in Attendance:

Jim Anglemier
Sherry Bensema
Mark Daniel
Jim Ferraris
David Frisendahl (via phone)
Roy Hari
Bill Miles
Dan Mullen
Dave Rash
Scott Shepherd

METCOM Staff:

Wendy Patterson
Mark Spross
John Thompson
Jordan VanDyke

Others in Attendance:

Joe Cast – MCSO (via phone)
Brian Nicholas – MCPW
Erick Bermel – ADCOMM (via phone)
Steve Proctor – ADCOMM (via phone)
Clyde Reymer – ADCOMM (via phone)
Dari Reddy – ADCOMM (via phone)
Susan Ronning – ADCOMM (via phone)

METCOM regular Governing Board meeting called to order at 10:02 AM with a quorum met by members present and absentee ballot. Member present who have two voting rights to meet a super majority was; Bill Miles. Voting absentee ballots received by; Richard Schmitz (AVP), Fred Patterson (DCF), Joe Budge (HUF & WBF) Paul Iverson (MOF) David Frisendahl (SYP) and Jordan Donat (TRF).

The board meeting was opened by Jim Ferraris.

Board Meeting Minutes: The February 19, 2020 meeting minutes were provided in the board packet for review.

Motion to approve minutes: Scott Shepherd
Motion 2nd: Mark Daniel
Motion carried no opposition

FY 2020-2021 Budget Adoption & Resolution: Copies of the approved 2020-2021 METCOM Budget were provided in the board packet for review and available to board members present. Mark Daniel opened asked members present if there were any questions regarding the FY 2020-2021 approved budget and budget presented for adoption. No questions were posed. Mark Daniel asked members present if there were any questions regarding the budget process or recommendations. No questions were brought forward regarding the 2020-2021 FY budget.

- ❖ Dan Mullen asked if there was any anticipation of what the user fee increase might be for the next budget cycle (2021-2022 FY).
- ❖ Mark Spross advised that much of that would be dependent upon the radio project and any Capital projects; such as replacing the generator at the Santiam facility, or any other Capital projects that may need funding. It is his hope to maintain the user fee increase between 3-5%.

- ❖ Dan Mullen also asked if the departure of Aurora Fire Department would free up dispatch personnel and dispatching demands.
- ❖ Mark Spross indicated that he did not anticipate this would cause enough reduction of work load to equal a reduction in staff.

Jim Ferraris asked if there was any members of the Public present via the call in phone number provided. There was no reply. Jim Ferraris asked if there were any members of the Public present who wished to provide public comment on the MECOM 911 2020-2021 Fiscal Year budget being presented for Adoption. There was not public comment.

Jim Ferraris asked the Board if there were any questions regarding the METCOM 2020-2021 Fiscal Year budget presented for adoption. No questions were brought forward.

Resolution 2020-04 – A resolution adopting a budget for fiscal year 2020-2021 and making appropriations.

Motion to adopt Resolution 2020-04 was presented by – Scott Shepherd

Motion 2nd to adopt Resolution 2020-04 – Bill Miles

Discussion – None

Vote – All members present voted in favor of adopting Resolution 2020-04. Member votes by ballot – 6 in favor, 1 against.

Resolution 2020-04 - Passes

Paul Iverson requested via email to have discussion regarding the possibility of forming a taxing district for METCOM in the future and what that may look like. Sherry Bensema noted that the board may have looked at this in the past and determined it was not feasible at that time. Jim Ferraris requested Mark Spross to research what a taxing district might look like and provide a high level overview at the next board meeting. This will be placed on the agenda for the September 2020 board meeting for discussion.

Resolution 2020-05 – A resolution authorizing to surplus and sell the agencies radio test equipment.

This resolution would allow for METCOM to surplus and sell radio testing equipment that was purchased by the previous Radio Technician that no longer has use at the agency. The anticipated approximate market value is \$20,000.

Motion to approve Resolution 2020-05: Sherry Bensema

Motion 2nd: Scott Shepherd

No further discussion.

Resolution 2020-05 passed – one absentee ballot indicated abstain from voting due to unfamiliarization with the equipment.

COVID-19 Planning: Mark Spross provide a high overview of Agency planning for COVID-19 response. METCOM is working with WVCC to allow the transfer of calls to their agency should METCOM's staffing fall to an inoperable level. METCOM and WVCC are still working on the logistics of this partnership. These are several staffing plans but worst case would see the need to transfer law enforcement radios to WVCC as our law agencies have the ability to communicate on MCSO radios. Fire agencies pose a greater challenge and this continues to be an item under review. METCOM is researching the placement of plexi-glass shields for staff to be installed between dispatch stations. Currently METCOM is not requiring employees to wear face coverings while working. It is anticipated that with the regular fall cold and flu season this may become a requirement. METCOM has expanded our cleaning and sanitization processes as well as adopting the Woodburn Police Department's protocols for temperature and symptom monitoring. In addition, METCOM continues to be closed to all visitors. A question was asked if METCOM is able to utilize the back up facility if needed during a "COVID" event. Mark Spross

confirmed that the use of the back-up facility is an option. Processes are still in the works to make any evacuations to Santiam a smoother process. METCOM may have any employees who have tested positive for COVID but are not experiencing any symptoms, work from the back up facility. The current operations flow does not allow transfer of all telephone lines to the back-up center. Mark is working with staff to fix this.

Santiam Generator: Stayton Fire Department continues to perform the necessary routine maintenance, however the generator is at end of life and needs to be replaced. A company has been contacted to provide a quote for the replacement of the existing generator with a new or new to us generator as well as the removal and install costs. We anticipate to have some additional information at the September board meeting.

Radio Update: Day Wireless provided a PowerPoint presentation regarding a METCOM Simulcast Radio Project. Day Wireless provided a handout with an overview of the proposed radio project as well as coverage maps. Please see additional attachments to this email for a copy of the handouts. The presentation briefly addressed where the project started 5 years ago to a system that specifically would be best for coverage.

Day Wireless advises this project includes using current facilities, some equipment and the use of current frequencies. The frequencies will be one of the first items that will need to be in place for this project.

After the presentation, Mark Spross provided an additional handout outlining anticipated costs for enhancements to the radio project proposed by Day Wireless that would include options to allow for better coverage on the HWY 22 corridor.

Discussion:

- Q - How much contingency is built into the radio project funding as presented for any unanticipated overrun of costs or unforeseen costs?
- A - Mark acknowledged that there is very little contingency. At this point if the project should go over budget, the Agency contingency funds would be used.
- Q - What happens if a user agency leaves METCOM during the life of loan payoff?
- A - That is to be determined. The Board could look at a contract the Agencies would need to sign that agrees to continue to pay their portion of the loan until it is complete should they leave METCOM. This is currently not in place.
- Q - What increase will the contract agencies see?
- A - Due to the current contracts for service with our contract agencies, they would not be included in the cost share for the radio project.
- Q - Is the system P25 capable?
- A - Yes. The system is capable to upgrade to P25 with a few modifications. We would also have the ability to make one channel P25. This would be an upgrade to the system that we can review in the future.
- Q - Would we have to purchase new radios?
- A - No. You will be able to use your current radios, but they will need to be reprogrammed. Radios/pagers using crystal technology will need to be replaced.
- Q - Will NXDN frequencies work on this system?
- A - Yes. Some of the frequencies may be reused.

Brian Nicholas (MCPW) provided a brief update on the Marion County Radio Project. Brian acknowledged they have recently experienced a change of management which caused a "reboot" of the Marion County Radio Project. Marion County has hired an outside consultant, ADCOMM, who are currently in the process of a radio intention and engineering study.

The two main objectives of the study and the radio project is to:

1. Address the immediate needs of communication for the Sheriff's Office.
2. Bring stakeholders together for future radio partnerships.

Brian anticipated the timeline for the County to complete the study and identify what the first steps in a radio project may look like is about four (4) months.

Roy Hari stated that he has worked on a system in the past that was built by Day Wireless in a very similar geographical location. He was very pleased with the system overall. One item to note is that when a system goes down there is not a warning. You are usually "notified" of a system down when you realize that you are unable to communicate on the radio. However, he was very happy with his past experience.

Dan Mullen suggested that additional dollars should be added to the radio project for contingency purposes. Otherwise the dollars for funding the project are just too tight.

Mark Spross would recommend the board move forward with the radio project presented by Day Wireless with the additional "Option A."

Mark received a directive from the Board to move forward "education" of user agencies regarding the current Day Wireless proposed radio project and funding options to include "Option A" funding. Mark is to bring this information forward to the September board meeting. At that time the Board will discuss the funding options, the proposed Day Wireless project and review the status of the Marion County Radio Project.

Good of the Order:

Woodburn has a protest scheduled for this coming Friday, June 12th, 2020. METCOM is working with Woodburn Police Department regarding security and planning in the event METCOM needs to evacuate to the back up facility. It is anticipated to be a peaceful demonstration.

Future Board Meetings:

September 22, 2020

December 8, 2020

Meeting adjourned at 11:27 AM.