# Washington County Consolidated Communications Agency

**Chief Executive Officers Board**

**Meeting Minutes**

**June 26, 2025**

**TEAMS VIDEO MEETING / IN PERSON**

Present Keith Mays, Board Chair, City of Sherwood, Council President

 Deric Weiss, TVF&R, Fire Chief

 Ernie Happala, City of King City, Chief of Police

Guest John Koch, Undersheriff, Washington County Sheriff’s Office

 Ty Hanlon, City of Sherwood, Chief of Police,

Staff Present Jennifer Reese, Assistant Director

 Michael Stout, Chief Financial Officer

 Kim Foster, Operations Manager

 Jennifer Kilcoin, Human Resource Manager

 Barbi Denman, Administrative Specialist

 Amanda Kasmeyer, Accounting Technician

 Jennifer Cooper, Accounting Specialist

Raeann Thurber, Dispatch Supervisor

Janice Miller, Dispatch Supervisor

 **A. Call to Order**

 Chair Mays called the meeting to order at 1:31 pm

**B. Roll Call**

**C. Approval of Meeting Minutes**

Happala moved to accept the May 15th minutes as presented. Second by Weiss.

 Keith Mays – aye

 Deric Weiss – aye

 Ernie Happala - aye

 All were in favor and the Motion carried.

**D. Public Comment** None

**E. Written Communication** - None

**F. Finance Report (Buchholz)**

Stout presented the May 2025 financials. The quarterly 9-1-1 tax was received in the

amount of $1.4 million. Expenses were typical for the month and left a fund balance of

$11.5 million. WCCCA received $42k in interest income, which will off-set member fees in FY25/26.

Weiss moved to approve the May 2025 financials as presented. Second by Happala.

Keith Mays – aye

 Deric Weiss – aye

 Ernie Happala - aye

 All were in favor and the Motion carried.

**G. Unfinished Business**

**Non-Represented Compensation Study – Pending**

Chair Mays will meet with Buchholz, upon his return, to get the ball rolling again and possibly get quotes to update data.

**Rate Model Review Workgroup**

Rate Model Agenda item is moving forward, first meeting has been set. Question was raised whether the review was for everyone or just the small cities? The review is for all agencies/radios.

**H. New Business (Buchholz)**

 **Agenda Bill – FY26 Budget Adjusted Budget**

This agenda bill proposes changes to the FY26 budget, which was reviewed and

approved by the Budget Committee in February 2025. Several Capital Outlay

items for radio sites and the WCCCA building were inadvertently omitted from the requested budget.

The largest item(s) are the telephone system upgrade ($350,000) and plumbing work ($15,000) that will not be completed in FY25 as anticipated, but were budgeted in FY25. This work will carryover through the summer months.

Second largest item is AI Non-Emergency Call Taking ($200,000). This has been identified as an important initiative, since we built the accepted FY26 budget. The AI software will assist with Non-Emergency call taking.

The remaining (4) items are Facilities related. These were inadvertently left out of the approved FY26 budget. WCCCA would like to add these to the FY26 budget and will complete them over the next year. Internal measures have been taken to ensure this does not occur in the future.

 All together the requested amount is $799,700, of which $200,000 for Materials

 and Services and $599,700. for Capital Outlay.

The fiscal impact of these items will not affect the recommended member rates in FY26. The additional expenditures are anticipated to be covered by the ending fund balance, projected for FY25. Depending on the Agency’s financial performance in FY26, adding these additional expenses could put pressure on member fees in the FY27 budget.

 Staff recommends the CEO Board accept the revision of the FY26 proposed budget

 and endorse the change in requested appropriations for approval by the Board of

 Commissioners later today.

 Happala made a motion to approve the Agenda Bill – FY26 Adjusted Budget, in

 advance of the full board. Second by Mays. All were in favor and the motion carried.

 Keith Mays – aye

 Deric Weiss – aye

 Ernie Happala - aye

**I.** **Technical Services Update (Reese)**

**Activity and Projects:**

**Radio Update:**

* Quarterly Motorola patches were completed on June 3rd.
* Working on PM’s.
	+ Beaverton PD is scheduled for July 7-18th.
	+ Hillsboro FD has been completed.
	+ Banks Fire has been added to the list.
* Site PMs are being completed by Motorola, as part of their contract.
* Three sites are currently in progress.
	+ Two jails (WC Jail and Clackamas County)
	+ Two additional sites, Tom Dick and Harry and Timberline to be done next week.
* BDAs/DAs, including site walks, are being completed as they arise.
* *Reminder*: Remote speaker mics (XE500) are at end of life, being replaced by XVE500.
* WCCCA is increasing shop rates from $95 and hour to $105 and hour on July 1st. This will affect first time programming of radios or repair work.
* As mentioned previously, Motorola stated they were going to increase their maintenance costs from $665 to approx. $1,200. After a lot of push back, Motorola rescinded, supposedly until July 2025. However, at this time, Motorola is not going to increase their costs.

* CAD maintenance for May was successful.
* We will NOT be upgrading CAD to version 23.
	+ This will allow us to skip Mobile UX and go directly to Mobile X.
		- Targeted for March 2026.
* Working through implementation phase of a new WCCCA work order system.

**Facilities** **Update:**

* Irrigation at WCCCA has been turned on for the season.
* Site PMs were completed for May.
* Equipment was rented to help create fire breaks at (9 of 48) sites.

C800

* (OGB) Oak Grove/Butte powerline replacement work has begun.
* Whalehead power line was damaged twice in May, due to logging activities. Both times PGE was contracted to repair and restore the C800-owned underground line.
	+ Waiting on the final bill from PGE. WCCCA will bill the logging company for any expenses incurred.
	+ WCCCA met with the forest service in regards to the shared information from the logging companies on “private locate” vs “811-public locates”.
* Fleet maintenance was completed in May.

**J. Director’s Update (Reese)**

* (3) Call Takers started on June 17th.
* Conditional offer out for Facilities Technician - currently in Background.
* Continuing to review applicants and get them thru psych testing.
* RFP for AI assistance for non-emergency call taking is being reviewed pending Buchholtz’ s return. Target date to be awarded, September 2025.
	+ - Looking into a new product of AI called “GOV Works and Comms Coach”. This product will not only provide QI, it will review the quality of call taking and review radio dispatch. It will work with WCCCA’s training team to identify areas of improvement and have the ability to use/create different scenarios for identifying specific training needs. It also has a hiring component. Contract is in review; to be signed in July.
* Mediation is scheduled for July 8th, with WCDA.

Weiss raised the question in regard to money and the open Call Taker positions. When there are open positions within Dispatch, where does that allotted money go? Weis has gotten questions about this issue. Weiss mentioned using a consultant to review things and help develop a long-term sustainable plan.

Stout explained every year there is a tremendous vacancy savings due to the open positions. For FY25, the savings is approximately two million (15% of Personal Services Budget). The funds that are not used, roll into the fund balance of the following year, which will off-set fees in the following year’s budget.

We start with an estimate of the ending fund balance. Once fully staffed, the impact would be seen, due to no funds carrying forward from the prior year. Agencies would see a fee increase due to this. The increase in fees for FY25, is driven by the expected settlement of the labor contract.

Any parties interested in the full fee structure, please contact Michael Stout at WCCCA.

The meeting was adjourned at 1:59 pm.

Next CEO meeting is July 17, 2025 at 1:30 pm

JK – I made edits, but I can’t get track changes to display.

MS