



Chief Executive Officers Board Meeting
Thursday | September 18, 2025 | 1:30 pm
In Person & via Teams

Agenda

- A. **Call to Order**
- B. **Roll Call**
- C. **Approval of Meeting Minutes**
 - 1. August 21, 2025 minutes*
- D. **Public Comment**
- E. **Written Communication**
- F. **Finance Report**
 - 1. *August 2025 Financial Report
- G. **Unfinished Business**
 - 1. Non-represented Compensation Study – pending
 - 2. Executive Director Evaluation - HR Answers
- H. **New Business**
- I. **Project Reports**
 - 1. Technical Services Update
- J. **Director's Update**
- K. **Adjournment**

Next CEO meeting October 16, 2025 at 1:30 p.m.

*** Requires Action**

Washington County Consolidated Communications Agency
Chief Executive Officers Board
Meeting Minutes

August 21, 2025

TEAMS VIDEO MEETING

Present Keith Mays, Board Chair, City of Sherwood, Council President
Jim Coleman, City of Hillsboro, Chief of Police
Deric Weiss, TVF&R, Fire Chief
Ernie Happala, City of King City, Chief of Police

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

Staff Present Mark Buchholz, Executive Director
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

A. Call to Order

Chair Mays called the meeting to order at 1:35 pm

B. Roll Call

C. Approval of Meeting Minutes

Coleman moved to accept the July 17th minutes as presented. Second by Happala.

Keith Mays – aye
Jim Coleman - aye
Deric Weiss – aye
Ernie Happala - aye

All were in favor and the Motion carried.

D. Public Comment None

E. Written Communication – (Stout)

A letter was received from TKW, stating the Auditors will be onsite in September and will be asking questions over the next few months, through the completion of the financials. The letter outlines WCCCA's responsibilities and what they expect from WCCCA and the Board.

New items are listed on the letter: It is unknown at this time if these are new items on boiler plate letter or items that may need attention.

- 1) Fraudulent Revenue Recognition
- 2) Management Override of Controls
- 3) Implementation of New Accounting Standard. (New accrual for Sick Leave)

F. Finance Report (Stout)

Stout presented the July 2025 financials. June (FY24/25) financials are still open due to the on-going Financial Audit.

Capital Projects Fund – The account will have one transferred entry in the amount of \$1.1 million for the future CAD upgrade. (October 2025)

General Fund Balance – Favorable account balance for July, due to the receipt of annual fees.

Fund Balance and Vacancy Savings - In column AA (Budget) Line 31, net operating gain, negative \$5.497 million, it is a manifestation due to vacancy savings, also known as the spend down. This is to get the ending fund balance closer to the Government Financial Offices Association (GFOA) recommendations. This entry is done every year and results are a bit different every year.

On page 15 of the packet is the FY24 actuals. Comparing this to the FY24 budget, there was a \$1.569 Million Net Operating Gain. This was due to several factors:

- Excess Excise Tax
- LGIP Interest Rate Increase
- Unexpected Revenue done in December 2022. (AMR)
- Salaries/Wages
- Professional Services Contracts and Maintenance Agreements.
- Telephone System Upgrade, ECS Closeout.
- First Year Budgeting Lease Expenses as Debit Services.
- Budgeted Spend Down.

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

Keith Mays – aye
Jim Coleman - aye
Deric Weiss – aye
Ernie Happala - aye

All were in favor and the Motion carried.

G. Unfinished Business (Mays)

- **Non-Represented Compensation Study – Pending**
Once the Executive Director Review Evaluation is completed.
- **Executive Director Evaluation – HR Answers**
A questionnaire has been drafted. Feedback to HR Answers.
List of people to poll has been provided.
- **Rate Model Review Workgroup**
Work group has met twice. Findings to be discussed at the next TAC meeting. (Oct. 8th) then to CEO and the BOC for approval. Raising the smaller agencies cap from 3% to 5%.

H. New Business (Reese)

- **Agenda Bill – Skid Steer Procurement (\$114,494.52)**
 - Budgeted item to be used by facilities team.
 - Used for building maintenance, clearing debris and snow.
 - Approximately \$20k was spent in FY24 to contract out these services.
 - Estimated return five to six years.
 - WCCCA already owns a trailer to haul it in.

Coleman made a motion to approve the Agenda Bill – Skid Steer Procurement.
Second by Happala.

Keith Mays – aye
Jim Coleman - aye
Deric Weiss – aye
Ernie Happala – aye

All were in favor and the motion carried

- **Agenda Bill – Shared CAD Coordinator (Reese)**
This is a new classification/position within the Information Technology group. It is to be shared between PDCC/MAJCS and to be staffed at WCCCA. There is currently one FTE within CCOM and we are looking to expand that due to

upcoming CAD2CAD and other CAD projects coming up. This will be a shared position, with WCCCA's share being approximately one third.

Coleman made a motion to approve the Agenda Bill – Shared CAD Coordinator. Second by Mays. All were in favor and the motion carried.

Keith Mays – aye
Jim Coleman - aye
Deric Weiss – aye
Ernie Happala – aye

All were in favor and the motion carried

I. Technical Services Update (Reese)

Activity and Projects:

Radio Update:

- Site PM's for July were completed within the jails and dispatch sites.
- Cores will happen in October/November. (PMs)
- MNI is here next week to do closeout work and PMs on the microwave system.
- WAVE is under review (TAC) in October.
- Buchholtz and Floyd attended the National MTUG meeting in Baltimore.

IS Update:

- CAD training database was converted today to beta version 25.5.
- MicroMain work is on-going.

Facilities Update:

- Thermobond has completed the repairs at (8) radio sites. WCCCA/CCOM.
- Day Wireless is completing repairs at Oak Grove Butte (Clackamas).

J. Director's Update (Reese)

- WCCCA has declined the snow cat from states SPIRE grant.
- Metro West, WCCCA's previous ambulance provider is still using WCCCA radio system and CAD2CAD.
 - We chronically have issues trying to collect funds from Metro West on their Open and Past Due invoices. WCCCA has sent several late notice emails with no reply. The current open balance is \$18,000.00. (90-120 days past due).
 - Weiss will take this to the next Fire Defense Board and EMS Alliance.
- The first AI module is in place. It is the first module that WCCCA has been able to work with and get installed that simulates call taking. It is very impressive
 - The RFP for Non-Emergency Call Taking (AI) responses are due on Monday.

The meeting was adjourned at 2:08 pm.

Next CEO meeting is September 18, 2025 at 1:30 pm.

WCCCA

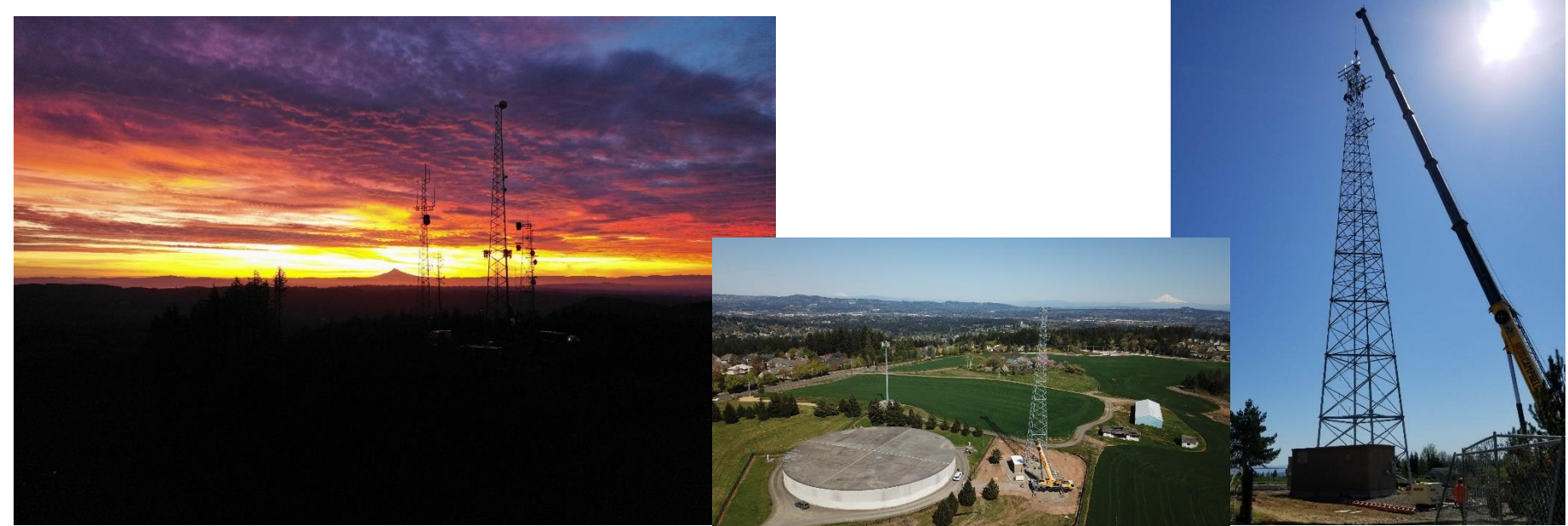
General Fund

16.7%

	K	L	M	N	O	Y	Z	AA	AB	AC
	Actuals	Preliminary	Actuals	Actuals	Projected	Actuals	Projected	Budget	proj. budget	% budget
FY26	FY24	FY25	July	August	September	FY26YTD	FY26	FY26	variance	
5 911 Telephone Tax	5,691,157	5,567,000	-	1,404,597	-	1,404,597	5,514,597	5,475,000	39,597	25.7%
6 Interest Income	458,770	513,028	41,657	41,842	41,657	83,499	500,069	400,000	100,069	20.9%
7 Member & Associate User Fees	11,528,515	11,651,561	1,047,601	1,047,601	1,047,601	2,095,203	12,571,213	12,571,204	9	16.7%
8 C800 Contract Revenue	1,080,162	1,129,486	104,999	104,999	104,999	209,998	1,259,988	1,259,984	4	16.7%
9 EMS Dispatch Fees	458,333	700,000	57,589	57,589	57,589	115,177	691,062	691,062	-	
10 Non-Member Contract Revenue	117,987	157,955	18,645	19,195	15,000	37,840	187,840	223,198	(35,358)	17.0%
11 Maintenance - Members	46,114	87,299	420	11,479	1,500	11,899	26,899	20,000	6,899	59.5%
12 Maintenance -C800	22,109	23,319	4,626	-	1,000	4,626	14,626	10,000	4,626	46.3%
13 Maintenance - Non-Members	8,507	7,082	1,771	2,505	333	4,275	7,609	4,000	3,609	106.9%
14 Tower Site Rent	167,156	41,779	81,091	(14,875)	-	66,217	94,517	109,372	(14,855)	60.5%
15 Insurance Claims	-	-	-	-	-	-	-	-	-	
16 Miscellaneous Revenue	131,540	148,613	26,862	22,183	30,050	49,045	158,795	202,944	(44,149)	24.2%
17 Pass Through	26,799	(28,581)	(32,202)	32,734	-	532	-	-	-	
19 Total Revenue	19,737,149	19,998,541	1,353,058	2,729,849	1,299,729	4,082,907	21,027,214	20,966,764	60,450	19.5%
21 Personal Services	14,961,967	15,255,177	1,364,906	1,269,338	1,542,515	2,634,244	17,834,392	19,280,416	1,446,024	13.7%
22 Materials and Services	2,630,860	2,655,591	380,294	316,700	319,236	695,994	4,481,014	4,696,548	215,534	14.8%
23 Capital Outlay	419,532	652,247	19,506	110,021	83,600	129,526	1,183,726	1,233,400	49,674	10.5%
24 Other, incl. Transfers	-	1,575,000	-	-	-	-	1,100,000	1,100,000	-	
25 Debt Service	155,875	130,975	950	950	2,667	1,899	150,061	153,495	3,434	1.2%
26 Total Operating Expense	18,168,235	20,268,990	1,765,656	1,697,008	1,948,018	3,461,664	24,749,193	26,463,859	1,714,666	13.1%
29 NET GAIN (LOSS)										
30 Beginning Fund Balance	9,778,146	11,347,060	11,076,611	10,664,013	11,696,853	11,347,060	11,347,060	11,347,060	-	
31 Net Operating Gain (Loss)	1,568,914	(270,449)	(412,597)	1,032,840	(648,289)	621,243	(3,721,979)	(5,497,095)		
32 Accounting Adjustment										
33 Ending Fund Balance	11,347,060	11,076,611	10,664,013	11,696,853	11,048,565	11,968,302	7,625,080	5,849,964		
35 Fund Balance Policy	9,778,146	4,542,059	4,207,047	4,207,047	4,207,047	3,744,232	3,744,232	5,578,851		
36 Unassigned Fund Balance	1,568,914	6,534,552	6,456,966	7,489,807	6,841,518	8,224,070	3,880,848	271,113		
37 Ending Fund Balance	11,347,060	11,076,611	10,664,013	11,696,853	11,048,565	11,968,302	7,625,080	5,849,964		
39 FTE	87.40	88.00	86.60	87.90		87.90		106.60		

A:\Finance\Financials and Monthly Reports\FY25-26 Financials\02 Aug FY26\

9/8/2025



WCN SYSTEMS

Technical Services

Manager: Jennifer Reese (Interim)

Radio: Curtis Floyd

IT: Justin Haines

Facilities: Ted Leach

Activity for: August 2025



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C800 Group



Radio Team

Activity and Projects:

- Motorola Projects: Sept Quarterly patching complete. JUNE 2026 for next full system upgrades.
- JOT Form: on-line. <https://forms.office.com/g/uY1tn0sbbK> (QR Code can be provided)
- Site Preventative Maintenance: RF Sites complete, Disp Sites: LOCOM and NEWCOM complete, WCCCA and CCOM for Fall.
- Station Alerting : Working issues with MOVEUP being added to reader board. Replaced multiple failed HBFD Room Remotes. Assisting Clack FD with changes.
- Backhaul: All sites complete for updates
- Microwave: We are working to close out MNI Project.
 - PMs started with Hood area and Hwy224 sites complete. Crew returning at end of Sept for two weeks to complete system.
 - Working to get sites fully repaired before winter. Timberline, Wilsonville Tank, and Damascus have physical damage.
- Member Agency (WCN) Preventative Maintenance
 - PM's for Mobile and Portable Radios
 - Completed Agencies: Molalla Police; Washington County Parks; Canby Police; Sandy Police; Sandy Fire (Clackamas Fire District); Milwaukie Police; Gaston Fire; Tualatin Police; Clack FD1; TVFR; HBFD; FGFD/CORNFD; Banks FD; BVPD
 - We are working to schedule next agency: HBPD lining up for major upgrades and PM. WCSO lining up for upgrades as well.
 - DVRS: Currently working with Canby FD (E361 Complete; Scheduling), LOPD (One test vehicle set up)
 - DVRS FW and Radio FW compatibility review with each agency in progress, newer DVRS FW from Motorola.
- WAVE (Mobile Devices Radio Use): Units are in evaluation
 - We are working on an official document on WAVE PTX use, TGs allotted. Version 1 under review.
 - CCSO has reached out for information on obtaining their own Wave Licenses.
 - Reviewing Smart Connect and Next device integration as there are multiple subscription-based services with fees.
- BDA/DAS- Project in progress as they arise
- Other projects: Working with ODF-West network use on hold, we are looking to add Control Stations at WCCCA for repeater use and patching.
 - Ski Patrol Site Sharing on Tom Dick Harry (C800).
 - City of Portland Site Sharing at Corn Pass Site (WCCCA).
- OTHERS and REMINDERS:
 - Motorola Extreme Remote Speaker Mics (XE500) are end of life. They are replacing with XVE500.
 - Please create internal distro for radionotifications@domain.com ; tapoutnotifications@domain.com ; cadnotifications@domain.com
 - WCCCA Shop rates at \$105 per hour.
 - Motorola Radio Lifecycle subscriber updates regarding the APX line of radios. PDF was shared, please reach out for questions.
 - Moto Subscriber: No updates on Flat Rate Repair pricing increases
 - Battery Maintenance document was shared, please review batteries for life cycle and replacement needs.

Information Technology Team

Activity and Projects:

- **CAD Maintenance**
 - August CAD Maintenance was successful with all systems receiving latest security patches.

- **CAD Services**
 - The MAJCS Test CAD environment has been updated to version 25.5 beta and is undergoing testing.
 - MAJCS Staff are working with CST to get copies of support/administration documentation to allow us to start development work on the new Mobile X MDC client.
 - The WCCCA police and fire Mobile Development Meetings will resume the week of 9/15.

- **IT Services**
 - WCCCA Work Order system replacement project is on-going. Technical service staff is meeting with the vendor for administration training the week of 9/15.

Facilities Team

Activity and Projects:

- Pine Farm Facility
 - A condensate water leak occurred above one of the UPS units due to a pump failure on 8/26. Repairs have been completed.
 - New hire Jeremiah Peterson started on August 26th.
- Site Maintenance Status
 - All preventative site maintenance was completed for the month of August.
 - All battery testing and preventative maintenance has been completed at WCCCA and C800 radio sites. A few cells will need to be replaced at several radio sites due to jar leaks or test failures.
 - The generator shed roofing and siding project began at Round Top in mid-August. ETA for completion is the second week of September.
 - Additional ice protection was installed, and previous ice damage repairs on tower components were also completed at Round Top in early August.
- Site Power Status
 - The Oak Grove Butte power line segment was cut over on 8/28. The project is now complete.
 - The main control circuit board in the Pumpkin Ridge ATS failed sometime during the week of 8/14, placing the site on utility power with only battery backup. The faulty board has been replaced and the ATS is now back in service.
- Site Security Status
 - No issues.
- Vehicles
 - WCCCA fleet vehicle preventative maintenance has been completed for August.
- Special Projects
 - The ThermoBond interior wall repairs project was completed on 8/26. Going forward, any further needed repairs will be incumbent on WCCCA and C800 to complete.
 - WCCCA Facilities staff will be making some roof patch repairs to a few small areas on various ThermoBond buildings where the grout has failed on the roof pick points during September.

Director’s Monthly Staffing Report

Period: August 16, 2025 - September 12, 2025

Staffing Levels

	Call Takers & Dispatchers	Operations Supervisors and Support (Supervisors, Training, Records)	Technical Services (Radio, Facilities, IT)	Admin (Leadership, Finance, HR)	Total
Current Staff	54	11	16.5	8.1	89.6
Current Vacancies (recruiting)	13		2		15
Current Vacancies (on hold)		1	1		2
Budgeted Staff	67	12	19.5	8.1	106.6

Details for Vacancies	Dispatchers & Call Takers	Shift Supervisor		Facilities Tech, Regional CAD Administrator, Tech Services Manager
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Staffing Activities

- 5 Call Taker Trainees (5 on phones). Trainees are included in the “Current Staff” count above
- Fall hiring group – 10 conditional offers (all in various stages of background and psych)
- 3 candidates moving to administrative interviews on August 22nd
- Various recruitment activities underway
 - ✓ Job Fair – September 24th
 - ✓ Information Nights being developed and scheduled for October
 - ✓ Recruitment contest planned for staff
 - ✓ YouTube page established
 - ✓ Video development underway
 - ✓ Revised panel interview questions
 - ✓ Finalized cut off scores for skills/aptitude testing for use going forward
- Over 40 applications received in first 7 days for new call taker and lateral postings
- Police Dispatcher & Fire/Medical Dispatcher training ongoing
- Radio Tech position posted (backfill for upcoming retirement in early 2026)
- Regional CAD Coordinator position posted (cost shared within region)