



Chief Executive Officers Board Meeting
Thursday, May 21, 2026, 1:30pm
5900 NE Pinefarm Court, Hillsboro, Oregon 97214
or online via Microsoft Teams (for link call 503-690-4911)

Agenda

- A. **Call to Order**
- B. **Roll Call**
- C. **Approval of Meeting Minutes**
 - 1. *April 16, 2026 meeting minutes
- D. **Public Comment**
- E. **Written Communication**
- F. **Finance Report**
 - 1. *April 2026 Financial Summary
- G. **New Business**
 - 1. *Compensations Study for seven non-rep & manager classifications
- H. **Project Reports**
 - 1. Technical Services Update
- I. **Director's Update**
- J. **Adjourn**

Next CEO Board meeting is June 18, 2026 at 1:30pm

* Requires Action

**Washington County
Consolidated Communications Agency**

Minutes

Washington County Consolidated Communications Agency
Chief Executive Officers Board
Meeting Minutes

April 16, 2026

Online using MS Teams

Present: Erin Calvert, Assistant County Administrator, Washington County
Jim Coleman, Chief of Police, City of Hillsboro
Alex Haven, Deputy Chief of Operations, TVF&R
alternate for Chief Deric Weiss

Staff Present: Mark Buchholz, Executive Director
Jennifer Reese, Assistant Director
Michael Stout, Chief Financial Officer
Kim Foster, Operations Manager
Barbi Denman, Administrative Specialist
Amanda Kasmeyer, Accounting Technician

A. Call to Order

With the absence of Chair Mays and Vice-Chair Weiss, Member Erin Calvert called the meeting to order at 1:31pm

B. Roll Call

C. Approval of Meeting Minutes

February 19, 2026 meeting minutes.

Coleman moved to accept the February 19, 2026 minutes as presented. Second by Calvert. Coleman-aye; Haven-aye; Calvert-aye. All were in favor and the Motion carried unanimously.

D. Public Comment - None

E. Written Communication – None

F. Finance Report (Stout)

Stout presented the March 2026 financials. Expenses were typical this month. Stout review the forecast and pointed out the concern about the projected increase of 14% for user fees in FY28. We are keeping an eye on that number and will be proposing strategies to address it as we get into FY27. We know 14% is not digestible.

Stout reviewed a few slides from the FY27 Budget Presentation to review where the operating revenue comes from, identifying member fees as the only adjustable revenue

source. He then reviewed how fund balance is used to help adjust annual overall user fee increases.

Chief Coleman wanted to clarify we are looking at a possible 14% in FY28 due to capital projects. Stout said there is a capital project planned, but the majority is due to fund balance spend down and increases in labor costs. Buchholz confirmed the capital project is the replacement of all of the Juniper radio system network switches. As possible help, we've put money aside to replace the CAD system. If that replacement can be delayed, we may be able to redirect some of that funding to reduce user fee increases.

Coleman moved to accept the March Financial Summary as presented. Second by Haven. Coleman-aye; Haven-aye; Calvert-aye. All were in favor and the Motion carried unanimously.

G. New Business

1. Agenda Bill – Compensation Study – 911 Operations (Buchholz)

Buchholz reviewed the agenda bill and the compensation study. He outlined that as per practice WCCCA periodically does a compensation study on each unrepresented classification. Twelve (12) classifications were sent to Cascade Employers Association back in 2024 and presented to the CEO Board in December of 2024. The CEO Board placed this action item on hold until the CEO Board completed the Executive Director's appraisal and compensation review.

Buchholz indicated the Executive Director appraisal and compensation review was completed in February of this year with the assistance of HR Answers, an HR firm selected by the CEO Board. The CEO Board recognized the classification study performed by Cascade Employers Association in 2024 was now stall and directed Buchholz to refresh the data. Buchholz indicated he chose to have HR Answers perform a new classification study on the twelve (12) classifications put on hold.

Based on input from the CEO Board, Buchholz divided the classifications into two categories. The first category are those classifications that are specific to 9-1-1 communications centers (direct) and the second category are those more generalize to the market (hybrid), such as HR, finance, and custodial. Buchholz directed HR Answers to evaluate the classifications accordingly.

Today's Agenda Bill is addressing the five (5) classifications specifically related to 9-1-1. They include Assistant Director, Operations Manager, Operations Supervisor, Administrative Supervisor, and Training Coordinator. The other seven (7) positions will be presented at the May CEO Board meeting.

Buchholz reviewed the details and explained the content of Attachment A associated with the Agenda Bill, which contained the detail data for each classification as provided by HR Answers along with Buchholz recommendation.

In summary, of the five classifications, three are behind market, the fourth will be in compression due to reporting structure, and the fifth classification is above market.

Buchholz said the Staff Recommendation (my recommendation) has three parts. First adjust top step annual salary for four (4) classifications:

1. Operations Manager to \$176,283
2. Operations Supervisor to \$145,673
3. Administrative Supervisor to \$132,950
4. Training Coordinator to \$126,010

Second, make this classification effective January 1, 2026.

Third, place each incumbent employee into the new classification at the nearest step equal or higher than their current compensation retroactively back to January 1, 2026.

Calvert confirmed the other seven positions will be brought forward at the May meeting using a similar concept? Buchholz indicated yes. Calvert asked for clarification about using six steps in a classification range, did you previously use 5. Buchholz responded indicating that WCCCA does use a six-step range. There were no other questions from the Board.

Coleman moved to adopt as presented. Second by Haven. Coleman-aye; Haven-aye; Calvert-aye. All were in favor and the Motion carried unanimously.

Calvert commented that we will look forward to the other seven classifications at the next meeting. Buchholz indicated they were not yet completed. Calvert appreciated dealing with them in smaller chunks.

H. Technical Services Update (Reese)

Activity and Project highlights:

Radio Update:

- Motorola full system upgrade planned for June 15th through June 27th
- Preparing for the Juniper network switch replacement (big project)
- Wave – new management tool from Motorola to manage in-house
- Equature phone & radio voice recording system hardware refresh
- Site PMs with Motorola, low sites first, higher sites in summer

Facilities Update:

- New facilities Tech – Benny on board
- Replacing a number of radio site shelter roofs
- Working on parking lot gate issues
- Vehicle PMs

Information Technology (IT) Update:

- CAD server maintenance
- CAD Test system upgraded to 25.12, testing for November upgrade
- Completed firewall changes so all CAD users go through BUG without having to go through WCCCA.
- MicroMain – upgrade for training work orders and problem reports
- PC and Laptop refresh project nearing completion, only 8 remaining

I. Director's Update (Buchholz)

Staffing:

- Packet contains Staffing update through April 10, 2026.
- Buchholz reviewed the layout and information for Alex's benefit
- 8 job offers, lost all 8. Two withdrew, two failed background, four failed psych
- Tech Mgr. left vacant for salary savings, 7th supervisor on hold because of staffing

Dundee Fire – Holding until May meeting

AI Activity:

- Working on configuration, testing and training for Non-Emergency Call Taking
- Simulation of 911 Caller used for call taker training
- QA/QI reviewing of our calls, instead of reviewing 1% of our calls, may be able to review as much as 100%
- HR tools to assist in candidate selection and testing

Creating Operational Assessment statement of work – Plan to issue requesting quote for service and statement of expertise. If under \$50k, we'll proceed. If not, we will have to issue RFP.

Coleman took a moment to recognize all our telecommunicators, thanked them for their service and wished them all a "Happy National Telecommunicator Week". Calvert indicated she intended to open the meeting with those same comments.

J. Adjourn

The meeting was adjourned at 2:14 pm

Next CEO meeting is June 18, 2026 at 1:30 pm.

**Washington County
Consolidated Communications Agency**

Financial Report

WCCCA

General Fund

83.3%

	L	T	U	V	W	Y	Z	AA	AB	AC
	Actuals FY25	Actuals February	Actuals March	Actuals April	Projected May	Actuals FY26YTD	Projected FY26	Budget FY26	proj. budget variance	% budget
5 911 Telephone Tax	5,583,213	1,404,897	-	-	1,400,000	4,232,534	5,632,534	5,475,000	157,534	77.3%
6 Interest Income	513,028	33,967	35,224	33,994	38,000	393,073	469,073	400,000	69,073	98.3%
7 Member & Associate User Fees	11,651,561	1,047,601	1,047,601	1,047,601	1,047,601	10,476,013	12,571,215	12,571,204	11	83.3%
8 C800 Contract Revenue	1,129,486	104,999	104,999	104,999	104,999	1,049,988	1,259,986	1,259,984	2	83.3%
9 EMS Dispatch Fees	700,000	57,589	57,589	57,589	57,589	575,885	691,062	691,062	-	
10 Non-Member Contract Revenue	157,955	11,336	17,147	17,147	18,000	176,566	212,566	223,198	(10,632)	79.1%
11 Maintenance - Members	87,299	-	-	6,459	1,500	31,256	34,256	20,000	14,256	156.3%
12 Maintenance -C800	23,319	-	-	590	-	9,615	10,115	10,000	115	96.1%
13 Maintenance - Non-Members	7,082	-	-	4,003	333	15,747	16,413	4,000	12,413	393.7%
14 Tower Site Rent	41,779	-	-	-	3,100	128,045	131,145	109,372	21,773	117.1%
15 Insurance Claims	-	-	-	-	-	40,467	40,467	-	40,467	
16 Miscellaneous Revenue	148,613	51,957	2,238	2,637	2,800	153,094	158,694	202,944	(44,250)	75.4%
17 Pass Through	(28,581)	(476,076)	(4,619)	490,521	-	19,677	-	-	-	
19 Total Revenue	20,014,754	2,236,269	1,260,179	1,765,540	2,673,922	17,301,960	21,227,527	20,966,764	260,763	82.5%
21 Personal Services	15,915,524	1,401,152	1,438,561	1,431,155	1,474,769	13,943,718	16,908,257	19,280,416	2,372,159	72.3%
22 Materials and Services	2,655,591	383,429	153,680	85,975	281,945	2,541,861	3,155,751	4,696,548	1,540,797	54.1%
23 Capital Outlay	652,247	12,019	52,876	-	64,125	763,507	1,117,757	1,308,400	190,643	58.4%
24 Other, incl. Transfers	1,575,000	-	-	-	-	1,100,000	1,100,000	1,100,000	-	
25 Debt Service	130,975	1,160	1,363	962	2,667	103,113	141,446	153,495	12,049	67.2%
26 Total Operating Expense	20,929,337	1,797,760	1,646,480	1,518,092	1,823,506	18,452,200	22,423,211	26,538,859	4,115,649	69.5%
29 NET GAIN (LOSS)										
30 Beginning Fund Balance	11,302,866	8,938,388	9,376,898	8,990,597	9,238,045	10,388,285	10,388,285	10,388,285		
31 Net Operating Gain (Loss)	(914,583)	438,509	(386,301)	247,448	850,416	(1,150,240)	(1,195,684)	(5,572,095)		
32 Accounting Adjustment	2							-		
33 Ending Fund Balance	10,388,285	9,376,898	8,990,597	9,238,045	10,088,461	9,238,045	9,192,601	4,816,189		
35 Fund Balance Policy	4,542,059	4,207,047	4,207,047	4,207,047	4,207,047	3,752,234	3,752,234	5,016,002		
36 Unassigned Fund Balance	5,846,226	5,169,851	4,783,550	5,030,998	5,881,414	5,485,811	5,440,367	(199,813)		
37 Ending Fund Balance	10,388,285	9,376,898	8,990,597	9,238,045	10,088,461	9,238,045	9,192,601	4,816,189		
39 FTE	88.00	93.10	91.90	91.20		91.90		106.60		

**Washington County
Consolidated Communications Agency**

New Business Items

CHIEF EXECUTIVE OFFICER'S BOARD

Agenda Date: May 21, 2026

Agenda Item: Compensation Study – Unrepresented Classification Range Adjustments and Incumbent Salary Adjustments within Administration

Staff Recommendation

Board approve salary range adjustments for two (2) classifications, Chief Financial Officer and Human Resources Manager, as identified in Attachment A, effective January 1, 2026. In addition, Board approve establishing a six step range, separated by 5%, for both classifications and moving incumbent employees into the nearest step equal to or higher than their current compensation with retroactive pay back to January 1, 2026.

Background

WCCCA originally contracted with Cascade Employers Association to complete salary compensation analysis for twelve (12) non-represented positions in the fall of 2024. Results were presented to the CEO Board in December of 2024. The CEO Board placed this item on hold until a performance appraisal and compensation review could be completed for the Executive Director.

The Executive Director's performance appraisal and compensation review was completed in February of 2026. At that point, the analysis provided by Cascade Employers Association was stale. WCCCA contracted with HR Answers to perform a new compensation study for the same twelve (12) non-represented classifications.

HR Answers was directed to use the CEO Board's philosophy on compensation as discussed in the January 29, 2026 CEO Board meeting to which they were present. Classifications were separated into two groups, those classifications more directly related to 9-1-1 communications used a direct market comparator approach (presented at last month's CEO Board) and classifications more general to the broader labor market used a hybrid approach, including both published survey data and direct market comparators.

This agenda bill is addressing the seven (7) remaining classifications evaluated under the hybrid approach which are likely to compete across other employment sectors in the area. The classifications are: Accounting Specialist, Accounting Technician, Administrative Specialist, Chief Financial Officer, Custodian, Human Resources Manager, and Technical Services Manager.

The research data provided by HR Answers for the seven (7) classifications is summarized in Attachment A. Five of the classifications are above market with no change being recommended. However, the Human Resources Manager classification is 9.7% behind market. By adjusting the max of range up by 9.7% to \$159,502 the range will be in line with market. There is one incumbent in the classification. In recognition that this classification has been behind market for a while, Executive Director Buchholz is recommending the adjustment be made retroactive back to January 1, 2026.

The research from HR Answers has identified the Chief Financial Officer (CFO) classification to be 24.5% behind market. HR Answers has indicated the CFO classification has been a very active and highly competitive area in recent years, leading to rapid increases in salary. Following discussions with HR Answers regarding the significant spread between WCCCA salary and market, Executive Director Buchholz is recommending a measured increase to the CFO classification, followed by a review of the classification compensation against market again in July of 2027.

As a measured approach, Buchholz is recommending an increase of 10% to the CFO classification's current top of range, bringing the top of range to \$175,482.

These recommendations include moving each incumbent into the updated classification at the closest salary step equal to or higher than their current salary, retroactively to January 1, 2026.

In addition, the CFO and Human Resources Manager positions have no steps defined within their pay range. Buchholz recommends six steps be established in the range, with 5% separation between steps, ending with the new proposed top of range.

Financial

As proposed, this action would increase the Agency's salaries and benefit expense by about \$9,160 for the remainder of the current fiscal year. There is sufficient budget authority and fund balance to absorb this cost in the current fiscal year.

This decision/action was included in the proposed budget for FY27.

Job Title	Market Minimum	Market Mid-Point	Market Maximum	Spread % of Range
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Market Data Sources: Economic Research Institute, CompAnalyst, Milliman Mgmt & Prof.

6	Accounting Specialist			
Market Data	\$61,671	\$71,426	\$81,181	32%
WCCCA Accounting Specialist	\$77,002	\$87,007	\$98,259	28%
% Difference between WCCCA and Market	19.9%	17.9%	17.4%	
Recommendation: No change				

7	Accounting Technician			
Market Data	\$53,502	\$62,999	\$72,496	36%
WCCCA Accounting Technician	\$68,744	\$77,688	\$87,734	28%
% Difference between WCCCA and Market	22.2%	18.9%	17.4%	
Recommendation: No change				

8	Administrative Specialist			
Market Data	\$51,030	\$60,278	\$69,526	36%
WCCCA Administrative Specialist	\$57,554	\$65,031	\$73,445	28%
% Difference between WCCCA and Market	11.3%	7.3%	5.3%	
Recommendation: No change				

9	Chief Financial Officer			
Market Data	\$133,438	\$166,012	\$198,585	49%
WCCCA Chief Financial Officer	\$131,191	\$145,360	\$159,529	22%
% Difference between WCCCA and Market	-1.7%	-14.2%	-24.5%	
Recommendation: Increase max of range by 10% to \$175,482. Develop six (6) steps in range with 5% separation. Re-evaluate comparables again in July of 2027.				

10	Custodian			
Market Data	\$40,392	\$46,073	\$51,753	28%
WCCCA Custodian	\$48,443	\$54,725	\$61,818	28%
% Difference between WCCCA and Market	16.6%	15.8%	16.3%	
Recommendation: No change				

11	Human Resources Manager			
Market Data	\$114,522	\$137,012	\$159,502	39%
WCCCA Human Resources Manager	\$113,929	\$129,673	\$145,417	28%
% Difference between WCCCA and Market	-0.5%	-5.7%	-9.7%	
Recommendation: Increase max of range to \$159,502. Develop six (6) steps in range with 5% separation.				

12

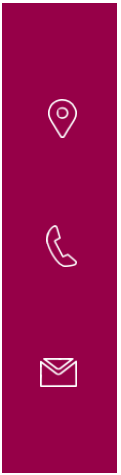
Technical Services Manager				
Market Data	\$122,872	\$146,022	\$169,173	38%
WCCCA Technical Services Manager	\$145,001	\$165,457	\$185,913	28%
% Difference between WCCCA and Market	15.3%	11.7%	9.0%	
Recommendation: No change				



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To: Mark Buchholz, Executive Director
Washington County Consolidated Communications Agency (WCCCA)

From: Laurie Grenya, President & Owner
HR Answers

Date: 5/4/2026

Subject: Market Review Process, Comparator Use, and Wage Schedule Implementation Considerations

The purpose of this memo is to provide a consolidated summary for internal discussion and Board-level context regarding WCCCA’s compensation market review. This memo confirms the process used, clarifies several recommendation points, and outlines typical implementation practices when an organization adjusts a wage schedule in response to market movement.

Comparator Sources: How “Market” Was Defined

WCCCA selected a blend of direct market comparators and published survey sources. Direct market comparators included specific peer organizations, while published survey sources provided broader compensation data.

This blended approach helps define “market” as the organizations from which WCCCA is most likely to attract talent and to which it may lose talent, depending on the role, geography, qualifications, and labor market conditions.

Market Comparison Method

Once the data was collected, the market minimum, midpoint, and maximum were compared to the corresponding minimum, midpoint, and maximum of WCCCA’s relevant pay band for each role.

This produced a percentage-based view of how WCCCA’s current pay ranges align with the market at key points in the structure.

Use of Market Results

Market data should be used as decision-support information. It helps identify where pay is reasonably aligned, where it may be lagging, where it may be leading, and where additional discussion may be warranted.

Market data is not an automatic directive. Final compensation decisions still require organizational judgment, including consideration of internal alignment, budget capacity, pay administration practices, implementation timing, and long-term sustainability.

Direct Market Comparator Relevance

A key consideration in using direct market comparator data is whether the comparator role is meaningfully similar in scope, not merely similar in title.

For example, a Chief Financial Officer in a large county with multiple service lines, departments, funding streams, and operational responsibilities may not be a strong scope match for a Chief Financial Officer in an organization with a singular 911 purpose. The same concern may apply to an HR Manager role when the comparator position supports a much broader service portfolio.

Recommendation

Direct market comparators should be used only when there is a strong scope match based on duties, complexity, authority, operational breadth, and qualifications.

Where direct comparators do not provide a strong scope match, we recommend placing more weight on published survey sources and/or purpose-aligned organizations.

Applied Example

For the CFO role, city or county CFO comparisons often do not meet a singular-purpose scope standard and should not be used as direct matches for WCCCA.

The same concern is often present for the HR Manager comparison when the comparator role covers a much broader service portfolio than WCCCA's position.

Roles Lagging Market by More Than Approximately 10%

When one role appears to lag the market by more than approximately 10%, while most other roles are meeting or exceeding market, the result should be treated as a flag for further review rather than an automatic adjustment.

A market result is a point-in-time snapshot. It can be influenced by survey timing, sample size, comparator selection, job match quality, regional recruitment pressure, unusual pay actions by one comparator, or changes in job design.

Generally, a variance of 0% to 10% is often treated as a normal range of movement, depending on source timing, sample size, and match quality. A variance greater than 10% deserves additional review.

Recommended Review Steps

When the variance is greater than 10%, we recommend the following approach:

1. **Validate match quality.**

Confirm whether the role is being compared on a like-for-like basis, including scope, qualifications, complexity, authority, and operational responsibility.

2. **Check for explainable drivers.**

Review whether the variance may be caused by regional recruitment pressure, unusual pay actions in one comparator, survey timing, small sample size, job design changes, or another identifiable factor.

3. **Use a measured response when appropriate.**

If the result appears legitimate and no clear driver is confirmed, consider a modest adjustment of up to 10% and flag the role for a focused recheck in 12 months. The follow-up review can help determine whether the market shift is sustained and supports further adjustment, or whether it was temporary and does not support additional change.

We recommend documenting this approach in an internal policy or standard operating procedure. For example, the policy/SOP may state that when market data indicates a variance greater than 10%, additional validation will be completed, a measured adjustment may be considered, and the role will be scheduled for follow-up review.

Revised Market Data Impact

Based on the additional review process described above, the revised analysis specifically impacts the HR Manager and CFO positions.

After analyzing the revised market data against current compensation, we recommend following the Step 3 guidance described above: consider a measured adjustment, not to exceed 10%, and schedule a focused recheck in 12 months to determine whether additional adjustment is warranted.

Wage Schedule Adjustments and Employee Placement

When an organization adjusts its wage schedule due to market movement, implementation practices often differ between private-sector compensation systems and public-sector step-and-grade environments. Because decision-makers may be drawing from both types of experience, it is helpful to distinguish between the two.

Private-Sector Practice

In private-sector organizations, a market-based range update is often primarily a structure change. In other words, it updates the pay “rails” used for future compensation decisions.

Employees may not see immediate placement changes unless the organization chooses to implement them. In practice, this most often appears as updated range limits and/or targeted adjustments for specific roles or individuals where needed.

Public-Sector / Step-and-Grade Practice

In public-sector or step-and-grade environments, the most common implementation approach is often a least-

cost implementation that ensures no employee's base pay goes down.

Under this approach:

1. **Employees below the new minimum** are moved up to the new minimum.
2. **Employees within the revised range** are commonly moved to the next higher step, not to exceed the maximum.
3. **Employees above the new maximum** are typically red-circled. Their base pay is not reduced, and they generally do not receive additional base-building increases, often including COLAs, until the range catches up and the employee's rate falls back within the range.

Some organizations may consider a non-base lump sum approach for red-circled employees during that period, depending on compensation philosophy, budget, and applicable agreements.

Unionized Roles

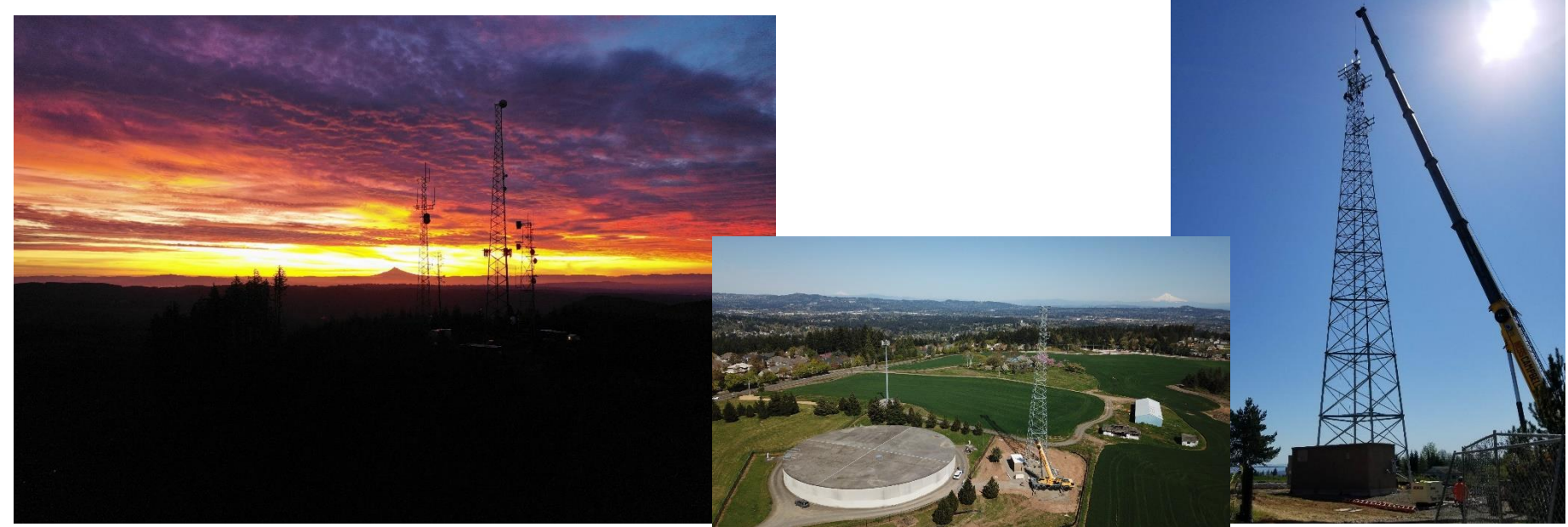
For unionized roles, there is often interest in clean step-to-step movement because it is transparent and easier to administer. The actual implementation outcome must align with the applicable collective bargaining agreement, bargaining obligations, and bargaining strategy. In my experience, a step-to-step implementation is rarely an agreement.

The market review provides helpful decision-support information, and the recommended approach allows WCCCA to respond thoughtfully without overcorrecting based on a single point-in-time data result. Where the revised data indicates concern for the HR Manager and CFO roles, a measured adjustment and scheduled follow-up review provides a balanced path that supports market awareness, internal consistency, and sustainable pay administration.

If we can be of further assistance please don't hesitate to reach out.

**Washington County
Consolidated Communications Agency**

Project Reports



WCN SYSTEMS

Technical Services

Manager: Jennifer Reese (Interim)

Radio: Curtis Floyd

Facilities: Ted Leach

IT: Justin Haines

Activity for: April 2026



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C800 Group



Radio Team

Activity and Projects:

- Motorola Projects: April Monthly patching complete. JUNE 15-26, 2026-full system upgrades.
- JOT Form: on-line. <https://forms.office.com/g/uY1tn0sbbK> (QR Code can be provided)
- Site Preventative Maintenance: Motorola completed 40 sites to date.
- Station Alerting : TVFR working on station remodels and temp setups.
 - Reminder: USDD Approved Vendors and WCCCA are only personnel allowed to work on ATX or peripherals.
- Backhaul: WCCCA will begin backhaul switch firmware updates. No impact to users, we'll coordinate with third party system users for outages (PGE, ODOT, Trimet, etc)
- Microwave: TIMB<>GOAT Frequency change (DELAYED due to weather/access)
 - Wilsonville and Damascus replacements complete. Waiting for closeout packages.
- Member Agency (WCN) Preventative Maintenance
 - CCSO has started to cycle radios into WCCCA for PM
 - WCSO planning phase for large scope project, July 2026.
- DVRS: LOPD (One test vehicle set up); Hbfd DVRS completed.
 - HBPD DVRS completed, we are working through some programming updates from Moto for issues that surfaced.
- WAVE (Mobile Devices Radio Use):
 - Working with Motorola on new WAVE Management tool. We're loading tool with Talkgroups and building baseline system. We'll have outage for WCCCA users. We'll communicate with our POC and users via provided emails.
 - TAC approval for WC Templates, and C800 Board approval for CC Templates.
 - CCSO-Working on new WAVE tool setup with WCCCA, currently using WCCCA Lic to get users online. We'll work on planned outage as cutover is needed
- BDA/DAS- Projects in progress as they arise.
 - Canby OLCC facility, Walked and found that Canby radio site provided overwhelming coverage and left BDA offline.
 - Beaverton High School, will revisit for inspection
- OTHERS and REMINDERS:
 - Canby site outage testing completed.
 - WCCCA Equature upgrades July 14th, 2026.
 - Damascus Radio site tower footing. Contractor is working on resurfacing tower footing and grouting.
 - USFS requesting as builts and locates for Memaloose, Whalehead, and Oak Grove. Currently in progress.
 - Working with Slatercom on tower lighting and FAA/ODVA assessments for multiple C800 sites and WCCCA Pinefarm filing.

Facilities Team

Activity and Projects:

- Pine Farm Facility
 - The storage buildign insulation project began on 4/30.
 - The new Facilities Tech has been undergoing initial training and obtaining his access requirements for other agencies where WCCCA has radio sites or other supported equipment.
- Site Maintenance Status
 - Griffith Roofing has completed four of the C800 Thermobond shelter roofs. More to be completed during May.
 - Radio site maintenance for April was completed in both counties with the exception of TDH and Whale Head.
- Site Power Status
 - The failed ATS at the Sandy radio site has been repaired and is back in service.
- Site Security Status
 - No new issues.
- Vehicles
 - The 2026 Explorer has been back to the dealership for recalls and outfitting and installation of radios, etc. Will continue when it returns.
- Special Projects
 - No new updates.

Information Technology Team

Activity and Projects:

- **CAD Maintenance**
 - April CAD Maintenance was successful with all systems receiving latest security patches.
- **CAD Services**
 - Ongoing work with CST for upgrades discussion.
 - MAJCS Tech and Ops meetings are ongoing with role assignments and noting milestones with possible roadblocks. User meeting identified concern regarding timelines for end user training.
 - CST and Motorola working on APIs for interfaces
- **IT Services**
 - WCCCA has begun a project to replace the current MicroMain work order system with their latest version.
 - Production tool provisioning starting with vendor.
 - PC refresh ongoing for WCCCA staff.

**Washington County
Consolidated Communications Agency**

Director's Report

Director’s Monthly Staffing Report

Period: April 11, 2026 – May 15, 2026

Staffing Levels

	Call Takers & Dispatchers	Operations Supervisors and Support (Supervisors, Training, Records)	Technical Services (Radio, Facilities, IT)	Admin (Leadership, Finance, HR)	Total
Current Staff	53	11	18.5	8.1	90.6
Current Vacancies (recruiting)	14				14
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	Tech Services Manager	
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Staffing Activities

- Four Trainees (0 on phones + 4 on radios). *Trainees are included in the “Current Staff” count above*
- Internal PD training focus
- A Trainee and a Call Taker resigned
- 10 conditional offers for July hiring including two laterals (in background/psych now)
- Recent post resulted in 150 applicants invited to test. Of the 90 that took the test, 51% passed to move forward in process
- Facilities Tech – started April 20th