

Washington County Consolidated Communications Agency
Board of Commissioners
Meeting Minutes

March 19, 2026

In person and online via Microsoft Teams

Present Keith Mays, Board Chair, City of Sherwood
 Alan Juilfs, Deputy Chief, City of Beaverton
 Angela Godinez, Councilor, City of Cornelius
 Erin Calvert, Assistant County Administrator, Washington County
 Bob Wyffels, Board of Directors, Tualatin Valley Fire & Rescue
 Dave Downey, Fire Chief, City of Hillsboro
 Cyndy Hillier, Councilor, City of Tualatin
 Donna Gustafson, Councilor, City of Forest Grove
 Ernie Happala, Police Chief, City of King City
 Rodney Linz, Fire Chief, Banks Fire
 Marsha Kirk, Mayor, City of Banks

Also, Present John Koch, Undersheriff, WCSO
 Kevin Butler, Day Wireless

Staff Present Mark Buchholz, Executive Director
 Jennifer Reese, Assistant Director
 Mike Stout, Chief Financial Officer
 Kim Foster, Operations Manager
 Jennifer Kilcoin, Human Resources Manager
 Amanda Kasmeyer, Accounting Technician

A. Call to Order

Chair Mays called the meeting to order at 3:00 pm

B. Roll Call

C. Approval of Meeting Minutes

Wyffels motioned for acceptance of the minutes from December 2025 as written.
Seconded by Linz.

Mays – aye
Wyffels – aye
Happala – aye

Juilfs – aye
Downey – aye

Godinez – aye
Hillier – aye

Calvert - aye
Gustafson - aye

Motion carried unanimously.

D. Public Comment – None

E. Written Communication

Letter from TKW, the Audit firm for WCCCA, was reviewed by Stout. There was one finding for FY26. It was related to how WCCCA accounted for the retro payment as a result of the contract signing. WCCCA traditionally treated the entry one way, but this year Auditors changed how it should be recorded. WCCCA has completed a corrective action plan.

F. Consent Agenda

- 1. *Re-vote: Non-Emergency Call Handling RFP Award**
- 2. *Re-vote: FY27 Budget Calendar**

Linz motioned for acceptance of the two “re-vote” clarifications on Non-Emergency Call Handling RFP and FY27 Budget Calendar. Seconded by Hillier.

Mays – aye	Juilfs – aye	Godinez – aye	Calvert - aye
Wyffels – aye	Downey – aye	Hillier – aye	Gustafson - aye
Happala – aye			

Motion carried unanimously.

G. Finance Report

March 2025 Financial Report (Stout)

Stout presented the last three months (Dec 2025 through February 2026) financials. Expenses remain on track. The 9-1-1 tax money was received in February.

There is a negative line entry on line 17 (Pass-Thru), in the amount of negative \$476,076. This entry is from cost sharing that WCCCA does between the partners in the CAD program. We paid a bill on their behalf, in which WCCCA is to be reimbursed in March. The General Fund has a balance of \$9.4 million.

Capital Projects Fund had no expenses. We continue to add to the fund for the possible future CAD replacement. Current Capital Fund balance is \$ 3,649,938.

Wyffels motioned for acceptance of the financials as presented. Seconded by Linz.

Mays – aye	Juilfs – aye	Godinez – aye	Calvert - aye
Wyffels – aye	Downey – aye	Hillier – aye	Gustafson - aye
Happala – aye			

Motion carried unanimously.

H. New Business

1. Nominations and vote for Board Chair (two-year term)
2. Nominations and vote for Vice-Chair (two-year term)

Wyffels motioned to re-elect the current Chair and Vice Chair for the next two years.
Seconded by Gustafson.

Mays – aye	Juilfs – aye	Godinez – aye	Calvert - aye
Wyffels – aye	Downey – aye	Hillier – aye	Gustafson - aye
Happala – aye			

Motion carried unanimously.

3. Agenda bill – Executive Director Compensation Philosophy

The CEO Board held a special meeting on January 29, 2026 to discuss Executive Director compensation and review the Executive Director's salary study completed by contractor HR Answers.

Through the review and discussion, the CEO Board shared their thoughts regarding Executive Director compensation and requested HR Answers to combine their thoughts into a philosophy that could be documented. (See packet/Agenda Item)

CEO Board recommends BOC approve Executive Director Compensation philosophy as presented.

Calvert motioned to approve the Executive Director Compensation Philosophy as presented. Seconded by Gustafson.

Mays – aye	Juilfs – aye	Godinez – aye	Calvert - aye
Wyffels – aye	Downey – aye	Hillier – aye	Gustafson - aye
Happala – aye			

Motion carried unanimously.

4. Agenda bill – Amend Executive Director's Employment Agreement (Resolution 26-02)

Executive Director Buchholz was hired on March 11, 2021. He received a six-month performance review and then a second performance review survey four (4) years later in October of 2025. Director Buchholz has not received a pay adjustment, outside COLAs provided to all staff, since being hired.

Using salary data for the two most recent comparable incumbents, CCOM at \$210,710 and BOEC at \$233,730, a mid-point of \$222,220 was identified. The current ED salary is \$212,852. The CEO Board consensus was to support a 4% salary increase to \$221,366.

Gustafson motioned to approve the CEO Board consensus decision to support a 4% increase, to the Executive Director Compensation. Seconded by Hillyer.

Mays – aye
Wyffels – aye
Happala – aye

Juilfs – aye
Downey – aye

Godinez – aye
Hillier – aye

Calvert - aye
Gustafson - aye

Motion carried unanimously.

I. Project Reports (Reese)

1. Technical Services Update

Radio Team –

- Monthly patching was complete. June 2026 for full system upgrade.
- Motorola has been onsite doing preventative maintenance at radio sites, completing 24 sites of 48.
- Working with Washington County's Sheriff offices fleet staff on preventative maintenance (PM) to take place in June/July timeframe. These PM's will take approximately 5 weeks for approximately 1,300 radios.
- Sheriff's office in Clackamas County is also starting to cycle radios in for preventative maintenance.
- DVRs project is going through some reprogramming. Completed 10 apparatuses for Hillsboro Fire, currently working on Hillsboro PD with some testing.
- New portal for WAVE. Not currently active, but should make it easier for all agencies to sign on.
- Motorola has increased their pricing. Rates increased from \$655 to \$727, per radio for repairs.

Facilities Team

- New hot water mixing valve was replaced in the potable water system.
- Facilities candidate is currently in background.
- Replacing roofing at couple tower sites, with asphalt.
- Site PMs for February were completed.
- The Automated Transfer Switch (ATS) at the Sandy radio site has malfunctioned and is awaiting new firmware and software updates from the manufacturer.
- Fleet maintenance was completed for February.

Information Technology Team

- CAD maintenance continues.
- Central Square was onsite last week talking with different team members about what to expect with the upgrade. We are still on track for installation in November.
 - Currently the test version is at 25.10, moving to 25.11 next week. Will begin testing right away, as version 25.10 has some issues.
- Groups are still meeting to go over MobileX and getting the clear forms completed.
 - Hoping to have police mobile vetted by April time frame.
- MicroMain – still loading assets.

J. Director's Report – Buchholz

Staffing Update:

- One candidate in line for April hiring.

AI Update:

- The use of AI in training has been successful.
- We are working on a component that will assist us with quality assurance. AI can listen to the phone call, understand WCCCA's policies and procedures.
- Non- Emergency AI contract is in place.
 - Kick-Off meeting is scheduled for March 30th.
 - Will take 6-8 weeks to implement.
- Also using AI to assist with candidate recruitment and testing.

CAD Update:

Buchholz attended Central Square's annual user conference. Central Square is the vendor for Computer Aided Dispatch (CAD) and the mobile data system. Buchholz met with key executives, including the president and vice-president, and the head of engineering for CAD design, letting them all know the upgrade in November is crucial.

WCCCA has been dealing with Central Square for many years. We have been unhappy with them for different issues over the years; -performance, delivery, and ability to solve problems, to name a few.

Record Request:

Recently, a City Councilor/Budget Committee member asked for a record request/report of monthly calls relating to ICE/federal activity. The creation of the report went to Technical Advisory Committee (TAC) as well as the PUG for approval. The report format that would show all activity was approved by TAC for dissemination. This request was different in the fact that it was done outside of the normal record request procedures.

Buchholz stated that this request was unusual as it went straight to him, rather than through the normal record request channels. Buchholz discussed his concern with Deputy Chief Juilfs, from Beaverton. Juilfs voiced his concerns about the data being released and who it is provided to.

Juilfs also asked if it was possible for WCCCA to create a public dashboard, regarding the number of calls in a month, etc.

Clarification, as a City Councilor making a public records request, these types of requests should be submitted through the city's Police or Fire Chiefs directly.

Hillier shared a few thoughts, confirming WCCCA as a transparent agency. She likes the idea of a dashboard for information. Mays confirmed this request was not normal, and future requests should be submitted as a community member, following proper procedures, a record request fee starts at \$25 per request.

Topic to be tabled and to be brought to the next board meeting as an agenda item.

Hillier asked for a statement to be sent out, so everyone is on the same page. Buchholz and Mays to discuss and bring back to the next board meeting.

K. Adjournment

The meeting was adjourned by Chair Mays at 4:10 pm.

The next BOC meeting is June 18, 2026.