# Washington County Consolidated Communications Agency

**Chief Executive Officers Board**

**Meeting Minutes**

**March 17, 2022**

**TEAMS VIDEO MEETING**

Present Rob Drake, Board Chair, City of Cornelius

Kathy McAlpine, Police Chief, City of Tigard

Erin Calvert, Assistant County Administrator, Washington County

Deric Weiss, Fire Chief, Tualatin Valley Fire & Rescue

Staff Present Mark Buchholz, Executive Director

 Jennifer Reese, Assistant Director

 Ron Polluconi, Technical Services Manager

 Mike Stout, Chief Financial Officer

 Kim Foster, Operations Manager

Jennifer Kilcoin, Human Resources Manager

Laurie Taylor, Performance Supervisor

Barbi Denman, Administrative Specialist

 Guests John Koch, Chief Deputy, WSCO

**A. Call to Order**

Chair Drake called the meeting to order at 1:30 pm

**B. Roll Call**

Introduction of Attendees

**C. Public Comment**

None

**D. Written Communication**

None

**E. Approval of Meeting Minutes**

Calvert moved to approve the February 17, 2022 minutes as distributed. Second by Drake. All were in favor and the Motion carried.

**F. Finance Report (Stout)**

Stout presented the February financials. McAlpine made a motion to accept the

February financials as presented. Second by Calvert. All were in favor and the Motion

carried.

**G. New Business**

1. New Facility Lease (Buchholz)

Buchholz presented the Pinefarm facility lease. The lease will be signed by the Washington County Commissioners Chair and the WCCCA Board of Commissioners Chair. Weiss recommends to the Board of Commissioners, the approval of the chair, to sign the new facility lease, which will take effect upon the completion of the facility. Second by McAlpine. All were in favor and the Motion carried.

2. Agenda Bill: Public Records Request Staffing (Buchholz) Attached

Buchholz presented an agenda bill for Public Records Request Staffing. We have been experiencing a high volume of record requests, since December 2021. We currently have one, part-time records specialist. The Data Analyst, has been helping out when they can, in addition to one of our Supervisors. We would like to take the 8th approved Supervisor position, and change it to a 2nd Records Specialist. The new position would-be a part-time Records Specialist and a part time Training Administrative Support. This change would have zero budget impact, and is in the budget for FY22-23.

Calvert asked for clarification. Once the back-log is down, how will the resource be used? Buchholz replied that we are trying to balance one FTE in the Records Specialist position and providing part time support to the training department. The hours may increase or decrease depending on the timing.

McAlpine asked what the short-term impact would be if the 8th Supervisor position was not filled? Buchholz replied that we are currently without a 7th and 8th supervisor. The latter of the two positions would probably not be filled until next fall, however, at this time we must address the record requests backlog and training. Buchholz is concerned that we may begin to be challenged, we are not meeting the legal time to get the requests out. We are trying to correct the short terms needs, within the next year’s budget. This was the solution that seemed to be the best fit.

Calvert motioned to approve the Agenda Bill, repurposing of an existing vacant eight (8th) supervisor position to be used in some combination to support both public record requests and the training program, in some combination that does not exceed one Full-Time Equivalent (FTE) position. Second by Drake. All were in favor and the Motion carried.

**H. Project Reports**

1. Emergency Communications System Update (Polluconi)

* In the middle of the first of a 10-year system upgrade for the Motorola system.

To be completed by 3/29/2022.

* Focused upon resolving systems and field user equipment issues:
	+ Low and or distorted audio, under investigation.
	+ Audio cut outs, majority are related to outside interference.
		- Resolved 90% of the known interference and working on the balance.
* Garbled audio, investigation underway.
	+ - Most issues have been related to operations in poor coverage areas or equipment/installation related issues.
* Conventional and interoperable radio systems are in the final stages of installation and are scheduled to be online Mid-June 2022.
* Construction
* All WCCCA and Newberg Sites are completed.
* C800 has 3 under construction, East Hwy 26 and the top of Hwy 224 drainage.
* Pinefarm dispatch installation has begun.
* Cabling is underway, with furniture scheduled for the end of March 2022. Radio/CAD/Telephone system will begin installation mid-April 2022.

2. New Facility Update (Polluconi)

* Majority of furniture systems are installed and being readied for occupancy.
* Dispatch floor is behind schedule, but beginning to catch up.
* Mechanical system, lighting, fire, access control, and security are being completed in preparation for temporary occupancy.
* Security gates are installed, but not operable as of this date.
* Generator fuel plumbing being installed. Operational by the end of March 2022.

3. CAD Update (Polluconi)

* IS team patched newly published vulnerability for our Veeam backup and replication system.
* Finalizing implementation of system deployment server.
* Continuing build out of network infrastructure for Pinefarm facility.

**I. Director’s Report**

Staffing Update (Kilcoin)

* Currently staffing 66 of 67 authorized Dispatchers.
* Two resignations received in the last week.
* On track for recruiting/hiring every 90 days.
	+ Five applicants/dispatchers are in the works for April 2022.
* Lots of internal movement. Dispatchers from MDD to Fire/Medical.

Buchholz: From a security standpoint, there was an event that happened last night at 17:20. A neighbor from the apartment complex behind WCCCA, called 9-1-1 to let us know there was a person outside our fence, holding an assault rifle, and we went into lockdown. Beaverton and Hillsboro PD responded quickly. No contact was made by the police. I just wanted to mention this to you to show you that we were seconds away from someone firing right outside our lunchroom, which reinforces the security needed for a secure regional communications system.

**J. Adjournment**

The meeting was adjourned by Chair Drake at 2:33 pm.

Next CEO meeting is April 21, 2022 at 1:30 pm.