



Chief Executive Officers Board Meeting
Thursday | July 21, 2022 | 1:30 pm

Agenda

- A. **Call to Order**
- B. **Roll Call**
- C. **Public Comment**
- D. **Written Communication - None**
- E. **Approval of Meeting Minutes**
 - 1. June 16, 2022 Minutes*3
- F. **Finance Report**
 - 1. June Financial Statement (Stout)*9
- G. **New Business**
 - 1. EMS Franchise Agreement FY24 (Buchholz)
- H. **Project Reports**
 - 1. Emergency Communications System Update (Polluconi)
 - 2. New Facility Update (Polluconi)
- I. **Director’s Report**
- J. **Adjournment**

Next meeting August 18, 2022 at 1:30 p.m.

*** Requires Action**

**Washington County
Consolidated Communications Agency**

Minutes

Washington County Consolidated Communications Agency
Chief Executive Officers Board
Meeting Minutes

June 16, 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, TVF&R

Staff Present Mark Buchholz, Executive Director
Jennifer Reese, Assistant Director
Ron Polluconi, Technical Services Manager
Michael Stout, Chief Financial Officer
Kim Foster, Operations Manager
Jennifer Kilcoin, Human Resources Manager
Dyneen Polluconi, Administrative Coordinator
Barbi Denman, Administrative Specialist

A. Call to Order

Chair Drake called the meeting to order at 1:32 pm

B. Roll Call

Introduction of Attendees

C. Public Comment - None

D. Written Communication

1. TKW FY22 Arrangement Letter

This letter announces the audit and is addressed to the board. It is included with the packet so the CEO board is aware it will be presented to the BOC later this afternoon.

E. Approval of Meeting Minutes

Weiss moved to approve the May 19, 2022 minutes as distributed. Second by McAlpine. All were in favor and the Motion carried.

F. Finance Report (Stout)

Stout presented the May financials. We are getting close to the end of the fiscal year. Approximately \$1.4 million from excise tax was booked this month. We will have a significant surplus at the end of the year in the general fund it could be around \$7.8 million. Our FTE was 95 at the end of May, which is a significant achievement by staff.

Calvert made a motion to accept the May financials as presented. Second by Drake. All were in favor and the Motion carried.

G. Unfinished Business - None

H. New Business

1. Review of the FY23 Carry Forward Items (Stout)

Agenda bill for re-appropriation of the proposed FY23 Budget. Drake asked if this was a result of carryover with no change to the numbers. Mike responded that there is a change in the appropriation budget, but not to member fees because the carryover items have been budgeted in FY22. Calvert made a motion to approve the revised numbers to move from FY22 to FY23. Second by Drake. All were in favor and the Motion carried.

I. Project Reports

1. Emergency Communications System Update (Polluconi)

- Continuing to work final punch lists to complete non-critical, but outstanding items at radio sites.
- Reported radio system issues/reports continue to be very low over the last month.
 - Some related to in-building coverage in areas where the system does not have substantial in-building penetration (by design). WCCCA members did not request additional sites for in-building coverage and the City of Tigard would not allow additional towers within their jurisdiction.
 - Continuing with post cut over programming.
 - Restoration of the “home button” for users to go to primary zone/channel.
 - Revised roaming parameters for improved overall system performance/experience.
 - Added one audio profile to increase and normalize audio levels for all microphone accessories that are currently used by law enforcement.
 - Working on new audio profile for Hillsboro Fire and TVFR SCBA equipment.
- Attended final acceptance testing of conventional radio systems and found several features that were missed. This will delay delivery by approximately 2 weeks.
 - Expect to have all conventional repeaters up and operational by August 2022.

Chief McAlpine thanked Ron for being a valued partner to the Chiefs.

2. Pinefarm Emergency Communications Center (Polluconi)

- Continue to work on final punch list items but have several items that may result in additional delays in the facility being ready for occupancy.
- WCCCA Technical Services continues to install/support building, security, access control and general IT systems and Dispatch equipment while punch list items are being worked on.
- Systems are being finalized and readied for occupancy.
- Dispatch furniture is fully installed and equipment installation has begun. The raised flooring issues have yet to be resolved.
- Access control and surveillance systems are being started up.

- Audio visual systems are being provisioned.
- Our move-in date is still unknown at this time, due to multiple open items on our punch list.

3. IS Update (Polluconi)

- Focus has been on Pinefarm start-up.
 - Additional servers are being started up for access control, video security, and audio-visual systems.
 - WCCCA network required revisions due to supplier (Juniper) not supporting on the layer 2 switches as designed. This resulted in changes to the network configuration but does not impact overall design or network operations or performance. This was primarily intended to make the extended campus between Tanasbourne and Pinefarm more seamless, operationally.
 - This had a 1-week delay but had no impact on any deliverables.
- New revision of CAD is in the test environment. No schedule for completion of evaluation at this time.
- Administrative phone system for Pinefarm is in the process of being integrated and brought online.

J. Director's Report

Staffing Update (Kilcoin)

- 64 of 67 Dispatchers.
- 11 in training, with 3-4 close to full sign-off.
- 1 confirmed offer in July and 5 conditional offers are out.
- On-track with every 90-day hiring, with July being the next round.
- Operations is working on internal MDD promotions.
- Conditional offer has been made for the P/T Records Specialist position.
- Facilities position just closed with four applicants.

Complaint sent to the County (Buchholz)

Our FTE count is on the rise due to aggressive hiring. There is a lot of pressure inside the training department with all of the new hires. The weekend of the airshow, some dispatchers asked for some short notice time off, and it was denied. How do we decide who gets short notice time off and when? Due to the denial, someone internally sent a complaint to the County. The claim, to a degree, was that management wasn't making good decisions and having favorites, etc. I'm looking at what's happening and getting all of our supervisors on the same page, as to when we approve/deny time off, and what the justification is. I looked at the complaint and they're not inaccurate as to what occurred. I don't know if it's settled down, as I've been out of the office. I just wanted to make you aware.

Clackamas County C800 (Buchholz)

Clackamas County is \$2.5 million over budget and they don't have the revenue. As they have worked through the details, the latest number is closer to \$4 million. They have put

a budget together in the form of a loan. As of yesterday, they did not have a loan secured. Clackamas is asking Motorola if they can make payments on the \$3.1 million owed. Clackamas will make an adjustment on who has been managing the project. They have asked WCCCA to fill in managing the project for FY23. Since we're already in a relationship with them, they want us to expand it. We already manage their 24 sites. The estimation of work involved is \$30,000. This will be a good situation for both, since we have an investment. We will decide in the next 30 days.

ASA Provider (Buchholz)

Washington County took steps to close the current ASA providers contract. On or about, July 1st of 2023, there is a potential for a new EMS provider. The EMS Alliance has worked on getting centralized dispatch, which will be part of Washington County's RFP for potential bidders, with a requirement to be dispatched by WCCCA. Two items of interest, for the board to be aware of, and to decide on, in the next six months:

- We have to establish a costing for providing EMS services. We need to make a modification, look at our existing rate model, how does the costing look? We just need an estimate for now.
- Should an ASA provider be selected by the county; would they be a member? Would they have a vote?

Drake said he has been to the MetroWest dispatch center and if they were to retain the contract, would they be able to keep their center open for private transport? Buchholz said they would likely stay open for non-emergency. It is also possible that they may approach the county or WCCCA to expand their services.

Weiss said the move that the county EMS made is the most significant in 25 years. As a vendor, I don't see how they would hold a position. The cost part is something we've asked for years. How does someone who uses the system not pay? Will there be a seat available in the new dispatch center for a private provider? Buchholz responded, yes, there is space. How we've gone this long without them paying anything is beyond me. We're looking into how an ASA provider will be charged. As far as space, it would depend. We're asking for a certain type of service that they will provide in the RFP. Can we accommodate their response?

Calvert asked if the group is working on the rate model. Buchholz replied that the EMS Alliance is working together with the county on the framework of the RFP. We need to form a subcommittee in the next few weeks.

Drake asked how a vendor can sit on a board without a conflict of interest. If you get down to rate-making, etc. Buchholz agreed that could be an issue. The service is being provided, they're all paying. The only time you would need a recusal is when talking about their rate. Weiss asked if this group was an IGA? He doesn't think a private entity can be on the board. Buchholz said that was a good point and was something to think about. Would they have a service contract with WCCCA, or with the county? Drake commented that ethics is also the perception, he worries about conflict of interest in the public's opinion of us. The way to get around that is not allowing them to be on the board. Buchholz said those are good points and there is no question about them not being on

the board. How is the arrangement put together with the provider? Weiss asked if there were any other private entities on our system that we don't bill? Polluconi responded not on the private side. We do have water districts. Buchholz said we need to figure out how the cost would flow through, as they put together the RFP. We need a task force to help us come up with a model.

Newberg Dispatch (Buchholz)

I shared a month ago that with staffing shortages, Newberg didn't think they would be able to continue 24/7 dispatching. LEC said they don't want to assist Newberg at this time, so we notified Newberg to proceed with other options. Newberg was going to contact Lake Oswego to help. Newberg picked up a couple of previous employees to help, and they are surviving right now. I heard from the police chief at Lake Oswego that they are not interested in helping Newberg either.

CAD Vendor Update (Buchholz)

Update: Ron mentioned testing a new version of CAD. We are frustrated with our CAD vendor; as we have gone twenty months with no update and have been charged over \$600,000 collectively. We've paid half, and will pay the other half when they install a workable upgrade, which they indicate will be done within 6 months. If they deliver, we will pay next years' rate plus half of this years.

Chair Drake (Buchholz)

Thank you to Chair Drake for serving as Chair, from the CEO board I appreciate your leadership and guidance. Mayor Truax declined the invitation to be our next Chair. The requirement is elected member unless none are willing, then we can select an unelected member. Drake said it's been a pleasure and he marvels at the level of expertise on these boards. Drake is currently waiting to hear back from Mayor Mays as to whether he will consider being the new Chair.

Ron Polluconi's Award (Buchholz)

Ron was nationally chosen as the Radio Technologist of the Year and will receive his award at the National APCO meeting in Anaheim in August.

K. Adjournment

The meeting was adjourned by Chair Drake at 2:45 pm.

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

**Washington County
Consolidated Communications Agency**

Financial Report

WCCCA

100.0%

General Fund

	G	H	R	S	T	U	V	W	Z	AA
FY22	Actuals FY20	Actuals FY21	Actuals April	Actuals May	Actuals June	Actuals FY22 YTD	Projected FY22	Budget FY22	proj. budget variance	% budget
1 911 Telephone Tax	3,691,750	4,546,269	0	1,362,502	0	5,501,602	5,501,602	5,200,000	301,602	105.8%
2 Interest Income	144,831	57,722	3,808	5,187	5,649	42,548	42,548	50,000	(7,452)	85.1%
3 Member & Associate User Fees	10,678,512	10,375,852	891,791	891,944	891,944	10,704,561	10,704,561	10,701,023	3,538	100.0%
4 C800 Contract Revenue	889,024	758,217	74,054	74,054	74,054	888,651	888,651	888,651	-	100.0%
5 Non-Member Contract Revenue	240,825	143,469	12,452	12,452	12,452	147,346	147,346	134,546	12,800	109.5%
6 Maintenance - Members	8,966	7,776	7,868	1,780	1,538	21,687	21,687	7,000	14,687	309.8%
7 Maintenance -C800	3,282	9,546	1,517	2,392	0	10,181	10,181	8,000	2,181	100.0%
8 Maintenance - Non-Members	4,592	9,672	778	0	0	4,133	4,133	8,000	(3,867)	51.7%
9 Tower Site Rent	143,544	126,209	0	(19,104)	8,351	153,726	153,726	105,242	48,484	146.1%
10 Miscellaneous Revenue	108,304	104,673	21,999	27,398	(8,381)	171,678	171,678	50,000	121,678	343.4%
11 Pass Through	(7,295)	(25,798)	87	709	8,263	(4,288)	(4,288)	0	(4,288)	
12 Total Revenue	15,906,336	16,113,607	1,014,353	2,359,314	993,870	17,641,826	17,641,826	17,152,462	489,364	102.9%
13 Personal Services	12,267,738	12,927,879	1,113,169	1,151,433	1,223,083	14,089,259	14,089,259	15,610,799	1,521,540	90.3%
14 Materials and Services	1,594,395	2,049,051	181,769	47,980	163,362	2,005,075	2,005,075	3,670,348	1,665,273	54.6%
15 Capital Outlay	90,611	1,172,702	145,511	69,667	60,128	605,359	605,359	1,359,000	753,641	44.5%
16 Other, incl. Transfers	0	0	0	0	0	0	0	0	-	
17 Total Operating Expense	13,952,743	16,149,632	1,440,449	1,269,080	1,446,573	16,699,692	16,699,692	20,640,147	3,940,455	80.9%
18 NET GAIN (LOSS)										
19 Beginning Fund Balance	6,065,392	7,691,881	8,386,555	7,960,459	9,050,693	7,655,856	7,655,856	7,260,647		
20 Net Operating Gain (Loss)	1,953,593	(36,025)	(426,096)	1,090,234	(452,703)	942,134	942,134	(3,487,685)		
21 Accounting Adjustment	(327,104)									
22 Ending Fund Balance	7,691,881	7,655,856	7,960,459	9,050,693	8,597,990	8,597,990	8,597,990	3,772,962		
23 Fund Balance Policy	3,488,186	4,037,408	3,744,232	3,744,232	3,744,232	3,744,232	3,744,232	3,465,533		
24 Unassigned Fund Balance	4,203,695	3,618,448	4,216,227	5,306,460	4,853,757	4,853,757	4,853,757	307,429		
25 Ending Fund Balance	7,691,881	7,655,856	7,960,459	9,050,693	8,597,990	8,597,990	8,597,990	3,772,962		
26 FTE	84.00	91.70	92.50	95.00	93.50	95.00		102.45		

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7/15/2022

WCCCA**Capital Projects Fund**

	G	H	R	S	T	U	V	W
FY22	Actuals FY20	Actuals FY21	Actuals April	Actuals May	Actuals June	Actuals FY22 YTD	Projected FY22	Budget FY22
1 Interest Income	16,205	5,881	553	754	821	5,843	5,843	
2 Intergovt'l Contracts	175,000	0	0	0	0	0	0	
3 Wash. Cty. 2016 Bond Rev.	8,954,174	6,693,335	171,599	0	0	5,909,962	5,909,962	12,000,000
4 Transfer In	0	0	0	0	0	0	0	
5 Total Revenue	9,145,378	6,699,216	172,151	754	821	5,915,805	5,915,805	12,000,000
6 Materials and Services			(8,429)	1,173	(1,173)	(0)	(0)	
7 Capital Furniture			8,429	0	1,173	9,602	9,602	0
8 Wash. Co. Bond Cap. Exp.	9,334,167	6,324,635	165,421	0	37,157	5,787,511	5,787,511	12,000,000
9 Total Operating Expense	9,334,167	6,324,635	165,421	1,173	37,157	5,797,113	5,797,113	12,000,000
NET GAIN (LOSS)								
10 Beginning Fund Balance	928,538	740,090	1,263,388	1,270,119	1,269,700	1,114,671	1,114,671	1,114,671
11 Net Operating Gain (Loss)	(188,789)	374,581	6,730	(419)	(36,336)	118,692	118,692	-
12 Accounting Adjustment	341							
13 Ending Fund Balance	740,090	1,114,671	1,270,119	1,269,700	1,233,364	1,233,364	1,233,364	1,114,671

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