Washington County Consolidated Communications Agency

Chief Executive Officers Board
Meeting Minutes

November 17, 2022

TEAMS VIDEO MEETING

Present	Keith Mays, Board Chair, Mayor, City of Sherwood Kathy McAlpine, Police Chief, City of Tigard Erin Calvert, Assistant County Administrator, Washington County Deric Weiss, Fire Chief, Tualatin Fire & Rescue Ernie Happala, Police Chief, City of King City
Staff Present	Mark Buchholz, Executive Director Ron Polluconi, Technical Services Manager Jennifer Kilcoin, Human Resources Manager Kim Foster, Operations Manager Dyneen Polluconi, Administrative Coordinator

A. Call to Order
Chair Mays 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
Weiss moved to approve the October 20, 2022 minutes as distributed. Second by Happala. All were in favor and the Motion carried.

F. Finance Report – October 2022 financials delayed until December 2022

G. New Business

1. FY23 COLA and Inflation Review (Buchholz)
   Buchholz will be asking the Board for some guidance and maybe some recommendations at the December meeting in regards to the FY23/24 COLAs.

   Looking back at the non-represented COLAs, historically we have used CPI for Non-Rep and negotiated COLAs given to represented Ops. This was followed until last year when the CPI COLA would have been 7.2%, inflation at its recognition point. Reaction from the early budget meeting and agency financial people was

negative. The recommendation from the Board was to use the COLA negotiated for the union which was 3.5%.

Buchholz asked Kilcoin what she found the COLAs were for non-rep members for member agencies. Buchholz asked if any action should be taken for our Non-Rep staff at mid-year? Represented will be at 4% in the coming year. How should we handle non-reps? Calvert said she was curious about a mid-year increase as that isn't typical and asked if that was something that other agencies have done. Happala said that he just received his increase in October, which was 8.2%. This was based off of CPI, but generally speaking it should be once a year. Mays suggested doing a salary study. Buchholz asked what path WCCCA should follow next year for non-rep's COLA. Weiss asked what the compression looks like.

McAlpine said that to stay within the industry standards, we should stay more aligned with the bargaining group. Buchholz wanted to clarify, asking if she was suggesting that moving forward we stay consistent with the represented group, that direction would answer how to handle the coming year. Regarding compression, of the non-rep side, only 7-8 are in the compression realm. We'll share that information at the next meeting. Kilcoin mentioned that WCCCA rotates every few years for salary comparisons. Buchholz said that we will gather more information for next month's meeting. The leading suggestion is to couple non-rep with represented COLAs.

Things to consider:

- Do we do anything with the unrepresented at mid-year?
- Should we consider an additional increase January 1? Recognizing what the inflation turned out to be.
- Should we do partial?
- Should we do nothing?

After some research, Kilcoin found that other agencies, on average, were at 4% increase. Should any action, at the mid-term, be taken? Then, the next question is, while preparing the FY24 budget, what will be the baseline that is set?

Question is, should WCCCA do a salary study or an adjustment for FY23/24?

2. <u>Vesta 9-1-1 Phone System Maintenance (Buchholz)</u>
   Agenda Item – WCCCA requests approval for the Executive Director to enter into an annual service agreement with Motorola Solutions for VESTA 911 equipment and emergency notification software and services in the amount of one hundred thirty-seven thousand, six hundred dollars and five cents. ($137,600.05) WCCCA is requesting expenditure approval in the amount of fifty-eight thousand, eight hundred fifty-eight dollars and eighty cents. ($58,858.80). The balance being paid by the States 911 fund. The difference being, the state does not approve of all of the dispatch positions that WCCCA says we need to operate. This is a budgeted amount.

Calvert motioned for approval of the Agenda Bill, Annual "Vesta-9-1-1 Phone System Maintenance" with Motorola, in the amount of $58,858.80. The motion was seconded by Happala. All were in favor and the Motion carried.

3. New Facility Punch List (Buchholz)
WCCCA received the list of the outstanding punch list items at the Pinefarm location. We created three lists.
    - Critical Items that need to be completed before WCCCA can sign the lease and take possession of the facility.
    - All items, that the county will see that they get taken care of, at some point, after moving into the facility. These would have a timeline to be completed in. If not completed, WCCCA would have a chance to complete and be reimbursed by the county.
    - Remaining items that WCCCA feels need to be taken care or addressed, but the county feels that they are outside the scope of the project. These would be at WCCCA' s expense.

    At this point, the list is in place, it has been reviewed and signed off by members of WCCCA. Some items will need to be revisited by the contractor. Buchholz went through the open items and prioritized those that were felt critical, not by themselves, but in the grand scheme, are critical. For example, perimeter door security, cracks or openings in perimeter doors. Heating, anything related to power issues or security, and core items, such as HVAC. The list was completed and handed over to the county, late in the day, on Monday.

    Out of the 940 open items, 115 were on the critical list. Out of the 115, WCCCA confirmed and felt they were critical and need to be taken care of. The county's contractor is going through the list and may have, by now, completed additional items. WCCCA will continue to work with the county and narrow the list down.

    The lease for the Pinefarm location has been reviewed by WCCCA' s attorney and the counties attorney. It was previously approved by WCCCA Board to sign. This was in anticipation that there would not be much on the punch list back in May or June 2022.

4. BOLI Claim (Buchholz)
Two tower climbers from Day Wireless filed a claim with BOLI. BOLI went through and determined and fined Day Wireless approximately $47 thousand dollars, in which they have paid the back wages for two employees. In addition, apparently, BOLI asked for all other contracts of Day Wireless and WCCCA be reviewed. They calculated the prevailing wage for all employees, on the tower, and billed Motorola accordingly. WCCCA met with the other agencies, Clackamas, Washington County, and Newberg to review their portion of the project, which came to $397,000. Motorola paid Day Wireless. Motorola then drafted a letter to WCCCA requesting we share in the expense.

Motorola wrote back answering most of our questions. One of the questions pertained to Day Wireless not appealing the claim. They replied that they feel BOLI does not over turn their decisions and furthermore, they do not want to be in BOLI's radar, as they do a lot of business in Oregon.

Motorola went through the numbers with WCCCA, they were within reason and not outside of the normal hours spent. They included, in the total, administrative costs, the actual fine, and the time to do all of the research. Totaling $400,000. Motorola has asked that we pay $200,000. WCCCAs share is 60% or $120,000 roughly. $80,000 collectively to Newberg and Clackamas.

Clackamas came back with their Board requesting WCCCA to pay 25% and be prepared to pay as much as 33%, as a group. This is what the Board of Directors has authorized Clackamas as well.

Buchholz requests that one of WCCCA CEO members join in future conversations with Motorola. Mays stated he will join the team in future negotiations with Newberg, Clackamas and Motorola. CEO members suggest mentioning the "risk dollars" and requesting 33% as the consensus.

H. Project Reports

1. Emergency Communications System Update (Polluconi)
    - Working on the completion of the Skyline and Gales Peak sites. All other sites are in close out status.
    - Completed a second investigation for City of Beaverton, regarding audio level and several other complaints. A formal report was shared with all of Beaverton and distributed to all TAC members. WCCCA learned a lot from this process.
    - Continuing with post cut over radio programming. Beginning to wrap up all of the large agencies in Washington, Clackamas, and Newberg. We expect this effort to wrap up in March 2023, based on the current progress.
    - Focusing on the schedule/plan to relocate the Motorola CORE systems from Tanasbourne to the Pinefarm center. This is estimated at a six to eight-week process. We will have a detailed schedule published late November 2022.
    - Conventional system deployment continues with some slowing due to weather and site access.

There is no budget summary update at this time. Stout and Calvert were on vacation. Changes should not be significant. We will reconcile and will publish the new totals to include Motorola and some other small contracts.
No surprises at this time.

2. New Facility Update

- WCCCA team continuing working with the county and general contractor on final punch lists.
- Raided floor in dispatch still has outstanding issues with alignment and shifting underfoot.
- WCCCA tech services implemented a permanent solution for the cooling and noise issues in the front IT cabinets. The general contractor has not acted to test the solution and finalize the installation.
- New systems training is on-going.
- Diesel fuel polishing and filling station is installed, but uncertain of the operational status.
- The county is working on BMS to monitor critical system 24x7x365.
- The kitchen/break room lighting and case work is completed.

I. Director's Report

Staffing Update (Kilcoin)

- 59 of 67 Dispatchers. Of those, ten are in training. Two started at the end of October and finished their in-house academy. Rolling out to their coaches. They took their first calls yesterday.
- 5 conditional job offers are out for a January 2023 hiring date.

With the of number of trainees, we have a plan in place, to balance the number of trainees with coaching resources and staffing availability. Using a "pause and stagger" approach, balancing all of the above.

- Part time Records Specialist, Tate started two weeks ago. We had put some resources in place temporarily, while we got her hired to help with the backlog.

EMS Alliance

The county's EMS Alliance is going through the RFP process. They are currently in the development stage. Metro West maintains their own dispatch center. They decide who is going to go and they tell WCCCA who is going to go. WCCCA then updates the call from that point on and tracks those units while they are on the call.

The intent is being a central dispatch center. One problem is, some EMS companies also have non-emergency type businesses. There is a possibility of varying outcomes on how this will work, when the RFP actually comes back from the bidders.

Buchholz and the EMS alliance had an expectation that WCCCA would no longer just be covering through fire agencies, basically, covering the cost that WCCCA is doing on behalf of Metro West. WCCCA is handling these calls and fire has been paying all along. There is an expectation that the process is going to change. WCCCA met with the county, voiced what we thought those costs were going to be. Some of our group were

able to take a look at the initial RFP. The RFP had zero costs in it. WCCCA thinks everyone is on-board and that it was just a glitch in the communication. This was shared with the Fire Defense Board.

WCCCA believes we are headed in the direction of both the dispatch side and on the radio system side, WCCCA would be requiring that the new EMS provider go through WCCCA's dispatch and that they use our radio systems, just like the agencies in our network. This would result in the new EMS pay their share of those costs.

The EMS Alliance and the consultant are meeting tomorrow. It is Buchholz hopes that the decision be made to charge the new EMS provider and those dollars be represented in the new contract.

Aspire Grant for Snow Cat (Buchholz)
WCCCA applied for a grant to purchase a new snow cat. It was awarded through the states Aspire Grant program. They award it and you take possession. One stipulation is, you will have to let someone borrow it, if they need arouses somewhere else in the state, for an emergency situation. WCCCA is excited to move forward. This will help out at several of our tower sites that are already under snow.

Lile Storage Overbilling Update (Buchholz)
WCCCA has two staff members working with Lile Moving and Storage. WCCCA has stored a lot of equipment there, over the last few years. It is WCCCAs belief that Lile has over charged us. They have recognized that this is possible. They are now willing to work with our folks. This will take a lot of work, going through the details.

December CEO meeting (December 15th)
Buchholz would like to meet in person and hold the December CEO meeting at Pinefarm, whether we have signed the lease or not. We will go through the normal meeting process. Also, WCCCA would like you all to take a tour and look at some of the punch list items. Mayes and Calvert will be in person. Weiss will be out of town, but will try to do virtual.

J. Adjournment
The meeting was adjourned by Chair Mays at 3:00 pm.
Next CEO meeting is December 15, 2022 at 1:30 pm.