

Washington County Consolidated Communications Agency  
**Chief Executive Officers Board**  
**Meeting Minutes**

**May 21, 2026**

Online using MS Teams/In Person

Present: Keith Mays, Board Chair, City of Sherwood  
Erin Calvert, Assistant County Administrator, Washington County  
Deric Weiss, Fire Chief, TVF&R  
Ernie Happala, Fire Chief, King City

Staff Present: Mark Buchholz, Executive Director  
Jennifer Kilcoin, HR Manager  
Barbi Denman, Administrative Specialist  
Amanda Kasmeyer, Accounting Technician

**A. Call to Order**

Chair Mays called the meeting to order at 1:30 pm.

**B. Roll Call**

**C. Approval of Meeting Minutes**

April 16, 2026 meeting minutes.

Calvert moved to accept the April 16, 2026 minutes as presented. Second by Happala.

Mays-aye

Calvert-aye

Weiss-aye

Happala- Aye

All were in favor and the Motion carried unanimously.

**D. Public Comment - None**

**E. Written Communication – None**

**F. Finance Report (Buchholz)**

Buchholz presented the April 2026 financials. Expenses were typical this month with everything on schedule for the month.

Happala moved to accept the April Financial Summary as presented. Second by Calvert.

Mays-aye

Calvert-aye

Weiss-aye

Happala- Aye

All were in favor and the Motion carried unanimously.

## G. New Business

### 1. Agenda Bill - Compensations Study for seven non-rep & manager classifications.

The agenda bill is addressing the seven remaining classifications evaluated under the hybrid approach, which are likely to compete across 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.

All of these positions have the likely hood of comparators within the neighboring agencies, outside of 911. However, only available salary survey data was used to arrive at the comparator information, not neighboring agencies. Through the evaluation and the research that was done by HR Answers, two positions identified as being behind the market.

- HR Manager position was identified to be 9.7% behind the market.
  - Recommendation is to raise the top step of the salary range to \$159,502 and to create a six step salary range for the position, to be consistent with other positions in the agency.
- The second recommendation is to move the incumbent employee into the nearest step, which would not create a reduction in their salary, for the newly adjusted range for the classification.
  - The third recommendation is to make any increase retro-active to January 1, 2026.

The other position identified below market is the CFO position. The same three recommendations exist for the **CFO** position.

- The market data for the CFO position indicates our current range is 24.5% behind the market After much discussion with HR Answers, Buchholz would like to follow one of HR Answers solutions, and recommends moving the CFO range up by 10%, to a max of \$175,482 and create six steps for the range, placing the incumbent employee into the nearest step, which would not create a reduction in their salary, for the newly adjusted range for the classification.
  - The third recommendation is to make any increase retro-active to January 1, 2026.
- . It is also recommended that the CFO position be revisited a year from now in July of 2027.

## Financial Impact:

As proposed, this action would increase the Agency's salaries and benefits expenses 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 already included in the proposed budget for FY27.

Question from Weiss -if we put the HR Manager to the closest range, does that put them at the top of the range? No, it would put the incumbent into step five, with a five percent step to the still at the top of the range.

Weiss moved to approve the recommended agenda bill with the proposed changes.  
Second by Calvert.

Mays-aye

Calvert-aye

Weiss-aye

Happala- Aye

All were in favor and the Motion carried unanimously.

## **H. Technical Services Update (Buchholz)**

### **Activity and Project highlights:**

#### **Radio Update:**

- Preparing with Motorola to do a bi-annual, full system upgrade, week of the June 15<sup>th</sup>.
  - WCCCA has paid for ten years of maintenance and upgrades.
  - This will be the second upgrade since WCCCA went to the new system.
- Normal preventative maintenance is going on with Motorola at radio sites.
  - Completed forty, last few sites to be done after the snow melts.
- WAVE: (Cellular connection to radio)
  - This was traditionally managed by Motorola.
  - Motorola has developed and pushed out to the system owners, so now WCCCA will be maintaining, while confirming users from their legal licenses.
  - WCCCA has a license for 500 and only have 113 in place on Clackamas side.
    - These licenses are \$156 a year. We have notified Clackamas, they can lease these licenses form us for \$75 a month.
- BAD/DAS:
  - There is a new OLCC facility in Canby. The Canby radio site was found to have overwhelming coverage and left the BDA offline.
- Others/Reminders:

- WCCCA has prepaid through the Bond Project, 10 years of maintenance and upgrades with Equature (Recorder for Voice and data).
- Upgrade to occur July 14<sup>th</sup>, 2026.
- Buried Cable:
  - WCCCA recently learned that ORS has a rule for private utility owners.
  - It indicates that if you are a private utility owner and you have underground utilities in the public right of way, you need to file with “Locate or call 811”, the state managed system.
    - The US Forest Service hired a contractor to do salvage logging at one of the Clackamas radio sites. The logging company damaged the road. A sub-contractor came in to repair the road.
    - During the process of digging/replacing the culvert, they inadvertently dug up a C-800 power cable.
    - It was expected that they would pay for the repairs. The repair was to replace 500 feet of underground cable, costing \$75,000/C800.
      - They have denied the claim, stating they contacted Locate and there was only one vendor, unknown to WCCCA. That vendor apparently abandoned the utility.
      - C800 is having an Attorney look into the matter. The expense is a c800 expense.

Buchholz would like the Board to know that WCCCA has underground power cables as well. We currently do not see or currently have any issues, just something to be aware of.

WCCCA has initiated a project to digitalizing GPS locations of all our underground cables. We will be submitting these findings to “Locate/811”.

In regards to the US Forest Service, a question we still cannot answer, is it a public right of way? Unfortunately for WCCCA, the contractor who put in the gate had it locked, which is not public access. However, the gate is NOT locked now and is open to public access.

#### **Facilities Update:**

- Currently replacing/repairing roofs on the Thermal Bond shelters.
- Eight were damaged or no holding up well.
- Four on the WCCCA side have been taken care of. Four more on the C800 side to be worked on.
- A transfer switch failed at the Sandy radio site.

### **Information Technology Update:**

- Planning to upgrade the CAD system in November of this year.
- The upgraded system is installed in the “test” system.
  - Testing is being completed by both WCCCA operations and field staff.
  - Problems have been identified and worked on.
    - One item, which is the State’s LED message switch, which is critical for law enforcement. This was actually identified last November. Central Square told us they would delivery by March 31<sup>st</sup>, 2026. The most recent promise from Central Square is delivery in the second quarter (June 30<sup>th</sup>). If not delivered, this could be a potential show stopper.
    - We have issued a letter, requesting to meet with their leadership.

Chair Mays questioned if the failed Columbia County measure for 9-1-1 services would have an effect on WCCCA. Buchholz replied that it may have an indirect impact do to Columbia County being partners on the CAD system.

### **I. Director’s Update (Buchholz)**

**Staffing:** See attached

- Thank you to the Board Members and their Agencies who participated in National Telecommunicator week. It is a well-received recognition week.
- Air Show – went well
- Canine Trails – went well.

### **AI (Aurelian)**

- Pressing forward on the Non-Emergency Call Taking AI
- Incredible Customer Service!
  - Aurelian will be on-site next week to begin internal staff training.
  - Target cut-over day is June 10<sup>th</sup>.
    - Light testing to take place, periodically.
- Clark County has selected the same vendor and should be be fully online this weekend.
- WCCCA’s PIO team is working with the Counties PIO group, on how we share this information with the Community.

### **Dundee Fire:**

- Buchholz became aware that WCCCA was dispatching Dundee Fire, which includes the city of Dundee’s Fire Department, who sub-contracts with the Dundee Rural Fire Protection District.
  - WCCCA has been dispatching for them for about nine years and there has been no problem.

- As we researched to find any documentation authorizing the dispatch of Dundee Fire, Chief Weiss was able to provide an agreement that TVF&R has with Dundee Fire indicating WCCCA will provide dispatch services.
- After review of Board Meeting minutes, CEO and BOC, there appears to be no approval by the WCCCA Board authorizing dispatch of Dundee Fire.
- Staff will further research and provide the pros and cons of the different options possible to resolve this issue.

**J. Adjourn**

The meeting was adjourned at 1:55 pm

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