

Washington County Consolidated Communications Agency
Chief Executive Officers Board
Meeting Minutes

February 19, 2026
In Person / Online using Teams

Present Keith Mays, Board Chair, City of Sherwood, City Councilor
 Jim Coleman, City of Hillsboro, Chief of Police
 Deric Weiss, TVF&R, Fire Chief
 Ernie Happala, City of King City, Chief of Police
 John Koch, WCSO, Undersheriff

Staff Present Mark Buchholz, Executive Director
 Michael Stout, Chief Financial Officer
 Kim Foster, Operations 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

1. December 18, 2025
2. January 29, 2026, Special Meeting

Weiss moved to accept the December 18, 2025 and January 29th, 2026, minutes as presented. Second by Happala.

Mays – aye; Coleman – aye; Weiss – aye; Happala - aye

All were in favor and the Motion carried.

D. Public Comment - None

E. Written Communication – None

F. Finance Report (Stout)

Stout presented the November through January 2026 financials. Expenses were a bit higher than normal, due to hiring, retro and retirement payouts in January.

Coleman moved to approve the January 2026 financial summary as presented. Second by Happala.

Mays – aye; Coleman – aye; Weiss – aye; Happala - aye

All were in favor and the Motion carried.

G. Unfinished Business

1. Executive Director Compensation Philosophy (Mays)

The philosophy was presented in follow-up from a board member request at the Special CEO Board meeting held on January 29th.

Weiss indicated the philosophy looked good, but commented that he would like to see the actual comparable agency names removed from the document, and use “regional comparators” instead.

Weiss moved to amend the philosophy and approve by removing agency names and replacing them with “Regional Comparators” as presented. Second by Happala.

Mays – aye; Coleman – aye; Weiss – aye; Happala - aye

All were in favor and the Motion carried.

2. Amend Executive Director’s Employment Agreement (Mays)

Request CEO Board approve and recommend to the BOC, to amend the Executive Director’s employment agreement to reflect a 4% increase in salary.

Weiss moved to approve the 4% salary increase for the Executive Director. Second by Coleman.

Mays – aye; Coleman – aye; Weiss – aye; Happala - aye

All were in favor and the Motion carried.

3. Operations Manager Classification Compensation Study (Buchholz)

WCCCA is currently working with HR Answers on compensation studies for twelve classifications. Once the work is completed, details will be included for discussion at a future board meeting. The Operations Manager position ranges were presented and discussed.

Due to our recent Operations Manager vacancy and the fact that CCOM has recently posted an Operations Manager position, Buchholz requested CEO Board approval of the HR Answers proposed wage range for the Operations Manager to allow posting the position at a more competitive salary.

Happala would like to first see the full job description before any decisions are made. Weiss indicated he would like to see how the proposed range compared to other positions in the organization. No action was taken on the request by Buchholz.

H. New Business (Mays)

1. Agenda Bill - Metro West request reduction in annual radio fee

Due to operational changes at Metro West, they have removed 31 of their 70 radios configured on the system and included in their annual radio fee from WCCCA.

Normally, WCCCA does not refund or reduce radio fees for a given fiscal year once the annual budget is established. In this case, Metro West has requested the CEO Board consider this specific situation and allow a reduction in their current annual fee representative of the radios they have removed from the system. Due to the unusual and significant impact to Metro West of no longer being the franchise ambulance service provider for Washington County, it appears to be a reasonable request.

Staff recommends CEO Board approve a reduction in the FY26 annual radio system use fee of Metro West Ambulance by \$8,717, based on their reduction of radios from 71 to 40.

Happala motioned to approve the reduction in the FY27 annual radio system use fees for Metro West Ambulance \$8,717. Second by Coleman.

Mays – aye; Coleman – aye; Weiss – aye; Happala – aye

Motion carried unanimously.

2. Agenda Bill – Correction of Audit Deficiency (Stout)

The FY25 audit by TKW was completed in December. Included in the audit was one audit deficiency. The deficiency derived from how WCCCA accounted for the collective bargaining agreement retro provision. This was due to a communication breakdown between the agency/finance department and the auditors.

It was a question of which period the provision should be recorded in and how it was reflected in the financial statements. The auditors had Stout correct it by putting it into the previous fiscal year. We will need to file a corrective action with the Secretary of State.

Staff recommends the CEO Board endorse the action plan described by approving this agenda bill and enabling the chair to sign the attached letter.

Weiss moved to endorse the corrected Audit Deficiency/action plan and approve the Chair to sign the attached letter. Second by Happala.

Mays – aye; Coleman – aye; Weiss – aye; Happala - aye

All were in favor and the Motion carried.

3. FY27 Proposed Budget Preview (Stout)

Stout presented the proposed FY27 Budget preview. He is proposing a 5.48% increase in member fees for the next year. Primarily driven by the recent labor agreement which is a 5% COLA in the contract.

Noted: Total operating expenses are expected to rise by 3.2%. Due to the reduced Capital Outlay and transfers, the expected increase is not the 5% as projected. Shown was an increase to legal fees, due to DRO legal action, as well as budgeted funds for Nurse Navigator. There is also the Juniper replacement project and some server upgrades, in addition to new phones for the training lab in FY27.

Also presented, was the FY27 WCCCA Member User Costs by Agency. Noted were Tualatin and Cornelius Police significant increases based on proportional shares of air time, with a lower amount for Sherwood.

Hillsboro Fire added several radios, which increases their costs. Calls for service in Forest Grove, were down last year. Due to the proportional sharing of costs, these costs shift to the other two fire users.

Weiss asked for clarification of the 5% Cap Adjustment column. Stout indicated that it was an attempt to show the cost shift of the small member subsidy between fire and law, but he will review and follow up. He also wanted to clarify the number representing Nurse Navigator on the General Funds proposed budget. What is listed is \$100,000 which represents the net increased amount that is budgeted in FY27, rather than the total amount of the contract.

4. Five Year Financial Forecast (Stout)

Stout followed up with his FY27 General Fund projections. It is budgeted to spend down the fund balance about \$5.5 million in FY27 though the current projection is for a \$2.8 million spend down in FY27. This is a significant hit to our fund balance and every year that fund balance is offsetting member fees.

Currently there is a 14% increase scheduled for FY28. We know that is not reasonable and if it appears to be likely for FY28 there will be future discussions on how to off-set it.

Weiss asked if dispatch centers are able to use Grants when updating/purchasing CAD replacements costs. Stout is not aware of any. Buchholz believes there were some in the past, but not at this time.

I. Technical Services Update (Buchholz)

Activity and Projects:

Radio Update:

- WCCCA will be installing the latest version of CAD onto the test system on February 26th. Version 25.10.
 - Cutover date for the new CAD is scheduled for November 2026.

J. Director's Update (Buchholz)

Staffing:

- One dispatcher wrapping up in the in-house academy. Already completed DPSST.
- Seven are in the process of training with their coaches.
- Targeting 4 new hires for March.

AI Contract:

The contract has been completed. WCCCA is now working to collect data needed for the project kick off to commence in about six weeks. This is the day Aurelian will start their configuration of the non-emergency call handling software. They estimate six to eight weeks for the configuration phase.

Mays: Reminder to members, please schedule regular 1on1's with Mark.

K. Adjourn

The meeting was adjourned at 2:14 pm

Next CEO meeting is March 19, 2026 at 1:30 pm.