



Chief Executive Officers Board Meeting
Thursday, October 15, 2026, 1:30pm
5900 NE Pinefarm Court, Hillsboro, Oregon 97214
or online via Microsoft Teams (for link call 503-690-4911)

Agenda

- A. **Call to Order**
- B. **Roll Call**
- C. **Approval of Meeting Minutes**
 - 1. *September 17, 2026, meeting minutes
- D. **Public Comment**
- E. **Written Communication**
- F. **Finance Report**
 - 1. September 2026 Financial Summary
- G. **New Business**
 - 1. *Formalize Dispatch Services for Dundee Fire
 - 2. *CEO Support BOC Resolution to Advocate for increase in 911 tax
- H. **Project Reports**
 - 1. Technical Services Update
- I. **Director's Update**
- J. **Adjourn**

Next CEO Board meeting is November 19, 2026, at 1:30pm

* Requires Action

**Washington County
Consolidated Communications Agency**

Minutes

Washington County Consolidated Communications Agency
Chief Executive Officers Board
Meeting Minutes

September 17, 2026

Online using MS Teams/In Person

Present: Keith Mays, Board Chair, City of Sherwood
Jim Coleman, Police Chief, City of Hillsboro
Ernie Happala, Police Chief, King City

Guest: Karen Martinez, Councilor, Forest Grove

Staff Present: Mark Buchholz, Executive Director
Jennifer Reese, Assistant Director
Michael Stout, Chief Financial Officer
Kim Foster, Operations Manager
Jennifer Kilcoin, HR Manager
Amanda Kasmeyer, Accounting Technician
Jennifer Cooper, Accounting Specialist

A. Call to Order

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

B. Roll Call

C. Approval of Meeting Minutes

July 16, 2026, meeting minutes.

Coleman moved to accept July 16, 2026, minutes as presented. Second by Happala.

Mays-aye, Coleman-aye, Happala- aye

All were in favor and the Motion carried unanimously.

D. Public Comment - None

E. Written Communication – Letter from TKW.

Stout stated the attached letter describes what the Auditors will focus on for the year. This includes management override, payroll, and fraud. Auditors were on-site in July and again in the first week of September. They will be back in November to wrap things up.

F. Finance Report (Stout)

Stout presented the August 2026 financials. Preliminary numbers for FY26 were also provided. General Fund balance for the year end is 9.4 million. This may change, as a few straggler bills are processed.

July and August expenses look good, with nothing unusual. We received the 9-1-1 phone tax early in July. Expenditures are tracking as expected. Payroll may be a little higher than expected due to recent summer overtime hours.

Capital Projects fund is currently acting as the savings account for future CAD improvements.

Happala moved to accept the July/August Financial Summary as presented. Second by Coleman.

Mays-aye, Coleman-aye, Happala- Aye

All were in favor and the Motion carried unanimously.

G. New Business (Buchholz)

1. Radio Management Subsystem Refresh

Buchholz presented an Agenda Bill requesting the authorization to purchase a radio management subsystem refresh. This would include servers, software, configuration and installation in the amount of \$126,316.00

The purchase is identified in the current budget. The total purchase exceeds the Director's purchasing authority and will require CEO approval.

The existing subsystem was delivered in 2017 and is now roughly nine years old. The operating system is outdated and processor speeds are insufficient for the newer versions of the application.

Staff recommend the CEO Board approve purchase of the Radio Management subsystem refresh for \$126,316.00.

Coleman motioned to approve the agenda bill for Motorola Radio Management (RM) purchase. Second by Happala.

Mays-aye, Coleman-aye, Happala-aye

All were in favor and the Motion carried unanimously.

2. Correction on previously approved range transition

At the BOC meeting on June 18, 2026, the Board reviewed an agenda bill summarizing a recent classification compensation study addressing several classifications and approved staff recommendation. Included in the recommendation was transitioning all dispatch operations supervisors to an updated salary range. The transition method turned out to be inconsistent with Oregon law. This agenda bill approves the action to correct that inconsistency.

Happala motioned to approve the agenda bill to correct the supervisor range transition. Second by Coleman.

Mays-aye, Coleman-aye, Happala-aye

All were in favor and the Motion carried unanimously.

H. Technical Services Update (Buchholz)

Activity and Project highlights:

Radio Update:

- Member Agency (WCN) Preventative Maintenance
 - CCSO is continuing to cycle radios into WCCCA for PMs.
 - WCSO PMs on site at LEC and Fleet.
 - 75% of portables complete
 - 97% mobiles complete
 - 72% consolettes complete (as of Sept 8th)
- Microwave: Timberline/Goat Mountain frequency change, complete.
 - MW annual PMs complete.
- WAVE: Was fully cutover the first week of August. Adding users as requested.

Upcoming project:

Fire Service Members in Clackamas County are interested in converting one or all their talk channels from unencrypted to encrypted. It is a significant project and will take a few years to implement. More to come about this in the next few months.

Facilities Update:

- Facilities staff have taken over responsibility the landscape maintenance here at WCCCA. This was part of our plan when we brought Custodial service in house.
- WCCCA received guidance from the City of Hillsboro on the requirements about how to take care of the bio filtration swales on site.
- All regular PMs have been completed.

Information Technology Update:

- Continued significant effort working with our CAD vendor to prepare for a CAD system upgrade scheduled for February 23rd.

- The project is behind schedule due to Central Square not delivering items on time.
- There was a delay in delivering a solution to properly route law enforcement queries to and from the State's System (LEDS).
- It was finally delivered, but we have lost several months of testing and installation time.
- WCCCA is coordinating with all member agencies for testing and training.
 - There is fair amount of concern about whether the system will be ready in time to do all the training that is necessary to meet the February cut-over plan.

Impacts:

- Central Square has a significant contract pending with the City of Chicago, which we believe may have impact on resources that would otherwise be available to support our upgrade effort.
- WCCCA is staying in contact with leadership at Central Square, applying constant pressure.
- Buchholz was made aware earlier this week, that Central Square recently restricted their debt with a \$1.2 Billion loan. Not sure what this indicates regarding the overall health of the company.

Coleman asked about Facilities: He heard recently that one of WCCCA's radio sites was threatened by wildfire. He would like to know the extent of the damage, if any, and what was the outcome.

Buchholz explained that on the far east side, near Hwy 224 and Estacada is the Oak Grove Butte radio tower, that was in the heart of the "Austin Fire". The US Forest Service and the fire crews onsite did an incredible job to protect the radio site. Irrigation systems were placed around the grounds. The fire reached three sides of the site and came within about forty feet of our fence around the tower and shelter. Amazingly, no damage was sustained within the fence line.

The fire in this area appears to be under control. We have been running on generator power at that location for over 27 days. We stopped the generator one time to perform maintenance last week, while running on battery backup, and then fired it back up.

Chair Mays

- At an up-coming meeting, Mays is interested in considering a resolution to advocate for an increase in the 9-1-1 phone tax, by the legislature in Salem.
- Mays is aware of conversations occurring throughout the County and other organizations, such as Washington County Sheriff's Office, TVF&R, police departments, other fire departments, about the use of drones and the potential on how that could help first responders. Mays believes WCCCA should be part of that discussion. Mays would like to let them know WCCCA is here to help.

Buchholz just returned from an event in Snohomish County, Everett Washington. He had an opportunity to meet and talk with them about their pilot drone project.

Their pilot program using drones as first responders (DFR) is underway, between the regional emergency communication center, the Sheriff's office and some police departments.

I. Director's Update (Buchholz)

- I believe in 2028, the 9-1-1 phone tax will sunset. It will be an item that will need to be renewed by state legislative action. This is an appropriate time to discuss an adjustment by getting involved and understanding how much of an increase would make sense, how it would work, who would be supportive of it (like league of cities and association of counties), and how it would help WCCCA.

The 9-1-1 Tax basically divides into two categories. Roughly two-thirds is distributed to 9-1-1 centers and one-third is placed in the "sub-account" to support the 9-1-1 network and phone system infrastructure. That sub-account is growing at a more rapid rate due to revenue outpacing expenses. We are beginning the process to upgrade the network to Next Generation 9-1-1 (NG911) and the State has indicated that upon completion of the transition, they expect expenses to be further reduced, likely resulting in an even larger fund balance in the sub-account.

AI Updates:

- WCCCA has been live with AI assisted non-emergency call taking for a little over 60 days. WCCCA refers to this AI product as AVA.
- AVA has handled over 43,500 calls so far through September 8th.
 - Of these calls, 40% have gone onto Dispatch.
 - 60% have been assisted by AVA.
- Approximately 7,000 calls have been verified and entered into CAD, pending review. A WCCCA Dispatcher reviews each call, before it goes into the CAD system for Dispatch.
- 2,500 calls have been deflected or routed elsewhere. For example, a caller requesting a specific officer or other agencies.

WCCCA has instituted an ability to respond with feedback. When Dispatchers are reviewing these calls, there is a "thumbs down" feature if there is any concern, or anything that does not look right. Selecting thumbs down creates a note, guaranteeing the call will be reviewed.

There is also a function for calls that go out to the field. A field unit that has questions or concerns can add comments, concerns or questions on how AVA is working.

We are still making changes to the system if an item is found to not be handled as we would like. It gets reviewed for possible adjustments. The vendor has been very responsive.

At some point, we will reach out to the citizens that called the non-emergency line to get their feedback on both the calls handled by AI and those that don't.

Resistance level is set at "2". Resistance is when caller doesn't want to use AVA and just wants to talk with a human. The level of 2 indicates 2 attempts to speak with call taker.

Another area we are using AI is training from GovWorx is going great.

Our QA AI program from GovWorx is moving forward. This is where AI is reviewing our directives/SOGs, looking at the CAD record that gets generated for a call, listening to the audio, and doing a quality assessment on how the call was handled. This creates a summary for a supervisor to review.

We are also using GovWorx for hiring. They have developed an up-to-date testing process for new candidates.

Currently, WCCCA uses CritiCall for testing candidates. Since January, WCCCA has been using both programs side by side. We have reached the point in our evaluation project to make the decision to stop using CritiCall and go with GovWorx.

Staffing:

- Kim Foster, WCCCA's Operation Manager, retired on February 1st and has been working back since then.
- We received 26 applicants for the Operations Manager position. After review, we narrowed it down to the top seven for interviews.
 - Two panels were established, including staff and outside agencies, to conduct the interview process.
 - Following these interviews, the number one candidate on the list was our own Supervisor, Monique Roberts. She was selected and will be promoted on October 1, 2026.
- With this promotion, an opening for a Dispatch Supervisor position will result. This position will be posted internally and externally.

Hiring Stats

- During the last hiring process, we had 228 candidates.
 - Of those, 10 went to psych and backgrounds.

- City of Hillsboro recommended Pacific University in Forest Grove to assist with marketing in hiring. They have students that are looking to work on projects. Through that connection, WCCCA contacted one of the professors who has a marketing company. We have established a relationship with them to help us to target our marketing to increase the volume of candidates.

Tillamook County:

WCCCA is working on a request to have them use our jointly owned WCN Radio system backbone.

9-1-1 Next Gen, 9-1-1 Transition:

- The State of Oregon 911 Program Office has contracts in place to proceed with deployment of the new NG911 network. They are reported to be testing in their “lab” in Stayton, Oregon.
- We will be scheduled to begin project kickoff and then transition within the next month.

J. Adjourn

The meeting was adjourned at 2:05.

Next CEO meeting is October 15, 2026, at 1:30 pm.

**Washington County
Consolidated Communications Agency**

Written Communications



Oregon Secretary of State
Audits Division



Steve Bergmann
Division Director

September 15, 2026

Board of Commissioners
Washington Co Consolidated Communications Agency
5900 NE Pinefarm Ct
Hillsboro, OR 97124

We have reviewed the plan of action for correcting deficiencies noted during the financial statement audit as filed by Washington Co Consolidated Communications Agency in accordance with ORS 297.466 for the year ended June 30, 2025.

Our review disclosed the following:

1. The plan was not submitted within 30 days of filing the audit report as required.

Please consider this matter when preparing and submitting plans of action in the future.

We appreciate your efforts in fulfilling the reporting requirements of Municipal Audit Law. If you have questions or concerns, please contact me at (971) 283-0031 or Amy.John@sos.oregon.gov.

Sincerely,

Amy John, CPA
Audit Manager

Tobias Read
Oregon Secretary of State

Michael Kaplan
Deputy Secretary of State

255 Capitol St NE, Ste 180
Salem, Oregon 97310
Information (503) 986-2255
sos.oregon.gov/audits

**Washington County
Consolidated Communications Agency**

Financial Report

WCCCA**General Fund**

25.0%

	M	N	O	P	Q	Z	AA	AB	AC	AD
FY27	PRELIM FY26	Actuals July	Actuals August	Actuals September	Projected October	Actuals FY27 YTD	Projected FY27	Budget FY27	proj. budget variance	% budget
5 911 Telephone Tax	5,727,816	1,479,635	-	-	-	1,479,635	5,585,885	5,475,000	110,885	27.0%
6 Interest Income	462,230	34,404	37,138	34,118	37,500	105,660	443,160	450,000	(6,840)	23.5%
7 Member & Associate User Fees	12,571,216	1,103,307	1,103,307	1,103,307	1,103,307	3,309,920	13,239,683	13,233,850	5,833	25.0%
8 C800 Contract Revenue	1,259,985	107,631	136,081	113,321	113,321	357,032	1,376,921	1,346,553	30,368	26.5%
9 EMS Dispatch Fees	691,062	59,965	59,965	59,965	59,981	179,896	719,720	719,766	(46)	
10 Non-Member Contract Revenue	210,860	21,246	18,235	20,246	19,300	59,727	233,423	231,595	1,828	25.8%
11 Maintenance - Members	39,093	-	11,248	1,498	1,833	12,747	29,247	22,000	7,247	57.9%
12 Maintenance -C800	12,373	-	1,498	2,546	667	4,045	10,045	8,000	2,045	50.6%
13 Maintenance - Non-Members	16,723	-	9,161	210	500	9,371	13,871	6,000	7,871	156.2%
14 Tower Site Rent	122,011	81,799	-	-	-	81,799	133,922	130,306	3,615	62.8%
15 Insurance Claims	40,467	-	-	-	-	-	-	-	-	
16 Miscellaneous Revenue	209,184	2,941	26,735	9,164	16,250	38,840	185,090	195,000	(9,910)	19.9%
17 Pass Through	(12,165)	6,147	(21,621)	24,428	-	8,953	-	-	-	
19 Total Revenue	21,350,856	2,897,075	1,381,747	1,368,802	1,352,658	5,647,624	21,970,965	21,818,070	152,895	25.9%
21 Personal Services	17,207,584	1,647,644	1,600,094	1,558,860	1,674,384	4,806,597	19,915,055	20,243,117	328,063	23.7%
22 Materials and Services	2,996,104	440,138	274,292	187,947	344,988	902,377	4,037,273	4,898,323	861,049	18.4%
23 Capital Outlay	891,973	67,923	12,798	-	45,458	80,721	1,105,846	1,298,700	192,854	6.2%
24 Other, incl. Transfers	1,100,000	-	-	-	-	-	1,000,000	1,000,000	-	
25 Debt Service	150,773	14,870	962	47,610	14,453	63,443	193,521	173,438	(20,083)	36.6%
26 Total Operating Expense	22,346,434	2,170,574	1,888,146	1,794,417	2,079,284	5,853,138	26,251,695	27,613,578	1,361,883	21.2%
29 NET GAIN (LOSS)										
30 Beginning Fund Balance	10,388,285	10,388,285	11,114,785	10,608,386	10,182,771	10,388,285	10,388,285	10,388,285		
31 Net Operating Gain (Loss)	(995,578)	726,500	(506,399)	(425,615)	(726,626)	(205,514)	(4,280,729)	(5,795,507)		
32 Accounting Adjustment								-		
33 Ending Fund Balance	9,392,707	11,114,785	10,608,386	10,182,771	9,456,145	10,182,771	6,107,555	4,592,777		
35 Fund Balance Policy	5,232,334	4,207,047	4,207,047	4,207,047	4,207,047	3,752,234	3,752,234	5,988,082		
36 Unassigned Fund Balance	4,160,373	6,907,738	6,401,339	5,975,724	5,249,098	6,430,536	2,355,321	(1,395,305)		
37 Ending Fund Balance	9,392,707	11,114,785	10,608,386	10,182,771	9,456,145	10,182,771	6,107,555	4,592,777		
39 FTE	89.20	86.60	90.50	89.70		89.70		107.25		

A:\Finance\Financials and Monthly Reports\FY26-27 Financials\03 September\

10/9/2026

WCCCA Revenue FY27		25.0%								
		J	K	L	M	Z	AA	AB	AC	AD
		Actuals FY23	Actuals FY24	Actuals FY25	PRELIM FY26	Actuals FY27 YTD	Projected FY27	Budget FY27	proj. budget variance	% budget red
4011	911 TELEPHONE TAX	(5,570,657)	(5,691,157)	(5,583,213)	(5,727,816)	(1,479,635)	(5,585,885)	(5,475,000)	110,885	27.0%
4050	INTEREST INCOME	(231,418)	(458,770)	(513,028)	(462,230)	(105,660)	(443,160)	(450,000)	(6,840)	23.5%
4200	MEMBER & ASSOCIATE USER FEES	(11,112,024)	(11,528,515)	(11,651,561)	(12,571,216)	(3,309,920)	(13,239,683)	(13,233,850)	5,833	25.0%
4201	C 800 CONTRACT REVENUE	(963,181)	(1,080,162)	(1,129,486)	(1,259,985)	(357,032)	(1,376,921)	(1,346,553)	30,368	26.5%
4202	EMS DISPATCH FEES		(458,333)	(700,000)	(691,062)	(179,896)	(719,720)	(719,766)	(46)	
4203	NON-MEMBER CONTRACT REVENUE	(133,999)	(117,987)	(157,955)	(210,860)	(59,727)	(233,423)	(231,595)	1,828	25.8%
4205	MAINTENANCE - MEMBERS	(27,068)	(46,114)	(87,299)	(39,093)	(12,747)	(29,247)	(22,000)	7,247	57.9%
4206	MAINTENANCE - C 800	(17,505)	(22,109)	(23,319)	(12,373)	(4,045)	(10,045)	(8,000)	2,045	50.6%
4207	MAINTENANCE - NON-MEMBERS	(7,098)	(8,507)	(7,082)	(16,723)	(9,371)	(13,871)	(6,000)	7,871	156.2%
4304	TOWER SITE RENT REVENUE	(111,710)	(167,156)	(41,779)	(122,011)	(81,799)	(133,922)	(130,306)	3,615	62.8%
4400	GRANTS/DONATIONS	(111,346)	(84,489)	(108,151)	(139,913)	(21,887)	(96,887)	(100,000)	(3,113)	21.9%
4410	SURPLUS PROPERTY	(4,850)	-		-	-	-		-	
4420	INSURANCE CLAIMS	(40,935)	-		(40,467)	-	-		-	
4450	MISCELLANEOUS	(35,538)	(47,051)	(40,462)	(69,271)	(16,952)	(88,202)	(95,000)	(6,798)	17.8%
4455	WCCCA Partner Pass-Thru Billings	22,769	(26,799)	28,581	12,165	(8,953)			-	
Total GF Revenue		(18,344,560)	(19,737,149)	(20,014,754)	(21,350,856)	(5,647,624)	(21,970,965)	(21,818,070)	152,895	25.9%

WCCCA										25.0%
GF Roll Up		H	I	J	K	X	Y	Z	AA	AB
FY27		Actuals	Actuals	Actuals	PRELIM	Actuals	Projected	Budget	proj. budget	% budget
		FY23	FY24	FY25	FY26	FY27 YTD	FY27	FY27	variance	spent
5001	ADMIN-SALARIES & WAGES	3,260,222	3,506,618	3,738,634	4,342,273	1,160,969	4,891,469	5,290,978	399,509	21.9%
5002	UNION-SALARIES & WAGES	4,712,707	4,733,160	4,933,235	4,868,226	1,321,502	5,551,502	6,540,835	989,333	20.2%
5015	VACATION PAYOUT	104,775	220,050	142,287	139,795	4,441	34,441	40,000	5,559	11.1%
5120	OVERTIME PAY	792,187	975,194	1,312,676	1,364,164	488,475	1,936,350	565,500	(1,370,850)	86.4%
5121	COMP TIME	76,891	61,267	26,843	48,526	6,895	41,020	121,500	80,480	5.7%
5130	CELL PHONE ALLOWANCE	-	16,000	9,400	10,100	11,200	11,200	17,000	5,800	65.9%
5201	PERS CONTRIBUTION	2,425,351	2,663,261	2,826,741	3,266,805	921,377	3,843,645	3,783,182	(60,462)	24.4%
5203	FICA/MEDICARE	667,580	710,137	760,310	793,538	231,025	950,509	944,538	(5,971)	24.5%
5204	OREGON PAID LEAVE TAX	18,734	36,662	39,719	41,430	12,080	49,520	50,303	784	24.0%
5206	WORKERS COMP	48,732	24,855	28,800	30,724	35,390	35,390	59,502	24,113	59.5%
5207	TRIMET TAX	57,144	62,099	69,060	78,617	21,002	87,149	81,615	(5,533)	25.7%
5210	HEALTH INSURANCES	1,782,181	1,787,723	1,856,471	2,034,830	536,934	2,242,188	2,505,077	262,889	21.4%
5230	DEFERRED COMPENSATION MATCH	77,944	79,953	87,347	95,941	30,584	122,659	118,713	(3,946)	25.8%
5240	LIFE/DISABILITY/VEBA	74,781	74,189	73,201	81,177	22,623	100,315	103,574	3,259	21.8%
5250	UNEMPLOYMENT INSURANCE	-	-	-	1,738	-	7,500	10,000	2,500	0.0%
5295	VEHICLE ALLOWANCE	10,800	10,800	10,800	9,700	2,100	10,200	10,800	600	19.4%
5300	DEPARTMENT SUPPLIES	26,198	66,264	44,923	42,618	12,132	54,132	53,000	(1,132)	22.9%
5301	RADIO SUPPLIES (no longer in use)	16,609	-	-	-	-	-	0	0	
5302	TRAINING SUPPLIES	545	1,851	3,896	1,170	40	3,040	4,000	960	1.0%
5303	UNIFORMS	26,933	33,067	32,871	34,531	33,300	36,300	41,475	5,175	80.3%
5310	BACKGROUND INVESTIGATIONS	-	-	-	-	-	-	0	0	
5313	EMPLOYMENT TESTING	6,807	12,246	18,377	27,373	7,413	34,413	30,100	(4,313)	24.6%
5315	TUITION REIMBURSEMENT	-	-	-	-	-	-	0	0	
5323	FOOD/REFRESHMENTS	4,333	6,659	9,164	8,688	2,754	13,441	14,250	809	19.3%
5330	NONCAP FURNITURE, EQUIP & TOO	13,180	39,193	15,692	24,710	28,727	62,803	66,835	4,032	43.0%
5332	OFFSITE STORAGE	380	-	-	12,000	3,000	12,750	13,000	250	
5335	COMPUTER HARDWARE & SUPPLIES	52,769	13,745	14,634	41,969	6,722	71,874	86,869	14,995	7.7%
5336	MAJCS CAD TECHNOLOGY	165,675	329,315	207,579	7,934	-	90,338	120,450	30,113	0.0%
5340	SOFTWARE UPGRADES	306,579	83,374	11,685	9,238	-	33,100	44,133	11,033	
5350	FUEL	41,466	34,718	41,497	24,254	5,771	42,521	49,000	6,479	11.8%
5360	M & R EQUIPMENT REPAIR	59,687	82,731	90,283	87,673	11,745	55,995	59,000	3,005	19.9%

WCCCA										25.0%
GF Roll Up		H	I	J	K	X	Y	Z	AA	AB
FY27		Actuals	Actuals	Actuals	PRELIM	Actuals	Projected	Budget	proj. budget	% budget
		FY23	FY24	FY25	FY26	FY27 YTD	FY27	FY27	variance	spent
5572	ADVERTISING/PUBLIC NOTICES	1,081	2,589	2,866	2,506	2,563	5,189	3,502	(1,687)	73.2%
5610	BUILDING IMPROVEMENTS	37,631	185,817	139,678	231,607	-	90,900	121,200	30,300	0.0%
5615	VEHICLES	73,247	38,799	107,924	40,956	62,770	100,270	113,000	12,730	
5630	OFFICE FURNITURE & EQUIPMENT	-	4,246	19,871	299	-	13,125	17,500	4,375	0.0%
5645	SHOP EQUIPMENT	-	24,700	-	129,464	8,880	50,730	64,000	13,270	13.9%
5650	COMMUNICATIONS EQUIPMENT	151,305	165,970	384,774	489,647	9,071	850,821	983,000	132,179	0.9%
5660	COMPUTER EQUIPMENT						-			
5800	TRANSFERS OUT TO OTHER FUNDS	-	-	1,575,000	1,100,000	-	1,000,000	1,000,000	0	
5850	DEBT SERVICE (LEASE EXPENSE)	113,678	155,875	130,975	150,773	63,443	193,521	173,438	(20,083)	36.6%
Total GF Expense		17,204,048	18,168,235	20,929,337	22,346,434	5,853,138	26,251,695	27,613,578	1,361,883	21.2%
	Personal Services	14,110,029	14,961,967	15,915,524	17,207,584	4,806,597.27	19,915,055	20,243,117	328,063	23.7%
	Materials and Services	2,718,158	2,630,860	2,655,591	2,996,104	902,377.20	4,037,273	4,898,323	861,049	18.4%
	Capital Outlay	262,183	419,532	652,247	891,973	80,720.56	1,105,846	1,298,700	192,854	6.2%
	Other, incl. Transfers	-	-	1,575,000	1,100,000	-	1,000,000	1,000,000	0	
	Debt Service	113,678	155,875	130,975	150,773	63,442.62	193,521	173,438	(20,083)	36.6%
Total GF Expense		17,204,048	18,168,235	20,929,337	22,346,434	5,853,137.65	26,251,695	27,613,578	1,361,883	21.2%

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**Washington County
Consolidated Communications Agency**

New Business Items

WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY
CHIEF EXECUTIVE OFFICER'S BOARD

Agenda Date: October 15, 2026

Agenda Item: Formalize Dispatch Service for Dundee Fire

Staff Recommendation

Board approve formalizing dispatch services for Dundee Fire by selecting either Option-1 having Dundee join WCCCA or Option-2 developing an IGA with TVF&R to extend dispatch services to Dundee Fire.

Background

In April of 2016, CEO minutes reflect a discussion on the impact of WCCCA dispatching Newberg Fire, but nothing determined just yet.

In May of 2016, CEO minutes reflect Chief Duyck, of TVF&R, spoke about a contract between TVF&R and Newberg, effective July 1, 2016, moving all Newberg Fire and EMS calls to WCCCA to have a single dispatch center between the two entities. They are now vetting how this contract impacts WCCCA. Dundee Fire has now also asked WCCCA to dispatch their calls, indicating their impact is less than 600 calls per year. It is scheduled on July 1st, but might need to be bumped out. Dutra noted that staff have been involved and are working with TVF&R personnel. Operational impacts are still being determined. Duyck noted there shouldn't be any financial impact on partners outside of TVF&R.

On July 1, 2026, the City of Newberg and Tualatin Valley Fire & Rescue (TVF&R) entered into a two-year agreement to strengthen emergency response in Newberg and Newberg Rural Fire Protection District (Newberg RFPD).

In November of 2017, voters in the City of Newberg and the surrounding Newberg RFPD approved joining Tualatin Valley Fire & Rescue. In March of 2018, voters in TVF&R's service area approved TVF&R permanently annexing the City of Newberg and Newberg RFPD.

WCCCA began dispatching Newberg Fire, who subcontracts with Newberg RFPD, and Dundee Fire, who subcontracts with Dundee RFPD, on or about July 1, 2016. As a result of voter approval. Newberg Fire and Newberg RFPD became part of TVF&R by July 1, 2018.

Staff have been unable to locate any record of agreement between WCCCA and Dundee Fire for dispatch services, nor was staff able to locate any record of the CEO Board or the WCCCA Board of Commissioners (BOC) approving dispatch services for Dundee Fire (City of Dundee).

TVF&R provided a copy of an agreement between TVF&R and the City of Dundee, signed in May of 2016. This agreement indicates TVF&R will extend its dispatching services through WCCCA to include Dundee Fire. Dundee agrees to pay TVF&R for WCCCA's services.

The agreement further indicates TVF&R will include Dundee Fire calls and service population within the statistics used by WCCCA to develop the annual cost of service so TVF&R will be paying WCCCA for both TVF&R and Dundee Fire dispatch services. The agreement between TVF&R and Dundee is attached to this agenda Bill.

WCCCA has been dispatching Dundee Fire under this arrangement for the past ten (10) years with no significant issue.

The concern with this situation is there is no approval of this arrangement by the WCCCA BOC, nor is there an agreement in place between WCCCA and Dundee Fire or WCCCA and TVF&R.

Staff have identified four (4) possible options to address this concern:

1. City of Dundee become a member of WCCCA
2. WCCCA develop special IGA with TVF&R to authorize dispatching of Dundee Fire
3. Terminate dispatch services for Dundee Fire
4. Do nothing

Option 1 – City of Dundee to join WCCCA

This option would require unanimous approval by all BOC members. Based on size and annual call volume, Dundee Fire's annual fees would be less than one percent of the total user fees paid by all participating jurisdictions. Therefore, Dundee would not be a single Voting Board member but would participate with other small cities who participate in a shared vote and selecting one representative to be their Voting Member on the Board.

In addition, as one percent member, Dundee's annual fee increase would be restricted to an annual increase of no more than 5%, like other one percent members. This option would have no impact on the current operating environment and would have a slight impact on all Members greater than one percent, possibly beginning in year two, based on the 5% cap on annual fee increase.

Option 2 – Develop IGA between WCCCA and TVF&R to recognize Dundee Fire

Develop and approve an IGA between WCCCA and TVF&R that basically follows the 2016 agreement between TVF&R and Dundee Fire to provide dispatch services. This option would have no impact on the current costs and operating environment.

Option 3 – Terminate dispatch services for Dundee Fire

While this is a possible option, there is no real value in selecting this option. Operational impact would result in a small reduction in workload at WCCCA. There would also be an indirect loss of revenue for TVF&R and a redistribution of said lost revenue among all WCCCA members.

Option 4 – Do nothing

This option has no operational or financial impact. However, it does not resolve the concern that WCCCA has no authorization to dispatch for Dundee Fire.

Financial

None of the options provided in this agenda bill had financial impact on WCCCA.

WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY
CHIEF EXECUTIVE OFFICER'S BOARD

Agenda Date: October 15, 2026

Agenda Item: Advocate for Increasing 911 Tax

Recommendation:

Staff recommend CEO Board support a BOC Resolution to Advocate to the Oregon Legislature for increasing the 911 emergency communication tax.

Background:

The Oregon Emergency Communications (911) tax is established under ORS 403.200. The 911 tax is \$1.25 per month for each phone line, Voice over Internet Protocol (VoIP) service, or capable wireless device, and \$1.25 per retail transaction for prepaid wireless service.

Prior to January 1, 2020, the 911 tax was 75 cents per month per access line. In 2020, the tax was increased to \$1.00 per month, per access line, and retail transactions were added. In 2021, the tax was increased to the current rate of \$1.25 per month, per access line.

The 911 tax has been extended seven times since inception and under current law it will sunset at the end of 2029.

The 911 tax fund is managed by the Oregon Department of Emergency Management's (OEM) State 9-1-1 Program.

In FY26, the 911 tax distributed to jurisdictions resulted in \$5,652,778 in revenue to WCCCA. Our total operating expense in FY26 was approximately \$22,296,603. Thus, the 911 tax revenue represented approximately 25% of WCCCA's annual operating cost. This percentage has fluctuated a few percentage points over the past four years based on the amount of capital expense and one-time transfers that occur each year.

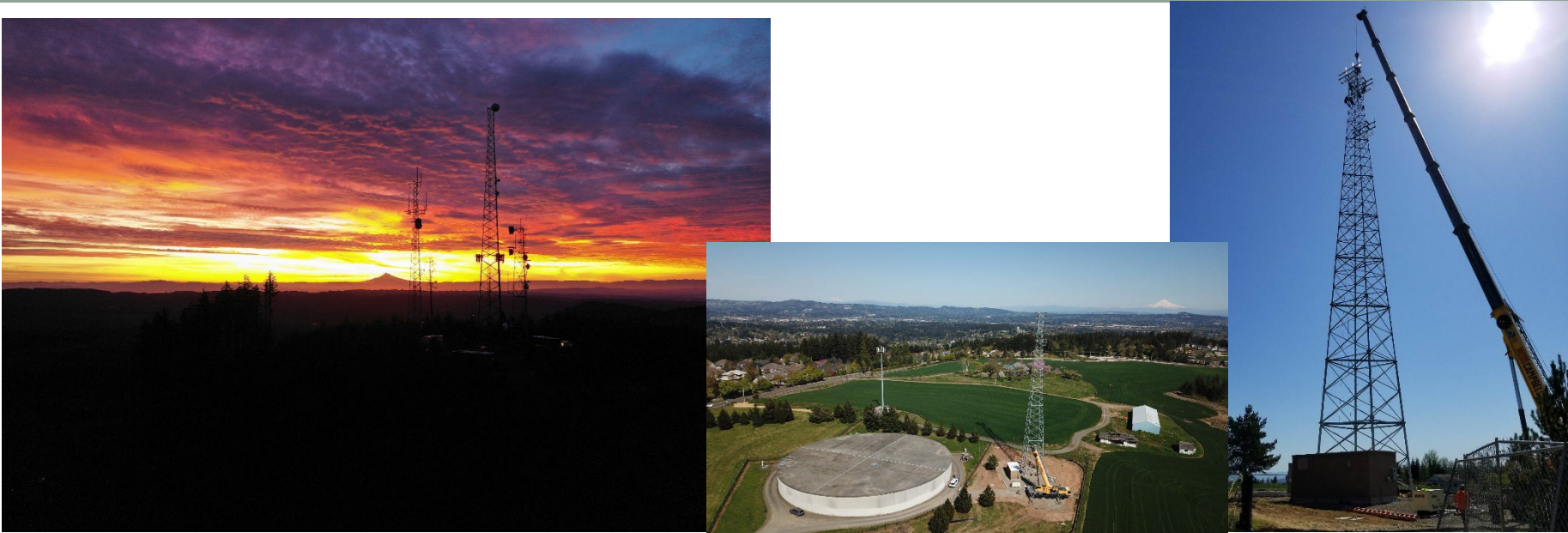
With the cost of labor and material and services continuing to rise at a faster rate than the 911 tax revenue every year, increasing the 911 tax is necessary to help reduce the rising cost of emergency dispatch services on our member agencies.

Budget Impact:

Any increase in the 911 tax will result in an increase in 911 tax revenue to WCCCA and be direct offset to user fees.

**Washington County
Consolidated Communications Agency**

Project Reports



WCN SYSTEMS

Technical Services

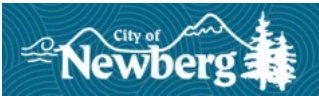
Manager: Mark Buchholz

Radio: Curtis Floyd

Facilities: Ted Leach

IT: Justin Haines

Activity for: SEPTEMBER 2026



Radio Team

Activity and Projects:

- Motorola Projects: Oct Quarterly patches on OCT 26-27 for short system outage.
 - Disp Console Upgrades complete.
 - Removed equipment disposition. C800 Equipment delivered. WCCCA complete.
- Site Preventative Maintenance: All sites complete for 2026. Includes RF sites, Conventional sites, and Disp Sites.
- Station Alerting: Working with TVFR and LOFD on station rebuilds and temp setups. Monthly confirmation of backup paging to be sent out.
- Backhaul: Working with Network Vendor on software-WCCCA will begin backhaul switch firmware updates in OCT.
- Microwave: No Updates
- Preventative Maintenance (Member agencies)
 - CCSO is continuing to cycle radios into WCCCA for PM
 - WCSO 83% COMPLETE; about 7 weeks of on-site time with WCSO Patrol and Fleet.
 - Reprogramming effort for Clack Fire District APX8000s- OTAP Complete
 - WC LUT in planning phase of PMs at Fleet.
- DVRS: LOPD (One test vehicle set up)
 - HBFD working on some programming changes on operational use.
- WAVE: No Updates.
- BDA/DAS- No Updates
- OTHERS and REMINDERS:
 - JOT Form: on-line. <https://forms.office.com/g/uY1tn0sbbK> (QR Code can be provided)
 - Working with Slatercom on tower lighting and FAA/ODVA assessments for multiple C800 sites and WCCCA Pinefarm filing.
 - ORNI Laptops 9 of 10 online. Working on distribution and connection with M.Smith (CCOM) using SD-WAN.
 - GMRS Repeater at Hoodland Fire Station (BRI) and Parrett- In discussion
 - System Sharing agreement with SW7 for Eugene and BVPD Motors, in progress.
 - Encryption sharing agreement with Salem, in progress.
 - AMTRAK MOU, in progress.
 - Tom,Dick,Harry power reconfig planned for Oct 13th with IES.

Facilities Team

Activity and Projects:

- Pine Farm Facility
 - Entrance Controls/Christenson Electric has replaced the new card readers a second time to bring all readers to the same current version because of inconsistent operation at several locations in the facility. It has since been determined there is a grounding issue with the controls panel that will be addressed soon.
- Site Maintenance Status
 - Exposed conduit burial and road repairs were completed at the Crutcher Bench radio site in September.
 - Radio site maintenance for September was completed in both counties.
- Site Power Status
 - The power distribution at TD&H is being reconfigured to remove power interruptions and overloading on Ski Bowl's backup generator.
- Site Security Status
 - OGB road access through the Austin fire has re-opened with an ODF permission application.
- Vehicles
 - The 2026 Ford F350 canopy cover and other accessories are still on order to complete the outfitting of the vehicle.
- Special Projects
 - Roof walk off mats will be installed at WCCCA during October.

Information Technology Team

Activity and Projects:

- **CAD Maintenance**
 - Sept CAD Maintenance was successful with all systems receiving latest security patches.
- **CAD Services**
 - Ongoing work with CST for upgrades discussion.
 - CST new CAD authentication system (CIM) has been installed in TEST CAD.
 - CIM integration has created some login issues for mobile users in the county. A fix has been deployed for Hillsboro and will be rolled out to other agencies shortly.
 - CIM also caused some MDC forms to not load, MAJCS tech team is working with CST to resolve these issues.(Resolved 18SEP26)
 - CST and Motorola working on APIs for interfaces
 - Aurelian Non-Emergency AI Call taking system went live in July.
- **IT Services**
 - WCCCA is moving to the final steps of migrating to our new work order tool.
 - We will be contacting user agencies to confirm user account for requestors and SPOCs for our IT and Radio Teams

**Washington County
Consolidated Communications Agency**

Director's Report

Director's Monthly Staffing Report

Period: September 12, 2026 – October 9, 2026

Staffing Levels

	Call Takers & Dispatchers	Operations Supervisors and Support (Supervisors, Training, Records)	Technical Services (Radio, Facilities, IT)	Admin (Leadership, Finance, HR)	Total
Current Staff	52	11	18.5	8.75	90.25
Current Vacancies (recruiting)	15		1		16
Current Vacancies (on hold)		1			1
Budgeted Staff	67	12	19.5	8.75	107.25

Details for Vacancies	Dispatchers & Call Takers	Shift Supervisor	Tech Services Manager	
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Staffing Activities

- Four Trainees (1 on phones + 3 on radios). *Trainees are included in the "Current Staff" count above*
- Three possible hires for end of October – two confirmed, one still pending psych results
- Five conditional offers for January – all in background
- Recent posting closed with 155 applications. Candidates in testing and interviewing stages
- Attending Portland State job fair October 19th
- High school teacher and career center staff Open House in early November (date TBD)
- Marketing: Six-month marketing plan developed and currently under review. Considering additional services to facilitate consistent message/timing
- Operations Supervisor recruitment closing on October 11th with 15 applicants to date. Will move candidates that meet minimum qualifications to testing and interviews. Panel will be a mix of internal and external stakeholders
- Posting Technical Services Manager position by the end of the month. Currently reviewing job description and recruitment plan



Washington County Consolidated Communications Agency

Mobile Data Upgrade – Project Status 10/5/26

CAD and Mobile X Release 25.15

- Timeline
 - October 15th – Technical Readiness Milestone
 - October 31st – Police/Fire Mobile User Interface Finalization
 - October-November – Operational Testing (CAD + Mobile)
 - November 26th – Operational Acceptance Milestone
 - December – Complete Training Plan and Outline
 - January 4th – Deployment Plan Review
 - January & February Training
 - February 23rd – Production Go-Live
- CIM (Central Identity Manager)
 - Enabled for user login for all applications.
 - Agencies should be testing connectivity via Inform Browser site.
(<https://testcad.majcs.us/visinetbrowser/>)
- TTMS (Message Switch to state)
 - Connectivity to State LEDS confirmed.
 - CST troubleshooting inconsistent Mobile behavior; forms not appearing consistently or acquiring returns between agencies/devices/users.
 - Combo Query Builder training conducted and recording available.
 - CAD Admins should be familiarizing themselves with Combo Query Builder, query presentation in CAD/Mobile forms, and PowerLine command replacement.
- CAD
 - CST working on punch list of highest priority items.
 - CAD Unit Recommendation issues when increasing alarm levels.
 - Intersection searches not respecting area filters.
- Mobile X
 - Ready for testing, with understanding that TTMS (Records Check) is still experiencing issues.
 - Intermittent map crash issues (Ian Crawford investigating).

- SAM (Situation Awareness Manager)
 - Working and ready for testing.
- Joint Dispatch/Field Testing
 - Dispatcher and Mobile user coordinated testing available. Reach out to WCCCA to coordinate dates, radio talkgroups, etc.

Additional Mobile X Testing/Training Plans

- Requested official Mobile X Acceptance Testing from CST. Waiting for the delivery.
- Agencies encouraged to plan their own acceptance testing for compatibility with non-CST systems, products, interfaces, etc.

--end