

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

**September 18, 2025**

**In Person / Teams Video**

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

Guest John Koch, Undersheriff, Washington County Sheriff's Office

Staff Present Mark Buchholz, Executive Director  
Jennifer Reese, Assistant Director  
Michael Stout, Chief Financial Officer  
Jennifer Kilcoin, Human Resource Manager  
Barbi Denman, Administrative Specialist  
Amanda Kasmeyer, Accounting Technician  
Jennifer Cooper, Accounting Specialist

**A. Call to Order**

Vice Chair Weiss called the meeting to order at 1:34 pm

**B. Roll Call**

**C. Approval of Meeting Minutes**

Calvert moved to accept the August 21<sup>st</sup> minutes as presented. Second by Coleman.

Mays – aye  
Coleman – aye  
Calvert - 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 August 2025 financials. Currently under audit, July is firming up for the year, with no surprises. The 9-1-1 tax for the quarter was received in the amount of \$1.4 million. The General Fund balance is approximately \$11.7 million.

Stout plans to start the Budget process in early October. Adjusted projections to be presented to the Board next month.

Coleman moved to approve the August 2025 financials as presented. Second by Mays.

Mays – aye  
Coleman – aye  
Calvert - aye  
Weiss – aye  
Happala - aye

All were in favor and the Motion carried.

## **G. Unfinished Business (Mays)**

- **Non-Represented Compensation Study – Pending**

- **Executive Director Evaluation – HR Answers**

Coleman reported that HR Answers has received approximately 50% of the surveys from employees back and a lower response rate from BOC, LEC, and C800. Coleman emailed LEC members directly, advising them to review their “Junk” email folders. CEO response is at 50%. September 26<sup>th</sup> is the deadline for surveys.

Coleman thanked WCCCA and Jennifer, from HR Answers, for working through this process. Chair Mays will mention the survey at BOC today.

- **Rate Model Review Workgroup - Pending**

## **H. New Business - None**

## **I. Technical Services Update (Reese)**

### **Activity and Projects:**

### **Radio Update:**

- Currently working on radio PMs for HBPD. Approximately 10 out of 345 are remaining.
- PM work continues at the Pinefarm location.

- Microwave Networks (MNI) were onsite, taking care of PMs on the radio/microwave system. MNI will be back end of Sept, early October to wrap up the project with the completion of additional sites.
- Canby Fire is next with a DVR programming, to take place on October 7<sup>th</sup> & 8<sup>th</sup>.
- Washington County Sheriff's office is coming up for PMs.

#### **IS Update:**

- August CAD maintenance was completed and successful. September's maintenance had an issue and caused the service to shut down. The maintenance for September lasted a bit longer than normal. During the shut-down, mobiles stayed connected, along with CAD, however the consoles were disconnected from CAD. Root Cause to be discussed in October.
- Test CAD has been upgraded to 25.5 general release.
- Work is ongoing with WCCCA's new work order system.

#### **Facilities Update:**

- WCCCA experienced a water leak, over one of the UPS units, in late August. The repairs have been completed. Mitigation work needed to be done. WCCCA is working with the Architect to review the initial installation.
- New Facilities Technician started on August 26<sup>th</sup>. Welcome Jeremiah.
- Site PMs have been completed.
- Roofing project at Round Top has started. Target date of completion was reset to sometime next week.
- C800/Oak Grove power project was cut over and has been completed. Paperwork has been submitted to Insurance.
- Automatic transfer switch failed at Pumpkin Ridge around August 14<sup>th</sup>. This put the site on utility power, with only battery back-up power. The faulty board has been replaced.
- Fleet maintenance was been completed.
- Thermo Bond project has completed on August 26<sup>th</sup>.

#### **J. Director's Update (Buchholz)**

- Dispatch currently has thirteen vacant positions.
- Nine applicants have conditional offers and are in process of either background or psych review.
- WCCCA has between 540-600 Motorola Wave licenses, of which 140 are being used to connect to radio system via cell phone. Buchholz shared an idea of sharing licenses with Clackamas County. This concept will be shared with the Fire Defense Board, next month.
- The BOC met in late August and approved the Collective Bargaining Agreement.
- WCCCA dispatches for Dundee Fire. This is handled through a contract with TVF&R. Chief Weiss provided a copy of the contract. Buchholz is working on a document of agreement to have on file.

- Reese is working on the AI Non-Emergency Call Taking project, with eleven responses from AI vendors. Currently in the evaluation process.
- WCCCA is on-line with GovWorx AI product. Currently being used in the Training Department. It allows a simulation of a call to 9-1-1. There are several scenarios that have been built in the system.
- Metro West currently owes WCCCA \$34,000 from a number of invoices, many from last fiscal year. Requests for payments have had no results. Buchholz took this to EMS alliance, asking whether deactivating MetroWest's radio access would have impact on member agencies. He also met with the Directors of PDCC to discuss deactivating CAD2CAD access. Currently there is no signed agreement between WCCCA and Metro West.
- Appointed Rate Model Committee has met two times and recommends increasing the cap for small agencies (those who pay less than 1% of total user fees), from a 3% to 5% all at once or staggered. This is being presented to TAC in October. Then to CEO and BOC in December.

#### **Good of the Order**

- Reese has been elected to the APCO Board of Directors. Congratulations!!
- The pedestrian bridge in Sherwood is having a ribbon cutting ceremony on September 27<sup>th</sup>.
- WCCCA met with AMR and GMR to discuss Nurse Navigator today. Discussion took place around speed of transporting and the transporting process.

The meeting was adjourned at 2:11 pm.

Next CEO meeting is October 16, 2025 at 1:30 pm.