

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

**April 16, 2026**

Online using MS Teams

Present: Erin Calvert, Assistant County Administrator, Washington County  
Jim Coleman, Chief of Police, City of Hillsboro  
Alex Haven, Deputy Chief of Operations, TVF&R  
alternate for Chief Deric Weiss

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

**A. Call to Order**

With the absence of Chair Mays and Vice-Chair Weiss, Member Erin Calvert called the meeting to order at 1:31pm

**B. Roll Call**

**C. Approval of Meeting Minutes**

February 19, 2026 meeting minutes.

Coleman moved to accept the February 19, 2026 minutes as presented. Second by Calvert. Coleman-aye; Haven-aye; Calvert-aye. All were in favor and the Motion carried unanimously.

**D. Public Comment - None**

**E. Written Communication – None**

**F. Finance Report (Stout)**

Stout presented the March 2026 financials. Expenses were typical this month. Stout review the forecast and pointed out the concern about the projected increase of 14% for user fees in FY28. We are keeping an eye on that number and will be proposing strategies to address it as we get into FY27. We know 14% is not digestible.

Stout reviewed a few slides from the FY27 Budget Presentation to review where the operating revenue comes from, identifying member fees as the only adjustable revenue

source. He then reviewed how fund balance is used to help adjust annual overall user fee increases.

Chief Coleman wanted to clarify we are looking at a possible 14% in FY28 due to capital projects. Stout said there is a capital project planned, but the majority is due to fund balance spend down and increases in labor costs. Buchholz confirmed the capital project is the replacement of all of the Juniper radio system network switches. As possible help, we've put money aside to replace the CAD system. If that replacement can be delayed, we may be able to redirect some of that funding to reduce user fee increases.

Coleman moved to accept the March Financial Summary as presented. Second by Haven. Coleman-aye; Haven-aye; Calvert-aye. All were in favor and the Motion carried unanimously.

## **G. New Business**

### **1. Agenda Bill – Compensation Study – 911 Operations (Buchholz)**

Buchholz reviewed the agenda bill and the compensation study. He outlined that as per practice WCCCA periodically does a compensation study on each unrepresented classification. Twelve (12) classifications were sent to Cascade Employers Association back in 2024 and presented to the CEO Board in December of 2024. The CEO Board placed this action item on hold until the CEO Board completed the Executive Director's appraisal and compensation review.

Buchholz indicated the Executive Director appraisal and compensation review was completed in February of this year with the assistance of HR Answers, an HR firm selected by the CEO Board. The CEO Board recognized the classification study performed by Cascade Employers Association in 2024 was now stall and directed Buchholz to refresh the data. Buchholz indicated he chose to have HR Answers perform a new classification study on the twelve (12) classifications put on hold.

Based on input from the CEO Board, Buchholz divided the classifications into two categories. The first category are those classifications that are specific to 9-1-1 communications centers (direct) and the second category are those more generalize to the market (hybrid), such as HR, finance, and custodial. Buchholz directed HR Answers to evaluate the classifications accordingly.

Today's Agenda Bill is addressing the five (5) classifications specifically related to 9-1-1. They include Assistant Director, Operations Manager, Operations Supervisor, Administrative Supervisor, and Training Coordinator. The other seven (7) positions will be presented at the May CEO Board meeting.

Buchholz reviewed the details and explained the content of Attachment A associated with the Agenda Bill, which contained the detail data for each classification as provided by HR Answers along with Buchholz recommendation.

In summary, of the five classifications, three are behind market, the fourth will be in compression due to reporting structure, and the fifth classification is above market.

Buchholz said the Staff Recommendation (my recommendation) has three parts. First adjust top step annual salary for four (4) classifications:

1. Operations Manager to \$176,283
2. Operations Supervisor to \$145,673
3. Administrative Supervisor to \$132,950
4. Training Coordinator to \$126,010

Second, make this classification effective January 1, 2026.

Third, place each incumbent employee into the new classification at the nearest step equal or higher than their current compensation retroactively back to January 1, 2026.

Calvert confirmed the other seven positions will be brought forward at the May meeting using a similar concept? Buchholz indicated yes. Calvert asked for clarification about using six steps in a classification range, did you previously use 5. Buchholz responded indicating that WCCCA does use a six-step range. There were no other questions from the Board.

Coleman moved to adopt as presented. Second by Haven. Coleman-aye; Haven-aye; Calvert-aye. All were in favor and the Motion carried unanimously.

Calvert commented that we will look forward to the other seven classifications at the next meeting. Buchholz indicated they were not yet completed. Calvert appreciated dealing with them in smaller chunks.

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

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

#### **Radio Update:**

- Motorola full system upgrade planned for June 15<sup>th</sup> through June 27<sup>th</sup>
- Preparing for the Juniper network switch replacement (big project)
- Wave – new management tool from Motorola to manage in-house
- Equature phone & radio voice recording system hardware refresh
- Site PMs with Motorola, low sites first, higher sites in summer

#### **Facilities Update:**

- New facilities Tech – Benny on board
- Replacing a number of radio site shelter roofs
- Working on parking lot gate issues
- Vehicle PMs

### **Information Technology (IT) Update:**

- CAD server maintenance
- CAD Test system upgraded to 25.12, testing for November upgrade
- Completed firewall changes so all CAD users go through BUG without having to go through WCCCA.
- MicroMain – upgrade for training work orders and problem reports
- PC and Laptop refresh project nearing completion, only 8 remaining

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

#### **Staffing:**

- Packet contains Staffing update through April 10, 2026.
- Buchholz reviewed the layout and information for Alex's benefit
- 8 job offers, lost all 8. Two withdrew, two failed background, four failed psych
- Tech Mgr. left vacant for salary savings, 7<sup>th</sup> supervisor on hold because of staffing

**Dundee Fire** – Holding until May meeting

#### **AI Activity:**

- Working on configuration, testing and training for Non-Emergency Call Taking
- Simulation of 911 Caller used for call taker training
- QA/QI reviewing of our calls, instead of reviewing 1% of our calls, may be able to review as much as 100%
- HR tools to assist in candidate selection and testing

**Creating Operational Assessment statement of work** – Plan to issue requesting quote for service and statement of expertise. If under \$50k, we'll proceed. If not, we will have to issue RFP.

Coleman took a moment to recognize all our telecommunicators, thanked them for their service and wished them all a "Happy National Telecommunicator Week". Calvert indicated she intended to open the meeting with those same comments.

### **J. Adjourn**

The meeting was adjourned at 2:14 pm

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