

Washington County Consolidated Communications Agency
Board of Commissioners
Meeting Minutes

March 20, 2025
In-Person & Teams Video Meeting

Present Keith Mays, Board Chair, Council President, City of Sherwood
Alan Juilfs, Police Captain, City of Beaverton
Bob Wyffels, Board of Directors, Tualatin Valley Fire & Rescue
David Downey, Fire Chief, City of Hillsboro
Cyndy Hillier, Councilor, City of Tualatin
Jamey McDonald, Police Chief, City of Tigard
Marsha Kirk, Mayor, Banks
Ernie Happala, Police Chief, City of King City
Rodney Linz, Fire Chief, Banks Fire

Staff Present Mark Buchholz, Executive Director
Jennifer Reese, Assistant Director
Mike Stout, Chief Financial Officer
Katie Fischer, WCDA
Barbi Denman, Administrative Specialist
Amanda Kasmeyer, Accounting Technician
Jennifer Cooper, Accounting Specialist

A. Call to Order

Chair Mays called the meeting to order at 3:00 pm

B. Roll Call

C. Approval of Meeting Minutes

Juilfs moved to approve the December 19, 2024 and January 22, 2025 minutes as written.
Second by Happala. All were in favor and the Motion carried.

Keith Mays - aye
Alan Juilfs - aye
Bob Wyffels - aye
David Downey - aye
Cyndy Hillier - aye
Jamey McDonald - aye
Ernie Happala - aye
Rodney Linz - aye

D. Public Comment - None

E. Written Communication

- Buchholz received a letter from the City of Banks, notifying WCCCA of a change in representation for the city. Marsha Kirk, Mayor of Banks (In attendance)
- Also received, was a memo from the city of Tigard/Durham, for a representational change. Received too late to present here, will be included in June.

F. Finance Report

Stout presented the February 2025 financials, showing the last three months. We received the quarterly allocation of the 9-1-1 telephone tax. We also received funds for GIS work. We paid our portion of rent sharing and property payments this quarter. Expenses have stayed on track.

In the Capital Projects fund, there is very little going on. There is nothing planned for 2025 or 2026. There is a small addition of interest revenue in the fund. The fund balance is approx. \$2.5 million. Every year we contribute to the fund for the up coming CAD upgrade, that we expect to use in 2029 or 2030. The current projection of the project cost is \$4.8 million.

Comment was made about the budget looking pretty sound and on track, but does WCCCA expect any items before the end of the year, that might affect the fund balance? Stout answered no, nothing at this time. We are budgeted well and the projections that are built in are between conservative and reasonable. The final fund balance in the general fund should be around \$10 million.

Happala moved to approve the February 2025 financials as presented. Second by Linz. All were in favor and the Motion carried.

Keith Mays - aye
Alan Juilfs - aye
Bob Wyffels - aye
David Downey - aye
Cyndy Hillier - aye
Jamey McDonald - aye
Ernie Happala - aye
Rodney Linz - aye

G. New Business

1. Nomination and Election of Officers (one-year term)

a. Chair

To get back on track for a two-year term cycle, Chair Mays asked for nominations for a new chair person. Wyffels nominated Keith Mays. No other nominations were received. Mays accepted the nomination for chair, with a one-year term. All in favor.

Keith Mays - aye
Alan Juilfs - aye
Bob Wyffels - aye
David Downey - aye
Cyndy Hillier - aye

Jamey McDonald - aye
Ernie Happala - aye
Rodney Linz -aye

b. Vice-Chair

Chair Mays asked for nominations for vice-chair. Mays nominated Bob Wyffels. No other nominations were received. Wyffels accepted the nomination. All in favor.

Keith Mays - aye
Alan Juilfs - aye
Bob Wyffels - aye
David Downey - aye
Cyndy Hillier - aye
Jamey McDonald - aye
Ernie Happala - aye
Rodney Linz -aye

2. Being more proactive with Legislature and use of a Lobbyist. (Mays)

Mays was asked by members of the Budget process to discuss with this Board, the idea of being more proactive with Legislature and/ or the use of a Lobbyist. The focus during the budget hearing was advocating for changes in the 9-1-1 telephone tax. Both options will consume resources. The best return for WCCCA, is to invest with a Lobbyist, if we can gain support from Salem to increase the 9-1-1 tax.

Question was asked if other 9-1-1 agencies have or have used a Lobbyist? Director Buchholtz replied, other than the City of Portland, he is not aware of any other 9-1-1 centers currently using a Lobbyist. Under the APCO association, there are funds directed towards the use of a Lobbyist. WCCCA is part of this association, but it takes the whole association to put focus on the Lobbyist to press for the increase of the 9-1-1 telephone tax. The current lobbyist covers both 9-1-1 and Special Districts Association of Oregon (SDAO).

The 9-1-1 tax, as it is today, is on every wireline and wireless phones. Each phone line is charged \$1.25 tax, per month, per line, based on the billing address. This includes prepaid, as well as land lines. All of the money remitted from all of the carriers, goes into a state held fund. The state takes 3.4% fee for their services. Out of the remaining funds, one third of the funds pays the network. Two thirds are determined by Oregon law, which the statute states that all unincorporated counties, that have a population of 1% or lower, go into a distribution fund. Quarterly, this 1% is distributed to 26 counties. The remaining money is distributed, per capita, to the rest of the state.

Chair Mays asked the Board if there is an interest to get with our neighboring counties and to see if we want to engage in a lobbyist? McDonald, from Tigard Police, will reach out to Oregon Association of Chiefs of Police (OACP). This may be a little late for this legislation session. McDonald will talk with the OACP

contacts. Consensus is Chair Mays and WCCCA's director will talk and look into reaching out.

3. Reviewing IGA and formula for determining member fees. (Mays)

The Board was asked what their feelings were in regards to reviewing the IGA. Consensus was to review now, in time for next year's budget. The IGA indicates, if a review is requested by the Board, the agency director will convene a member fees sub-committee. Recommendations from the sub-committee would then present to TAC, then CEO and back to the Board for modifying the cost ratios and establishing modified user fees for the up-coming fiscal year.

Consensus was in favor of the sub-committee, to review the formula that determines member fees. The IGA states, member fee sub-committee, then to TAC, CEO and BOC. All present, were supportive of a review of the member fees formula.

4. Discussion on AI non-emergency call handling. (Buchholtz)

Discussion took place in regards to investigating the use of artificial intelligence (AI). This involves moving forward in investigating the advancements that have been made in AI, in regards to non-emergency call handling, by dispatch today. Chair Mays and Executive Director Buchholtz will discuss to see what the next steps are.

This was discussed with CEO, all were in favor of discussing with BOC. WCCCA's non-emergency calls today are approximately 60-65% of the total call volume. Today the call volume is 500-650 9-1-1 calls and approximately 800 non-emergency calls.

All were in favor exploring AI and its handling of non-emergency call handling.

H. Project Reports - Technical Services Update (Reese)

- Site PM's are underway at the lower sites.
- Finalizing template for mobile PMs. Next up is Hillsboro Fire.
- Will be doing assessments on Motorola's Extreme Remote Speaker Mics. (XVE500) Verifying the need of any firmware.
- IS deploying admin PCs and laptops.
- View Acre site in Clackamas had a failure on the ATS controller.
- Working with the forest service on downed trees on Oak Grove Butte area.

Question was asked about the security at Round Top, where the lock was missing. There are cameras at the tower sites, however, maybe not at the gates. Due to shared sites, some locks are removed by outside service providers.

I. Director's Report (Buchholz)

Staffing – (Buchholz)

- One new call taker was hired in January.
- Two new call takers to start, week after next. (April 1st)
 - One lateral and one call taker.
- One call taker to start in early June.

- Working on implementation and training of Nurse Navigator.
 - There have been a few bugs in transfer times.
 - Overall, program is going well.

- Three years ago, WCCCA received the approval of an Aspire grant. We have a call the state tomorrow, to see what the latest information on delivery is. Hood River, Umatilla and WCCCA were awarded snow cats. The state owns them, but the individual agencies maintain them.

J. Adjournment

The meeting was adjourned by Chair Mays at 4:17 pm.

The next BOC meeting is June 19, 2025 at 3:00 pm.

MS