

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

**September 21, 2021**  
**VIDEO CONFERENCE MEETING**

Present Rob Drake, Board Chair, City of Cornelius,  
Kathy McAlpine, Police Chief, City of Tigard  
Erin Calvert, Deputy County Administrator, Washington County  
Deric Weiss, Fire Chief, Tualatin Valley Fire & Rescue  
Ernie Happala, Police Chief, City of King City

Staff Present Mark Buchholz, Executive Director  
Jennifer Reese, Assistant Director  
Ron Polluconi, Technical Services Manager  
Michael Stout, Chief Financial Officer  
Kim Foster, Operations Manager  
Justin Haines, Data Coordinator  
Barbi Denman, Administrative Specialist

**Call to Order**

The meeting was called to order at 3:02pm

**Roll Call**

Introduction of Attendees

**Public Comment**

None

**Written Communication (Stout) See Packet**

TKW Engagement Letter Dated May 18, 2021

Engagement letter from the Auditors, TKW was presented. Every year an audit is performed and we receive an engagement letter. This year we received the letter, which is address to the Board of Commissioners (BOC), while we were well into our current audit. It discusses what the auditors are not responsible for, while stating what items the CFO is required to do. It will require a signature from the Chair of the BOC. We will be taking this to the BOC meeting next week.

**Approval of Meeting Minutes**

Weiss motioned for approval of the August 12, 2021 minutes as distributed. The motion was seconded by Happala. All were in favor and the Motion carried.

**Finance Report (Stout) See Packet**

Stout presented the August 2021 Financial reports. FY22-23 Budget process is starting soon.

McAlpine motioned to accept the August 2021 Finance Report as submitted. The motion was seconded by Happala and approved. Motion Carries.

## **Old Business**

### **Emergency Communications System Update – Highlights (Polluconi)**

- Completing final microwave cut-over.
- Bald Peak has been scheduled for trenching with the general contractor and should be completed by the end of October 2021.
- Working on punch list items, warranty claims in process for civil work at sites.
- Test talk groups are active and some agencies are beginning to test. Lake Oswego has been very aggressive on their testing and doing some training with their personnel.
- A reminder that we are beginning to request users to start testing radios.
  - Two videos are available on YouTube.
  - When available, we will let you know when other agency videos are posted.
- Cut-over action plan presentation including detailed plans to be distributed in late September 2021.
- Pre cut-over testing of production talk groups will be available one to two weeks prior to cut-over.

### **ECSU 3-Week Outlook**

- Everything is moving forward nicely.
- Recovering from radio management server ransomware attack, we do not anticipate any issues.
- No major issues with Motorola. The schedule has been the only real issue.
- System elements are all coming together.

### **ECSU Timeline**

- Motorola revised the schedule to reflect 12/3/21 as their ready for cut-over date.
- WCN is fixed on 12/8/21 as official cut-over date.
- WCCCA Microwave is operational and Motorola Simulcast Cells are working in test mode.
- Motorola:
  - 15 of 16 digital radio cells are operational and fully tested (1 remaining in the C800 side)
  - Motorola finishing up dispatch center configurations and testing of all the consoles.
- Tanasbourne logging recorder upgrade is completed and working on streaming elements.
- Pinefarm installation has been pushed out to mid-October 2021.
- Video security systems installation is 60% complete.
- Paging system upgrades/new installs 100% for WCCCA and Newberg, 90% for C800 Group.
- Have begun system management tools for Network Management.
- CAD Interfaces:
  - New CAD interface schedule will be published next month.
  - Experiencing delays on several interfaces, some pushing out to Spring 2022.

### **Project – Budget Summary (See Packet)**

- Pinefarm budget summary was presented.
- A couple of contracts are outstanding, one contract will be presented today.
- Generally we are under budget and on-track.
- Motorola contract should be closed by the end of April or May 2022.

## **Sites**

### **Pinefarm –**

- All exterior doors are installed and the site is being secured.
- Final finishes and paint are underway in most of the office areas, started in the dispatch area.
- Mechanical systems start-up October 2021.
- Server room issues are being worked out.
- Ceiling in the office/hallways and open areas are being built out. The lighting and networking are going in and we are getting ready for the drop ceilings.
- Raised access floor in dispatch area is being readied now. Installation of utilities and flooring is coming up. Schedule to be published next week for the utilities.
- Auxiliary water tanks and generator should be installed along with backup fuel tanks. They should all be installed in late September 2021.

### **IS/CAD Update (Haines) See Packet**

- Finalizing IT infrastructure design for Pinefarm.
- Testing/Implementation design of CAD Interfaces:
  - Newberg Tellus CAD2CAD interface.
  - Motorola CADI, MCC7500, AMS, and CAM in process.
  - APCO Intellicom EMD in process.
- Training CAD system has been upgraded to version 21.1.2.6
  - We are running in the training system while we evaluate.
  - Stability to be measured over the next 3 weeks.
  - Suitability for production CAD to be evaluated.
- Finishing implementation of NextRequest suite. This allows us to handle record requests and billing information all online.
- Waiting on CIS for configuration for the Albert Network monitoring system which will be installed on the CAD and business networks.
- We have begun validation testing for the two options for the CAD server infrastructure.
  - Tested the Dell VxRail solution last week.
  - Tentatively scheduled in two weeks to test the HPE/Nimble Solution. We are waiting on HP to complete the configuration on the server equipment for testing and evaluation.

Buchholz thanked Justin and said he realizes that we have quite a few acronyms. If there are any items you would like us to review in layman's terms, please let us know.

### **New Business (Polluconi) See Packet**

#### **Agenda Bill - Conventional Site Linking**

Staff recommend the CEO Board authorize the Director to approve a purchase with Raven Electronics Corporation for the manufacture, qualification, and delivery of equipment, software, and networking interfaces in the amount of seventy-three thousand, seven hundred ninety-four dollars and no cents. (\$73,794.00)

Weiss asked for verification of the net difference of approximately \$15,000. Polluconi responded yes, but it will be a credit on account from Motorola, not reimbursement of cash. Use of the credit to be discussed. As we have more accurate numbers, we will make you all aware.

Weiss motioned for approval of the Agenda Bill, Conventional Site Linking, as distributed. The motion was seconded by Calvert. All were in favor and the Motion carried.

### **Agenda Bill - Levy Amendment**

Request approval to redirect Public Safety Levy funds from Washington County in the amount of \$175,000 per year for technology enhancements be redirected back to the County and applied towards the roughly 4.5 million-dollar bond project funding shortage.

WCCCA Chief Executive Officer's (CEO) Board recommend the WCCCA Board of Commissioners (BOC) authorize the WCCCA Executive Director to execute an amendment to IGA 17-0046, to allow the payment of funds from Fiscal Year 2020-21 in the amount of \$175,000 to be directed to Washington County Emergency Communications System Fund (#359).

McAlpine stated she was uncomfortable transferring money from a levy to a bond and was not sure if it was lack of experience or if it needed clarification. Can we do this ahead of BOC calling for an audit of the project? Can we or should we be allocating the funding until we understand the gap that was created? Is it really appropriate to move funds from one to the other? Calvert stated that Washington County Board has approved this transfer. The rules around it were pretty broad, but understood that it would go towards system upgrades, etc. Calvert said that when we discovered the gap in funding, the County started looking at different ways to fund the gap and this was one item discussed. Is it appropriate? Yes, because the guidelines for the funding to be spent are being met in both cases. Drake mentioned that they did meet with Board Member Wyffels and the County Finance Director, Erin and our Executive Director. We went over the chain of events. Wyffels is completely satisfied with the questions he had and the answers received. He is comfortable with this plan and the next steps that will need to be followed to fill the funding gap and to ultimately close this out. I assume we will have a full discussion about this at the 9/30/21 BOC meeting. McAlpine thanked everyone and is satisfied. Calvert confirmed that Jack, Finance Director from the County, will join her at the BOC meeting.

Weiss motioned for approval of the Agenda Bill, Levy Amendment as distributed. The motion was seconded by Happala. All were in favor and the Motion carried.

### **WCN Phase IV High-Level Cutover Plan**

- Mission-critical communications systems are an essential service necessary for normal and emergency radio operations that cannot be interrupted under any circumstances.
- WCN Trunked Radio System is designed as mission critical and serves ALL public safety and emergency response agencies in Clackamas, Washington, and portions of Yamhill Counties.
- Assumption 1: No further man-made or natural disasters occur between now and cut over.
- Assumption 2: All Radio Users and Dispatch Centers complete their training and testing prior to cut-over.
- **Important Dates:**
  - 9/22/21 – MCC7500 and CADi CAD basic functions
  - 12/8/21 – P25 trunked system cut-over
  - 1/15/22 – Post cut-over radio programming
  - 3/28/22 – Messaging, locations and alias CAD basic functions
  - 4/18/22 – Conventional systems cut-over

Executive Session – ORS 192.660 (2)(d)  
Entered into by CEO Board at 4:09pm.

Executive Session ended and returned to Open Session at 4:42pm.

Adjournment: The meeting was adjourned by Chair Drake at 4:43 pm.