



METCOM 9-1-1

Governing Board Meeting Minutes

September 19, 2023

Meeting held in person, conference call and via Zoom

Members in Attendance:

Jim Anglemier
Joe Budge
Mark Daniel
Daniam Flowers
Ed Grambusch
Gwen Johns
Michael Kahrmann
Bill Miles
Dave Rash

Other in Attendance

A. Hailey
Brian Nicholas - MCPW

METCOM Staff:

Wendy Patterson
Mark Spross

In Attendance via Zoom:

Jay Alley
Sherry Bensema
Jordan Donat
Rob Garrison
Alan Hume
Dan Mullen
Don Taylor

METCOM regular Governing Board meeting called to order at 10:01 AM with a quorum met by members present and via Zoom.

The Board meeting was opened by Chief Mark Daniel.

The May 30, 2023 Board meeting minutes were provided to Board members via email and available in hard copy form or by request at the meeting. The motion to accept the meeting was made as follows:

- Ed Grambusch made the motion to accept the May 30, 2023 Board Meeting minutes.
- Second by Sherry Bensema
- Discussion: None. Motion passed, no opposition

Radio Project update & House Mt.:

Brian Nicholas with Marion County provided the following update on the Marion County Radio Project. The final draft of the RFP is nearly completed. MC had nine (9) persons review the RFP specific to the technical specs.

Brian will be going to the MC Board of Commissioners public hearing on October 11th, 2023 to address the special procurement contract.

Brian outlined his anticipated timeline for the RFP/Radio Project:

- Target date to publish the RFP: October 13th, 2023

- Issue Notice Intent to Award: February 26, 2024
- Contract executed by (Delivery for all 6 sections): April 4, 2024
- Completion deadline (Full completion): October 10, 2025

Brian is still working on user agreements as the current focus has been on completing the RFP.

Q: Has the Board of Commissioners outlook changed to being more collaborative with METCOM?

A: At this time the intent of the Commissioners is to have the radio project be a service provided by the county. The infrastructure would be owned and maintained by Marion County. Brian has been tasked by the BOC to keep the project affordable for other agencies to join.

Discussion: The 950k of ARPA funds that were dedicated to METCOM are on a time clock, with the time running out on how to apply these funds. Brian stated that at this point these funds were included in the budget for the radio project, it could be used to offset cost of subscriber units as these are the single largest cost, or however you see fit. Mark Spross stated that METCOM will need to know the direction intended for these funds and the funds that would be dedicated for center upgrades. This would need to be provided in writing.

Q: Is the timeline schedule you provided a viable timeline?

A: Brian stated "Yes. I think so." They would need to have the ARPA funds contacts signed by December 31, 2024 to retain the funds and then funds can be spent under the contract until December 31, 2026. The timeline should also provide some "float" time to work with as needed.

House Mountain: The generator fire at the House Mt. location was primarily contained inside the conex boxes they were installed in. There is currently not much more information available. We will send out an email with an update as soon as more information is available. The anticipation is a two-day timeframe to replace wiring and that the system will operate under battery backup until it is back online.

Q: The ARPA funds were earmarked for METCOM. Previously, METCOM agreed to a simulcast system. This was placed on hold for the current Marion County radio project. Why would METCOM not look at using the ARPA funds for our simulcast system now? Does METCOM want to move forward on our own?

A: Brian stated he would have to look into if METCOM could take back the 950k ARPA funds. Brian reminded the METCOM Board, that the goal of the County was to keep the radio costs down to the user agencies.

METCOM Board Discussion – Radio Project:

The METCOM Board is to set a meeting with Marion County to ask questions about the current status of the radio project; to include:

- Data sheet of the main point of the project
- Timeline
- Costs (of the project and projection to agencies)
- Coverage maps
- Etc.

Mark Spross is to set a meeting for March of 2024 and inquire on specifically what the 950k is earmarked for and to clarify the intent of the 950k. Board members are to email Mark with any questions our agencies may have regarding the radio project and the funds.

Executive Board:

METCOM will need to replace two members of the Executive Board. Ed Grambusch will be retiring on November 9, 2023 and Dave Rash will be moving on February 1, 2023. It is the request of METCOM to retain Mark Daniel for one more year for consistency on the E-Board. There was no opposition to retain Mark Daniel on the E-Board. METCOM will need to have one

representative from a fire agency and one from a law enforcement agency to fill the vacant seats. Meeting was opened for nominations or those to express interest in the e-Board positions. Jay Alley was nominated for the vacant fire seat; voted all in favor, no opposition. Gwen John volunteered for the vacant law seat; voted all in favor, no opposition.

The following were voted, all in favor with no opposition and carried:

Mark Daniel	-	Retained Board Chair
Jay Alley	-	1 st Vice Chair
Gwen Johns	-	2 nd Vice Chair

Budget Committee:

METCOM needs to establish a budget committee for the upcoming 2024-2025 budget. The following members volunteered to perform on the METCOM 2024-25 Budget Committee:

Mark Daniel
Sherry Bensema
Dan Mullen
Michael Kahrman
Don Taylor
Alan Hume

Mark Spross will contact the budget committee members to establish dates and times to meet.

CAD2CAD with C-COM:

Mark is still working on a quote from Tyler to participate in the CAD2CAD with CCOM. Currently, yearly costs are projected to start at \$20-\$25k per year. This would pay for administration and upkeep of the CAD2CAD connection and 24/7 support. The Board has directed Mark to leave this item on the agenda for next year's budget discussion. WVCC CAD2CAD is projected to be complete this fall/winter.

Upcoming Projects:

Generator Project – The backup generator for the Stayton facility has been installed. We are currently working on remote monitoring of the generator that would include generator operations and fuel levels.

Phone Replacement – Staff will be training the week of October 24th with a tentative go live date of November 1st. Please be patient with staff as we acclimate to the new phone system. There may be a learning curve when transferring or connecting calls on the new system. Due to our limited staffing, METCOM will be adding a que in the system on incoming business lines. After the second ring, the phone line will go to an answering que so the next available dispatcher can answer the phone. This is to help reduce the calls being answered and then placed on hold, etc. This feature can be turned off in the future as staffing levels increase.

Backup Center phone upgrade- The state of Oregon 9-1-1 tax will pay most of the project cost. This is a huge savings to METCOM. The upgrade is anticipated to take place mid-December. In addition, METCOM has asked the State to pay a portion of a new security system, that is desperately needed at the Stayton facility. The current system is not supported and not fully operational. The State has agreed to cost share approximately 50% of the project. They will pay \$25k of the anticipated \$50k security upgrade. We will also be replacing the consoles at the backup facility. There will be 10 main floor consoles and 5 portable set up in the current Board room area. This project was funded by the 9-1-1 tax through the State of Oregon with the anticipation that it would be available for anyone in the state to use if needed. A new voice logger will also be installed at this location.

Primary METCOM Dispatch – METCOM will also be replacing the consoles at the main dispatch location in Woodburn and replacing the carpet.

Staffing – METCOM is still recruiting for full-time dispatcher positions. We have three (3) new dispatchers that have started training with more in the testing and background phase. Admin will be proposing a new work schedule to the union (4- 12 hour shifts with 3 off) to start in January. This is anticipated to be temporary until fully trained staffing levels are back up. This is an attempt to manage the mandatory overtime more equally between staff and not primarily being scheduled to lower seniority dispatchers.

Open Discussion:

Dave Rash advised Tiffany Beck will be receiving the Telecommunicator of the Year award at the APCO conference in Bend, October 4th.

Future Meeting Dates:

November 14th, 2023 @ 1000 – Location to be determined

Proposed Dates for 2024:

February 13, 2024

March 19, 2024 (Budget approval)

June 4, 2024 (Budget adoption)

September 17, 2024

November 19, 2024

Chair Mark Daniel Closed the meeting and adjourned @ 1130