# Washington County Consolidated Communications Agency

**Chief Executive Officers Board**

**Meeting Minutes**

**February 20, 2025**

**TEAMS VIDEO MEETING / IN PERSON**

Present Keith Mays, Board Chair, Council President, City of Sherwood

Jim Coleman, Police Chief, City of Hillsboro

Deric Weiss, Fire Chief, TVF&R

Ernie Happala, Police Chief, King City

Staff Present Mark Buchholz, Executive Director

Jennifer Reese, Assistant Director

Jennifer Kilcoin, Human Resources Manager

Michael Stout, Chief Financial Officer

Kim Foster, Operations Manager

Barbi Denman, Administrative Specialist

Amanda Kasmeyer, Accounting Technician

Jennifer Cooper, Accounting Specialist

**A. Call to Order**

Chair Mays called the meeting to order at 1:31 pm

**B. Roll Call**

**C. Approval of Meeting Minutes**

Happala moved to accept the January 16th minutes as presented. Second by Mays. All were in favor and the Motion carried.

**D. Public Comment** - None

**E. Written Communication** - None

**F. Finance Report (Stout)**

Stout presented the January 2025 financials. January expenses were a typical month. One unusual item, see line 14. A revenue shared payment was sent to the owners of a tower site. Also, you will see a rather large capital outlay expense in January. First item was an addition to WCCCA’s vehicle fleet. Second item, was additional capital work at the Gales Peak site.

Question was asked in regards to the 9-1-1 telephone tax. What is the payment based on? There is a methodology behind it and it is purely based on population.

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

Weiss. All were in favor and the motion carried.

**G. Unfinished Business**

**1. Non-Represented Compensation Study – Tabled**

**H. New Business (Kilcoin)**

**1. Agenda Bill – Directives for Review and Approval**

**a. 1.4 Committee Procedures**

**b. 2.3.6 Family Medical Leave (FMLA/OFLA)**

**c. 2.3.15 Paid Leave and Leave Accruals**

**d. 2.3.20 Paid Leave Oregon (PLO)**

**e. 3.4.18 Emergency Operations Callouts**

Weiss motioned for approval of the Directives as presented. The motion was seconded by Coleman and approved unanimously by all in attendance.

**I.** **System Status (Reese)**

**Activity and Projects:**

WCCCA was notified last month by Motorola, that the costs for subscriber repairs were going up. Moving from around $665/$700 range to over $1,250.00. This was definitely a shock, as there was no early notification. There has been a lot of push back from the user community. The change has been pushed out until July 2025.

A bulletin was received from the Washington DC area, regarding firmware problems. WCCCA has looked at the entire system fleet, only three radios were found to have the same firmware that could have had this issue. One was West Linn PD, which has been repaired. We are waiting for the other two. One, from Clackamas County SO and one from WCSO.

WCCCA is working on closing out the Microwave project. We are still doing PMs. Hillsboro Fire is currently on deck. Hoping to get the radio silicate templates in the next week. Then over the next two weeks, start on Hillsboro Fire’s PMs.

An internal meeting was held, to talk about the Microwave fee structure. These conversations are beginning internally at WCCCA. More information to follow. Fees have not been set as of yet.

In regards to BDA (Bi-Directional Amplifier) systems, we had a BDA that lost its “brains”. The unit started “singing” on the frequencies. It took one of the radio sites totally out of service. It also took one of Portland’s radio sites out of service, as well, interference on our frequencies. This all happened on Saturday. WCCCA Techs, as well as, Portland technicians, got together and were able to track down the interference. The building owner was contacted at the the BDA was shut down at the source. As of this morning, it is still shut off, pending a repair. The location of the BDA was in the Brookwood neighborhood of Hillsboro.

Question was raised in regards to Mobile UX. It has gotten to the level of an Officer Safety issue, due to the new MDC. Concerns have been raised and provided to Central Square, to fix some issues.

**J. Director’s Update (Buchholz)**

* Staffing Report:
  + Five new call takers/dispatchers are in background.
* Nurse Navigator project is underway. Implementation date is set for March 4th at 0900. We will have representatives onsite from GMR, who will assist with the activation.
* We are moving into negotiations on the contract. In the process of selecting a mediator.
* A bill has been introduced, that could impact WCCCA and its business. This bill has to do with requirements for radio towers. Funding was not mentioned. It states that there are new requirements for any tower that you build going forward. There is a caveat that states, whatever the standards are, all existing towers by 2031, would have to meet the same requirements.
  + This implies, that all of our WCN, radio network, (50 sites) would have to be assessed and determined how we are impacted.
* There is a second bill, that we are watching, regarding mapping requirements for all schools. They will need to do mapping and supply certain products for public safety.

Question was raised if these are at state or federal level? These are state level items. Do we know if there is anyone at the state level tracking these? Is there a state agency tracking dispatch centers? Yes, APCO, which has an Oregon chapter, with a state lobbyist.

* AMR, the ambulance service provider for Washington County, announced this morning, they are in labor activity. They presented their new labor contract, which was voted down. At any moment, they could have a 10-day strike. This could be a significant impact to all of our member agencies, on the fire/EMS side. There is a current development for the resurrection of a committee to figure out how this would be handled, if within the 10 days, AMR has no ambulances to provide. WCCCA will be doing some prep work, just in case this happens, to figure out how this will be handled and if we need to modify how we handle and triage calls.

**K. Adjournment**

The meeting was adjourned at 1:56 pm.

Next CEO meeting is March 20, 2025 at 1:30 pm

and BOC meeting is March 20, 2025 at 3:00 pm.