

CLACKAMAS C800 RADIO GROUP

BOARD OF DIRECTORS MEETING AGENDA

May 18, 2016 / 10:30AM

Meeting to be held at: CCOM - EOC 22200 Kaen Rd Oregon City, OR

Call In 800-704-9804 / Access Code: 345832#

1. Call the Board of Directors / Budget Committee Meeting to Order - Chair Chief Fred Charlton
2. Roll Call of Partners:

a. City of Canby	g. City of West Linn	m. Sandy Fire District
b. City of Gladstone	h. Boring Fire District	n. Tualatin Valley Fire & Rescue
c. City of Lake Oswego	i. Canby Fire District	o. Clackamas County Sheriff
d. City of Molalla	j. Clackamas County Fire District #1	p. Clackamas County Health
e. City of Oregon City	k. Estacada Fire District	
f. City of Sandy	l. Molalla Fire District	
3. *Approval of Minutes of: April 20, 2016 Board Meeting
4. Public Comment
5. Communications
6. Financial Report- John Hartsock
7. Committee Reports
 - a. Executive Committee - Fred Charlton
 - b. Technical - John Hartsock
8. Old Business: (* Action Item)
 - a. System Management: Ron Polluconi
 - b. Expansion of East County System - Molalla - John Hartsock / Ron Polluconi
 - c. System Upgrade/Replacement
 - i. Results of Election - John Hartsock
 - ii. Microwave Upgrade Status - Ron Polluconi
9. New Business: (* Action Item)
 - a. Bookkeeping review - John Hartsock
 - b. * Approval of Audit Contract
 - c. **Next Board Meeting June 8, 2016 10:30A @ CCOM - EOC**
10. Open Agenda
11. Adjournment

CLACKAMAS 800 RADIO GROUP

Board of Directors Meeting

Meeting Minutes of the April 20, 2016 Board Meeting

Location: Clackamas County Public Services Building Rm 369A

1. **C800 Board Meeting Called to Order:** The C800 Board of Directors meeting was called to order at 10:31a.m. By Chair Fred Charlton.

2. **The following were in attendance:**

City of Canby / Chief Bret Smith
City of Gladstone / Chief Tom O'Conner
City of Lake Oswego / Chief Larry Goff Leslie Taylor
City of Molalla / Chief Rod Lucich
City of Oregon City / Chief Jim Band
City of West Linn / Capt Neil Hennelly
Boring Fire / Deputy Chief Ryan Hari
Canby Fire / Chief Jim Davis
CCFD #1 / Chief Fred Charlton /
Estacada Fire / Div Chief Richard Anderson

Molalla Fire / Tim Durkee
CCSO / Under Sherriff Matt Ellington / Capt James Rhodes
CC Public Health / Larry McDaniels
Colton Fire / Richard Beaudoin
City of Milwaukie / Chief Steve Bartol
CCOM / Bob Cozzie / Cheryl Bledsoe / Mark Spross
WCCCA / Ron Polluconi
AMR – Mt Wave Radio / Russ Gubele
Day Wireless / Jamie Sanderson
AA Deidre Toczyski / Clackamas Fire
John Hartsock / Staff

3. **Approval of Minutes – March 16, 2016 Board Meeting:** A motion was made to approve the minutes by Matt Ellington and seconded by Jim Band. A unanimous vote was cast to approve the minutes.
4. **Public Comment:** None
5. **Communications:** None
6. **Financial Report – John Hartsock:** Financial report is included in the handout packet. Budget is on track. Included in the handout packet is the system upgrade project budget.
7. **Committee Reports:**
 - a. Executive Committee – Fred Charlton
 - i. Executive Committee did not meet in person this month, but met via e-mail to discuss bookkeeping services for C800.
 - ii. Chief Charlton advised that Bookkeeping for C800 has been performed by CCFD #1 since 2014. Fred advised that CCFD will be without a financial director for about 90 days due to a retirement. He was concerned that a new CFO would have a considerable learning curve for

CCFD#1 which includes a large bond project. Thus attempting to properly service C800 and the fact it too may have a large bond project raises a concern that there would be a lack of oversight and transparency.

- iii. Fred asked if any other of the partner agencies would be willing to take the C800 bookkeeping responsibilities over? Discussion of job duties and possibility at looking at outside firms ensued. Note that there is a budgeted \$5,000 reimbursement per year for performing the bookkeeping. If interested, contact Chief Charlton.

b. Technical – John Hartsock

- i. Technical committee met on the 23rd, main discussion revolved around the microwave update and scheduling the upgrades. Ron is currently working on the schedule so there is minimal impact.
- ii. Ron advised that there is currently the recognition of one gap in system protocol before the cutover begins. This should be taken care of hopefully by the end of May.

8. Old Business:

a. System Management – Ron Polluconi

- i. Currently fairly quiet. IT conversion is ongoing.
- ii. Currently in the process of interviewing two technicians. One technician is a replacement and one is a new position.
- iii. System upgrade is using a large amount of staff time.

b. Expansion of East County System – Estacada/Molalla – Ron Polluconi

- i. Estacada site is settling down. The solution to the talk group problem has been resolved. The necessary additional talk groups have been added as requested so officers have access.
- ii. Sawtell site target time for being on line is the end of June/early July.
- iii. Have hired a contractor to take care of the Lake Oswego tower antenna mounting issue and work should kick-off in the next few weeks.

c. System Upgrade/Replacement – John Hartsock

i. Project Education – John Hartsock

- 1. Educational handout of the first mailer for the bond that will be going out in the next week. The mailer should arrive at the same time of the ballots. Mailer is set to reach approximately 55,000 households.
- 2. The PAC has currently raised about \$40,000 in fundraising and hope to raise another \$25,000 for two more mailers. Discussion of getting onto billboards; it was advised that it will depend on the availability of funding.
- 3. Presentation of youtube video put together by the county to educate voters. Discussion of adding clips by different partners to make the video “more exciting”.

4. Currently working with Pamplin Media to get into all the papers in Clackamas County.
5. Handout of upcoming CPO meetings in local areas, please let John know if you can attend.
6. Handout of ballot language.

ii. Microwave Upgrade Status – John Hartsock

1. Nothing else to present from Ron's earlier comments.

9. New Business:

- a. Open Public Hearing - no comments were received
- b. Request to approve resolution 01-16 to adopt presented budget for Fiscal Year 2016/2017.
 - i. Note that the presented budget dropped by about \$100,000 from the budget presented and approved by the budget committee at the February 10, 2016 Budget meeting.
 - ii. Motion made by Deputy Chief Ryan Hari to adopt Resolution 01-16 and seconded by Chief Jim Davis. A unanimous vote was cast.
- c. Approval of Sawtell Site Construction Contract
 - i. A competitive bid was advertised and 5 bidders responded.
 - ii. A tentative contract was offered to HPS Construction the low responsive and responsible bidder.
 - iii. A motion to approve entering into a lump sum contract with HPS Construction for the construction of the Sawtell site was made by Chief Jim Band and seconded by Jim Davis. A unanimous vote was cast in favor
- d. **Next Board Meeting –May 18, 2016 10:30a.m. @ CCOM - 2200 Kaen Rd. Oregon City**

10. Open Agenda: None

11. Adjournment: Meeting was adjourned at 12:05 p.m. by Chief Fred Charlton due to fire alarm and evacuation of building.



**11300 SE Fuller Rd
Milwaukie, Oregon 97222
(503) 780-4806**

Board of Directors Information Item

To: C800 Board of Directors
From: John Hartsock, Manager
Date: May 18, 2016
Re: Bookkeeping Services

ISSUE: At the April C800 Board meeting, Chief Charlton advised that due to the retention of a new CFO for CFD#1 and the potential of the bond being approved for the C800 radio replacement project, CFD#1 had concerns about being able to adequately provide bookkeeping services for C800. Chief ask if any other partners would like to provide these services for C800 or whether staff should find a consultant to provide the services.

Staff contacted the following seven firms as well as WCCCA about providing bookkeeping services:

Firm	Response
Baker Tax & Accounting	Cost \$700 per month plus audit and budgeting support for an estimated cost of \$11,400 per year
Wade Jacque – Clackamas Bookkeeping Services	Cost \$550 per month plus audit and budgeting support for an estimated cost of \$9,600 per year
Peter Haglund – Clackamas Business Services	Cost \$500 per month plus audit and budgeting support for an estimated cost of \$9,000 per year
Talbot, Korvola & Warwick, LLP	Cost \$480 per month plus audit and budgeting support for an estimated cost of \$8,760 per year
Sadie McKay – suggested by Pauley Rogers our current Auditor	Unable to take it on at this time

WCCCA	Unable to take it on at this time
Aaron Traxton, CPA	No Quote
Scott Rawitscher – Collaborative Business Solutions	No Quote
Clackamas Fire District #1 – Troy Lynn	Current Cost - \$6,000 per year



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Board of Directors Action Request

To: C800 Board of Directors
From: John Hartsock, Manager
Date: May 18, 2016
Re: Award of Contract for Sawtell Construction to HPS Construction

REQUEST: It is hereby requested that the C800 Board of Directors approve entering into a five-year contract for fiscal auditing services with the firm of Jarrard, Seibert, Pollard and Co. LLC. The fee for fiscal year 2015-2016 audit is \$5,925.

HISTORY: During the month of March 2016, Clackamas Fire District #1 advertised in the Daily Journal of Commerce requesting proposals for Audit Services on C800's behalf. The District received two proposals, each company was a qualified proposer. The proposals were carefully reviewed for experience, qualifications, work approach and cost. The committee found each proposer to be comparable in the first three of the criteria, ultimately leaving the selection to a cost basis. The final ranking is as follows: 1. Jarrard, Seibert, Pollard & Co. LLC 2. Pauly, Rogers & Co., P.C.

Jarrard, Seibert, Pollard & Co. LLC proposes a first year contract price of \$5,925 per year with an annual increase of 3 percent.

FINANCE: The funds are budgeted for the annual audit services.

LEGAL: A C800 professional services contract will be utilized as approved by legal counsel.

RECOMMENDATION: It is recommended that the C800 Board of Directors approve entering into a five-year contract for fiscal auditing services with the firm of Jarrard, Seibert, Pollard and Co. LLC. The fee for fiscal year 2015-2016 audit is \$5,925.