

# CLACKAMAS C800 RADIO GROUP

## BOARD OF DIRECTORS MEETING AGENDA

February 10, 2016 / 10:30AM

Meeting to be held at: CCOM 2200 Kaen Rd Oregon City, OR

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

1. Call the Board of Directors 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: January 20, 2016 Board Meeting
4. Public Comment
5. Communications
6. Financial Report- John Hartsock
7. Committee Reports
  - a. Executive Committee - Fred Charlton
  - b. Subscriber Distribution - Leslie Taylor
  - c. Technical - John Hartsock
8. Old Business: (\* Action Item)
  - a. System Management: Ron Polluconi
  - b. Expansion of East County System - Estacada/Molalla - Ron Polluconi
  - c. System Upgrade/Replacement - John Hartsock
    - i. Project Education - John Hartsock
    - ii. Microwave Upgrade Status - Ron Polluconi / John Hartsock
    - iii. Define 50% of Subscriber's in Bond - John Hartsock
  - d. \*J Hartsock Contract Review - Leslie Taylor
  - e. C800 Web Site
9. New Business: (\* Action Item)
  - a. South County Fire Agencies Bond Questions (Aurora/Monitor/Silverton) - John Hartsock
  - b. **Next Board Meeting - March 16, 2016 10:30A @ Public Services Building Rm 369A**
10. Open Agenda
11. Adjournment

# **CLACKAMAS 800 RADIO GROUP**

## **BOARD MEETING**

### **Meeting Minutes of the January 20, 2016 Board Meeting**

Meeting held at: Clackamas County Public Services Building Oregon City, OR

1. The C800 Board Meeting was called to order at 10:30am by Chair Leslie Taylor
2. The following were in attendance:
  - City of Canby / Lt. Jorge Tro
  - City of Lake Oswego / Leslie Taylor
  - City of Oregon City / Chief Jim Band
  - City of West Linn / Capt Neil Hennelly
  - Boring Fire District / Chief Ryan Hari
  - Canby Fire District / Chief Jim Davis
  - CCFD#1 / Chief Fred Charlton
  - Estacada Fire District / Richard Anderson
  - Clackamas County Health / Larry McDaniels
  - CCOM / Bob Cozzie
  - CC Emergency Mgmt / Jamie Hays
  - Clackamas County / Laurel Butman
  - Day Wireless / Jamie Sanderson
  - John Hartsock - Staff
3. Approval of Minutes of: December 16, 2016 Board Meeting - A motion was made by Fred Charlton and seconded by Neil Henley to approve the minutes as presented. A unanimous vote was cast in favor.
4. Public Comment - None
5. Communications - None
6. Financial Report- The December 2015 financial report was included in the packet. John advised that there were no unusual matters to disclose and we were tracking on the approved budget for FY 15-16. It was asked if the Jan 8, 2016 list of Aging Detail was the billing on the portable radios. John advised that it was.
7. Committee Reports
  - a. Technical - John Hartsock advised that the committee had not met since the last Board meeting but would be meeting on Jan 28, 2016 at CCOM.
8. Old Business:
  - a. System Management - Ron Polluconi was unable to attend the meeting. John advised that most of the current work is centered on the Microwave upgrade project, system interference, and on going maintenance.
  - b. East County Expansion - John advised that the installation at Estacada is continuing and it is anticipated to be on the air in mid to late February.

We are proceeding with a site build at the Sawtell Fire Station and are in the process of design, land use, and bidding of site construction. It is anticipated that Sawtell will be on the air in June of 2016.

c. System Upgrade / Replacement

- i. Agency Staff Education -An outline of the radio project education effort was presented by John. Laurel Butman circulated a list of Public Information Officers (PIO's) for the Partners review. She advised that we will be setting a meeting in the near future to coordinate between the PIO's on a coordinated messaging effort.
  - ii. Microwave Upgrade Status - John advised that the new equipment had been installed at Polivka / Goat Mtn / Linhart / Day Hill / Brightwood. WCCCA staff and the vendor are working on a schedule to complete the upgrade for the balance of the system.
  - iii. Define 50% of subscriber definition in the project. John provided an outline of the issue and a list of radios per Partner / Member / Mutual Aid. After a brief review of the issue it was determined to develop a committee to review and make a recommendation to the Board. Fred Charlton requested that the results be provided at the Mar 16, 2016 meeting. The following were appointed to the committee: Chief Kim Yamashita, Capt James Rhodes, Oregon City (Chief Band will advise), Capt Mike Corless.
  - iv. Laurel Butman advised that the Clackamas County Board of Commissioners would review the proposed ballot title for the radio project at a policy session on Jan 26, 2016. She provided copies to which there were various suggestions for change and clarification which she will included.
- d. J Hartsock Contract Review - Leslie advised that she was unable to complete her review and asked for a volunteer to assist in the effort. She wanted to amend the scope of work to include language that spoke to coordination with the Chair, bi-weekly reporting on activities to the Chair, and assure consistency with the public meeting and public records policies recently approved. Jim Band volunteered to assist her to complete the effort.

9. New Business:

- a. Election of Officers - 2016 slate of officers - Fred Charlton - Chair; James Rhodes - First Vice Chair; and Ryan Hari volunteered to accept the position of Second Vice Chair. Jim Band made a motion to accept the slate of officers presented and Neil Hennelly seconded the motion. A unanimous vote was cast in favor.
- b. 2016 Budget Process - John provided a proposed 2016 Budget Process for C800. With no corrections offered Leslie Taylor approved the process.

- c. Award of Contract Sawtell Tower Structure - John presented the staff report for the purchase of the tower structure for the Sawtell site from Sabre Industries as the low bidder. A motion was made by Jim Band with a second by Neil Hennelly and a unanimous vote was cast in favor.
- d. C800 Web Site - John advised that the work on developing the site was continuing.
- e. Formation of an Executive Committee: John presented a staff report on the development of an Executive Committee of the Board. The purpose of the Executive Committee would be to serve the interests and responsibilities of the Board in matters requiring evaluation and/or decision making, that are time sensitive, and/or directed by the Board between scheduled Board meetings. The members of the Executive Committee would be the Chair, First Vice Chair, Second Vice Chair, and the Immediate Past Chair. The Manager would attend these committee meetings as a non-voting member. The Board Chair will chair the Executive Committee. In his/her absence it will be the First Vice Chair. Responsibilities would include:
  - Evaluate and provide direction on matters for Board consideration;
  - Serve as needed as a resource to the Manager on time-sensitive matters of business between Board meetings;
  - Authority as granted by the Board of Directors
  - Report to the Board at its following meeting of any actions takenA motion was made by Fred Charlton and seconded by Ryan Hari and a unanimous vote was cast in favor.
- f. Board Meeting Frequency - Leslie Taylor recommended that the Board meet monthly until the May bond election and that after the election maintain every other month meeting schedule. There were no objections to this schedule.

10. Open Agenda - None

11. Next Meeting - February 10, 2016 10:30A @ CCOM.

12. Meeting Adjourned



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

## Board of Directors Information Request

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** January 20, 2016  
**Re:** South County Fire Agencies – Aurora Fire / Silverton Fire / Monitor Fire

**REQUEST:** It is hereby requested that the C800 Board of Directors provide direction to staff on the allocation of bond funds for the South County fire agencies that serve a portion of Clackamas County but are primarily Marion County agencies.

**ISSUE:** I was contacted by the South County Fire agencies and invited to the Aurora Fire Board meeting to outline the radio project. After the presentation the Board members asked why they weren't informed earlier and how their citizens living in Clackamas County would have equity from the funding as they won't utilize the system as they utilize the Marion County – METCOM radio system.

I discussed that the system serves both the Clackamas County Sheriff's department and fire and thus the citizens are served by the radio system project. In subsequent discussions and meetings, they do accept that fact. We have also agreed upon the amount of bond funds generated by the assessed value in the area which is \$685,829.

They do use the system for mutual aid into Canby, Molalla and TVF&R.

Potential solutions are to provide them some subscriber radios, participate in a microwave link between METCOM and CCOM which meets some CAD and radio needs.

If it is the Board's direction so to provide those citizens with some value for the fire portion of the bond funds the first issue to be resolved is what is fire's share of the issue. Based on initial research if call volume it utilized the split is 94.7% law / 5.3% fire // if radio air time is utilized the split is 69% law and 20% fire // Aurora has suggested the split is 60% law and 40% fire based on funding formulas for dispatch fees.

Staff requests that the Board evaluate the information and provide direction.