

# CLACKAMAS C800 RADIO GROUP

## BOARD OF DIRECTORS MEETING AGENDA

July 13, 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 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: June 15, 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
  - c. System Upgrade/Replacement
    - i. Microwave Upgrade Status - Ron Polluconi
    - ii. Project procurement strategy - John Hartsock
    - iii. Status of Clackamas County IGA / Bond Sale - Laurel Butman / John Hartsock
    - iv. Citizen Committee Charter / Recruitment - John Hartsock
    - v. Project Management RFP - John Hartsock
  - d. Colton Fire / City of Milwaukie Partnership Status - John Hartsock
9. New Business: (\* Action Item)
  - a. **Next Board Meeting August 10, 2016 10:30A @ CCOM - EOC**
10. Open Agenda
11. Adjournment

# **CLACKAMAS C800 RADIO GROUP**

## **Board of Directors Meeting**

**Meeting Minutes of the June 15, 2016 Board Meeting**  
Location: CCOM/EOC - 22200 Kaen Rd, Oregon City, OR

1. **C800 Board Meeting Called to Order:** The C800 Board of Directors meeting was called to order at 10:35a.m. By 2<sup>nd</sup> Vice Chair Ryan Hari.
2. **The following were in attendance:**

City of Canby / Chief Bret Smith	Estacada Fire / Chief Bob Morrissey
City of Gladstone / Chief Tom O'Conner	Molalla Fire / Chief Vince Stafford
City of Lake Oswego / Leslie Taylor	CCSO / Under Sherriff Matt Ellington
City of Molalla / Chief Rod Lucich	City of Milwaukie / Capt. Mark Dye
City of Sandy / Chief Kim Yamashita	CCOM / Bob Cozzie / Cheryl Bledsoe
City of West Linn / Capt. Neil Hennelly	Mark Spross / Gerry Wiese
Boring Fire & Clackamas Fire/	Clackamas County / Laurel Butman
Deputy Chief Ryan Hari	WCCCA / CCOM / Mike
Canby Fire / Chief Jim Davis	Day Wireless / Jamie Sanderson
	CCFD #1 / AT Deidre Toczyski
	John Hartsock / Staff
3. **Approval of Minutes – April 20, 2016 Board Meeting / May 18, 2016 (Informational only as a quorum was not present):** A motion was made to approve the minutes by Jim Davis and seconded by Bret Smith. The motion passed unanimously.
4. **Public Comment:** None
5. **Communications:** None
6. **Financial Report – John Hartsock:** Financial report was included in the packet. Includes May report as well as the bond project status report. We are tracking on budget and there are no concerns.
7. **Committee Reports:**
  - a. Executive Committee – Fred Charlton
    - i. Chief Charlton was absent. Leslie Taylor informed the group they did not meet this past month.
  - b. Technical – John Hartsock
    - i. Group has not met. There next week is scheduled for June 29, 2016 10:30a at CCOM.
8. **Old Business:**

- a. System Management – Ron Polluconi
  - i. Current focus is on the installation and cut over of new microwave system. Cut over is going very smooth.
  - ii. Ron was absent but John provided his comments on the discussion of encryption vs non-encryption of radios from WCCCA's user Board. WCCCA is planning on encrypting all fire and law based radios and use the same encryption key for Clackamas & Washington counties. There is a 2<sup>nd</sup> encryption key available if radios are lost or stolen.
  - iii. Discussion of the ability to add encryption after purchase as well as the cost and WCCCA's decision to go all encryption based.
- b. Expansion of East County System – Estacada/Molalla – John Hartsock / Ron Polluconi
  - i. Molalla construction is ongoing. Construction is proceeding as planned and we are planning on going live in mid to late July.
  - ii. Molalla site will be a five channel talk group.
- c. System Upgrade/Replacement –
  - i. Microwave Upgrade Status – Ron Polluconi
    - 1. Moving along as planned.
  - ii. Project procurement strategy – John Hartsock
    - 1. Memo in packet of strategy. Executive group reviewed procurement strategy and concurred in August of last year. Discussion of sole sourcing with Motorola in regards for radio system and Microwave Networks for microwave. Everything else would be a competitive bid.
    - 2. Concern stated that sole sourcing isn't seen as competitive to our community and could be legal issues.
  - iii. Status of Clackamas County IGA / Bond Sale – Laurel Butman / John Hartsock
    - 1. Schedule has been mapped out for the sale of the bond. Funds should be available by end of September.
    - 2. Currently a very good market and are hopeful we can procure bonds with a premium and have additional funds. This means we could keep the additional funds or lower the tax rate.
  - iv. Citizen Committee Charter / Recruitment
    - 1. John presented a draft charter for establishing the citizen committee. Discussion of what committee would entail, when it would start, and if we would recruit or have people apply.
    - 2. Motion was made by Chief Smith to adopt draft as-is, and was seconded by Capt. Hennelly. Motion passed unanimously.
  - v. Project Management RFP

1. John advised the he will bring back proposals and more information at next month's meeting.

d. Colton Fire / City of Milwaukie Partnership Status – John Hartsock

- i. Proceeding along. Colton Fire has the contract and just needs to sign. City of Milwaukie has copy and needs to be brought before city council to be approved.

**9. New Business:**

a. Approval of bookkeeping Contract – John Hartsock

- i. Staff report outlined the bookkeeping issue. Clackamas Fire is changing Finance Directors and has concerns about their ability to adequately provide bookkeeping services during the transition. Eight firms were interested and the firm Talbot, Korvola & Warwick, LLP was recommended due to cost effectiveness.
- ii. Leslie Taylor motioned to adopt the bookkeeping contract and the motion was seconded by Chief Morrissey. The motion was approved unanimously.

b. Approval of audit contract – John Hartsock.

- i. Title is incorrect in document handout, should be "Award of contract for audit services to Jarrard, Seibert, Pollard and Co. LLC.
- ii. Clackamas Fire submitted an RFP for audit services for themselves as well as C800. Received two RFPs for C800, one of which is Jarrard, Seibert, Pollard and Co. LLC which was recommended for cost effectiveness.
- iii. Leslie Taylor motioned to award the 5-year contract to Jarrard, Seibert, Pollard and Co. LLC, Chief Smith seconded. The motion was approved unanimously.

**c. Next Board Meeting – July 13, 2016 at CCOM/EOC 10:30am**

**10. Open Agenda:** None

**11. Adjournment:** Meeting was adjourned at 11:30 p.m. by 2<sup>nd</sup> Vice Chair Ryan Hari.