

CLACKAMAS C800 RADIO GROUP

BOARD OF DIRECTORS MEETING AGENDA

September 14, 2016 / 10:30AM

Meeting location change: Clackamas County's Public Service Building (PSB) 2051 Kaen Rd Room 369A Oregon City

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: (17/9)

a. City of Canby	g. City of Sandy	m. Molalla Fire District
b. City of Gladstone	h. City of West Linn	n. Sandy Fire District
c. City of Lake Oswego	i. Boring Fire District	o. Tualatin Valley Fire & Rescue
d. City of Milwaukie	j. Canby Fire District	p. Clackamas County Sheriff
e. City of Molalla	k. Clackamas County Fire District #1	q. Clackamas County Health
f. City of Oregon City	l. Estacada Fire District	
3. *Approval of Minutes of: August 10, 2016 Board Meeting
4. * It was determined that Capt Dye was inadvertently counted as part of the quorum present at the July 10, 2016 meeting prior to the Board approving the City of Milwaukie as a partner. Therefor the Board is hereby requested to ratify the actions of the August 10, 2016.
5. Public Comment
6. Communications
7. Financial Report- John Hartsock
8. Committee Reports
 - a. Executive Committee - Fred Charlton
 - b. Technical - John Hartsock
9. Old Business: (* Action Item)
 - a. System Management: Ron Polluconi
 - b. Expansion of East County System - Molalla - Ron Polluconi / 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
 - iv. Site Acquisition Status - John Hartsock
 - v. Encryption - Update Chief Charlton
 - vi. *Citizen Committee / Appointment - John Hartsock
 - vii. *Project Management Contract Award - John Hartsock
 - d. Colton Fire Partnership Status
10. New Business: (* Action Item)
 - a. **Next Board Meeting October 12, 2016 10:30A @ CCOM - EOC**
11. Open Agenda
12. Adjournment

CLACKAMAS 800 RADIO GROUP

Board of Directors Meeting

Meeting Minutes of the August 10, 2016 Board Meeting

Location: CCOM

1. **C800 Board Meeting Called to Order:** The C800 Board of Directors meeting was called to order at 10:32a.m. by Second Vice Chair Ryan Hari.

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

City of Canby / Chief Bret Smith

City of Gladstone / Chief O'Connor
/ Chief Jeff Jolly

City of Lake Oswego / Leslie Taylor /
Capt Dale Jorgensen / Asst Chief
David Morris

City of West Linn / Capt Neil Hennelly
Boring Fire / Deputy Chief Ryan Hari

Canby Fire District / Chief Jim Davis

CCFD #1 / Chief Fred Charlton

Molalla Fire District / Chief Jim Davis
(Proxy for Chief Vince Stafford)

City of Milwaukie / Capt. Mark Dye

CCOM / Bob Cozzie / Cheryl Bledsoe /
Mark Spross

CC Emergency Management / Jamie Hays
Day Wireless / Jamie Sanderson

WCCCA / Ron Polluconi / Mike Fletcher
John Hartsock / Staff

Dave Karnes / Attorney Skyland
Neighborhood

NOTE: It was determined that Capt Dye was inadvertently counted as part of the quorum present prior to the Board approving the City of Milwaukie as a partner. Therefor the Board will be requested to ratify the actions of the August 10, 2016 meeting at their September 14, 2016 meeting.

3. **Approval of Minutes – June 15, 2016 Board Meeting / July 13, 2016 Board Discussion:**
A motion was made by Bret Smith to approve the minutes and seconded by Fred Charlton.
A unanimous vote was cast in favor to approve the minutes.
4. **Public Comment:** None
5. **Communications:** None
6. **Financial Report – John Hartsock:** Advised that the June 2016 financial statement was attached but that the July 2016 statement has not been received. This is due to the change of bookkeepers. No current anomalies in the budget reports.

7. Committee Reports:

- a. Executive Committee – Ryan Hari – No executive committee meeting was held
- b. Technical – John Hartsock
 - i. Met on August 3, 2016 maintenance and discussed completion of the microwave update / site issues and status – replacing batteries at Goat and Polivka – preventative maintenance / Sawtell site / System replacement planning. Next meeting Sept 28th 9:30a at CCOM.

8. Old Business:

- a. System Management – Ron Polluconi
 - i. Ongoing preventative maintenance – it was noted paging equipment has been having a higher failure rate but thus far we have had spares but the supply is dwindling.
- b. Expansion of East County System – Molalla – Ron Polluconi
 - i. Building and site work 98% complete. Have awarded the antenna contract to Day Wireless – based on receipt of antenna's work should be done by mid – September.
- c. System Upgrade/Replacement – John Hartsock
 - i. Project Education – John Hartsock
 - 1. Microwave Update – Ron Polluconi – work is 98% complete awaiting schedule from Microwave Networks for final clean up.
 - 2. Project Procurement – John Hartsock – WCCCA has obtained approval from Washington County to proceed with a sole source procurement. Awaiting final language for the published notice. Anticipate the notice will be published in early September. Once published C800 will review any protests received and re-engage the C800 discussion.
 - 3. Status of Clackamas County IGA / Bond Sale –Laurel Butman was unable to attend but advised process is proceeding.
 - 4. Site Acquisition Status – John Hartsock – Proceeding as scheduled
 - 5. Encryption – Ron Polluconi – Ron outlined the approach WCCCA initially determine which was keep it simple and encrypt all. They are currently reviewing this approach do to interoperability questions. Dale reminded John to set up the encryption committee discussed last meeting – John advised that he would. Fred Charlton advised that Fire would be discussing this issue at CC Fire Defense Board / WC Fire Defense Board and Mult Fire Defense Board. Ron advised that the best policy is to purchase encryption capable radios and determine protocols later. Further John outlined that the upgrade to

encryption for APX radios previously purchased is in the bond funding.

6. Citizen Committee – John Hartsock – a list of 11 applications was reviewed. After discussion John was asked to narrow the list down based on one person per area and forward to the Board for approval at the next Board Meeting.
7. Project Management Contract Award – John Hartsock – advised that WCCCA and C800 are still reviewing the proposals and interviews and make a recommendation at the next C800 Board Meeting.

d. Colton Fire Partnership – awaiting signed contract

9. New Business:

- a. Site Leases for Skyland / Canby / Sandy / Elligsen Rd / Sawtell radio sites – John Hartsock presented the staff report attached to the Agenda packet. A motion was made by Fred Charlton and seconded by Jim Davis to approved the leases as presented. A unanimous vote was cast in favor.
- b. A&E Services Agreement for existing site evaluations to Don Cushing Associates – John Hartsock presented the staff report attached to the Agenda packet. A motion was made by Neil Hennelly and seconded by Fred Charlton. A unanimous vote was cast in favor.
- c. Approval of City of Milwaukie as Partner - John Hartsock presented the staff report attached to the Agenda packet. A motion was made by Bret Smith and seconded by Jim Davis. A unanimous vote was cast in favor.

10. Open Agenda: None

11. Adjournment: Meeting adjourned at 11:48a.m.

Radio System Upgrade

Project Financial Status

Project:	Radio System Upgrade		
Date Original:	10/1/2015	Date Updated:	September 6, 2016
Project Manager:	John Hartsock		

Item	Budget	Original Encumbrance	Additional Encumbrance / Change Order	Estimate to Complete	Estimated Total	(Over) Under Budget	Expended
Soft Cost							
Issue Research - Patinkin	70,000	39,400.00	8,600.00	0.00	48,000.00	22,000.00	44,450.00
Public Education	Budgeted in Radio Replacement not Capital				0.00		57,019.20
Site Acquisition Consulting / Permits - Quest	60,000	30,000.00	15,000.00	25,000.00	70,000.00	(10,000.00)	66,519.81
Site Acquisition Consulting / Permits - Securasite	200,000	17,000.00	219,750.00	0.00	236,750.00	(36,750.00)	70,449.93
Site Planning - Cushing	400,000	13,025.00	35,850.00	60,000.00	108,875.00	291,125.00	118,924.99
Geotechnical / Environmental Consulting - Black Mtn	100,000	8,050.00		90,000.00	98,050.00	1,950.00	17,150.00
Survey - McKay	70,000	4,490.00		65,000.00	69,490.00	510.00	8,260.00
USFS Land Use Fees					0.00	0.00	
Printing					0.00	0.00	
Bid Advertising					0.00	0.00	
Plan Check / Permit Cost					0.00	0.00	
Materials Testing & Inspection					0.00	0.00	
Project Management	265,000				0.00	265,000.00	
Legal Fees					0.00	0.00	
Insurance				0.00	0.00	0.00	
Licensing	20,000				0.00	20,000.00	0.00
Sub-Total Soft Cost	1,115,000	72,565.00	270,600.00	240,000.00	583,165.00	531,835.00	281,304.73
Construction Cost							
Site Construction	9,500,000	293,788.00		0.00	293,788.00	9,206,212.00	180,131.17
Generator	5,799,000				0.00	5,799,000.00	
48VDC	1,065,000				0.00	1,065,000.00	
Lake Oswego Antenna	18,000	17,500.00	0.00	0.00	17,500.00	500.00	17,511.75
Sub-Total Construction Cost	16,382,000	311,288.00	0.00	0.00	311,288.00	16,070,712.00	197,642.92
Equipment Costs							
Simulcast Equipment	14,928,000				0.00	14,928,000.00	
Master Site Equipment	3,534,000				0.00	3,534,000.00	
Console	1,650,000				0.00	1,650,000.00	

Project Financial Status

Project:	Radio System Upgrade		
Date Original:	10/1/2015	Date Updated:	September 6, 2016
Project Manager:	John Hartsock		

Item	Budget	Original Encumbrance	Additional Encumbrance / Change Order	Estimate to Complete	Estimated Total	(Over) Under Budget	Expended
Back up Dispatch	426,000				0.00	426,000.00	
Spares	1,200,000				0.00	1,200,000.00	
Paging	373,000				0.00	373,000.00	
Subscriber Radios	5,000,000	1,515,648.63			1,515,648.63	3,484,351.37	
Unified Push to Talk	188,000				0.00	188,000.00	
Asset Management	119,000				0.00	119,000.00	
Post Warranty	3,100,000				0.00	3,100,000.00	
System Refresh / Upgrade	2,700,000				0.00	2,700,000.00	
Test Equipment	100,000				0.00	100,000.00	
Microwave	3,368,000	406,169.00			406,169.00	2,961,831.00	369,783.28
Telephone / Data Equip					0.00	0.00	
Security System	1,364,000				0.00	1,364,000.00	

Bond Cost	1,000,000						
Subtotal Other Costs	39,050,000	1,921,817.63	0.00	0.00	1,921,817.63	36,128,182.37	369,783.28
Subtotal Project Cost	56,547,000	2,305,670.63	270,600.00	240,000.00	2,816,270.63	52,730,729.37	848,730.93
Contingency - 5%	2,544,615			0.00	0.00	2,544,615.00	
Total Project Cost	59,091,615	2,305,670.63	270,600.00	240,000.00	2,816,270.63	55,275,344.37	848,730.93



**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: September 6, 2016
Re: Encryption Capable Radios

Chief Charlton advised that he had met with Washington County Fire Defense Board Thursday August 25th and they advised that they are going to have encryption capable radios, but it was unclear if they are going to encrypt any channels.

Chief Charlton requested that I do a cost estimate for current / future radios in the C800 system that will need to be encryption capable? Further he asked if we can dedicate a portion of the \$5 million to cover the cost of the upgrades or will there be other funds available in the \$59 million GO Bonds?

According to our latest inventory Partners have 653 A series radios. Some of these radios are encryption capable but at the moment I am not sure how many. The project budget includes funds to upgrade these existing radios to encrypted capable at an estimated cost of \$255,000.

Partners have 1,435 non A series radios that need to be replaced by 2018. It is recommended that all radios be encryption capable. The cost for encryption at the December 2015 purchase was \$308 per radio. It is anticipated that cost may be lower when we make the next group purchase due to higher volume. Based on the sale of the bonds we may have some premium dollars available that could be added to the \$5million set aside for purchase of subscriber radios to cover this cost.

Members have 57 A series radios and 86 non A series radios.

Mutual Aid affiliates have 23 A series radios and 25 non A series radios

CCOM/LOCOM have 16 A series radios and 162 non A series radios. These are primarily cache radios and they will need to be updated and project funds have been anticipated for this upgrade.



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

Board of Directors Action Request

To: C800 Board of Directors
From: John Hartsock, Manager
Date: September 6, 2016
Re: Appoint a Citizen Advisory Committee

REQUEST: It is hereby requested that the C800 Board of Directors appoint the following individuals to the Citizen Advisory Committee for the Radio Upgrade Project.

HISTORY: As part of the ballot measure to approve the funding for the Radio Upgrade Project it was outlined that C800 would appoint a Citizen Oversight Advisory Committee. The committee to be composed of citizen members living within Clackamas County. Staff has advertised to recruit members and received eleven applications. Staff is recommending that eight of the eleven be invited to participate on the committee based on location throughout the County and they are:

Dave Austin – Lake Oswego	Jacqueline Mansfield - Sandy
Chris Hawes – Damascus	Bill Merchant – Oregon City
Renee King – Clackamas	Kirk Stempel - Gladstone
Ted Kunze – Canby	Laurie Freeman Swanson – Molalla

Further the Chair shall appoint ex-officio members (1)Fire, (1)Law and (1)County Liaison and the C800 Manager as staff.

FINANCE: The funds are budgeted as part of the Radio Project.

LEGAL: Legal counsel will review the charter.

RECOMMENDATION: It is recommended that the C800 Board of Directors appoint the following individuals to the Citizen Advisory Committee for the Radio Upgrade Project.

Dave Austin – Lake Oswego	Jacqueline Mansfield - Sandy
Chris Hawes – Damascus	Bill Merchant – Oregon City
Renee King – Clackamas	Kirk Stempel - Gladstone
Ted Kunze – Canby	Laurie Freeman Swanson – Molalla

"Name"	City	Yrs CC	Occupation	Employer	Why do you want to serve on the Citizen Accountability Committee?	What strengths do you bring to the Citizen Accountability Committee?	What other civic involvement do you have or have had?
Dave Austin	Lake Oswego	50	Retired	N/A	While now retired, I have spent most of my career in emergency services performing a variety of roles. I want a robust and reliable system for our responders to use as they perform their valuable service. At the risk of sounding cliché, the community has given a lot to me so I look forward to this opportunity to possibly give something back.	I have served in a variety of capacities managing both public and private organizations. Finance/budgeting, contracting, specification/procurement, and emergency communications have been a big part of my professional experience.	Board of Directors - Chamber of Commerce Legislative Committee member - Oregon Fire Chiefs, Oregon APCO-NENA A variety of neighborhood and community volunteer opportunities including our schools and coaching little league
Chris Hawes	Damascus	17	Industrial Construction Management	Self	This project will have great impact on the emergency services provided to the community I live in. I would like to help ensure that the project implementation is successful, effective, and responsible to the people I share this community with.	I have a background in budgets, estimation, project management, and establishing strategic plans and timelines. Striving for efficiency and accountability have been a part of my professional experience for over 30 years.	I served on the City of Damascus Committee for Citizens Involvement for three years, two as chair while we hosted an intensive series of 30 Citizen Town Halls. I also served on the City of Damascus Budget Committee for 3 years. I served as Campaign Manager for the Citizens Committee for Disincorporation.
Renee King	Clackamas	13	Community Relations Manager	Providence Health & Services	Now that the bond has passed, it will be important to the District to show great accountability and transparency in implementing the funding and reaching successful project completing. Also, working in the health care field, I know that quick transmission between EMS is truly life-changing.	Communications, public relations and community relations skills.	Currently a board member of the Clackamas County Arts Alliance. Have served on the North Clackamas Parks & Recreation district advisory board; currently on the budget committee. Clackamas Rotary; past president and active member
Ted Kunze	Canby	19	Retired	Retired	I was part of the group that originally formed C800 and believe that a reliable and durable communications system is essential to providing public safety services to the residents of Clackamas County.	As a Chief Officer in the Fire Service I had the responsibility for our communications systems. Additionally, I was the point person on communications issues for the Oregon Fire Chief's Association and for the last 10 years have been a member of the Oregon SIEC Partnership Committee.	16 years as a member of the Board of Trustees for Special District's Insurance Services. 18 years as a Volunteer Softball Coach at Canby High School. Member of the Urban Renewal Task Force, City of Canby. Member of the City Administrator Search Committee, City of Canby.

Jacqueline Mansfield	Sandy	5	Admin Assist	Clackamas Education Service District	I have been looking for volunteer opportunities in my community and this sounds interesting.	I have a strong business financial background.	This would be my first.
Bill Merchant	Oregon City	30	Marketing	Western Marketing	I want to ensure Clackamas County citizens get the best radio system commensurate with the budget. Telecommunications are rapidly evolving, we don't want bonds paying for an obsolete system in a few years.	I'm Chairman of Beaver Creek Cooperative Telephone Company, so I'm aware of industry trends. I'm on ODOT Region 1 Area Council on Transportation. I've run my own business for many years, so I'm aware of financing.	I've been an actively involved citizen for years, former chair of the planning commission, representative to Metro, chair and vice-chair of the Hamlet of Beavercreek. While my address is Oregon City, I live outside the Urban Growth Boundary in rural Clackamas County.
Kirk Stempel	Gladstone	30	Firefighter	Gladstone Fire Department	Our regional emergency services is critical, supporting this project should be top priority. I want to be a part of the solution, making sure the needs of the community are addressed in a transparent and fiscally responsible manner.	I have spent many years as a first responder. I am also a Planning Commissioner for the City of Gladstone, and have recently owned a commercial construction company. I understand the needs of the emergency services. I feel my broad and diverse background will support this project.	I currently am a Planning Commission member and Traffic Safety Committee member for the City of Gladstone. I am the PIO for Gladstone Fire Department. I am a member of the Clackamas County Water Rescue Consortium.
Laurie Freeman Swanson	Molalla	36	Farmer & Horse Trainer	Self employed	This is an important time. I believe that it is important to have many eyes on this new communication set-up. I believe we need to be cognizant of all areas of this new system. I believe it is important that this system helps responders as well as victims.	I have been on several committees at county for 14 years. I have also had life experience that gives me information about what will be the best to help both responders and victims.	Molalla CPO since 2002 CCI for 5-6 years Transportation revision Committee-2 1/2 years until completion C4- 2015-present C4 executive committee

Not Appointed

Gerard Kearney	Clackamas	16	Retired IT Director	General Motors SPO	I believe in giving back to my community. I have a strong business background as well,as extensive experience in public service. I also believe that our first responders and citizens deserve a reliable long term solution to the emergency communication needs of the county.	As stated above a 37 year career in IT. The experience of managing large scale and complex installation and maintence of these systems. The responsibility for the management of one hundred million dollar budgets. A demonstrated willingness to give to the community.	CCFD 1 volunteer for 8 years, an officer in the Volunteer Association for six years and a trustee of the Clackamas Emergence Services Foundation for four years.
Steve MacAdoo	Oregon City	25	Paramedic/Firefighter	CFD#1	I have served on "oversight" committees before and enjoy bringing my perspective to the table to assist in monitoring the project	I bring my experience from serving on committees for several government and non-profit agencies. I have also served many years as a Public Information Officer for my current employer and previous employer. As a Paramedic/Firefighter for 25 years I understand the basics of how the radio system employer.	I have served on the Parks and Recreation Advisory Committee for the City of Oregon City for 3 years. I was a board member of Oregon Impact for 4 years during my stint as the PIO for CCFD#1.
Karl Wescott	Damascus	58	Small Specialtiy Mfg and Retail - President	Wescotts Auto Restyling	Assure that monies are spent wisely. Assure that the system meets the needs of emergency responders. Assure that the system is critically reliable.	Active volunteer firefighter at the Damascus station for about 35 years (7 as top responder). I have been the user of both VHF and 800 systems. Small business operator with responsibility for computer and data systems.	Citizen Coordinating Committee (C3), comprehensive plan development, City of Damascus. Board Member and current Treasurer of Damascus Civic Club (owns/operates a park in Damascus). Cub scout and Boy Scout leader. Member of Oregon Rail Heritage Foundation.



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

Board of Directors Action Request

To: C800 Board of Directors
From: John Hartsock, Manager
Date: August 10, 2016
Re: Approval of Project Management Agreement

REQUEST: It is hereby requested that the C800 Board of Directors authorize entering into a personnel services contract in an amount not to exceed \$350,000 with a firm to provide project management services for the Radio Upgrade Project. Details of the recommended firm will be provided at the September 14, 2016 Board meeting.

ISSUE: As part of the Radio Upgrade Project the services of an independent Project Management firm have been included in the project planning and budgeting for the project. The Project Management firm will provide appropriate personnel to provide project oversight with key responsibility for schedule and budget management.

C800/WCCCA published a Request for Proposal for Project Management Services on May 26, 2016 and received twelve requests for the document and four proposals on June 23, 2016. The purpose of the Request for Proposals (Solicitation) was to obtain competitive offers from qualified Firms or Individuals interested in providing WCCCA/C800 with Communication System Upgrade Project Management Services.

SCOPE OF WORK:

The Provider shall provide organizational skills, management oversight, and fiscal control in an expeditious and economical manner consistent with the interests of the overall project. The Provider's primary responsibility is managing the successful implementation of all key project elements of the Communications System Replacement Project and will include but are not limited to the following:

- i. Communications site acquisition, development, construction and provisioning in compliance with the most current Motorola R56 Standards and Guidelines for Communications Sites.
- ii. Upgrading existing communications sites to comply with new design needs and or regulatory or land use requirements. (R56 compliant upgrades, essential facilities, tower loading and or related revisions)
- iii. AC power generation and DC power and backup systems.
- iv. Microwave backhaul systems (IP and TDM technologies)
- v. Network management systems, security, telemetry, alarms and surveillance
- vi. Wireless Ethernet connectivity to key public safety facilities (IP underlay)
- vii. P25 Land Mobile Radio subscriber equipment receipt, inventory control, programming/upgrades, distribution and installation as appropriate.

- viii. P25 Land Mobile Radio infrastructure scope of work (SOW) acceptance testing, shipping, installation, startup, optimization, systems performance and system coverage testing.
- ix. P25 Land Mobile Radio subscriber cut over and final acceptance testing/approval.
- x. Directly purchased and or supplier provided equipment inventories and reconciliation.

The four firms that provided proposals were;

1. Plan B Consultancy – Lake Oswego, OR
2. 3dB Communications – Beaverton, OR
3. Gillespie, Prudhon & Assoc – Clackamas, OR
4. Compass Project Solutions – Keizer, OR

A four-person review team evaluated the proposals based on the criteria outlined in the RFP document and narrowed the field to Plan B Consultancy and 3dB Communications. Interviews are being conducted on August 8th to determine a finalist for recommendation to the Board.

FINANCE: The funds are budgeted as part of the Radio Project.

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

RECOMMENDATION: It is recommended that the C800 Board of Directors authorize entering into a personnel services contract in an amount not to exceed \$350,000 with a firm to provide project management services for the Radio Upgrade Project. Details of the recommended firm will be provided at the September 14, 2016 Board meeting.