



Deschutes County 9-1-1 Service District User Board Meeting Minutes

Date & Time: Tuesday, June 19, 2018, at 1000 hours

Location: Deschutes County 9-1-1, 20355 Poe Sholes Drive, #300, Bend

Attendees: Sara Crosswhite, Chris Perry, Megan Craig, Tim Beuschlein, Jonathan Spring, Beth Casper, Kim Morse, Phil Henderson, Tom Anderson, David Givans, Shane Nelson, Paul Garrison, Jim Porter, Ben Gregory, Paul Kansky, Cory Darling, Denney Kelley, Dave Tarbet, Tim Moor, Gary Marshall, Bill Boos, Matt Ziebol, Garrett Andrews, James Cook, Scot Brees, and Nanette Howard.

1. Call to Order and Introductions – Sara Crosswhite, Interim Director

2. Approval of the May 15, 2018 Meeting Minutes

Shane Nelson moved to approve the May 15, 2018 meeting minutes, as presented. Motion seconded by Denney Kelley; motion carried.

3. Public Comment – Scot Brees introduced himself and gave a brief description of his work/educational background. Based upon his experience and recent observations, he urged fire agencies to delay migrating to the radio system until all of the issues have been resolved.

4. Staff Reports

Administration

REVISED STRATEGIC PLAN: Sara Crosswhite distributed the most recent draft of the Deschutes County 9-1-1 Strategic Plan for 2018-2021 for review. Following discussion, she sought a recommendation from the Board to submit the strategic plan to the Deschutes County Board of County Commissioners for approval.

Jim Porter moved to submit the draft of the Deschutes County 9-1-1 Strategic Plan for 2018-2021, as presented, to the Deschutes County Board of County Commissioners for approval. Motion seconded by Denney Kelley; motion carried.

DEPUTY DIRECTOR OF TECHNICAL SERVICES: Sara Crosswhite advised the applicant who was extended the conditional job offer for the Deputy Director of Technical Services position has withdrawn his name from consideration. Recruitment efforts will be renewed within the next week. The position will remain open until filled.

General discussion ensued regarding the salary and benefits of the position. Suggestions were made on how to broaden the field of potential candidates and what steps the County can take to attract a greater number of qualified applicants.

Operations

Chris Perry announced the District recently participated in an active threat drill at Sisters High School. It proved to be beneficial in the ongoing development of a countywide Active Threat Apparatus Response Plan and also provided dispatchers with an opportunity to practice the Active Shooter protocol. District staff also assisted with the services of fallen firefighter Rhett Larsen (Bend FD) and were humbly honored to have had the opportunity to do so.

Training and Hiring

Megan Craig announced there are five employees in dispatch training; one in fire, two in police and two in call-take training. Interviews will be conducted on July 16, 2018 for the vacant positions; positions will remain open until filled. CAD training for District staff will begin August 2018.

Technical Systems

CAD Project – Jonathan Spring announced the recent CAD 2018.1 upgrade went well. Function testing will be conducted June 20 – 21, 2018. The new monitors have been installed on the Floor.

In response to Tim Moor's inquiry, Jonathan Spring explained the fire agency iOS client will be set up when the "go live" date gets closer.

Radio System – Tim Beuschlein reported installation of the fire grant radios at Black Butte Ranch FD and Sisters FD continues. The programming is almost complete, and the District will have radios available by the end of June for testing. Testing the tone and voice paging on the 800 MHz system for fire station alerting will be conducted on Wednesday, June 20th. Staff from ADCOMM Engineering and Day Wireless Systems conducted some in-building coverage and drive testing last week. It has been determined St. Charles' Hospital has enough signal to provide the coverage needed without any further in-building amplification. District staff will continue testing in-building coverage and mapping coverage. Once the plan for the courthouse is complete, the next area of focus will be the schools. Civil work continues for the Overturf Butte permanent site. The subcontractors completed the survey and geo tech work and should have a report available within the next two weeks. The Overturf Butte temporary site is performing well.

5. Operating Agreement Amendment – Tom Anderson

Tom Anderson distributed copies of a proposed amendment to the Deschutes County 9-1-1 Service District Operating Agreement (No. 2015-109) for review and discussion. The amendment was drafted at the request of the User Board at their April 17, 2018 meeting. The purpose of the amendment is to further define the role of the User Board in regards to the annual job performance assessment of the 9-1-1 Director. He stressed, however, any serious concerns should be brought to him immediately. Adoption of the amendment will require the approval of each agency's governing body. A customized signature page will be sent to each agency and, if approved, will be treated as an attachment to the original operating agreement.

Shane Nelson suggested the language be changed in Item No. 1 of the amendment to reflect input from users can be an ongoing process rather than specifying “annually.”

There being no further discussion, Tom Anderson indicated he would make the change as requested in Item No. 1. Once completed, he will send formal signature pages to each agency.

6. Other Items or Good of the Order

Sara Crosswhite congratulated Megan Craig for her 20 years of service to the Deschutes County 9-1-1 Service District.

7. Adjournment

There being no further business, the meeting adjourned at 1023 hours.

Minutes respectfully submitted by Sara Crosswhite and Nanette Howard.