

**EMERGENCY COMMUNICATIONS OF SOUTHERN OREGON
CHIEF EXECUTIVE OFFICERS BOARD
MEETING MINUTES**

**June 11, 2014
ECSO – 400 Pech Road, Central Point, OR**

AGENCY REPRESENTATIVES

Jackson County	Mike Winters	Fire District #3	Dan Petersen
Medford Police Dept	Tim George	Applegate Fire Dist #9	<i>absent</i>
City of Ashland	Terry Holderness	Medford Fire Dept	Bill Hoke
City of Talent	<i>absent</i>		

Other attendees

ECSO: Margie Moulin, Jody Hathaway, Kevin Harris, Johnna Hamilton
Jeff Palmer, Joe Crawford, Craig Williams
Legal Counsel: Martial Henault

Chair: Dan Petersen **Call to Order:** 3:31 p.m. Roll call taken, quorum confirmed

Bill Hoke moved to approve the minutes from the May 7, 2014 meeting; no objections.

FINANCIAL REPORT

Jody Hathaway reviewed financial packets from the past three months.

MOTION: Terry Holderness moved to approve the financial packets for May 2014. The motion passed by unanimous roll call.

Total expenditures of approved packet: \$880,006.25.

DIRECTOR'S REPORT

Margie Moulin updated the Board regarding ECSO new hires (training starts June 18) and the Retains project (staffing retention).

OLD BUSINESS

Audit Response

The ECSO response to the last Auditor's findings was distributed. Segregation of duties has been addressed to the degree possible. Some recommendations would be difficult or impossible to implement with limited administrative staff, of which the auditor is aware. The Board acknowledged they don't want to over-burden the minimal staff; however, "trust but verify" is the most responsible policy and it was suggested ECSO look at core job functions to prioritize segregation of the more financially-sensitive duties.

NEW BUSINESS

Approval of Resolutions

MOTION: Tim George moved to approve Resolution No. 2013-2014-04: "In the Matter of Transferring from the Holiday Overtime Line Item to the Minor Equipment, Capital Expenditures, Legal and Rental Line Items." The motion passed by unanimous roll call.

MOTION: Tim George moved to approve Resolution No. 2013-2014-05: “In the Matter of Transferring from the Contingency Line Item to Contingency Fund”. The motion passed by unanimous roll call.

User Survey Results

Discussed the comments from user agency line personnel submitted in response to ECSO’s user survey. A list of topics from ECSO’s last division meeting was distributed, showing that many issues from the survey comments are being addressed through training. Margie Moulin would like to wait until December of 2015 to do another survey.

>>ACTION: Margie Moulin will email the survey questions and consolidated comments to Board members.

Avista – Tower Colocation

Avista approached ECSO about leasing tower space. ECSO has been researching equivalent rates from around the state. Any agreement should still reserve space for ECSO future growth.

MOTION: Terry Holderness moved to give the ECSO Director discretion to move forward and enter into a colocation lease agreement with Avista. The motion passed unanimously.

Special Districts – Worker’s Compensation

For ECSO to continue being a member of the Special Districts Insurance Trust, the Declaration of Trust must be reaffirmed.

MOTION: Tim George moved to approve signing the “Joinder to Trust Agreement for Emergency Communications of Southern Oregon” with Special Districts Insurance Trust. The motion passed by unanimous roll call.

XMU

Margie Moulin presented details about a system to minimize the number of unintentional calls placed to 911 from cell phones. The system would require a caller to make noise or press a button to reach a call-taker. This would significantly reduce call load in the call center. There is normally a prohibition on installing an automated message system on 911; however, an exception can be made by the state specifically for screening unintended calls. It would require public education to overcome the natural aversion to such an automated system and to explain why the level of service would not be any different than what true-emergency open-line calls currently receive.

The Board expressed consent for ECSO to continue moving forward with XMU.

ADJOURNMENT

Having no further business, and hearing no public comment, the meeting adjourned at 4:28 p.m. The next CEO Board meeting will be July 9, 2014 at 3:30 p.m. in the ECC room at 400 Pech Road Central Point, Oregon unless otherwise notified.

Respectfully submitted,
Jeff McCamish, Recording Secretary