

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

**February 10, 2016
ECSO – 400 Pech Road, Central Point, OR**

AGENCY REPRESENTATIVES

Jackson County	Corey Falls	Fire District #3	Dan Petersen
Medford Police Dept	<i>absent</i>	Applegate Fire Dist #9	Chris Wolfard
City of Ashland	Tighe O'Meara	Medford Fire Dept	Brian Fish
City of Talent	<i>absent</i>		

Other attendees

Legal Counsel: Martial Henault

ECSO: Margie Moulin, Jody Hathaway, Johnna Pellam, Kevin Harris, Sarah Leonard, Joe Crawford
Jeff McCamish

Chair: Chris Wolfard **Call to Order:** 4:05 pm Roll call taken, quorum confirmed

Tighe O'Meara moved to approve as read the minutes from the January 20th meeting; no objections.

FINANCIAL REPORT

Jody Hathaway reviewed Payroll and Accounts Payable for January 2016, noting that the total expenditure amount includes the \$835,000 transfer to the State Pool.

MOTION: Brian Fish moved to approve the January 2016 financial packet. The motion passed by unanimous roll call.

Total expenditures of approved packet: \$1,432,101.46

OLD BUSINESS

Engineering Study RFP

Reviewed the draft RFP for an engineering study that would determine the costs and steps to implement a solution for the county radio infrastructure, addressing the issues defined in the radio task force's report. A language clarification was requested to include the word "voted" with "trunked simulcast system" to eliminate any ambiguity about the final goal.

The Board agreed there would be no impact on the RFP if advertising it was delayed until after the upcoming budget meetings. A \$75,000 estimate could be included in the budget; once the budget is approved, the RFP could then be sent out and the estimate adjusted based on the results.

MOTION: Dan Petersen moved to approve the Engineering Study RFP with the discussed amendments but otherwise as written and wait for approval of the next budget before advertising the RFP.

The motion passed unanimously.

Strategic Plan

Margie Moulin presented the Strategic Plan final draft, reviewing the Goals and how they would benefit ECSO. She requested the CEO Board adopt the Goals and Objectives of the plan, while

allowing ECSO to determine the best strategies to achieve them. Discussion resulted in two changes:

- a) Goal 1, Objective 1: Replace "...consistent means for establishing User rates annually" with "...consistent means of agency funding."
- b) Goal 2, Objective 5: Replace "Research the need to increase IT Department staffing..." with "Review department resources and efficiencies..."

The purpose of both changes would be to allow ECSO to implement specific Strategies (e.g. stable user rate method, increased IT staffing), while granting the flexibility to continue pursuing the overall Objectives through other listed Strategies (e.g. special district, public/private partnerships).

MOTION: Tighe O'Meara moved to approve the goals and objectives presented in the Strategic Plan, as amended in the discussion.

The motion passed by unanimous roll call.

SIEC Grant Update

ECSO's application has been re-submitted for the second chance at funds leftover after the first SIEC grants were awarded. ECSO is one of only three agencies given the opportunity.

Executive Session

Entered Executive Session under ORS 192.660(2)(f) at 4:36 pm and exited at 5:40 pm.

NEW BUSINESS

UPS Cutover

Kevin Harris reviewed the recent relocation to the ECSO backup center during replacement of the ECSO facility's upgraded Uninterrupted Power Supply (UPS), including lessons learned to improve communications and user agency collaboration in the event of future backup center use.

Resolution to Transfer Funds from Equipment Replacement Fund (UPS)

The cost of the new UPS system was approximately \$83,900. The State of Oregon is covering most of the cost from the 9-1-1 tax account. ECSO's portion is \$16,257.75. Approval for this amount was previously granted in the 9/24/2015 CEO Board meeting.

MOTION: Tighe O'Meara moved to approve Resolution No. 2015-2016-01: In the Matter of Transferring from the Equipment Replacement Fund to General Fund, amending the Chair's name to Vice-Chair Chris Wolfard.

The motion passed by unanimous roll call.

ADJOURNMENT

Having no further business, and hearing no public comment, the meeting adjourned at 5:56 p.m. The next CEO Board meeting will be April 6, 2016 at 4:00 pm (after the IGC budget meeting) in the ECC room at 400 Pech Road Central Point, Oregon.

Respectfully submitted,
Jeff McCamish, Recording Secretary