

**EMERGENCY COMMUNICATIONS OF SOUTHERN OREGON  
BOARD OF DIRECTORS  
MEETING MINUTES**

**February 11, 2020  
ECSO – 400 Pech Road, Central Point, OR**

**AGENCY REPRESENTATIVES**

Jackson County	<i>absent</i>	Fire District #3	Robert Horton
Medford Police Dept	Scott Clauson	Lake Creek Rural FPD	Tony Paxton
City of Ashland	Tighe O’Meara	Medford Fire Dept	Eric Thompson
City of Eagle Point	Darin May		

**Other attendees**

ECSO: Margie Moulin, Kevin Harris, Johnna Pellam, Jody Hathaway, Jeff McCamish

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**Chair:** Robert Horton                      **Call to Order:** 10:01 am                      Roll call, quorum confirmed

Tighe O’Meara moved to approve the November 2019 minutes. Second: Scott Clauson. Motion passed.

**FINANCIAL REPORT**

Jody Hathaway reviewed the financial packets for November/December 2019 and January 2020.

**MOTION:** Tighe O’Meara moved to approve the financial packets for November 2019, December 2019, and January 2020. Scott Clauson seconded.  
The motion passed by unanimous roll call.  
Total expenditures of approved packets: \$2,963,942.51

**DIRECTOR’S REPORT**

**AT&T/FirstNet**

ECSO is looking into cost of work cell phones for managers (they have been using personal phones); however, to have FirstNet-enabled phones, the service would have to be through AT&T. ECSO will be testing phones provided by AT&T to see if their coverage in our area is sufficient.

**Fire District 5 Frequency**

ECSO had to send notice to the FCC declining a Fire District 5 request, due to frequency conflict.

**Emergency Management Volunteer**

ECSO has been approached by a retired east coast Emergency Manager, now living in the area, who offered his volunteer services for updating plans, etc. He has also met with Stacey Belt (Jackson County Emergency Manager) and would likely come on under her department.

**Jackson County Roads**

County Roads is already a minimum user of ECSO. They have expressed interest in partnering as the new radio system is built to include talk groups for them. They also own stockpile sites throughout the county where radio infrastructure could potentially be built.

## **DIRECTOR'S REPORT (continued)**

### **ECSO Staffing**

ECSO has 2 new employees in training, 2 just finished training, and 4 vacant dispatcher openings. Director Moulin advised the Board she would like to have future discussions about creating tiered dispatcher/calltaker positions to improve the success rate of training new hires.

### **Phone System Upgrade**

ECSO is due for a phone upgrade. CenturyLink has advised ECSO that their phone support agreement is at End-of-Life (they normally only support for 6 years; ECSO is on year 8 with this system.) The State 911 system has been postponing the upgrade due to cost. The state currently pays for 13 phone positions at ECSO; but they are moving to a new calculation formula that would only cover the cost of 10 phone positions. ECSO management is working with the state on adopting a different formula that would cover all 13 positions. If that fails, the Board and Council would need to consider the costs of supporting the other 3 positions.

## **OLD BUSINESS**

### **Radio Infrastructure Bond**

- RFP due date is March 18, 2020. A seven-member evaluation panel has been formed of Fire and Law personnel, plus Kevin Harris of ECSO. The panel will meet in April after each member has had time to individually score the submissions. Federal Engineering will continue to be available as consultants during this process.
- The Board was given draft copies of the contract between Jackson County and ECSO that states the County would own equipment purchased with the radio bond until the bond is paid off in 20 years (necessary because the County is carrying the bond on ECSO's behalf.) Medford and Ashland would retain ownership of any equipment currently theirs.

### **Parole and Probation**

Parole and Probation is in the process of becoming an ECSO Minimum User. Their officers will be doing dispatch sit-ins and get training in radio use, etc.

### **Strategic Plan**

ECSO Management has compiled goals and objectives for a new 5-year plan. (Increased to 5-year from 3-year format, due to the anticipated timeline of the Radio Infrastructure build-out.) Next step is to seek input from ECSO dispatchers and User Agency personnel before compiling the final Plan, which would then be brought to the Board for adoption.

## **NEW BUSINESS**

### **USFS/DOJ Elk Mountain**

USFS/DOJ is looking to lease tower space on Elk Mountain. Director Moulin will update the Board as more information is available.

### **Oregon LGIP Fund**

Jody Hathaway requested permission to move an ECSO account from People's Bank to LGIP to secure a higher interest rate. People's Bank formerly matched the LGIP interest rate but has informed ECSO that they will no longer be doing so.

**MOTION:** Tony Paxton moved to authorize ECSO to transfer the interest-earning account from People's Bank to LGIP. Eric Thompson seconded.  
The motion passed by unanimous roll call.

### **Contingency Line Item – Transfer Funds**

Jody Hathaway requested permission to transfer funds from the Contingency Line Item to cover two specific expenses.

**MOTION:** Tighe O'Meara moved to authorize ECSO to transfer funds from the Contingency Line Item for the following purposes:  
A) To replace batteries in ECSO's UPS system  
B) To purchase Cyber Insurance through Traveler's Insurance  
Robert Horton seconded. The motion passed by unanimous roll call.

### **Board of Directors Policy update**

BOD4 updated to remove the requirement of providing Board members the State Public Meetings Manual, since the state no longer provides it for free in electronic form.

**MOTION:** Eric Thompson moved to authorize updating Board of Directors Policy 4 to 4.1  
Tighe O'Meara seconded. The motion passed by unanimous roll call.

### **End of Year Performance Report**

Johnna Pellam reviewed 2019 ECSO Performance Measures and work volume statistics. Board members can email Corey Nelson if they need reports run for agency-specific statistics.

## **ADJOURNMENT**

Having no further business, and hearing no public comment, the meeting adjourned at 10:53 am. The next CEO Board meeting will be March 10, 2020 at 3:00 p.m. in the ECC room at 400 Pech Road Central Point, Oregon unless otherwise notified.

Respectfully submitted - Jeff McCamish, Recording Secretary