

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

August 25, 2020

ECSO – 400 Pech Road, Central Point, OR

AGENCY REPRESENTATIVES

Jackson County	Nate Sickler	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	<i>absent</i>		

Other attendees

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

Chair: Nate Sickler

Call to Order: 3:04 pm

Roll call, quorum confirmed

Tighe O’Meara moved to approve the June 2020 minutes. Tony Paxton seconded. Motion passed.

FINANCIAL REPORT

Jody Hathaway reviewed the financial packets for June and July 2020

MOTION: Scott Clauson moved to approve the financial packets for June and July 2020. Eric Thompson seconded. The motion passed by unanimous roll call. Total expenditures of approved packets: \$1,533,350.02

DIRECTOR’S REPORT

ECSO Phone System

The State’s revision of 911 funding calculation might still result in only covering 10 of 13 ECSO phone positions. \$180,000 has been set aside to cover them in case. More should be known in the first quarter of 2021 after State’s vendor selection process.

ECSO Staffing

Three current trainees, with five positions to fill; looking at staggered training to get that many through. Overtime will continue to be high until staffing is caught up.

APCO (Association of Public Safety Communications Officials)

ECSO Director Margie Moulin has been sworn in as APCO International President.

PERFORMANCE REPORT

Overall activity trending down for second quarter of 2020; slightly up in July. Performance benchmarks are being met. Some NENA benchmarks will likely be lowered to more practical levels soon, which would result in even better compliance percentages for ECSO.

OLD BUSINESS

Radio Infrastructure

ECSO has had sixteen online meetings with Motorola since June 2 for contract negotiations. Legal counsel is now content with the contract; however, the radio coverage system design is still pending. Per Oregon law, any construction of new towers, etc. needs to be issued under a separate Request for Proposal. Once the design is in place, all user agency stakeholders will be invited to review it.

Regarding timeline of new radios: the intention of the bond is to cover mobile and portable radios, but they likely wouldn't be purchased until late in the go-live process in order to have the most recent technology (i.e. potentially year 2025.)

A Project Manager was not budgeted in the bond. Margie Moulin has asked Federal Engineering for a quote. The Board agreed they want more time to review the documents before deciding on the necessity of hiring a project manager.

NEW BUSINESS

Resolution on ECSO Internal Financial Controls

After the latest financial audit, ECSO was given a notice of insufficient separation of duties due to having a financial department consisting of one person (Manager Jody Hathaway.) Since expanding administrative staff is not an option with ECSO's limited resources, an internal control policy was created to acknowledge the issue of limited staff while reinforcing best practices for financial integrity.

MOTION: Tighe O'Meara moved to approve Resolution 2020/2021-01: "Internal Financial Controls for Entity with Limited Staff Policy"
Robert Horton seconded. The motion passed by unanimous roll call.

OTHER BUSINESS

Tony Paxton and Sheriff Nate Sickler both expressed gratitude to the 911 calltakers and dispatchers for their calm handling of recent incidents.

ADJOURNMENT

Having no further business, and hearing no public comment, the meeting adjourned at 3:39 pm. The next CEO Board meeting will be August 29, 2020 at 3:00 p.m. unless otherwise notified.

Respectfully submitted - Jeff McCamish, Recording Secretary