

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

**December 1, 2020**

**ECSO – 400 Pech Road, Central Point, OR**

**AGENCY REPRESENTATIVES**

Jackson County	Nate Sickler	Fire District #3	<i>absent</i>
Medford Police Dept	Scott Clauson	Lake Creek Rural FPD	<i>absent</i>
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

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**Chair:** Nate Sickler

**Call to Order:** 3:01 pm

Roll call, quorum confirmed

Eric Thompson moved to approve the October minutes. Scott Clauson seconded. Motion passed.

Due to this meeting being a week earlier than usual, there was no Financial Report. November’s financial packet will be reviewed at the next Board meeting.

**DIRECTOR’S REPORT**

**Staffing**

One ECSO Supervisor and one dispatcher have retired. The Supervisor position will be left open until July 1, to allow time to fill several vacancies at the dispatcher level before promoting a dispatcher up.

**OLD BUSINESS**

**Radio Infrastructure**

Jackson County has signed the contract with Motorola for the radio project. Motorola is creating their project team. Margie Moulin proposed reconvening the Radio Task Force to involve knowledgeable personnel from User Agencies who can help ensure the project design meets their needs. The Board members present agreed with the proposal.

**Project Manager for Radio Project**

Per the Jackson County attorney, the Bond Council has approved using funds from the radio Bond to pay for Project Management of the radio infrastructure project. The attorney also confirmed that ECSO could use the original agreement with Federal Engineering to retain them as Project Manager without going out for a separate bid. The Board reviewed Federal Engineering’s submitted estimates for yearly labor and travel costs. Margie Moulin suggested paying out of the Bond for the first year and then reassessing annually whether to continue using the Bond or building the Project Management costs into ECSO’s budget.

## OLD BUSINESS (continued)

### Project Management (continued)

**MOTION:** Tighe O’Meara moved to approve retaining Federal Engineering for project management of the radio project, paid with the radio Bond for the first year. Scott Clauson seconded.  
The motion passed by unanimous roll call.

## NEW BUSINESS

### Performance Measures

ECSO will be changing calltaking protocol to comply with ambulance ordinance changes; specifically using ProQA to determine proper response levels prior to dispatching for less emergent incidents, rather than dispatching based on caller’s first statement. This will obsolete the previous calltaking benchmark times. ECSO is developing a new Performance Measures policy; however, creating realistic new benchmarks will require compiling data from actual use of the method over several months. Margie Moulin asked the Board if they were comfortable with ECSO putting benchmark expectations on hold for six-months while the new data is collected. The Board agreed.

### Opting out of Model Contracting Rules & ECSO Procurement Policy

ECSO has drafted a new Procurement Policy that will enable the ECSO Board of Directors to make contracting decisions (using Request for Proposal instead of Invitation to Bid). The language in the new policy has been attorney vetted.

**MOTION:** Eric Thompson moved to approve Resolution 2020/2021-1: “Joint Resolution of the Board of Directors and Local Contract Review Board Opting Out of the Attorney General’s Model Public Contracting Rules and Amending Public Contracting Rules for the Emergency Communications of Southern Oregon.”

Tighe O’Meara seconded. The motion passed unanimously.

**MOTION:** Tighe O’Meara moved to approve the revised ECSO Procurement Policy. Scott Clauson seconded. The motion passed unanimously.

## ADJOURNMENT

Having no further business, and hearing no public comment, the meeting adjourned at 3:35 pm. The next CEO Board meeting will be on Tuesday, January 12, 2021.

Respectfully submitted - Jeff McCamish, Recording Secretary