



METCOM 9-1-1

Governing Board Meeting Minutes

September 17, 2024

MEMBERS IN ATTENDANCE:

Jay Alley
Sherry Bensema
Joe Budge
Mark Daniel
Jordan Donat
Levi Eckhardt
Todd Engstrom
Damian Flowers
JP Fogarty

Bill Miles
Dan Mullens
Martin Pilcher
Don Taylor
Jeremy Tinney
Jim Trierweiler

METCOM:

Wendy Patterson
John Thompson

METCOM regular Governing Board meeting called to order at 10:08 AM by Board Chair, Mark Daniel.

The July 2, 2024, Board meeting minutes were provided to Board members via email and available in hard copy form or by request at the meeting. Board Chair, Mark Daniel asked members asked if there were any changes to the minutes provided. None were voiced. The motion to accept the minutes were made as follows:

- Don Taylor made a motion to accept the June 4th, 2024, Board Meeting minutes.
- Second by Damian Flowers
- Discussion: None. Motion passed, no opposition.

Interim Director Pay:

Mark Daniel opened a discussion for work out of class pay for Interim Director John Thompson. The proposed work out of class pay would be paid at 10% of John's current salary. The work out of class pay would be in effect while working as the Interim Director and would be retroactive to the date he accepted the Interim Director position.

Discussion: Joe Budge stated he felt this was appropriate and was in favor of the work out of class pay.

Motion: Dan Mullen made a motion for John Thompson to receive 10% work out of class pay retroactive to the date the position was accepted.

Motion 2nd: Joe Budge

Discussion – None

Vote all in favor / none apposed; motion passed.

User Fee Committee:

The user fee committee will meet on Friday, September 27, 2024. Joe Budge stated that at the previous user fee meeting the committee reviewed three (3) different rate structures presented by: Dan Mullen, Mark Spross and Alan Hume. The user fee committee will review and discuss each rate structure on September 27th.

Dispatch Console Project:

John Thompson advised the console design is complete and is almost ready to submit the final order. METCOM has selected the electrical contractor and the carpet contractor. Currently the complete project appears to be on budget including the vendor bids. The installation date is reliant on the completion of the phone project at the back up facility.

Phone Project (Stayton):

The phone project is currently being delayed due to permitting issues with the telephone company and the City of Stayton. The phone contractor originally anticipated mid-October for the completion date. The current target date is now early December. Because the back up center will be used during the installation of the new console equipment in Woodburn, we are looking at the first part to mid-January for the console installation.

Annual Audit:

Pre audit documents have been provided to RedW (previously Grove Mueller & Swank). The on-site visit is now being conducted off site remotely and is anticipated to be complete by the end of September.

Staffing:

Currently METCOM has 3 open dispatch positions. We lost one new hire in training. We have two (2) currently in backgrounds with the anticipation that two more will be moving into background shortly. We still have two part-time call-taker positions vacant which will not be filled until the full-time dispatcher and supervisor positions are filled. John and Wendy have been discussing opening the vacant supervisor position in the next few weeks with hopes of having it filled by January or February 2025.

Open Agenda:

Thank you to Woodburn Fire for organizing the staging area for apparatus attending Mark Spross' memorial service as well as Woodburn Police and MCSO assisting with traffic control. Thank you to all who attended.

It was asked if John's supervisor position was being backfilled with an AIC while John was Interim Director. John stated that it was not. Currently the two lead dispatchers are working out of class to help with extra duties but do not have supervisor authority.

It was suggested to look at the Administrative Manager's position salary as she is also pulling more weight. This will be reviewed and discussed.

Future Meeting Dates:

All meetings will start at 1000 hours.

November 19, 2024 @ TBA

Chair Mark Daniel Closed the meeting and adjourned @ 1024.