



Deschutes County 9-1-1 Service District

User Board Meeting Minutes

Date & Time: Tuesday, May 15, 2018, at 1000 hours

Location: Deschutes County 9-1-1, 20355 Poe Sholes Drive, #300, Bend

Attendees: Sara Crosswhite, Chris Perry, Tim Beuschlein, Jonathan Spring, Kim Morse, Phil Henderson, Tom Anderson, Paul Garrison, Paul Kansky, Denney Kelley, Tim Moor, Larry Langston, Jeff Springer, Todd Cox, Garret Winter, Garrett Andrews, Scot Brees, and Nanette Howard.

1. Call to Order and Introductions – Sara Crosswhite, Interim Director

2. Approval of the April 17, 2018 Meeting Minutes

Tim Moor moved to approve the April 17, 2018 meeting minutes, as presented. Motion seconded by Denney Kelley; motion carried.

3. Public Comment – None.

4. Staff Reports

Administration –

Sara Crosswhite announced the District is now fully accredited with the Oregon Accreditation Alliance (OAA). The updated Strategic Plan for 2018-2021 was reviewed with members as well as the current Reserve Fund Forecast and Schedule of Financial Operating Data. Jonathan Spring confirmed for Tim Moor the “CAD System Completion” amount of \$900,000 listed on the Reserve Fund Forecast does include the cost for the fire agencies.

Referring to the Strategic Plan, Item 3.5, Commissioner Henderson questioned when Overturf Butte was selected as the permanent site. Sara Crosswhite explained it had been chosen as the permanent site in the early stages of the project. Tom Anderson added Outback had been briefly discussed at one time, but after review, Overturf Butte appeared to offer the best option for improved coverage. If the temporary site does not provide the level of coverage expected, an alternative permanent site will be considered. Commissioner Henderson suggested it was too early in the process to commit to a permanent site without knowing how well the temporary site is going to perform.

Larry Langston inquired about the status of the Deputy Director of Technical Services position. Tom Anderson advised a conditional job offer was extended to the selected candidate, but the offer was rejected. The County is now in salary negotiations while trying to address some of the candidate’s other concerns. The candidate has not yet undergone a formal background investigation, but was vetted through references before an offer was made.

Larry Langston further inquired about the status of the radio system issues. Sara Crosswhite stated the District is still working to resolve the ongoing issues. An engineer is currently working on the audio and roaming issues, and the Overturf Butte temporary site is expected to provide relief on the remaining coverage issues once it is activated.

Operations

Chris Perry reported seven District staff members attended the recent Tyler Technologies, Inc. (Tyler) conference. The group of seven was comprised of members from the technical, operational, GIS, and training teams, which is representative of all who work with the CAD system. The conference provided District staff an opportunity to meet the Tyler representatives they will be working with in the future and offered good insight into the CAD system's functionality.

Three additional floor consoles are being built for CAD testing initially and then, ultimately, be converted to call taker consoles. Once installed, staff will be able to practice on CAD in a test environment before the formal training begins in August and September.

Training and Hiring

On behalf of Megan Craig, Chris Perry announced there are two upcoming active threat drills. The first drill will be held on Saturday, May 26, 2018, with NW fire agencies and DCSO; the second drill will be held in Bend the first week of June. The District will be participating in both drills.

There are three employees in police dispatch training; two are scheduled for release in July, and the third will be released in August. There are also two trainees in call-take training, and they should be done in July.

Technical Systems

CAD Project – Jonathan Spring announced the newly-formed Mobile Advisory Group met while the CAD build was going on, which proved to be beneficial for both groups. Out of the MAG group discussion came a new function key that will be used to look up location history. The CAD project is on schedule and functional testing will begin soon.

Radio System – Tim Beuschlein announced the Overturf Butte temporary site is now operating in test mode. While in test mode, the District can fully test the site's operation, but users are not on the system. Drive testing is also being conducted and should be completed within the next two days. "Drive testing" involves District staff driving around in the area of coverage while measuring receive signal strength. The measurements are then compared to the measurements taken before the installation of the site to verify the improvement in coverage. The bit error rate is also measured, which is an indicator of the audio quality. The simulcast timing and other parameters are measured as well to detect any time delay interference, which can degrade the signal and cause transmissions to sound garbled. Once all testing is completed satisfactorily, the site will be ready to go "live." At such time, the District will issue an announcement.

Commissioner Henderson indicated he would like to know the total number of transmissions received per day versus the number of problem transmissions per day once the temporary site is

operating to determine the percentage of transmissions with problems. Sara Crosswhite advised she is currently working on obtaining that information from Harris Corporation.

Tim Beuschlein reported radio installation has begun at Black Butte Ranch Fire Department. District staff have been working on programming for the base template for all fire agencies. Tait radios should be finished during the week followed by Harris and Motorola radios. Final programming should be completed by mid-June. Tone of voice over-the-air testing will be conducted over the next two weeks, so users can expect to hear active tones going out over the air.

In response to Commissioner Henderson's inquiry about the "fire grant," Tim Beuschlein explained the fire grant was a result of fire agencies working together to submit a proposal for grant funding. The grant was awarded, and the funds were used to purchase subscriber gear as part of the migration plan to the District's radio system. He commended Bend FD and Chris Perry for taking the lead on behalf of all of the fire agencies, recognizing their level of commitment to the project.

5. Other Items or Good of the Order

Paul Kansky stated he has been hearing positive feedback from those involved with the CAD build project.

6. Adjournment

There being no further business, the meeting adjourned at 1029 hours.

Minutes respectfully submitted by Sara Crosswhite and Nanette Howard.