# Washington County Consolidated Communications Agency

**Chief Executive Officers Board**

**Meeting Minutes**

**August 21, 2025**

**TEAMS VIDEO MEETING**

Present Keith Mays, Board Chair, City of Sherwood, Council President

Jim Coleman, City of Hillsboro, Chief of Police

Deric Weiss, TVF&R, Fire Chief

Ernie Happala, City of King City, Chief of Police

Guest John Koch, Undersheriff, Washington County Sheriff’s Office

Staff Present Mark Buchholtz, Executive Director

Jennifer Reese, Assistant Director

Michael Stout, Chief Financial Officer

Kim Foster, Operations Manager

Jennifer Kilcoin, Human Resource Manager

Barbi Denman, Administrative Specialist

Amanda Kasmeyer, Accounting Technician

Jennifer Cooper, Accounting Specialist

**A. Call to Order**

Chair Mays called the meeting to order at 1:35 pm

**B. Roll Call**

**C. Approval of Meeting Minutes**

Coleman moved to accept the July 17th minutes as presented. Second by Happala.

Keith Mays – aye

Jim Coleman - aye

Deric Weiss – aye

Ernie Happala - aye

All were in favor and the Motion carried.

**D. Public Comment** None

**E. Written Communication – (Stout)**

A letter was received from TKW, stating the Auditors will be onsite in September and will be asking questions over the next few months, through the completion of the financials. The letter outlines WCCCA’s responsibilities and what they expect from WCCCA and the Board.

New items are listed on the letter: It is unknown at this time if these are new items on boiler plate letter or items that may need attention.

1. Fraudulent Revenue Recognition
2. Management Override of Controls
3. Implementation of New Accounting Standard. (New accrual for Sick Leave)

**F. Finance Report (Stout)**

Stout presented the July 2025 financials. June (FY24/25) financials are still open due to the on-going Financial Audit.

**Capital Projects Fund –** The account will have one transferred entry in the amount of $1.1 million for the future CAD upgrade. (October 2025)

**General Fund Balance –** Favorable account balance for July, due to the receipt of annual fees.

**Fund Balance and Vacancy Savings -** In column AA (Budget) Line 31, net operating gain, negative $5.497 million, it is a manifestation due to vacancy savings, also known as the spend down. This is to get the ending fund balance closer to the Government Financial Offices Association (GFOA) recommendations. This entry is done every year and results are a bit different every year.

On page 15 of the packet is the FY24 actuals. Comparing this to the FY24 budget, there was a $1.569 Million Net Operating Gain. This was due to several factors:

* Excess Excise Tax
* LGIP Interest Rate Increase
* Unexpected Revenue done in December 2022. (AMR)
* Salaries/Wages
* Professional Services Contracts and Maintenance Agreements.
* Telephone System Upgrade, ECS Closeout.
* First Year Budgeting Lease Expenses as Debit Services.
* Budgeted Spend Down.

Weiss moved to approve the July 2025 financials as presented. Second by Happala.

Keith Mays – aye

Jim Coleman - aye

Deric Weiss – aye

Ernie Happala - aye

All were in favor and the Motion carried.

**G. Unfinished Business (Mays)**

* **Non-Represented Compensation Study – Pending**

Once the Executive Director Review Evaluation is completed.

* **Executive Director Evaluation – HR Answers**

A questionnaire has been drafted. Feedback to HR Answers.

List of people to poll has been provided.

* **Rate Model Review Workgroup**

Work group has met twice. Findings to be discussed at the next TAC meeting. (Oct. 8th) then to CEO and the BOC for approval. Raising the smaller agencies cap from 3% to 5%.

**H. New Business (Reese)**

* **Agenda Bill – Skid Steer Procurement ($114,494.52)**
  + Budgeted item to be used by facilities team.
  + Used for building maintenance, clearing debris and snow.
  + Approximately $20k was spent in FY24 to contract out these services.
  + Estimated return five to six years.
  + WCCCA already owns a trailer to haul it in.

Coleman made a motion to approve the Agenda Bill – Skid Steer Procurement. Second by Happala.

Keith Mays – aye

Jim Coleman - aye

Deric Weiss – aye

Ernie Happala – aye

All were in favor and the motion carried

* **Agenda Bill – Shared CAD Coordinator (Reese)**

This is a new classification/position within the Information Technology group. It is to be shared between PDCC/MAJCS and to be staffed at WCCCA. There is currently one FTE within CCOM and we are looking to expand that due to upcoming CAD2CAD and other CAD projects coming up. This will be a shared position, with WCCCA’s share being approximately one third.

Coleman made a motion to approve the Agenda Bill – Shared CAD Coordinator. Second by Mays. All were in favor and the motion carried.

Keith Mays – aye

Jim Coleman - aye

Deric Weiss – aye

Ernie Happala – aye

All were in favor and the motion carried

**I.** **Technical Services Update (Reese)**

**Activity and Projects:**

**Radio Update:**

* Site PM’s for July were completed within the jails and dispatch sites.
* Cores will happen in October/November. (PMs)
* MNI is here next week to do closeout work and PMs on the microwave system.
* WAVE is under review (TAC) in October.
* Buchholtz and Floyd attended the National MTUG meeting in Baltimore.

**IS Update:**

* CAD training database was converted today to beta version 25.5.
* MicroMain work is on-going.

**Facilities** **Update:**

* Thermobond has completed the repairs at (8) radio sites. WCCCA/CCOM.
* Day Wireless is completing repairs at Oak Grove Butte (Clackamas).

**J. Director’s Update (Reese)**

* WCCCA has declined the snow cat from states SPIRE grant.
* Metro West, WCCCA’s previous ambulance provider is still using WCCCA radio system and CAD2CAD.
  + We chronically have issues trying to collect funds from Metro West on their Open and Past Due invoices. WCCCA has sent several late notice emails with no reply. The current open balance is $18,000.00. (90-120 days past due).
  + Weiss will take this to the next Fire Defense Board and EMS Alliance.
* The first AI module is in place. It is the first module that WCCCA has been able to work with and get installed that simulates call taking. It is very impressive
  + The RFP for Non-Emergency Call Taking (AI) responses are due on Monday.

The meeting was adjourned at 2:08 pm.

Next CEO meeting is September 18, 2025 at 1:30 pm.

MS

JK