



Chief Executive Officers Board Meeting
Thursday, July 16, 2026, 1:30pm
5900 NE Pinefarm Court, Hillsboro, Oregon 97214
or online via Microsoft Teams (for link call 503-690-4911)

Agenda

- A. **Call to Order**
- B. **Roll Call**
- C. **Approval of Meeting Minutes**
 - 1. * June 18, 2026 meeting minutes
- D. **Public Comment**
- E. **Written Communication**
- F. **Finance Report**
 - 1. June 2026 Financial Report pending fiscal year close
- G. **New Business**
 - 1. * Agenda Bill – Sharing WAVE licenses with C800
 - 2. * Agenda Bill – Sharing Radio System Core with Tillamook County
- H. **Project Reports**
 - 1. Technical Services Update
- I. **Director's Update**
- J. **Adjourn**

Next CEO Board meeting is August 20, 2026 at 1:30pm

* Requires Action

**Washington County
Consolidated Communications Agency**

Minutes

Washington County Consolidated Communications Agency
Chief Executive Officers Board
Meeting Minutes

June 18, 2026

Online using MS Teams/In Person

Present: Keith Mays, Board Chair, City of Sherwood
Jim Coleman, Police Chief, City of Hillsboro
John Koch, Undersheriff, WCSO, alternate for Erin Calvert
Alex Haven, Deputy Fire Chief, TVF&R, alternate for Deric Weiss
Ernie Happala, Police Chief, King City

Staff Present: Mark Buchholz, Executive Director
Jennifer Reese, Assistant Director
Michael Stout, CFO
Kim Foster, Operations Manager
Jennifer Kilcoin, HR Manager
Barbi Denman, Administrative Specialist
Amanda Kasmeyer, Accounting Technician

A. Call to Order

Chair Mays called the meeting to order at 1:30 pm.

B. Roll Call

C. Approval of Meeting Minutes

May 2026 meeting minutes.

Coleman moved to accept the May 21, 2026 meeting minutes as presented. Second by Koch.

Mays-aye Coleman-aye Koch-aye Haven- aye Happala – aye

All were in favor and the Motion carried unanimously

D. Public Comment - None

E. Written Communication – None

F. Finance Report (Stout)

Stout presented the May 2026 financials. Expenses were on track for the month. Quarterly 9-1-1 tax was received, along with a payment from a GIS Grant. Currently at

\$10.3 million in fund balance, with a projected \$9.4 fund balance at the end of the fiscal year.

No current activity in Capital Project Fund. Currently there is a \$3.6 million balance in the fund, including \$2.6 million for future CAD purchase.

Koch moved to accept the May Financial Summary as presented. Second by Coleman.

Mays-aye Coleman-aye Koch-aye Haven- aye Happala - aye

All were in favor and the Motion carried unanimously.

G. New Business

1. Budget Adjustments for FY27 (Stout)

Changes to the FY27 Budget were presented. WCCCA has identified the need for additional funding in the General Fund appropriations for FY27 budget. The need is based on projects which have been previously budgeted, but will not be completed by the end of the current fiscal year or have otherwise risen since the development of the budget and the Budget Committee's review and approval in February 2026.

Staff recommends the CEO Board accept this revision of the FY27 proposed budget and endorse the change in requested appropriations for approval by the WCCCA Board of Commissioners.

Coleman moved to accept the budget revision and move it forward to the BOC as presented. Second by Happala.

Mays-aye Coleman-aye Koch-aye Haven- aye Happala - aye

All were in favor and the Motion carried unanimously.

H. Project Reports

1. Technical Services Update

Activity and Project highlights:

Radio Update:

- Motorola is on-site at doing the upgrade to the master site. Also upgrading all of the radio sites for Washington County and Clackamas County, to be completed by June 26th.
 - o Under our 10-year prepaid service agreement, WCCCA is due for a system refresh every two years to keep the system current.
 - o Motorola will be back in the fall to upgrade the dispatch consoles to the newer version. The current release has issues.
- Site Preventative maintenance is complete for the month.
- Station Alerting is going well.

- o Upgrading ATX's, currently being used in the stations for alerting. USDD is working on upgrades for those.
- PM's being performed for both Clackamas County Sheriff and Washington County Sheriff and they are cycling through WCCCA with radios as they can.
 - o Full PM schedule for WCSO, four to six-week project, working on-site at the Sheriff's office in July and August, portables then mobiles.
- Wave – Working with Motorola on transition to new WAVE Management tool. TAC has approved some Washington County templates, along with C800 Board, approving Clackamas law and fire Templates.
 - o WCCCA is loading the tool with talk-groups and building a baseline system.
 - o There will be an "Outage" period, where WCCCA will communicate with POC's and Users via provided emails.
- An upgrade to the voice recording system will begin on July 14th.
 - o This is both a software and hardware upgrade, which was procured with the initial purchase.
- WCCCA is working with USFS, requesting "as-builts" and "locates" for Memaloose, Whale Head, Oak Grove, and TDH. GPS to be provided.

Facilities and Information Technology updates were cancel as Board members will be able to hear the updates at the BOC meeting that follows at 3pm.

I. Director's Update (Buchholz)

Staffing:

- WCCCA has been working with Hillsboro School District on a pilot project regarding communication, connectivity and awareness of their Security Officers.
 - o Historically, this coordination went through Hillsboro Police.
 - o The School District contacted WCCCA, communicating the need to have the ability to directly update when their security officers are on duty.
 - o We are almost at the end of the one-year trial, with no problems.
 - o WCCCA's intent is to have an agreement beginning July 1, 2026.
 - They will not have direct CAD access, but a web-based connection.
- WCCCA currently has unused WAVE licenses.
 - o WCCCA will hold 100 in reserve, while renting the remainder to the C800 Radio Group.

J. Adjourn

The meeting was adjourned at 1:48 pm

Next CEO meeting is July 16, 2026 at 1:30 pm.

**Washington County
Consolidated Communications Agency**

New Business Items

WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY
CHIEF EXECUTIVE OFFICER'S BOARD

Agenda Date: 16 July, 2026

Agenda Item: Use of WAVE licenses

Background: WCCCA maintains 534 WAVE licenses through Motorola, purchased with 2016 bond funds at the time of the Emergency Communications Systems Upgrade. These licenses are owned by WCCCA and expire on January 1, 2032. Motorola has since changed their licensing model to an annual subscription fee of \$156 per license and WCCCA will begin to pay that annual fee for WAVE licenses in 2032.

WCCCA's member agencies, to date, are making use of less than 20% of the available licenses. Clackamas 800 Radio Group (C800) did not obtain WAVE licensing through the bond funded system upgrade.

Since WCCCA has so many unused licenses, staff is recommending the Board approve C800 partner agencies to annually use available WCCCA WAVE licenses for a fee of \$72 per year, so long as sufficient licenses remain available to WCCCA member agencies. The user fee would go towards offsetting expenses of maintaining the WAVE system and radio backbone.

WCCCA would maintain a minimum of 5% license inventory for immediate use by WCCCA members. Should licenses fall below 5% inventory, WCCCA would cease annual renewal of C800 partners use of the licenses in a last in first out order.

The WAVE licenses purchased by WCCCA have been paid in full and will remain owned by WCCCA until they expire on January 1, 2032.

Budget Impact: No expense to WCCCA. As an example, if C800 members were to use 100 licenses made available by WCCCA, it would result in \$7,200 of additional annual revenue to WCCCA.

Staff Recommendation: Staff recommends the CEO Board approve C800 partners to use WAVE licenses for a fee of \$72 per year, as supply allows.

Attachments: none

WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY
CHIEF EXECUTIVE OFFICER'S BOARD

Agenda Date: 16 July, 2026

Agenda Item: Sharing Radio System Core with Tillamook County

Background: WCCCA owns and operates a Motorola 800 MHz Regional Digital Trunked Radio System that supports all public safety agencies in Washington County. The central processors, or brains, to make the system work are referred to the radio system “core”. The current radio system was funded by a 2016 Public Safety Bond measure. This Bond funded the build out of the new digital radio system the went online in January of 2022.

Clackamas County passed a similar Bond measure the same year a built out their radio system in partnership under the ORS 190 entity Clackamas 800 Radio Group (C800), made up of all the primary public safety agencies in Clackamas County. C800 purchased an oversized radio system core matching WCCCA’s identically.

WCCCA and C800 worked with Motorola to put their two independent cores together, resulting in a core design that was fully and automatically redundant to meet the uptime needs and capacity of public safety now and into the future.

Tillamook County passed a public safety Bond measure to upgrade their emergency communications system. They have selected Motorola 800 MHz Digital Trunked Radio system similar to WCCCA and C800. Because of the significant cost of a redundant radio system core and the opportunity to improve regional interoperability, Tillamook County is interested in partnering with WCCCA and C800 for use of our core.

Tillamook is estimating less the 900 mobiles and portables be added to the system and less than 10 radio sites involved in their network. The available capacity of the WCCCA/C800 radio backbone has capacity far exceeding the use proposed by Tillamook County.

All expenses associated with Connecting Tillamook County to the WCCCA/C800 backbone will be funded by Tillamook County.

For the use of the radio system core, WCCCA and C800 propose to charge Tillamook County an annual per radio fee for the system use and maintenance, a methodology similar to how we charge WCCCA and C800 member agencies.

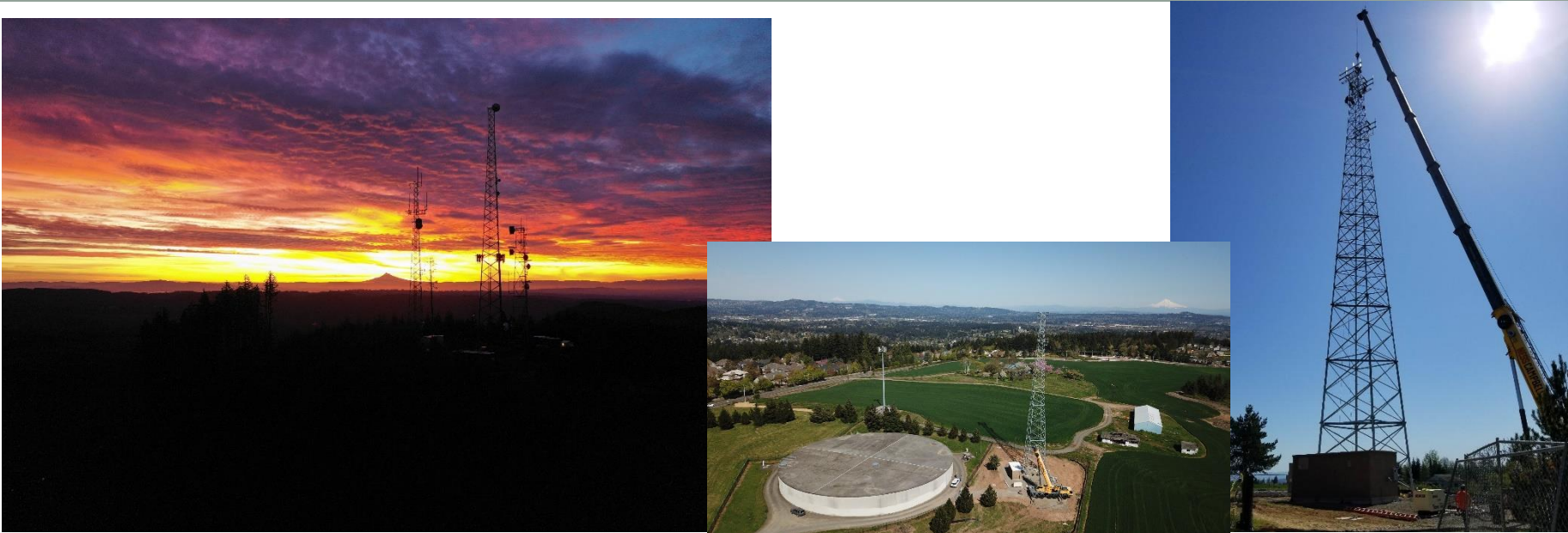
Budget Impact: No expense to WCCCA. New per user radio revenue will be realize from Tillamook County.

Staff Recommendation: Staff recommends the CEO Board approve the concept of Tillamook joining the shared WCCCA/C800 radio system and authorizes staff to move forward working with Tillamook County and C800 to develop a detailed contract for service.

Attachments: none

**Washington County
Consolidated Communications Agency**

Project Reports



WCN SYSTEMS

Technical Services

Radio: Supervisor Curtis Floyd
Facilities: Supervisor Ted Leach
IT: Supervisor Justin Haines

Activity for: June 2026



Radio Team

Activity and Projects:

- Motorola Projects: June system upgrade Complete. All went well and we have some upgrades that improve failover and redundancies.
 - Disp Console Upgrades TBD, we are waiting for a bug fix for version 26.x, Motorola is aiming for August.
 - Removed equipment disposition. Per WCCCA policies we'll confirm if users want the servers, minus the drives. If no one wants, we'll recycle in Aug. A list of servers will be sent to TAC users and C800 board for review and discussion with their IT groups. Please provide an update by AUG TAC and C800 Board.
- Site Preventative Maintenance: Motorola completed 45 sites to date. None in June due to upgrades.
- Station Alerting: Reminder: USDD Approved Vendors and WCCCA are only personnel allowed to work on ATX or peripherals.
 - Upgrading ATXs to correct a bug in software and align all stations to same software. Working with USDD on upgrades.
- Backhaul: WCCCA will begin backhaul switch firmware updates. No impact to users, we'll coordinate with third party system users for outages (PGE, ODOT, UofO, etc)
- Microwave: TIMB<>GOAT Frequency change, complete.
 - MW annual PMs scheduled for July 20, expected to take approximately 3 weeks.
- Member Agency (WCN) Preventative Maintenance
 - CCSO is continuing to cycle radios into WCCCA for PM
 - WCSO planning phase for large scope project, July 2026
 - Reprogramming effort for Clack Fire District settings
- DVS: LOPD (One test vehicle set up): No current updates
- WAVE (Mobile Devices Radio Use):
 - Working with Motorola on new WAVE Management tool. We're loading tool with Talkgroups and building baseline system. We'll have outage for ALL users. We'll communicate with our POC and users via provided emails.
 - Working TAC approval for WC Templates, and C800 Board approval for CC Templates.
 - CCSO-New account setup, cutover to new Wave Portal and CCSO management
- BDA/DAS- Projects in progress as they arise.
 - As they arise
- OTHERS and REMINDERS:
 - JOT Form: on-line. <https://forms.office.com/g/uY1tn0sbbK> (QR Code can be provided)
 - WCCCA Equature upgrades July 14. CCOM scheduling as well.
 - 811 accounts created for WCCCA and C800 for private lines. Documentation sent to USFS for 4 locations.
 - Working with Slatercom on tower lighting and FAA/ODVA assessments for multiple C800 sites and WCCCA Pinefarm filing.
 - Discussion on Clackamas Fire Ops Channels going FULL encryption.

Facilities Team

Activity and Projects:

- Pine Farm Facility
 - The potable water storage tank was cleaned and inspected in May. The next annual inspection will require some maintenance on the inside coating of the tank.
 - Entrance Controls/Christenson Electric has been contracted to replace all biometric readers during June. New readers will be card + PIN and will directly interface with our access control system, eliminating the need and expense for two separate systems.
- Site Maintenance Status
 - Griffith Roofing will be completing The Sandy and Crutcher Bench sites before June 30th.
 - Radio site maintenance for May was completed in both counties TDH will be visited in June as the road is now open.
- Site Power Status
 - A few bad cells will be replaced in battery stacks at several C800 site locations during early June. There should be no impact to users.
- Site Security Status
 - USFS road gates were found left open on the road to Oak Grove Butte. USFS was notified.
 - The landowner reported another occurrence of the Crutcher Bench gate being left unlocked in our easement during May. BLM and others were notified to request their contractors double check locks when entering and leaving.
- Vehicles
 - The 2026 Explorer is being outfitted with a radio. Final upfitting should be completed in June.
- Special Projects
 - No new updates.

Information Technology Team

Activity and Projects:

- **CAD Maintenance**
 - May CAD Maintenance was successful with all systems receiving latest security patches.
- **CAD Services**
 - Ongoing work with CST for upgrades discussion.
 - MAJCS Tech and Ops meetings are ongoing with role assignments and noting milestones with possible roadblocks. User meeting identified concern regarding timelines for end user training.
 - CST and Motorola working on APIs for interfaces
 - Aurelian Non Emergency AI Call taking testing is moving along. Go-Live is scheduled for June 10th.
- **IT Services**
 - WCCCA is moving to the final steps of migrating to our new work order tool.
 - We will be contacting user agencies to confirm user account for requestors and SPOCs for our IT and Radio Teams
 - PC Refresh is completed

**Washington County
Consolidated Communications Agency**

Director's Report

Director's Monthly Staffing Report

Period: July 13, 2026 – July 10, 2026

Staffing Levels

	Call Takers & Dispatchers	Operations Supervisors and Support (Supervisors, Training, Records)	Technical Services (Radio, Facilities, IT)	Admin (Leadership, Finance, HR)	Total
Current Staff	53	11	18.5	8.75	91.25
Current Vacancies (recruiting)	14				14
Current Vacancies (on hold)		1	1		2
Budgeted Staff	67	12	19.5	8.75	107.25*

Details for Vacancies	Dispatchers & Call Takers	Shift Supervisor	Tech Services Manager	
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*Budgeted Staff number adjusted to align with approved FY27 budget

Staffing Activities

- Five Trainees (0 on phones + 5 on radios). *Trainees are included in the "Current Staff" count above*
- Two additional Call Takers moving into PD training by fall
- Two confirmed hires for July; one still pending (waiting on psych)
- Six Call Taker-Trainees completing "suitability" testing; if successful, move to conditional offer and background
- Police Dispatcher-Trainee recruitment posted – over 110 applications to date. Grouping applicants for initial testing to reduce the time between application submission and testing invitations
- Hiring Info sessions conducted June 30th – both well attended with increase in applications
- Operations Manager position posted (closes on July 26th). Interview process will include key stakeholders (Users, operations staff, union representation, management, etc.)
- Meeting with a marketing professional to discuss targeted recruitment messaging and outreach strategies