

# CLACKAMAS CSOO RADIO GROUP

## BOARD OF DIRECTORS MEETING AGENDA

August 10, 2016 / 10:30AM

Meeting to be held at: CCOM - EOC 22200 Kaen Rd Oregon City, OR

Call In 800-704-9804 / Access Code: 345832#

1. Call the Board of Directors to Order - Chair Chief Fred Charlton
2. Roll Call of Partners:
  - a. City of Canby
  - b. City of Gladstone
  - c. City of Lake Oswego
  - d. City of Molalla
  - e. City of Oregon City
  - f. City of Sandy
  - g. City of West Linn
  - h. Boring Fire District
  - i. Canby Fire District
  - j. Clackamas County Fire District #1
  - k. Estacada Fire District
  - l. Molalla Fire District
  - m. Sandy Fire District
  - n. Tualatin Valley Fire & Rescue
  - o. Clackamas County Sheriff
  - p. Clackamas County Health
3. \*Approval of Minutes of: June 15, 2016 Board Meeting / July 13, 2016 Board Discussion - (Quorum not present)
4. Public Comment
5. Communications
6. Financial Report- John Hartsock
7. Committee Reports
  - a. Executive Committee - Fred Charlton
  - b. Technical - John Hartsock
8. Old Business: (\* Action Item)
  - a. System Management: Ron Polluconi
  - b. Expansion of East County System - Molalla - Ron Polluconi
  - c. System Upgrade/Replacement
    - i. Microwave Upgrade Status - Ron Polluconi
    - ii. Project procurement strategy
    - iii. Status of Clackamas County IGA / Bond Sale - Laurel Butman / John Hartsock
    - iv. Site Acquisition Status
    - v. Encryption
    - vi. \*Citizen Committee / Appointment
    - vii. \*Project Management Contract Award
  - d. Colton Fire Partnership Status
9. New Business: (\* Action Item)
  - a. \* Approval of site leases for Skyland / Canby / Sandy / Elligsen Rd
  - b. \*Approval of A&E Services Agreement for Existing Site Evaluations
  - c. \* Approval of City of Milwaukie as Partner
  - d. **Next Board Meeting September 14, 2016 10:30A @ CCOM - EOC**
10. Open Agenda
11. Adjournment

# CLACKAMAS C800 RADIO GROUP

## Board of Directors Meeting

**Meeting Minutes of the July 13, 2016 Board Meeting**  
Location: CCOM/EOC - 22200 Kaen Rd, Oregon City, OR

1. **C800 Board Meeting Called to Order:** The C800 Board of Directors meeting was called to order at 10:30a.m. by Vice Chair Captain James Rhodes.
2. **The following were in attendance:**

City of Gladstone / Chief Tom O'Connor / Chief Jeff Jolley / Wayne Lawrence	Colton Fire District / Chief Gary Anderson
City of Lake Oswego /Leslie Taylor / Capt Dale Jorgensen	CCSO / Captain James Rhodes
City of Milwaukie / Capt. Mark Dye	CCOM / Bob Cozzie / Cheryl Bledsoe / Mark Spross / Gerry Wiese
City of Oregon City / Captain Davis	Clackamas County / Commissioner Savas / Laurel Butman
Canby Fire / Chief Jim Davis	Day Wireless / Jamie Sanderson
Molalla Fire / Chief Vince Stafford	John Hartsock / Staff
3. **Approval of Minutes – June 15, 2016 Board Meeting** - a quorum was not present and therefore a vote was not taken.
4. **Public Comment:** None
5. **Communications:** None
6. **Financial Report – John Hartsock:** Financial report was not available and will be distributed when received. John advised that C800 is working on the transition to the new bookkeeping firm and that should be completed by August 2016.
7. **Committee Reports:**
  - a. Executive Committee – Fred Charlton
    - i. Chief Charlton was absent. James Rhodes advised the Fred Charlton and John met to review the procurement issue on radios and that John would advise on that issue later in the meeting. Leslie Taylor was provided an update after the executive meeting.
  - b. Technical – John Hartsock
    - i. Group met on June 29, 2016 and reviewed the microwave project / site issues / Sawtell station project / and system replacement planning. Further they reviewed the discussion from the Regional Radio System Partnership Board meeting on the encryption issue.

- ii. John handed out a memo (copy attached) concerning the different approaches to encryption being considered by WCCCA / CRESA / Portland. A discussion ensued with a number of concerns being raised on issues such as coordination between agencies and dispatch, mutual aid calls, joint law and fire calls, other radio system users such as public works. John advised that at the July 12, 2016 PDCC meeting, after a lengthy discussion on this topic, that Bob Cozzie / Kelly Dutra / Mike Meissner / Ron Polluconi / John Hartsock would form a committee to pull together a consortium of operations folks across the region to work on sorting this issue out and determining a direction.

**8. Old Business:**

- a. System Management – Ron Polluconi
  - i. The new microwave system is 98% complete with cleanup work to be scheduled in the next two to three weeks.
- b. Expansion of East County System – Estacada/Molalla – John Hartsock / Ron Polluconi
  - i. Molalla construction is ongoing. Construction is proceeding as planned and we are planning on going live in late July to early August.
  - ii. Molalla site will be a five channel talk group.
- c. System Upgrade/Replacement –
  - i. Microwave Upgrade Status – John Hartsock
    - 1. Moving along as planned.
  - ii. Project procurement strategy – John Hartsock
    - 1. John provide two memos (attached) for information and review – One reviews the solution the Deschutes County 9-1-1 Service District utilized in partnering with the State Radio Project.
    - 2. The other outlines options for the C800 radio procurement including next steps and options for discussion in August.
  - iii. Status of Clackamas County IGA / Bond Sale – Laurel Butman / John Hartsock
    - 1. Schedule has been mapped out for the sale of the bond. Funds should be available by end of September.
    - 2. Currently a very good market and are hopeful we can procure bonds with a premium and have additional funds. This means we could keep the additional funds or lower the tax rate.
  - iv. Citizen Committee Charter / Recruitment
    - 1. John advised that the questionnaire was on the C800.org web site and may completed there. Also there were two ads in all of the Pamplin Clackamas County papers asking for public participation. It is also advertised on the Facebook and twitter accounts.

- v. Project Management RFP
  - 1. John advised that 15 firms were invited to participate and four responses were received. Ron Polluconi , Jason Kilpatrick (WCCCA CFO) and he would review and provide a recommendation in August.

d. Colton Fire / City of Milwaukie Partnership Status – John Hartsock

- i. Colton Fire has the contract and just needs to sign. City of Milwaukie is taking it to Council on July 19<sup>th</sup> for approval.

**9. New Business:**

**a. Next Board Meeting – August 10, 2016 at CCOM/EOC 10:30am**

10. **Open Agenda:** None

11. **Adjournment:** Meeting was adjourned at 11:15 p.m. by Vice Chair James Rhode.

**Regional Radio System Partnership  
Board of Directors Meeting  
June 17, 2016 1:30 pm**

**Encryption Approaches for the Partners  
July 11, 2016**

At their June 17, 2016 regular Board Meeting, the Board of Directors, of the Regional Radio Partnership, each outlined their agency's current potential approaches to the use of encryption on their respective new P25 systems. The Board recognizes the need to clearly articulate the eventual final policies and procedures for the use of encryption across the region so as to insure interoperability and officer safety. The direction from the Board was to develop this outline and then circulate it to obtain system user input and direction so that a final regional policy and operation can be established. It was acknowledged that this is a multi-faceted question and will require some in depth study and discussion to assure we are properly applying this feature.

**CRESA –**

- A. Law wants to encrypt all law channels including dispatch.
- B. Fire doesn't want to encrypt anything and doesn't have the capability in their radios
- C. It has been suggested that there be an Inter Op channel where Law and Fire could work a joint incident
- D. Other agencies such as C-Tran, Ambulance, Utilities and the like have not been discussed.
- E. Adjoining jurisdictions have not been discussed for mutual aid
- F. Interoperability with outside 1<sup>st</sup> responders for a major incident has not been discussed

**City of Portland –**

- 485 system Talkgroups expected fall 2016. Does not include conventional channels (51)
- 21 additional technical Talkgroups such as Swap zones for CRESA, ISSI and Motorola testing.
- 121 TG's are for LE, of that 62 are scheduled to be encrypted.
  - Main Dispatch and one corresponding Tac channel to be left open.
  - MU Law 1 and Law 2 remain open.
  - Of the 62, 9 TG's will eventually have a second key added for additional security on that channel (primarily Drug and Special investigations)
  - Of the 62, 16 channels are grouped into one zone for all encrypted users (X-Ray channels)
  - Of the 62, 3 channels are set aside for patching encrypted to encrypted (GOLD, SILVER, COPPER). Currently used to patch DOJ to BOEC.
- Currently PPB and Gresham PD are fully encryption capable.

- MCSO, Fairview and Troutdale are partially capable of encryption.
- OHSU PD, VA PD, UPRR, PCC, PSU PD, Med Examiner, Mult Co P&P, and DHS/FPS are not capable of encryption.
- No Fire agencies are capable of encryption.
- FBI, US Marshalls, DEA and DHS utilize Portland radios to talk on the Portland system since SLN/CKR's are in conflict. This will be resolved during the next reflash.
  - SLN/CKR 2192-2197 has been assigned by NLECC for the Portland area.
  - SLN/CKR 2182-2191 has been assigned to OSP by NLECC.

#### **WCCCA –**

- A. Law wants to encrypt all law channels including dispatch
- B. Fire wants to encrypt all fire channels including dispatch
- C. For adjoining jurisdictions for mutual aid / Other agencies such as TriMet, Ambulance, Utilities, Schools and the like / Interoperability with outside 1<sup>st</sup> responders for a major incident: It is suggested that the current mutual aid channels (Clack A B C D / Wash A B C D / Clark A B C D / Mult A B C D) be converted to Regional 1-8 then encrypt 1-4 and unencrypt 5-8. If an incident involves an outside agency then assign one of the Regional channels for the incident.

#### **C800 –**

- A. Law and Fire have just started discussing the issue – there does not appear to be a strong interest in full encryption at the moment.

# Options for the C800 Radio System Replacement

July 11, 2016

## SYSTEM DESIGN

The proposed design for the C800 radio replacement project was based on input from system users for coverage and system features not currently provided by the existing system. These issues were initially documented and defined by IXP the consultant retained by the Regional Radio Partnership (City of Portland / CRESA / WCCCA / C800) to guide the replacement of the current public safety radio systems in the region. Subsequently WCCCA and C800 technical and management staff have completed a more detailed design.

For C800 this includes radio coverage at the belt throughout the County with in-building coverage within defined urban growth boundaries. To meet these needs it requires the rebuild of the existing 10 radio sites and the addition of 14 additional radio sites. The basis is independent of which vendor would be utilized.

## MOTOROLA

The current strategy for the C800 Radio System Replacement is continuing the joint venture of a shared infrastructure with WCCCA utilizing a Motorola P25 architecture. The primary reasons for utilizing a Motorola solution is:

- WCCCA/C800 made a necessary investment in current Motorola P25 technology in 2011/2012 when it upgraded from a failing and unsupported circa 1998 Zone Controller with a Motorola P25 Zone Controller with current and supported technology. Investment approximately \$3 million.
- WCCCA/C800 has a significant intellectual investment in staff training and experience with equipment and processes related to Motorola equipment and technologies. Leveraging this investment reduces project implementation risk and costs and will increase efficiencies when compared to starting over with different technologies, equipment and processes.
- The Motorola solution provides for the most seamless interoperable solution for the UASI Region with regards to full systems integration into a Regional System of Systems. This is due to CRESA / City of Portland / City of Salem all choosing Motorola as their vendor.
- A streamlined, cost effective, and time efficient procurement and implementation that will result in a substantially lower risk of catastrophic system failure(s).
- Public safety personnel will experience a near seamless transition and greater functionality moving from the current analog system to the new P25 system. Motorola subscriber radios are fully compatible with the current Motorola analog system and will be fully compatible with a new Motorola P25 System. This provides a significant benefit by allowing staff to prepare and distribute radios into the field well in advance of the cut over to the new P25 infrastructure. As such cut over for the field users will only require a simple change of modes on their radios and they will be operating on the new P25 system. Should there be a severe problem with the cut over the field users can go back to the existing analog infrastructure and operate there until issues are resolved. Cut over using other typical methods result in;

Training issues resulting in confusion on how to operate a new radio. The potential to carry or have installed two radios for some period of time.

- Full access to Motorola technical design and project management personnel during the negotiating process results in reduced upfront and long term project costs.
- Due to the existing Motorola P25 Systems base in the Portland UASI region the level of technical personnel/support has substantially increased which substantially enhances our support capabilities which result in an increase in overall service performance and reduced down times.

The most significant issue around the P25 interoperable design is that different vendor's subscriber radios can be utilized on another vendor's infrastructure – i.e. Motorola radios will operate on a Harris system or the like. However, there are only 11 mission critical interoperability standards in the P25 compliance labs, which are vendor agnostic, which every vendor uses. Each vendor then has unique features that either may or may not work and another vendor's infrastructure. Some of these features include: GPS / Text Messaging / Over the Air Programming / Over the Air Rekeying / Dynamic GPS Polling / Presence / Automatic Pause/Resume Data on Voice Calls / Geo-fencing / Conventional Talkgroups / Roaming Algorithms / Preferred Site List / Multiband Roaming / Fail-soft. If C800 were an island this wouldn't be a significant issue however where our first responders rely and the adjacent systems and their first responders this becomes a significant issue.

Due to the City of Portland, CRESA, and the City of Salem each conducting an extensive Request for Proposal (RFP) process in which Motorola responded with the best technological solution and the most cost effective solution, WCCCA/C800 are suggesting to follow that lead. WCCCA/C800 could develop an RFP which is anticipated to cost in the \$100,000 to \$130,000 range and consume 6 to 8 months of time, based on previous processes by our neighbors.

## **FIRST NET**

First Net is a future solution designed around broad band data utilizing voice over IP technology. This is a federal government project anticipated to start operation in approximately 2020 for data. They have stated that mission critical voice will be at least 10 more years beyond the start up. At this time there are no coverage predictions nor cost projections for this service. This will probably be the next generation solution but at this point years away.

## **PARTNERSHIP WITH STATE RADIO PROJECT**

It has been suggested that C800 consider a partnership with the State Radio Project as the Deschutes 9-1-1 Service District is pursuing. Though a possibility it wouldn't have the advantages that the Deschutes solution does nor the financial savings.

The C800 system has to be a simulcast throughout the County that allows particular talk paths to be available throughout the system i.e. at all sites. These include talk paths like Law Dispatch and Law Tactical / Fire Dispatch and Fire Operations talk paths. A portion of the State Radio System is multi cast and won't allow the system to operate that way. Those multi cast sites would have to be modified to simulcast which involves substantial radio equipment.



Of the State Radio Project 18 sites within Clackamas County 5 are currently C800 sites which the State Radio Project shares with C800. The balance of the State Radio Project sites does not provide appropriate coverage for the C800 system and if used C800 would have to add additional sites.

There are portions of the State microwave system that could be utilized if there was adequate capacity.

The radio system controller for the State Radio Project is located in Salem with a redundant controller in Bend. From a redundancy perspective it is recommended that there be a controller in Clackamas County.

If C800 were to partner with the State Radio Project independent of WCCCA there are significant concerns with the interoperability with the Portland and WCCCA system and loss of radio features as outlined above. Further C800 might have to add additional sites to compensate for the current sites in WCCCA that provide coverage for C800 such as Canterbury, Eola Hills, Sherwood, and Parratt Mountain. Finally seeing that CCOM / LOCOM / WCCCA share a CAD system back up capabilities might also be compromised with different radio systems.

#### **NEXT STEPS / OPTIONS**

1. Monitor WCCCA's Sole Source process and determine C800 direction post their decision
2. Convene the C800's Bond Accountability Committee and reviews options and obtain an opinion.
3. Proceed with a sole source process
4. Develop, issue and review a Request for Information process
5. Retain an engineering firm and develop an RFP for the system

July 11, 2016

## Deschutes 9-1-1 Radio System Procurement

The Deschutes County 9-1-1 Service District is a consolidated public safety dispatching agency taking all calls for police, fire, and medical service assistance in Deschutes County. The District dispatches for 15 police and fire/emergency medical services (EMS) agencies and works closely with the U.S. Forest Service, AirLink, Oregon State Police, and other State and Federal entities.

- Alfalfa Rural Fire Protection District
- Black Butte Ranch Rural Fire Protection District
- Black Butte Ranch Police Department
- City of Bend Fire Department
- City of Bend Police Department
- City of Redmond Police Department
- Cloverdale Rural Fire Protection District
- Crooked River Ranch Fire and Rescue
- Deschutes County Sheriff's Office
- La Pine Rural Fire Protection District
- Redmond Fire and Rescue
- Sisters/Camp Sherman Rural Fire Protection District
- Sunriver Fire Department
- Sunriver Police Department

The District covers over 3,000 square miles with a population of about 175,000 people, including portions of Jefferson County within the Crooked River Ranch and Sisters/Camp Sherman Rural Fire Protection Districts. Further, operations often take first responders into the balance of Jefferson County and neighboring Counties of Linn / Klamath / and Crook as well.

Similar to WCCCA/C800, Deschutes County 9-1-1 Service District was faced with replacing its aging public safety communications system, an explored numerous options. The coverage objectives cover almost twice the area as C800 – 3,000 Sq mi. vs. 1,883 Sq mi. They needed to provide portable at the waist and in-building coverage within the incorporated cities of Redmond and Bend. The balance of the County can be mobile coverage.

As the District was reviewing options the State of Oregon, State Radio Project, was beginning to implement its updated statewide system.

The design of the State Radio Project coverage is generally based on mobile coverage for the State highway system. Generally, the state system needs minimal talk-paths but wide area coverage. To that end they utilize a multi-cast solution, i.e. a different talk path at each radio site, to minimize frequency use for efficiency. Multi-cast requires the first responder to change talk-paths when they leave one coverage area and enter another.

The District required a multicast design in the rural areas of the District and a simulcast solution in the Redmond and Bend areas. Simulcast solutions are designed to have each talk path operate at all sites in the particular system. The District's radio system design to provide coverage for the District was in the \$6M range.

The District and the State Radio Project entered into discussion of a partnered system. With the District bringing radio sites and some microwave infrastructure to the potential partnership and the State Radio Project bringing a radio system controller, radio sites and microwave infrastructure to

the potential partnership. The District then will construct and own a three site simulcast system for the City of Bend, a 2 site simulcast system for the City of Redmond and a multicast site at Hodo.

The District and the State Radio Project have determined a sharing of operating costs. Initially the District will pay the State Radio Project approximately \$220,000 per year and maintain the District's radio sites. Eventually they propose going to a radio usage based cost.

The District procured their portion of the radio infrastructure from Harris, the vendor for the State Radio Project, with a sole source justification.

The shared system is currently under construction with operation anticipated in October of 2016.

## Clackamas 800 Radio Group Profit & Loss Budget vs. Actual

	July 2015 through June 2016		TOTAL		
	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
405-00 · Members Contracts	0.00	46,600.00	46,400.00	200.00	100.43%
410-00 · Partners Fees	0.00	817,600.00	837,600.00	-20,000.00	97.61%
415-00 · Mobile Data Devices	0.00	2,856.00	2,856.00	0.00	100.0%
420-00 · Partners Debt Service Zone Cont	0.00	93,689.00	93,689.00	0.00	100.0%
421-00 · Partner Debt Service Microwave	0.00	52,016.00	51,802.00	214.00	100.41%
425-00 · Debt Service Reserve	0.00	0.00	0.00	0.00	0.0%
430-00 · Subscriber Radio Payments	0.00	1,427,063.32	1,516,000.00	-88,936.68	94.13%
431-00 · Interest Income	1.84	55.16	100.00	-44.84	55.16%
435-00 · Lease Revenue	260.00	38,298.36	43,183.00	-4,884.64	88.69%
440-00 · Miscellaneous Income	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total Income</b>	<b>261.84</b>	<b>2,478,177.84</b>	<b>2,592,630.00</b>	<b>-114,452.16</b>	<b>95.59%</b>
<b>Expense</b>					
605-00 · Site Rental	67,883.37	146,861.61	140,162.00	6,699.61	104.78%
610-00 · Fuel/Generators	0.00	0.00	2,500.00	-2,500.00	0.0%
615-00 · HVAC Maintenance	330.00	1,978.70	4,500.00	-2,521.30	43.97%
620-00 · Landscape Maintenance	0.00	3,650.00	6,500.00	-2,850.00	56.15%
621-00 · Office Supplies	143.74	3,766.76	1,800.00	1,966.76	209.26%
625-00 · Generator Maintenance	0.00	7,409.38	10,000.00	-2,590.62	74.09%
630-00 · UPS Maintenance	0.00	1,500.00	5,000.00	-3,500.00	30.0%
635-00 · Battery Maintenance	0.00	32,424.00	10,000.00	22,424.00	324.24%
645-00 · Insurance	0.00	22,566.13	23,000.00	-433.87	98.11%
650-00 · Utilities	11,357.42	61,967.26	55,250.00	6,717.26	112.16%
655-00 · Consultant Services	2,000.00	21,377.00	16,000.00	5,377.00	133.61%
657-00 · Regional Radio Expense	0.00	96.40	1,500.00	-1,403.60	6.43%
660-00 · WCCCA System Fees	0.00	528,134.00	539,129.00	-10,995.00	97.96%
665-00 · Radio Maintenance Fees	3,439.61	79,244.07	75,000.00	4,244.07	105.66%
667-00 · Radio Replacement Project	2,612.55	89,307.15	100,000.00	-10,692.85	89.31%
670-00 · Legal Services	640.00	8,680.00	3,500.00	5,180.00	248.0%
675-00 · Financial Services	0.00	2,379.14	6,500.00	-4,120.86	36.6%
680-00 · Audit Fees	0.00	6,490.00	7,000.00	-510.00	92.71%
683-00 · Capital Reserve	0.00	0.00	240,000.00	-240,000.00	0.0%
685-00 · Miscellaneous Expenses	0.00	957.68	1,137.00	-179.32	84.23%
703-00 · Capital Outlay	44,661.65	2,205,324.27	2,027,000.00	178,324.27	108.8%
795-00 · Debt Service	2,570.51	107,518.55	145,491.00	-37,972.45	73.9%
800-00 · Operating Contingency	0.00	0.00	45,000.00	-45,000.00	0.0%
<b>Total Expense</b>	<b>135,638.85</b>	<b>3,331,632.10</b>	<b>3,465,969.00</b>	<b>-134,336.90</b>	<b>96.12%</b>
<b>Net Ordinary Income</b>	<b>-135,377.01</b>	<b>-853,454.26</b>	<b>-873,339.00</b>	<b>19,884.74</b>	<b>97.72%</b>
<b>Net Income</b>	<b>-135,377.01</b>	<b>-853,454.26</b>	<b>-873,339.00</b>	<b>19,884.74</b>	<b>97.72%</b>

## Clackamas 800 Radio Group Profit & Loss Detail June 2016

Type	Date	Num	Name	Memo	Class	Amount
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>431-00 - Interest Income</b>						
Deposit	06/30/2016			Interest		1.84
Total 431-00 - Interest Income						1.84
<b>435-00 - Lease Revenue</b>						
Deposit	06/24/2016		FBI	Deposit		130.00
Deposit	06/24/2016		FBI	Deposit		130.00
Total 435-00 - Lease Revenue						260.00
Total Income						261.84
<b>Expense</b>						
<b>605-00 - Site Rental</b>						
Bill	06/30/2016	2015/16	Oak Lodge Water District	Rent View Acres July 1, 2015 - June 30, 2016		67,883.37
Total 605-00 - Site Rental						67,883.37
<b>615-00 - HVAC Maintenance</b>						
Bill	06/30/2016	114872	Hunter-Davisson	Pete's Mountain		330.00
Total 615-00 - HVAC Maintenance						330.00
<b>621-00 - Office Supplies</b>						
Bill	06/30/2016	June 2016	Hartsock Project Mgmt.	Arkadin Tele conf - March		28.75
Bill	06/30/2016	June 2016	Hartsock Project Mgmt.	Microsoft - Schedule Software March		25.00
Bill	06/30/2016	June 2016	Hartsock Project Mgmt.	Minute Man		52.79
Bill	06/30/2016	June 2016	Hartsock Project Mgmt.	McMenamins - Joe Kuran FCC License		37.20
Total 621-00 - Office Supplies						143.74
<b>650-00 - Utilities</b>						
Check	06/01/2016	EFTPS	PGE	Day Hill		178.45
Check	06/01/2016	EFTPS	PGE	Redland		438.47
Check	06/06/2016	EFTPS	PGE	Wally Road		505.17
Check	06/08/2016	EFTPS	PGE	Ridgeway		455.61
Check	06/15/2016	EFTPS	PGE	Mountain View		349.89
Check	06/16/2016	EFTPS	PGE	View Acres		379.16
Check	06/16/2016	EFTPS	PGE	Linhart		479.22
Check	06/16/2016	EFTPS	PGE	Timberline		464.86
Check	06/22/2016	EFTPS	PGE	Schaeffer Road		568.48
Bill	06/26/2016	6262016	Reliance Connects	Goat Mountain 10/9/2015 - 5/17/2016		6,490.72
Check	06/30/2016	EFTPS	PGE	Redland		454.44
Bill	06/30/2016	JULY 2016	Verizon Wireless	Brightwood: Contract # 70669 2051 KAEN ROAD...		391.43
Check	06/30/2016	EFTPS	PGE	Day Hill		201.52
Total 650-00 - Utilities						11,357.42
<b>655-00 - Consultant Services</b>						
Bill	06/30/2016	June 2016	Hartsock Project Mgmt.	Staff Support MAY 2016		2,000.00
Total 655-00 - Consultant Services						2,000.00
<b>665-00 - Radio Maintenance Fees</b>						
Bill	06/04/2016	1210219	Carlson Testing Inc	Lake Oswego City Hall Radio Tower	Lake Oswego	273.75
Bill	06/22/2016	413195	Day Wireless Systems	Perform Lighting Inspection		2,175.86
Bill	06/30/2016	415331	Day Wireless Systems	Realign Dish at Lake Oswego City Hall		990.00
Total 665-00 - Radio Maintenance Fees						3,439.61
<b>667-00 - Radio Replacement Project</b>						
Bill	06/15/2016	6.15.2016	Consistent Image Web Des...	Social Media Education		2,612.55
Total 667-00 - Radio Replacement Project						2,612.55
<b>670-00 - Legal Services</b>						
Bill	06/30/2016	10817	Eakins, Eileen	Legal Services		640.00
Total 670-00 - Legal Services						640.00
<b>703-00 - Capital Outlay</b>						
Bill	06/06/2016	6690	Securasite LLC	Site Acquisition	Sawtell	24.84
Bill	06/07/2016	9003183	Cushing Civil Engineers	Architectural Services	Angel Falls	1,475.00
Bill	06/07/2016	9003177	Cushing Civil Engineers	Architectural Services	Whale Head	1,484.81
Bill	06/07/2016	9003186	Cushing Civil Engineers	Architectural Services	Tom Dick and Harry	1,400.00
Bill	06/07/2016	9003181	Cushing Civil Engineers	Architectural Services	Oak Grove Butte	1,339.81
Bill	06/07/2016	9003180	Cushing Civil Engineers	Architectural Services	Highland Butte	6,612.50
Bill	06/07/2016	9003182	Cushing Civil Engineers	Architectural Services	Crutcher's Bench Site	2,150.00
Bill	06/07/2016	9003179	Cushing Civil Engineers	Architectural Services	Sawtell	920.00
Bill	06/07/2016	9003185	Cushing Civil Engineers	Architectural Services	Sawtell	222.23
Bill	06/07/2016	9003178	Cushing Civil Engineers	Architectural Services	Skyland	5,272.50
Bill	06/07/2016	9003184	Cushing Civil Engineers	Architectural Services	Sawtell	5,161.00
Bill	06/07/2016	6.30.2016	BOLI		Sawtell	250.00
Bill	06/10/2016	6691	Securasite LLC	Site Acquisition	Sawtell	643.75
Bill	06/14/2016	6696	Securasite LLC	Site Acquisition	Cooks Butte	12.42
Bill	06/14/2016	6694	Securasite LLC	Site Acquisition	Elligsen Road	318.75
Bill	06/14/2016	6695	Securasite LLC	Site Acquisition	Sandy High	731.25
Bill	06/15/2016	6697	Securasite LLC	Site Acquisition	Cooks Butte	1,193.75
Bill	06/16/2016	6699	Securasite LLC	Site Acquisition	Canby	1,168.75
Bill	06/16/2016	6698	Securasite LLC	Site Acquisition	Canby	86.94
Bill	06/16/2016	6700	Securasite LLC	Site Acquisition	Highland Butte	218.75
Bill	06/18/2016	6703	Securasite LLC	Site Acquisition	Crutcher's Bench Site	281.25
Bill	06/18/2016	6701	Securasite LLC	Site Acquisition	Angel Falls	393.75
Bill	06/18/2016	6704	Securasite LLC	Site Acquisition	Oak Grove Butte	262.50
Bill	06/18/2016	6702	Securasite LLC	Site Acquisition	Angel Falls	33.48
Bill	06/19/2016	6705	Securasite LLC	Site Acquisition	Whale Head	68.75
Bill	06/19/2016	6706	Securasite LLC	Site Acquisition	Tom Dick and Harry	93.75
Bill	06/23/2016	6718	Securasite LLC	Site Acquisition	Oak Grove Butte	83.14
Bill	06/23/2016	6717	Securasite LLC	Site Acquisition	Whale Head	252.50

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07/15/16

Accrual Basis

### Clackamas 800 Radio Group

### Profit & Loss Detail

June 2016

Type	Date	Num	Name	Memo	Class	Amount
Bill	06/23/2016	6719	Securasite LLC	Site Acquisition	Angel Falls	54.23
Bill	06/28/2016	394895	Sabre Industries	150' S3TL Series HD1	Sawtell	4,121.00
Bill	06/30/2016	7/2	Carlson Testing Inc	Concrete/Rebar	Sawtell	612.00
Bill	06/30/2016	16078	Black Mountain Consulting	Geoconsulting Sawtell	Sawtell	4,250.00
Bill	06/30/2016	6604	Securasite LLC	Site Acquisition	Elligsen Road	1,637.50
Bill	06/30/2016	C800 16-4...	Quest Energy Systems, Inc.	Professional Services		1,830.75
Total 703-00 - Capital Outlay						44,661.65
<b>795-00 - Debt Service</b>						
Check	06/27/2016	AUTO	Clackamas County Bank	Pmt# 4		2,570.51
Total 795-00 - Debt Service						2,570.51
Total Expense						135,638.85
Net Ordinary Income						-135,377.01
<b>Net Income</b>						<b>-135,377.01</b>

**Clackamas 800 Radio Group**  
**Trial Balance**  
 As of June 30, 2016

	Jun 30, 16	
	Debit	Credit
115-00 · Cash/Checking Account	137,210.15	
11000 · Accounts Receivable	400.00	
120-00 · Member Fees Receivable	0.00	
12000 · Undeposited Funds	0.00	
150-00 · Prepaid Expenses	0.00	
160-00 · Buildings and Towers	10,522,952.20	
165-00 · Radio Backbone	2,520,898.80	
166-00 · Equipment	704,983.00	
167-00 · Work In Progress	0.00	
175-00 · Accumulated Depreciation		7,086,855.79
201-00 · Accounts Payable		112,488.72
201-02 · Other Accounts Payable	0.00	
210-00 · Reimb due Clackamas County	0.00	
438-00 · Microwave Loan		405,235.57
300-00 · Fund Balance	0.00	
310-00 · Investment in Fixed Assets		6,661,978.21
320-00 · Retained Earnings, Prior		473,340.12
405-00 · Members Contracts		46,600.00
410-00 · Partners Fees		817,600.00
415-00 · Mobile Data Devices		2,856.00
420-00 · Partners Debt Service Zone Cont		93,689.00
421-00 · Partner Debt Service Microwave		52,016.00
430-00 · Subscriber Radio Payments		1,427,063.32
431-00 · Interest Income		55.16
435-00 · Lease Revenue		38,298.36
605-00 · Site Rental	146,861.61	
615-00 · HVAC Maintenance	1,978.70	
620-00 · Landscape Maintenance	3,650.00	
621-00 · Office Supplies	3,766.76	
625-00 · Generator Maintenance	7,409.38	
630-00 · UPS Maintenance	1,500.00	
635-00 · Battery Maintenance	32,424.00	
645-00 · Insurance	22,566.13	
650-00 · Utilities	61,967.26	
655-00 · Consultant Services	21,377.00	
657-00 · Regional Radio Expense	96.40	
660-00 · WCCCA System Fees	528,134.00	
665-00 · Radio Maintenance Fees	64,281.57	
665-00 · Radio Maintenance Fees:665-01 · Radio Maintenance Service	14,962.50	
667-00 · Radio Replacement Project	89,307.15	
670-00 · Legal Services	8,680.00	
675-00 · Financial Services	2,379.14	
680-00 · Audit Fees	6,490.00	
685-00 · Miscellaneous Expenses	957.68	
703-00 · Capital Outlay	2,204,649.27	
703-00 · Capital Outlay:703-01 · Capital Outlay Service	675.00	
795-00 · Debt Service	107,518.55	
<b>TOTAL</b>	<b>17,218,076.25</b>	<b>17,218,076.25</b>

**Clackamas 800 Radio Group**  
**Balance Sheet**  
 As of June 30, 2016

	Jun 30, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
115-00 · Cash/Checking Account	137,210.15
<b>Total Checking/Savings</b>	137,210.15
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	400.00
<b>Total Accounts Receivable</b>	400.00
<b>Total Current Assets</b>	137,610.15
<b>Fixed Assets</b>	
160-00 · Buildings and Towers	10,522,952.20
165-00 · Radio Backbone	2,520,898.80
166-00 · Equipment	704,983.00
175-00 · Accumulated Depreciation	-7,086,855.79
<b>Total Fixed Assets</b>	6,661,978.21
<b>TOTAL ASSETS</b>	<b>6,799,588.36</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
201-00 · Accounts Payable	112,488.72
<b>Total Accounts Payable</b>	112,488.72
<b>Other Current Liabilities</b>	
438-00 · Microwave Loan	405,235.57
<b>Total Other Current Liabilities</b>	405,235.57
<b>Total Current Liabilities</b>	517,724.29
<b>Total Liabilities</b>	517,724.29
<b>Equity</b>	
310-00 · Investment in Fixed Assets	6,661,978.21
320-00 · Retained Earnings, Prior	473,340.12
Net Income	-853,454.26
<b>Total Equity</b>	6,281,864.07
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,799,588.36</b>





11300 SE Fuller Rd  
Milwaukie, Oregon 97222  
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## Board of Directors Action Request

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** August 10, 2016  
**Re:** Appoint a Citizen Advisory Committee

**REQUEST:** It is hereby requested that the C800 Board of Directors appoint the following individuals to the Citizen Advisory Committee for the Radio Upgrade Project.

**HISTORY:** As part of the ballot measure to approve the funding for the Radio Upgrade Project it was outlined that C800 would appoint a Citizen Oversight Advisory Committee. The committee to be composed of citizen members living within Clackamas County. Staff has advertised to recruit members and received eight applications. Staff is recommending that all eight be invited to participate on the committee and they are:

Karl Wescott – Damascus  
Ted Kunze – Canby  
Bill Merchant – Oregon City  
Laurie Freeman Swanson – Molalla

Renee King – Clackamas 97086  
Gerard Kearney – Clackamas 97015  
Dave Austin – Lake Oswego  
Kirk Stempel - Gladstone

Further the Board would appoint an ex-officio Fire, Law and County Liaison and the C800 Manager as staff.

**FINANCE:** The funds are budgeted as part of the Radio Project.

**LEGAL:** Legal counsel will review the charter.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors appoint the following individuals to the Citizen Advisory Committee for the Radio Upgrade Project.



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## Board of Directors Action Request

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** August 10, 2016  
**Re:** Approval of Project Management Agreement

**REQUEST:** It is hereby requested that the C800 Board of Directors authorize entering into a personnel services contract in an amount not to exceed \$350,000 with a firm to provide project management services for the Radio Upgrade Project. Details of the recommended firm will be provided at the August 10, 2016 Board meeting.

**ISSUE:** As part of the Radio Upgrade Project the services of an independent Project Management firm have been included in the project planning and budgeting for the project. The Project Management firm will provide appropriate personnel to provide project oversight with key responsibility for schedule and budget management.

C800/WCCCA published a Request for Proposal for Project Management Services on May 26, 2016 and received twelve requests for the document and four proposals on June 23, 2016. The purpose of the Request for Proposals (Solicitation) was to obtain competitive offers from qualified Firms or Individuals interested in providing WCCCA/C800 with Communication System Upgrade Project Management Services.

### **SCOPE OF WORK:**

The Provider shall provide organizational skills, management oversight, and fiscal control in an expeditious and economical manner consistent with the interests of the overall project. The Provider's primary responsibility is managing the successful implementation of all key project elements of the Communications System Replacement Project and will include but are not limited to the following:

- i. Communications site acquisition, development, construction and provisioning in compliance with the most current Motorola R56 Standards and Guidelines for Communications Sites.
- ii. Upgrading existing communications sites to comply with new design needs and or regulatory or land use requirements. (R56 compliant upgrades, essential facilities, tower loading and or related revisions)
- iii. AC power generation and DC power and backup systems.
- iv. Microwave backhaul systems (IP and TDM technologies)
- v. Network management systems, security, telemetry, alarms and surveillance
- vi. Wireless Ethernet connectivity to key public safety facilities (IP underlay)
- vii. P25 Land Mobile Radio subscriber equipment receipt, inventory control, programming/upgrades, distribution and installation as appropriate.

- viii. P25 Land Mobile Radio infrastructure scope of work (SOW) acceptance testing, shipping, installation, startup, optimization, systems performance and system coverage testing.
- ix. P25 Land Mobile Radio subscriber cut over and final acceptance testing/approval.
- x. Directly purchased and or supplier provided equipment inventories and reconciliation.

The four firms that provided proposals were;

1. Plan B Consultancy – Lake Oswego, OR
2. 3dB Communications – Beaverton, OR
3. Gillespie, Prudhon & Assoc – Clackamas, OR
4. Compass Project Solutions – Keizer, OR

A four-person review team evaluated the proposals based on the criteria outlined in the RFP document and narrowed the field to Plan B Consultancy and 3dB Communications. Interviews are being conducted on August 8<sup>th</sup> to determine a finalist for recommendation to the Board.

**FINANCE:** The funds are budgeted as part of the Radio Project.

**LEGAL:** A C800 professional services contract as approved by legal counsel will be utilized.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors authorize entering into a personnel services contract in an amount not to exceed \$350,000 with a firm to provide project management services for the Radio Upgrade Project. Details of the recommended firm will be provided at the August 10, 2016 Board meeting.



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## Board of Directors Action Request

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** August 10, 2016  
**Re:** Approval of Site Leases

**REQUEST:** It is hereby requested that the C800 Board of Directors authorize C800 to enter into leases of real property for communications sites in Molalla, Lake Oswego, Canby, Sandy, and Wilsonville.

**ISSUE:** As part of the radio upgrade project an additional 14 sites will be added to the C800 radio system. Our site acquisition consultant has completed the acquisition process on five of those sites as listed below. The lease form being utilized is C800's standard form.

Site	Lease Amount	Term
Sawtell Rd, Molalla	\$0	5 yrs. w/ 5-5yr. extensions – 30 yrs.
Skyland Dr., Lake Oswego	\$10,800 per yr. / 3% esc	10 yrs. w/ 4-5 yr. extensions – 30 yrs.
1 <sup>st</sup> Ave, Canby	\$12,000 per yr. / 3% esc	10 yrs. w/ 4-5 yr. extensions – 30 yrs.
Marcy St, Sandy	\$12,000 per yr. / 3% esc	10 yrs. w/ 4-5 yr. extensions – 30 yrs.
Elligsen Rd, Wilsonville	\$12,000 per yr. / 3% esc	10 yrs. w/ annual automatic renewal

**FINANCE:** The funds will be budgeted as part of the annual C800 budget process.

**LEGAL:** Legal Counsel has reviewed the standard C800 lease.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors authorize C800 to enter into leases of real property for communications sites in Molalla, Lake Oswego, Canby, Sandy, and Wilsonville.



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## Board of Directors Action Request

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** August 10, 2016  
**Re:** Approval of Don Cushing Associates Contract

**REQUEST:** It is hereby requested that the C800 Board of Directors approve a contract in the not to exceed amount of \$90,000 with Don Cushing Associates for site architectural and engineering services related to the radio system replacement project for the existing sites.

**ISSUE:** As a part of the radio upgrade project it is planned to upgrade the ten existing radio sites to bring them into compliance with current standards for critical communications sites. This includes such issues as seismic requirements, electrical and grounding requirements, and general site conditions.

To that end WCCCA and C800 evaluated a number of architectural and engineering firms that specialize in this type of work. These projects are unique and require a firm that has this specific experience with Public Safety communications sites as there are many unique design requirements and the learning curve can be extensive and time consuming. Don Cushing Associates has and is performing this work for C800 on the projects new sites. Further, they have performed this work on multiple sites for WCCCA as well as T-Mobile and other wireless carriers. Past experience has demonstrated that the fees Don Cushing Associates charge are very competitive in the marketplace.

**PROJECT DESCRIPTION:** Based on the site location information provided by C800 the Architect will shall provide related services and develop architectural and engineering documents for each site containing the following information:

Conduct a site walk to determine site existing conditions

Develop the following plans:

Detailed site plan depicting the building, tower, generator and fuel source, fencing, utilities and ingress and egress routes

Elevations (building & tower)

Building, generator, fuel tank, structural foundation design summary with reference to specific wet stamped designs.

Tower antenna, mounts, lines and hardware plan/schedule

Tower/site grounding plan including external and internal one line depictions and ground buss details (internal and external) that is compliant to Motorola R56 Site Standards.

Electrical plan

Detailed antenna system schematics (insets) including Azimuth and Elevation for each antenna

Shelter floor plan/Layout

Details / Specifications for all elements as appropriate

C800 will enter into professional services contracts with Don Cushing Associates for each individual site based on final scope for the particular site once determined.

**FINANCE:** The funds are budgeted as a part of the radio replacement project bond.

**LEGAL:** A C800 Professional Services contract will be utilized as approved by legal counsel.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors approve a contract in the not to exceed amount of \$90,000 with Don Cushing Associates for site architectural and engineering services related to the radio system replacement project for the existing sites.



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## Board of Directors Action Request

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** August 10, 2016  
**Re:** Approval of City of Milwaukie as a C800 Partner

**REQUEST:** It is hereby requested that the C800 Board of Directors approve the City of Milwaukie as a Partner of the Clackamas 800 Radio Group.

**ISSUE:** The City of Milwaukie desires to join C800 as a partner and meets the qualifications as outlined in the Inter-Governmental Agreement that governs C800. The City Council has approved the Inter-Governmental Agreement by Ordinance on July 19, 2016.

**FINANCE:** The City will pay C800's annual fee as determined as part of the budget process.

**LEGAL:** The C800 ORS190 Agreement as executed by all Partners was utilized.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors approve the City of Milwaukie as a Partner of the Clackamas 800 Radio Group.