# PACCOM ADMIN BOARD MEETING

## JANUARY 9TH, 2025 9:00 AM.

## BOCC MEETING ROOM / ZOOM MEETING

| Board Members Present | Board Members Absent | Others Present |
|---|---|---|
| Sue Svendsen – Long Beach Mayor/ Chair<br>Bethany Barnard – SB Mayor<br>Jerry Doyle – PC Commissioner<br>Chuck Spoor – FD #8 Commissioner<br>Blaine Gunkel – FD #1 Commissioner<br>Eddie Hillard – Ilwaco Mayor | Daniel Garcia – Sheriff<br>Dee Roberts – Raymond Mayor<br>Rex Hutchins – NPCEMS | Lisa Olsen – PC Commissioner<br>Paul Plakinger – PC Admin.<br>Amanda Bennet – BOCC Clerk<br>Jacob Brundage – FD #1 Chief<br>Brad Weatherby – FD1<br>David Glasson – Long Beach |

A quorum was met (5 Members present).

## Call to Order:

**The Meeting Began at 9:00 AM with introductions**
**Motion to approve October 10th, 2025 minutes. Approved, no discussion or amendments.**

## Old Business:

1. **PACCOM Phone Tree**
   A phone tree has been implemented on the non-emergency line. Since implementation, no spam calls have been received through the non-emergency line. Spam calls continue to come through the 911 line; however, ongoing discussions with communications providers are underway to identify options to reduce or eliminate these calls.

2. **Contract Renewal – Johnson Technology**
   - A contract for the radio project was originally signed in July 2025. Due to the ongoing nature of the project, the contract term is being extended by six months. No additional funding is being requested or allocated; only the expiration date will be extended to June 2026.
   - A motion was made to extend the contract, followed by a roundtable discussion regarding potential conflicts of interest, as Bob Johnson is currently performing

work for both Grays Harbor and Pacific counties. After discussion, no conflicts of interest were identified.
- The motion to extend the contract was brought to a vote and approved unanimously.

## New Business

1. **Admin Board Chair Selection**
   A new Chair and Vice Chair were selected by unanimous vote. A motion was made to appoint Sue Svendsen as Chair and Dee Roberts as Vice Chair. The motion carried unanimously.

2. **LCP Grant Application**
   - PACCOM will apply for a state Local Capital Projects (LCP) grant in the amount of $450,000 to support the simulcast radio project.
   - A motion to approve submission of the grant application was made and seconded. The motion was approved by unanimous vote.

3. **End of Year Report for PACCOM**
   - PACCOM experienced growth, stabilization, and operational normalization throughout 2025.
   - Two telecommunicators successfully completed training and are now working independently.
   - Three trainees are expected to complete training in March and will transition to independent status.
   - One additional telecommunicator position has been added. Applications have been received; hiring will occur after current trainees graduate due to limited training resources.
   - A casual employee position has been implemented to improve staffing flexibility.
   - Regular staff meetings have resumed.
   - A formal Performance Improvement Plan (PIP) program has been implemented.
   - Agency policies have been rewritten and modernized to align with current practices and are undergoing internal review prior to board approval.
   - Fire and Law manuals are being updated and modernized.
   - The Core Program Statement has been updated.
   - Each dispatch station has been updated.
   - New-hire “how-to” guides are currently in development.
   - Quality Assurance has been brought back in-house.
   - Electronic EMD has been implemented.
   - ESChat has been deployed.
   - Electronic access to warrants has been expanded.
   - Two additional dispatch consoles are in the process of being set up.
   - Gaps and deficiencies within the radio system are being identified and addressed.
   - The annual SECO grant has been secured.

- Efforts to strengthen inter-agency relationships and rebuild public trust are ongoing, including renewed communication with law, fire, EMS, and county leadership.
- Common places and landmarks are being added into CAD to assist dispatchers when exact addresses are unavailable.
- PACCOM is working with Comtech and communication carriers to reduce spam calls.
- Additional funding opportunities for radio maintenance continue to be pursued.
- Several board members requested a report outlining PACCOM metrics (e.g., call volume and staffing levels). Cait will prepare and present this report at the next meeting.

4. **Meeting Times**
   Meetings are currently held monthly but were previously conducted on a quarterly basis. Cait asked the Board whether there was interest in returning to a quarterly schedule. Following discussion, the Board reached consensus to continue meeting monthly.

## Motions Approved During the Meeting:

1. **Admin Board Chair Selection**

   - Motion to appoint **Sue Svendsen** as Chair and **Dee Roberts** as Vice Chair.
   - **Result:** Approved by unanimous vote.

2. **Johnson Technology Contract Extension**

   - Motion to extend the Johnson Technology radio project contract term by six months, moving the expiration date to June 2026, with no additional funds allocated.
   - **Result:** Approved by unanimous vote following discussion regarding potential conflicts of interest; none were identified.

3. **LCP Grant Application – Simulcast Project**

   - Motion to approve submission of the $450,000 LCP grant application for the simulcast project.
   - **Result:** Motion raised, seconded, and approved by unanimous vote.

## Next Regular Meeting:

February 13th, 2025 at the BOCC meeting room