

A G E N D A  
Linn County 9-1-1  
Emergency Telephone Agency

Wednesday  
January 14, 2026 10:00 a.m.

Linn County Sheriff's Office  
Briefing & Training Room  
1115 SE Jackson Street, Albany, OR 97322

- I Roll Call
- II Election of new Chairperson - *Ballot* - Action
- III ETA presentation
  - A. Review of ETA-IGA and original purpose of organization *Consolidation of PAPP's*
  - B. Discussion
  - C. Vote on Dissolution of ETA Action
- IV Other Business
- V Adjournment

*Chief Joe Rodondi retired*

*Dissolve all associated funding sources -*

PART II  
INTERGOVERNMENTAL AGREEMENT  
FOR COMMUNICATIONS SERVICES

Signatures Required  
in This Part

## INTERGOVERNMENTAL AGREEMENT

WHEREAS, ORS 401.710 - .790 requires every public and private provider of emergency services to establish before January 1, 1991, an emergency telephone system; and

WHEREAS, ORS 190.003 - .110 authorizes units of local government to jointly undertake functions or activities which individual units of government have authority to perform separately; and

WHEREAS, a plan for providing emergency telephone services in Linn County has been prepared as required by ORS 401.750.

NOW, THEREFORE, it is agreed by the parties:

1. Definitions.

- a. PSAP: Public Safety Answering Point - Location at which all emergency telephone calls made using the universal number 9-1-1 will be first answered, and such additional services to members as may be authorized by the Service Provider Committee.
- b. State ETS funds: State ETS (Emergency Telephone System) funds are those funds provided by ORS Chapter 401 and any subsequent legislation to accomplish the same or similar purposes.

c. Designated Service Area: The designated service area for emergency telephone answering shall include the territory within the boundaries of the following telephone exchanges:

<u>Telephone Company</u>	<u>Exchange Name</u>	<u>Exchange Number</u>
Roome Telecommunications	Halsey	369
Scio Mutual Telephone	Scio	394
Pacific Telecom, Inc.	Lebanon	258, 259, 451
	Sweet Home	367
	Brownsville	466
Pacific Northwest Bell	Albany	926, 928, 967
	Harrisburg	995
	Shedd	491

1. Agency Established.

There is established by this agreement the Linn County Emergency Telephone Agency (hereinafter called Agency). Every unit of state or local government, special district, or private firm which provides or has authority to provide fire-fighting, police, ambulance or emergency medical services in the Designated Service Area shall be a member of the Agency and entitled to appoint one representative to serve on the Agency on its behalf. An alternate may also be appointed to serve in the representatives absence. Initial Agency members are listed in Exhibit A.

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The Agency shall meet as necessary at the call of the Chair of the Service Provider Committee or any three Agency members.

The Agency shall:

a. Receive an annual report on PSAP operations and a financial audit.

- b. Contract for operation of the PSAP with another party or employ personnel, designate the Agency Representative for fiscal management of Agency funds, lease or purchase buildings, obtain insurance, and other such acts as are required to carry out the purposes of this agreement. The initial contract shall be with the Linn County Sheriff.
- c. Recommend amendments to this Agreement to the members listed in Exhibit A.

3. Service Provider Committee.

There is established by this agreement the Service Provider Committee (hereinafter called Committee). Every unit of state or local government, special district or private firm which directly provides fire-fighting, police, ambulance or emergency medical services in the Designated Service Area shall be a member of the Committee and entitled to appoint one representative to serve on the Committee on its behalf. An alternate may also be appointed to serve in the representative's absence. For the purposes of defining this Committee, the term "directly provides" does not include entities which contract with another to provide staff and equipment on its behalf. Initial Committee members are listed in Exhibit A.

The Committee shall:

- a. Determine services provided to its members.
- b. Adopt an annual PSAP operating budget. The operating budget shall be consistent with the requirements of section 6 Budgeting and Finance.
- c. Adopt a five-year capitol improvement program for the acquisition of communications equipment.
- d. Approve operational procedures, policies, and standards of service to be used by the PSAP.
- e. Submit an annual report on PSAP operations to the Agency.
- f. Insure that an audit is conducted on the funds of the Linn County Emergency Telephone Agency and report findings of the audit to the Agency.

- g. Approve a training program for PSAP personnel.
- h. Develop and administer a program of public relations information.
- i. Adopt a formula for distributing any costs of PSAP operation which exceed annual State ETS funds. The formula shall recognize that members may not all receive an equal amount of services from the PSAP. It shall not require members receiving no service or only call answering, call transfer or call relay to pay any amount in excess of State ETS funds.

3. Linn County Sheriff's Office.

The initial operation and administration of the PSAP shall be the responsibility of the Linn County Sheriff.

The Sheriff shall:

- a. Develop and recommend an annual operating budget to the Committee and administer the operations of the PSAP in conformance with the budget adopted by the Linn County Board of Commissioners.
- b. Assist the Committee to prepare a capital improvements programs.
- c. Recommend to the Committee operational procedures, policies, and standards. Conduct PSAP operations in accordance with procedures, policies, and standards approved by the Committee. Develop and use methods approved by the Committee for evaluating and reporting PSAP operations to the Committee.
- d. Employ a PSAP Director and other personnel to perform PSAP services in accordance with applicable Linn County and Linn County Sheriff's Office personnel policies and procedures.

5. Agency and Committee Procedures.

The Agency and the Committee shall adopt their own bylaws for the conduct of their affairs; provided no decision shall be made without the affirmative vote of at least 33% of their respective memberships. An

affirmative vote of at least 66% of the Agency shall be required to change responsibility for operation of the PSAP. Written notice and agenda topics for all meetings shall be mailed or personally delivered to each representative at least seven days prior to the meeting date. Special meetings may be called by the Chair or shall be called at the written request of any three representatives.

The PSAP Director shall act as a staff person for both the Agency and the Committee and shall attend all meetings thereof.

6. Budgeting and Finance.

- a. If the PSAP commences operation on a date other than July 1, the budget schedule and process for that fiscal year shall be developed by the Committee subject to approval of the Agency.
- b. Annually, a budget shall be developed and administered in accordance with the following schedule:

October 15 Committee representatives tentatively adopt any proposed changes in cost sharing formula and submits to their governing bodies.

November 15 Governing bodies submit comments on proposed changes in cost sharing formula to the Committee.

December 1 Committee adopts cost sharing formula.

January 1 Deadline for withdrawing from the agreement

February 1 Committee adopts budget and notifies each governing body of its share of costs.

- c. The first year cost of operating the PSAP shall be paid from State ETS funds received by members prior to the effective date of this Agreement. Subsequent years' basic operations shall be funded with State ETS funds received during the 12 months preceding the fiscal year in which they are expended.
- d. The Agency Representative for fiscal management shall establish a PSAP fund to which all revenues designated for operating the PSAP shall be credited and all expenditures shall be debited.
- e. Each member assessed a fee for services beyond those provided by State ETS funds, shall transmit one-twelfth of its assessment to the Agency Representative by the 10<sup>th</sup> day of each month, beginning with the month of July.
- f. Each member which receives State ETS funds shall either authorize direct payment to the Agency Representative or shall forward such payments to the Representative within 10 days of their receipt. Such funds including interest earned thereon on hand on the date this Agreement becomes effective shall be transferred within 30 days to the Representative upon notice from the Committee.

7. Additional Services.

The Agency may provide to its members services such as direct dispatching of public safety personnel and communications equipment maintenance in addition to basic call answering call transfer or call relay.

8. Equipment.

Equipment to operate the PSAP shall be purchased by the Agency. Equipment owned by the members and transferred for use in the PSAP shall either be purchased from the member at fair market value or shall remain the property of the member. Upon termination of this Agreement, all equipment owned by the Agency and used for operation of the PSAP shall be appraised and the assets distributed to the members in proportion to their financial participation averaged over the preceding three fiscal years.

9. Amendments.

This Agreement may be amended by approval of two-thirds of the parties to the Agreement.

10. Additional Members.

Following initial approval of this Agreement, additional members may become parties upon approval by the Committee and signature of an addendum to the Agreement.

11. Term.

This Agreement shall be for a period of one year and shall extend from year to year thereafter until terminated by the parties. Individual parties may withdraw from the Agreement on July 1 of any year by notifying the Committee of its intent by the preceding January 1.

12. Effective Date.

This Agreement shall become effective upon approval of all parties listed in Exhibit A.

**EXHIBIT A**  
**LINN COUNTY 9-1-1 PLAN**  
**INTERGOVERNMENTAL AGREEMENT**

State and local jurisdictions and service providers eligible for membership on the Linn County Emergency Telephone Agency.

This Agreement shall be executed on behalf of each participant and shall be deemed adopted upon the date of execution by the last so authorized representative.

IN WITNESS WHEREOF the parties hereto have signed this Agreement as of the day and year endorsed with each signature:

**COUNTY SIGNATORIES**

Linn County	Chairman, Board of Commissioners	Date
Linn County	Commissioner	Date
Linn County	Commissioner	Date
Linn County	Sheriff	Date
Benton County	Chairman, Board of Commissioners	Date
Benton County	Commissioner	Date
Benton County	Commissioner	Date
Benton County	Sheriff	Date
Lane County	Sheriff	Date