

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday January 27th, 2021 @ 10:00 AM

Remote ZOOM Meeting

Attendance

Board Members: Chet Makinster; Alan Headley; Joe Gardner; Vic Leatzow Kurt Sacha; Ralph Herrera; Andrew Hamilton; Dave Handy (alternate, voting) Jim Kambeitz

Staff: Dave Storaker; Rachael Fair; Frank Randolph (general counsel); Jerry Jensen; Deanna Wells;

Guests: Bill LeMonds; Robert Huhta; Chris Smith; Darr Kirk;

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Joe Gardner called the meeting to order at 10:01 AM.

2. Approval of the Agenda

Recommended Action: A motion to approve the agenda as presented.

Fair made an edit to the motion for the meeting minutes to reflect the correct date.

Headley made a motion to approve the agenda with the appropriate changes. Sacha seconded; all in favor, motion carried.

3. Approval of Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 01/13/21.

Makinster made a motion to approve the meeting minutes as presented. Sacha seconded; all in favor, motion carried.

4. Public Comment

- A. The public comment period allows any member of the public to speak to any item that is not on the regular agenda. The Chair asked if any members of the public were attending the meeting and no members of the public were in attendance.

5. Payables

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 01/20/21	63-98	\$ 129,069.96
Claims 01/14/21	62	\$ 115,080.60
Claims 01/15/21	40-61	\$106,360.69
TOTAL		\$350,511.25

Recommended Action: Motion to approve the payables as presented

It was requested that a breakout of the Red Canoe Visa be provided. A copy would be sent out in email to the board after the meeting. Sacha made a motion to approve the payables as presented. Hamilton seconded; all in favor, motion carried.

6. Financial Report (N/A)

7. Board Comments/Board Committee Reports

- A. LAW TAC Update
- B. FIRE TAC Update

Neither committee has had a meeting.

8. **Agreements: Speelyai Communications Facility Site Sub-Lease Agreement WSDOT 2021**

The sublease agreement between WSDOT, Cowlitz 911, and the property owners Brad Thomas and Dave Creagan has been negotiated and finalized between the parties. Cowlitz 911 staff request Board approval of the sublease agreement where WSDOT has agreed to pay an annual fee of \$25,000.00 to install 1 equipment rack and repeaters in our Speelyai radio facility, and install antenna and feedlines on the tower. Cowlitz 911 will receive \$6,250 upon commencement of the contract, and the property owners Thomas and Creagan will receive \$9,375 each. The annual fee will increase by 2.5% each anniversary the first 5 year term then upon renewal of the optional additional 5 year terms, there is a 10% term renewal in addition to the annual fee increase. Frank Randolph worked with Wells to update the Speelyai sublease to reflect the current ownership of the Speelyai site and the property owners were in agreement with the modifications to the sublease. The property owners negotiated the fees with the new tenant, and 911 staff coordinated with the parties, gathered necessary documentation, and finalized the documents for processing.

Upon approval by the Board, signatures will be gathered from all stakeholders, and original signed copies will be disseminated to the stakeholders.

Recommended Action: A motion to approve the agreement with WSDOT for the Speelyai communications facility site sub-lease.

After some discussion it was requested by the board that an insurance clause be added to the agreement. Leatzow made a motion to approve the agreement with the added insurance clause. Makinster seconded; all in favor, motion carried.

9. **Policies**

A. **Policy 009: Payroll Administration Policy**

The payroll policy is to outline the pay cycles and pay dates that employees can expect. It also details how and when they will receive their step increase. Lastly, it address how benefits and deductions will come out of their paychecks. The only change to our current processes was how step increases will be administered and the change was made so that we are being the most fair to the employees.

Recommended Action: Motion to approve policy 009: Payroll Administration Policy

Headley made a motion to approve Policy 009: Payroll Administration policy as presented. Sacha seconded; all in favor, motion carried.

10. **Director's Report**

A. **Staff Update:** We hired a trainee yesterday. We are authorized for 23 dispatchers and 2 supervisors. We have 21 dispatchers and 1 supervisor. The plan for this year is to promote one supervisor from the dispatcher position and hire three additional dispatchers, which will bring the Comm Center to full authorized strength. The timeline on hiring depends on the training schedule for those in training right now. We currently have two dispatchers off sick and one on maternity leave.

B. **Facility Update:** The new facility is projected to be on time and on budget. Norm Krehbiel is contracted with the Cowlitz911 Comm Center to supervise the build. He and I met with the

local Lowe's management to ease their concerns over the construction time schedule and the impact to their side and rear parking area. I walked the site with Norm and Patriot Construction making plans for the anticipated March 1 or March 2, 2021 ground breaking. The date will be selected by February 2, 2021 and invitations will be sent to VIPs and their staff. We will include Dispatchers at the groundbreaking, but due to social distancing we will limit the attendance or ensure proper distancing. I also reported that I continue to meet in the Owners, Architects, and Contractors (OAC) meeting weekly to deconflict concerns.

- C. **Radio Infrastructure:** This past weekend, while waiting for parts to fix satellites, the Kelso frequency went down due to equipment failure. It was temporarily fixed, but went down again hours later. A better fix was obtained last Monday with a better product replacing the inferior product. During the frequency failure, we had Kelso work off of a Tac frequency. As always, the Dispatchers were instrumental in keeping communications with field units even in the face of failure of equipment. Additionally, our deer island lease is close to being renewed.
- D. **Analytics Update:** In our efforts to provide good service to the public, the most common measurement is the standard that 911 calls are answered 95% of the time within 10 seconds. Year to date, we have answered above the standard. We are answering 96.74% within 10 seconds.

11. Old Business

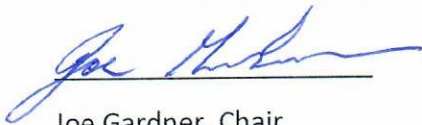
12. Executive Session (if needed): RCW 42.30.110(1)(b)

The board entered into executive session at 10:25 for 5 minutes. The board requested a 5 minute extension. The board requested a 2 minute extension. The ended executive session at 10:37. No decisions were made in executive session.

13. Adjournment

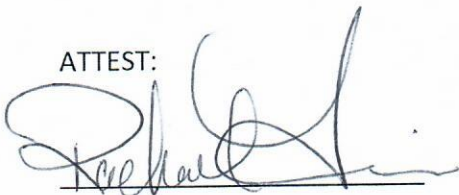
Meeting adjourned at 10:38 AM

14. Closed Meeting (If Needed)



Joe Gardner, Chair

ATTEST:



Rachael Fair, Clerk of the Cowlitz 911 Board