

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday March 10<sup>th</sup>, 2021 @ 10:00 AM

### Remote ZOOM Meeting

#### Attendance

**Board Members:** Mary Alice Wallis (alternate, voting); Chris Smith (alternate, voting); Robert Huhta (alternate, voting); Joe Gardner; Brad Thurman; Andy Hamilton; Alan Headley; Vic Leatzow; Ralph Herrera

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

**Guests:** Darr Kirk; Scott Neves; Bill LeMonds; Brandon Poff; Don Turrentine

**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.

Hamilton made a motion to approve the agenda as presented. Headley seconded; all in favor, motion carried.

#### 3. Approval of Meeting Minutes

##### A. 02/24/2021

**Recommended Action:** A motion to approve the meeting minutes from 02/24/2021.

There was discussion on potential changes to the proposed minutes. Hamilton made a motion to approve the amended meeting minutes. Leatzow 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 03/05/21	247-282	\$ 126,280.93
Claims 02/26/21	231-244	\$ 71,789.28
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TOTAL		\$198,070.21

**Recommended Action:** Motion to approve the payables as presented

Headley made a motion to approve the payables as presented. Thurman seconded; all in favor, motion carried.

#### 6. Financial Report *(provided at the second meeting of the month)*

#### 7. Policies

##### A. Policy 004 Amendment

The original language in policy 004 was designed to mirror the current CBA. However, in section 4, bullet point 5, our policy states that an employee must use all time banks before taking unpaid leave. When reviewing our policy we discovered this was in violation of the WA state leave law for the WA State Paid Family Medical Leave (PFMLA) We have consulted with legal counsel, and have been guided to remove that bullet point.

**Recommended Action:** A motion to approve policy 004 as amended.

After discussion, Hamilton made a motion to table the policy amendment until the next meeting. Leatzow seconded; all in favor, motion carried.

**8. Board Comments/Board Committee Reports**

- A. LAW TAC Update: No update. Meeting scheduled for next week.
- B. FIRE TAC Update: They held a meeting but no update.

**9. Director's Report**

**A. Staff Update: trainee schedule update**

- i. Currently we have 18 fully trained dispatchers with 3 in training. We have 1 potential new hire in the background process. It has been decided to have new trainees work four ten hour shifts so that they can get in much needed training in areas of weakness.

**B. Facility Update**

- i. Patriot says we are on schedule. There is a weekly OAC meeting and then a follow up meeting with Norm on Thursdays at the site. Board members are welcome to visit the site, but because it is an active site hard hats and vest must be worn. Cowlitz 911 has purchased a few, so they can be checked out from Rachael if you are interested. There are photographs of the groundbreaking event.

**C. Radio Infrastructure:**

- i. **Bakers Corner:** Mark Pallans has reviewed and the permit is moving forward.
- ii. **Woodland Site:** after further discussion with Tracy Pullman there is an even closer option and it will be reviewed this Friday. It does get us on a higher elevation.
- iii. **Kalama:** work has been prioritized by Day Wireless. Some equipment has been installed on the Hall of Justice and Day Wireless will continue work this Thursday. The hall of Justice microwave is waiting delivery of radios which are expected in early April.
- iv. **Kelso:** Day Wireless is aware of some static and they are working on that.

**D. Analytics** *(provided at the first meeting of the month)*

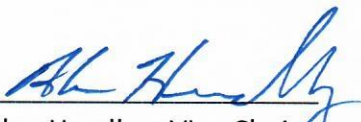
- i. We answered 95.24% in 10 seconds.

**10. Old Business:** N/A

**11. Executive Session (if needed):** Not Held

**12. Adjournment:** Meeting adjourned at 10:21 AM

**13. Closed Meeting (If Needed):** Not Held

  
Alan Headley, Vice Chair

ATTEST:  


Rachael Fair, Clerk of the Cowlitz 911 Board