

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday May 26th, 2021 @ 10:00 AM

Remote ZOOM Meeting

Attendance

Board Members: Chet Makinster; Kurt Sacha; Jim Kambeitz; Joe Gardner (11:01); Troy Brightbill (alternate, voting); Andy Hamilton; Alan Headley; Vic Leatzow; Ralph Herrera

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

Guests: Chris Smith; Scott Neves; Bill LeMonds; Susan Ronning; Dari Reddy

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Alan Headley called the meeting to order at 10:01 AM.

2. Approval of the Agenda

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

There were changes to the agenda. We moved number 9 below executive session and there will be two executive sessions held. Makinster made a motion to approve the agenda as amended. Hamilton seconded; all in favor, motion carried.

3. Approval of Meeting Minutes

A. 05/12/21

Recommended Action: A motion to approve the meeting minutes from 05/12/21

Hamilton made a motion to approve the meeting minutes as presented. Makinster 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 05/20/21	567-602	\$ 121,664.73
Claims 05/14/21	543-562	\$ 62,539.17
TOTAL		\$ 184,203.90

Recommended Action: Motion to approve the payables as presented

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

6. Financial Report (To only be provided at the second meeting of the month)

7. High level overview of Relocation project (information only)

Wells presented a high level overview for the board and asks that they be prepared to take action at the next meeting.

8. Approval of Position Descriptions

Recommended Action: Motion to approve the following job descriptions as presented.

After discussion, the board would like the Administrative Assistant/ Public Disclosure position to have a WAPRO certification within 12 months due to the ever changing nature of public disclosures. They would also like the wording changed for the minimum and preferred qualifications for the education portion of the job description. Sacha made a motion to approve both job descriptions with the recommended edits. Hamilton seconded; all in favor, motion carried.

9. Board Comments/Board Committee Reports

- A. LAW TAC Update: Next meeting in July. 911 Liason meeting and discussed different potential protocol changes. And working on having ride alongs. Also including dispatch with large scale trainings.
- B. FIRE TAC Update: Have not met since the last meeting.

10. Director's Report

A. Staff Update: Approval to over hire for the academy

Recommended Motion: Motion to approve the executive director to over hire for the training academy.

We are losing a dispatcher in June. We just signed off a trainee. We are now at 17 dispatchers and 2 trainees.

Plan to promote a dispatcher to a supervisor which will leave us at 16 dispatchers and 2 trainees.

Storaker is proposing an overhire allowance of 3 which would allow Cowlitz 911 to hire 8 dispatchers that we would have start on July 26th and enter into a dispatcher academy. They will attend the Tele 1 and Tele 2 courses that are being hosted at our center.

Hamilton made a motion to approve the over hire for the academy. Leatzow seconded; all in favor, motion carried.

- B. **Climate and Culture:** Overtime is becoming a burden on the current staff. Trying to help alleviate the overtime by making adjustments to the schedules. Liaison program is being successful. Suggestions coming back and troubleshooting suggestions. Bob Schaefer has been certified as an ENP by NENA. They can manage a 911 center.

- C. **Facility Update:** Concrete poured on lower slab.

- D. **Radio Infrastructure:** Since the outages at the Hall of Justice and the Davis sites. We have been stable. Kalama radio connection is in place but is currently disabled. Through testing is scheduled for this Friday. Hall of Justice back dated order is currently scheduled for July 9th. Castle Rock high tower we are working on building and electrical permits. The Woodland tower we are still waiting on the FAA license. Bakers Corner public hearing for the permit on June 8th for the Longview City Council.

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

F. Cowlitz 911 457(b) plan

- i. Change trustee name to executive director rather than by a specific name. Looking into a professional liability insurance protection.

11. Old Business: None

12. Executive Session (If Needed):

- A. **Potential litigation. 15 minutes.**

B. Performance of a public employee. 15 minutes. 3 minute extension.

The board entered executive session at 11:10 am.

Executive session ended at 11:43 am.

13. MOU- defining anniversary for accrual rates

Recommended Action: Motion to approve the MOU defining the anniversary for accrual rates.

Sacha made a motion to postpone the MOU until our next meeting. Hamilton seconded; all in favor, motion carried.

14. Adjournment: Meeting adjourned at 11:45.

15. Closed Meeting (If Needed): Not Held


Joe Gardner, Chair

ATTEST:



Rachael Young, Clerk of the Cowlitz 911 Board