

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday July 28th, 2021 @ 10:00 AM

Remote ZOOM Meeting

Attendance

Board Members: Kurt Sacha; Robert Huhta (alternate, voting); Joe Gardner; Brad Thurman; 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; Darr Kirk; Bill LeMonds; Don Turrentine

Board Members Absent and No Alternate: Chet Makinster

1. Call to Order and Introductions

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

2. Approval of the Agenda

Recommended Action: There will need to be an executive session held. Will need to remove the Claims approval below. Thurman made a motion to approve the agenda as amended. Headley seconded; all in favor, motion carried.

3. Approval of Meeting Minutes

A. 07/14/21

Recommended Action: A motion to approve the meeting minutes from 07/14/21.

Headley made a motion to approve the meeting minutes. Hamilton 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 Vice 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 07/20/21	786-827	\$ 134,266.78
TOTAL		\$ 134,266.78

Recommended Action: Motion to approve the payables as presented

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

6. Financial Report

7. Approval for new facility connections

- A. Wells explained the need to begin reaching out to businesses to get ISP/ IGN services. The board gave approval for her to move forward in having discussions to get set up and have the proposals brought back before the board for approval.

8. Board Comments/Board Committee Reports

- A. LAW TAC Update: had not met since the last meeting
B. FIRE TAC Update: no meeting scheduled until September

9. Director's Report

- A. **Staff Update:** we lost a trainee this week. Hired a class of 6 trainees. 16 dispatchers, 1 trainee on the floor. 1 out of long term illness.
- B. **Climate and Culture:** Call load increase in summer is always anticipated but loss of dispatchers and trainees have been the cause of some unanticipated staffing issues. Lag time to get trained dispatchers on the floor is between 8 to 12 months. Relief will be on the way in 2nd quarter of 2022. Liasons are being successful. Working conditions are better with the fix of the A/C. Lastly, the state mandate on police force has taken affect.
- C. **Facility Update:** Construction has started to go vertical. Experienced 2 incidences with trespassing. Received an estimate for a security camera. Sacha would like to get more proposals on cost for the camera. Headley made a motion for Storaker to choose what company he thinks is best after receiving 1 or 2 more proposals for the projects. Thurman seconded; all in favor, motion carries. Facility is still on time.
- D. **Radio Infrastructure:**
 - i. **HOJ:** Day Wireless is replacing microwave link between HOJ and Rainier. During the replacement dispatch will operate on back up radios. There is also an antenna issue on the HOJ which has us borrowing Kalama's antenna until the two that are on order arrive. When the antennas arrive work will begin again on the Kalama interface.
 - ii. **Woodland Tower:** Geo study is complete and we will have a report back within 10 days.
 - iii. **Bakers Corner:** Building permit request and a check for fees have been submitted. Day Wireless is working on the electrical permits. Once permits are approved, installation of a shelter, electrical and equipment will be performed.
 - iv. **Castle Rock high school tower:** US Cellular legal, our legal and WCIA are working on insurance language. Building permit has been submitted and Day Wireless is working on the electrical permit.
 - v. **Davis Peak:** we have identified issues with overgrown trees- working with DNR to cut down the branches and trees. Davis to the Woodland site, there is replacement dish and microwave link on order for this site.
 - vi. **Rainier: removal and replacement of failed system and alignment at rainier antenna.** New antenna is on order.
 - vii. **Columbia Heights:** Found some dry rot at the shelter up there and we sent a bid out to the small works roster for repairs to the exterior of that shelter.
 - viii. Updated report on radio issues for County sheriffs, Longview PD and fire frequencies was a result of pending microwave issues and anticipated fixes at the HOJ, Rainier and Davis. On Monday the system restored within 5 minutes and is stable for now. Replacing the microwaves at the HOJ, Rainier and once equipment arrives from Davis it will mitigate further instances. Also we had a failed dummy switch and Day Wireless provided assistance to fix the switch with one on site. The county will provide a new switch.
- E. **Analytics** *(provided at the first meeting of the month)*

10. Old Business

11. Executive Session (If Needed): 5 minutes requested. 10:41 to 10:46. 5 minute extension requested.

They will come out at 10:51.

Law and Fire are currently meeting to look at the impacts of the new legislation.

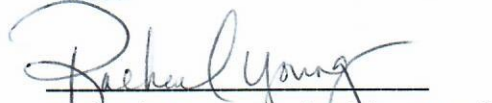
12. Adjournment: Meeting adjourned at 11:00 AM.

13. Closed Meeting (If Needed):



Joe Gardner, Chair

Attest:



Rachael Young, Clerk of the Board