

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday August 25th, 2021 @ 10:00 AM

Remote ZOOM Meeting

Attendance

Board Members: Kurt Sacha; Jim Kambeitz; Joe Gardner; Brad Thurman; Vic Leatzow; Ralph Herrera

Staff: Dave Storaker; Frank Randolph (general counsel); Deanna Wells; Janelle Edwards

Guests: Darr Kirk; Chris Smith

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Joe Gardner called the meeting to order at 10:02 AM.

2. Approval of the Agenda

Recommended Action: Thurman made a motion to approve the agenda as amended. Sacha seconded; all in favor, motion carried.

3. Approval of Meeting Minutes: To be approved at the next meeting

4. Public Comment

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: Will be reported next meeting

6. Board Comments/Board Committee Reports

Norm Krehbiel- mentioned some boundary line adjustments. Are the claims relevant?

A. LAW TAC Update: Next meeting will be in September

B. FIRE TAC Update: Next meeting will be in September

7. Director's Report

A. Staff Update:

Our staffing remains constant this week with 16 dispatchers and 1 trainee on the floor. We have 6 trainees in the classroom. One Dispatcher is off with a long term illness.

We have been hit hard in the Comm Center with the COVID virus. Currently, we have two suffering from COVID. One Dispatcher & One in Admin. One other Dispatcher has recently recovered from COVID.

Per the CDC guidelines we Quarantined Two in Admin, Two Dispatchers, One Supervisor, and all 6 trainees. The two in Admin and the six trainees are able to continue their work at home and are doing so while remaining away from the Comm Center. Under Old Business, I will have a justification and recommendation to reinstate the COVID pay as a strategy to help the deployment of the Comm Center as a whole.

We will continue with the interview for the open supervisor position tomorrow. Captain Richard Fletcher of the Kelso Police Department has been selected as the Board participant. I thank those involved with seeking him out and allowing him to participate.

B. Climate and Culture:

There is a group of very dedicated Dispatchers who have done some remarkable work during these summer months and during the COVID outbreak. They continue to work through a staffing and supervisor shortage while being mandated to work overtime. As discussed

before, working at capacity for a continued period of time wears on a Dispatcher. Wellness of the dispatchers is our priority and I consistently discuss the balancing act of deployment with the Guild and the Chair and Vice Chair of the Board. We are using all strategies to ensure the public receives the best service available from this small group of Dispatchers, but we have asked the agencies to help us by conducting inquiries on their own when safe to do so. This frees up the dispatchers to answer 911 calls from the public. Cooperation from the user agencies does help in the big scheme of things.

Note that we have closed the Center since last Friday to all non-essential personnel. This is to continue to ensure the health of those few dispatchers not affected by COVID or quarantines.

C. Facility Update:

Since we have had COVID exposures, I will give you an update on the current HOJ facility. We have cleaned the facility from top to bottom with professional companies designated to disinfect the Comm Center and protect the dispatchers from COVID. We have also implemented the temperature check upon entry and restricted any visitor or vendor to only essential personnel.

You may also be interested that the current back up location at the County Admin building was visited to determine its readiness if the HOJ Comm Center become too contaminated to continue dispatching. The back up site had some minor problems (one screen did not work and one Pro Q & A program was not installed on the computer system-so we have moved the manual version of Pro Q & A to that back up site). We are able to dispatch from that site, but on a very limited capacity.

The Ocean Beach facility is well under way in fixing the sewer connection issue. The fix that is being constructed this week has not delayed the project and the contractor continues to report that the facility will be completed by January 4, 2022.

As a follow up to the Camera installation. Jayson Rogen from Compass Lane bid several thousand dollars less than the first company and as per the directions of the Board, I hired his company to provide this service for the construction site.

D. Radio Infrastructure:

HOJ: Has been temporarily delayed due to the COVID restrictions at the Comm Center. We have determined work will start as soon as the quarantines are completed.

Woodland Tower: Day wireless is discussing options with Woodland Officials for erecting the tower. Excavating appears to be problematic involving expert engineering and other permits. The option being discussed now involves running the fencing in different locations that would eliminate much of the excavation alternative. No decision has been made on what the ultimate fix will be.

Bakers Corner: No update since last meeting.

A building permit request and check for fees have been submitted, but further has been requested. There is an issue with the process followed and installation of the pole. We will have a Geotech study required by the City for seismic and wind study. Also we will submit a design plan for weight and placement of equipment on the pole along with the slab design.

Castlerock High School Tower: – The contract terms have been agreed upon and the redlined copy was sent back to US Cellular for finalization.

Rainier Hill: Antennas have arrived. We are very close (Probably within a month) of being able to work on the project.

Columbia Heights shelter- There is a bid sent out to the small works roster for repairs to the exterior of the shelter, which has some dry rot.

Kalama radio connection- There was a meeting held with Kalama Fire Chief, Day Wireless, and other Subject matter experts. A Schedule was agreed upon for fixing Kalama radio connection.

Columbia County Tower: We inquired about the completion of this site. They report the site will be ready by the end of the year.

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

This is the first month of the year that we did not make our internal goal of handling 95% of the calls within 10 seconds. Instead, this past month we handled at 91.84% within 10 seconds. The volume of radio calls surrounding the July 4th holiday along with the dispatcher shortage discussed earlier was the main cause of not making the goal during this particular month. To give you an idea of the actual call answering rate, we did answer 95% of the calls within 15 seconds, which is 5 seconds more than the goal.

8. Old Business:

A. Signal Peak Contract Update- information only- Wells will check into private site costs.

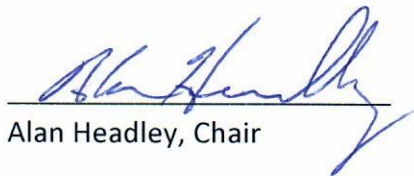
B. Motion to Reinstate COVID paid leave section of COVID policy.

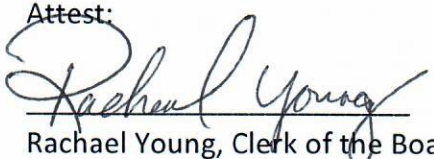
After discussion the board decided they would like to see the old policy to see what changed. Incentive for those who are not vaccinated is suggested.

9. Executive Session: Discussion of possible litigation. Estimate 15 minutes. Entered Executive session at 11:07. Returned to open session at 11:22. No decisions were made.

10. Adjournment: Meeting was adjourned at 11:23 AM.

11. Closed Meeting (If Needed):


Alan Headley, Chair

Attest:

Rachael Young, Clerk of the Board