

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday September 8<sup>th</sup>, 2021 @ 10:00 AM

Remote ZOOM Meeting

### Attendance

**Board Members:** Chet Makinster (10:09); Kurt Sacha; Robert Huhta (alternate, voting); Arne Mortensen(alternate, voting); Brad Thurman; Andy Hamilton; Alan Headley; Vic Leatzow; Ralph Herrera

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

**Guests:** Chris Smith; Troy Brightbill; Bill LeMonds;

**Board Members Absent and No Alternate:**

### 1. Call to Order and Introductions

Alan Headley called the meeting to order at 10:00 AM.

### 2. Approval of the Agenda

Added Castle Rock Lease Agreement.

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

### 3. Nomination for a Vice Chair

Sacha nominated Thurman to be the vice chair. Herrera seconded the nomination. Sacha moved to close nominations. Herrera seconded; all in favor, motion carried. Nominations were closed. Formal vote to have Thurman become the new vice chair; all in favor, motion carried.

### 4. Approval of Meeting Minutes:

A. 08/11/2021

B. 08/25/2021

**Recommended Action:** A motion to approve the meeting minutes from 8/11/2021 and 08/25/2021.

There was an error on 8/11/2021 10C and D where 10C was repeated. It has been corrected.

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

### 5. 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.

### 6. Payables:

**The following transactions are approved as presented**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 08/20/21	922-961	\$ 127,674.61
Claims 08/13/21	904-920	\$1,311,917.01
Claims 08/27/21	964-969	\$ 38,441.04
TOTAL		\$ 1,478,032.66

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

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

**7. Financial Report (for July of 2021)- Aug will be presented next meeting.**

**8. Review of Covid Policy**

**Recommended Action:** Motion to approve the Covid Policy with approved changed.

The board would like this brought back for the next meeting with some adjustments to the policy.

**9. Approval of the Signal Peak Contract**

**Recommended Action:** A motion to approve the contract as presented.

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

**9A. Approval of the Castle Rock agreement-US Cellular**

**Recommended Action:** A motion to approve the Castle Rock- US Cellular agreement.

The board would like this brought back for the next meeting with more information. Executive session requested for clarification.

**10. Day Wireless Maintenance contract Extension**

**Recommended Action:** A motion to approve the extension for the maintenance contract with Day Wireless.

Storaker asked to move to the next meeting in order to talk to legal.

**11. Board Comments/Board Committee Reports**

A. LAW TAC Update- next week

B. FIRE TAC Update- next week

**12. 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 ready to hit the floor in about two weeks. One Dispatcher is off with a long term illness, but feels like she will be able to return to duty by October, 2021. Our four employees with COVID and all the quarantined individuals have returned to duty at the Comm Center. We did select Shelly Reeves for the open supervisor position. She will supervise the night watch starting September 26 and will help get the new center prepared for opening early next year.

**B. Climate and Culture:**

We have been short staffed all year and that takes a toll on the current employees. There is a sense that this new academy class will eventually help out on the floor, but they have months of training ahead. Getting the new trainees in the classroom and the one trainee on the floor qualified has become a focus by the entire staff, who have volunteered to help train. This is a team effort and I welcome their great attitude on this subject. It is a pleasure to work with these dedicated Dispatchers. We are all lucky to have them.

**C. Facility Update:**

The fix to the sewer connection issue has been completed and it did not affect the overall schedule. We have gotten the Pole Camera installed and working since the Labor Day weekend.

**D. Radio Infrastructure:**

**HOJ:** Work on the HOJ had occurred, but the connection had an issue, so we will try another day. Preparation and work on this project occupied most of the time devoted by Day wireless in this past two weeks.

**Bakers Corner:** We are answering questions by the City of Longview for permitting.

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

The month of August had staffing issues along with the COVID exposure and related quarantines. This affected the call answering rate. We answered at 93.21% within 10 seconds. Our internal goal of handling 95% of the calls within 10 seconds was not met. We missed it by one second. We did answer 95% of the calls within 11 seconds.

**13. Old Business:**

**14. Executive Session: RCW 42.30.110(1)(b).**

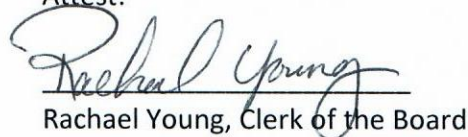
A. Entered Executive session at 11:06 for 10 minutes. 10 minute extension. Came out of executive session at 11:26. No decisions were made.

**15. Adjournment:** Meeting was adjourned at 11:35 AM.

**16. Closed Meeting (If Needed):**

  
Alan Headley, Chair

Attest:

  
Rachael Young, Clerk of the Board