

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday September 22nd , 2021 @ 10:00 AM

Remote ZOOM Meeting

Attendance

Board Members: Chet Makinster (10:33); Kurt Sacha; Jim Kambeitz; Dennis Weber; Troy Brightbill(alternate, voting); Andy Hamilton; Alan Headley; Bill LeMonds (alternate, voting); Ralph Herrera

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

Guests: Mark Pallans; Robert Huhta; Chris Smith; Sammy Brown; Darr Kirk (10:30); Brandon Poff

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: Sacha made a motion to approve the agenda as presented. Brightbill seconded; all in favor, motion carried.

3. Approval of Meeting Minutes:

A. 09/08/2021

Recommended Action: A motion to approve the meeting minutes from 09/08/2021.

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

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 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 09/03/21	971-1009	\$ 126,180.65
Claims 09/10/21	1021-1039	\$ 104,986.83
TOTAL		\$ 231,167.48

Recommended Action: Motion to approve payables as presented.

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

6. Financial Report August

Informational only

7. Executive Session:

A. RCW 42.30.110(1)(b)

The board entered executive session at 10:07 am for 15 minutes. They exited executive session at 10:22. No decisions were made.

8. Approval of the Castle Rock agreement-US Cellular

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

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

9. Approval of the Legal Services Agreement with Inslee, Best, Doezie & Ryder, P.S.

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

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

10. Approval of Intergraph Hexagon Maintenance and Software Licensing Agreement

Recommended Action: Motion to approve the agreement as presented.

After discussion, the board approved 2 out of the 3 agreements. Weber made a motion to approve contract 77045 and 77263 not to exceed \$187,400.04 subject to any negotiations Deanna can make with those line items. Sacha seconded; all in favor, motion carried.

11. Review COVID Policy

Recommended Action: Motion to approve the COVID Policy with approved changes.

After long discussion, the board wants to table the discussion until Frank, Janelle and Jerry discuss.

12. Day Wireless Maintenance contract Extension

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

Weber made a motion to approve the 1 year extension for the agreement with the name updated to Cowlitz 911. Hamilton seconded; all in favor, motion carried.

13. Board Comments/Board Committee Reports

A. LAW TAC Update- Met on the 14th. Discussed mental health responses.

B. FIRE TAC Update- Met last week and discussed radio procedures manual.

14. Director's Report

A. Staff Update:

Our staffing remains constant but we have now added all trainees to the floor. We now have 16 dispatchers and 7 trainees on the floor.

One Dispatcher is off with a long term illness, but feels like she will be able to return to duty by early October, 2021.

B. Climate and Culture:

We have been short staffed all year and as I have suggested in the past, it does take a toll on the current employees. Our staff is enthusiastic about training the group of trainees and I have used what we have learned from exit interviews give the trainees the best chance to get quality training. We are hopeful training is more successful for this group of trainees than in the past. We have given them good building blocks to start their dispatching career. As discussed on the July 14, 2021 Public Authority Meeting, I will have an American Rescue Plan Act (ARPA) presentation at the County Commissioners meeting on Wednesday September 29, 2021. The subject will be reimbursement for authorized COVID related expenses and authorized COVID related hazard pay.

C. Facility Update:

The roofing has been placed on the new facility and it is more than 40% completed. Our team has devoted much of the past two weeks to getting the rough electrical plans correct as we made some solid decisions on where monitors and other equipment are being placed in the new center. The architect made a site visit to the new Center last Wednesday and presented their findings to the contractor last Friday. Some minor workmanship issues were noted and the contractor was directed to fix all the discrepancies.

D. Radio Infrastructure:

HOJ: Nothing new to report.

Bakers Corner: We are answering questions by the City of Longview for permitting. I have reached out to a company on the MRSC roster that will help get this matter taken care of.

Castlerock High School Tower: – The team is holding off work at this site until the Board determines if they wish to proceed with that site agreement. Update is that the Electrical is pending along with the contract. They have yet to install the equipment and the shelter.

Rainier Hill: Day Wireless is fixing the microwave at Rainier and that work will continue tomorrow to test for the timing.

Columbia Heights shelter- One bid was submitted by the small works roster and we will move forward with the fix of the shelter.

Kalama radio connection- The testing of the OPS2 digital to the analog connection has been up and running for about a week. Day is ready to move forward to the Fire main channel testing.

Columbia County Tower: Construction is scheduled for the first week in November 2021. Still left to be done is to discuss terms of our lease with the Columbia County Director and our Board of Directors.

Woodland Tower: The movement of the Woodland Tower has created some more unforeseen issues. Excavation needs to be completed and the City of Woodland civil engineer needs to sign off on the excavation work. I have contacted a company on the MRSC roster that will help with the relocation of the Tower, but they believe we will need to have a geo survey for digging into the hillside. This is a work in progress.

Davis Peak: Day Wireless met with the Forester at Davis Peak and the result was that trees that were interfering with our signal at Davis were cut to clear the signal path.

15. Old Business:

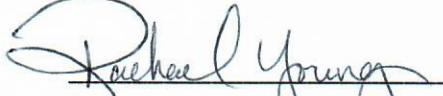
16. Adjournment: Meeting was adjourned at 11:20 am.

17. Closed Meeting (If Needed):



Alan Headley, Chair

Attest:



Rachael Young, Clerk of the Board