

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday October 13<sup>th</sup>, 2021 @ 10:00 AM

### Remote ZOOM Meeting

#### Attendance

**Board Members:** Chet Makinster (10:14); Kurt Sacha; Jim Kambeitz; Dennis Weber; Brad Thurman; Andy Hamilton; Alan Headley; Vic Leatzow (10:10); Ralph Herrera

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

**Guests:** Mary Alice Wallis; Chris Smith; Robert Huhta; Troy Brightbill; Darr Kirk; Scott Neves; Bill LeMonds; Troy Brightbill; Eric Koreis; Sammy Brown

**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

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

#### 3. Approval of Meeting Minutes:

##### A. 09/22/2021

**Recommended Action:** A motion to approve the meeting minutes from 09/22/2021.

Sacha made a motion to approve the meeting minutes as amended. Hamilton 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 10/05/21	1103-1142	\$ 124,700.07
Payroll 09/20/21	1042-1080	\$ 136,105.82
Claims 10/08/21	1152-1171	\$ 167,482.54
Claims 09/24/21	1086-1100	\$ 460,518.36
TOTAL		\$ 888,806.79

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

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

#### 6. Budget Committee Update- Headley

A. Headley gave an overview of what was discussed during the budget committee. Young was asked to follow up with the state auditor to see how they would like to see the transfers for our operations fund.

#### 7. Executive Session:

**A. RCW 42.30.110(1)(i)**

Moved to below the closed meeting.

**8. Intergraph Hexagon Maintenance and Software Licensing Agreement Update**

A. Wells gave an update on the Intergraph negotiations that took place. Total cost was \$140,946.96 + tax.

**9. Approval of 2 new positions**

A. **NG 911 Technology Manager:** After discussion, Thurman made a motion to approve the NG 911 Technology Manager position. Makinster seconded; all in favor, motion carried.

B. **Facilities Manager:** After discussion, the board put the facilities manager position on hold.

**10. Approval to purchase 3 dispatch consoles- project budget**

A. After discussion, the board would like Wells to look into the cost to lease console furniture versus the purchase of 3 new consoles. Please bring back information for next meeting.

**11. Review COVID Policy**

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

Action died for lack of a motion.

**12. Board Comments/Board Committee Reports**

A. LAW TAC Update- no meeting

B. FIRE TAC Update- met Monday 10/11/21

C. Board- Headley toured the new facility and encourages other members to visit if they can

**13. Director's Report**

**A. Staff Update:**

There was an error in the non-union pay scale for the IT Vendor Tech Manager original resolution. We will need to bring the resolution back and have the pay scale fixed.

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. 2 supervisors are also splitting time on Days and Nights

Bob Schaefer has been upgraded to the lead position effective the 26th of October.

**B. Climate and Culture:**

Two notable things occurred since the last Public Authority meeting. First, As discussed on the July 14, 2021 Public Authority Meeting, I presented the American Rescue Plan Act (ARPA) presentation at the County Commissioners meeting on Wednesday September 29, 2021. One provision was acted upon as they accepted cleaning reimbursement for over \$2700

Second, we received 2 grievances in this period. These are the first ones received this year. They were interpretations over the use of sick time and over the personnel at the Comm Center not making the proper notifications for a sick call out.

**C. Facility Update:**

Force account update

Summary of Cost Changes Known through October 5, 2021 Design Construction Total Cost  
FA 1 Over Excavation of Poor Soils \$0.00 \$1,053.52 \$1,053.52 (Needed for sinking soil)



FA 2 Over Excavation of Poor Soils \$0.00 \$2,045.42 \$2,045.42 (Needed for sinking soil)

FA 3 Sanitary Revision \$0.00 \$61,413.34 \$61,413.34 (Needed to connect to sewer)

FA 4 Alternate Communication routing \$0.00 \$17,435.71 \$17,435.71 (Redundant cable routing)

FA 5 Control Joints added to screen wall (COR) \$0.00 \$4,511.60 \$4,511.60 (back property-needed expansion contraction)

Changes by Force Account - Contract Allowance \$200,000 \$86,459.59

PR 1 Add Lactation needs to 1 Quiet Room \$2,270.00 \$7,630.10 \$9,900.10 (needed for Lactation rules)

PR 2 Dog Kennel and Yard Hydrant \$6,360.00 \$22,025.32 \$28,385.32 (Needed for planned dispatcher wellness)

PR 3 Modification to Dispatch Console Layout \$4,540.00 Unknown \$4,540.00 (Needed for Dispatcher communication)

PR 4 Add'l Monitors and Security Fence w Gate \$2,450.00 Unknown \$2,450.00 (Needed for zoom meetings and security to rear of building)

Owner's Requested Changes to Design \$15,620.00 \$29,655.42 \$45,275.42

Total \$131, 735.01

#### D. Radio Infrastructure:

**HOJ:** HOJ to Rainier Hill microwave has been working well since it was fixed several weeks ago.

**Bakers Corner:** We sent a company on the MRSC roster copies of what we have done for permitting and photos. They will produce the information needed to complete the permitting.

**Castlerock High School Tower:** This is on hold pending information that is being produced by that company on the MRSC roster.

**Columbia Heights shelter-** When the company went to fix the dry rot of the shelter at this site, more extensive damage was found. We are moving ahead to fix the more extensive damage.

**Kalama radio connection-** The OPS2 digital patch has been working without incident for several weeks. The activation for the Fire Main will be completed once Day wireless sets up the testing team at Rainier Hill to coordinate that test.

**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:** A building permit is being completed to excavate soil at the new Woodland Tower location.

#### E. Analytics:

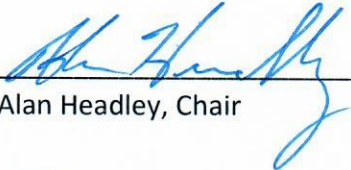
We did not meet the internal goal of answering calls at 95% within 10 seconds. We fell two seconds short as we answered over 95% of the calls within 12 seconds. Drilling down, the main reason is that we have now added the trainees to floor. Training takes a little extra time to train them on how to answer calls. As trainees gain experience, this aspect should get a little bit better.

**14. Old Business: N/A**

**15. Closed Meeting:** The board held a closed meeting for 10 minutes returning at 12:24.

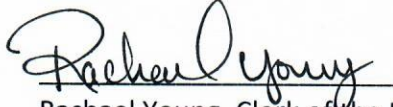
**16. Executive Session: RCW 42.30.110(1)(i)-** The board entered into executive session at 12:24 pm-12:44 pm. No decision was made.

**17. Adjournment:** Meeting was adjourned at 12:56 pm.



Alan Headley, Chair

Attest:



Rachael Young, Clerk of the Board