

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday January 26th, 2022 @ 10:00 AM

Remote ZOOM Meeting

Attendance

Board Members: Chris Smith (alternate, voting); Robert Huhta (alternate, voting); Dennis Weber; Brad Thurman; Darr Kirk (alternate, voting); Alan Headley; Bill LeMonds (alternate, voting); Ralph Herrera

Staff: Frank Randolph (general counsel); Deanna Wells; Janelle Edwards; Norm Krehbiel; Briana Harvill; Jerry Jensen; Don Turrentine; Shelly Reeves

Guests: Scott Neves; Jim Kelly; Brandon Poff; Charlie Worley

Board Members Absent and No Alternate: Mary Alice Wallis

1. Call to Order and Introductions

Dennis Weber called the meeting to order at 10:03 AM.

2. Approval of the Agenda

Recommended Action: A motion to approve the agenda as amended.

Huhta made a motion to approve the agenda as amended. Headley seconded; all in favor, motion carried.

NOTE: It was discovered that the date was wrong on the agenda under approval of meeting minutes. It has been corrected.

3. Approval of Meeting Minutes

A. 01/12/2022

NOTE: It was discovered that the date was wrong on the agenda under approval of meeting minutes. It has been corrected.

Recommended Action: A motion to approve the meeting minutes from 01/12/2022

Headley made a motion to approve the meeting minutes. Smith 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 01/20/22	82-121	\$ 152,579.30
Claims 01/14/22	47-78	\$249,147.91
VOIDED 12/22/21	11619	\$ 1,047.00
TOTAL		\$ 401,716.74

Recommended Action: Motion to approve the payables as presented

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

6. Resolution for Purchase Cards – Red Canoe

- A. Headley made a motion to approve the resolution as presented. Smith seconded; all in favor, motion carried.

7. Board Comments/Board Committee Reports

- A. LAW TAC Update- Joint meeting on 2/1/2022. Nothing new to report.
- B. FIRE TAC Update- Joint Meeting on 2/1/2022 and regular scheduled Fire TAC meeting is on 2/14/2022.

8. Director’s Report

- A. **Staffing Update-** 3 of 4 trainees looking good for being signed off in the next couple of months. The fourth may as well. All are progressing well.
- B. **Climate and Culture-** Working with Janelle Edwards on getting some management training.
- C. **Facility Update-** April 21 is substantial completion.
- D. **Radio Update-** Break ground first week of February and will be complete the second week at the Castle Rock site. Third week of February will be at Bakers corner site. Pager texts with District 5 are being conducted.

9. Old Business

- A. As part of the CAD Replacement Project all fire agencies RMS interfaces to CAD had to be replaced or reconfigured. Two fire agencies utilized Image Trend and during the planning phases two fire agencies decided to transition from their current vendor EMS to Image Trend. Cowlitz 911 financed the interface configuration on the Spillman CAD side, leaving fire agencies responsible for any fees their vendor will charge to configure the interface to the Spillman CAD interface.

Previously two fire agencies requested 911 finance the \$500.00 fee per agency charged by their RMS vendor, and this was approved by the Board.

Over the past several months Cowlitz 911 and the four fire agencies have worked with Image Trend as it relates to the transition to the new CAD. Late in the process we were notified that Image Trend would be invoicing the fire agencies for set up and configuration to the new interface. The fee is \$1,750.00 per agency, a total of \$7,000.00 for four agencies. The four fire agencies are requesting approval to pass this onetime fee to 911 as part of the new CAD project.

Recommended Action: It is the recommendation of Cowlitz 2 Fire & Rescue, Longview Fire, Cowlitz County Fire District 3, and Cowlitz County Fire District 6, that the Board approve a Cowlitz 911 expenditure not to exceed \$7568.00 to pass the onetime Image Trend interface fees to the Cowlitz 911 CAD replacement project.

Huhta made the recommended motion. Herrera seconded; all in favor, motion carried.

- B. **Spillman System Administrator (SSA) Personal Services Agreement (Contract # 2022-001)**

Cowlitz 911 will be transitioning from our current Intergraph CAD system to Spillman Flex CAD in coordination of our move to the new facility. As part of the new CAD implementation

project Motorola contracted with Reliable Administration Services, aka/Tom Stoddard as the SSA for the CAD project and that contract expired in December 2021.

For the past several years L.E. and Cowlitz County Corrections has contracted with Tom Stoddard at Reliable Administration as their RMS SSA. Cowlitz 911 will require SSA services to support our Spillman Flex CAD implementation, future CAD support and auxiliary application interfaces.

Recommended Action: The Cowlitz 911 Executive Director and staff recommend approval by the Board of Directors to enter into a Personal Service Agreement with Reliable Administration Solutions, LCC in the amount of \$2000.00 a month, and an annual amount not to exceed \$24,000.00. This contract is for a term of 1-year effective Jan 1st, 2022 with an option to extend the agreement for up to four additional one-year periods. This is a budgeted item.

Headley made the recommended motion. Kirk seconded; all in favor, motion carried.

C. Temporary Salary Adjustment for Briana Harvill

Due to an employee leave of absence (Starting 1/21/22), the current Administrative Assistant/ Public Records Coordinator, Briana Harvill, will be taking on the critical, time-sensitive duties of the Finance Admin Specialist in addition to her current full-time position. Her additional duties will include processing payroll, performing accounting duties, and acting as Clerk of the Board, among other tasks. As such, it is appropriate for her to receive a temporary increase. This temporary pay increase will cease when the regular Finance Admin Specialist returns to work full time. We have received feedback from some board members that they feel 5 - 7% is appropriate.

Recommended Action: A motion to approve a temporary pay increase of 7% for Briana Harvill. Or if the board feels another amount if appropriate, we recommend a motion to present and approve that.

Huhta made the recommended motion. Kirk seconded; all in favor, motion carried.

D. Executive Director Recruitment Update – The committee is meeting after this to review applications. Plan on narrowing down applications and hoping to interview in the next few weeks.

E. Opening Ceremony Discussion – Wanting some type of ceremony and something in the paper. Possibly holding an open house for first responders and stakeholders to attend and do it over the course of a couple days to limit the amount of people. Possible target date of June 2022.

10. Executive Session: Not needed

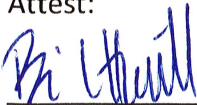
11. Adjournment: Meeting adjourned at 10:56

12. Closed Meeting: Not needed



Brad Thurman, Chair

Attest:



Briana Harvill, Acting Clerk of the Board