

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday June 15th, 2022 @ 10:00 AM

Hybrid - HOJ EOC & ZOOM

### Attendance

**Board Members:** Ruth Kendall; Kurt Sacha; Robert Huhta (alternate, voting); Dennis Weber; Brad Thurman; Alan Headley; Bill LeMonds;

**Staff:** John Diamond; Frank Randolph (general counsel); Rachael Young; Briana Harvill; Deanna Wells; Jerry Jensen

**Guests:** Eric Koreis; Troy Brightbill; Sammy Brown;

**Board Members Absent and No Alternate:** Dennis Weber; Ralph Herrera

### 1. Call to Order and Introductions

Brad Thurman called the meeting to order at 10:02 AM.

### 2. Approval of the Agenda

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

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

### 3. Approval of Meeting Minutes

#### A. 05/11/22

**Recommended Action:** A motion to approve the meeting minutes from 05/11/22

LeMonds made a motion to approve the meeting minutes. Headley 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
Claims 05/13/22	547-565	\$ 385,326.90
Payroll 05/20/22	571-607	\$ 119,797.38
Claims 05/27/22	615-626	\$71,864.91
Payroll 06/03/22	630-667	\$ 124,610.87
Claims	670-671	\$179,079.83
TOTAL		\$ 880,679.89

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

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

### 6. Financial Report for May 2022- No action needed

### 7. Approval of the Guild Collective Bargaining agreement

**Recommended Action:** A motion to approve the Guild Collective Bargaining Agreement as presented.

Huhta abstained from the vote. Headley made a motion to approve the Guild Collective Bargaining Agreement as presented. LeMonds seconded; all in favor, motion carried.

#### **8. Approval of the Purchase Card Policy Update**

**Recommended Action:** A motion to approve the purchase card policy update and approval to switch from Red Canoe to US bank for our purchase cards.

Sacha made a motion to approve the purchase card policy update and approval to switch from Red Canoe to US bank for our purchase cards. Headley seconded; all in favor, motion carried.

#### **9. Approval of Resolution 2022-003 Establishing Regular Meetings- Replaces Resolution 2018-02**

**Recommended Action:** A motion to approve Resolution 2022-003 Establishing Regular Meetings which will replace Resolution 2018-02.

Weber made a motion to approve Resolution 2022-003 Establishing Regular Meetings which will replace Resolution 2018-02. LeMonds seconded; all in favor, motion carried.

#### **10. Approval of Resolution 2022-004 Petty Cash/ Travel Expense Fund**

**Recommended Action:** A motion to approve Resolution 2022-004 Petty Cash/Travel Expense Fund as presented.

Headley made a motion to approve Resolution 2022-004 Petty Cash/Travel Expense Fund as presented. Sacha seconded; all in favor, motion carried.

#### **11. Approval of the Petty Cash/ Travel Expense Fund Policy**

**Recommended Action:** A motion to approve the Petty Cash/ Travel Expense Fund policy as presented.

Headley made a motion to approve the Petty Cash/ Travel Expense Fund policy as presented. Huhta seconded; all in favor, motion carried.

#### **12. Vacation Buy-Back Policy for Non-Represented Employees**

**Recommended Action:** A motion to approve the vacation buy-back policy for non-represented employees policy as presented.

Huhta made a motion to approve the vacation buy-back policy for non-represented employees' policy as presented. LeMonds seconded; all in favor, motion carried.

#### **13. Board Comments/Board Committee Reports**

A. LAW TAC Update- Spillman updates and issues being worked out.

B. FIRE TAC Update- Spillman updates and issues being worked out. Also looking into ImageTrend as a group rather than individual agencies for cost savings.

#### **14. Director's Report**

A. **Staffing Update-** 21 dispatchers, 19 signed off, 2 in training for another 2 months, 8 admin staff

B. **Climate and Culture-** Mood and moral is improving. Spillman has made it hard and Covid did cause some OT.



**C. Facility Update-** Substantial completion scheduled for August 16<sup>th</sup>. CRP team from the time of substantial completion it takes about 4 months. Diamond is pushing for sooner but no later than Dec 1<sup>st</sup> for complete move into the new center. Next Meeting executive session to talk about final completion and contract close out.

Purchasing a storage shed and other tools, and truck off the state contract.

**D. Radio Update-** Rectifiers that failed, and one on order. Will be ordering more most likely. Couple microwaves on order. The grant, we are on the second step and no promises we will get it, but it is 2.1 million. We would receive it in 2023. Baker's corner went live 6 weeks ago. Deer Island contract may come back to the board for next meeting. Brown asked out a committee to meet on how they will spend the money from the grant. If we receive the grant, then they will create a committee to do that.

**15. Executive Session: Not needed**

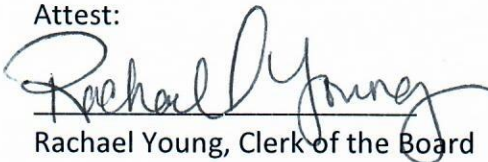
**16. Adjournment:** 10:53 AM. Next meeting July 20<sup>th</sup>.

**17. Closed Meeting: Held**



Brad Thurman, Board Chair

Attest:



Rachael Young, Clerk of the Board