

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday December 14th, 2022 @ 10:00 AM

Hybrid – EOC & ZOOM

Attendance

Board Members: Ruth Kendall; Kurt Sacha; Jim Kambeitz; Dennis Weber; Brad Thurman; Andy Hamilton; Sammy Brown (alternate,voting); Jim Kelly (alternate, voting); Marisa Hutchenson (alternate, voting)

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

Guests: James Graham; Jen Ortiz

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Thurman called the meeting to order at 10:00 AM.

2. Approval of the Agenda

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

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

3. Approval of Meeting Minutes

A. 11/16/22

Recommended Action: A motion to approve the meeting minutes from 11/16/22

Tabled. Need to update the motion wording to match the motions made.

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

Payroll 11/18/22	1457-1494	\$ 127,863.07
Payroll 12/05/22	1515-1552	\$ 143,366.05
Claims 11/10/22	1435-1452	\$ 86,633.00
Claims 12/01/22	1512-1514	\$186,353.50
Claims 11/23/22	1499-1511	\$211,873.50
TOTAL		\$756,089.12

Recommended Action: Motion to approve the payables as presented

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

6. Financial Report for November 2022- No action needed

7. Approval of Resolution 2022-008 Approve and adopt the 2023 Budget

Recommended Action: Motion to approve Resolution 2022-008 Approve and Adopt the 2023 Budget as presented.

Sacha made a motion to approve Resolution 2022-008 Approve and Adopt the 2023 Budget as presented. Brown seconded; all in favor, motion carried.

8. Managed I.T. Services RFP Approval

Recommended Action: Motion to approve the RFP for Managed I.T. Services as presented
Brown made a motion to approve the RFP for Managed I.T. Services as presented. Kendall seconded; all in favor, motion carried.

9. Approval of Lease Agreement with Cowlitz County

Recommended Action: Motion to approve the lease agreement with Cowlitz County as presented.
Sacha made a motion to approve the lease agreement with Cowlitz County as presented. Kelly seconded; all in favor, motion carried.

10. Board Comments/Board Committee Reports

- A. LAW TAC Update- Constant changes to the infrastructure
- B. FIRE TAC Update- No Update
- C. Forming a User Fee Committee to review and finalize a formula for user fees effective in 2024: assess after the first of the year. Please add Kris Swanson to the list. Would like it effective for February of 2023.


11. Director's Report

- A. **Staffing Update:** 18 dispatchers, 4 in training, 1 retiree Jan 1, another April 5th, 8 non-represented staff- COLA increases to follow the guild (minimum 2% and max 5%)
- B. **Climate and Culture:** Mood is good right now. Thanks to Harvill and Reeves for taking care of holiday and items.
- C. **Facility Update:** OAC meeting was done onsite: VP of Operations and architects. Superintendent is supposed to submit daily reports. Haven't seen one since October of 2021. Jan 13th substantial completion date.
- D. **Radio Update:** Meeting with Day to do a change order to the previous contract we had for Radio improvement. Day went out and realigned the microwave at Rainier. They will do the same at Columbia Heights. Mt Solo site has created a bottle neck so they have it shut off. The patches aren't going through. Deer Island in the next 2 weeks replacing the floor then we will be able to take off. As well as a tower study and waiting on the information to come back.
- E. **Board Member Selections coming up in January**
- F. **Board Members and alternates will need to provide proof of OPMA training to the Clerk:** Young will send out
- G. **Updated the agreement with Cowlitz 2 Fire and Rescue:** Made edits to the current agreement as approved by the Cowlitz 2 Fire & Rescue Board.
- H. **Pulse Point:** Simple app. Lets you know all the fire calls. It can be tailored to what you want people to receive. Helpful for cardiac arrest. Start up cost and annual fee.

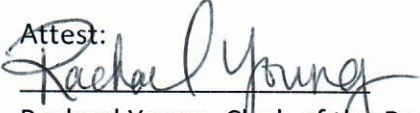
12. **Executive Session: RCW 42.30.110(1)(i) and RCW 42.30.110(1)(g)** The board entered executive session 10:50 am for 20 minutes and will return at 11:10. Requested a 5 min extension to return at 11:15. Board returned at 11:15 no decisions were made.

13. **Adjournment:** Director 6 month review was successful. Approval to give him his step increase retro active to October.

Meeting was adjourned at 11:17



Brad Thurman, Board Chair

Attest:


Rachael Young, Clerk of the Board