

**Cowlitz 911 Public Authority Board of Directors**  
**Regular Meeting Minutes**  
**January 8th, 2020**

**Attendance**

**Board Members:** Alan Headley; Kurt Sacha (arrived 10:07); Deborah Pineda (alternate, voting); Troy Brightbill (alternate, voting); Chet Makinster; Scott Neves (arrived at 10:09); Joe Gardner; Andy Hamilton; Vic Leatzow

**Staff:** Phil Jurmu; Rachael Fair; Frank Randolph (Legal Counsel);

**Guests:** Bill Lemonds; Ralph Herrera (alternate, voting until 10:09)

**Board Members Absent and No Alternate:**

**1. Call to Order and Introductions**

Joe Gardner called the meeting to order at 10:02 AM

**2. Approval of the Agenda**

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

**3. Approval of the Meeting Minutes 12/11/19**

Headley made a motion to approve the 12/11/19 meeting minutes. Makinster seconded; all in favor, motion carried.

**4. Public Comment**

None.

**5. Payables**

**The following transactions are approved as presented**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 01/03/20	1-37	\$118,789.69
Payroll 12/20/19	1384-1420	\$128,208.88
Claims 12/13/19	1369-1380	\$54,305.54
Claims 12/31/19	1425-1439	\$45,157.84
TOTAL		\$346,461.95

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

**6. Approval of Mt. Solo Lease/Right of First Refusal (15-19/ 19A-19B)**

Based on the direction of the board the Mt.Solo Lease was already signed by Gardner in order to get the lease paid in time. Also included was the right of first refusal to purchase. It was not included in the original lease due to the wishes of the tower owner.

Leatzow made a motion to approve the Mt.Solo Lease and the Right of First Refusal to Purchase. Hamilton seconded; all in favor, motion carried.

**7. Approval of Awards and Recognition (20-21)**

Headley made a motion to approve the Awards and Recognition policy. Makinster seconded; all in favor, motion carried.

**8. Resolutions and MOUs**

**A. Resolution 2020-001 Wellness Program Resolution (CWCOG) Approval (22)**

Service provided to staff are for grief and stress relief. Legal counsel updated the language to include the Executive Director's Discretion.

Sacha made a motion to approve Resolution 2020-001 with the language update. Makinster seconded; all in favor, motion carried.

**B. MOU- Recognition of 911 Association Approval (23-24)**

This MOU would recognize 911 Association as a separate entity from Cowlitz County records. This is still being processed through PERQ but this is a step toward that process. Headley made a motion to approve the MOU recognizing 911 Association as the sole collective bargaining representative for all regularly scheduled full-time employees doing the work of 911 dispatcher, excluding supervisors, confidential employees trainees, temporary employees and all other employees. Makinster seconded; all in favor, motion carried.

**C. MOU- Staffing Guidelines Approval (25-27)**

After discussion it was decided to bring back the staffing guidelines for final review at the next meeting.

**D. Resolution 2020-002 Appoint Public Records Officer Approval (28)**

Neves made a motion to approve Resolution 2020-002. Leatzow seconded. After discussion, the resolution was updated to identify the position rather than the individual. Neves modified his motion to approve Resolution 2020-002 with the suggested edits. Leatzow seconded; all in favor, motion carried.

**9. Director's Report**

**A. Facility Update**

**B. Staffing Update: 2 positions left to fill**

On Feb 12<sup>th</sup> there will be a workshop and that will include budget work. Hamilton stepped out at 10:57. There is a proposal for no second meeting in January. Further update on this the Friday prior to the meeting.

**10. Old Business**

N/A

**11. Board Comments/Board Committee Reports**

N/A

**12. Executive Session: (if needed)**


Not Held

**13. Adjournment**

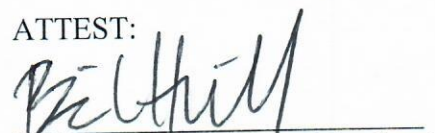
Meeting adjourned at 11:04.

**14. Closed Meeting (If Needed)**

Not Held

  
Joe Gardner, Chair

ATTEST:

  
Briana Harvill, Clerk of the Cowlitz 911 Board