

Cowlitz 911 Public Authority Board of Directors
Meeting Minutes
Wednesday January 13th, 2021 @ 10:00 AM
Remote ZOOM Meeting

Attendance

Board Members: Alan Headley; Joe Gardner; Bill LeMonds, Kurt Sacha; Ralph Herrera (alternate, voting); Andrew Hamilton; Brad Thurman; Jim Kambeitz

Staff: Dave Storaker; Bob Gregory; Rachael Fair; Frank Randolph (general counsel); Jerry Jensen; Deanna Wells; Janelle Edwards

Guests: Vic Leatzow; Darr Kirk; Ralph Herrera; Robert Huhta; Chris Smith; Troy Brightbill

Board Members Absent and No Alternate: Chet Makinster

1. Call to Order and Introductions

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

2. Approval of the Agenda

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

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

3. Approval of Meeting Minutes

A. 12/09/20

B. 12/16/20

Recommended Action: A motion to approve the meeting minutes from 12/09/20 and 12/16/20

Sacha made a motion to approve the meeting minutes as presented. Thurman seconded; all in favor, motion carried.

4. Public Comment

A. 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 12/18/20	1317-1352	\$135,819.67
Payroll 01/05/21	1-35	\$119,042.49
Claims 01/08/21	39	\$ 20,750.00
Claims 12/23/20	1359-1380	\$124,701.18
Claims 12/11/20	1311-1316	\$37,568.27
TOTAL		\$437,881.61

Recommended Action: Motion to approve the payables as presented

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

6. Financial Report

7. Board Comments/Board Committee Reports

- A. LAW TAC Update: Discussed the Spillman kick off meeting.
- B. FIRE TAC Update: Discussed the Spillman kick off meeting.

8. Agreements

Recommended Motion: N/A

9. Policies

A. Policy 008: Covid Policy

Due to the ongoing COVID-19 Pandemic and related employee issues (Employees contracting the disease, needing to quarantine, etc.), we have updated and adopted a COVID-19 Policy that expands on a previous policy to include a paid administrative leave portion (up to 80 hours of leave for quarantine or sickness related to COVID). This policy has safety protocols and procedures (hand washing, social distancing, mask use, etc.), expands on definitions of isolation versus quarantine, expands on testing requirements, and also added paid administrative leave.

Recommended Action: Motion to approve policy 008: Covid Policy

Headley made a motion to approve policy 008: Covid Policy. Thurman seconded; all in favor, motion carried.

10. Director's Report

- A. **Staff Update:** 21 dispatchers with 18 full time. Plan to promote a dispatcher into a supervisor position and hire on 3 more dispatchers.
- B. **Facility Update:** ground breaking at the end of February, early March.
- C. **Radio Infrastructure:** Ordered the parts for the microwave and will keep the board updated.

11. Old Business

12. Appointment of Officers

According to the charter and bylaws the following positions will need to be appointed:

- A. Appoint a Chair: The chair asked for suggested appointments. Gardner and Headley were suggested. Thurman made a motion to appoint Gardner as the chair. Sacha seconded; all in favor, motion carried.
- B. Appoint a Vice Chair: The chair asked for suggested appointments. Headley was suggested. Sacha made a motion to appoint Headley as the vice chair. Kambeitz seconded; all in favor, motion carried.
- C. Appoint a Longview Police Chief to serve replacing the Longview Fire Chief for the end of the two year rotation from (Jan 2019- Dec 2020): After discussion the board decided that the Longview Fire Chief would serve on the board as the voting member and the Longview Police

chief would serve as the alternate. This position had many changes throughout the two year rotation and it made sense to leave the position being served by the Fire Chief at this time.

- D. Appoint a representative from the Fire Protection District; appointed by the CCFOA for the end of the two year rotation from (Jan 2019- Dec 2020): Vic Leatzow will serve as the voting member and Bill LeMonds will serve as the alternate.
- E. Appoint a representative from the municipal police departments; appointed by the Cowlitz Association of sheriff and Police Chiefs for the end of the two year rotation from (Jan 2019- Dec 2020): Ralph Herrera will serve as the voting member and Jim Kelly will serve as the alternate.
- F.

13. Executive Session (if needed):

14. Adjournment

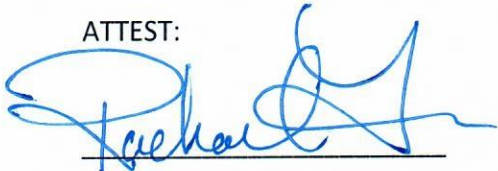
Meeting adjourned at 10:34 AM

15. Closed Meeting (If Needed):



Joe Gardner, Chair

ATTEST:



Rachael Fair, Clerk of the Cowlitz 911 Board