

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday, March 20, 2024, at 10:00

Hybrid – Cowlitz 911 & Zoom

### Attending:

**Board members and Alternates:** Bill Lemonds, Rick Dahl, Erik Halvorson, Charlie Worley, Robert Huhta, Alan Headley, Scott Goldstein

**Staff:** John Diamond, Don Turrentine, Dannyka Baker, Jessica Weygandt, Jerry Jensen, Frank Randolph (Counsel).

**Guests:** Susan Ronning (AdComm), Jason Kester (virtual), Jeff Tone (virtual), Jeremy Huff (virtual), Kurt Stitch (virtual), Eric Koreis (virtual), Brandon Poff (virtual), Unknown phone caller (virtual).

### 1. Call to order and Introductions

Commissioner Headley called the meeting to order 10:00  
Sheriff Thurman, Chair, is out on excused absence.

### 2. Approval of Agenda

Motion by Councilman Halvorson, seconded by Chief LeMonds; All in favor, motion carried.

### 3. Approval of meeting minutes

Approval of February 21, 2024, meeting minutes.  
Motion by Chief LeMonds, seconded by Chief Worley; All in favor, motion carried.

### 4. Public Comment

Commissioner Headley opened the floor to public comment. No comments made.

### 5. Payables

ACCOUNT	TRANSACTION NUMBERS	AMOUNT
Payroll 2/20/2024	213 - 244	\$117,167.12
Payroll 3/5/2024	283 - 315	\$127,412.01
Claims 2/29/2024	258 - 281	\$181,002.41
Claims 3/15/2024	332 – 359	<u>\$65,453.48</u>
TOTAL		\$491,035.02

Motion by Councilman Halvorson, seconded by Chief LeMonds; All in favor, motion carried.

### 6. Financial Report

Director Diamond reported that as of February 29, 2024 all accounts are balanced.

### 7. Approval of Banking

A. Authorization to add Jessica Weygandt, Budget Finance Manager, to banking accounts.

Motion by Chief LeMonds, seconded by Councilman Halvorson; All in favor, motion carried.

#### **8. Acceptance of Patriot project as complete.**

- A. Acceptance of the project as complete. Having met with Counsel and Project Manager, this is the next step which is an administrative function and starts a clock for the state to ensure L&I, Department of Revenue, and Department of Employment Security have received all information and claims from the contractor and sub-contractors as required.
- B. Retainage is still held and will be until the state approves payment of it.
- C. Patriot Construction has been responsive of late in dealing with warranty items and continues to do so. Acceptance does not change this ongoing work.

Motion by Commissioner Dahl, seconded by City Manager Hamilton; All in favor, motion carried.

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

- A. Law TAC – Chief Worley reported that the last meeting was a continuation of radio project and nothing new to report.
- B. Fire TAC – Chief LeMonds reported the group did not meet and nothing to report.

#### **10. AdComm Engineering Update**

- A. Susan Ronning, Owner and Principal, AdComm Engineering reporting on findings. AdComm has met with stake holders and completed many hours of engineering analysis and now have an agreed upon recommendation. This will be a high-level overview of those findings and a recommendation for a radio system moving forward. Information only, no action taken.

#### **11. Director's Report**

- A. 15 Dispatchers on the schedule, three in training and two of those to be signed off next month. Seven full-time and one part-time non-represented staff. Two non-represented staff of long-term leave.
- B. Dannyka is working hard to ramp up for Telecommunicator week, April, 14 – 20.
- C. Would like to show public appreciation for those that are, in addition to regular duties, training new staff.
- D. Our 457b plan was successfully transitioned to the new provider. The service contract with GeoComm has been executed with the board requested changes to arbitration venue and termination for convenience clause. Jessica has jumped in with both feet and is doing great work. Jessica and I will be working with Brandi to adjust the organization and line items of the budget to make more concise and clear.

#### **12. Reschedule of June 2024 Meeting**

- A. In June of 2024, the regularly scheduled board meeting fall on the Juneteenth Holiday. Proposed either June 12 or June 26, or option to cancel June meeting.

Motion by Councilman Halvorson **to** cancel the June 2024 board meeting,  
seconded by City Manager Hamilton; All in favor, motion carried.

**13. Old Business**

No old business discussed.

**14. Executive Session**

No executive session was held.

**15. Adjournment**

Commissioner Headley Adjourned the meeting at 11:28.

Approved:

  
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Board Chair, Sheriff Thurman

Attest:

  
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Executive Director, John Diamond