

**Cowlitz 911 Public Authority Board of Directors**  
**Regular Meeting Minutes**  
**April 10<sup>th</sup>, 2019**

**Attendance**

**Board Members:** Joe Gardner; Deborah Pineda (alternate, voting); Brad Thurman; Steve Taylor; Alan Headley; Kurt Sacha; Scott Neves; Chet Makinster; Bill LeMonds (alternate, voting)

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

**Guests:** Dave LaFave (alternate, non-voting); Melissa Thomas; Alan Thomas; Matt Enser; Lori Hendrickson; Brandon Poff; Darr Kirk

**Board Members Absent and No Alternate:**

**1. Call to Order and Introductions**

Taylor called the meeting to order at 10:03 AM

**2. Approval of the Agenda**

Addition of the National Public Safety Telecommunicator Proclamation.

Discussion on forming a task force to look at the impacts from CRESA and developing specs for new CAD (added under old business) was brought to the table by LaFave. He wanted to address an issue of police against fire by addressing the needs of CAD not specific to a particular vendor.

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

**3. Proclamation for National Public Safety Telecommunicator Week**

April 14<sup>th</sup>-20<sup>th</sup>, 2019.

Thurman made a motion to approve the proclamation for National Public Safety Telecommunicator Week. Gardner seconded.

Thurman: "I think this is outstanding. I think every week of the year should be telecommunicator's appreciation week, but at least one week a year is the least we can do."

Taylor: "We appreciate the great service, and the consistency in responding to calls and providing information. Truly a foundation and backbone of our public safety community in Cowlitz County."

Open House: Wednesday 11-2.

All in favor, motion carried.

**4. Approval of the Meeting minutes**

Headley made a motion to approve the meeting minutes from March 27<sup>th</sup>, 2019 as presented. LeMonds seconded; all in favor, motion carried.

**5. Public Comment**

None.

**6. Payables**

**The following transactions are approved for payment**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll	330; 341-347	\$26,224.15
EFT- DD and IRS	EFT	\$76,170.55
Claims	290-309	\$59,199.53
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TOTAL		\$161,594.23

There was discussion over the payment of claims. Request for the addition of an explanation on the claims. Makinster made a motion to approve payables as presented. Sacha seconded; all in favor, motion carried.

## 7. Director Report

### A. Staffing Update

Full duty staffing. There are 3 in training, 3 in the final stages of background and April 26<sup>th</sup> start date.

### B. Facility Update

CenComm: Kitsap and Valley Comm: Kent visits to occur next Thursday.

### C. Final Transfer of funds from the county

Transfer will happen at the end of April of 2019.

### D. Website design/ Email Hosting

Public Records cause a push for email hosting and website design. Web design would be additional cost \$5,000 set up fee, and \$6,000 for website maintenance. The email hosting cost is not available yet.

Status of the transfer of Radio leases- Randolph will look into this.

Architect work should be done by September 3<sup>rd</sup>, 2019.

## 8. Old Business

### i. Budget Amendment w/ Resolution 2019-002

There was discussion around the amendment. Brought forward for discussion and possible action to be taken. Sacha made a motion to approve Resolution 2019-002. Makinster seconded; all in favor, motion carried.

### ii. Task force to develop CAD specs

Jurmu has scheduled weekly meetings for Law and Fire TACs to establish a task force to address CAD specs. Pineda mentioned the combined user meeting was to meet and discuss radio consoles. Further discussion ensued. Poff mentioned that the teams have only met a few times.

### iii. Board Governance

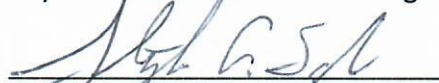
Taylor would like to have more formal board rules set up to include how the board operates, how items are placed on the agenda, how many times that the board sees information before a decision is going to be made. Also, at what time do we want to begin meeting once a month. Chet made a motion to create a governance task force with Sacha, Pineda, Thurman, and Headley. Neves seconded; all in favor, motion carried.


## 9. Executive Session

Taylor called the meeting into executive session at 11:10 am to discuss the performance of a public employee. He anticipated needing 30 minutes, reconvening at 11:40 am and does not anticipate any decision to be made. The Executive Session was extended to 11:50 am and extended again until 11:55 am.

## 10. Adjournment

Taylor reconvened the meeting at 11:55 am and the meeting was adjourned at 11:55 am.

  
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Stephen Taylor, Chair

ATTEST:  
  
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Rachael Fair, Clerk of the Cowlitz 911 Board