

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday June 24th, 2020 @ 10:00 AM

Remote meeting

Attendance

Board Members: Alan Headley; Jim Kambeitz; Chet Makinster; Joe Gardner; Andy Hamilton; Brad Thurman; Scott Neves; Bill LeMonds,

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

Guests: Ralph Herrera;

Board Members Absent and No Alternate: Kurt Sacha

1. Call to Order and Introductions

Joe Gardner called the meeting to order at 10:01 AM

2. Approval of the Agenda

Hamilton made a motion to approve the agenda. Makinster seconded; all in favor, motion carried.

3. Approval of the Meeting Minutes 06/10/2020

Neves made a motion to approve the meeting minutes from 06/10/2020. Headley seconded; all in favor, motion carried.

4. Public Comment

None.

5. Payables

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Voided Check	10368	\$350.00
Payroll 06/19/20	606-641	\$110,357.07
Claims 06/12/20	588-605	\$64,766.20
TOTAL		\$176,473.27

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

6. Resolutions and Ordinances

a. N/A

7. Agreement with More Power Technical Group (*Professional services technical consulting for transition to new facility*)

Executive Director presented the need for a technical consultant for the transition to the new facility. The Board decided to have Cowlitz 911 draft an RFP for technical services.

8. Director's Report

a. **Staffing Update:** We have 18 fully staffed. We have 3 people in training. We lost a dispatcher in training who was not keeping up. One should be on her own Aug/Sep. The other two started 2 weeks ago.

We may have an admin position open up but we won't have that information until next week. Then we will start recruitment asap.

b. **Facility:** We are in the final stages of design development. Final meeting is this Friday. Final report in the second week of July. Architect will move into construction documents. They will be prepared and submitted to go out to bid in Oct, bid award in Nov, and

construction to being in Dec. A proposal has been sent to Lowe's for the easement. City of Longview is working on that. **Cad update:**

Spillman quote came in at \$460,000 without the hardware part of the equipment. Estimate of cost to go standalone Spillman would be \$500,000. The board gave the executive director permission to notify the state that we no longer would like to be recipients of the \$604,000 federal grant. They would like to change to a different CAD system.

c. Climate and culture:

d. Radio Infrastructure: Getting radio consoles installed and they are working on the final work station today. Within 2 weeks Jurmu projects the project will be complete. PUD wants to be a participant on the deer island site.

Interviewed two firms for underwriting the bonds and a 3rd following this meeting. The bond market is good for us and we look like we are going to get good rates.

State Auditor audit notes:

Final review of the monthly reconciliation done by Cowlitz 911 after Cowlitz 2 does that.

Review the PEFI numbers with what we submitted.

Also, have Phil removed from BIAS since he does not use it..

9. Old Business

a. User Fee Update: It was agreed upon by the board at our last meeting to have user fees increase by 1.6% annually based on 2020 user fees. This increase will take effect on January 1, 2021. The updated Service Level Agreements will be presented at our next regular board meeting.

10. Board Comments/Board Committee Reports

a. There was a LAW TAC meeting and they were updated on Spillman.

11. Executive Session

Not Held

12. Adjournment

Meeting adjourned at 11:00 AM


13. Closed Meeting

Not Held



Joe Gardner, Chair

ATTEST:



Rachael Fair, Clerk of the Cowlitz 911 Board