

# Cowlitz 911 Public Authority Board of Directors

## Meeting Agenda

Wednesday July 28th, 2021 @ 10:00 AM

Remote ZOOM Meeting

**1. Call to Order and Introductions**

**2. Approval of the Agenda**

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

**3. Approval of Meeting Minutes**

**A. 07/14/21**

**Recommended Action:** A motion to approve the meeting minutes from 07/14/21

**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. There is a time-limitation of 3 minutes. All comments should be directed to the Chair.

**5. Payables**

**The following transactions are approved as presented**

<b>ACCOUNT</b>	<b>TRANS NUMBER</b>	<b>AMOUNT</b>
Payroll 07/20/21	786-827	\$ 134,266.78
Claims 07/09/21	770-785	\$ 53,869.38
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TOTAL		\$ 188,136.16

**Recommended Action:** Motion to approve the payables as presented

**6. Financial Report**

**7. Approval for new facility connections**

**8. Board Comments/Board Committee Reports**

**A.** LAW TAC Update

**B.** FIRE TAC Update

**9. Director's Report**

**A. Staff Update:**

**B. Climate and Culture:**

**C. Facility Update:**

**D. Radio Infrastructure:**

**E. Analytics** (*provided at the first meeting of the month*)

**10. Old Business**

**11. Executive Session (If Needed):**

**12. Adjournment**

**13. Closed Meeting (If Needed):**

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday July 14th, 2021 @ 10:00 AM

Remote ZOOM Meeting

### Attendance

**Board Members:** Chet Makinster; Kurt Sacha; Jim Kambeitz; Dennis Weber (alternate, voting); Brad Thurman; Andy Hamilton; Alan Headley; Bill LeMonds (alternate, voting); Ralph Herrera

**Staff:** Dave Storaker; Rachael Young; Frank Randolph (general counsel); Jerry Jensen; Deanna Wells; Janelle Edwards

**Guests:** Norm Krehbiel; Kristina Swanson; Chris Smith; Robert Huhta; Troy Brightbill;

**Board Members Absent and No Alternate:**

### 1. Call to Order and Introductions

Alan Headley called the meeting to order at 10:00 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 amended. Sacha seconded; all in favor, motion carried.

### 3. Approval of Meeting Minutes

#### A. 06/23/21

**Recommended Action:** A motion to approve the meeting minutes from 06/23/21

Thurman made a motion to approve the meeting minutes. Kambeitz 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 Vice 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 07/02/21	725-759	\$ 112,231.78
Claims 06/25/21	718-724	\$ 355,545.80
Claims 07/02/21	762	\$ 1,876.75
Payroll 07/09/21	786-788	\$ 5,066.99
Claims 07/09/21	770-785	\$ 53,869.38
TOTAL		\$ 528,590.70

**Recommended Action:** Motion to approve the payables as presented

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

### 6. Relocation Project Timeline Update

### 7. Board Comments/Board Committee Reports

A. LAW TAC Update: met 7/13/21; Radio updates and events were discussed. Discussed the impact of HB 1310 on dispatch. Also discussed 911 abusers.

B. FIRE TAC Update: Next meeting will be September 13th

## 8. Director's Report

- A. **Staff Update:** 16 dispatchers and 2 trainees July 1<sup>st</sup>. One is still off long term illness. Supervisory staff in process of filling dispatcher academy starting July 26<sup>th</sup>.
- B. **Climate and Culture:** Lack of staffing is causing OT. Air conditioning went out and we are waiting on the fix.
- C. **Facility Update:** Tomorrow meeting with security firm to get an estimate to see if a camera should be installed. First shipment of framing lumber has arrived. Lumber will follow as they are able to fulfill the orders. Lumber pricing has gone through the roof. Facility will be completed by January 4<sup>th</sup> of 2022.
- D. **Radio Infrastructure**
  - i. Microwave links continue to be stable.
  - ii. Kalama Radio: Testing failed to produce result needed. Moved the antennae. They have a spare for the raven that locked up during the last testing.
  - iii. Speelyai: repaired a microwave at Speelyai to Davis a couple weeks ago.
  - iv. HOJ: order has arrived and they will get them implemented in the week.
  - v. Castle Rock High Tower: Building permit has been granted, electrical permit is still pending. Still working on issues discussed prior. Working on insurance language.
  - vi. Columbia County site: Continue to move forward. This was the alternative we had for Deer Island.
  - vii. Bakers Corner: Now that special use permit has been obtained. We will apply for building and electrical permits.
- E. **Analytics** (*provided at the first meeting of the month*): 95.25% is our current answering percentage.

## 9. Old Business

- A. Weber returned from a national conference and talking about ARPA funds. Mitigate impacts of COVID on government operations, and getting people back to work. Part of mitigation is premium pay. Make a request to the county.

## 10. Executive session: RCW 42.30.110(1)(i)

- A. The board entered Executive session at 10:25 for 10 minutes and will come out at 10:35 am. Executive session ended at 10:35 am. No decisions were made.

11. **Adjournment:** 10:37 am.

12. **Closed Meeting (If Needed):**

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Joe Gardner, Chair

Attest:

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Rachael Young, Clerk of the Board

# CHECK REGISTER

Cowlitz 911

Time: 11:17:18 Date: 07/22/2021

07/09/2021 To: 07/31/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
819	07/20/2021	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	24,208.09	941 Deposit for Pay Cycle(s) 07/20/2021 - 07/20/2021
770	07/09/2021	Claims	1	11366	CITY OF LONGVIEW	952.75	INV:2816
771	07/09/2021	Claims	1	11367	COWLITZ COUNTY LEASE PAYMENT	13,781.25	INV: OFM-2021-122 0701
772	07/09/2021	Claims	1	11368	COWLITZ COUNTY PURCHASING	211.81	INV: 322-2021
773	07/09/2021	Claims	1	11369	ETHIC TECH LLC	250.00	INV: CC-006
774	07/09/2021	Claims	1	11370	FRANK RANDOLPH	1,960.00	INV: RLF070121
775	07/09/2021	Claims	1	11371	LANGUAGE LINE SVCS INC	47.24	INV: 10262515
776	07/09/2021	Claims	1	11372	MORE POWER TECHNOLOGY	21.62	INV: 12117
777	07/09/2021	Claims	1	11373	NK PROJECT SOLUTIONS	9,400.00	INV: NK0721
778	07/09/2021	Claims	1	11374	NOTEPAGE INC	395.00	INV: I13115
779	07/09/2021	Claims	1	11375	PARK PLACE TECHNOLOGIES LLC	272.41	INV: PUSA10090018430
780	07/09/2021	Claims	1	11376	RED CANOE- FAIR	1,790.82	INV: 198999 FAIR 0721
781	07/09/2021	Claims	1	11377	RED CANOE- HARVILL	2,050.61	INV: 198999 HARVILL 0721
782	07/09/2021	Claims	1	11378	RICE FERGUS MILLER	21,279.78	INV: 2018095.02-015
783	07/09/2021	Claims	1	11379	SIERRA SPRINGS	70.02	INV: 5351188 070121
784	07/09/2021	Claims	1	11380	WA STATE PATROL	1,200.00	INV: 00074735
785	07/09/2021	Claims	1	11381	WCCCA-PDCC	186.07	INV: INV02019
786	07/09/2021	Payroll	1	11382	ESD - PFMLA	1,253.86	Pay Cycle(s) 04/01/2021 To 06/30/2021 - PFMLA
787	07/09/2021	Payroll	1	11383	ESD	1,115.86	2nd Quarter 04/01/2021 - 06/30/2021
788	07/09/2021	Payroll	1	11384	WA STATE DEPT OF L&I	2,697.27	2ND Quarter 04/01/2021 - 06/30/2021
812	07/20/2021	Payroll	1	11385		2,189.11	
820	07/20/2021	Payroll	1	11386	CAPSCO	45.00	Pay Cycle(s) 07/20/2021 To 07/20/2021 - ASSN FEE
821	07/20/2021	Payroll	1	11387	KAISER PERMANENTE MEMBERSHIP ADMIN	3,557.95	Pay Cycle(s) 07/20/2021 To 07/20/2021 - MEDICAL-KAISER
822	07/20/2021	Payroll	1	11388	WA STATE DEPT OF RETIREMENT	15,411.60	Pay Cycle(s) 07/20/2021 To 07/20/2021 - PERS3; Pay Cycle(s) 07/20/2021 To 07/20/2021 - PERS2
823	07/20/2021	Payroll	1	11389	WCIF	5,268.72	Pay Cycle(s) 07/20/2021 To 07/20/2021 - MEDICAL-WCIF; Pay Cycle(s) 07/20/2021 To 07/20/2021 - LIFE INS BUYUP; Pay Cycle(s) 07/20/2021 To 07/20/2021 - LTD BUYUP; Pay Cycle(s) 07/20/2021 To 07/20/2021 -
793	07/20/2021	Payroll	2	EFT		2,407.78	
794	07/20/2021	Payroll	2	EFT		2,381.34	
795	07/20/2021	Payroll	2	EFT		2,353.66	
796	07/20/2021	Payroll	2	EFT		2,312.45	
797	07/20/2021	Payroll	2	EFT		2,130.74	
798	07/20/2021	Payroll	2	EFT		3,244.09	
799	07/20/2021	Payroll	2	EFT		5,728.07	
800	07/20/2021	Payroll	2	EFT		1,696.58	
801	07/20/2021	Payroll	2	EFT		1,711.72	
802	07/20/2021	Payroll	2	EFT		2,240.01	
803	07/20/2021	Payroll	2	EFT		2,399.26	
804	07/20/2021	Payroll	2	EFT		2,409.13	
805	07/20/2021	Payroll	2	EFT		1,335.72	
806	07/20/2021	Payroll	2	EFT		2,194.12	
807	07/20/2021	Payroll	2	EFT		2,519.18	
808	07/20/2021	Payroll	2	EFT		2,866.89	

# CHECK REGISTER

Cowlitz 911

Time: 11:17:18 Date: 07/22/2021

07/09/2021 To: 07/31/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
809	07/20/2021	Payroll	2	EFT		2,128.34	
810	07/20/2021	Payroll	2	EFT		2,653.32	
811	07/20/2021	Payroll	2	EFT		2,348.81	
813	07/20/2021	Payroll	2	EFT		3,512.41	
814	07/20/2021	Payroll	2	EFT		1,135.65	
815	07/20/2021	Payroll	2	EFT		2,653.76	
816	07/20/2021	Payroll	2	EFT		2,010.02	
817	07/20/2021	Payroll	2	EFT		2,531.05	
818	07/20/2021	Payroll	2	EFT		1,782.80	
824	07/20/2021	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	305.00	Pay Cycle(s) 07/20/2021 To 07/20/2021 - UNION DUES; Pay Cycle(s) 07/20/2021 To 07/20/2021 - INITIATION FEE
825	07/20/2021	Payroll	2	EFT	HRA VEBA	11,837.67	Pay Cycle(s) 07/20/2021 To 07/20/2021 - VEBA
826	07/20/2021	Payroll	2	EFT	ONE AMERICA	5,123.09	Pay Cycle(s) 07/20/2021 To 07/20/2021 - DEF COMP
827	07/20/2021	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	566.66	Pay Cycle(s) 07/20/2021 To 07/20/2021 - HSA
		001 OPERATIONS				156,233.42	
		003 RADIO OPERATIONS				1,201.34	
		300 PROJECT FUND				30,701.40	
						188,136.16	
							Claims: 53,869.38
							Payroll: 134,266.78

**CHECK REGISTER**

Cowlitz 911

Time: 11:17:18 Date: 07/22/2021

07/09/2021 To: 07/31/2021

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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**CERTIFICATION:**

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

_____	<u>C2FR</u>	_____
Brandi Ballinger, Signature	Agency	Date

**CERTIFICATION/AUTHORIZATION:**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ \_\_\_\_\_, and we approve payment with our signatures below.

_____	_____
Admin Specialist, Signature	Date

_____	_____
Executive Director, Signature	Date

_____	_____
Chair, Signature	Date



Cowlitz 911

Monthly Financials for the Month Ended 06/30/21

Table with 7 columns: Fund, 2021 Budgeted BFB, 2021 Annual Budget, Actual BFB, Actual Revenues thru June 2021, Remaining Revenues, % remaining. Section: REVENUES

Table with 7 columns: Fund, Description, 2021 Annual Budget, Actual Expenditures thru June 2021, Remaining, Encumbrance, % Remaining. Section: EXPENDITURES

Table with 7 columns: Fund, Description, 2021 Annual Budget, Actual Expenditures thru June 2021, Remaining, Encumbrance, % Remaining. Section: INTERNAL TRANSFERS