

**Cowlitz 911 Public Authority Board of Directors**  
**Meeting Minutes**  
**Wednesday September 23<sup>rd</sup> 2020 @ 10:00 AM**  
**Remote ZOOM Meeting**

**Attendance**

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

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

**Guests:** Sammy Brown; Troy Brightbill; Dave LaFave; Chris Tate; Robert Huhta; Brian Wahl; Darr Kirk; Dave Allen; Vic Leatzow; Travis Dillingham; Tyler (unknown last name); Ralph Herrera

**Board Members Absent and No Alternate:**

**1. Call to Order and Introductions**

Joe Gardner called the meeting to order at 10:00 AM

**2. Approval of the Agenda**

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

**3. Approval of Meeting Minutes (1-3)**

**A. 09/09/20**

Makinster made a motion to approve the meeting minutes from 09/09/2020. Headley 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. There is a time-limitation of 3 minutes. All comments should be directed to the Chair.

No Public Comment

**5. Payables (4-5)**

**The following transactions are approved as presented**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 09/18/20	956-992	\$123,429.65
Claims 09/11/20	940-953	\$26,297.79
TOTAL		\$149,727.44

**6. Board Comments/Board Committee Reports**

**A. Law Tac 09/15/20 Meeting Update – Troy Brightbill**

- i. The Law Tac and Fire Tac met in a joint session on September 15, 2020 with Motorola Spillman. Chief Brightbill will make a presentation on the Law Tac's conclusions.

**B. Fire Tac 09/15/20 Meeting Update – Sammy Brown**

- i. The Law Tac and Fire Tac met in a joint session on September 15, 2020 with Motorola Spillman. Chief Brown will make a presentation on the Fire Tac's conclusions.

## **7. Agreements**

### **A. Spillman Purchase Agreement (6-16)**

- i. Over the past 20 months, staff began work on an initiative to improve Cowlitz 911's CAD system. In May of 2020, the PA board directed Director Jurmu to focus on Motorola Spillman Flex CAD. At the meeting on August 12, 2020, the PA Board approved a Sole Source Agreement to negotiate with Motorola Spillman CAD. Since then, staff has worked with representatives from Motorola Spillman Flex CAD and have completed negotiations on the procurement of Motorola Spillman Flex CAD.

1. RECOMMENDED ACTION: A motion to approve the Spillman Purchase Agreement.

Thurman made a motion to approve the Spillman Purchase Agreement. Neves seconded; all in favor, motion carried.

### **B. Shared Agency Agreement (17-29)**

- i. Cowlitz County is the primary agency for the Spillman application and its modules. All other agencies within the County are required to agree to a Shared Agency Agreement to add modules to it. With the approval of the Spillman Purchase Agreement, Cowlitz 911 PA board needs to approve the Shared Agency Agreement to tie-in to the primary "Spillman system".

1. RECOMMENDED ACTION: A motion to approve the Spillman Shared Agency Agreement.

Headley made a motion to approve the Spillman Shared Agency Agreement. Makinster seconded; all in favor, motion carried.

### **C. ADCOMM Transition Agreement (Phase 1) (30-46)**

- i. As part of the planning and design of the new Cowlitz 911 Center, the transition planning from Cowlitz County IT to Cowlitz 911 IT was identified as a "planning gap" of the new facility. Cowlitz 911 requested Requests for Qualifications (RFQ) from potential vendors. Three (3) vendors responded to the RFQ and two (2) agencies were interviewed. From those interviews it was determined that a proposal was made to both vendors to work together on this project as both business models were complementary to each other and is a huge benefit to Cowlitz 911. Final negotiations were completed on September 18, 2020 and will have the agreement for approval at the PA meeting on September 23, 2020.

1. RECOMMENDED ACTION: A motion to approve Phase 1 ADCOMM Transition Agreement.

Headley made a motion to approve the ADCOMM Transition Agreement phase 1. Neves seconded; Vote was 8 in favor with Makinster voting against, motion carried.

## **8. Resolutions and Motions**

### **A. Draft Bond Resolution (47-73)**

- i. Bond Financing for planning, design and construction of the new Cowlitz 911 Center is progressing well. Part of the process for financing is a Delegation Resolution that needs to be passed by the Cowlitz 91 PA Board. Within this packet is the latest draft of the Delegation Resolution for review. Passage of the Delegation Resolution is scheduled for the October 14<sup>th</sup>, PA Board meeting.  
No approval needed at this time. The board did not want to increase the bond amount. They kept it at 16 million.

## **9. Director's Report**

### **A. Staff Update**

- i. Bob Gregory will be the new interim director. The HR Generalist position is in background.

### **B. Facility Update**

- i. Construction documents are done September 30<sup>th</sup> and will be submitted for permitting. We will go out for bid on November 5<sup>th</sup> and plan to have a bond sale on December 3<sup>rd</sup>.

### **C. Radio Infrastructure**

- i. We have signed documents and we are on target with our budget. The radio console install is complete.

### **D. Climate and Culture**

## **10. Old Business**

### **A. Board Chair committee member recommendation**

- i. The board approved the following individuals to be on the Executive Director recruiting committee: Robert Gregory, Dave LaFave, Robert Schaefer, Brad Thurman Andrew Hamilton, and Deanna Wells

## **11. Executive Session: (if needed)**

### **A. RCW 42.30.110(1)(g) – 10 mins**

- i. Entered Executive session at 10:39 AM for 10 minutes. Requested a 5 minute extension. Executive session ended at 10:54. Makinster made a motion to adopt the employment agreement for interim director as presented. Headley seconded; all in favor, motion carried.

### **B. RCW 42.30.110(1)(b) – 10 mins**

- i. Entered executive session at 11:10 AM for 10 minutes. Requested a 10 minute extension. Executive session ended at 11:30. Neves made a motion to approve the Protham proposal to provide recruitment services for Cowlitz 911 for the next executive director. Makinster seconded. After discussion Thurman made a motion to approve a salary range of \$105,000 to 130,000. Headley seconded the motion. Discussion continued. Thurman amended his motion for the salary range to be \$105,000 to \$135,000. Headley seconded the amended motion; all in favor, motion carried. Original motion vote was 8 in favor with Sacha voting against; motion carried.

### **C. RCW 42.30.110(1)(i) – 10 mins**

- i. Discussed during the second executive session.

**12. Adjournment**

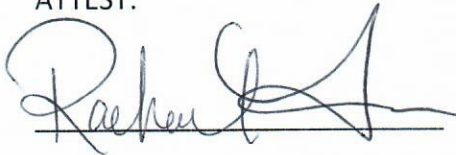
Meeting adjourned at 11:41.

**13. Closed Meeting: Not Needed**



Joe Gardner, Chair

ATTEST:



Rachael Fair, Clerk of the Cowlitz 911 Board