

**Cowlitz 911 Public Authority Board of Directors**  
**Meeting Minutes**  
**Wednesday October 14<sup>th</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; Troy Brightbill (alternate, voting); Scott Neves;  
**Staff:** Bob Gregory; Rachael Fair; Jerry Jensen; Deanna Wells;  
**Guests:** Brandon Poff; Chris Smith; Ralph Herrera; Robert Huhta, Vic Leatzow; Darr Kirk  
**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**

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

Neves made the recommended motion. LeMonds seconded; all in favor, motion carried.

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

**A. 09/23/20**

**Recommended Action:** A motion to approve the meeting minutes from 09/23/20.

Neves made the recommended motion. Sacha 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.

There was no public comment.

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

**The following transactions are approved as presented**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 10/05/20	1007-1043	\$111,152.16
Claims 09/25/20	996-1002	\$361,123.47
Claims 09/29/20	1005	\$11,425.00
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TOTAL		\$483,700.63

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

Sacha made the recommended motion. Makinster seconded; all in favor, motion carried.

**6. Financial Report ( No Action Needed)**

**7. Spillman CAD Committee**

**Recommendation:** Choose members to be part of a core team of stakeholders for the Spillman CAD deployment.

Stakeholders will be named and brought back within a week.

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

- A. LAW TAC UPDATE:** Have not met since the last board meeting.



B. FIRE TAC UPDATE: Have not met since the last board meeting.

## 9. Agreements

### A. Amendment No. 005 with Rice Fergus Miller for bidding, construction administration, and close-out services for 911 Facility.

The current agreement with Rice Fergus Miller contained several phases of work, to be authorized in phases. This amendment with Rice Fergus Miller provides for the following:

Bidding services to include attendance a pre-bid conference, review questions from bidders during bid period, issuance of addendums (if necessary), review and tabulation of bids

Construction services to include: assistance with administration of contract; advise and consult Owner on construction related matters during construction; review contractor submittals such as shop drawings, product data, and samples: to make weekly site visits during construction to observe work progress and participate in contractor progress meetings; review and make recommendations for changes to the work; and review and certify progress payments to contractor

Project close-out services to include: conduct inspection to provide certification of substantial completion; provide to owner written warranties, record drawings, and related documents received from the contractor; review and provide final payment close-out documents from the contractor;

**Recommended Action:** A motion to approve Amendment No. 005 for bidding, construction, and project close-out services with Rice Fergus Miller for the Cowlitz 911 Center and authorize signature by the Interim Executive Director.

Makinster made the recommended motion. Sacha seconded; all in favor, motion carried.

### B. Radio Improvement Project Approved Allocation

On May 13th, 2020 the Board of Directors approved a \$382,639 expenditure, excluding tax, for radio improvements and upgrades. Since May some adjustments in the project were decided on and some previously unknown costs which have increased the overall expense of the project by \$122,684 which includes tax. This change is within the radio improvement 2020 budget, a portion of the \$536,316 will be expended in 2020, and the remainder in 2021 upon completion of the four sites. We believe the recent decisions made will increase user satisfaction, improve radio coverage for responders in West Longview, Kalama, Castle Rock, and Woodland, while increasing responder safety.

**Recommended Action:** A motion to approve the Radio Improvement Project allocation adjustment as presented by the Executive Director.

Headley made the recommended motion. Brightbill seconded; all in favor, motion carried.

### C. GROUND LEASE AGREEMENT between the City of Longview and Cowlitz 911 Public Authority

The City of Longview City Council has approved a 99-year land lease for use by the Cowlitz 911 Public Authority for our new 911 Center. The lease terms provide for an annual lease payment of \$1.00. In the consideration of this lease payment, there are mutual benefits that



have been acknowledged by both parties for capital expenses being incurred by Cowlitz 911 such as installation of a water main/fire hydrants, sewer collection and storm water facilities, and access improvements from Lowe's that for the Cowlitz 911 facility and the future City of Longview fire station to be constructed in the future. Included in the lease are easement provisions for joint use of these improvements.

**Recommended Action:** A motion to approve the land lease with the City of Longview and authorize the Executive Director to execute the agreement with the City of Longview.

Headley made the recommended motion. Brightbill seconded; all in favor, motion carried.

#### 10. Resolutions

N/A

#### 11. Director's Report

- A. **Staff Update:** HR Generalist started this week. 19 Signed off dispatchers. 2 dispatchers in training and recruiting 2 more. Prothman has sent out the Executive Director Recruitment flier, and sent out a mass email. We plan to meet the 23<sup>rd</sup> or 24<sup>th</sup> of November to talk about potential candidates and then meet the second week of December to conduct the interviews.
- B. **Facility Update:** Bid specifications are done, and we have submitted building permit application package to Longview. First bid advertisement went out today to the Daily Journal of Commerce, and there will be another advertisement sent tomorrow in the Daily News. Bid opening November 12<sup>th</sup>. October 20<sup>th</sup> pre-bid conference, and October 22<sup>nd</sup> will be onsite. City of Longview will have comment of the building permit package by the end of the month. With favorable bids, we will approve the bids on the 25<sup>th</sup> of November.
- C. **Radio Infrastructure:** Covered during the radio allocation agreement
- D. **Climate and Culture:** Going well
- E. **Budget:** draft budget will be to the board next meeting, and a final draft during the November 25<sup>th</sup> meeting and approval at the December 9<sup>th</sup> meeting.

#### 12. Old Business

#### 13. Executive Session: (if needed)

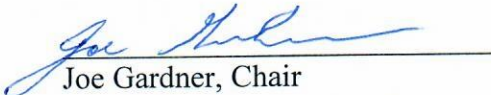
None needed

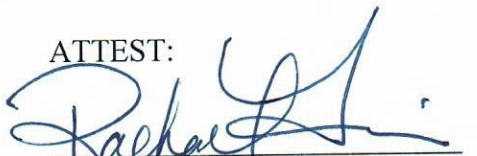
#### 14. Adjournment

Meeting was adjourned at 10:50 AM.

#### 15. Closed Meeting (If Needed)

None needed

  
Joe Gardner, Chair

ATTEST:  
  
Rachael Fair, Clerk of the Cowlitz 911 Board