

# Cowlitz 911 Public Authority Board of Directors

## Meeting Agenda

Wednesday September 20, 2023 @ 10:00 AM

Hybrid – Cowlitz 911 & Zoom

**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. 08/16/23; 08/30/23; 09/13/23**

**Recommended Action:** A motion to approve the meeting minutes from 08/16/23; 08/30/23; 09/13/23

**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 08/18/23	1083-1116	\$128,393.99
Payroll 09/05/23	1139-1171	\$116,567.46
Claims 08/24/23	1119-1138	\$48,061.47
Claims 09/14/23	1196-1229	\$254,683.11
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TOTAL		\$547,706.03

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

**6. Financial Report for August 2023- No action needed**

**7. Approval for an Emergency Resolution for Abernathy Repairs**

**Recommended Action:** A motion to approve an Emergency Resolution for Abernathy Repairs

**8. Approval for RFQ for Radio upgrade Architecture and Engineering**

**Recommended Action:** A motion to approve an RFQ for Radio upgrade Architecture and Engineering

**9. Board Comments/Board Committee Reports**

**A.** LAW TAC Update

**B.** FIRE TAC Update

**C.** USER FEE Update

**10. Director's Report**

**A.** Staffing Update

**B.** Climate and Culture

**C.** Facility Update

**D.** Radio Update

**11. Old Business**

**12. Executive Session: N/A**

**13. Adjournment**

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday August 16<sup>th</sup> , 2023 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

### Attendance

**Board Members:** Ruth Kendall; Kristina Swanson; Dennis Weber (alternate, voting); Jim Kambeitz; Brad Thurman; Darr Kirk (alternate, voting); Alan Headley; Bill Lemonds;

**Staff:** John Diamond; Frank Randolph (general counsel); Briana Harvill; Don Turrentine; Rachael Young; Deanna Wells; Jerry Jensen

**Guests: Robert:** Scott Goldstein; Sammy Brown;

**Board Members Absent and No Alternate:** Jim Kelly

### 1. Call to Order and Introductions

Thurman called the meeting to order at 10:03 AM.

### 2. Approval of the Agenda

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

Diamond added 7.1 Resolution 2023-001

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

### 3. Approval of Meeting Minutes

#### A. 7/19/23

**Recommended Action:** A motion to approve the meeting minutes from 07/19/23

Weber made a motion to approve the meeting minutes from 07/19/23. Headley seconded; all in favor, motion carried.

### 4. Public Comment

The public comment period allows any member of the public to speak to any item that is not on the regular agenda. The Chair asked if any members of the public were attending the meeting and no members of the public had comment.

### 5. Payables:

**The following transactions are approved as presented**

Payroll 07/20/23	938-971	\$130,328.64
Payroll 08/04/23	1011-1044	\$121,944.61
Claims 08/03/23	12557	\$1,891.34
Claims 07/27/23	978-994	\$39,950.95
Claims 08/10/23	1052-1081	\$97,799.54
TOTAL		\$391,915.08

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

LeMonds made a motion to approve payables as presented. Kirk seconded; all in favor, motion carried.

### 6. Financial Report for July 2023- No action needed

### 7. 9-1-1 Day Proclamation

**Recommended Action:** A motion to approve the 9-1-1 Day Proclamation

Weber made a motion to approve the 9-1-1 Day Proclamation. LeMonds seconded; all in favor, motion carried.

#### **7.1 Approval of Resolution 2023-001**

**Recommended Action:** A motion to approve Resolution 2023-001

Headley made a motion to approve Resolution 2023-001. Kirk seconded; all in favor, motion carried.

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

- A. LAW TAC Update: No Report
- B. FIRE TAC Update: Gave updates
- C. USER FEE: working on a draft budget

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

- A. **Staffing Update:** 17 dispatchers; 1 new trainee; 7 non-represented staff
- B. **Climate and Culture:** Open house for staff and families went smoothly. Great Job to Bri for her coordination of all the events. Thank you to staff for the extra time and effort to help with the events.
- C. **Facility Update:** Working on close out paperwork, and there are a few issues that are under warranty.
- D. **Radio Update:**

**10. Old Business:** None

**11. Executive Session:** N/A

**12. Adjournment:** 10:37 AM

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Brad Thurman, Board Chair

Attest:

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Rachael Young, Clerk of the Board

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday August 30<sup>th</sup> , 2023 @ 2:00 PM

Remote ZOOM Meeting

### Attendance

**Board Members:** Ruth Kendall; Kristina Swanson; Robert Huhta; Rick Dahl; Brad Thurman; Andy Hamilton; Alan Headley; Bill LeMonds; Jim Kelly

**Staff:** John Diamond; Rachael Young

**Guests: Robert:** Troy Brightbill; Marisa Hutchenson; Charlie Worley

**Board Members Absent and No Alternate:** Jim Kelly

### 1. Call to Order and Introductions

Thurman called the meeting to order at 2:00 PM.

### 2. Approval of the Agenda

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

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

### 3. Executive Session: RCW 42.30.110 (1)(g) Performance of a Public Employee

Board entered executive session for 15 minutes at 2:05 PM and ending at 2:20 PM. Board requested a 10 minute extension, now ending at 2:30 PM. Board requested a 10 minute extension, now ending at 2:40 PM. Board requested an additional 5 minute extension ending at 2:45 PM. Board came out of executive session at 2:45 PM. No decisions were made.

### 4. Adjournment: Meeting adjourned at 2:46 PM

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Brad Thurman, Board Chair

Attest:

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Rachael Young, Clerk of the Board

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday September 13<sup>th</sup>, 2023 @ 9:00 AM

Remote ZOOM Meeting

### Attendance

**Board Members:** Ruth Kendall; Kristina Swanson; Jim Kambeitz; Rick Dahl; Andy Hamilton; Alan Headley; Sammy Brown (alternate, voting); Jim Kelly

**Staff:** John Diamond; Rachael Young

**Guests: Robert:** Robert Huhta; Darr Kirk; Marisa Hutcheson; Katrina Harris; Brandi Ballinger

**Board Members Absent and No Alternate:** Brad Thurman

### 1. Call to Order and Introductions

Headley called the meeting to order at 9:02 AM.

### 2. Approval of the Agenda

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

Dahl made a motion to approve the agenda as presented. Kambeitz seconded; all in favor, motion carried.

### 3. Budget Workshop:

Young presented the budget. Young and Diamond answered questions. Intended to be brought back for review at our October regular board meeting.

### 4. Adjournment:

Meeting adjourned at 10:42 AM.

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Brad Thurman, Board Chair

Attest:

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Rachael Young, Clerk of the Board

# CHECK REGISTER

Cowlitz 911

Time: 09:03:20 Date: 09/15/2023

08/18/2023 To: 09/14/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1108	08/18/2023	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	23,783.65	941 Deposit for Pay Cycle(s) 08/18/2023 - 08/18/2023
1163	09/05/2023	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	19,757.41	941 Deposit for Pay Cycle(s) 09/05/2023 - 09/05/2023
1102	08/18/2023	Payroll	1	12592		2,225.73	
1109	08/18/2023	Payroll	1	12593	KAISER PERMANENTE MEMBERSHIP ADMIN	2,661.05	Pay Cycle(s) 08/18/2023 To 08/18/2023 - MEDICAL-KAISER
1110	08/18/2023	Payroll	1	12594	WASHINGTON STATE DEPT OF RETIREMENT	13,649.34	Pay Cycle(s) 08/18/2023 To 08/18/2023 - PERS2; Pay Cycle(s) 08/18/2023 To 08/18/2023 - PERS3
1111	08/18/2023	Payroll	1	12595	WCIF	9,800.86	Pay Cycle(s) 08/18/2023 To 08/18/2023 - MEDICAL-WCIF; Pay Cycle(s) 08/18/2023 To 08/18/2023 - LIFE INS BUYUP; Pay Cycle(s) 08/18/2023 To 08/18/2023 - LTD BUYUP; Pay Cycle(s) 08/18/2023 To 08/18/2023 -
1119	08/24/2023	Claims	1	12596	ABLE ZEBRA COMMUNICATIONS LLC	544.65	INV: 3069
1120	08/24/2023	Claims	1	12597	CLARK COUNTY AUDITOR LEASES	296.09	INV: CI054184
1121	08/24/2023	Claims	1	12598	COLUMBIA RIVER PUD	363.17	INV: 64779-0823
1122	08/24/2023	Claims	1	12599	CONSOLE CLEANING SPECIALISTS	2,714.04	INV: 171581
1123	08/24/2023	Claims	1	12600	COWLITZ COUNTY PURCHASING	195.61	INV: 412-2023
1124	08/24/2023	Claims	1	12601	COWLITZ PUD	331.01	INV: 4745063-0823
1125	08/24/2023	Claims	1	12602	CUMMINS SALES AND SERVICE	1,408.65	INV: 05-42961
1126	08/24/2023	Claims	1	12603	DENALI HEATING & AIR CONDITIONING LLC	746.30	INV: S-22619; INV: S-22620
1127	08/24/2023	Claims	1	12604	JOHN DIAMOND	1,996.04	INV: 2023-DiamondApcohotel
1128	08/24/2023	Claims	1	12605	KEYS PLUS INC	58.41	INV: 000082
1129	08/24/2023	Claims	1	12606	LANGUAGE LINE SVCS INC	98.18	INV: 11062724
1130	08/24/2023	Claims	1	12607	LEVEL 3 COMMUNICATIONS, LLC	1,610.55	INV: 652181341
1131	08/24/2023	Claims	1	12608	MINUTEMAN PRESS	814.42	INV: 47235
1132	08/24/2023	Claims	1	12609	MORE POWER TECHNOLOGY-NONPROJECT	33.07	INV: 15286
1133	08/24/2023	Claims	1	12610	RICE FERGUS MILLER	13,291.42	INV: 2018095.02-041
1134	08/24/2023	Claims	1	12611	SUBURBAN PROPANE	1,528.49	INV: 1731-004721-0823
1135	08/24/2023	Claims	1	12612	DON TURRENTINE	1,343.76	INV: 2023-TURRENTINEAPCO
1136	08/24/2023	Claims	1	12613	US BANK	19,318.60	INV: 4484734550012810 0823
1137	08/24/2023	Claims	1	12614	WALTER E NELSON COMPANY	83.36	INV: 1809482
1138	08/24/2023	Claims	1	12615	WAVE	1,285.65	INV: 134902801-0010312
1157	09/05/2023	Payroll	1	12616		2,226.91	
1164	09/05/2023	Payroll	1	12617	KAISER PERMANENTE MEMBERSHIP ADMIN	1,813.02	Pay Cycle(s) 09/05/2023 To 09/05/2023 - MEDICAL-KAISER
1165	09/05/2023	Payroll	1	12618	WASHINGTON STATE DEPT OF RETIREMENT	13,322.01	Pay Cycle(s) 09/05/2023 To 09/05/2023 - PERS2; Pay Cycle(s) 09/05/2023 To 09/05/2023 - PERS3

# CHECK REGISTER

Cowlitz 911

Time: 09:03:20 Date: 09/15/2023

08/18/2023 To: 09/14/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1166	09/05/2023	Payroll	1	12619	WCIF	9,792.29	Pay Cycle(s) 09/05/2023 To 09/05/2023 - MEDICAL-WCIF; Pay Cycle(s) 09/05/2023 To 09/05/2023 - LIFE INS BUYUP; Pay Cycle(s) 09/05/2023 To 09/05/2023 - LTD BUYUP; Pay Cycle(s) 09/05/2023 To 09/05/2023 -
1196	09/14/2023	Claims	1	12620	ADCOMM ENGINEERING LLC	118,882.98	INV: 16440
1197	09/14/2023	Claims	1	12621	ADVANCED ELECTRICAL TECHNOLOGIES	2,403.12	INV: 217058
1198	09/14/2023	Claims	1	12622	CITY OF LONGVIEW	1,010.74	INV: 2922
1199	09/14/2023	Claims	1	12623	TECHNALYTIX COMPASS LANE INC	649.14	INV: 113859
1200	09/14/2023	Claims	1	12624	CONVERGEONE	2,108.28	INV: IE9111849
1201	09/14/2023	Claims	1	12625	COWLITZ 911 - PETTY CASH	170.00	INV: PC090523
1202	09/14/2023	Claims	1	12626	COWLITZ COUNTY FACILITIES	15,193.83	INV: 2023-01-9110923
1203	09/14/2023	Claims	1	12627	COWLITZ PUD	522.14	INV: 4671145 0923; INV: 4737086 0923
1204	09/14/2023	Claims	1	12628	DAY WIRELESS	19,570.88	INV: INV788241; INV: INV788242; INV: INV791213; INV: INV786491
1205	09/14/2023	Claims	1	12629	FRANK F. RANDOLPH	697.00	INV: RLF090123
1206	09/14/2023	Claims	1	12630	INTEGER ASSOCIATES INC	1,757.88	INV: 23-1004
1207	09/14/2023	Claims	1	12631	JH KELLY LLC	6,229.07	INV: MC336435
1208	09/14/2023	Claims	1	12632	KEYS PLUS INC	7.03	INV: 000220
1209	09/14/2023	Claims	1	12633	LANGUAGE LINE SVCS INC	138.88	INV: 11088021
1210	09/14/2023	Claims	1	12634	LEVEL 3 COMMUNICATIONS, LLC	1,649.26	INV: 656162312
1211	09/14/2023	Claims	1	12635	LOWES	795.35	INV: 2378 0923
1212	09/14/2023	Claims	1	12636	MORE POWER TECHNOLOGY-NONPROJECT	11,345.85	CREDIT: 15350; INV: 15309; INV: 15333
1213	09/14/2023	Claims	1	12637	PATRIOT CONSTRUCTION LLC	46,174.80	INV: 30
1214	09/14/2023	Claims	1	12638	PETEK AND ASSOCIATES	385.00	INV: 1932
1215	09/14/2023	Claims	1	12639	PUBLIC SAFETY TESTING INC	1,900.00	INV: PSTI23-242
1216	09/14/2023	Claims	1	12640	REHN AND ASSOCIATES -AP	22.50	INV: 13445
1217	09/14/2023	Claims	1	12641	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV: 23-69
1218	09/14/2023	Claims	1	12642	SIERRA SPRINGS	133.45	INV: 5351188 082423
1219	09/14/2023	Claims	1	12643	SPRINGBROOK	2,000.00	INV: INV-B001299
1220	09/14/2023	Claims	1	12644	SUBURBAN PROPANE	59.40	INV: 1731-004721 0923
1221	09/14/2023	Claims	1	12645	TOSHIBA AMERICA BUSINESS SOLUTIONS	181.62	INV: 5026525656
1222	09/14/2023	Claims	1	12646	DON TURRENTINE	207.42	INV: 2023-Turrentinerentalcar-apco
1223	09/14/2023	Claims	1	12647	US BANK ADMIN FEE	700.00	INV: 7004045; INV: 7004044
1224	09/14/2023	Claims	1	12648	US BANK	6,494.43	INV: 4484734550012810 0923
1225	09/14/2023	Claims	1	12649	WALTER E NELSON COMPANY	1,547.18	INV: 1814806; INV: 1813545
1226	09/14/2023	Claims	1	12650	WASTE CONNECTIONS OF WASHINGTON	77.47	INV: 19829691S010; INV: 19838507S010
1227	09/14/2023	Claims	1	12651	WASTE CONTROL	47.35	INV: 547573S032
1228	09/14/2023	Claims	1	12652	WATSON FURNITURE GROUP, INC	7,188.81	INV: 000096859
1229	09/14/2023	Claims	1	12653	WESTEK MARKETING LLC	2,432.25	INV: 082123-1
1083	08/18/2023	Payroll	2	EFT		7,445.29	
1084	08/18/2023	Payroll	2	EFT		1,510.48	
1085	08/18/2023	Payroll	2	EFT		1,677.75	
1086	08/18/2023	Payroll	2	EFT		3,957.72	
1087	08/18/2023	Payroll	2	EFT		2,891.91	
1088	08/18/2023	Payroll	2	EFT		2,010.37	

# CHECK REGISTER

Cowlitz 911

Time: 09:03:20 Date: 09/15/2023

08/18/2023 To: 09/14/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1089	08/18/2023	Payroll	2	EFT		2,352.47	
1090	08/18/2023	Payroll	2	EFT		2,231.86	
1091	08/18/2023	Payroll	2	EFT		1,693.98	
1092	08/18/2023	Payroll	2	EFT		2,061.48	
1093	08/18/2023	Payroll	2	EFT		3,062.15	
1094	08/18/2023	Payroll	2	EFT		3,315.38	
1095	08/18/2023	Payroll	2	EFT		2,163.40	
1096	08/18/2023	Payroll	2	EFT		1,954.83	
1097	08/18/2023	Payroll	2	EFT		2,226.43	
1098	08/18/2023	Payroll	2	EFT		2,100.80	
1099	08/18/2023	Payroll	2	EFT		1,886.16	
1100	08/18/2023	Payroll	2	EFT		2,260.06	
1101	08/18/2023	Payroll	2	EFT		2,652.59	
1103	08/18/2023	Payroll	2	EFT		2,292.30	
1104	08/18/2023	Payroll	2	EFT		1,918.71	
1105	08/18/2023	Payroll	2	EFT		4,095.03	
1106	08/18/2023	Payroll	2	EFT		3,227.38	
1107	08/18/2023	Payroll	2	EFT		2,633.04	
1112	08/18/2023	Payroll	2	EFT	CAPSCO	55.00	Pay Cycle(s) 08/18/2023 To 08/18/2023 - ASSN FEE
1113	08/18/2023	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	375.00	Pay Cycle(s) 08/18/2023 To 08/18/2023 - UNION DUES; Pay Cycle(s) 08/18/2023 To 08/18/2023 - INITIATION FEE
1114	08/18/2023	Payroll	2	EFT	HRA VEBA	9,102.80	Pay Cycle(s) 08/18/2023 To 08/18/2023 - VEBA
1115	08/18/2023	Payroll	2	EFT	ONE AMERICA	2,316.91	Pay Cycle(s) 08/18/2023 To 08/18/2023 - DEF COMP; Pay Cycle(s) 08/18/2023 To 08/18/2023 - DEF COMP- AFTER TAX
1116	08/18/2023	Payroll	2	EFT	REHN AND ASSOCIATES	802.08	Pay Cycle(s) 08/18/2023 To 08/18/2023 - HSA
1139	09/05/2023	Payroll	2	EFT		1,510.48	
1140	09/05/2023	Payroll	2	EFT		1,678.74	
1141	09/05/2023	Payroll	2	EFT		3,958.50	
1142	09/05/2023	Payroll	2	EFT		3,278.57	
1143	09/05/2023	Payroll	2	EFT		2,008.79	
1144	09/05/2023	Payroll	2	EFT		2,370.38	
1145	09/05/2023	Payroll	2	EFT		2,233.62	
1146	09/05/2023	Payroll	2	EFT		1,694.76	
1147	09/05/2023	Payroll	2	EFT		2,082.92	
1148	09/05/2023	Payroll	2	EFT		3,062.93	
1149	09/05/2023	Payroll	2	EFT		2,905.01	
1150	09/05/2023	Payroll	2	EFT		2,223.20	
1151	09/05/2023	Payroll	2	EFT		1,997.50	
1152	09/05/2023	Payroll	2	EFT		2,364.83	
1153	09/05/2023	Payroll	2	EFT		1,873.81	
1154	09/05/2023	Payroll	2	EFT		2,515.09	
1155	09/05/2023	Payroll	2	EFT		2,639.47	
1156	09/05/2023	Payroll	2	EFT		2,524.33	
1158	09/05/2023	Payroll	2	EFT		2,294.73	
1159	09/05/2023	Payroll	2	EFT		1,923.41	
1160	09/05/2023	Payroll	2	EFT		4,095.81	
1161	09/05/2023	Payroll	2	EFT		3,226.47	
1162	09/05/2023	Payroll	2	EFT		2,633.29	
1167	09/05/2023	Payroll	2	EFT	CAPSCO	52.50	Pay Cycle(s) 09/05/2023 To 09/05/2023 - ASSN FEE



# TRANSACTION JOURNAL

Cowlitz 911

Time: 09:04:04 Date: 09/15/2023

08/18/2023 To: 09/14/2023

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
1136	08/24/2023	08/31/2023	1	12613	Claims		US BANK	19,318.60	INV: 4484734550012810 0823
	528 10 40	419 BOARD/ EMPLOYEE AI		001	OPERATIONS			79.79	DIAMOND: SAFEWAY: FOOD FOR STAFF
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			56.60	DIAMOND: WALMART: SUPPLIES
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND			1,534.28	DIAMOND: FURNITURE WORLD: 2 BOOKCASES FOR DIRECTORS OFFICE
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND			96.57	DIAMOND: FRED MEYER: SUPPLIES FOR NEW CENTER
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			55.51	DIAMOND: MICHAELS: EASELS FOR THE NEW CENTER DIRETORS OFFICE
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			4.32	DIAMOND: WALGREENS: PHOTOS
	528 10 30	303 SMALL TOOLS AND M		001	OPERATIONS			43.27	DIAMOND: AMAZON: WEEDER
	528 10 30	303 SMALL TOOLS AND M		001	OPERATIONS			22.68	DIAMOND: LOWES: DIAGONAL PLIERS CABLE TIES
	528 10 40	419 BOARD/ EMPLOYEE AI		001	OPERATIONS			92.66	DIAMOND: SAFEWAY: OPEN HOUSE
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			401.43	DIAMOND: 4IMPRINT: 911 COASTERS
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND			64.91	DIAMOND: AMAZON: USB DOCKING STATION
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			14.59	DIAMOND: MICHAELS: EASELS FOR THE NEW CENTER
	528 10 40	415 MEMBERSHIPS DUES /		001	OPERATIONS			65.21	DIAMOND: COSTCO: SPEAKER
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			475.00	HARVILL: APCO: REGISTRATION FOR DIAMOND- NASHVILLE
	528 10 40	419 BOARD/ EMPLOYEE AI		001	OPERATIONS			33.48	HARVILL: SAFEWAY: OPEN HOUSE
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			161.48	HARVILL: WALMART: PLASTIC CRATES
	528 10 30	302 EMPLOYEE APPRECIAT		001	OPERATIONS			1,069.32	HARVILL: 4 IMPRINT: BLANKETS FOR STAFF NEW CENTER
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			475.00	HARVILL: APCO: REGISTRATION FOR TURRENTINE- NASHVILLE
	528 10 40	419 BOARD/ EMPLOYEE AI		001	OPERATIONS			185.81	HARVILL: COSTCO: OPEN HOUSE
	528 10 40	419 BOARD/ EMPLOYEE AI		001	OPERATIONS			60.49	HARVILL: SAFEWAY: OPEN HOUSE
	528 10 40	419 BOARD/ EMPLOYEE AI		001	OPERATIONS			59.75	HARVILL: SAFEWAY: OPEN HOUSE
	528 10 30	302 EMPLOYEE APPRECIAT		001	OPERATIONS			122.05	HARVILL: MINUTEMAN PRESS: PLAQUE
	528 10 40	427 REPAIRS AND MAINTEN		001	OPERATIONS			124.15	STARR: SAFEWAY: GAS
	528 10 40	427 REPAIRS AND MAINTEN		001	OPERATIONS			15.20	STARR: CHEVRON: PROPANE
	528 10 40	427 REPAIRS AND MAINTEN		001	OPERATIONS			4.94	STARR: VANCOUVER BOLT: SCREW CAPS
	528 10 40	427 REPAIRS AND MAINTEN		001	OPERATIONS			12.00	STARR: CHEVRON: CAR WASH
	528 30 40	004 REPAIRS & MAINTEN		003	RADIO OPERATIONS			134.28	STARR: RODDA PAINT: PAINT
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND			572.88	STARR: MUTUAL MATERIALS: SEALER
	528 10 40	427 REPAIRS AND MAINTEN		001	OPERATIONS			106.45	STARR: SAFEWAY: GAS
	528 10 40	427 REPAIRS AND MAINTEN		001	OPERATIONS			26.27	STARR: SAFEWAY: GAS

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund # Vendor	Amount	Memo
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS		34.28	STARR: US CHEFS: BROOM AND DUST PAN
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS		125.76	STARR: US CHEFS: LINER
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		229.21	STARR: MUTUAL MATERIALS: SLATON NW BLEND
	528 10 40	427 REPAIRS AND MAINTEN		001	OPERATIONS		105.20	STARR: SAFEWAY: GAS
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS		130.00	STARR: COLUMBIA CHEM: CHAIR
	528 10 40	427 REPAIRS AND MAINTEN		001	OPERATIONS		25.84	STARR: HOME DEPOT: SUPPLIES
	528 10 40	427 REPAIRS AND MAINTEN		001	OPERATIONS		9.16	STARR: HOME DEPOT: SUPPLIES
	528 30 40	004 REPAIRS & MAINTEN		003	RADIO OPERATIONS		217.81	STARR: RODDA: PAINT
	528 10 40	427 REPAIRS AND MAINTEN		001	OPERATIONS		9.16	STARR: HOME DEPOT: SUPPLIES
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		2,278.53	TURRENTINE: AMAZON: IT SUPPLIES
	528 10 40	415 MEMBERSHIPS DUES /		001	OPERATIONS		75.00	TURRENTINE: ACCIS: MEMBERSHIP
	528 10 40	414 TECHNOLOGY & SOFT		001	OPERATIONS		2.99	TURRENTINE: APPLE: STORAGE
	528 10 40	414 TECHNOLOGY & SOFT		001	OPERATIONS		400.07	TURRENTINE: TWILIO: API SERVICES
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		2,090.42	TURRENTINE: DELL: MICRO PCS
	528 10 40	414 TECHNOLOGY & SOFT		001	OPERATIONS		30.00	TURRENTINE: DUO
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		411.14	TURRENTINE: DELL: MONITORS
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		598.99	TURRENTINE: AMERICAN TIME: DIGITAL CLOCK
	528 10 40	407 PARKING TAXI SHUTTI		001	OPERATIONS		111.00	TURRENTINE: PDX: PARKING FOR NASHVILLE TRIP- APCO
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		365.65	TURRENTINE: PADDLE: ELECTRONICS
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		12.00	TURRENTINE: AGA: SERVICE
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS		40.53	YOUNG: AMAZON: PAPER
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS		26.26	YOUNG: COWLITZ PUD: GREEN ACRES
	528 10 30	301 TRAINING MATERIALS		001	OPERATIONS		500.00	YOUNG: KELSO CHAMBER OF COMMERCE MEMBERSHIP- PUB ED
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		281.31	YOUNG: AMAZON: MINI FRIDGE
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		281.31	YOUNG: AMAZON: MINI FRIDGE
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		281.31	YOUNG: AMAZON: MINI FRIDGE
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		-281.31	YOUNG: AMAZON: MINI FRIDGE DAMAGED RETURNED
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS		126.59	YOUNG: VISTAPRINT: BUSINESS CARDS
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS		449.64	YOUNG: AMAZON: CUSTOM ENVELOPES
	528 10 40	414 TECHNOLOGY & SOFT		001	OPERATIONS		199.98	YOUNG: GODADDY: STANDARD SSL RENEWAL
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS		61.61	YOUNG: BUSINESS LICENSE RENEWAL
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		286.72	YOUNG: AMAZON: MINI FRIDGE
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		115.76	YOUNG: AMAZON: BIKE RACK
	528 10 40	427 REPAIRS AND MAINTEN		001	OPERATIONS		4.60	YOUNG: KEYS PLUS: KEYS

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	528 10 40	400 PROFESSIONAL & COI		001	OPERATIONS			100.00	YOUNG: WASTE CONNECTIONS: GARBAGE FOR OLD CENTER TO REMOVE
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			153.62	YOUNG: VISTA PRINT: BUSINESS CARDS
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND			137.14	YOUNG: AMAZON: PURCHASED BY DIAMOND ANOTHER BIKE RACK
	528 10 40	403 POSTAGE		001	OPERATIONS			64.98	YOUNG: AMAZON: STAMPS
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND			1,405.52	YOUNG: AMAZON: PURCHASED BY DIAMOND: UNDER DESK ELIPTICAL
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND			17.95	YOUNG: AMAZON: PURCHASED BY DIAMOND: USB HUB
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			75.00	YOUNG: WFOA: REGISTRATION FOR ACCOUNTING COURSE
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			22.18	YOUNG: AMAZON: KEY CAPS- WRONG ITEM REQUESTED BY EMPLOYEE
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			-22.18	YOUNG: RETURNED KEY CAPS
	528 10 40	427 REPAIRS AND MAINTEN		001	OPERATIONS			15.09	YOUNG: AMAZON: LAWN TRACTOR BELT FOR STARR
	528 10 40	404 TELEPHONE		001	OPERATIONS			386.68	YOUNG: COMCAST: JUL 24-AUG 23
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			53.01	YOUNG: AMAZON: KEYBOARD FOR PERRY
	528 10 40	415 MEMBERSHIPS DUES /		001	OPERATIONS			298.00	YOUNG: APA: PAYROLL MEMBERSHIP
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND			32.45	YOUNG: AMAZON: BATTERY PACKS- PURCHASED MADE BY DIAMOND
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			97.27	YOUNG: AMAZON: KEYBOARD FOR KATE
	528 10 40	404 TELEPHONE		001	OPERATIONS			39.83	YOUNG: TMOBILE:
	528 10 40	404 TELEPHONE		001	OPERATIONS			545.99	YOUNG: CENTURYLINK 994b
	528 10 40	404 TELEPHONE		001	OPERATIONS			25.47	YOUNG: COMCAST:
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			53.01	YOUNG: AMAZON: KEYBOARD FOR PERRY
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			10.70	YOUNG: AMAZON: BATTERIES
1193	09/12/2023		1		Tr Rec	552	US BANK	898.21	US BANK REIMBURSEMENT Q2 2023
		369 91 10 000 MISC REVENUE		001	OPERATIONS			898.21	US BANK REIMBURSEMENT Q2 2023
1224	09/14/2023		1	12648	Claims		US BANK	6,494.43	INV: 4484734550012810 0923
	528 10 30	301 TRAINING MATERIALS		001	OPERATIONS			120.00	DIAMOND: TRAINING MATERIAL FROM APCO CONFERENCE
	528 10 40	407 PARKING TAXI SHUTTI		001	OPERATIONS			235.00	DIAMOND: PARKING FOR APCO- NASHVILLE- 8/22-8/29- ATTENDEE DIAMOND
	528 10 40	419 BOARD/ EMPLOYEE AI		001	OPERATIONS			89.44	DIAMOND: FOOD FOR STAFF
	528 10 40	419 BOARD/ EMPLOYEE AI		001	OPERATIONS			28.12	DIAMOND: FOOD FOR STAFF

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			36.76	HARVILL: AMAZON: WORKOUT ROLLER FOR STATUS LIGHT ON DISPATCH FLOOR
	528 10 40	415 MEMBERSHIPS DUES /		001	OPERATIONS			244.00	HARVILL: SHRM: MEMBERSHIP
	528 10 40	427 REPAIRS AND MAINTENANCE		001	OPERATIONS			108.19	STARR: WILCO: TRIMEC AND COMMERCIAL CHEMICAL
	528 10 40	427 REPAIRS AND MAINTENANCE		001	OPERATIONS			22.68	STARR: HARBOR FREIGHT: MOVING BLANKETS
	528 10 30	304 FUEL/GAS FACILITY		001	OPERATIONS			142.10	STARR: SAFEWAY: GAS
	528 10 40	427 REPAIRS AND MAINTENANCE		001	OPERATIONS			12.00	STARR: CHEVRON: CARWASH
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			54.99	STARR: HOME DEPOT: DOORSTOP
	528 10 40	427 REPAIRS AND MAINTENANCE		001	OPERATIONS			12.00	STARR: CHEVRON: CARWASH
	528 10 30	304 FUEL/GAS FACILITY		001	OPERATIONS			151.18	STARR: SAFEWAY: GAS
	528 10 40	427 REPAIRS AND MAINTENANCE		001	OPERATIONS			15.88	STARR: FRED MEYER: ROLLER FRAM
	528 10 40	425 LODGING		001	OPERATIONS			332.65	TURRENTINE: AC MARRIOTT: HOTEL FOR APCO- TURRENTINE-
	594 28 60	301 MISC- CAPITAL OUTLAY		300	PROJECT FUND			37.01	TURRENTINE: FSCOM: CABLES
	594 28 60	301 MISC- CAPITAL OUTLAY		300	PROJECT FUND			67.02	TURRENTINE: LOWES: BATTERIES
	528 10 40	425 LODGING		001	OPERATIONS			519.80	TURRENTINE: AC MARRIOTT: HOTEL FOR APCO- TURRENTINE-
	594 28 60	301 MISC- CAPITAL OUTLAY		300	PROJECT FUND			39.04	TURRENTINE:AMAZON: ETHERNET CONVERTER
	594 28 60	301 MISC- CAPITAL OUTLAY		300	PROJECT FUND			416.17	TURRENTINE: AMAZON: MACBOOK MATERIAL
	594 28 60	301 MISC- CAPITAL OUTLAY		300	PROJECT FUND			128.44	TURRENTINE: AMAZON: BREAK OUT MODULE AND ETHERNET
	594 28 60	301 MISC- CAPITAL OUTLAY		300	PROJECT FUND			16.33	TURRENTINE: AMAZON: BREAK OUT MODULE AND ETHERNET
	528 10 40	414 TECHNOLOGY & SOFTWARE		001	OPERATIONS			2.99	TURRENTINE: APPLE: STORAGE
	594 28 60	301 MISC- CAPITAL OUTLAY		300	PROJECT FUND			73.49	TURRENTINE: AMAZON: CORDS
	594 28 60	301 MISC- CAPITAL OUTLAY		300	PROJECT FUND			12.97	TURRENTINE: AMAZON: CORDS
	594 28 60	301 MISC- CAPITAL OUTLAY		300	PROJECT FUND			99.20	TURRENTINE: AMZON: CORDS
	528 10 40	414 TECHNOLOGY & SOFTWARE		001	OPERATIONS			30.00	TURRENTINE: DUO: MONTHLY
	594 28 60	301 MISC- CAPITAL OUTLAY		300	PROJECT FUND			805.34	TURRENTINE: DELL: MONITORS
	594 28 60	301 MISC- CAPITAL OUTLAY		300	PROJECT FUND			34.09	TURRENTINE: AMAZON: TV MOUNT
	528 10 40	404 TELEPHONE		001	OPERATIONS			479.17	YOUNG: VERIZON: JUL 2- AUG 1
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			6.48	YOUNG: AMAZON: MAGNET FOR DISHWASHER
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			21.77	YOUNG: PAPER TOWEL HOLDER AND PAPER TOWELS

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	528 10 40	408 TUITION & REGISTRAT	001 OPERATIONS					325.00	YOUNG: AGA TRAINING CGFM COURSE 1
	528 10 30	300 OFFICE SUPPLIES	001 OPERATIONS					57.04	YOUNG: AMAZON: PAPER TOWELS
	528 10 30	300 OFFICE SUPPLIES	001 OPERATIONS					96.88	YOUNG: AMAZON: KEYBOARDS FOR DISPATCHERS
	528 10 30	300 OFFICE SUPPLIES	001 OPERATIONS					256.90	YOUNG: AMAZON: COPIER PAPER
	528 10 30	300 OFFICE SUPPLIES	001 OPERATIONS					37.32	YOUNG: AMAZON: KEYBOARDS FOR DISPATCHERS
	528 10 30	301 TRAINING MATERIALS	001 OPERATIONS					401.96	YOUNG: CGFM: STUDY GUIDES FOR CGFM
	528 10 30	300 OFFICE SUPPLIES	001 OPERATIONS					-96.88	YOUNG: RETURN OF KEYBOARD FROM AMAZON
	528 10 30	300 OFFICE SUPPLIES	001 OPERATIONS					-16.05	YOUNG: AMAZON: RETURN OF PAPER TOWEL HOLDER
	528 10 30	300 OFFICE SUPPLIES	001 OPERATIONS					60.57	YOUNG: AMAZON: IPAD CHARGER AND WEBCAM FOR WELLS
	528 10 30	300 OFFICE SUPPLIES	001 OPERATIONS					5.94	YOUNG: AMAZON: IPHONE CHARGER FOR JENSEN
	528 10 40	404 TELEPHONE	001 OPERATIONS					25.47	YOUNG: COMCAST:
	528 10 40	404 TELEPHONE	001 OPERATIONS					372.68	YOUNG: COMCAST:
	528 10 30	301 TRAINING MATERIALS	001 OPERATIONS					27.27	YOUNG: BOOK ON MINDSET
	528 10 40	404 TELEPHONE	001 OPERATIONS					546.03	YOUNG: LUMEN: COMCAST BILL

Records Printed: 3

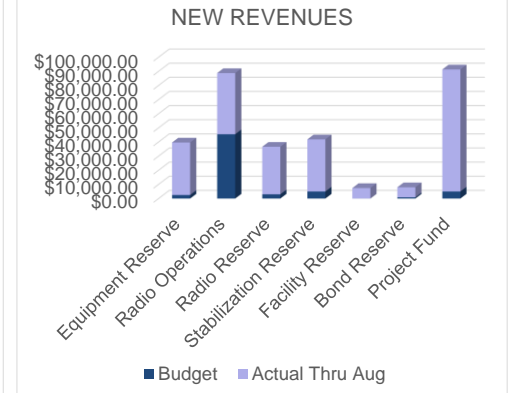
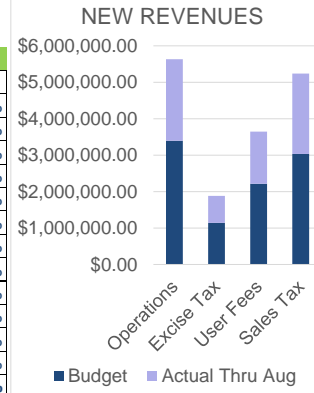
Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	898.21
Warrant Expenditures:	25,813.03
Non Warrant Expenditures:	0.00
Interfund Transfers:	0.00
Redemptions:	0.00
Deposits:	0.00
Withdrawals:	0.00
Stop Payments:	0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 OPERATIONS	0.00	0.00	898.21	12,892.84	0.00	0.00	0.00	0.00
003 RADIO OPERATIONS	0.00	0.00	0.00	378.35	0.00	0.00	0.00	0.00
300 PROJECT FUND	0.00	0.00	0.00	12,541.84	0.00	0.00	0.00	0.00
	0.00	0.00	898.21	25,813.03	0.00	0.00	0.00	0.00

# Monthly Financial Report Thru August 31st 2023

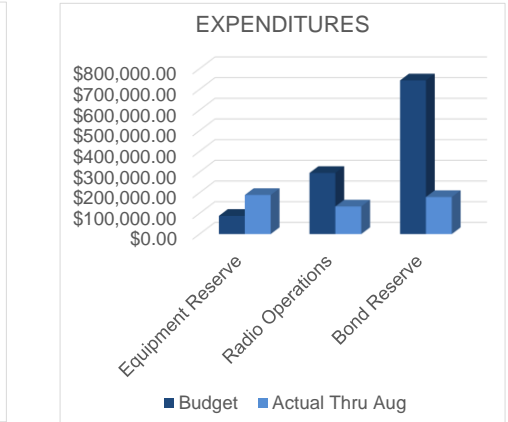
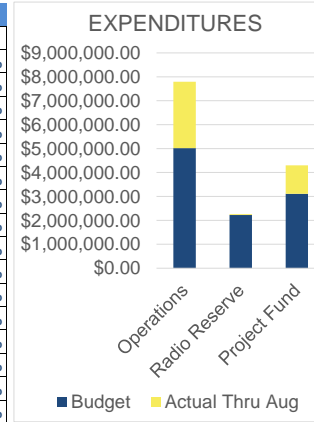
BUDGETED BEGINNING FUND BALANCE FOR ALL FUNDS \$11,187,432.42  
ACTUAL BEGINNING FUND BALANCE FOR ALL FUNDS \$12,999,398.82

NEW REVENUES				
FUND	Budget	Actual Thru Aug	Remaining to collect	%Remaining
<b>Operations</b>	\$3,394,762.52	\$2,238,083.42	\$1,156,679.10	34%
<i>Excise Tax</i>	\$1,141,015.14	\$743,119.47	\$397,895.67	35%
<i>User Fees</i>	\$2,215,061.38	\$1,429,952.99	\$785,108.39	35%
<i>Other</i>	\$38,686.00	\$65,010.96	-\$26,324.96	-68%
<b>Equipment Reserve</b>	\$2,500.00	\$37,146.95	-\$34,646.95	-1386%
<b>Radio Operations</b>	\$45,485.05	\$43,285.55	\$2,199.50	5%
<b>Radio Reserve</b>	\$3,000.00	\$33,631.07	-\$30,631.07	-1021%
<b>Sales Tax</b>	\$3,031,837.08	\$2,206,143.12	\$825,693.96	27%
<b>Stabilization Reserve</b>	\$5,000.00	\$36,856.87	-\$31,856.87	-637%
<b>Facility Reserve</b>	\$60.00	\$7,364.76	-\$7,304.76	-12175%
<b>Bond Reserve</b>	\$867.09	\$7,097.84	-\$6,230.75	-719%
<b>Project Fund</b>	\$5,000.00	\$86,354.64	-\$81,354.64	-1627%
<b>TOTAL REVENUES</b>	<b>\$6,488,511.74</b>	<b>\$4,695,964.22</b>	<b>\$1,792,547.52</b>	<b>28%</b>



BUDGETED ENDING FUND BALANCE FOR ALL FUNDS \$6,196,993.32

EXPENSES				
FUND	Budget	Actual Thru Aug	Remaining to Spend	%Remaining
<b>Operations</b>	\$5,018,630.56	\$2,778,257.27	\$2,240,373.29	45%
<i>Salaries Wages &amp; Benefits</i>	\$3,915,480.69	\$2,117,485.07	\$1,797,995.62	46%
<i>Travel/Training</i>	\$43,804.79	\$29,249.78	\$14,555.01	33%
<i>Prof. and Contracted Services</i>	\$230,605.02	\$140,501.33	\$90,103.69	39%
<i>Tech and Software Maint.</i>	\$149,520.01	\$162,039.30	-\$12,519.29	-8%
<i>Land/Lord Tenant</i>	\$98,785.73	\$131,799.56	-\$33,013.83	-33%
<i>Other</i>	\$580,434.32	\$197,182.23	\$383,252.09	66%
<b>Equipment Reserve</b>	\$88,085.39	\$188,967.73	-\$100,882.34	-115%
<b>Radio Operations</b>	\$295,525.13	\$133,451.06	\$162,074.07	55%
<b>Radio Reserve</b>	\$2,224,756.73	\$33,827.19	\$2,190,929.54	98%
<b>Sales Tax</b>	\$0.00	\$0.00	\$0.00	0%
<b>Stabilization Reserve</b>	\$0.00	\$0.00	\$0.00	0%
<b>Facility Reserve</b>	\$0.00	\$0.00	\$0.00	0%
<b>Bond Reserve</b>	\$743,159.60	\$179,079.83	\$564,079.77	76%
<b>Project Fund</b>	\$3,108,793.41	\$1,190,817.49	\$1,917,975.92	62%
<b>TOTAL EXPENDITURES</b>	<b>\$11,478,950.82</b>	<b>\$4,504,400.57</b>	<b>\$6,974,550.25</b>	<b>61%</b>



Internal Transfers							
	BUDGETED T/I/N	BUDGETED T/O	YTD T/I/N	YTD T/O	Remaining T/I/N	Remaining T/O	% Remaining
Operations	\$2,600,000.00		\$1,733,333.36		\$866,666.64		33%
Equipment Reserve	\$586,811.00		\$391,207.36		\$195,603.64		33%
Radio Operations	\$207,000.00		\$138,000.00		\$69,000.00		33%
Radio Reserve	\$794,403.00		\$529,602.28		\$264,800.72		33%
Stabilization Reserve	\$215,595.13		\$143,730.08		\$71,865.05		33%
Facility Reserve	\$200,000.00		\$133,333.36		\$66,666.64		33%
Bond Reserve	\$743,159.60		\$495,439.68		\$247,719.92		33%
Sales Tax		\$4,345,565.73		\$2,897,043.84		\$1,448,521.89	33%
Operations		\$1,001,403.00		\$667,602.28		\$333,800.72	33%
<b>TOTAL TRANSFERS</b>	<b>\$5,346,968.73</b>	<b>\$5,346,968.73</b>	<b>\$3,564,646.12</b>	<b>\$3,564,646.12</b>	<b>\$1,782,322.61</b>	<b>\$1,782,322.61</b>	<b>33%</b>



**Cowlitz 911 Public Authority Resolution**

**2023-002**

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**FINDING OF EXISTENCE OF EMERGENCY  
PURSUANT TO RCW 39.04.280(2)(b)**

The undersigned hereby certify that the Board of Directors of Cowlitz 911 (Board) agreed to the following on the 20<sup>th</sup> day of September 2023:

**WHEREAS**, Brannon Starr, the Facilities Manager of Cowlitz 911, informed Deanna Wells of Cowlitz 911 in August 2023, that radio equipment facility at the Abernathy site required major repairs to the roof, and two walls due to water damage caused by adverse weather conditions at that site; and

**WHEREAS**, this site provides emergency communications coverage to the north portion of Cowlitz County, and is even more critical due to the land slide that disabled our Johnston Ridge microwave site, leaving it inoperable for an undetermined amount of time. The facility stores critical radio equipment, and should the structure fail at Abernathy, it would eliminate emergency radio coverage for the outlying areas of Castle Rock, Toutle, and portions south of Castle Rock. The Abernathy site is also a major part of our public safety radio system providing communications throughout portions of the county and connects into our simulcast radio system at Rainier, including 911 dispatch; and

**WHEREAS** each radio tower site has a facility which provides protection of the radio equipment and ancillary radio parts. The facility contains power sources, usually AC power and a back-up battery bank, HVAC systems, generators, radios, and repeaters, which are all critical public safety radio equipment, and each site is a links to our simulcast system; and

**WHEREAS**, if the Abernathy structure failed, the site would become inoperable, causing a loss of dispatch and emergency responders communications for several weeks, creating an unacceptable condition for the communities it serves; and

**WHEREAS**, the Cowlitz 911 Executive Director, based on the above and based on his authority to act in the event of an emergency, declared that an emergency situation existed, waived competitive bidding requirements and awarded all necessary contracts, on or about the end of September 2023, on behalf of the public authority to address and alleviate this emergency situation, in accordance with RCW 39.04.280(2)(b); and

**WHEREAS**, RCW 39.04.280(2)(b) requires the Board of Directors of Cowlitz 911 to review the decision of the Executive Director, make an independent written finding of whether the emergency situation appeared to exist and duly enter a record thereof no later than two weeks following the award of the contract.

**NOW THEREFORE, BE IT RESOLVED** that Board hereby finds that the failure of the Abernathy radio site facility, on or about the end of August 2023, created an emergency for Cowlitz 911 under RCW 39.04.280 in that Cowlitz 911 was then faced with a degraded communications system and with the further prospect of losing all

dispatch communications in northern Cowlitz County, for the possible duration of several weeks, and that therefore the Executive Director thereby acted within his authority, based on RCW 39.04.280, and in compliance with the desires of the Board of Directors, as required by RCW 39.04.280(2)(b), by hiring a contractor to make the repairs without competitive bidding and then bringing the matter to the attention of the Board of Directors at the soonest opportunity.

**COWLITZ 911 BOARD OF DIRECTORS**

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**COWLITZ 911 PUBLIC AUTHORITY  
REQUEST FOR QUALIFICATIONS**

**911 EMERGENCY COMMUNICATION CENTER PUBLIC SAFETY RADIO IMPROVEMENTS  
PSR ARCHITECTURE AND ENGINEERING SERVICES**

**NOTICE**

The Cowlitz 911 Public Authority (Cowlitz 911) is seeking Requests for Qualifications (RFQ) from qualified individuals and or firms for an architectural and engineering design, and preparation of a subsequent RFP to upgrade our current public safety, VHF multisite simulcast system. Project may include, but is not limited to, radio system engineering study, propagation study, architectural and engineering design, assisting with permitting requirements, contractor selection process, technical project management of awarded contractor, and, if applicable, recommendation(s) for required civil work and permitting.

This project is required to be ready for a formal bid by January 15<sup>th</sup>, 2024.

**SUBMISSION OF PROPOSAL**

To be considered, responses must be submitted in accordance with the following instructions:

1. All response submittals shall be sealed and delivered to the:

Cowlitz 911  
Attention Deanna Wells Vendor Manager  
2790 Ocean Beach Hwy.  
Longview, WA. 98632;

2. **Submit** four (4) copies of your response no later than 2:00 p.m. **(Note: 14 days after pre submittal meeting (TBD))**; and
3. The envelope containing your submittal must be clearly marked **"Cowlitz 911 Public Safety Radio Architecture and Engineering System Improvements"**; and
4. Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions; and
5. Attendance is mandatory at the **Pre-Submittal Meeting** at 2:00 p.m. on **(note: 14 days prior to submittal date, (TBD))** (if you are not there, your submittal will not be considered).
6. Cowlitz 911 reserves the right to reject any and all responses, and has the right, at its sole discretion, to accept the submittal it considers most favorable to its interest, with the right to waive minor irregularities in procedures as determined by the Cowlitz 911.

September, 2023  
Deanna Wells, Vendor Manager Cowlitz 911 PA

**COWLITZ 911 PUBLIC AUTHORITY  
PUBLIC SAFETY RADIO IMPROVEMENTS  
ARCHITECTURE AND ENGINEERING SERVICES  
INSTRUCTIONS TO SUBMITTERS**

**I. INTRODUCTION AND BACKGROUND**

The Cowlitz 911 Public Authority (Cowlitz 911 is seeking Request for Qualifications (RFQ) from qualified individuals and or firms for a public safety radio infrastructure study, architectural and engineering design, and thereafter to prepare an RFP for qualified contractors to improve technology and performance of our current public safety VHF multisite, simulcast system. This project will include a radio system engineering study, coverage study, geotechnical engineering if applicable, recommended or required civil work, permitting requirements and design.

**II. SCOPE OF SERVICES**

**A. Services – Generally**

Engineer and design a VHF simulcast public safety radio system improvement project for the Cowlitz 911.

Identify the most suitable radio site(s) or alternative locations for new construction of a radio tower site in Woodland WA area, that will best suit the radio coverage needs of Cowlitz 911 and its user emergencies agencies.

**B. Project Goals**

- Assess alternative sites and/or consider new construction, equipment, and technology that will best fit the radio coverage needs of Cowlitz 911 and its user agencies that will integrate with the current VHF simulcast public safety radio infrastructure area.
- Consider the best or most suitable public safety radio infrastructure, equipment, FCC licensing, coverage needs, system functionality, cost, permitting, zoning, accessibility, soil, hazards, grading, site readiness, dependability, sustainability, and maintainability.
- Provide Cowlitz 911 a criteria-based recommendation for the selected site and technology and equipment improvements.
- Prepare radio improvement design and equipment recommendations
- Collaborate with Cowlitz 911 staff to prepare a public safety radio improvement RFP to be completed no later than January 15th, 2024.
- Collaborate with Cowlitz 911 staff and prepare a project budget for the radio technology and equipment improvements.

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### III. PROPOSAL REQUIREMENTS

At submission of proposal each proposal shall include the following:

#### A. Cover Letter

All proposals must include a cover letter to the attention of Deanna Wells, Cowlitz 911 Vendor Manager, signed by a person legally authorized to bind the applicant to its proposal. The letter shall include a brief overview of your approach to the project.

#### B. Experience

Specialized experience and technical competence of proposer and their team in similar project scope. Identify recent experience and expertise with similar type of project including:

1. Expertise, training, and knowledge of public safety radio infrastructure design, engineering, and architecture.
2. Experience of site assessments for the construction of public safety types of uses;
3. Experience with various city, county, police, fire agencies, boards, councils, or public safety entities;
4. A list of memberships in professional organizations, special training, licenses, certifications, and experience shall be included in the submittal.
5. The Contractor must be licensed in Washington and Oregon states.
6. The Contractor must be experienced and knowledgeable in VHF simulcast public safety systems, and 800 systems, and be able to provide evidence of recent and past experience.

#### C. Project Team

1. Describe the proposed project team. Who will be the key contacts and leaders of the team and discuss who will interact with the Cowlitz 911 project management team. Please provide resumes of all key personnel who will conduct any work on this project.
2. Please provide the proposed staffing or total number of persons you plan to have available to assist with regard to this proposal.

2-3. Please provide all the names and contact information of all subcontractors you intend to use on this project and include their expertise, qualifications and experience.

#### D. References

A professional profile of the Contractor including a list of at least three recent references from public entities the Contractor has provided similar services to. Include the scope of

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work, budget, timeline, quality of service, customer satisfaction and change order reports.

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#### **E. Project Schedule**

A project timeline shall be provided to the Cowlitz 911 30 days following award.

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#### **F. Fee Schedule**

The basic services in your proposal of this agreement will be defined, and a basic fee **estimate** for the project.

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#### **G. Contract**

The awarded consulting contractor and Cowlitz 911 will negotiate and execute a professional services agreement (PSA) no later than 30 days post award of this contract, unless parties mutually agree upon a later date.

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#### **H. Insurance**

Consulting contractor will provide proof of or the ability to obtain a certificate of insurance to include, commercial general liability insurance in the amount of 2,000,000 per occurrence, technology errors and omissions or professional liability in the amount of 1,000,000 per occurrence and 1,000,000 policy aggregate limit, workers compensation, automobile insurance bodily injury, liability, including death and property damage in the amount of 1,000,000 combined single limit per occurrence.

### **IV. EVALUATION PROCESS**

#### **A. Project Approach ~ 30%**

Evaluations will be performed to determine proposer understanding of the work to be performed, understanding and commitment to the timeline, overall approach to the project, potential for completing the work as specified in the Scope of Services. Award will be made to the proposer whose conformance to the RFQ is considered most advantageous to Cowlitz 911, considering the Evaluation Criteria in this section.

#### **B. Personnel Proposals, Project Organization and Experience ~ 15%**

Proposals will be evaluated considering the proposer's technical and analytical experience, proposals, and the availability of personnel who are qualified to work on the project as reflected in their resumes.

#### **C. Relevant Past and Present Performance Criteria ~ 35%**

Assessment of the proposer's past and present performance will be evaluated relative to the capability to meet the requirements contained herein. Additionally, quality of service, customer satisfaction, cost control and timeliness will be evaluated.

#### **D. Capacity to Perform Work ~ 20%**

The applicant's capacity to perform work in the prescribed time frame, considering the applicant's team current and planned workload. Describe the applicant's ability to provide all necessary qualified expertise, technical disciplines and services required to cover the work required by the project.

## **V. GENERAL INFORMATION**

### **A. Selection Process**

Additional information, interviews and or presentations may be required at the option of Cowlitz 911. In no event shall Cowlitz 911, or its Board, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.

### **B. Compliance with Rules**

Proposers responding to this RFQ must follow these procedures and requirements. Failure to comply with any portion of this RFQ may warrant rejection of your Proposal.

### **C. Proposal Withdrawal**

Any proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the Cowlitz 911 Vendor Manager. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new proposal as long as it's received prior to the close date [REDACTED].

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### **D. Appeals**

Proposers who wish to appeal a disqualification of their proposal or the award of contract to another applicant must submit the appeal in writing to the Vendor Managers Office within five (5) working days of the Notice of Award or disqualification. Disagreement with the Public Authority's process--e.g., scoring by evaluators, is not subject to appeal.

### **E. Ownership of Documents**

Any material submitted by proposer shall become the property of Cowlitz 911.

### **F. Public Record**

All information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

### **G. Confidentiality of Information**

All information and data furnished to the proposers by Cowlitz 911 and all other documents to which the proposer's employees have access during the preparation and submittal shall be treated as confidential to the Public Authority. Any oral or written disclosure to unauthorized individuals is prohibited.