

Cowlitz 911 Public Authority Board of Directors
Meeting Minutes
Wednesday December 20th, 2023 @ 10:00 AM
Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Robert Huhta; Andy Hamilton; Alan Headley; Bill LeMonds; Kris Swanson; Brad Thurman; Charlie Worley; Rick Dahl

Staff: John Diamond; Frank Randolph (general counsel); Briana Harvill; Don Turrentine; Deanna Wells; Jerry Jensen; Dannyka Baker

Guests: Brandon Poff; Brandi Ballinger; Sammy Brown; Seth Hart; Darr Kirk; Jon Dunaway; Spencer Salley; Jason Kester; Jeff Springer; Susan Ronning; Dari Reddy; Eric Koreis; Traci Jackson; Troy Brightbill; Jim Williams; Dan Cothren; Marisa Hutcheson; Shawn Halsey; Jeremy

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Thurman called the meeting to order at 10:00 AM.

2. Approval of the Agenda

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

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

3. Approval of Meeting Minutes

A. 09/20/23

Recommended Action: A motion to approve the meeting minutes from 11/15/23.

LeMonds made a motion to approve the 11/15/23 meeting minutes as presented. 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.

5. Payables:

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 11/20/23	12743-12746 & EFTs	\$124,332.08
Payroll 12/05/23	12774-12777 & EFTs	\$136,912.74
Payroll 12/20/23	12802-12805 & EFTs	\$113,571.01
Claims 11/16/23 – 12/14/23	12723-12801 & EFTs	\$771,460.59

TOTAL	\$1,146,276.42
-------	----------------

Recommended Action: Motion to approve the payables as presented.

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

6. Financial Report for November 2023- No action needed.

7. Presentation for AdComm Engineering regarding Radio System Analysis progress

Susan Ronning with AdComm gave a presentation to the board highlighting the radio system assessment. This covered all the findings about the existing coverage, frequencies, microwave backhaul network, where we go from here for better coverage and resilient network, and the cost. There are significant upgrades that need to be made; microwaves need to be replaced, need additional sites to be added, etc. Susan asked that there be a decision made on how to proceed at the January board meeting on whether to go with VHF or 700, leaning towards the 700 as the better option at this point. The board requested that the Law TAC and Fire TAC committees have a joint meeting with AdComm to go over the coverage, options, cost, etc. and bring a recommendation back to the board at the January meeting.

8. Approval of Resolution 2023-003; Resolution to Approve and Adopt the 2024 Budget

Recommended Action: A motion to approve Resolution 2023-003 adopting the 2024 budget as presented.

Swanson made a motion to approve Resolution 2023-003 adopting the 2024 budget with the addition of adding the grant amount received for the radio project. LeMonds seconded; all in favor, motion carried.

9. Approval of Resolution 2023-004; Resolution Appointing Investment Officers, and Rescinding Resolution 2022-002

Recommended Action: A motion to approve Resolution 2023-004 Appointing Investing Officers and rescinding Resolution 2022-002.

Headley made a motion to approve Resolution 2023-004 Appointing Investment Officers and rescinding Resolution 2022-002. Worley seconded; all in favor, motion carried.

10. Approval of Cost-of-Living Adjustment for non-represented staff of 3.5% for 2024

Historically, non-represented staff have received a cost-of-living adjustment equal to that bargained by the Guild. For 2024 it is based on the CPI West Size Class B percent change for year ending June 2023; 3.5%

Recommended Action: Motion to approve cost of living adjustment for non-represented staff of 3.5% for 2024.

Swanson made a motion to table this until the next meeting. Headley seconded; all in favor, motion carried.

11. Approval of Briana Harvill as Clerk of the Board and Executive Director as alternate/interim.

Recommended Action: Motion to approve Briana Harvill as Clerk of the Board with the Executive Director as alternate/interim.

Headley made a motion to approve Briana Harvill as Clerk of the Board and Executive Director as alternate/interim. LeMonds seconded; all in favor, motion carried.

12. Board Comments/Board Committee Reports

A. LAW TAC Update: No Report – next meeting is scheduled for tomorrow December 21st.

B. FIRE TAC Update: No report - next meeting is scheduled for January 9th.

13. Director's Report

A. **Staffing Update:** 15 dispatchers; 1 new trainee; awaiting psych eval for 1, with anticipated start date of January 11th; 1 conditional out, 6 non-represented staff, 1 part-time. Conducted

first round of interviews for the Budget Finance Manager position and was not successful. Reposted the job posting and are looking to conduct another round of interviews soon. Some staff attended Kelso PD's Shop with a Cop on December 9th. Darr Kirk expressed his thanks to 911 staff for attending and helping out.

B. Climate and Culture: MindBase will be launching soon.

C. Radio Update: Boosted cellular connectivity for all carriers in the Comm. Center. Have cell phones out on the floor as backup for dispatchers that are from 2 different providers.

14. Old Business:

A. GeoComm contract was tabled to this meeting, however, will be pushed to a future meeting.

Robert Huhta made a motion to form a committee made up of Law TAC members, Fire TAC members, Cowlitz 911 staff, County GIS and board members to look into mapping issues and the pros and cons between continuing to utilize the county for GIS services or to move forward with GeoComm for these services. Charlie Worley seconded; all in favor, motion carried.

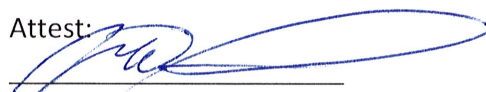
15. Executive Session: N/A

16. Adjournment: 11:29 AM



Brad Thurman, Board Chair

Attest:



John Diamond, Alternate/Interim Clerk of the Board