Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday September 18th, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Erik Halvorson; Andy Hamilton; Alan Headley; Bill LeMonds; Jim Duscha; Troy Brightbill (alternate, voting); Ralph Herrera; Rick Dahl; Robert Huhta
Staff: Briana Harvill; Darr Kirk; Deanna Wells; Dannyka Baker; Jessica Weygandt
Guests: Scott Goldstein, Brandon Poff; Brandi Ballinger; Charlie Worley; Jason Kester; Rob Castro; Andrew Chyterbok; Eric Koreis; Spencer Salley
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.
   Halvorson made a motion to approve the agenda as presented. Huhta seconded; all in favor, motion carried.
3. **Approval of Meeting Minutes**
   A. **August 21, 2024, Meeting Minutes**

   Recommended Action: A motion to approve the meeting minutes from August 21, 2024.

   Halvorson made a motion to approve the 08/21/2024 meeting minutes as presented. Huhta 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 08/20/24	1026 – 1060	$132,713.41
Payroll 09/05/24	1107 – 1144	$139,043.09
Claims 08/30/24	1084 – 1106	$158,486.51
Claims 09/12/24	1147 – 1169	$32,710.09
TOTAL		$462,953.10

Recommended Action: Motion to approve the payables as presented.

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

6. **Finance Report – No action needed**
7. **Approval of Public Records Policy**

   Recommended Action: Motion to approve the Public Records Policy as presented.

Alan Headley requested there be a change in section 3d of the policy to reflect the Operations Manager since Cowlitz 911 does not have a Deputy Director position. Halvorson made a motion to approve the Public Records Policy as amended. Duscha seconded; all in favor, motion carried.

8. **Salary Change & Radio Manager FTE**

   Recommended Action: A motion to approve the salary change and the Radio Manager FTE as presented.

   Alan Headley requested to add "infrastructure" following "radio operations" under the "General Position Summary" section of the job description. He also requested there be a change under "Essential Duties and Responsibilities" to reflect "Board of Directors" instead of "Commissioners". He also pointed out that the date at the bottom of the job description was incorrect. Cowlitz 911 advised they would update that as well. Huhta made a motion to approve the salary change and Radio Manager FTE as amended. Duscha seconded; all in favor, motion carried.

9. **Board Comments/Board Committee Reports**
   - **A.** LAW TAC Update: Last meeting was on September 3rd. Discussed protocol issues and radio coverage issues. Longview discussed the quick response when radios went down.
   - **B.** FIRE TAC Update: Last meeting was on September 10th. Discussed the ongoing issues with CAD functionality, radio issues with OPS 2 and 3, and priority issues like fire paging.

10. **Director's Report**
    - **A. Staffing Update:** Currently there are 17 dispatchers and 4 in training; 2 will be signed off soon. We will be posting dispatch positions this week. Michelle Arrowsmith has completed her background and is moving onto the next step.
    - **B. Promotion Update**: There was an assessment center done on July 18th for supervisors. We had 9 internal applicants. Tracey, Michelle, Bob and Anna were selected to be promoted to supervisor. They have already started their training.
    - **C. Radio Project Update:** Deanna Wells has been working with MNI to get a contract and quote together for the purchase of equipment for the stabilization project. We will hold a special meeting on October 3rd at 10am to discuss and approve the purchase.

11. **Old Business:** N/A
12. **Executive Session:** N/A
13. **Adjournment:** 10:35 AM

Brad Thurman, Board Chair

Attest:

Briana Harvill, Clerk of the Board