

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday September 17th, 2025 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Erik Halvorson; Andy Hamilton; Alan Headley; Brad Thurman; Charlie Worley; Vic Leatzow (alternate, voting); Robert Huhta; Jen Wills; Rick Dahl

Staff: Briana Harvill; Darr Kirk; Jerry Jensen; Michelle Arrowsmith; Jessica Weygandt; Tim Hanigan (general counsel)

Guests: Brad Hannig; Brandon Poff; Troy Brightbill; Andy Ogden; Robert Gibbs

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Huhta called the meeting to order at 10:02 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. Wills seconded; all in favor, motion carried.

3. Approval of Meeting Minutes

A. August 20, 2025, Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 08/20/25, meeting minutes.

Worley made a motion to approve the 08/20/2025 meeting minutes as presented. Hamilton 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 08/20/25	1026 – 1063	\$184,787.63
Payroll 09/05/25	1067 – 1102	\$140,744.13
Claims 08/21/25	1066	\$37,151.13
Claims 09/11/25	1113 – 1138	\$186,427.75
TOTAL		\$549,110.64

Recommended Action: Motion to approve the payables as presented.

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

6. Finance Report

Our training grant through the state has authorized an additional \$20,000 across the state for training so we will see an increase in percentage in this category. This is a grant that is renewed every year in July. We are expecting all the federal grant funds to come in and get all our grant reimbursement this year. The sales tax is not quite the \$4.8 million that was projected, it will likely be more around \$3.3 million. The audit for 2024 for the federal grant audit came back good.

7. Preliminary Budget Review

With the increase in infrastructure increase and grant money we are going to come in about \$112,000 more in 2026 than in 2025. We intend to bring it back in October for final budget approval. Huhta made a recommendation to form a budget committee that will look at the budget, handbook edits, and encompass the salary study. Thurman made a motion to form a budget committee of 4 members, and they will make a recommendation back to the Board. Wills seconded; all in favor, motion carried.

8. Approval to Over Hire by 1 – Board Action

3 hires ahead have been budgeted for the last couple of years. In 2026 we will budget for 2 as we are looking to over hire by 1 in January. No action needed. This has already been approved by the Board.

9. MNI Contract – Board Action

Recommended Action: Motion to approve the MNI Contract as presented.

This is for the link between Johnston Ridge, Coldwater and Davis Peak. This was always part of the plan and was budgeted for, however, due to a washout of the road, we have not had access to complete this. This is state bid pricing.

Headley made a motion to approve the MNI Contract as presented. Thurman seconded; all in favor, motion carried.

10. Review Bylaw Change for User Fees

User fees have been set by bylaws and the user fee committee established a user fee formula we are looking to formally adopt. This is a first look at the narrative for this. Looking to pass this at the next meeting. There is no change to what we have been doing, this is just a formal adoption of the formula.

11. Handbook Edits – Board Action

The handbook is used for non-represented staff and anything that is not addressed in the CBA. Some changes are housekeeping and law changes, while others are enhancements for non-represented staff. The budget committee will focus on the items of monetary value. No action taken.

12. Salary Study – Board Action

Engaged Milliman to conduct a salary study for all 9 non-represented staff. The budget committee will need to look at this. No action taken.

13. Board Comments/Board Committee Reports

A. LAW TAC Update: Met on September 4th and had a work group regarding updating the law radio procedure guidelines. Will be adopting and pushing these changes out and will meet again on September 24th.

B. FIRE TAC Update: Did not have an official Fire TAC meeting in August, however, there was a meeting with a couple of vendors for the tone-only frequency.

14. Director's Report

A. Staffing Update: 2 new hires started on September 11th and 1 additional will start on October 11th. 2 more will start in January. Going through the recruitment/hiring process for this now. Dannyka has been working on establishing a mascot for our agency – Helen the Bigfoot.

B. Radio Update: Going to start implementing each individual frequency with radio replacement firmware updates to get everyone on the new network. It is not only a self-healing system, but we will be able to diagnose and evaluate all the infrastructure at every tower site. Will be

starting with the Longview frequency. There will be plenty of messaging out to the stakeholder executives and on-duty supervisors.

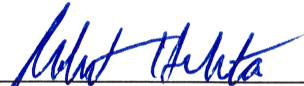
15. Old Business: N/A

16. Executive Session: RCW 42.30.110(1)(g) Performance of a public employee

The Board entered into the executive session for 5 minutes at 10:45 AM and ended at 10:150AM.

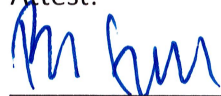
The Board came out of executive session at 10:50 AM. No action was taken in the executive session.

17. Adjournment: 10:50 AM



Robert Huhta, Board Chair

Attest:



Briana Graham, Clerk of the Board