

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday June 15th, 2022 @ 10:00 AM

Hybrid – Boathouse & 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. 05/11/2022

Recommended Action: A motion to approve the meeting minutes from 05/11/2022

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

ACCOUNT	TRANS NUMBER	AMOUNT
Claims 05/13/22	547-565	\$ 385,326.90
Payroll 05/20/22	571-607	\$ 119,797.38
Claims 05/27/22	615-626	\$71,864.91
Payroll 06/03/22	630-667	\$ 124,610.87
Claims	670-671	\$179,079.83
TOTAL		\$ 880,679.89

Recommended Action: Motion to approve the payables as presented

6. Financial Report for May 2022- No action needed

7. Approval of the Guild Collective Bargaining agreement

Recommended Action: A motion to approve the Guild Collective Bargaining Agreement as presented.

8. Approval of the Purchase Card Policy Update

Recommended Action: A motion to approve the purchase card policy update and approval to switch from Red Canoe to US bank for our purchase cards.

9. Approval of Resolution 2022-003 Establishing Regular Meetings- Replaces Resolution 2018-02

Recommended Action: A motion to approve Resolution 2022-003 Establishing Regular Meetings which will replace Resolution 2018-02.

10. Approval of Resolution 2022-004 Petty Cash/ Travel Expense Fund

Recommended Action: A motion to approve Resolution 2022-004 Petty Cash/Travel Expense Fund as presented.

11. Approval of the Petty Cash/ Travel Expense Fund Policy

Recommended Action: A motion to approve the Petty Cash/ Travel Expense Fund policy as presented.

12. Vacation Buy-Back Policy for Non-Represented Employees

Recommended Action: A motion to approve the vacation buy-back policy for non-represented employees policy as presented.

13. Board Comments/Board Committee Reports

- A. LAW TAC Update
- B. FIRE TAC Update

14. Director's Report

- A. Staffing Update
- B. Climate and Culture
- C. Facility Update
- D. Radio Update

15. Executive Session: Not needed

16. Adjournment

17. Closed Meeting: Will be held

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday May 11th, 2022 @ 10:00 AM

Hybrid - HOJ EOC & ZOOM

Attendance

Board Members: Ruth Kendall; Kurt Sacha; Robert Huhta (alternate,voting); Brad Thurman; Andy Hamilton; Alan Headley; Sammy Brown; Ralph Herrera

Staff: John Diamond; Frank Randolph (general counsel); Don Turrentine; Janelle Edwards; Rachael Young; Briana Harvill; Deanna Wells; Brandon Poff; Charlie Worley; Richard Underdahl

Guests: Darr Kirk; Bill LeMonds;

Board Members Absent and No Alternate: Dennis Weber

1. Call to Order and Introductions

Brad 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.

Added under New Business: Quote for Image Trend

Added under Old Business: Approval of new position for Facility Manager

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

3. Approval of Meeting Minutes

A. 04/27/2022

Recommended Action: A motion to approve the meeting minutes from 04/27/2022

Sacha made a motion to approve the meeting minutes. Brown 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 were in attendance.

5. Payables:

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Claims 04/29/22	482-488	\$ 432,167.14
Payroll 05/05/22	501-537	\$ 118,879.61
TOTAL		\$ 551,046.75

Recommended Action: Motion to approve the payables as presented

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

6. Board Comments/Board Committee Reports

A. LAW TAC Update- Worked on Radio Manual and Spillman Training

B. FIRE TAC Update- Met on Monday. Updates to fire manual continued and run cards for Spillman

7. Director's Report

A. **Staffing Update-** 8 admin, 19 signed off dispatchers, 2 in training

- B. Climate and Culture-** “One Team, One Mission”- serving member agencies together and getting proper supports in place. It takes the board, the Executive Director and Admin staff.
- C. Facility Update-** Still scheduled for substantial completion on June 22nd. Watson to install consoles on June 30th.
- D. Radio Update-** Castle Rock, Bakers Corner, Abernathy most of the equipment is in. Waiting on one part from Motorola.

8. Executive Session: Not needed

9. New Business

- A. ImageTrend-** Co-Op agreement with ImageTrend and 911 would get billed and split between participating agencies. Board gave the ok to move ahead with getting this quote.

10. Old Business

- A. Approval for a new position-** Diamond requested approval to hire a new position. Diamond presented information about the new role.
Headley made a motion to approve the new position. Huhta seconded; all in favor, motion carried.

Canceled the second May meeting. Board would like to go to one meeting a month. They will go to the 3rd Wednesday of the month. Next meeting is June 15th.

11. Adjournment: Meeting adjourned at 10:35

12. Closed Meeting: Not Needed

Brad Thurman, Board Chair

Attest:

Rachael Young, Clerk of the Board

CHECK REGISTER

Cowlitz 911

Time: 08:41:54 Date: 06/08/2022

05/13/2022 To: 06/03/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
599	05/20/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	19,440.55	941 Deposit for Pay Cycle(s) 05/20/2022 - 05/20/2022
659	06/03/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	20,332.46	941 Deposit for Pay Cycle(s) 06/03/2022 - 06/03/2022
547	05/13/2022	Claims	1	11784	ADCOMM ENGINEERING LLC	19,222.50	PHASES 2-5: PROCURE, DESIGN, STAGE, DEPLOY
548	05/13/2022	Claims	1	11785	BIDDLE CONSULTING GROUP	3,039.93	BIDDLE CONSULTING GROUP - CRITICAL ANNUAL SUBSCRIPTION EXPIRES 04/06/23 - INV: 69828
549	05/13/2022	Claims	1	11786	CITY OF LONGVIEW	981.30	MAY 2022 LOST RENT 2790 OCEAN BEACH HWY
550	05/13/2022	Claims	1	11787	CLARK COUNTY AUDITOR LEASES	8,248.00	CLARK COUNTY - NICOLAI RIDGE RADIO SITE 2022 LEASE FEES & 2022 UTILITIES (03/01/22-02/28/23) - INV: C1037664
551	05/13/2022	Claims	1	11788	COWLITZ COUNTY B&P	4,569.00	COWLITZ COUNTY B&P: 2021 GIS SERVICES
552	05/13/2022	Claims	1	11789	COWLITZ COUNTY LEASE PAYMENT	14,470.31	MAY 2022 LEASE PAYMENT
553	05/13/2022	Claims	1	11790	COWLITZ COUNTY PURCHASING	216.72	COWLITZ COUNTY PURCHASING POSTAGE & PHONE INV: 260-2022
554	05/13/2022	Claims	1	11791	DAY WIRELESS	4,825.08	DAY WIRELESS: INV723331 MAY 2022 MAINTENANCE
555	05/13/2022	Claims	1	11792	JOHN DIAMOND	26.56	INV: 2022-069 - REIMBURSEMENT FOR OFFICE SUPPLIES
556	05/13/2022	Claims	1	11793	JANELLE EDWARDS	116.11	INV: 2022-070
557	05/13/2022	Claims	1	11794	LANGUAGE LINE SVCS INC	88.01	LANGUAGE LINE APRIL 2022 SERVICES - INV: 10508731
558	05/13/2022	Claims	1	11795	LOWER COLUMBIA OCC HEALTH	182.00	LOWER COLUMBIA OCC HEALTH: INV: 2021-06193 - DISPATCH RECRUITING FOR DANNYKA JAY & LUCAS HACKENBURG
559	05/13/2022	Claims	1	11796	MORE POWER TECHNOLOGY-NONPROJECT	218.41	CLOUD BACKUP SERVER LICENSE MONTHLY SUBSCRIPTION 05/01/22-05/31/22; Business Email Security Monthly Subscription 05/01/22-05/31/22 35x\$5
560	05/13/2022	Claims	1	11797	PATRIOT CONSTRUCTION LLC	317,531.35	INV: 15
561	05/13/2022	Claims	1	11798	RED CANOE- FAIR	6,219.59	APRIL 2022 STATEMENT - FAIR
562	05/13/2022	Claims	1	11799	RED CANOE- HARVILL	1,903.76	APRIL 2022 STATEMENT - HARVILL
563	05/13/2022	Claims	1	11800	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	RELIABLE ADMIN SOLUTIONS - INV: 22-31 - MAY 2022 SERVICES
564	05/13/2022	Claims	1	11801	SOUND EMPLOYMENT SOLUTIONS, LLC	1,000.00	SOUND EMPLOYMENT SOLUTIONS, LLC - INV: 121926
565	05/13/2022	Claims	1	11802	TOSHIBA AMERICA BUSINESS SOLUTIONS	468.27	TOSHIBA 05/03/2022 - 06/03/2022 COPIER RENT, BLACK/WHITE COPIES, COLORED COPIES, TAX - INV: 5020017428
592	05/20/2022	Payroll	1	11803		2,505.48	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
600	05/20/2022	Payroll	1	11804	KAISER PERMANENTE MEMBERSHIP ADMIN	3,907.41	Pay Cycle(s) 05/20/2022 To 05/20/2022 - MEDICAL-KAISER
601	05/20/2022	Payroll	1	11805	WA STATE DEPT OF RETIREMENT	13,810.48	Pay Cycle(s) 05/20/2022 To 05/20/2022 - PERS2; Pay Cycle(s) 05/20/2022 To 05/20/2022 - PERS3
602	05/20/2022	Payroll	1	11806	WCIF	8,952.93	Pay Cycle(s) 05/20/2022 To 05/20/2022 - MEDICAL-WCIF; Pay Cycle(s) 05/20/2022 To 05/20/2022 - LIFE INS BUYUP; Pay Cycle(s) 05/20/2022 To 05/20/2022 - LTD BUYUP; Pay Cycle(s) 05/20/2022 To 05/20/2022 -
615	05/27/2022	Claims	1	11807	ABLE ZEBRA COMMUNICATIONS LLC	276.65	INV: 2902
616	05/27/2022	Claims	1	11808	ADCOMM ENGINEERING LLC	17,467.51	INV: 16027
617	05/27/2022	Claims	1	11809	AT&T FIRST NET	1,505.26	INV: 19038839; INV: 19177960; INV: 19317897; INV: 19459144
618	05/27/2022	Claims	1	11810	CDW GOVERNMENT LLC	4,072.54	INV: W026534; INV: W902395
619	05/27/2022	Claims	1	11811	CLARK COUNTY CAD	8,640.00	INV: CI039432; INV: CI039433
620	05/27/2022	Claims	1	11812	COWLITZ COUNTY	31,032.57	INV: 7266
621	05/27/2022	Claims	1	11813	JOHN DIAMOND	174.33	INV: 2022-072
622	05/27/2022	Claims	1	11814	ENTEK	2,319.28	INV: 214852; INV: 215509; INV: 214851; INV: 214853
623	05/27/2022	Claims	1	11815	BRIANA HARVILL	300.43	INV: 2022-071
624	05/27/2022	Claims	1	11816	MORE POWER TECHNOLOGY- NONPROJECT	691.34	INV: 12759; INV: 13413
625	05/27/2022	Claims	1	11817	NORMAN G. KREHBIEL	5,000.00	INV: NK0422
626	05/27/2022	Claims	1	11818	THOMAS C. PETEK	385.00	INV: 1248
651	06/03/2022	Payroll	1	11819		1,933.73	
660	06/03/2022	Payroll	1	11821	KAISER PERMANENTE MEMBERSHIP ADMIN	3,902.52	Pay Cycle(s) 06/03/2022 To 06/03/2022 - MEDICAL-KAISER
661	06/03/2022	Payroll	1	11822	WA STATE DEPT OF RETIREMENT	14,680.00	Pay Cycle(s) 06/03/2022 To 06/03/2022 - PERS2; Pay Cycle(s) 06/03/2022 To 06/03/2022 - PERS3
662	06/03/2022	Payroll	1	11823	WCIF	8,974.29	Pay Cycle(s) 06/03/2022 To 06/03/2022 - MEDICAL-WCIF; Pay Cycle(s) 06/03/2022 To 06/03/2022 - LIFE INS BUYUP; Pay Cycle(s) 06/03/2022 To 06/03/2022 - LTD BUYUP; Pay Cycle(s) 06/03/2022 To 06/03/2022 -
654	06/03/2022	Payroll	1	11824		1,145.67	
571	05/20/2022	Payroll	2	EFT		2,391.38	
572	05/20/2022	Payroll	2	EFT		1,541.48	
573	05/20/2022	Payroll	2	EFT		1,415.96	
574	05/20/2022	Payroll	2	EFT		3,675.54	
575	05/20/2022	Payroll	2	EFT		2,377.57	
576	05/20/2022	Payroll	2	EFT		2,206.15	
577	05/20/2022	Payroll	2	EFT		1,753.97	
578	05/20/2022	Payroll	2	EFT		2,120.74	
579	05/20/2022	Payroll	2	EFT		1,893.72	
580	05/20/2022	Payroll	2	EFT		1,672.85	
581	05/20/2022	Payroll	2	EFT		2,315.39	
582	05/20/2022	Payroll	2	EFT		2,259.51	
583	05/20/2022	Payroll	2	EFT		1,459.45	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
584	05/20/2022	Payroll	2	EFT		1,910.81	
585	05/20/2022	Payroll	2	EFT		1,850.97	
586	05/20/2022	Payroll	2	EFT		2,033.46	
587	05/20/2022	Payroll	2	EFT		2,504.08	
588	05/20/2022	Payroll	2	EFT		2,138.67	
589	05/20/2022	Payroll	2	EFT		1,863.62	
590	05/20/2022	Payroll	2	EFT		2,165.18	
591	05/20/2022	Payroll	2	EFT		2,225.85	
593	05/20/2022	Payroll	2	EFT		1,816.93	
594	05/20/2022	Payroll	2	EFT		954.22	
595	05/20/2022	Payroll	2	EFT		3,590.97	
596	05/20/2022	Payroll	2	EFT		2,880.59	
597	05/20/2022	Payroll	2	EFT		1,376.94	
598	05/20/2022	Payroll	2	EFT		487.34	
603	05/20/2022	Payroll	2	EFT	CAPSCO	60.00	Pay Cycle(s) 05/20/2022 To 05/20/2022 - ASSN FEE
604	05/20/2022	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	415.00	Pay Cycle(s) 05/20/2022 To 05/20/2022 - UNION DUES; Pay Cycle(s) 05/20/2022 To 05/20/2022 - INITIATION FEE
605	05/20/2022	Payroll	2	EFT	HRA VEBA	9,846.74	Pay Cycle(s) 05/20/2022 To 05/20/2022 - VEBA
606	05/20/2022	Payroll	2	EFT	ONE AMERICA	5,206.70	Pay Cycle(s) 05/20/2022 To 05/20/2022 - DEF COMP
607	05/20/2022	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	768.75	Pay Cycle(s) 05/20/2022 To 05/20/2022 - HSA
630	06/03/2022	Payroll	2	EFT		1,636.16	
631	06/03/2022	Payroll	2	EFT		1,738.05	
632	06/03/2022	Payroll	2	EFT		1,353.24	
633	06/03/2022	Payroll	2	EFT		1,343.60	
634	06/03/2022	Payroll	2	EFT		3,673.08	
635	06/03/2022	Payroll	2	EFT		2,377.80	
636	06/03/2022	Payroll	2	EFT		2,356.06	
637	06/03/2022	Payroll	2	EFT		1,652.51	
638	06/03/2022	Payroll	2	EFT		2,526.42	
639	06/03/2022	Payroll	2	EFT		2,241.90	
640	06/03/2022	Payroll	2	EFT		1,669.25	
641	06/03/2022	Payroll	2	EFT		2,318.72	
642	06/03/2022	Payroll	2	EFT		2,273.38	
643	06/03/2022	Payroll	2	EFT		1,971.51	
644	06/03/2022	Payroll	2	EFT		2,409.87	
645	06/03/2022	Payroll	2	EFT		2,363.89	
646	06/03/2022	Payroll	2	EFT		1,629.23	
647	06/03/2022	Payroll	2	EFT		2,761.39	
648	06/03/2022	Payroll	2	EFT		1,864.21	
649	06/03/2022	Payroll	2	EFT		1,932.87	
650	06/03/2022	Payroll	2	EFT		2,616.71	
652	06/03/2022	Payroll	2	EFT		1,704.97	
653	06/03/2022	Payroll	2	EFT		1,689.12	
655	06/03/2022	Payroll	2	EFT		3,591.84	
656	06/03/2022	Payroll	2	EFT		2,876.74	
657	06/03/2022	Payroll	2	EFT		1,272.79	
658	06/03/2022	Payroll	2	EFT		1,981.76	
663	06/03/2022	Payroll	2	EFT	CAPSCO	62.50	Pay Cycle(s) 06/03/2022 To 06/03/2022 - ASSN FEE

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
664	06/03/2022	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	415.00	Pay Cycle(s) 06/03/2022 To 06/03/2022 - UNION DUES; Pay Cycle(s) 06/03/2022 To 06/03/2022 - INITIATION FEE
665	06/03/2022	Payroll	2	EFT	HRA VEBA	10,090.57	Pay Cycle(s) 06/03/2022 To 06/03/2022 - VEBA
666	06/03/2022	Payroll	2	EFT	ONE AMERICA	4,478.31	Pay Cycle(s) 06/03/2022 To 06/03/2022 - DEF COMP
667	06/03/2022	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	768.75	Pay Cycle(s) 06/03/2022 To 06/03/2022 - HSA
670	06/01/2022	Claims	3	EFT	US BANK (BOND PAYMENT)	136,725.00	SEMI ANNUAL INTEREST PAYMENT ON SERIES 2020A BOND JUNE 2022
671	06/01/2022	Claims	3	EFT	US BANK (BOND PAYMENT)	42,354.83	SEMI ANNUAL INTEREST PAYMENT ON SERIES 2020B BOND JUNE 2022
						291,029.65	001 OPERATIONS
						16,263.89	003 RADIO OPERATIONS
						186.80	020 CUSTODIAL FUND-LEASE HOLD TAX
						179,079.83	200 DEBT SERVICE
						394,119.72	300 PROJECT FUND
						880,679.89	Claims: 636,271.64 Payroll: 244,408.25

CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

Brandi Ballinger, Signature	C2FR Agency	Date
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CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ _____, and we approve payment with our signatures below.

Admin Specialist, Signature	Date
Executive Director, Signature	Date
Chair, Signature	Date

TRANSACTION JOURNAL

Cowlitz 911

Time: 08:43:12 Date: 06/08/2022

05/13/2022 To: 05/13/2022

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund # Vendor	Amount	Memo
561	05/13/2022		1	11798	Claims	RED CANOE- FAIR	6,219.59	APRIL 2022 STATEMENT - FAIR
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS		112.91	SIERRA SPRINGS - WATER DELIVERY
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS		228.49	COWLITZ PUD - ABERNATHY 02/13/22-03/16/22
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS		341.29	COWLITZ PUD - COLUMBIA HEIGHTS 2/14/22-3/21/22
	528 10 40	404 TELEPHONE		001	OPERATIONS		528.94	CENTURY LINK/LUMEN - ACCT: 360-423-7510 556 - 03/13/22-04/13/22
	528 10 40	404 TELEPHONE		001	OPERATIONS		535.11	CENTURY LINK/LUMEN ACCT: 206-Z20-0449 994 - 03/20/22-04/20/22
	528 10 40	404 TELEPHONE		001	OPERATIONS		25.59	COMCAST BUSINESS - ACCT: 8778 10 113 0683617 - 04/02/22-05/01/22
	528 10 40	404 TELEPHONE		001	OPERATIONS		247.63	COMCAST BUSINESS ACCT: 8778 10 113 0684045 - 03/24/22-04/23/22
	528 10 40	400 PROFESSIONAL & COM		001	OPERATIONS		10.05	WASTE CONNECTIONS 03/01/22-03/31/22 - INV: 18430483S010
	528 10 40	414 TECHNOLOGY & SOFT		001	OPERATIONS		50.00	ARIN - FEE FOR ORGANIZATION CREATE INV: SI42040
	528 10 30	302 EMPLOYEE APPRECIATI		001	OPERATIONS		17.30	BIG LOTS - RAFFLE BASKET ITEMS - TELE WEEK 2022
	528 10 30	302 EMPLOYEE APPRECIATI		001	OPERATIONS		20.41	WALMART - RAFFLE BASKET ITEMS - TELE WEEK 2022
	528 10 30	302 EMPLOYEE APPRECIATI		001	OPERATIONS		5.30	DOLLAR TREE - RAFFLE BASKET ITEMS - TELE WEEK 2022
	528 10 30	302 EMPLOYEE APPRECIATI		001	OPERATIONS		74.03	WALMART - RAFFLE BASKET ITEMS - TELE WEEK 2022
	528 10 30	302 EMPLOYEE APPRECIATI		001	OPERATIONS		233.92	FRED MEYER - 2 FRUIT TRAYS, 2 VEGE TRAYS & 2 SANDWICH PLATTERS FOR TAYS/NIGHTS TELE WEEK 2022
	528 10 30	302 EMPLOYEE APPRECIATI		001	OPERATIONS		124.65	COPIES TODAY - VINYL DECALS - TELE WEEK 2022
	528 10 30	302 EMPLOYEE APPRECIATI		001	OPERATIONS		70.19	BASKIN ROBBINS - ICE CREAM CAKE TELE WEEK 2022
	528 10 40	400 PROFESSIONAL & COM		001	OPERATIONS		-50.00	REIMBURSEMENT FOR ARIN - FEE FOR ORGANIZATION CREATE INV: SI42040
	528 10 40	415 DUES AND SUBSCRIPT		001	OPERATIONS		194.45	ADOBE SUBSCRIPTION - DON TURRENTINE
	528 10 40	415 DUES AND SUBSCRIPT		001	OPERATIONS		155.53	GODADDY SUBSRIPTION
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS		301.75	COWLITZ PUD - SPEELYAI 03/09/22-04/06/22

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	582 90 00	630	PAYING LEASEHOLD T/	020	CUSTODIAL FUND-LEASE HOLD TAX			182.24	WA STATE DOR LEASEHOLD TAX RETURN (QUARTERLY)
	582 90 00	630	PAYING LEASEHOLD T/	020	CUSTODIAL FUND-LEASE HOLD TAX			4.56	WA STATE DOR LEASEHOLD TAX RETURN (QUARTERLY) - FEES FOR PAYING W/ CARD
	528 10 40	400	PROFESSIONAL & COM	001	OPERATIONS			10.00	WA STATE DOR - BUSINESS LICENSE
	528 10 40	400	PROFESSIONAL & COM	001	OPERATIONS			0.25	WA STATE DOR - BUSINESS LICENSE - FEE FOR CARD PAYMENT
	528 10 40	400	PROFESSIONAL & COM	001	OPERATIONS			2,795.00	NOTEPAGE

Records Printed: 1

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	6,219.59
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	0.00	5,161.26	0.00	0.00	0.00	0.00
003 RADIO OPERATIONS	0.00	0.00	0.00	871.53	0.00	0.00	0.00	0.00
020 CUSTODIAL FUND-LEASE HOLD TAX	0.00	0.00	0.00	186.80	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,219.59</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

TRANSACTION JOURNAL

Cowlitz 911

Time: 08:44:08 Date: 06/08/2022

05/13/2022 To: 05/13/2022

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund # Vendor	Amount	Memo
562	05/13/2022		1	11799	Claims	RED CANOE- HARVILL	1,903.76	APRIL 2022 STATEMENT - HARVILL
	528 10 40 418	MISC/OTHER		001	OPERATIONS		-24.14	REVERSED INTEREST FROM MARCH 2022
	528 10 40 411	ADVERTISING		001	OPERATIONS		95.00	LOCATION CHANGE POST TO TDN FOR APRIL 13, 2022 BOARD MEETING
	528 10 30 302	EMPLOYEE APPRECIATI		001	OPERATIONS		77.99	FRED MEYER CANDY GIFTS FOR TELE WEEK 2022
	528 10 30 302	EMPLOYEE APPRECIATI		001	OPERATIONS		8.64	FRED MEYER - CANDY JARS FOR GAME - TELE WEEK 2022
	528 10 30 302	EMPLOYEE APPRECIATI		001	OPERATIONS		40.11	COSTCO - RAFFLE ITEMS & WATER FOR OPEN HOUSE - TELE WEEK 2022
	528 10 30 302	EMPLOYEE APPRECIATI		001	OPERATIONS		84.73	COSTCO - RAFFLE ITEMS - TELE WEEK 2022
	528 10 30 302	EMPLOYEE APPRECIATI		001	OPERATIONS		303.76	HOP N GRAPE - TELE WEEK 2022
	528 10 30 302	EMPLOYEE APPRECIATI		001	OPERATIONS		23.75	SAFEWAY - POP FOR LUNCH - TELE WEEK 2022
	528 10 40 414	TECHNOLOGY & SOFT		001	OPERATIONS		550.00	ARIN - INITAL FEE FOR AUTONOMOUS SYSTEM NUMBER
	528 10 40 404	TELEPHONE		001	OPERATIONS		147.75	AT&T - 2/28/2022-3/27/2022 INV: 287261732254X04052022
	528 10 40 408	TUITION & REGISTRAT		001	OPERATIONS		495.00	ASSOCIATION OF WA CITIES - LABOR RELATIONS INSTITUTE - MAY 4-6, 2022 YAKIMA, WA FOR JANELLE EDWARDS
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS		101.17	AMAZON - TWO 12 INCH PRIZE WHEELS FOR PUB ED EVENTS & 1 BOX OF THANK YOU CARDS

Records Printed: 1

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	1,903.76
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	0.00	1,903.76	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	1,903.76	0.00	0.00	0.00	0.00



Cowlitz 911
Monthly Financials for the Month Ended 05/31/2022

Fund	2022 Budgeted BFB	Actual BFB	2022 Annual Budget New Revenues	Actual New Revenues thru May 2022	Remaining New Revenues	% remaining
REVENUES						
OPERATIONS (.001)	\$ 872,142.00	\$ 873,604.98	\$ 898.00	\$ 5,559.12	\$ (4,661.12)	-519.1%
OPERATIONS RESERVE (.001)	\$ 81,000.00	\$ 81,000.00	\$ -	\$ -	\$ -	#DIV/0!
OPERATIONS TAXES (.001)	\$ -	\$ -	\$ 1,097,893.00	\$ 445,530.37	\$ 652,362.63	59.4%
OPERATIONS INTERGOVERNMENTAL(.001)	\$ -	\$ -	\$ 2,215,148.00	\$ 1,040,271.52	\$ 1,174,876.48	53.0%
EQUIPMENT RESERVE EQUIPMENT(.002)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
EQUIPMENT RESERVE RESERVED (.002)	\$ 342,679.00	\$ 342,745.23	\$ 150.00	\$ 113.79	\$ 36.21	24.1%
RADIO OPERATIONS (.003)	\$ 173,734.00	\$ 173,764.87	\$ 35,834.00	\$ 27,365.06	\$ 8,468.94	23.6%
RADIO RESERVE EQUIPMENT (.004)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
RADIO RESERVE RESERVED (.004)	\$ 300,000.00	\$ 300,077.16	\$ -	\$ 96.30	\$ (96.30)	#DIV/0!
SALES TAX INTEREST(.005)	\$ -	\$ -	\$ 3,080.00	\$ 1,430.78	\$ 1,649.22	53.5%
SALES TAX TAXES(.005)	\$ 4,392,736.00	\$ 4,307,598.72	\$ 2,677,500.00	\$ 1,219,330.61	\$ 1,458,169.39	54.5%
STABILIZATION RESERVE (.006)	\$ 1,240,099.00	\$ 1,240,464.97	\$ 757.00	\$ 416.22	\$ 340.78	45.0%
FACILITY RESERVE FUND (.007)	\$ -	\$ -	\$ 60.00	\$ -	\$ 60.00	100.0%
BOND RESERVE FUND (.200)	\$ 29,909.00	\$ 29,932.38	\$ 63.00	\$ 32.45	\$ 30.55	48.5%
PROJECT FUND (300)	\$ 8,227,317.00	\$ 8195393.84	\$ 307.00	\$ 2,423.75	\$ (2,116.75)	-689.5%
CUSTODIAL FUND (020)	\$ 3.00	\$ 2.95	\$ 2,025.00	\$ 2,025.00	\$ -	100.0%
Total Revenues	\$ 15,659,619.00	\$ 15,544,585.10	\$ 6,033,715.00	\$ 2,742,569.97	\$ 3,291,145.03	120.0%

Fund	Description	2022 Annual Budget	Actual Expenditures thru May 2022	Remaining	Encumbrance	% Remaining
EXPENDITURES						
OPERATIONS (.001)	Direct Labor/Extra Pay	\$ 2,429,668.00	\$ 915,827.78	\$ 1,513,840.22	\$ -	62%
OPERATIONS (.001)	Benefits	\$ 1,164,816.00	\$ 375,147.47	\$ 789,668.53	\$ -	68%
OPERATIONS (.001)	Total Labor	\$ 3,594,484.00	\$ 1,290,975.25	\$ 2,303,508.75	\$ -	64%
OPERATIONS (.001)	OFFICE SUPPLIES	\$ 16,856.00	\$ 6,343.66	\$ 10,512.34	\$ -	62%
OPERATIONS (.001)	TRAINING MATERIALS	\$ 10,344.00	\$ 18.79	\$ 10,325.21	\$ -	100%
OPERATIONS (.001)	EMPLOYEE APPRECIATION	\$ 3,620.00	\$ 1,948.59	\$ 1,671.41	\$ -	46%
OPERATIONS (.001)	PROFESSIONAL & CONTRACTED SERVICES	\$ 348,373.00	\$ 41,117.48	\$ 307,255.52	\$ -	88%
OPERATIONS (.001)	LEGAL	\$ 88,000.00	\$ 8,238.50	\$ 79,761.50	\$ -	91%
OPERATIONS (.001)	INTERGOVERNMENTAL PROFESSIONAL SERVICES	\$ 59,700.00	\$ 50,828.25	\$ 8,871.75	\$ -	15%
OPERATIONS (.001)	POSTAGE	\$ 720.00	\$ 193.97	\$ 526.03	\$ -	73%
OPERATIONS (.001)	TELEPHONE	\$ 60,678.00	\$ 30,242.54	\$ 30,435.46	\$ -	50%
OPERATIONS (.001)	MEALS	\$ 2,500.00	\$ 181.55	\$ 2,318.45	\$ -	93%
OPERATIONS (.001)	MILEAGE/GAS	\$ 3,400.00	\$ 794.27	\$ 2,605.73	\$ -	77%
OPERATIONS (.001)	PARKING TAXI SHUTTLE BAGGAGE	\$ 100.00	\$ -	\$ 100.00	\$ -	100%
OPERATIONS (.001)	TUITION & REGISTRATION	\$ 15,000.00	\$ 2,875.00	\$ 12,125.00	\$ -	81%
OPERATIONS (.001)	AIRFARE	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	100%
OPERATIONS (.001)	CAR RENTAL	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	100%
OPERATIONS (.001)	ADVERTISING	\$ 6,250.00	\$ 2,887.65	\$ 3,362.35	\$ -	54%
OPERATIONS (.001)	COPIER RENT	\$ 1,812.00	\$ -	\$ 1,812.00	\$ -	100%
OPERATIONS (.001)	INSURANCE/PREMIUMS (WCIA)	\$ 41,225.00	\$ 30,425.00	\$ 10,800.00	\$ -	26%
OPERATIONS (.001)	TECHNOLOGY & SOFTWARE MAINTENANCE	\$ 116,243.00	\$ 97,583.68	\$ 18,659.32	\$ -	16%
OPERATIONS (.001)	DUES AND SUBSCRIPTIONS	\$ 5,202.00	\$ 5,683.65	\$ (481.65)	\$ -	-9%
OPERATIONS (.001)	LANDLORD TENANT (tax)	\$ 93,489.00	\$ 56.30	\$ 93,432.70	\$ -	100%
OPERATIONS (.001)	COMPUTERS (SOFTWARE/HARDWARE)	\$ 5,000.00	\$ 1,288.60	\$ 3,711.40	\$ -	0%
OPERATIONS (.001)	MISC/OTHER	\$ 200.00	\$ 698.52	\$ (498.52)	\$ -	-249%
OPERATIONS (.001)	BOARD/ EMPLOYEE APPRECIATION MEALS	\$ 1,400.00	\$ 383.98	\$ 1,016.02	\$ -	73%
OPERATIONS (.001)	PHOTOCOPIES	\$ 1,000.00	\$ 774.97	\$ 225.03	\$ -	23%
OPERATIONS (.001)	LODGING	\$ 2,500.00	\$ 242.89	\$ 2,257.11	\$ -	90%
OPERATIONS (.001)	WASHINGTON STATE AUDITOR	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	100%
OPERATIONS (.001)	REPAIRS AND MAINTENANCE	\$ 100,249.00	\$ 5,104.99	\$ 95,144.01	\$ -	95%
OPERATIONS (.001)	IGN/ISP	\$ 67,000.00	\$ -	\$ 67,000.00	\$ -	100%
OPERATIONS (.001)	Prior Period(s) Adjustments	\$ -	\$ (1,047.00)	\$ 1,047.00	\$ -	#DIV/0!
OPERATIONS (.001)	LANDLORD TENANT (principal)	\$ -	\$ 77,953.55	\$ (77,953.55)	\$ -	#DIV/0!
OPERATIONS (.001)	PAYROLL CLEARING	\$ -	\$ 333.98	\$ (333.98)	\$ -	0%
	Total Operating Expenditures	\$ 4,667,345.00	\$ 1,656,127.71	\$ 3,011,217.29	\$ -	65%
EQUIPMENT RESERVE (.002)	EQUIPMENT RESERVE	\$ 811,373.00	\$ -	\$ 811,373.00	\$ 714,152.00	100%
RADIO OPERATIONS (.003)	RADIO OPERATIONS	\$ 223,882.00	\$ 106,753.52	\$ 117,128.48	\$ -	52%
RADIO RESERVE (.004)	RADIO SITE IMPROVEMENTS	\$ 410,208.00	\$ -	\$ 410,208.00	\$ 410,208.00	100%
RADIO RESERVE (.004)	CAPITAL EXPENDITURES	\$ 609,014.00	\$ 26,118.55	\$ 582,895.45	\$ 582,895.45	96%
PROJECT FUND (300)	PROFESSIONAL CONTRACTED SERVICES	\$ 616,447.00	\$ 169,714.28	\$ 446,732.72	\$ -	0%
PROJECT FUND (300)	CAPITAL OUTLAYS	\$ 6,815,055.00	\$ 1,785,625.61	\$ 5,029,429.39	\$ 5,029,429.39	0%
PROJECT FUND (300)	MISC PROJECT COSTS	\$ 762,416.00	\$ 93,364.18	\$ 669,051.82	\$ 669,051.82	0%
CUSTODIAL FUND (630)	CUSTODIAL FUND	\$ 2,025.00	\$ 1,655.96	\$ 369.04	\$ -	0%
BOND RESERVE (200)	BOND RESERVE	\$ 358,160.00	\$ -	\$ 358,160.00	\$ 395,474.00	100%
	Total Expenditures	\$ 10,608,580.00	\$ 2,181,945.18	\$ 8,426,634.82	\$ 8,247,943.38	79%

Fund	Description	2022 Annual Budget	Actual Expenditures thru May 2022	Remaining	Encumbrance	% Remaining
INTERNAL TRANSFERS						
CUSTODIAL FUND (630)	TRANSFER IN FROM (.001)	\$ -	\$ -	\$ -	\$ -	0%
RADIO OPERATIONS (.003)	TRANSFER IN FROM (.001)	\$ 181,347.00	\$ 75,561.25	\$ 105,785.75	\$ 105,785.75	58%
RADIO RESERVE EXPENDITURES (.004)	TRANSFER IN FROM (.001)	\$ 454,403.00	\$ 26,118.55	\$ 428,284.45	\$ 428,284.45	94%
RADIO RESERVE (.004)	TRANSFER IN FROM (.001)	\$ 340,000.00	\$ 141,666.66	\$ 198,333.34	\$ 198,333.34	58%
BOND RESERVE	TRANSFER IN FROM (.005)	\$ 358,160.00	\$ 149,233.17	\$ 208,926.83	\$ 208,926.83	58%
OPERATIONS (.001)	TRANSFER IN FROM (.005)	\$ 1,976,014.00	\$ 243,346.46	\$ 1,732,667.54	\$ 1,732,667.54	88%
EQUIPMENT EXPENDITURES (.002)	TRANSFER IN FROM (.005)	\$ 254,901.00	\$ -	\$ 254,901.00	\$ 254,901.00	100%
EQUIPMENT RESERVE (.002)	TRANSFER IN FROM (.005)	\$ 702,000.00	\$ 292,500.00	\$ 409,500.00	\$ 409,500.00	58%
FACILITY RESERVE (.007)	TRANSFER IN FROM (.005)	\$ 200,000.00	\$ 83,333.33	\$ 116,666.67	\$ 116,666.67	58%
	Total Transfer In	\$ 4,466,825.00	\$ 1,011,759.42	\$ 3,455,065.58	\$ 3,455,065.58	77.3%
OPERATIONS (.001)	TRANSFER OUT TO (.630 LEASE HOLD)	\$ -	\$ -	\$ -	\$ -	0%
OPERATIONS (.001)	TRANSFER OUT TO (.003) RADIO OPERATIONS)	\$ 181,347.00	\$ 75,561.25	\$ 105,785.75	\$ 105,785.75	58%
OPERATIONS (.001)	TRANSFER OUT TO (.004 RADIO EXPENDITURE RESERVES)	\$ 454,403.00	\$ 26,118.55	\$ 428,284.45	\$ 428,284.45	94%
OPERATIONS (.001)	TRANSFER OUT TO (.004 RADIO RESERVED RESERVES)	\$ 340,000.00	\$ 141,666.66	\$ 198,333.34	\$ 198,333.34	58%
SALES TAX (.005)	TRANSFER OUT TO (.200 BOND RESERVE FUND)	\$ 358,160.00	\$ 149,233.17	\$ 208,926.83	\$ 208,926.83	58%
SALES TAX (.005)	TRANSFER OUT TO (.001 OPERATIONS)	\$ 1,976,014.00	\$ 243,346.46	\$ 1,732,667.54	\$ 1,732,667.54	88%
SALES TAX (.005)	TRANSFER OUT TO (.002 EQUIPMENT EXPENDITURES)	\$ 254,901.00	\$ -	\$ 254,901.00	\$ 254,901.00	100%
SALES TAX (.005)	TRANSFER OUT TO (.002 EQUIPMENT RESERVES)	\$ 702,000.00	\$ 292,500.00	\$ 409,500.00	\$ 409,500.00	58%
SALES TAX (.005)	TRANSFER OUT TO (.007 FACILITY RESERVE FUND)	\$ 200,000.00	\$ 83,333.33	\$ 116,666.67	\$ 116,666.67	58%
	Total Transfer Out	\$ 4,466,825.00	\$ 1,011,759.42	\$ 3,455,065.58	\$ 3,455,065.58	77.3%

FUND SUMMARY		REVENUES	EXPENDITURES	CASH	INVESTMENTS	R-E=C+I
OPERATIONS		\$ 2,689,312.45	\$ 1,899,474.17	\$ 583,436.50	\$ 206,401.78	TRUE
EQUIPMENT RESERVE		\$ 635,359.02	\$ -	\$ 58,383.94	\$ 576,975.08	TRUE
RADIO OPERATIONS		\$ 276,691.18	\$ 106,753.52	\$ 118,567.40	\$ 51,370.26	TRUE
RADIO RESERVE		\$ 467,958.67	\$ 26,118.55	\$ 29,441.90	\$ 412,398.22	TRUE
SALES TAX		\$ 5,528,360.11	\$ 768,412.96	\$ 453,400.19	\$ 4,306,546.96	TRUE
STABILIZATION RESERVE		\$ 1,240,881.19	\$ -	\$ 29,450.53	\$ 1,211,430.66	TRUE
CUSTODIAL FUND		\$ 2.95	\$ 369.04	\$ (366.09)	\$ -	TRUE
BOND RESERVE		\$ 179,198.00	\$ -	\$ (47.37)	\$ 179,245.37	TRUE
FACILITY RESERVE		\$ 83,333.33	\$ -	\$ 83,333.33	\$ -	TRUE
PROJECT FUND		\$ 8,197,817.59	\$ 2,048,704.07	\$ 247,800.44	\$ 5,901,313.08	TRUE

COLLECTIVE BARGAINING AGREEMENT

By and Between

COWLITZ 911

and

**COWLITZ EMERGENCY
SERVICES ASSOCIATION**

2022 – 2024

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PREAMBLE

This Agreement is entered into by and between the Cowlitz 911 Public Authority (hereafter referred to as “Employer”) and the Cowlitz County Emergency Services Association (hereafter referred to as “Association”).

ARTICLE 1 **PURPOSE**

1.1 Purpose. The purpose of this Agreement is to establish hours of work, pay rates, benefits, working conditions and other terms and conditions of employment under which employees covered by this Agreement will be employed during its term.

1.2 Association Recognition and Representation. Employer recognizes the Association as the sole collective bargaining representative of all regularly scheduled full-time employees doing the work of 911 dispatcher excluding supervisors, confidential employees, , temporary employees and all other employees. A full-time employee is one who works an average of twenty-nine (29) hours per week for six (6) consecutive months.

ARTICLE 2 **DUES CHECKOFF**

2.1 Association Security All employees who are not members on the date this Agreement is executed and who have been employed for six (6) or more consecutive months may, on or after the thirty-first (31st) day following the date this Agreement is executed, become and remain members in good standing in the Association.

2.2 Payment of Dues and Service Fees

2.2.1 Upon written authorization by an employee, Employer agrees to deduct from the wages of each employee the sum certified by the Association as the initiation fee and/or dues each month and forward the sum to the Association’s designated officer.

2.2.2 If any employee does not have a check coming or the check is not large enough to satisfy the deductions, no deductions shall be made from the employee for that calendar month.

2.2.3 All requests to cancel dues deductions shall be in writing to Employer and the employee shall simultaneously notify the Association.

2.3 Indemnification of Employer Association agrees to indemnify and hold harmless Employer, its Board members, officers, agents and employees, from and against any and all claims, demands, actions, lawsuits or any other forms of liability, monetary or otherwise (for example, claims for reinstatement or reemployment), including any attorneys’ fees and costs, arising from the actions or inactions of the Association under this Article 2.

ARTICLE 3 NONDISCRIMINATION

3.1 Discrimination Both parties agree that there shall be no discrimination against any employee of the bargaining unit because of race, religion, creed, color, national origin, marital status, sex, age, political affiliation, union membership, sexual orientation, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability of the use of a trained dog guide or service animal by a person with a disability, or any other status protected by law.

3.2 Harassment Employer will provide a working environment free from all forms of unlawful harassment as per state and federal law.

3.3 Claims of Discrimination and Harassment An employee who believes he/she is subjected to any violation of Sections 3.1 or 3.2 is strongly encouraged to promptly report the matter to the Executive Director or designee so that Employer can discharge its legal obligation to timely conduct an appropriate investigation.

3.4 Terminology The words “he” or “she” are used in this Agreement for explanatory purposes only and do not refer to the actual gender (sex) of any person.

ARTICLE 4 GRIEVANCE PROCEDURES

4.1 Grievance Defined. For purposes of this Agreement, a “grievance” is defined as a complaint or dispute between an employee or the Association and Employer concerning the interpretation, application or enforcement of specific provisions of this Agreement.

4.2 Procedures and Time Limits. Except as otherwise provided in this Agreement, all grievances arising during its term will be submitted according to the following procedures and time limits:

Any grievance shall be stated in writing and signed by the employee(s) and/or an Association representative. The written statement shall contain the following information:

- A. A general statement explaining conditions and actions, which require remedy.
- B. The remedial actions requested and the employee or class of employees eligible to receive the remedy.
- C. The Article(s) and Section(s) alleged to be improperly administered or violated

Grievance Steps – Grievance shall be processed in the following manner and within the stated time limits unless by mutual consent of the Employer and the Association any or all time limits as specified in the grievance procedures are waived. Any grievance that does not follow the following steps in order shall be considered null and void. If the grievance is directly related to the Executive Director, the grievance process can be moved directly to Step 3, Board Level. If the grievance is related to employee termination, the grievance can be filed at Step 3, and if denied the Association may move to Step 5 without the need to proceed to Step 4.

Step 1(Informal Step): An employee or the Association will sit down with the supervisor and attempt to informally discuss and resolve the grievance within fourteen (14) calendar

days from the date on which the employee or the Association knew or reasonably should have known of the occurrence giving rise to the grievance. The supervisor will respond both orally and in writing within fourteen (14) calendar days.

Step 2 (Written Step): If the grievance is not satisfactorily resolved at Step 1, the employee or the Association may appeal the grievance. The appeal must be in writing and must clearly state the facts, the identity of the allegedly aggrieved employee(s), the specific provisions of the Agreement alleged to have been violated and the requested remedy and provided to the Human Resources Generalist and the Executive Director within fourteen (14) calendar days from the receipt of the Step 1 answer. The Executive Director, the Human Resource Generalist or designee will deliver a written answer to an Association representative within fourteen (14) calendar days after the appeal is received. The answer will be final and binding on Employer, the Association and all employees subject to this Agreement unless the Association exercises its rights at Step 3.

Step 3 (Board Step): If the grievance is not settled in Step 2 above to the Association's satisfaction, then the appeal can be forwarded to the Cowlitz 911 Board of Directors for review and decision. The Board will deliver a written answer to an Association representative within fourteen (14) calendar days after the appeal is received. The answer will be final and binding, unless the Association exercises its right at Step 4.

Step 4 (Mediation): If the grievance is not satisfactorily resolved by the Step 3 answer, the Association may refer any grievance arising during the term of this Agreement to mediation through the Public Employment Relations Commission of the State of Washington. With the help of a mediator, both parties will focus on finding a solution to the conflict. If a resolution is agreed upon, both parties will sign a Letter of Understanding.

Step 5 (Arbitration): If the grievance is not satisfactorily resolved by the Step 4 answer, the Association may refer any grievance arising during the term of this Agreement to arbitration by submitting its written request to Cowlitz 911 Public Authority Board within fourteen (14) days after its receipt of the Step 4 answer.

4.3 Arbitration. Within fourteen (14) calendar days of Employer's receipt of the request for arbitration, Employer and Association will attempt to agree on a neutral arbitrator to hear the grievance, and with mutual agreement may submit multiple grievances to the same arbitrator. If the parties are unable to reach agreement on an arbitrator, and within fourteen (14) calendar days of the date of the Association request to refer the grievance to arbitration, the Association will mail a request for a panel of nine (9) members with their principal place of residence in Washington or Oregon from the Public Employment Relations Commission of the State of Washington. Within fourteen (14) calendar days of receiving the list, the parties will alternately strike names from the list, with the order of striking to be determined by lot, until one name remains, and he/she shall serve as arbitrator. Either party may require that an official record of the proceedings be prepared by a professional reporter and that a copy be provided to the arbitrator.

The decision of the arbitrator shall be final and binding on the parties, and on all employees subject to this Agreement, but the arbitrator will confine his/her decision to the interpretation and application of the specific provisions of this Agreement which have been placed in issue by the parties, and will have no authority to enlarge, diminish, alter, amend or in any way modify the terms of this Agreement.

Each party will pay one-half (1/2) of any fee to obtain the arbitration panel, but will bear its own costs and expenses in any such arbitration proceeding. The losing party (to be designated by the arbitrator) will pay the full cost of the arbitrator's fees and any out-of-pocket or per diem expenses. The cost of all reporting and transcript fees shall be the responsibility of the party making the request unless the other party requests the opportunity to inspect and/or use the transcript for any purpose other than confirming its accuracy, in which event the cost shall be equally divided.

4.4 Exclusive Remedy. It is specifically understood and agreed that the grievance procedure established in this Article 4 is the exclusive procedure for use by all bargaining unit employees and the Association for bringing or asserting any claim allegedly arising under any provision of this Agreement, but shall not waive an employee's right to bring claims under any applicable federal or state law.

4.5 Time Limits. Failure to file or appeal a grievance within the time limits (or any mutually agreed written extension) will waive all right to relief. Failure by the employee or the Association to submit the grievance in accordance with these time limits shall constitute an abandonment of the grievance. Failure of Employer to respond within the time limits (or any extension mutually agreed to in writing in advance) will cause the grievance to automatically be referred to the next step of the grievance procedure unless earlier withdrawn by the Association.

4.6 Settlements. Settlement of any grievance at Step 1 will be final and binding but will not be precedential as to any of the issues involved in the grievance, nor can it be used by either party to establish a past practice or interpretation of the relevant contract provisions in any future grievance. The Association shall have the right to appeal any proposed grievance settlement at Step 1 which it believes should be resolved on a precedential basis by timely appealing to Step 2. Except as otherwise agreed by Employer and Association, settlement of any grievance at Step 2 will be final, binding and precedential.

ARTICLE 5 DISCIPLINE AND DISCHARGE

5.1 Probationary Employees. Probationary employees may be disciplined or discharged at any time in Cowlitz 911's sole discretion without recourse to the grievance procedure. The probationary period will include training time and extend six (6) months beyond the date the probationary employee is signed off to work on his/her own. The probationary period will not be less than one year since date of hire, regardless of sign-off date. Absences during the probation period in excess of one-hundred-sixty (160) hours where the employee is unable to work, regardless of the reason or cause, may result in the extension of probation period by an equal number of hours..

5.2 Just Cause for Discipline. No regular (i.e., non-probationary) employee will be disciplined or discharged except for just cause.

5.3 Discharge or Suspension Procedures. Regular employees will not be subject to suspension or discharge without being offered an opportunity to respond to the charges or reasons such action is under consideration.

5.4 Disciplinary Investigations. Prior to interviewing an employee suspected of conduct or behavior which may lead to disciplinary sanctions, Employer will advise the employee that that interview could result in discipline. The employee will have the right, if such employee so requests at that time, to have one Association representative present. The representative, if an on-duty employee, must inform the supervisor of the need to cease work and shall suffer no loss of straight-time wages for the actual duration of such meeting plus a maximum of fifteen (15) contiguous minutes. The Association

representative shall be present only to assist the employee and shall not act in obstruction of the investigation. Nothing in this provision shall prevent an Association representative who is off-duty or is a non-employee from being present if it will not unduly delay the meeting. Employer will inform the employee and the Association of the results of the investigation within fourteen (14) calendar days of its completion.

5.5 Review of Discipline. Employees may request removal of any disciplinary document maintained in the Official Personnel file after 24 months from the issue date of the document. The decision to remove a disciplinary document from the official Personnel file rests solely with the Executive Director.

ARTICLE 6 VOLUNTARY TERMINATION PROCEDURE

6.1 Resignation. An employee desiring to voluntarily separate from employment must give fifteen (15) calendar days' written notice prior to the proposed last day of work (which shall be identified). Employer shall have the right to waive part or all of the notice without compensation or liability as to a probationary employee or a regular employee who resigns in circumstances constituting cause for termination. Regular employees otherwise providing such notice normally will be allowed to work the notice period, but Employer may provide any combination of pay and notice in lieu of accepting some or all of the notice. Except in unusual or emergency circumstances, failure to comply with this provision may render the employee ineligible for future reemployment.

6.2 Retirement. An employee desiring to retire from employment must give fifteen (15) calendar days' written notice, or such greater period as is possible under the circumstances, prior to the proposed last day of work (which shall be identified). Employer shall have the right to waive part or all of the notice without compensation or liability as to a probationary employee or a regular employee who resigns in circumstances constituting cause for termination. Regular employees otherwise providing such notice normally will be allowed to work the notice period, but Employer may provide any combination of pay and notice in lieu of accepting some or all of the notice. Except in unusual or emergency circumstances, failure to comply with this provision may render the employee ineligible for future reemployment.

6.3 Position Abandonment. An employee who is absent from work for three (3) consecutive scheduled workdays without advance notice to the Executive Director or designee, or has three (3) separate no-call, no-show absences in any twelve- (12-) month period, will be considered to have abandoned the position, regardless of the employee's motivation or intent, unless the failure(s) to notify was clearly beyond the employee's control. A notice of presumption of abandonment will be mailed to the last address given Employer by the employee.

ARTICLE 7 ASSOCIATION ACCESS AND COMMUNICATIONS

7.1 Association Representatives. The Association will notify Employer in writing of the names of its representative(s) and officers assigned to the bargaining unit, and thereafter will notify Employer in writing of any changes within ten (10) calendar days. Employer shall not in any way be held responsible for using any Association representative designated under this section in any interviews held under Section 5.4.

7.2 Association Access. The Association representative(s) designated in Section 7.1 will be allowed reasonable access to the worksite during regular working hours for the purpose of adjusting disputes, investigating working conditions, and monitoring compliance with this Agreement, provided, however, that the representative(s) must have advance permission (which shall not be unreasonably refused) from the Executive Director or designee, must observe all of Employer's security rules, and there must be no interruption of work or of employees who are or should be working.

7.3 Negotiations and Grievance Processing. Except as mutually agreed otherwise, all collective bargaining negotiations and grievance processing, including any arbitration hearings, will be held during Employer's normal business hours. Employer recognizes Association's right to bring such employees as it deems appropriate for the purpose of meeting with Employer to negotiate a successor agreement. Employer shall not be required to allow one or more employees time off from scheduled work if it would present operational or service problems and/or would require Employer to mandate another employee to serve as a replacement. Employer agrees to compensate two (2) employees at a straight-time rate of pay for any scheduled work lost as a result of such negotiations.

The association is to notify the Executive Director or designee fourteen (14) calendar days prior to negotiations for the need of coverage for an employee requiring time off from scheduled work. If the notification is not requested fourteen (14) calendar days prior, it will be the responsibility of the employees to find a replacement to cover the scheduled shift.

7.4 Association Business During Working Hours. Except as specifically authorized by Sections 7.2 and 7.3, employees may not engage in any Association activities or business during their working hours (which shall not include breaks and meal periods).

7.5 Association Bulletin Board. Employer will provide one (1) bulletin boards or wall spaces, in the work area used by dispatchers, for Association use in communicating with members of the bargaining unit. The Association shall be responsible for all notices posted on its bulletin board or wall spaces, and will keep the wall space or bulletin board orderly. The Association understands that material which Employer deems profane, obscene, defamatory, or in violation of Employer's policy against unlawful discrimination or harassment, may be removed by Employer without notice, but Employer agrees to discuss the issue with any on-shift Association officer or steward prior to doing so.

7.6 Attendance at Arbitration and PERC Hearings. For Arbitration hearings one Association Representative and up to one Grievant may have their schedule adjusted as determined by Cowlitz 911 if the Arbitration is scheduled on the employee(s) regular workday. If the Arbitration is scheduled on the employee(s) regular day off there will be no adjustment of their schedule. For PERC hearings one Association Representative may have their schedule adjusted as determined by Cowlitz 911 if the PERC hearing is scheduled on the employee(s) regular workday. If the PERC hearing is scheduled on the employee(s) regular day off there will be no adjustment of their schedule. The schedule adjustment shall include adjustments to other regularly scheduled employees who share similar days off. A dayshift employee may be required to temporarily adjust their work week schedule to nights or days to provide adequate coverage on both shifts.

The association is to notify the Executive Director or designee fourteen (14) calendar days prior to negotiations for the need of coverage for an employee requiring time off from scheduled work. If the notification is not requested fourteen (14) calendar days prior, it will be the responsibility of the employee to find a replacement to cover the scheduled shift.

ARTICLE 8 MANAGEMENT RIGHTS

8.1 Management Rights. The Association recognizes that Cowlitz 911 has the responsibility and authority to advance to the fullest extent, possible the economy of operation of the Department and to protect the primary interests of the citizens Cowlitz 911 exists to serve. Thus except as clearly and expressly limited by specific provisions of this Agreement, the obligations of the Public Employees Bargaining Act and the obligation to bargain changes and impacts of mandatory subjects of bargaining the rights of Employer in all respects to manage its operations, affairs and work force shall be totally unimpaired.

8.2 Scope of Rights. Subject to Section 8.1, and by way of illustration rather than limitation, examples of management rights exclusively reserved to Employer are the rights:

1. To establish qualifications for employment and to hire employees from any source;
2. To determine and supervise Cowlitz 911's mission, policies, and all standards, levels and priorities of service offered to the public;
3. To determine the need for any reduction or increase in the work force, whether a vacancy exists for purposes of staffing, the scope and content of each job, and/or reporting relationships within Cowlitz 911;;
4. To create and administer budgets and control expenditures including, but not limited to, partial or complete closures, liquidations, relocations and/or reorganizations of operations and/or facilities;
5. To schedule overtime work (subject to Article 10) in a manner most advantageous to Cowlitz 911 and the citizens of Cowlitz County;
6. To establish, revise and implement standards for quality and quantity of work, public and public employee safety, and related aspects of employment and operations;
7. To manage and direct the work force including, but not limited to, the right to determine the methods, processes and manner of performing work; fitness for duty; the right to supervise, transfer or assign employees; and the right to dispose of, purchase, and/or assign equipment or supplies;
8. To take such action as may be necessary to carry out services in extraordinary circumstances or emergencies without regard to seniority provisions of this Agreement.

8.3 Employer Policies and Rules. Employer may from time to time establish, change and/or withdraw such work and safety policies and rules as it deems necessary or appropriate including, but not limited to, policies and rules governing attendance, federal and state family leaves, personal appearance, performance evaluations, code of conduct, conflicts of interest, visitors, outside employment, smoking, gratuities, loans and gifts, confidentiality and confidential information, alcohol and drugs (but any

form of testing shall be based upon individualized reasonable suspicion), and use of vehicles on Employer business. Employer will provide the Association with copies of such policies and rules (or any changes) at least fourteen (14) calendar days prior to implementation, but the Association shall be provided the opportunity to discuss or negotiate mandatory subjects and provide input prior to implementation. The Association may request such opportunity at any time within the fourteen (14) calendar days, and the meeting shall be held within fifteen (15) calendar days of the request. Employer shall delay implementation until after the meeting and the completion of negotiations if required unless earlier implementation is mandated by federal, state or local legislation or regulations. The Association shall have fourteen (14) calendar days after implementation to file a grievance at Step 2 of the Grievance Procedure if it believes any such policies, rules or changes are unreasonable or inconsistent with any specific provision of this Agreement or within one-hundred and eighty (180) days of implementation file with the PERC if bargaining to completion was required.

8.4 Use of Excluded Employees. Nothing in this Agreement prohibits bargaining unit work from being performed by non-bargaining unit employees or (in emergency situations) unpaid volunteers, provided it does not cause the layoff of any bargaining unit employee, and such persons shall not become subject to the terms and conditions of this Agreement. It is expressly understood and agreed that this includes, but is not limited to, assigning a supervisory employee to perform dispatch duties for purposes of relief for breaks and meal periods.

8.5 Transfers of Work. Employer will have the exclusive right to determine if and when it is necessary or desirable to transfer (assign, reassign, contract out, subcontract, lease, etc.) work or operations which are or might otherwise have been covered by this Agreement, provided that except in extraordinary or emergency circumstances Employer will give the Association at least thirty (30) calendar days' advance notice of the effective date of any such action. Upon request within seven (7) calendar days after the Association's receipt of the notification, the parties will meet to negotiate any effect of the transfer on bargaining unit employees. If the parties do not reach agreement within thirty (30) calendar days of that meeting, an otherwise eligible employee whose position is eliminated or straight-time hours reduced by such actions will have the layoff and recall rights established in Section 23.3.1. The notice provisions of this section shall not apply in the event of any strike, work stoppage, sick-out, slowdown or other disruption or restriction of work and Employer shall have the exclusive right to determine if and when it is desirable to transfer work or operations of any kind and to do so for any period of time and on such terms as it deems appropriate, and no alleged violation of this right will be subject to Article 4.

ARTICLE 9 WAGES, OVERTIME AND OTHER COMPENSATION

9.1 Wage Rates.

Wage rates shall be as set forth in Appendix A, and hours worked shall be paid in the next fifteen (15) minute increments.

9.2 Lateral Hires

A "lateral" hire is an employee who has had a least one (1) year of previous call-taking and/or dispatching experience with another public safety or similar organization (providing law enforcement, fire service and/or emergency medical services) of similar call-load and/or size and is "signed-off" or considered off-probation by their previous agency. If the new hire has had two (2) years or more removed from their previous experience, they will not meet the definition of "lateral" hire.

Management will have the discretion to set the “lateral” hire starting pay step.

9.3 Temporary or Permanent Wage Rate Adjustments

9.3.1 . Step Assignments and Increases. New employees normally will begin at the Trainee Step rate and will remain at that rate until the supervisor and trainer determine that the employee is ready to move to Step 1 . On the next pay period, following one (1) full year from date of hire or after the employee completes their training (whichever date comes last) with satisfactory performance appraisals the employee shall advance to the next step and continue to advance to the next step each year thereafter until they have reached Step 6. Employer may initially (or after completion of the probationary period) place a new hire with relevant experience at such step of the progression as it deems appropriate.

9.3.2 Promotions. A promotion is defined as an employee’s permanent reclassification or reassignment to a job classification with a higher minimum salary. A promoted employee will receive the greater of the minimum salary of the higher classification or a five-percent (5%) increase, provided a five-percent (5%) increase is no greater than the top step of the new classification.

9.3.3 Temporary Assignments. Employees who are temporarily assigned to a job classification with a higher minimum salary will receive the greater of the minimum salary of the higher classification or a five-percent (5%) increase, provided a five-percent (5%) increase is no greater than the top step of the new classification. This provision shall only apply to hours worked, and not to vacation, sick leave or holidays occurring during the temporary assignment. A temporary assignment to a lower job classification shall cause no change in salary.

9.3.4 Demotions. A demotion is defined as an employee’s permanent reclassification or assignment to a job classification with a lower minimum salary. An employee who is demoted will move to the step in the new range closest to the salary of the job held prior to demotion.

9.4 Overtime.

9.4.1 Daily Overtime. An employee will be compensated at the rate of time and one-half the employee’s regular straight-time rate of pay for authorized hours worked in excess of their regular shift in the employee’s designated workday. All overtime must be authorized by the Executive Director or designee. The workday for all employees will be the twenty-four- (24-) hour period beginning at the employee’s scheduled start time. Daily overtime shall be paid in the same manner as time worked.

9.4.2 Weekly Overtime. An employee will be compensated at the rate of time and one-half the employee’s regular straight-time rate of pay for authorized hours worked in excess of forty (40) hours in the employee’s designated workweek. All overtime must be authorized by the Executive Director or designee. The workweek for all employees will be the seven- (7-) day period beginning at 12:01 a.m. Sunday and ending at 12:00 a.m. (midnight) on the following Saturday.

9.4.3 Holiday Work. See section 14.2 for Holiday Pay details.

9.4.4 Daylight Savings Time Work. An employee who works a shift that falls during Daylight Savings time change will receive 1 hour paid overtime if they work 13 hours, or will get paid their full 12 hour shift if they work 11 hours.

9.4.5 Compensatory Time Option. An employee may elect to accrue any hours required to be paid at an overtime rate as compensatory time off at the time and one-half rate to a maximum accrued balance of fifty (50) hours, to be scheduled (in accordance with Fair Labor Standards Act requirements) at a time mutually approved by the employee and the Executive Director or designee, and to be used in fifteen (15) minute increments, and will be calculated and reported in the same manner as Section 9.1. A request to use Compensatory Time off may be denied if it is during the dispatcher's regular schedule hours (straight time) and the dispatcher has not found their own coverage or may be denied if the request would bring the number of dispatchers on the floor below minimum staffing as defined by season (See Article 10.7).

At the time of the overtime when the employee selects the compensatory option the employee will be subject to the restrictions that an employee may not accrue more than a total of fifty (50) hours of compensatory time at any time under any circumstances. Whenever an employee works any overtime that would result in the employee's exceeding a total of fifty (50) hours of accrued compensatory time, the employee shall be paid for that overtime at the overtime rate (as provided by applicable federal and state laws), whether or not the employee had advance notice of the amount of compensatory time the employee had accrued.

An employee at any time may request a complete or partial payout of their compensatory bank (at their straight time rate) to be completed on the next payroll cycle.

9.5 Transfers. A transfer is defined as an employee's movement from one job classification to another job classification with the same minimum salary. An employee's salary will not change as the result of a transfer.

9.6 Call-In Pay. An employee who has called in from home (or similar location) to begin work prior to his/her scheduled starting time, or to return to work after completing a full shift, will be guaranteed a minimum of two (2) hours' straight-time pay in addition to the appropriate pay for hours worked, provided such call in is approved by the Executive Director or designee. This provision does not apply when the employee comes in early or works over the regular shift as long as there is no break in service in excess of thirty (30) minutes.

9.7 Callout Pay. An employee who is responsible for callout in an overtime situation involving an employee who calls in sick or for qualifying bereavement leave will receive Five Dollars (\$5.00) per callout.

9.8 Staff Meetings and Training. An employee attending a mandatory staff meeting or training activity shall be paid for all such hours that are compensable under federal and state wage and hour

laws at the employee's regular straight-time hourly rate, unless otherwise required by law. An employee who attends such meeting or training while not on duty or in excess of a twelve (12) hour work day shall be paid at the employee's overtime rate for the minimum of two (2) hours' pay or the actual number of hours spent in the activity); however, this two- (2-) hour minimum shall not apply to an employee who is not working a twelve (12) hour shift and whose scheduled work shift begins or ends within fifteen (15) minutes of the commencement or conclusion of the activity, but an off-shift employee will also be paid for the 15 minutes' waiting time.

9.9 Trainer Pay. The Cowlitz 911 employee assigned as the trainer of a new employee by the Executive Director or designee will receive an additional Three Dollars (\$3.00) an hour for each full hour spent performing those duties.

9.10 Lead Pay. Lead employee(s) will receive an additional seven percent (7%) above current salary (including base wages and any longevity). The selection of Lead employees and their continued service will be at the Employer's discretion.

9.11 Dispatcher in Charge Pay. If there is a dispatcher shift in which a Supervisor or Lead dispatch employee is not present, then the most senior employee on duty for that shift will be the Dispatcher in Charge (DIC). If the most senior employee on duty for that shift does not want the responsibility of being the DIC, then it will move to the second most senior and so forth until one agrees. The DIC will be responsible for monitoring workflow of the shift, handling any problems that may arise during the shift, updating the floor schedule for overtime or sick calls, looking over yearly schedule and monthly posted overtime for errors, and other duties as requested by management. The DIC will receive an additional Two Dollars (\$2.00) per hour while performing the duties of DIC.

9.12 Under-Staffed Pay. If no guild employee is eligible for callouts, employees working a shift that falls below minimum staffing levels (which may change based upon busy or slow season, as per Article 10.6) shall be paid at the rate of time and one-half (1.5) of their regular rate of pay (.5 above salary) for all hours worked while under-staffed.

Example—If a dispatcher regularly earned \$20 per hour, they would earn \$30 per hour while understaffed.

If any employee is working under this section on an overtime shift, they will be paid at the rate of time and one-half (1.5) of their overtime rate of pay. Which would be equivalent to two and one-quarter (2.25) of their regular rate of pay for all hours worked while under-staffed

Example—If a dispatcher was earning \$30 per hour on OT, they would earn \$45 per hour while understaffed

If an employee is working under this section on a regularly scheduled holiday shift, they will be paid at the rate of time and one-half (1.5) of their holiday rate of pay. Which would be equivalent to two and one-quarter (2.25) of their regular rate of pay for all hours worked while under-staffed

Example—If a dispatcher was earning \$30 per hour on a holiday, they would earn \$45 per hour while understaffed.

If an employee is working understaffed while on a holiday on an overtime shift, they will be paid at the rate of three times (3) of their regular rate of pay.

Example – If a dispatcher was earning \$40 per hour while on a holiday OT shift, they would earn \$60 per hour for all hours worked while understaffed.

If a dispatch supervisor covers the shift, then staffing will not be considered below minimum staffing for the hours the supervisor is working the floor.

9.13 No Duplication or Pyramiding. Except for purposes of calculating an employee's hourly rate for overtime purposes (when the highest rate required by federal or state wage and hour laws shall be used), an employee who qualifies for pay under two or more provisions of this Article 9 and/or any of the other provisions of this Agreement shall be paid as required under each of those provisions. However, under no circumstances other than any required by federal or state wage and hour laws will the same hours be counted twice, directly or indirectly, for overtime purpose. This section is not applicable to section 9.11.

ARTICLE 10 HOURS OF WORK - GENERAL

10.1 Workday. The normal hours of work for regular full-time employees' schedule will consist of a twelve (12)-hour or four (4)-hour days that total forty (40)-hours in the designated workweek. All employees have a paid lunch and while on paid lunch, employees shall return to work if requested to do so and shall not receive additional compensation for doing so.

Employees on a twelve (12) hour shift will not be eligible for holdover except in case of extraordinary circumstances at the discretion of the Dispatcher in Charge (DIC) if no Lead or Administrator are available, or an emergency, such as extreme weather, terrorist incidents, or county-wide disasters mandating additional staffing. In an emergency all employees will be deemed available for service.

10.2 Schedule Changes. The Employer retains the right to schedule hours of work within the employee's designated workweek including, but not limited to, starting and stopping times, days-on/days-off sequences, rotation of shifts and days off, frequency of changes, and the creation of overlapping shifts. Except in cases of emergency or situations beyond the Employer's control, the Employer will notify the employee and the Association at least seven (7) calendar days prior to the effective date of any change and will consider any employee or Association suggestions or objections received prior to the announced effective date.

10.3 Shift Trades. Each employee may initiate two shift trades in excess of one week per year with adequate advance notice and the approval of the Executive Director or designee, provided that the shift trade does not result in any additional cost Cowlitz 911. Employees will work the same number of scheduled hours as reflected on the posted yearly schedule.

10.4 Bidding Work Schedules. In order to assist in the orderly scheduling of employees by seniority, management and the guild will meet to discuss possible shifts, changes and coverage plans prior to September 1.

Management will then give the senior person a list of all available scheduled shifts by September 1. The senior person (and each subsequent employee) will have up to two of their working days to select a work schedule and will then pass the schedule on to the next most senior person to do the same so that the schedule selection can be completed no later than December 1. Selected schedules will begin the following January. When released from training status, new employees shall be allowed to select from available annual vacation days (as per limits set in Article 13.3), however they will not participate in the schedule bid process until the next annual selection process.

Once bid upon for the year, each shift shall be for the duration of that entire year unless staffing levels decrease.

10.5 Alternative Work Schedule. Either party may initiate an evaluation of the alternate work if that party determines that there are insufficient personnel available to properly staff the shifts, utilize sick leaves, vacation and other accrued leaves, or the schedule imposes undue financial or other burdens on a party. The parties will meet and consult in an effort to correct the problem(s) or develop an alternative work schedule within forty-five (45) days. Either party may choose to end the alternate work schedule and immediately return to the workweek set forth in the Collective Bargaining Agreement at Article 10, Section 10.1. Should other issues arise and remain unresolved during the duration of the contract, either party may at any time request to undergo further consultation.

10.6 Staffing Guidelines. Staffing guidelines are maintained in an effort to balance the need to schedule assignments and allow Cowlitz 911 employees the opportunity to use their vacation and holiday leave accruals and to provide a workforce sufficient to handle the ongoing workload. Suggested staffing levels are to be used as a guideline by the Administration to meet workload demand and to determine when leave requests may be granted. All staff coverage may be adjusted dependent upon workload, holidays, inclement weather, natural disaster or special details (i.e.. warrant sweeps, traffic emphasis, etc.) and will be addressed by the Executive Director or designee on a case-by-case basis and communicated to the Association with a much notice as practicable.

10.7 Staffing Guidelines per Season. Minimum staffing will use the below guidelines by season, however final minimum staffing decisions will remain at the discretion of Executive Director or designee.

Slow Season. The slow season will be defined as the Wednesday after Labor Day to the Thursday before Memorial Day. During these months of the year there will be no mandates for a 5th dispatcher position, except in the event of inclement weather, natural disaster or special events as outlined above, and at the discretion of the Executive Director or designee. The 5th dispatcher overtime position for these specific months will only be covered by voluntary overtime. Minimum of 4 dispatchers between the hours of 0900-2300 and a minimum of 3 dispatchers between the hours of 2300-0900.

Busy Season. The busy season will be defined as the Friday before Memorial Day to the Tuesday after Labor Day. During this timeframe and in the event of a 5th dispatcher position is scheduled and subsequently an on-duty staff member requests annual leave, the leave will be granted if the position is filled by voluntary overtime. Minimum of 4 dispatchers between 0700-1100, minimum of 5 dispatchers between 1100-2300, minimum of 4 dispatchers between 2300-0100 and a minimum of 3 dispatchers between 0100-0700.

Exceptions: A dispatcher on overtime between the hours of 2300-0300 has the right to go home at 0100 if the workload allows or can decide to work the overtime until 0300. If this dispatcher on overtime, declines to leave at 0100, another dispatcher can leave if this is not causing any additional overtime. Also, if there is overtime from 0700-1100 but the dispatcher wants to have their start time be 0900, if the workload allows and staffing is adequate, they will be allowed to come in at 0900.

10.8 Scheduled Overtime. Vacancies known and posted per management seven (7) days or more in advance will be considered scheduled posted overtime and will be given out on a seniority basis.

Employees offering to fill a vacancy must advise (by specifically indicating on the posting) if they are offering to cover four (4), six (6), or eight (8) hours or twelve (12) hours. Time is awarded by seniority in four (4) hour blocks of time first to the most senior fulltime employee then part time employees. Vacancies known less than seven (7) days in advance will be filled by using the procedures established in Section 10.8 below, and the same rules and exemptions will apply as outlined in Section 10.9 below. Scheduled overtime will be posted by the 1st of every month whenever possible.

10.9 Mandatory Call-Out List. The Mandatory List shall be composed of a page for each employee and will be arranged from least senior to most senior employee. When a trainee is signed off, they are placed at the front of the mandate book. When a vacancy arises that requires mandatory coverage, Dispatchers will be called or paged from CAD using the Mandatory List. Those who are reached or callback to accept the CAD page will be expected to report to work as requested. Failure to do so may result in disciplinary action. If two or more employees volunteer for the overtime, the senior employee shall be awarded the overtime. In the event the employee who is scheduled to work the overtime calls in sick, their page shall be moved to the front of the book. In the event the vacancy cannot be filled by the end of the on-duty employee's shift, the first on-shift employee who comes up in the Mandatory List shall be required to hold over until the relief has arrived, unless that causes the employee to work more than 12hrs or causes a split shift with less than 12hrs in between. If either of those occur, move onto the next on-shift employee in the Mandatory List. Any period of mandated time will cause the page to be rotated.

10.10 Procedure for Filling Vacancies of Less Than Three Days But More Than Eight (8) Hours.

Step 1. If a Dispatcher assigns the Dispatcher's own overtime vacancy in less than three (3) days, it will be awarded to the most senior Dispatcher who offers to cover the time. The Dispatcher must contact all Dispatchers that are eligible to cover the vacancy via phone or in person. If the most senior volunteer wants all the hours requested, they will be awarded all the hours. If the most senior volunteer only wants a portion of the hours, they will be awarded those hours and the remaining hours are awarded to the next in seniority who offered.

Step 2. If a Dispatcher will be assigning the Dispatcher's own overtime vacancy that will not arise for three (3) or more days, the Dispatcher may post the overtime by leaving an email for all other Dispatchers. The email must include the posting date, hours and dates of needed coverage and closing date. After three (3) days, the Dispatcher must review the responses and assign the overtime to the most senior Dispatcher that offered. It is the Dispatcher's responsibility to ensure that everyone had the opportunity to respond (for example, a Dispatcher on days off since the posting or on days off who is just concluding vacation time) to the posting. A Dispatcher who does not have the opportunity to respond must be called at home

10.11 Procedure for Filling A Vacancy Due to Call-In or Other Time Off Which Must Be Assigned in Less than Eight (8) Hours.

Step 1. Overtime will be limited to four (4) hours in addition to a regular shift, except when working an alternate work schedule.

Step 2. Dispatchers on shift prior to the vacancy or Dispatchers on the shift immediately following the vacancy shall be asked first in order of seniority.

Step 3. If no volunteer is obtained at Step 2, the mandatory list will be used. Employees who volunteer will be considered to have been mandated and their page in the mandatory book will be moved to the back.

A supervisor can offer to work for a mandated employee or fill the position if no employee responds to cover the vacant time.

10.12 Use of Unscheduled Time Off. All paid time off other than vacations, sick and bereavement leave shall be considered unscheduled time off. Unscheduled time off must be approved by the Executive Director or designee, cannot be requested more than thirty (30) days prior to the date(s) requested and shall only be granted when the requesting employee has obtained a replacement through the procedure described in this Article, except that mandatory callout shall not be utilized for this purpose. Approval or disapproval will be given within seventy-two (72) hours. No unscheduled time off will be approved prior to all posted overtime being assigned, and no unscheduled time off will be approved if another employee has been mandated for the same hours as the requested unscheduled leave. If there is no posted overtime for the date requested, time off shall be approved.

Except as otherwise provided, all unscheduled time off requests will require the requestor to find an eligible employee who is willing to volunteer to work the total number of hours requested by the requestor, and potentially all eligible hours in conjunction with the time off request. The Director or designee may deem adequate coverage exists and no overtime coverage is necessary or will be necessary. Management may cancel or notify the requestor or the overtime employee that the overtime coverage will not be needed. The scheduled overtime employee will receive no additional compensation. If the overtime employee cannot be reached prior to the overtime shift and they respond for duty, they are guaranteed two (2) hours of overtime work, and then may be excused from duty, unless operational needs require them to remain on duty.

Management or their designee may deny or exclude an employee from working overtime that the management believes could fatigue the employee and possibly jeopardize the safety of the citizens, responders or the employee.

Unscheduled leave approved less than seventy-two (72) hours prior to the shift that the employee intends on taking off, shall be subject to cancellation should the administration or their designee deem operationally necessary.

Unscheduled time off cannot be taken until an eligible volunteer(s) have been obtained, all schedules have been updated, and the request has been submitted to a Lead or Supervisor. Changes to the floor schedule must be completed prior to submitting the request; it is the responsibility of the requestor to update the schedules. Any subsequent changes to the schedule are the responsibility of both the requestor and the overtime employee whichever employee is on duty at the time of the change.

ARTICLE 11 MEAL PERIODS AND BREAKS

Meal periods and breaks will be provided in compliance with WAC 296-126-092, or any superseding provision of Washington law.

ARTICLE 12 INSURANCE COVERAGE AND BENEFITS

12.1 Eligibility and Plans. Employer agrees to provide group health, dental, and vision insurance coverage for all full-time employees and their eligible dependents. Employer agrees to provide life insurance coverage in the amount equal to annual salary rounded to the next highest \$1,000 for all full-time employees.

12.2 Coverage. Eligible employees desiring group health, dental or life insurance coverage must sign up for coverage during the periods and according to the procedures established by the plans.

12.3 Premiums. Retroactive effective January 1, 2022 , Employer agrees to pay up to one thousand six hundred fifty dollars (\$1,650) toward the cost of the monthly premium for eligible employees for the plans described in Section 12.1, with the excess amount to be paid by the employee through payroll deductions. Premiums for each type of health care plan type can be split between the employer and employee as determined by the employer.

Effective January 1, 2023, Employer agrees to increase their monthly premium contributions by 80% of the aggregate average increase in our offered medical plans, up to a maximum of one thousand seven hundred dollars (\$1,700) toward the cost of monthly premium for eligible employee for the plans described in Section 12.1, with the excess amount to be paid by the employee through payroll deductions.

Effective January 1, 2024, Employer agrees to increase their monthly premium contributions by 80% of the aggregate average increase in our offered medical plans, up to a maximum of one thousand seven hundred and fifty dollars (\$1,750) toward the cost of monthly premium for eligible employee for the plans described in Section 12.1, with the excess amount to be paid by the employee through payroll deductions.

In the event the lowest cost plan decreases, or the cost of dental plan premiums decrease, Employer's contribution will decrease by ninety-five percent (95%) of the amount of the decrease. In no event will Employer's contribution ever exceed the monthly contribution rate.

12.4 VEBA HRA Accounts. If an employee selects options in which the total monthly premiums are less than employer monthly contribution rate (\$1,650 for 2022 for example), the Employer will still pay the total amount of that monthly premium option, with the excess amounts going into the employee's VEBA HRA Account up to a determined monthly cap.

Any current employees as of January 1, 2022 (either with current VEBA or a current medical plan) will have a monthly contributions cap towards their VEBA account of one thousand five hundred and fifty (\$1,550) per month. Any employees hired after January 1, 2022 will have a VEBA contribution cap at seven hundred fifty dollars (\$750) per month.

12.5 Disputes. All disputes, complaints and questions, and any and all other issues arising out of or in any way connected with the underlying insurance policies or plans or their interpretation or administration shall be exclusively resolved in accordance with the underlying plan procedures and ERISA, and shall not be subject to Article 4 of this Agreement.

12.6 Continuation of Insurance. Except as otherwise required by law, Employer will continue paying its normal share of the cost of premiums for health insurance coverage for the balance of the month in which an employee suffers an accepted on-the-job injury or illness and/or begins a leave of

absence qualifying under the federal Family and Medical Leave Act (FMLA) or Washington State Paid Family and Medical Leave (PFML), and for up to a cumulative total of three (3) additional month(s) in any eighteen- (18-) month period, regardless of the number or type of such injuries or illnesses or leaves.

12.7 Unpaid Time Off. Except as provided in Section 12.5, Employer's share of premium costs will be prorated in any month in which an employee has any unpaid time off.

ARTICLE 13 VACATION

13.1 Eligible Employees. All full-time employees are eligible to earn paid vacations.

13.2 Vacation Accrual Rates.

13.2.1 Vacation Accrual. Eligible employees accrue and/or earn vacation at the rate defined in Section 13.6 for each continuous month of completed service after the last day of the month. Employees may earn a different rate if otherwise stated in the individual employee signed employment contract. In the case of Leave without Pay (LWOP), accrual rates are pro-rated for the month.

13.2.2 New Hires. . Accrued vacation time for new hires does not become usable or payable until the employee has accumulated six (6) months of vacation accruals. If prior to 6 months, new hires have a qualifying illness and have exhausted their sick hours, they may use accrued vacation hours for these purposes, otherwise vacation hours are still only usable after 6 months. Each incident of using vacation hours in this manner, will require a case-by-case review by supervisor and could be denied based on evidence or situation.

13.2.3 Rehired Employees. All employees who have terminated employment with Employer, voluntarily or involuntarily, and thereafter are rehired shall be treated the same as a new hire under Section 13.2.2. This provision shall not apply to an employee involuntarily terminated as a result of a layoff and rehired within one (1) year of the separation, and any such employees shall be reinstated (for vacation accrual purposes only) to their prior years of service in effect at the time of the layoff and shall be allowed to use time as it is accrued.

13.2.4 Maximum Vacation Accruals. Earned vacation may be accumulated up to a maximum of two hundred forty-eight (248) hours at the end of each calendar year and shall be paid when an employee leaves the employment of Employer. If the employee is unable to take vacation leave due to the work requirements of the Center , the employee will be allowed to request a deferral (in writing) of such leave for a time set certain. The Executive Director will review such requests for approval. Employees will not be eligible for a deferral if, at any time during that year, they have switched scheduled annual leave for compensatory time.

13.3 Scheduling of Accrued Vacation. Vacation leave requested before December 31 will be approved and granted by seniority within a department. In order to assist in the orderly requesting of time off, a vacation schedule for the following year will be given to the senior person by September 1 of the preceding year. The guild will be responsible for ensuring the process and format of vacation selection is followed per the contract. The guild will also be responsible for turning in final vacation schedule to

management at completion. Employees who are in training will not select vacation days or work schedule until they are signed off and out of training. When they are released, they can pick vacation days that are open and may use any accrued vacation time they have on the books.

Step 1 – Each employee will have up to two (2) of their working days to select of annual leave in up to forty- (40-) hour blocks. Employees with sixteen (16) or more consecutive years or more of service within the Department on January 1st of each year will have up to two (2) of their working days to select up to three (3) weeks (120 hours) of annual leave in up to forty (40) hour blocks of time. The third (3rd) week cannot include any days in the months of June, July, or August on the initial selection. The vacation schedule must pass on to the next most senior employee until the selection process is complete. Employees with less than 16 years of consecutive of service with the Department on January 1st of each year will have up to two (2) working days to select up to two (2) weeks of annual leave in up to forty (40) hour blocks.

Step 2 – After step 1 is completed, the selection process then starts over (second round) with the senior person with 16 or more years of service within the Department on January 1st of each year will have up to two (2) of their working days to select up to another one (1) week of annual leave in up to forty (40) hour blocks. Employees with less than 16 years ~~4 to 15~~ years of consecutive years of service within the Department on January 1st of each year will have up to two (2) of their working days to select another up to two (2) weeks (80 hours) of annual leave in up to forty (40) hour blocks.

Step 3 – After step 2 is completed the selection process then starts over (third round) for employees with eleven (11) or more years of consecutive service. Employees with 16 or more years of consecutive service will have up to two (2) working days to select up to another two weeks of annual leave in up to forty (40) hour blocks. Employees with 11 to 15 years of consecutive service shall have up to two (2) working days to select up to one (1) week of annual leave in up a forty (40) hour block.

The entire forty (40) hour block does not have to be used, but the block will still be counted towards the employee's choice. Forty- (40-) hour blocks do not have to be consecutive blocks but must be consecutive days. Any forty- (40-) hour block leave requests that are subsequently canceled (dispatch employees only, sixty (60) days prior to the scheduled vacation) will be posted and the next least senior employee to the canceler shall have first right to the canceled vacation.

Only one dispatcher per scheduled hour during a specific date (24-hour period) can be on vacation. During most of the year, a maximum of 24 hours per day are available to be signed up for during the vacation selection process (for example, one 12-hour dayshift employee and one 12-hour nightshift employee may be on vacation on the same date). However, on the Fourth of July, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve, a maximum of 16 hours per day are available to be signed up for (for example: one 12-hour dayshift employee and a four (4) hour nightshift employee).

Should an employee choose a vacation during a scheduled transition week (three-month rotation) the employee may use annual leave in excess of forty hours to accommodate a maximum of 10 consecutive days off.

13.4 Scheduling of Floating Holidays Floating holiday time is to be selected in the same manner as annual vacation leave; however, it may only be selected in the third-round by seniority. Once floating

holiday time is selected, it must be used as floating holiday time and many not be exchanged for annual leave or compensatory time. See Section 14.3 for more details on Floating holidays.

13.5 Exempt from Mandates While on Vacation Employees on scheduled vacation (vacation leave scheduled during the vacation selection that starts September 1st of the preceding year) are exempt from mandatory overtime. Scheduled vacation will start on the last normally scheduled hours of their shift and will be exempt from mandate after those hours. In addition, they will not be available for mandate until the start of their first hour of their first scheduled shift after their scheduled vacation selection. Example: It is the dispatcher’s Friday, they work 1100-1500, and they are going on vacation. Their vacation starts at 1500 (cannot be mandated after 1500). Another example on the backside: It is the dispatcher’s Monday and coming back from vacation. Their shift is 1100-1500. They are not available to be mandated until after 1500 that day.

13.6 Vacation Accrual Rates All full-time employees will earn vacation in accordance with the table set forth below:

Employment Anniversary Date in Years	Vacation Accrual Rate Per Pay Period	Annual Total Hours Accrued
0	4.5	108
1	5	120
2 - 3	5.5	132
4 - 8	5.75	138
9	6	144
10	6.5	156
11 -12	6.75	162
13 - 14	7	168
15 -16	7.5	180
17 and over	7.75	186

13.7 Payment of Earned Vacation. Employees who have been signed off to work on their own (or, in the event of death, the employee’s estate) who separate from employment will be paid for all earned vacation time up to the maximum established in Section 13.2.4. If a new hire employee (including lateral employees) separates employment before being signed off, vacation hours will not be paid out.

13.8 Calculation of Vacation Time and Pay. Except as otherwise allowed by law, earned vacation must be used in fifteen (15) minute increments to be calculated and reported in the same manner as Section 9.1, with the number of hours in their assigned shift for that day to be charged for each full day’s absence. Eligible employees will receive pay at their regular hourly rate at the time the vacation is taken (or cashed out under Section 13.5) for the number of vacation hours used.

13.9 Buyback (Cash-out) of Vacation Hours. Employees will have two options to request a payout of up to 40 hours of their vacation bank (maximum of 80 hours total annual payout) , if after each payout their bank retains a minimum of 40 hours. If requested by the start of that month, payout of these hours will occur on the second paycheck of May and/or the second paycheck of November.

ARTICLE 14 HOLIDAYS

14.1 Eligible Employees. All full-time employees are eligible to paid holidays as outlined in Section 14.2.

14.2 Holiday Pay Every employee who is scheduled to work on the holiday will receive eight (8) hours of holiday straight-time pay and will receive .5 (50%) above their regular rate for all hours worked on the 24-hour period on the date of the actual holiday.

An employee who was not originally scheduled (is called-in, mandated, or work posted overtime), and works the holiday will receive eight (8) hours of holiday straight-time pay and will receive 2 times their regular rate for all hours worked on the 24-hour period on the date of the actual holiday.

An employee the works only a partial shift (for example 4 hours), will be paid 8 hours holiday pay, and hours worked (4 hours) at .5 (50%) above their regular rate on the 24-hour period on the date of the actual holiday.

An employee who does not work on the day of the holiday will receive eight (8) hours of straight-pay (holiday pay) for that day.

14.3 Recognized Holidays. Employer recognizes the following paid holidays on the date specified for eligible employees:

New Year's Day (January 1)
Martin Luther King Day (third Monday in January)
Washington's Birthday (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Veterans' Day (November 11)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving
Christmas Day (December 25)

14.4 Floating Holiday. In addition to the holidays recognized under Section 14.2, eligible employees will also receive one (1) twelve (12) hour floating holiday starting in the calendar year in which the employee completes the probationary period and shall earn one (1) twelve (12) hour floating holiday as of January 1 of each calendar year thereafter. After the calendar year in which their 10th anniversary falls, , an employee shall receive two (2) twelve (12) hour floating holidays on January 1 of each year. Floating holidays can be scheduled in the same manner as a vacation day or used on an hour for hour basis. Floating holiday hours must be used in the year credited, cannot be carried over or accumulated under any circumstances, and any unused floating holidays are not paid out upon any separation from employment.

Floating Holidays may be selected by seniority order in the 3rd Round pick of vacation picks or may be saved to use at a later date, but then the dispatcher will have to find their own coverage. See Section 13.4.

14.5 Holiday Pay Rate. Holiday pay will not be paid out if an employee is on unpaid time off on the date of the holiday.

ARTICLE 15 SICK LEAVE

15.1 Eligible Employees. All employees are eligible to earn paid sick leave.

15.2 Sick Leave Accrual Rates.

15.2.1 Sick Leave Accrual. Eligible employees accrue sick leave at the rate of four (4) hours per pay period (a total of eight (8) hours for each continuous month of completed service). .

15.2.2 Rehired Employees. All employees who have terminated employment with Employer, voluntarily or involuntarily, and thereafter are rehired shall be treated the same as a new hire under Section 15.2.2. An employee involuntarily terminated as a result of a layoff and rehired within one (1) year of the separation shall also have his/her former sick leave bank restored if the employee did not receive any payment for sick leave at the time of separation.

15.2.3 Maximum Sick Leave Accruals. Earned sick leave may not be rolled over at the end of the calendar year in excess of twelve hundred (1200) hours.

15.3 Scheduling Sick Leave. An employee who knows in advance that he/she will be using sick leave (for example, for surgery, maternity, treatment of an injury, etc.) shall give the Executive Director or designee notice as soon as the need is known. An employee who experiences an unforeseen need to use sick leave shall give the notice as soon as the need is known.

15.4 Use of Sick Leave. Sick leave must be used in fifteen (15) minute increments, and will be calculated and reported in the same manner as Section 9.1, with the total number of hours of the employees scheduled shift to be charged for each full day's absence. Sick leave cannot be used until it has been accrued and may be used, charged and compensated only for periods of absence falling within the employee's normal scheduled work hours, and only for the following reasons:

- a. Any period of non-occupational disability, including one caused by pregnancy, miscarriage, abortion or childbirth, incapacitating the employee from performing one or more of the essential functions of the employee's regular job;
- b. Any period of occupational disability incapacitating the employee from performing one or more of the essential functions of the employee's regular job, provided that only such sick pay can be used as is necessary, when added to the amount of any state industrial insurance time-loss payments, to bring the employee's pay to one hundred percent (100%) of normal straight-time earnings. An employee who opts not to use sick leave in this manner shall so state in writing to the payroll person by 10th and 25th of the month, and such option is irreversible after the close of the payroll period.
- c. Any exposure to contagious disease that would jeopardize the health of coworkers and/or the public;
- d. The employee's own (or that of any child under age 18 or any spouse or older child who is disabled or incapacitated and requires the employee's assistance) medical or dental

appointments or treatment that cannot reasonably be scheduled outside of normal working hours; and

- e. Illness, injury, impairment, or physical or mental condition of a member of an employee's immediate family requiring the presence of the employee. "Immediate family" will have the meaning established in Section 21.1.
- f. any mandated quarantines required by local, state or federal governments.

An otherwise eligible employee may not use sick leave to cover time missed when Employer had work available (for example, modified or light-duty work) and/or offered an accommodation which would allow the employee to perform the essential functions of the job which the employee refused to accept, provided the work was compatible with the employee's current medical restrictions. Employees qualifying for the use of sick leave must use accrued sick leave prior to going on unpaid status. Misuse or abuse of sick leave will be grounds for disciplinary action, up to and including termination.

15.5 Pay in Lieu of Sick Leave At time of termination, an employee who has been signed off and has less than twenty (20) calendar years combined Cowlitz 911 and County employment will be compensated for one-half (1/2) of the accrued and unused sick leave up to a maximum payout of three hundred sixty (360) hours. At the time of termination, an employee who has twenty (20) calendar years or more combined employment will be compensated for one-half (1/2) of the accrued and unused sick leave up to a maximum payout of 600 hours.

15.6 Sick Leave Pay Rate. Eligible employees will receive pay at their regular hourly rate at the time the sick leave is taken (or cashed out under Section 15.5) for the amount of earned sick leave used, to be calculated and reported in the same manner as Section 9.1, the actual number of scheduled work hours to be charged for each full day's absence.

15.7 Use of Accrued Sick Pay Leave. If an employee has exhausted sick leave, vacation leave may be used as sick leave, but sick leave may not be used as vacation leave. If an employee is on vacation leave and the employee would otherwise be eligible to use sick leave under Section 15.4, the employee may change vacation leave to sick leave for those days/hours.

15.8 Sick Leave Donations. The Executive Director or designee may allow an employee to receive annual leave or sick leave donated by other Cowlitz 911 employees if:

1. The employee has a need for one (1) or more days that would qualify under sick leave usage, which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to go on leave without pay status or terminate employment;
2. The employee has depleted or will shortly deplete his or her annual and sick leave reserves;
3. The employee's absence and use of donated leave are justified;
4. The employee has abided by all rules regarding sick leave use;
5. The employee is not currently receiving payment or benefits under any form of disability plan, including workers' compensation or WA Paid Family Medical Leave (PFML); and
6. The employee has been employed by Employer for one (1) consecutive year.

Leave shall be donated on an hour-for-hour basis and no monetary value shall be attached, regardless of the pay rates of the donor(s) or recipient. Upon the recipient's return to work, and to the extent administratively feasible, any unused donated time will be returned to the donor (or on a pro rata basis if multiple donors).

15.9 Pandemic Reopening. The Parties agree that in the event the CDC or governor of WA state declares a health emergency based on a declared Pandemic either party may re-open this Article to negotiations.

ARTICLE 16 PERSONAL LEAVE

16.1 Eligibility. Regular employees are eligible for an unpaid personal leave of absence for up to a cumulative total of sixty (60) calendar days in any eighteen (18)- month period. Among the factors which determine whether a leave will be allowed are the reason for the request; the employee's overall length of service; the employee's performance, safety, and disciplinary (including any discipline for attendance, tardiness or call-in problems) history and/or records; any previous leaves of absence (and the length/purpose of such leaves); the employee's job and pending (or projected) job assignments; the employee's commitment to return to work immediately following the leave; the availability of a temporary replacement; and the potential impact on Employer.

16.2 Application for Personal Leave or Extensions. The Executive Director or designee may grant unpaid personal leave for up to five (5) days, but unpaid personal leave for longer periods or extensions of five- (5) day personal leaves must be requested from the Executive Director. Extensions must be requested prior to the expiration of the original leave and must be deemed appropriate under the standards set forth in Section 16.1.

16.3 Pay and Benefits. Personal leaves are unpaid, and employees must exhaust all accrued and available sick leave (if otherwise eligible to use it) prior to going on unpaid status. No new benefits accrue while an employee is on unpaid personal leave.

16.4 Reinstatement. All requests for reinstatement after a leave exceeding five (5) days must be made to the Executive Director or designee. An employee returning from personal leave will be eligible for the first available position within the employee's classification. Returning employees shall have no right to displace regular employees.

ARTICLE 17 FAMILY AND PARENTAL LEAVES OF ABSENCE

17.1 Eligibility. All eligible employees will be granted medical or family leave in accordance with Federal Family and Medical Leave Act (FMLA, WA State Paid Family and Medical Leave (WA PFML), or any other applicable state and/or federal law. Such leaves will run concurrently. For the Federal Family and Medical Leave Act (FMLA), although Cowlitz 911 does not currently meet the requirement of number of employees in one location (50 or more), we are voluntarily offering FMLA for those employees that meet all other eligibility requirements. An employee not eligible for protected leave under such law may apply for personal leave under Article 16.

17.2 Employee Expectations. Employees seeking family and/or medical leave must complete applicable Cowlitz 911 forms and should consult with Human Resources prior to taking extended leaves when practicable.

17.3 Continuation of Benefits. Insurance benefits and normal employer contribution amounts will continue while employee is on a protected leave as listed in Article 12.5. All other benefits, such as paid holidays and accrual of sick and vacation time will not continue while an employee is on leave. For months of partial leave and partial paid time (work, sick or vacation hours), benefits will be pro-rated.

ARTICLE 18 DISABILITY LEAVES

18.1 Eligibility. All employees are eligible for a disability leave of absence for recovery from bona fide disabling on- or off-the-job illnesses or injuries. Except as otherwise allowed by law, disability leaves are limited to a cumulative total of six (6) months in any eighteen- (18-) month period. This includes all on- and off-the-job illnesses, injuries and conditions, including the period of time a woman is disabled because of pregnancy, childbirth, or related medical conditions or occurrences, as well as any leave granted under Article 17.

18.2 Rules Governing Disability Leaves. Except as otherwise allowed by an applicable law:

- a. Disability leaves must be requested in writing and must be approved by the Human Resources Generalist.
- b. All disability leaves are conditioned upon furnishing satisfactory medical proof within ten (10) days of the initial absence and every thirty (30) calendar days thereafter.
- c. Disability leaves are always granted for an estimated period of time, and an employee who recovers and is able to return to work must immediately contact the Executive Director or designee. An employee who was able or released to return to work and does not do so within three (3) days is subject to immediate termination.
- d. An employee who has been off work thirty (30) consecutive calendar days may be required to personally contact the Executive Director or designee on such schedule as Employer may establish in a letter mailed to the last address reflected in the employee's personnel file. Violations of this rule will be treated as any other "call-in" violation (see Section 6.3).

18.3 Pay and Benefits. Disability leaves are unpaid (except for employees who qualify for workers' compensation payments) and an employee may designate the order in which any accrued and available paid time off may be used by notifying the payroll person prior to the payroll cutoff date, but employees are required to exhaust all accrued and available sick leave prior to going on unpaid status. No new benefits will accrue while an employee is on an unpaid disability leave.

18.4 Reinstatement. All requests for reinstatement must be made to the Director or designee. An employee returning from disability leave normally will be reinstated to his/her previous job and wage within two (2) scheduled workdays of the request, provided that in the event the employee

indicates his/her availability prior to the scheduled or estimated end of the absence, the employee will be returned no later than five (5) scheduled workdays thereafter.

ARTICLE 19 JURY AND WITNESS DUTY (“CIVIC”) LEAVES OF ABSENCE

19.1 Jury Duty Leave. Employees who are required to serve on a jury under some form of subpoena or court order may obtain a paid leave of absence for the period of time covered by the initial subpoena or court order and any involuntary extensions. Employees who are scheduled for the swing or graveyard shift on the day of the jury duty service will be excused from work for the shift either prior to or after the day they serve, and this excused shift will be considered part of the paid jury duty leave of absence. An employee called for jury duty who is excused from attendance at a time which would allow him/her to return to work during normal scheduled hours must immediately contact supervisor for instructions.

19.2 Witness Duty Leave. Employees who are required to appear in court or in a state or federal administrative proceeding to testify under some form of subpoena or court order may obtain an unpaid leave of absence for the period of time necessary to do so. Employees who are scheduled for the swing or graveyard shift on the day of witness duty service will be excused from work for the shift either prior to or after the day they serve. An employee called for witness duty who is excused from attendance at a time which would allow him/her to return to work during normal scheduled hours must immediately contact the supervisor for instructions.

19.3 Advance Notice. An employee who will require jury or witness duty leave must provide a copy of the summons or subpoena to the Executive Director or designee on the first scheduled working day following its receipt.

19.4 Pay and Benefits. Employer will reimburse employees for scheduled work lost for jury duty leave or for testifying as a court witness to provide information derived as a result of on-duty employment. Pay will be based upon the straight-time hours of work (at the employee’s regular base wage rate) actually scheduled and missed as a result of the jury or witness duty obligation, and the employee must reimburse Employer for any jury duty fees (excluding any per diem or travel allowances). An employee who qualifies for witness duty leave but is not entitled to compensation under this provision may use any accrued floating holiday, comp time, or vacation time and may retain any compensation received from responding to the subpoena or court order.

ARTICLE 20 MILITARY LEAVES OF ABSENCE

All eligible employees will be granted military leave in accordance with any applicable state and/or federal law, and shall be required to provide such advance notice of the need for leave or any request for reinstatement according to the statutory procedures and time limits, and reinstatement shall be as required by law.

ARTICLE 21 BEREAVEMENT LEAVES OF ABSENCE

21.1 Immediate Family. Upon the death of an “immediate family” member, employees will be allowed up to three (3) days off with pay to grieve, assist in making arrangements and attend the services. “Immediate family” means spouse, parent, grandparent, brother, sister, in-laws (meaning parents, siblings or children-in-law), child (including adopted children), grandchild, aunt, uncle, niece or nephew, or any other person related by blood or marriage regularly residing in the employee’s household at the time of death. Employees who require additional time off may request personal leave.

21.2 Other Relatives/Friends. Upon the death of relatives not listed in Section 21.1 or friends, employees will be allowed up to one (1) day of bereavement leave without pay. Employees may use accrued leave time available before taking bereavement leave without pay under this section.

21.3 Pay and Benefits. An employee who is eligible for bereavement pay under Section 21.1 and is on vacation leave at the time of the death may change vacation leave to bereavement leave. Employees granted bereavement leave under Section 21.1 may additionally use any accrued floating holiday or vacation time. Pay will be based upon the straight-time hours of work (at the employee’s regular base wage rate) actually scheduled and missed as a result of the bereavement.

ARTICLE 22 JOB VACANCIES AND CHANGES

22.1 Job Vacancies. Employer will post vacancies in any job classification covered by this Agreement on bulletin boards or in company email. Regular employees desiring to be considered for any vacancy will indicate their interest by submitting a written request for consideration within seven (7) calendar days of the posting or distribution. Regular employees will be given first consideration for any vacancy (but this requirement will not preclude Employer from simultaneously soliciting outside applications).

22.2 Changes in Classifications. Employer will have the right to make changes in job duties, and if the Association believes that the change(s) warrant(s) a change in any wage schedule, the parties will meet within fifteen (15) calendar days of the Association’s request and negotiate in good faith. If the parties do not reach agreement within twenty (20) calendar days of meeting, the Association may ask an arbitrator to review the wage issue by making a request within ten (10) calendar days thereafter, provided that no increase in any wages or wage schedule will be appropriate unless there is a substantial change in job duties or responsibilities.

ARTICLE 23 SENIORITY

23.1 Seniority Defined. There will be one class of seniority established by this Agreement: dispatcher seniority. A list of current employees and seniority dates are set forth in Appendix B, and will be posted on the Association bulletin board within ten (10) calendar days after the signing of this Agreement. Employer will thereafter post updated seniority lists during the first week of January of each year that this provision is in effect. Protest to any employee’s seniority date or position on such list must be made in writing within fifteen (15) calendar days after posting and, absent a timely protest, the dates and positions will be conclusively deemed correct. Any timely protest may be submitted to the grievance procedure, provided that it is filed within the appropriate time limits. Dispatcher Seniority shall consist of the total consecutive time of employment with Cowlitz County and Cowlitz 911 as an employee.

23.2. Seniority Disputes. Seniority will be established by date of application if two (2) or more employees were employed on the same date, or otherwise by process of drawn lot.

23.3 Uses of Seniority. Where performance between employees is considered to be equal, the senior employee in dispatcher seniority will be given preference in promotion, transfer, layoff and recall. "Performance" shall include demonstrated skill and ability, prior disciplinary (including any discipline for attendance, tardiness or violations of call-in rules relating to employees who will be late or unable to report to work) and work records.

23.4 Probation Period. An employee who is selected for a new position will be given a trial period of up to twelve (12) calendar months to demonstrate the ability to satisfactorily perform the required work to Employer standards. The trial period will be twelve (12) months and will automatically be extended by the number of scheduled workdays in excess of twenty (20) (or one-hundred-sixty (160) hours, whichever is less) the employee is unable to work, regardless of the reason or cause. An employee disqualified during this period normally will be returned to the employee's prior job classification, step and wage. An employee returned to the former position will not thereafter be eligible to rebid for a position in the same classification for one (1) year.

23.5 Adjustments in Seniority Date. An employee who is absent from work without pay, excluding all periods on military leave or other protected leave, will have his/her seniority dates (and step-increase date) moved forward by the number of calendar days equal to the duration of the entire absence. For purposes of this Section 23.5, an absence of four (4) hours or more in any scheduled workday shall be counted as a full-day of absence.

23.6 Loss of Seniority and Employment. Seniority and employment will be lost by any resignation; any termination of a probationary employee, or of a regular employee for just cause; failure to report to work on the first workday following the end of an approved leave of absence unless the employee has earlier received the Executive Director or designee's written approval for an adjusted return date; absence from work for more than a cumulative total of twelve (12) months in any eighteen- (18-) month period regardless of the reason or cause, or accepting employment of any kind, including self-employment, while on a leave of absence without obtaining the Executive Director or designee's advance written permission (which shall not be unreasonably withheld) and (in the case of any disability leave) the treating physician's advance written permission; for other legitimate reasons or as otherwise allowed by other provisions of this Agreement.

ARTICLE 24 PERFORMANCE OF DUTIES

24.1 No Strikes. During the term of this Agreement, the Association and its agents, representatives and officers, and all employees covered by this Agreement, as individuals and as a group, will not initiate, authorize, participate, assist in or encourage any strike, work stoppage, sick-out, slowdown, picketing, or any other disruption or restriction of work at Employer's premises or at any other location where Employer performs services or Employer representatives are present on official business. This specifically includes "sympathy" strikes and the observance of picket lines, signs, or appeals from any labor or other organization to engage in any such prohibited activities, but excludes any form of "informational" or "free speech" picketing and leafleting conducted on employees' nonworking time.

24.2 No Strike Violations. Any employee engaging in any activity in violation of Section 24.1 shall be subject to immediate disciplinary action, including discharge, and the only issue reviewable through the grievance procedure will be whether the employee in fact violated its provisions.

24.3 No Waiver. Nothing in this Article shall be interpreted to preclude recourse to any other available judicial or administrative remedies.

ARTICLE 25 TRAINING AND DEVELOPMENT

25.1 Purpose. The Employer agrees to encourage and promote training opportunities to increase and sustain the effectiveness of the Employer's work force, and will provide an opportunity for four (4) hours of training per month for Dispatch employees.

25.2 Mandatory Training. The Executive Director or designee may require the attendance of an employee at any and all school and/or training sessions as he/she deems appropriate, provided that except in cases of emergency or other circumstances warranting shorter notification, seven (7) calendar days prior notification of training time and dates will be provided to the affected employee(s).

25.3 Compensation for Time. An employee attending mandatory training will be compensated as required by Section 9.8. Except if otherwise required by federal or state wage and hour laws, voluntary attendance at non-mandatory training and development courses will not be considered compensable time.

25.4 Reimbursement of Costs. Employer will pay tuition and related costs prior to the employee taking any required or requested employer-approved courses. Employer may offer tuition reimbursement for some non-mandatory courses notwithstanding that it is not obligated to provide compensation for time spent in the training. Any books and printed materials provided by the training and included in the cost of tuition shall become the Employer's property.

ARTICLE 26 GENERAL

26.1 Personnel File.

26.1.1 Official File. There shall be one (1) official personnel file for each employee. There will also be one (1) confidential file for each employee to contain medical and other confidential information, as required by law.

26.1.2 Entries and Access. Whenever an entry is made by the Employer into an employee's official personnel file, a duplicate copy will be supplied to the employee. However, it is understood that any and all files kept for the purpose of employee documentation, either personal or professional, are the property of the Employer. The Employer agrees that the contents of these files, including personal photographs, shall be confidential and shall restrict the use of information in the file to Employer's business. Access to the employee's own official personnel and confidential file shall be allowed during normal business hours, but an employee shall not be entitled to compensation for time spent reviewing the file. The Association shall have the right to request copies of such relevant employee personnel records as are relevant to its

status and responsibilities, and may also request copies of personnel records on an employee's behalf with written authorization.

26.2 Critical Incident Debriefing.

26.2.1 Employer will determine and advise employees involved in a critical incident of the dates and times of any subsequent debriefings.

26.2.2 Employees will be encouraged to attend any and all critical incident debriefings which may be available through the Employer or any of the public safety agencies with whom they work.

26.2.3 Employees who were involved in a critical incident will be allowed, upon request, to attend a debriefing on work time, and relief will be provided so they may attend.

26.2.4 Employees who wish to have a debriefing may request one to the Executive Director, HR Generalist, or designee. .

26.3 Examinations and Releases. Employer may require physical, mental or other examinations as permitted by the Americans with Disabilities Act or any other applicable law. In the event of any disagreement between any physician or other health care provider selected by an employee or the Association and one selected by the Employer, the two health care providers shall select a third within ten (10) calendar days of the request of either party whose opinion shall be final and binding. The expense of the third examination shall be equally divided between the parties.

26.4 Savings Clause. It is the intention of the parties hereto to comply with all applicable laws and they believe that each and every part of this Agreement is lawful. All provisions of this Agreement will be complied with unless any of such provisions are enjoined, or declared invalid or inoperative by a court of final jurisdiction, in which event the remainder of this Agreement shall not be affected thereby. Upon request by either party within ten (10) calendar days thereafter, the parties shall enter into negotiations for the purpose of arriving at a mutually satisfactory replacement of any such provision. If the parties are unable to reach a solution within thirty (30) calendar days from the commencement of negotiations, or by any mutually agreed deadline thereafter, each party shall have the right to take whatever lawful action it deems appropriate notwithstanding any of the other terms and conditions of this Agreement, provided, however, that if it does not do so within thirty (30) calendar days thereafter, the matter shall be deemed resolved until the expiration of this Agreement.

26.5 Waiver Clause. This Agreement contains the sole and entire agreement between the parties. The parties acknowledge that each has had the unlimited right within the law and the opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right and opportunity are set forth in this Agreement. During the life of this Agreement or any extension thereof, neither party shall be obligated to bargain collectively with respect to any matter, whether or not specifically referred to or covered in this Agreement, unless specifically required to do so by its express terms.

26.6 Amendments. The terms of this Agreement may be supplemented, amended, modified or waived only by a mutual agreement in writing, which expressly states that it is intended to have that effect and is signed by both parties.

26.6.1 Both parties agree to resume negotiations and create possible amendments regarding the topic of a new classification of employees: part-time dispatch employees and/or call-taker employees.

26.7 Duration and Term of Agreement. This Agreement shall be in full force and effect from January 1, 2022 through December 31, 2024 and thereafter from year to year unless sixty (60) calendar days' written notice is given by either party prior to the expiration date. The parties agree to meet and negotiate at mutually acceptable times and places within the sixty- (60) day period immediately preceding the termination of this Agreement, or earlier by mutual agreement.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on _____ day of _____ 2022 .

**COWLITZ EMERGENCY
SERVICES ASSOCIATION**

COWLITZ 911

Bob Schaefer , Guild President

Brad Thurman, Board Chair

Anna Laudenschlager, Guild Vice President

Dennis Weber, Board Vice-Chair

John Diamond, Executive Director

ATTEST:

Rachael Young, Clerk of the Board

APPENDIX A WAGE SCALE

2022 Rates

Time	Step	Annual Rate	Hourly Rate
On Hire	Trainee Step	\$49,752.14	\$23.92
On Sign-off	Step 1	\$50,395.99	\$24.23
1 st Anniversary	Step 2	\$52,239.76	\$25.12
2 nd Anniversary	Step 3	\$54,851.73	\$26.37
3 rd Anniversary	Step 4	\$57,594.31	\$27.69
4 th Anniversary	Step 5	\$60,474.03	\$29.07
5 th Anniversary +	Step 6	\$63,497.74	\$30.53

Effective and retroactive to January 1, 2022 the wage scale shall be increased across the board by six and one-quarter percent (6.25%) which represents a five percent (5%) cost of living increase and a one and one-quarter (1.25%) increase in lieu of shift differential.

Effective on January 1, 2023, the wage scale in effect on December 31, 2022, shall be increased by an amount equal to 100% of the increase in the West-B CPI- W June 2021, to June 2022, with a minimum increase of two percent (2%) and a maximum increase of five percent (5%).

Effective on January 1, 2024, the wage scale in effect on December 31, 2023, shall be increased by an amount equal to 100% of the West-B CPI-W June 2022 to June 2023 with a minimum increase of two percent (2%) and a maximum increase of five percent (5%).

LONGEVITY PAY

Effective and retroactive to January 1, 2022.

Effective the first of the month after bargaining unit members that have completed 7 years (or eight four (84) months) of continuous service with Cowlitz County and Cowlitz 911 combined shall receive each month longevity pay in an amount equal to two and one-half percent (2.5%) of their base wage.

After 12 years (or one hundred forty four (144) months) of combined continuous service, longevity pay shall increase to five percent (5%) of the employee's base wage.

After 20 years (or two hundred forty (240) months) of combined continuous service, longevity pay shall increase to seven and one-half percent (7.5%) of the employee's base wage.

RETENTION BONUS PAY

Any dispatchers employed as of January 1, 2022 of this contract will receive a retention bonus on the first paycheck in December 2022 if they are still employed full-time as of 11/25/2022.

This will be a one-time retention bonus to show appreciation for the dedication of our current dispatchers.

The bonus will be calculated by the total amount of seventy-five thousand dollars (\$75,000) divided evenly among the dispatchers still employed as of 11/25/2022.

Only CESA bargaining group members employed on the date the 2022-2024 CESA Labor Agreement is ratified by both parties are eligible for any and all retroactive pay as outlined in this agreement.

**APPENDIX B
COWLITZ 911
Seniority List
AS OF: 05/12/2022**

NAME	SENIORITY DATE
Mosier, Tracy E.	04/16/85
Thomas, Melissa A.	01/01/91
White, Todd C.	04/06/93
Deisher, Suzanne C.	07/03/95
Huhta, Tara L.	06/05/97
Sims, Michelle M.	08/16/04
Gilbert, Maria L.	06/04/06
Schaefer, Robert J	09/16/11
Schaefer, Kaylee	05/01/14
Beal, Melissa	03/30/15
Evald, Joshua	01/03/2017
Perry, Samantha	02/01/2018
Gibbs, Misti	12/03/2018
Laudenschlager, Anna	07/26/2019
Ojalehto, Trista	11/18/2019
Woeller, Rebecca	12/26/2020
Morse, Tracey	04/29/2021
Brown, Kristy	07/26/2021
Martin, Jules	07/26/2021
Baker, Dannyka	05/11/2022
Thomasson, Amya	05/11/2022

PURCHASE CARD POLICY

Updated: 05/24/22

Sections:

- 1.0 Introduction**
- 2.0 Distribution**
- 3.0 Application**
- 4.0 Authorization and Control**
- 5.0 Approved Uses for Purchase card Purchases**
- 6.0 Disallowed Charges**
- 7.0 Credit Limits**
- 8.0 Receipt of Goods and Services**
- 9.0 Payment of Bills**
- 10.0 Card Security**
- 11.0 Renewal of an Existing Card**
- 12.0 Extended Absence**
- 13.0 Audits & Enforcement**
- 14.0 Resources**

1.0 Introduction

The implementation of a purchase card program is recognized by the State of Washington as usual and customary for official government purchases as provided in RCW 43.09.2855.

The Cowlitz 911 Board of Directors recognizes the use of purchase cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency and authorized the Executive Director implement a Purchase Card policy through Resolution 2018-012.

Cowlitz 911 Board of Directors also recognizes the use of purchase cards to be an appropriate and useful means of making payment for a variety of types of purchases; some examples may include travel expenses, departmental supplies, subscriptions, on-line purchases and recurring vendor payments (where appropriate). The Executive Director and Finance Admin Specialist shall develop and implement policies, procedures, and accounting controls to ensure the proper use of purchase cards, and payment of purchase card bills. Cowlitz 911 policies, procedures, and accounting controls will conform to the requirements of RCW 42.24.080, 42.24.115, and 43.09.2855, as well as any additional requirements imposed by the Washington State Auditor's office.

2.0 Distribution

Purchase cards may be distributed to those officials and employees who, in the opinion of the Executive Director, have job responsibilities which would benefit from or otherwise be facilitated by the use of a purchase card.

3.0 Application

Employees to be issued a Cowlitz 911 Purchase card shall apply for a card as follows.

1. Employer completes US Bank Purchase card Application Form and signs Cowlitz 911 Board of Directors Purchase card User Agreement (see Exhibit B).
2. Executive Director approves the application and forwards it along with the signed user agreement to the Purchase card Administrator.
3. The Administrator will process the application with the issuing bank.
4. Card is received and given to the employee to activate and retain, or return to the Administrator for safekeeping until the card is needed by the employee.

Cowlitz 911

4.0 Authorization & Control

Issuing Bank

US Bank is the issuer of the Cowlitz 911 purchase cards. They provide an on-line portal in which authorized users may review their purchase card transactions within 2 days after the purchase is made. Purchase card holders will also use this portal to print and reconcile their monthly statements.

Finance Admin Specialist

The Finance Admin Specialist will be the responsible authority acting as the Purchase card Administrator who will set up and maintain each purchase card account(s) with the banking facility. The Finance Admin Specialist shall be responsible to perform the audit required under RCW 42.24.080.¹

Purchase card Administrator

The Purchase card Administrator will be responsible for the overall administration of the procurement card program by reviewing, reporting and coordinating all aspects of the program. This administrator will act as the liaison between US Bank and the individual purchase cardholders.

Employee (Cardholder)

Before being issued a Cowlitz 911 US Bank VISA Purchase card each employee will be required to sign a Cowlitz 911 Purchase card User Agreement (see Exhibit B) acknowledging that they have read and understand this policy, that they understand violation of the policy will subject them to disciplinary action, and that in the event they make any unauthorized charges they expressly authorize them to deduct the same from any wages or other sums due or to become due to Cowlitz 911.

State and Local Compliance

The Use of Purchase Cards shall fully comply with all applicable State and Local requirements governing purchase of good and services, specifically including without limitation the Cowlitz 911 adopted Purchasing Policy.

Annual Control & Disclosure

The Finance Admin Specialist will conduct an annual physical card inventory test to verify all issued cards have been accounted for.

¹ This statute requires that every purchase card invoice presented to the by an employee for the furnishing of materials, rendering of services or performing labor, or for any other contractual purpose, shall be audited before payment. The invoice shall be submitted to the Purchase card Administrator and allow the Finance Admin Specialist to authenticate and certify that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract, and that the invoice represents a just, due and unpaid obligation against the . No purchase card invoice will be paid without such authentication and certification.

5.0 Approved Uses for Purchase Card Purchases

Cowlitz 911

The use of Cowlitz 911 US Bank Visa Purchase cards is a facilitating process for purchases pursuant to Cowlitz 911 Purchasing and Personnel Policies. All purchase card purchases shall only be made for budgeted expenditures authorized by the Board at the time of the purchase (current year budget).

Examples of allowable purchases may include advance payment of airline fares, lodging, registration fees, tuition, conferences, on-line training, internet purchases, specialized office equipment, departmental supplies, subscriptions, on-line purchases and recurring vendor payments (where appropriate). Authorized users may use their card for pre-approved one-time or recurring purchases from vendors. The use of the card for these purchases will be for timeliness and/or online access to goods and services not available through existing purchase policy processes (checks). These purchase cards may be used anywhere that VISA is accepted.

Authorized users may use the purchase card to purchase meals while in travel status. All meals charged must have the original detailed receipt showing what was specifically purchased. Receipts that only have the total paid for the meal are not acceptable. If the receipt does not show the detail or the user will be responsible to reimburse Cowlitz 911 for this purchase.

When considering use of the purchase card:

1. Identify goods and services required to perform job-related task.
2. Determine if purchase is within your purchase card limits.
3. Ensure that the items are not on the disallowed charges list (following page).
4. Obtain pricing and in-stock availability and only order items that are immediately available.
5. Ensure that the vendor immediately authorizes the purchase with VISA and provides you a detailed copy of the purchase card purchase receipt.
6. Retain all receipts, and backup authorizing documents and return to the administrator.

It is required that all purchase card receipts and/or other documents identifying the purchase card expenditures be in complete detail.

Keep in mind that when involved in any aspect of purchasing, you are acting as an agent of Cowlitz 911. Therefore, you are responsible to act in the best interest of the company. Your actions must NOT show, or appear to show, personal favoritism to a vendor at the expense of the company.

6.0 Disallowed Charges

- A. Types of Disallowed Charges. The following uses are not authorized purchase card purchases:
- Capital Equipment (unless approved by the Executive Director)
 - Personal Items and Services
 - Cash Advances of any kind
 - Alcoholic Beverages
 - Money Orders/Travelers Checks/Gift Cards
 - Charges made without pre-approval
- B. Procedure to be used when Disallowed Charges Have Been Incurred.

Any charges against the purchase card that are not properly identified as required by this Policy on the expense voucher/invoice, or not allowed following the audit of the invoice by the administrator, shall be paid by the employee by check, U.S. currency or salary deduction. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, Cowlitz 911 has a right to withhold any and all funds payable or to become payable to the employee, in an amount up to the amount of the disallowed charges and interest, at the same rate as charged by the purchase card company.

Any employee who has been issued a charge card by Cowlitz 911 shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand by the Administrator. Cowlitz 911 shall have unlimited authority, as provided in RCW 42.24.115(3), to revoke the use of any issued charge card, and once notice of this revocation has been delivered to the charge card company, the shall not be liable for any costs.

Any employee with a demonstrated history of charge card defaults may be barred from using any purchase cards by the Executive Director or administrator as appropriate.

7.0 Credit Limits

Credit limits are set by Resolution 2018-012.

If an increase or decrease to these transaction limits is deemed necessary by the Cowlitz 911 Board of Directors, the request must be submitted in writing to the Purchase card Administrator. Please specify within this increase request whether this is a temporary or permanent request.

There also may be limitations on acceptable merchant category codes (MCC). In other words, some vendors may be disallowed and thus will cause a decline of any attempted purchase with them (allowable or not). If after adhering to the proper guidelines and limits stated above, you feel that your purchase has been mistakenly declined, contact your Purchase card Administrator for assistance.

8.0 Receipt of Goods & Services

The cardholder is responsible for ensuring the receipt of the goods and services as ordered and any follow-up with the vendor to resolve any delivery problems, discrepancies or damaged goods. Should any item(s) need to be returned to the vendor, the cardholder will follow the vendors return policy and also be responsible to ensure that proper credit is posted for said return item(s). In most cases, returns and errors can be resolved directly between the cardholder and the vendor.

If for any reason the cardholder is unable to reach agreement with the vendor, the cardholder must contact US Bank and explain the dispute and the reason behind it. In addition to contacting US Bank, the reporting cardholder will also contact the Purchase card Administrator and apprise them of the situation. We will follow US Bank procedures in relation to the dispute and its process.

9.0 Payment of Bills

Monthly Billing statements will be retrieved via the on-line portal provided. Each cardholder will have submitted appropriate receipts for the total amount of the monthly billing and submit to the Purchase card Administrator or designee following the purchase of any item.

The Purchase card Administrator will be responsible for reconciling the complete combined card statement each month. Cowlitz 911 will not pay interest and/or penalties on any credit card. Cowlitz 911 is responsible for the VISA card payment and liability and it will not affect any cardholder's personal credit in any way.

10.0 Card Security

Your Cowlitz 911 VISA Card should always be treated with great care and should be kept in a secured location. You are the only person authorized to use the card and it should not be lent to another person.

Be sure not to write the purchase card number(s) down in any location and do not allow any vendor to write down your purchase card number.

It is the responsibility of the cardholder to immediately report a lost or stolen purchase card. Cowlitz 911 is liable for all transactions until the card is reported lost or stolen to, and only to, the extent expressly required by law. A cardholder must report a lost or stolen purchase card by phone directly to US Bank Customer Service and also to the Purchase card Administrator. Verbal reports of lost or stolen purchase cards must be followed up in writing to the Purchase card Administrator. A replacement card will be sent within 10 days after report is filed.

11.0 Renewal of an Existing Purchase card

A renewal purchase card will be sent automatically to the Purchase card Administrator by the issuing bank approximately 30 days prior to the expiration date of the card. This renewed card will in turn be forwarded to the cardholder.

12.0 Extended Absence

If you will be absent from Cowlitz 911 for an extended period, please seek assistance from the Purchase card Administrator to determine the best options to cover your procurement responsibilities.

13.0 Audits & Enforcement

To ensure the continued success of the Purchase card Program, as well as adherence to the policies as outlined, all individual purchase card accounts will be open to internal audit requirements.

Statement Reconciliations not received by due date or without complete receipt detail – Your purchase card limits may be set to ZERO until reconciliation is received. For continual offenders, your purchase card may be cancelled at the discretion of the Executive Director. See *also*, Section 6 on Disallowed Charges.

Personal Use – Personal use of a purchase card will NOT be tolerated and will result in:

- Disciplinary measures that may include termination and/or legal action
- Permanent revocation of the card
- Direct payroll deductions for any unauthorized or personal charges made on the purchase card

Termination – You must return your purchase card to the Purchase card Administrator when you leave/terminate your employment with Cowlitz 911.

14.0 Resources

Who to Call

Cowlitz 911

Executive Director – John Diamond

Phone: 360-577-3078

Email: diamondJ@Cowlitz911.org

Purchase card Administrator / Finance Admin
Specialist

Phone: 360-577-3179

Email: YoungR@cowlitz911.org

*** Cardholders needing further Access Online support should contact their Program Administrator ***

Agreement - see Exhibit B

Purchase card User Agreement – Exhibit B

COWLITZ 911 PURCHASE CARD USER AGREEMENT

*Your signature below verifies that you have read and understand Cowlitz 911
Purchase card Program guidelines listed below and agree to comply with them.*

1. I understand Cowlitz 911 Purchase card is intended to facilitate the purchase of business-related goods and services for the conduct of business and is not for my personal use.
2. I understand that my card may be revoked at any time based on change of assignment or location and that use of this card is not an entitlement nor reflective of title or position.
3. I understand that if I am issued a card with my name specifically, I am the only person authorized to use the card and I am responsible for all charges made against the card.
4. I understand that improper use of the card can be considered misappropriation of funds, which may result in disciplinary action, up to and including termination.
5. I understand that all charges are billed directly to and paid directly by Cowlitz 911 and any personal charges on the card could be considered misappropriation of funds since VISA/US Bank cannot accept any payment from me directly.
6. I understand that I will be required to provide detailed receipts, to reconcile monthly statements and to comply with internal control procedures designed to protect the assets. This may include being asked to produce the purchase card to verify its existence and providing assistance in an audit review of its use.
7. I understand that I am responsible for resolving any discrepancies that may occur by contacting the vendor and/or US Bank directly.
8. I will safeguard use of the issued purchase card and use appropriate security whenever and wherever I use the card. If my card is lost or stolen, I agree to immediately notify VISA as well as the Purchase card Administrator.
9. I understand that the VISA card is the property of Cowlitz 911 and it must be surrendered upon termination of employment or demand of surrender by the Purchase card Administrator and/or the Executive Director. At that point, no further use of the account will be authorized.

I hereby acknowledge receipt of the Purchase card (ending in last 4 digits) _____

As a Corporate Cardholder, I agree to comply with the terms and conditions of the agreement, including Cowlitz 911 Purchase card Program.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.

Card Holder: _____

Date: _____

Signature: _____

Cowlitz 911

Cowlitz 911 Board of Directors

Chair of the Board, Brad Thurman

ATTEST:

Clerk of the Board, Rachael Young

Cowlitz 911 Public Authority
Resolution 2022-03
Replaces Resolution 2018-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COWLITZ 911 PUBLIC AUTHORITY ESTABLISHING REGULAR MEETINGS

WHEREAS, per section 42.30.070 of the Revised Code of Washington, the governing body of a public agency shall provide the day, time and location for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body; and

WHEREAS, at its regular meeting on June 15th, 2022, the Cowlitz 911 Public Authority Board of Directors met and decided on a schedule for its regular meetings.

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz 911 Public Authority Board of Directors, that it shall hold its regular meetings at 10:00 a.m. Pacific Time on the third Wednesday of each month. The current location will in the Emergency Operations Center meeting room, Cowlitz County Hall of Justice Basement, 312 SW 1st Avenue, Kelso WA; as well as, online via zoom, unless canceled. Upon completion of the new 911 center, the meetings will be held in the Emergency Operations Center meeting room, 2790 Ocean Beach Hwy, Longview WA; as well as, online via zoom, unless canceled.

Approved by the Cowlitz 911 Public Authority Board of Directors this 15th day of June 2022.

Brad Thurman, Board Chair

Rachael Young, Clerk of the Board

COWLITZ 911 PUBLIC AUTHORITY BYLAWS

ADOPTED ON APRIL 4, 2018

I. COWLITZ 911 PUBLIC AUTHORITY

Cowlitz 911 is a public authority ("Cowlitz 911") established by Cowlitz County, Washington, pursuant to RCW 35.21.730 through 35.21.757, and Ordinance No. I8-014 ("Ordinance") adopted by the Board of County Commissioners on March 13, 2018. These Bylaws are subject to any limitations contained herein, the Ordinance, and the Charter of Cowlitz 911.

II. POWERS AND DUTIES

Cowlitz 911, through the Cowlitz 911 Board of Directors, shall have final decision on all policy issues and shall exercise the powers and perform the duties as authorized by the Ordinance, the Charter, and as otherwise allowed by law.

III. BOARD OF DIRECTORS - COMPOSITION AND OPERATION

A. Composition. The Cowlitz 911 Board of Directors ("Board") shall be composed of the directors as established in the Ordinance.

B. Alternates. Alternates for the Board shall be appointed as established in the Ordinance.

C. Conditions. The conditions for eligibility to serve on the Board shall be as established in the Ordinance.

IV. OFFICERS, ELECTION, TERMS, DUTIES

A. The officers of the Board are a Chair and a Vice Chair. At the first meeting of each year, the officers shall be elected by the Board and shall serve through the end of the year and until the election of the new officers. The Chair and Vice Chair shall be from different user agencies.

B. In the event there is a vacancy in the office of the Chair, the Vice Chair succeeds to the office of Chair for the unexpired portion of the term. In the event there is a vacancy in the office of Vice Chair, the Board will elect a new Vice Chair to serve the unexpired portion of the term. In the event both offices become vacant, the Board will elect a new Chair and Vice Chair to serve the unexpired portion of the terms.

C. The Chair or Vice Chair may be removed, with or without cause, by simple majority vote of the directors, after providing 30 days written notice to the person to be removed.

D. Duties of the Chair:

- I. The Chair is a member of the Board, and presides at the meetings of the Board;
2. Create, appoint, and discharge Board committees unless otherwise provided in these By-laws;
3. Call for the vote on all motions properly presented and seconded;
4. Enforce the procedural rules of the Board during meetings;
5. Participate in deliberations of the Board;
6. Vote in all matters before the Board;
7. Ensure that the functions of the Board are carried out to the best of his or her abilities;
8. Make reports as necessary to the Board; and
9. Execute, on behalf of Cowlitz 911, all contracts, agreements, and other documents and papers duly

authorized by the Cowlitz 911 that may require signature.

E. The Vice Chair performs the duties of the Chair in the absence of the Chair.

V. MEETINGS, QUORUM, VOTING:

A. Meetings. The Board shall meet not less than four (4) times per year, and at a time and place designated by a majority of the Directors. Special meetings may be called by the Chair or any two Directors upon giving all other Directors not less than twenty-four (24) hours advance written notice. In an emergency, the Board may dispense with written notice, but must, in good faith, use best efforts to provide fair and reasonable notice to all Directors. Directors may participate in meetings by telephone or video conference, or other comparable means. All Board meetings shall be subject to and comply with the Open Public Meetings Act, Chapter 42.30 RCW.

8. Rules of Order. Robert's Rules of Order shall be used as a guide to govern Board meetings. The Chair shall have the authority to make the final ruling on all issues of procedure.

C. Quorum. A quorum for the board of directors shall consist of any five (5) voting members.

D. Voting. Each individual director shall have one vote. Board decisions for approval require a vote of more than one-half of the votes cast when a quorum is present unless a super majority vote of two-thirds of all members of the Board is required by the Ordinance, the Charter or these bylaws.

VI. COMMITTEES

A. Formation. Two technical advisory committees to the Board shall be formed, one for Police Services and one for the Fire Service which shall include Emergency Medical Services (EMS).

8. Police Technical Advisory Committee (TAC). The Police TAC shall be comprised of representatives from each public law enforcement agency receiving PSAP and dispatch services from Cowlitz 911. Each agency shall designate an alternate committee member who shall attend Police TAC meetings at such times the duly designated committee member is not otherwise available to attend the meeting. The alternate committee member shall have full powers to vote and act as a Police TAC member at all meetings the alternate committee member attends in lieu of the regularly designated committee member. The Chairperson of the Police TAC shall also serve as an ex-officio non-voting member of the Board at its regularly scheduled meetings and advise the Board of the needs of the law enforcement agencies served by Cowlitz 911.

C. Fire and EMS Technical Advisory Committee (TAC). The Fire and EMS TAC shall be comprised of representatives from each public fire service or EMS agency receiving PSAP and dispatch services from Cowlitz 911. Each agency shall designate an alternate committee member who shall attend Fire and EMS TAC meetings at such times the duly designated committee member is not otherwise available to attend the meeting. The alternate committee member shall have full powers to vote and act as a Fire and EMS TAC Committee member at all meetings the alternate committee member attends in lieu of the regularly designated committee member. The Chairperson of the Fire and EMS TAC shall also serve as an ex-officio non-voting member of the Board at its regularly scheduled meetings and advise the Board of the needs of the fire and EMS agencies served by Cowlitz 911.

D. Authority. Each Technical Advisory Committee shall have the authority to recommend operational changes. All revisions to operational procedures are subject to review by the Executive Director and the Board.

E. Standing Committees. The Technical Advisory Committees shall be standing committees and shall meet on such dates and times as the committees shall determine. Each committee shall select a Chairperson who shall conduct the meeting and assume other functions as the committees shall determine. The Executive Director or his/her designee will serve as secretary to the Standing Committees.

F. Committees Created. The Board may elect to create a budget committee, technical systems committee, strategic planning committee or other committees of limited or extended duration. The Board shall specify the scope of work for its ad-hoc committees through resolution, by-laws, policies or general direction. If a committee chair is not designated by the Board, ad-hoc committees formed under this section shall select a Chairperson who shall conduct meetings and assume other functions as the committee(s) shall determine. The Chairperson of each committee shall also advise the Board at its regularly scheduled meetings of the committee's work, progress, and/or recommendations. The Executive Director or his/her designee will serve as secretary to any ad-hoc committees.

VII. EXECUTIVE DIRECTOR

A. Appointment. The Board is responsible for the appointment and termination of the Executive Director. The Executive Director shall have experience in technical, financial, and administrative fields and her or his appointment shall be on the basis of merit only. The Executive Director is at-will, serving at the pleasure and convenience of the Board.

B. Authority and Duties. The Executive Director:

- 1) shall be responsible to the Board, and shall advise the Board on the annual budget and amendments thereto and Cowlitz 911 operating and personnel policies;
- 2) shall administer Cowlitz 911 in its day-to-day operations consistent with policies and directives of the Board;
- 3) may appoint persons to fill positions authorized by the Board;
- 4) may approve contracts with third parties for goods, services, and equipment in amounts up to \$50,000.00. Contracts in excess of \$50,000.00 shall require Board approval; and
- 5) may accept revenue (e.g., revenue contracts, grants, gifts) upon approval of the Board.

The Executive Director is not authorized to hire legal counsel or auditors without Board approval.

VIII. FUNDING

A. Funding Formula. The funding formula for Cowlitz 911 services shall be as detailed in Appendix A of these bylaws.

B. Amendments to Funding Formula. The funding formula may be amended by the Board by amending these bylaws pursuant to Section X below, which amendment shall require a super majority vote as defined in Section V(D) above. Sixty (60) days prior written notice to the entities affected must be given before the Board can take action to amend the funding formula.

IX. SERVICE LEVEL AGREEMENTS

- A. Service Level Agreements with Participating Agencies. Service agreements with participating entities shall be entered into for the provision and funding of Cowlitz 911 services.
- B. Other Entities. Cowlitz 911 may enter into service level agreements with other entities not identified in Appendix A for services upon terms, conditions, and fees for services as established in said service level agreement(s).

X. AMENDMENT OF BYLAWS

These Bylaws can be amended at any regular meeting of the Board, provided that these amendment(s) were submitted in writing at the previous regular Board meeting.

Cowlitz 911 Public Authority Bylaws

APPENDIX A - DIVISION OF COSTS

A. The costs to be divided among the parties hereto (user agencies) shall be the actual annual budgeted operation, maintenance and capital costs, including the capital reserve fund, of Cowlitz 911, after deducting any grants, "911 taxes" and other revenues not constituting payments by the parties hereto.

B. Expenses for the operations of the center shall be divided into cost centers representing major functional areas of operations, including but not limited to administration, 9-1-1 PSAP call-taking, fire and emergency medical dispatch and law enforcement dispatch. Such costs shall include personnel services, supplies, other services and charges, intergovernmental charges and capital costs. The ratio for the division of dispatch function personnel costs between law enforcement and fire/emergency medical services shall be based on the number of dedicated positions, or portions of dedicated positions for each service. For purposes of this agreement, costs allocated to administration and 9-1-1 PSAP call-taking shall be deemed "overhead costs." Revenues from sources, other than user shares, which are attributable to each cost center shall be distributed and applied against the costs in each cost center. The difference between costs and these revenues shall determine the net amount to be paid by user agencies.

C. The net costs for the law enforcement dispatch cost centers shall be apportioned by the percentage of calls for service dispatched for law agencies. The net costs for fire/emergency medical service dispatch shall be apportioned by the percentage of calls for service dispatched for fire/emergency medical service agencies.

D. Overhead costs, as described in Section B, shall be apportioned 75% to law enforcement dispatch and 25% to fire/emergency medical services dispatch. The 75% of costs to be apportioned among law enforcement departments shall be divided among them by a 50/50 weighted average of population and valuation. The 25% of costs to be apportioned among fire/emergency medical service departments shall be further apportioned among them based on valuation only. The ratio set forth in this section and the method of apportioning costs between law enforcement and fire/emergency medical services shall not be modified or changed in any manner, except by amendment of these bylaws as prescribed in Section VIII.

E. The annual budget of Cowlitz 911 will set forth the cost shares of each of the parties for the ensuing year, and copies thereof shall be delivered or otherwise promptly sent to the chief executive officer of each of the parties not later than October 1 of each year.

F. Commencing in 2016, user agency fees were allocated based upon the mean average annual percentage user fee cost share during the 2010-2014 budget years. It is understood that the cost sharing methodology described above in Sections A through D above served as the underlying basis of the allocation of fees during the 2010-2014 calculation period. That methodology will remain in place to provide guidance when changes to the user agency allocation percentage factors become necessary.

G. The user agency funding formula allocation percentage factors will stay constant through the 2020 budget year unless changed by the Board of Directors.

H. Prior to approving the 2019 budget and the user agency funding formula allocation, the Board of Directors will compare the user agency allocation percentage factors used in previous budget years to the cost sharing methodology contained in Sections A through D above. The Board may make adjustments to the percentage factors for the 2019 and 2020 budget years.

I. Prior to approving the budget or user agency funding formula allocations for any year, the Board may recommend a recalculation of user agency funding formula allocation percentage factors to accommodate significant changes by one or more user agencies. A significant change would include, but not be limited to, an expansion or retraction of agencies served by Cowlitz 911, a substantial annexation or population increase, or large use of dedicated resources by one or more agencies.

J. The User Agency Funding Formula described herein will expire at the end of the 2020 budget year in the absence of an extension approved by the Board of Directors. In the event of expiration, the user agency cost sharing methodology described in Sections A through D above will be used for the 2021 budget year and beyond.

Cowlitz 911 Public Authority Resolution

2022-004

RESOLUTION TO MAINTAIN A PETTY CASH FUND AND APPOINTING A CUSTODIAN

WHEREAS, on March 13, 2018 the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.759; and

WHEREAS, the Cowlitz 911 Board of Directors desire to continue maintenance and use of the "Petty cash fund"; and

WHEREAS, a new custodian of such fund must be appointed.

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz 911 Board of Directors that:

- 1.** A Petty Cash Expense Fund has been established pursuant to the provisions of RCW 42.26.010 through 42.26.900.
- 2.** The fund shall be maintained in a checking account with Red Canoe, in the name of "Petty Cash Fund".
- 3.** The Petty Cash Fund will be established in the sum of \$2,500.
- 4.** The Finance Admin Specialist including any designated temporary or acting Finance Admin Specialist is appointed as the Custodian of these funds.

ADOPTED, by the Cowlitz 911 Board of Directors at a regular open public meeting of such Board on the 15th day of June and becomes effective immediately upon adoption and signature as provided by law.

COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Brad Thurman

ATTEST:

Clerk of the Board, Rachael Young

APPROVED AS TO FORM:

General Counsel, Frank Randolph

Petty Cash/Travel Expense Policy

Effective Date: 06/15/2022

1.0 Policy

It is the policy of Cowlitz 911 to maintain a Petty Cash/Travel Expense (PCTE) fund for check reimbursement of approved expenses. The Petty Cash/ Travel Expense fund will be replenished monthly to maintain a \$2,500 checking balance.

The Director (including any designated temporary or acting) and Petty Cash/ Travel Expense Custodian (including any designated temporary or acting) are the only persons with access to petty cash funds.

2.0 Responsibilities

The Director is responsible to review all requests for reimbursement and approve as deemed appropriate.

The Director or PCTE Custodian shall reimburse according to the guidelines specified in section 3.

The Director or PCTE Custodian may issue travel advances or expenses.

The PCTE Custodian shall reconcile the funds on a monthly basis.

3.0 Guidelines

- Requests for reimbursement must be submitted to the Director on the appropriate form, along with the original receipt.
- The reimbursement form must be approved and signed by the Director prior to reimbursement by the PCTE Custodian.
- All travel advances or expenses will be paid via check.

Chair of the Board, Brad Thurman

ATTEST:

Clerk of the Board, Rachael Young

Vacation Buy-Back Policy for Non-Represented Employees

Effective Date: 06/15/2022

1.0 Policy

This policy is to serve as a guideline for the option of vacation hours cash-out or “buy-back” for non-represented (non-union) Cowlitz 911 employees. This policy is distinct from any vacation buy-back options as mentioned in the Collective Bargaining Agreement.

2.0 Procedures

a. General Procedures

- Eligible employees may request a “buy-back” or cash-out of up to 80 hours of vacation time, if after cash-out their vacation bank retain a minimum of 40 hours.
- Requests must be made in writing to the Executive Director
- Requests for a cash out of hours may be approved once per year, or otherwise at the discretion of the Executive Director.

SIGNED:

ATTEST:

Chair of the Board, Brad Thurman

Clerk of the Board, Rachael Young