

Cowlitz 911 Public Authority Board of Directors
Meeting Agenda
Wednesday February 15, 2023 @ 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. 01/18/23

Recommended Action: A motion to approve the meeting minutes from 01/18/23

4. Public Comment

A. The public comment period allows any member of the public to speak to any item that is not on the regular agenda. There is a time-limitation of 3 minutes. All comments should be directed to the Chair.

5. Payables

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 01/20/23	93-130	\$177,117.81
Payroll 02/03/23	176-211	\$132,148.17
Payroll 01/23/23	139-141	\$6,661.76
Claims 01/23/23	133-138	\$ 2207.60
Claims 01/27/23	148-160	\$171,002.12
Claims 01/31/23	163	\$680.80
Claims 02/10/23	218-239	\$75,888.58
TOTAL		\$ 565,706.84

Recommended Action: Motion to approve the payables as presented

6. Financial Report for January 2023- No action needed

7. Approval of Policy 015 Social Media

Recommended Action: Motion to approve policy 015 Social Media.

8. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

C. User Fee Committee Formation

9. Director's Report

A. Staffing Update

B. Climate and Culture

C. Facility Update

D. Radio Update

E. Final Reminder: Provide proof of OPMA training to the Clerk. Already Received: Hutchenson; Kelly; Kirk; LeMonds; Reeves; Thurman; Worley.

10. Old Business

A. Pules Point Decision

11. Executive Session: RCW 42.30.110(1)(i)

12. Adjournment

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday January 18, 2023 @ 10:00 AM

Hybrid – BoatHouse & ZOOM

Attendance

Board Members: Ruth Kendall; Kris Swanson (alternate, voting); Jim Kambeitz; Brad Thurman; Darr Kirk (alternate, voting); Alan Headley; Bill LeMonds; Jim Kelly

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

Guests: Troy Brightbill; Marisa Hutcheson; Charlie Worley; John Reeves

Board Members Absent and No Alternate: Rick Dahl

1. Call to Order and Introductions

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

2. Approval of the Agenda

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

RFM Approval for amendment # 13 was added under the financial report

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

3. Nomination and Selection of Board Chair

Thurman was nominated to serve as Board Chair. Kelly made a motion to appoint Thurman as the board chair. Headley seconded; all in favor, motion carried.

4. Nomination and Selection of Vice Chair

Headley was nominated to serve as Vice Chair. Kelly made a motion to appoint Headley as the vice chair. LeMonds seconded; all in favor, motion carried.

5. Approval of Meeting Minutes

A. 11/16/22 & 12/14/22

Recommended Action: A motion to approve the meeting minutes from 11/16/22 and 12/14/22

Kendall made a motion to approve the meeting minutes from 11/16/22 and 12/14/22. Kirk seconded; all in favor, motion carried.

6. 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.

7. Payables:

The following transactions are approved as presented

Payroll 12/09/22	12110-12129	\$(68,315.04)
Payroll 12/09/22	1568-1588	\$88,123.76
Payroll 12/12/22	1607-1625	\$67,981.06
Payroll 12/20/22	1628-1665	\$124,600.64
Payroll 01/05/23	1-41	\$135,487.95
Claims 12/09/22	1589-1604	\$ 95,715.80
Claims 12/22/22	1668-1688	\$287,651.15
Claims 01/06/23	48	\$124,517.70
Claims 01/13/23	59-88	\$ 197,867.43
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TOTAL		1,053,630.45

Recommended Action: Motion to approve the payables as presented

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

8. Financial Report for December 2022- No action needed

Young presented the year end financials.

9. Approval of Rice Fergus Millers Amendment #13

Recommended Action: A motion to approve the Rice Fergus Miller Amendment #13.

Headley made a motion to approve the Rice Fergus Miller Amendment #13. Kirk seconded; all in favor, motion carried.

10. Pulse Point Presentation and decision:

Brown was not in attendance. Table for next meeting.

11. Approval of MOU Adding Juneteenth as a recognized holiday

Recommended Action: Motion to approve the MOU adding Juneteenth as a recognized holiday.

Non-represented staff to follow guild contract.

Kambeitz made a motion to approve the MOU adding Juneteenth as a recognized holiday. Kirk seconded; all in favor, motion carried.

12. Board Comments/Board Committee Reports

A. LAW TAC Update:

B. FIRE TAC Update:

C. User Fee Committee Formation: Diamond asked for committee members who would like to be on the committee. Swanson, Dahl, and LeMonds via email would like to be on the committee.

13. Director's Report

A. Staffing Update

- B. Climate and Culture:** Spillman is failing and we may be looking to go out for an RFP
- C. Facility Update:** Progress but still quite a few issues
- D. Radio Update:** Approved for DOJ Grant. More to come. Working on a few issues. Replacing 2 HVAC units at Speelyai.
- E. Reminder:** Board Members and alternates will need to provide proof of OPMA training to the Clerk: clerk asked to resend email for members.
- F.** There was discussion on the new dispatch schedule. Diamond addressed the changes.

14. Executive Session: RCW 42.30.110(1)(i) Potential Litigation

The board entered executive session 11:00 am for 15 minutes and will return at 11:15. Requested a 5 min extension to return at 11:20. Board returned at 11:20 no decisions were made.

15. Adjournment: Meeting was adjourned at 11:22

Brad Thurman, Board Chair

Attest:

Rachael Young, Clerk of the Board

CHECK REGISTER

Cowlitz 911

Time: 09:16:06 Date: 02/10/2023

01/20/2023 To: 02/10/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
122	01/20/2023	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	28,622.08	941 Deposit for Pay Cycle(s) 01/20/2023 - 01/20/2023
203	02/03/2023	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	22,161.47	941 Deposit for Pay Cycle(s) 02/03/2023 - 02/03/2023
114	01/20/2023	Payroll	1	12225		4,271.75	
123	01/20/2023	Payroll	1	12226	KAISER PERMANENTE MEMBERSHIP ADMIN	2,660.74	Pay Cycle(s) 01/20/2023 To 01/20/2023 - MEDICAL-KAISER
124	01/20/2023	Payroll	1	12227	WASHINGTON STATE DEPT OF RETIREMENT	17,026.50	Pay Cycle(s) 01/20/2023 To 01/20/2023 - PERS2; Pay Cycle(s) 01/20/2023 To 01/20/2023 - PERS3
125	01/20/2023	Payroll	1	12228	WCIF	11,509.09	Pay Cycle(s) 01/20/2023 To 01/20/2023 - MEDICAL-WCIF; Pay Cycle(s) 01/20/2023 To 01/20/2023 - LIFE INS BUYUP; Pay Cycle(s) 01/20/2023 To 01/20/2023 - LTD BUYUP; Pay Cycle(s) 01/20/2023 To 01/20/2023 -
Void 133	01/23/2023	Claims	1	12229	MATERIALS TESTING & CONSULTING, INC.	1,873.75	INV: 4587; INV: 4922
136	01/23/2023	Claims	1	12230	MATERIALS TESTING & CONSULTING, INC.	1,873.75	INV# 4587; INV# 4922
138	01/23/2023	Claims	1	12231	IRS (INTERNAL REVENUE	333.85	4th Qtr 2022
139	01/23/2023	Payroll	1	12232	ESD - PFMLA	2,679.09	Pay Cycle(s) 10/01/2022 To 12/31/2022 - PFMLA
140	01/23/2023	Payroll	1	12233	ESD	1,041.47	4th Quarter Unemployment: 10/01/2022 - 12/31/2022
141	01/23/2023	Payroll	1	12234	WASHINGTON STATE DEPT OF L&I	2,941.20	4TH Quarter L&I: 10/01/2022 - 12/31/2022
148	01/27/2023	Claims	1	12235	CENTURYLINK	558.88	INV: 360-423-7510556 0123
149	01/27/2023	Claims	1	12236	COMCAST BUSINESS COMMUNICATIONS, LLC	1,444.74	INV: 163478098
150	01/27/2023	Claims	1	12237	COWLITZ 2 FIRE & RESCUE	74.19	INV: 23-038
151	01/27/2023	Claims	1	12238	COWLITZ COUNTY LEASE PAYMENT	15,193.83	INV:2023-01-9110123
152	01/27/2023	Claims	1	12239	COWLITZ COUNTY TREASURER'S OFFICE	1,200.00	INV: 911-2023
153	01/27/2023	Claims	1	12240	COWLITZ PUD	21.73	INV: 5156128-0123
154	01/27/2023	Claims	1	12241	DAY WIRELESS	6,317.23	INV:INV758474
155	01/27/2023	Claims	1	12242	MORE POWER TECHNOLOGY-NONPROJECT	1,167.48	INV: 14211
156	01/27/2023	Claims	1	12243	PATRIOT CONSTRUCTION LLC	132,250.57	INV: 24
157	01/27/2023	Claims	1	12244	RICE FERGUS MILLER	11,445.13	INV: 2018095.02-034
158	01/27/2023	Claims	1	12245	SIERRA SPRINGS	118.30	INV: 5351188011223
159	01/27/2023	Claims	1	12246	TOSHIBA AMERICA BUSINESS SOLUTIONS	861.92	INV: 5023327933
160	01/27/2023	Claims	1	12247	WASHINGTON STATE DEPT OF L&I	348.12	INV: Q3 AMENDMENT 2022
163	01/31/2023	Claims	1	12248	WASHINGTON STATE DEPT OF L&I	680.80	WASHINGTON LNI 4TH QTR AMENDMENT
196	02/03/2023	Payroll	1	12249		3,247.86	

CHECK REGISTER

Cowlitz 911

Time: 09:16:06 Date: 02/10/2023

01/20/2023 To: 02/10/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
204	02/03/2023	Payroll	1	12250	KAISER PERMANENTE MEMBERSHIP ADMIN	2,660.78	Pay Cycle(s) 02/03/2023 To 02/03/2023 - MEDICAL-KAISER
205	02/03/2023	Payroll	1	12251	WASHINGTON STATE DEPT OF RETIREMENT	15,618.77	Pay Cycle(s) 02/03/2023 To 02/03/2023 - PERS2; Pay Cycle(s) 02/03/2023 To 02/03/2023 - PERS3
206	02/03/2023	Payroll	1	12252	WCIF	11,439.65	Pay Cycle(s) 02/03/2023 To 02/03/2023 - MEDICAL-WCIF; Pay Cycle(s) 02/03/2023 To 02/03/2023 - LIFE INS BUYUP; Pay Cycle(s) 02/03/2023 To 02/03/2023 - LTD BUYUP; Pay Cycle(s) 02/03/2023 To 02/03/2023 -
218	02/10/2023	Claims	1	12253	ADCOMM ENGINEERING LLC	8,878.13	INV: 16264
219	02/10/2023	Claims	1	12254	AT&T MOBILITY LLC	243.72	INV: 287315187389X01272023
220	02/10/2023	Claims	1	12255	BIDDLE CONSULTING GROUP	2,995.00	INV: 73971
221	02/10/2023	Claims	1	12256	CLARK COUNTY AUDITOR LEASES	10,145.31	INV: CI048413; INV: CI048414
222	02/10/2023	Claims	1	12257	COLUMBIA RIVER PUD	378.79	INV: 64779 0223
223	02/10/2023	Claims	1	12258	TECHNALYTIX COMPASS LANE INC	648.54	INV: 113683
224	02/10/2023	Claims	1	12259	COWLITZ 911 - PETTY CASH	877.94	INV: PC020123
225	02/10/2023	Claims	1	12260	COWLITZ 911 ADVANCED	1,328.06	INV: AT020123
226	02/10/2023	Claims	1	12261	COWLITZ COUNTY LEASE PAYMENT	15,193.83	INV: 2023-01-9110223
227	02/10/2023	Claims	1	12262	COWLITZ COUNTY PURCHASING	170.74	INV: 686-2022
228	02/10/2023	Claims	1	12263	COWLITZ PUD	523.36	INV:4671145 0223; INV: 4737086 0223
229	02/10/2023	Claims	1	12264	DIVERSIFICATION INC	2,189.03	INV: 35251
230	02/10/2023	Claims	1	12265	FRANK F. RANDOLPH	5,760.50	INV: RLF020123
231	02/10/2023	Claims	1	12266	LANGUAGE LINE SVCS INC	54.10	INV: 10732762
232	02/10/2023	Claims	1	12267	LOWES	557.93	INV: 2378 0223
233	02/10/2023	Claims	1	12268	MORE POWER TECHNOLOGY- NONPROJECT	1,772.84	INV: 14560; INV: 14523
234	02/10/2023	Claims	1	12269	NEXTREQUEST	9,997.52	INV: 27003
235	02/10/2023	Claims	1	12270	NORMAN G. KREHBIEL	6,100.00	INV: NK0223
236	02/10/2023	Claims	1	12271	REHN AND ASSOCIATES -AP	22.50	INV: 11957
237	02/10/2023	Claims	1	12272	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV: 23-15
238	02/10/2023	Claims	1	12273	T-MOBILE USA INC	39.83	INV: 986172236 0223
239	02/10/2023	Claims	1	12274	US BANK	6,010.91	INV: 4484734550012810 0223
93	01/20/2023	Payroll	2	EFT			
94	01/20/2023	Payroll	2	EFT		2,139.47	
95	01/20/2023	Payroll	2	EFT		2,357.55	
96	01/20/2023	Payroll	2	EFT		3,985.61	
97	01/20/2023	Payroll	2	EFT		3,429.44	
98	01/20/2023	Payroll	2	EFT		2,440.37	
99	01/20/2023	Payroll	2	EFT		2,946.97	
100	01/20/2023	Payroll	2	EFT		2,141.24	
101	01/20/2023	Payroll	2	EFT		1,917.30	
102	01/20/2023	Payroll	2	EFT		2,633.77	
103	01/20/2023	Payroll	2	EFT		2,557.23	
104	01/20/2023	Payroll	2	EFT		3,618.44	
105	01/20/2023	Payroll	2	EFT		2,413.55	
106	01/20/2023	Payroll	2	EFT		1,980.35	
107	01/20/2023	Payroll	2	EFT		2,563.65	
108	01/20/2023	Payroll	2	EFT		2,206.81	

CHECK REGISTER

Cowlitz 911

Time: 09:16:06 Date: 02/10/2023

01/20/2023 To: 02/10/2023

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
109	01/20/2023	Payroll	2	EFT		2,832.79	
110	01/20/2023	Payroll	2	EFT			
111	01/20/2023	Payroll	2	EFT		2,137.08	
112	01/20/2023	Payroll	2	EFT		2,622.82	
113	01/20/2023	Payroll	2	EFT			
115	01/20/2023	Payroll	2	EFT		2,216.55	
116	01/20/2023	Payroll	2	EFT		1,561.04	
117	01/20/2023	Payroll	2	EFT		4,096.93	
118	01/20/2023	Payroll	2	EFT		3,258.34	
119	01/20/2023	Payroll	2	EFT		2,333.82	
120	01/20/2023	Payroll	2	EFT		2,045.02	
121	01/20/2023	Payroll	2	EFT			RETIREMENT
126	01/20/2023	Payroll	2	EFT	CAPSCO	52.50	Pay Cycle(s) 01/20/2023 To 01/20/2023 - ASSN FEE
127	01/20/2023	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	375.00	Pay Cycle(s) 01/20/2023 To 01/20/2023 - UNION DUES; Pay Cycle(s) 01/20/2023 To 01/20/2023 - INITIATION FEE
128	01/20/2023	Payroll	2	EFT	HRA VEBA	11,225.00	Pay Cycle(s) 01/20/2023 To 01/20/2023 - VEBA
129	01/20/2023	Payroll	2	EFT	ONE AMERICA	38,136.93	Pay Cycle(s) 01/20/2023 To 01/20/2023 - DEF COMP
130	01/20/2023	Payroll	2	EFT	REHN AND ASSOCIATES	802.08	Pay Cycle(s) 01/20/2023 To 01/20/2023 - HSA
176	02/03/2023	Payroll	2	EFT			
177	02/03/2023	Payroll	2	EFT		2,540.67	
178	02/03/2023	Payroll	2	EFT		2,319.92	
179	02/03/2023	Payroll	2	EFT		3,985.61	
180	02/03/2023	Payroll	2	EFT		2,607.58	
181	02/03/2023	Payroll	2	EFT		2,982.97	
182	02/03/2023	Payroll	2	EFT		2,528.76	
183	02/03/2023	Payroll	2	EFT		2,137.48	
184	02/03/2023	Payroll	2	EFT		2,088.31	
185	02/03/2023	Payroll	2	EFT		2,229.08	
186	02/03/2023	Payroll	2	EFT		2,557.23	
187	02/03/2023	Payroll	2	EFT		3,244.56	
188	02/03/2023	Payroll	2	EFT		2,358.62	
189	02/03/2023	Payroll	2	EFT		2,154.08	
190	02/03/2023	Payroll	2	EFT		2,943.65	
191	02/03/2023	Payroll	2	EFT		2,368.87	
192	02/03/2023	Payroll	2	EFT		2,956.66	
193	02/03/2023	Payroll	2	EFT		2,251.99	
194	02/03/2023	Payroll	2	EFT		2,428.00	
195	02/03/2023	Payroll	2	EFT			
197	02/03/2023	Payroll	2	EFT		2,202.28	
198	02/03/2023	Payroll	2	EFT		2,237.96	
199	02/03/2023	Payroll	2	EFT		4,096.93	
200	02/03/2023	Payroll	2	EFT		3,258.67	
201	02/03/2023	Payroll	2	EFT		1,967.32	
202	02/03/2023	Payroll	2	EFT		2,123.12	
207	02/03/2023	Payroll	2	EFT	CAPSCO	52.50	Pay Cycle(s) 02/03/2023 To 02/03/2023 - ASSN FEE
208	02/03/2023	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	375.00	Pay Cycle(s) 02/03/2023 To 02/03/2023 - UNION DUES; Pay Cycle(s) 02/03/2023 To 02/03/2023 - INITIATION FEE
209	02/03/2023	Payroll	2	EFT	HRA VEBA	9,675.00	Pay Cycle(s) 02/03/2023 To 02/03/2023 - VEBA

CHECK REGISTER

Cowlitz 911

Time: 09:16:06 Date: 02/10/2023

01/20/2023 To: 02/10/2023

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
210	02/03/2023	Payroll	2	EFT	ONE AMERICA	3,544.74	Pay Cycle(s) 02/03/2023 To 02/03/2023 - DEF COMP
211	02/03/2023	Payroll	2	EFT	REHN AND ASSOCIATES	802.08	Pay Cycle(s) 02/03/2023 To 02/03/2023 - HSA
		001 OPERATIONS				384,542.20	
		003 RADIO OPERATIONS				11,440.07	
		004 RADIO RESERVE				6,317.23	
		300 PROJECT FUND				163,407.34	
						<hr/>	Claims: 249,779.10
						565,706.84	Payroll: 315,927.74

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.

_____ C2FR _____
 Brandi Ballinger, Signature Agency Date

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.

_____ Date _____
 Budget Finance Manager, Signature

_____ Date _____
 Executive Director, Signature

_____ Date _____
 Board Chair, Signature

TRANSACTION JOURNAL

Cowlitz 911

Time: 09:17:57 Date: 02/10/2023

02/10/2023 To: 02/10/2023

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt #		Amount	Memo
						InterFund #	Vendor		
239	02/10/2023		1	12274	Claims		US BANK	6,010.91	INV: 4484734550012810 0223
	528 10 30	301 TRAINING MATERIALS		001	OPERATIONS			136.00	DIAMOND: THE PUBLIC SAFETY GROUP: MANUAL AND AUDIO
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			1,050.00	DIAMOND: MOTOROLA SUMMIT-TURRENTINE- APRIL 10-13-
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			1,050.00	DIAMOND: MOTOROLA SUMMIT-JENSEN- APRIL 10-13-
	528 10 40	425 LODGING		001	OPERATIONS			389.33	HARVILL: CANDLEWOOD SUITES-HOWE- TELE 2- TCOMM- JAN 16-JAN 19
	528 10 40	425 LODGING		001	OPERATIONS			389.33	HARVILL: CANDLEWOOD SUITES-SANDERS- TELE 2- TCOMM- JAN 16-JAN 19
	528 10 40	425 LODGING		001	OPERATIONS			389.33	HARVILL: CANDLEWOOD SUITES-MCNEW- TELE 2- TCOMM- JAN 16-JAN 19
	528 10 30	304 FUEL/GAS FACILITY		001	OPERATIONS			108.50	STARR: SAFEWAY GAS FOR LAWN MOWER
	528 10 40	427 REPAIRS AND MAINTENANCE		001	OPERATIONS			23.72	STARR: MISC SUPPLIES - GLOVES-BALANKETS- RATCHET
	528 10 30	304 FUEL/GAS FACILITY		001	OPERATIONS			115.75	STARR: SAFEWAY GAS FOR LAWN MOWER
	528 10 40	414 TECHNOLOGY & SOFTWARE		001	OPERATIONS			2.99	TURRENTINE: APPLE STORAGE
	528 10 40	414 TECHNOLOGY & SOFTWARE		001	OPERATIONS			30.00	TURRENTINE: DUO JAN 25- FEB 25
	594 28 60	301 MISC- CAPITAL OUTLAY		300	PROJECT FUND			22.19	TURRENTINE: EBAY: 3 INCH CUT-HOLE GROMMET
	528 10 30	303 SMALL TOOLS AND MATERIALS		001	OPERATIONS			48.11	TURRENTINE: AMAZON: LOGITECH KEYBOARD AND MOUSE
	528 10 30	303 SMALL TOOLS AND MATERIALS		001	OPERATIONS			41.76	TURRENTINE: AMAZON: USB AC ADAPTER
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			22.47	YOUNG: AMAZON: MAILING ENVELOPES
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			43.77	YOUNG: ROYAL BUSINESS SYSTEMS: SHIPPING FOR PRINTER INK
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			86.44	YOUNG: AMAZON: SPIRAL STENO PADS 6X9 INCH
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			67.44	YOUNG: AMAZON: DYMO LABELS
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS			296.69	YOUNG: COWLITZ PUD: 4745063 SPEELYAI 12/04/22-01/04/23
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			485.00	YOUNG: GFOA: REGISTRATION FOR 2023 ANNUAL CONFERENCE- YOUNG MAY 21-24

TRANSACTION JOURNAL

Cowlitz 911

Time: 09:17:57 Date: 02/10/2023

02/10/2023 To: 02/10/2023

Page: 2

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund # Vendor	Amount	Memo
	528 10 40	400	PROFESSIONAL & COI	001	OPERATIONS		10.05	YOUNG: WASTE CONNECTIONS: DEC 2022
	528 10 40	404	TELEPHONE	001	OPERATIONS		386.13	YOUNG: COMCAST BUSINESS: JAN 24-FEB 23
	528 10 40	404	TELEPHONE	001	OPERATIONS		556.60	YOUNG: CENTURY LINK 994 JAN 20 2023
	528 10 40	414	TECHNOLOGY & SOFT	001	OPERATIONS		259.31	HARVILL: ADOBE ANNUAL SUBSCRIPTION

Records Printed: 1

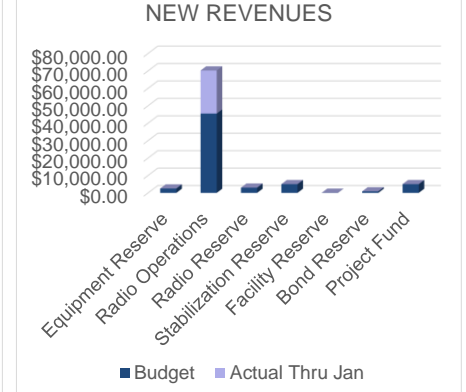
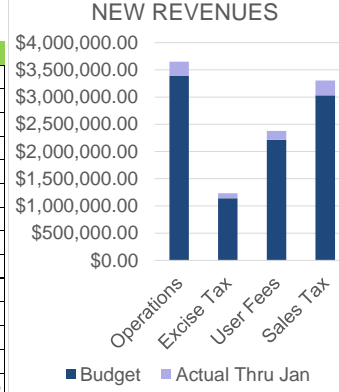
Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	6,010.91
Non Warrant Expenditures:	0.00
Interfund Transfers:	0.00
Redemptions:	0.00
Deposits:	0.00
Withdrawals:	0.00
Stop Payments:	0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 OPERATIONS	0.00	0.00	0.00	5,692.03	0.00	0.00	0.00	0.00
003 RADIO OPERATIONS	0.00	0.00	0.00	296.69	0.00	0.00	0.00	0.00
300 PROJECT FUND	0.00	0.00	0.00	22.19	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,010.91</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Monthly Financial Report Thru January 31st 2023

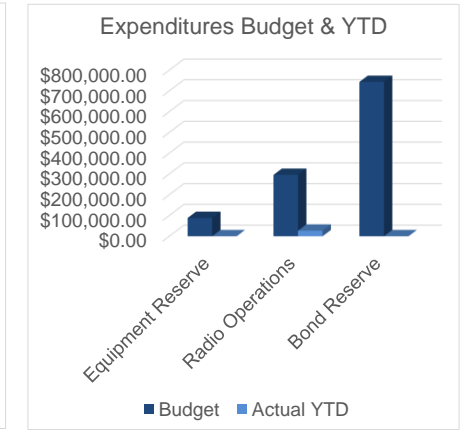
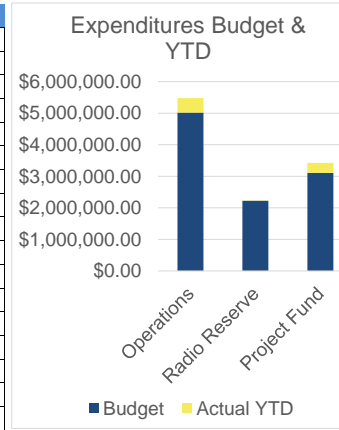
BUDGETED BEGINNING FUND BALANCE FOR ALL FUNDS \$11,187,432.42
ACTUAL BEGINNING FUND BALANCE FOR ALL FUNDS \$12,999,398.82

NEW REVENUES				
FUND	Budget	Actual Thru Jan	Remaining to collect	%Remaining
Operations	\$3,394,762.52	\$256,576.25	\$3,138,186.27	92%
<i>Excise Tax</i>	\$1,141,015.14	\$92,808.57	\$1,048,206.57	92%
<i>User Fees</i>	\$2,215,061.38	\$163,406.66	\$2,051,654.72	93%
<i>Other</i>	\$38,686.00		\$38,686.00	100%
Equipment Reserve	\$2,500.00	\$0.00	\$2,500.00	100%
Radio Operations	\$45,485.05	\$24,699.77	\$20,785.28	46%
Radio Reserve	\$3,000.00	\$0.00	\$3,000.00	100%
Sales Tax	\$3,031,837.08	\$273,646.62	\$2,758,190.46	91%
Stabilization Reserve	\$5,000.00	\$0.00	\$5,000.00	100%
Facility Reserve	\$60.00	\$0.00	\$60.00	100%
Bond Reserve	\$867.09	\$0.00	\$867.09	100%
Project Fund	\$5,000.00	\$0.00	\$5,000.00	100%
TOTAL REVENUES	\$6,488,511.74	\$554,922.64	\$5,933,589.10	91%



BUDGETED ENDING FUND BALANCE FOR ALL FUNDS \$4,646,185.17

EXPENSES				
FUND	Budget	Actual YTD	Remaining to Spend	%Remaining
Operations	\$5,018,630.56	\$458,591.63	\$4,560,038.93	91%
<i>Salaries Wages & Benefits</i>	\$3,915,480.69	\$318,471.15	\$3,597,009.54	92%
<i>Travel/Training</i>	\$43,804.79	\$0.00	\$43,804.79	100%
<i>Prof. and Contracted Services</i>	\$230,605.02	\$4,115.05	\$226,489.97	98%
<i>Tech and Software Maint.</i>	\$149,520.01	\$7,787.25	\$141,732.76	95%
<i>LandLord Tenant</i>	\$98,785.73	\$16,746.07	\$82,039.66	83%
<i>Other</i>	\$580,434.32	\$111,472.11	\$468,962.21	81%
Equipment Reserve	\$88,085.39	\$0.00	\$88,085.39	100%
Radio Operations	\$295,525.13	\$26,905.55	\$268,619.58	91%
Radio Reserve	\$2,224,756.73	\$6,317.23	\$2,218,439.50	100%
Sales Tax	\$0.00	\$0.00	\$0.00	0%
Stabilization Reserve	\$0.00	\$0.00	\$0.00	0%
Facility Reserve	\$0.00	\$0.00	\$0.00	0%
Bond Reserve	\$743,159.60	\$0.00	\$743,159.60	100%
Project Fund	\$3,108,793.41	\$317,732.83	\$2,791,060.58	90%
TOTAL EXPENDITURES	\$11,478,950.82	\$809,547.24	\$10,669,403.58	93%



Internal Transfers							
	BUDGETED T/IN	BUDGETED T/O	YTD T/IN	YTD T/O	Remaining T/IN	Remaining T/O	% Remaining
Operations	\$2,600,000.00		\$216,666.67		\$2,383,333.33		92%
Equipment Reserve	\$586,811.00		\$48,900.92		\$537,910.08		92%
Radio Operations	\$207,000.00		\$17,250.00		\$189,750.00		92%
Radio Reserve	\$794,403.00		\$66,200.25		\$728,202.75		92%
Stabilization Reserve	\$215,595.13		\$17,966.26		\$197,628.87		92%
Facility Reserve	\$200,000.00		\$16,666.67		\$183,333.33		92%
Bond Reserve	\$743,159.60		\$61,929.96		\$681,229.64		92%
Sales Tax		\$4,345,565.73		\$362,130.48		\$3,983,435.25	92%
Operations		\$1,001,403.00		\$83,450.25		\$917,952.75	92%
TOTAL TRANSFERS	\$5,346,968.73	\$5,346,968.73	\$445,580.73	\$445,580.73	\$4,901,388.00	\$4,901,388.00	92%



Social Media Policy

Effective Date: 02/15/2023

1.0 PURPOSE:

To establish procedures and guidelines under which Cowlitz 911 employees can maintain best practices when using social media tools such as, but not limited to Facebook, Twitter, Nextdoor, TikTok, Snapchat and Instagram to reach a broader audience. While the Cowlitz 911's website, <https://cowlitz911.org/>, is the agency's primary internet presence, the agency recognizes that, when used appropriately, social media may be useful in furthering the goals of Cowlitz 911 and its mission.

2.0 POLICY:

Cowlitz 911 may use social media as a method of effectively informing the public about public services, issues, public education, and other relevant events.

The Director, Dispatch Supervisor, or Cowlitz 911 employee who is appointed to manage social media shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

The best, most appropriate use of Cowlitz 911 social media falls into two categories:

2.1.a. As channels for disseminating time-sensitive information as quickly as possible (for example, emergency information).

2.1.b. As communication and outreach tools that increase Cowlitz 911's ability to provide information to the widest possible audience, specifically for public education purposes.

3.0 DEFINITIONS:

Social Media Sites – Those pages, sections or posting locations in social media websites established or maintained by an employee of Cowlitz 911 authorized to do so as part of the employee's job and that are used to communicate with the public.

Social Media – Internet-based technology communications tools with a focus on immediacy, interactivity, user participation, and information sharing. These venues include social networking sites, forums, weblogs, and video/photo posting sites or any other such similar output or format. Examples include Facebook, Twitter, and Instagram.

Two-Factor Authentication – Two-Factor authentication is an authentication method in which a computer user is granted access only after successfully presenting two or more pieces of evidence to an authentication mechanism: knowledge, possession, and inherence.

4.0 AUTHORIZED USERS:

Only members authorized by the Director, or the authorized designees may utilize social media on behalf of Cowlitz 911. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor Cowlitz 911-related social media unless they are specifically authorized to do otherwise by a supervisor.

The Director of Cowlitz 911 or authorized designee may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting. Requests to post information over department social media by members who are not authorized to post should be made through a supervisor, Director of Cowlitz 911, or authorized designee.

Login and password credentials for official Cowlitz 911 social media sites must be on file with the agency in the event that the primary account administrator leaves employment.

Social media accounts must have at least two administrators assigned and must use two—factor authentication for security.

All Cowlitz 911 employees are discouraged from using personal equipment and/or personal accounts to post information to official Cowlitz 911 social media sites. Cowlitz 911 employees are similarly discouraged from using personal equipment and/or personal accounts to post information regarding official agency business on other social media sites. All social media site posts by Cowlitz 911 employees regarding official agency business are subject to Washington State public disclosure laws, open meetings laws, and all other applicable laws, rules, and regulations.

Social media platforms that are primarily mobile-only (e.g., Periscope, Instagram) must be used on a Cowlitz 911 owned device, such as a mobile phone or laptop, and must comply with the Cowlitz 911 policies related to mobile devices.

5.0 AUTHORIZED CONTENT:

Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

5.1 Examples of appropriate content include but are not limited to:

- 5.1.a.** Announcements.
- 5.1.b.** Tips and information related to crime prevention.
- 5.1.c.** Public service announcements.
- 5.1.d.** Public Education
- 5.1.e.** Real-time safety information that is related to in-progress crimes, geographical warnings, or disaster information.
- 5.1.f.** Traffic information.
- 5.1.g.** Press releases.

- 5.1.h. Recruitment of personnel.
- 5.1.i. Employee Recognition.
- 5.1.j. Professionalism.
- 5.2 The voice of Cowlitz 911 social media accounts will always be professional, experienced, resourceful, and supportive.
- 5.3 The tone of Cowlitz 911 social media accounts will always be humane, approachable, engaging, and empathetic.
- 5.4 Cowlitz 911 communications on social media will never be flippant, sarcastic, or combative.
- 5.5 Cowlitz 911 will engage with partner agencies (fire, law enforcement, emergency management, industry regulators) by sharing and tagging their information to provide additional community education and consistent messaging.
- 5.6 Administrators and editors must consistently communicate that social media is not a tool to seek emergency response or report a crime.
- 5.7 Personal Account Engagement

When Cowlitz 911 employees engage with Cowlitz 911 social media accounts through their personal social media accounts, they should adhere to confidentiality policies and procedures.

- 5.8 Personal engagement with the Cowlitz 911 page should always be positive and professional.
- 5.9 Engagement with personal accounts should only take place from a personal device and account. Social Media engagement through personal accounts is not considered a required activity and should only be done during breaks or on personal time.
- 5.10 Engagement should not include any dissemination of information to the public about Cowlitz 911's official post as their personal accounts could become subject to Public Records Act.

6.0 PROHIBITED CONTENT:

Content that is prohibited from posting includes, but is not limited to:

- 6.1 Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- 6.2 Any content, including photographs or videos that violate individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- 6.3 Any information that could compromise an ongoing investigation.
- 6.4 Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of Cowlitz 911 or any of its user agencies and its members.
- 6.5 Any information that could compromise the safety and security of department operations, members of the user agencies, victims, suspects, or the public.
- 6.6 Any content posted for personal use.
- 6.7 Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a member of social media team. The social media team member will ensure its removal from public view and a supervisor will investigate the cause of the entry.

7.0 PUBLIC POSTING PROHIBITED:

Cowlitz 911 social media sites shall be designed and maintained to prevent posting of inappropriate content by the public.

8.0 MONITORING CONTENT:

8.1 The Director will appoint a supervisor(s), or authorized designee to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

8.2 Cowlitz 911 social media sites shall include notification to site users/visitors that the following content will not be allowed on the site:

8.2.a. Comments not topically related to a particular social media thread.

8.2.b. Departments, divisions or participating offices other than those approved by Cowlitz 911 Administration are prohibited from using official Cowlitz 911 social media for the purpose of working for or against any ballot measure or specific legislation, or for or against the candidacy of any person for public office.

8.2.c. Profane language or content.

8.2.d. Content that promotes, fosters, or perpetuates discrimination of any kind, or that targets protected classes.

8.2.e. Sexual content or links to sexual content.

8.2.f. Solicitations of commerce, endorsements, or advertising on behalf of private enterprise.

8.2.g. Conduct or encouragement of violence or illegal activity.

8.2.h. Information that may compromise the safety and/or security of the public and/ or public systems.

8.2.i. Content that violates copyright law or other legal ownership interest of any other party.

8.3 Cowlitz 911 reserves the right to restrict and/or remove any content posted to any social media sites that it deems to be in violation of this Policy or other applicable law, rule, or regulation. Any content removed based on these restrictions will be retained, including the time and date of the posting and the identity of the poster (if available).

9.0 RETENTION OF RECORDS

Official Cowlitz 911 social media sites records will be retained by an approved archiving service and will adhere to Washington State public records laws and social media retention requirements. This is in accordance with standard records retention schedules.

Whenever possible, social media sites shall clearly indicate that any content posted or submitted for posting is subject to public disclosure. Users shall be notified that public disclosure requests be directed to the Cowlitz 911 Public Records Lead.

10.0 PUBLIC POLICY DISCLAIMER:

The following information must be displayed to users on all social media sites:

- 10.1** This social media site is not a legal method of submitting emergency information nor a place to request service from any Cowlitz County law enforcement, fire department, or medical services. If you have an emergency, please dial 9-1-1, If you have a non-emergency, please dial 360-577-3049
- 10.2** All content posted on Cowlitz 911 social media sites is considered public record and may be subject to public disclosure.
- 10.3** Content on Cowlitz 911 social media sites is continually updated and may not be free from error.
- 10.4** Users cannot request public records through a Cowlitz 911 social media site; formal public records requests must be made by mail, fax or in email and sent to the Cowlitz 911 Records. Information can be found at <https://cowlitz911.org/public-records-request>.
- 10.5** This Cowlitz 911 social media site serves as a limited public forum; all content published is subject to monitoring and/or removal if it violates the Cowlitz 911’s social media policy. The full Social Media Policy is posted on the Cowlitz 911 website: <https://cowlitz911.org/>.

11.0 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination, and retention of information posted on department sites.

Board Chair, Brad Thurman

ATTEST:

Clerk of the Board, Rachael Young