Cowlitz 911 Public Authority Board of Directors
Regular Meeting Minutes
Wednesday, May 9, 2018

Attendance

1. Call to Order and Introductions
Steve Taylor called the meeting to order at 11:56 a.m. and asked those present to introduce themselves.

2. Approval of the Agenda
After discussion, Phil Jurmu moved to add CAD public disclosure, information technology support, asset transfer and start-up funding to the agenda; Vic Leatzow seconded; motion carried.

3. Public Comment
Steve Taylor asked for any public comment and no one responded.

4. Approval of Meeting Minutes
Discussion was held on Jeff Cameron’s suggested edits to the minutes including correcting the reference to the Association of Washington Cities to the Washington Cities Insurance Authority and adding signature blocks for the Chair and the Clerk of the Board. Scott Neves moved to approve the April 4, 2018 regular meeting minutes as amended, Phil Jurmu seconded.

4a. Appoint Clerk of the Board
After discussion, Alan Headley moved to appoint Rachael Fair as Clerk of the Board; Scott Neves seconded; motion carried.

5. Meeting Ground Rules
Discussion was held on how formal to make ground rules and it was mentioned that the bylaws provide some foundation. Discussion will continue at the next meeting.

6. Resolution 2018-01 to Approve Bylaws
Jeff Cameron suggested several format changes and noted the Resolution included some minor edits made by the Board at the April 4, 2018 meeting. Scott Neves moved to approve Resolution 2018-01 with the edits and suggested changes; Alan Headley seconded; motion carried.

7. Resolution 2018-02 to Establish Regular Meeting Date at Time
Jeff Cameron passed out an updated version of the Resolution that added the location of Board meetings along with several format changes. Alan Headley moved to approve Resolution 2018-02 with the suggested changes; Scott Neves seconded; motion carried.

8. Resolution 2018-03 to Appoint a Claims Agent
Steve Reinke noted the bylaws state the Executive Director serves as the Cowlitz 911 claims agent. Since the position is vacant, Steve Taylor volunteered to serve as the agency’s claims agent. Reinke
said he posted claims agent and process information on the Cowlitz 911 website. Jeff Cameron passed out an updated version of the Resolution with suggested format changes. Scott Neves moved to approve Resolution 2018-03 with the suggested changes; Mark Nelson seconded; motion carried.

9. Conceptual Budget Resolution
Steve Reinke discussed a draft Resolution format for the eventual adoption of a budget. He noted Kitsap 911 and Clark Regional Emergency Services Agency adopt budgets at regular meetings and neither hold public hearings. Jeff Cameron noted there was no defined start-up period for Cowlitz 911, so it could be argued the agency is responsible for 911 now. Discussion was held on the County’s role and the importance of obtaining and tracking start-up funds.

10. Interlocal agreement (ILA) with Cowlitz County to borrow funds for start-up expenses
Steve Reinke discussed a conceptual ILA for Cowlitz 911 to borrow funds from Cowlitz County for start-up expenses. He noted a conversation with Dana Gigler led them both to question whether a loan would be necessary since Cowlitz 911 would be using designated 911 funds for 911 purposes. Discussion was held about a possible agreement that would allow Cowlitz 911 to use 911 funds placed in a separate funds and/or that used separate codes. Steve Reinke said County Finance Director Kurt Williams was going to talk with the State Auditor’s Office and would continue to investigate options. More discussion will take place at the next Board of Director’s meeting.

11. Insurance
(The Board postponed discussion about the Executive Director recruitment to later in the meeting.)
Discussion was held about provider options. Steve Reinke reported the Washington Cities Insurance Authority (WCIA) representative said their coverage would be $5,000 for errors and omissions insurance for the Board and that same minimum premium would cover up to three initial employees for the balance of 2018. Coverage could begin as early as June 8, 2018 when the WCIA Board meets to approve new client agencies. Reinke said he was obtaining a quote from Enduris and that he would also contact the VFIS agent for a quote as suggested by Alan Headley and Victor Leatzow.

12. Financial Services
Discussion was held on options. It is still unknown if Longview is willing to serve as a short or long-term provider. Steve Taylor suggested any local entity interested in providing services should let the Board know by June 30th. Steve Reinke said he would inquire whether Clark County would be interested in providing financial services. If no provider is identified, time will be needed to get up to speed with BIAS software and having services in-house will likely impact the employee count and their roles.

13. Labor Counsel
The Board noted the labor agreement with the line staff expires at the end of 2018. Steve Reinke will continue to work with staff and the Chair on possible options. Concern was expressed that the current provider may have a conflict of interest due to his need to continue to assist the County with their role in the transition process.
14. General Counsel Request for Qualifications and Rates
   The Board reviewed a draft Request for Quotes (RFQ) and agreed to provide input at the next meeting for the section that specified the services to be performed and suggested asking the other 911 Public Authorities who they use for their general counsel.

15. Department of Emergency Management (DEM) New Facility Partnership Considerations
   Discussion was held on issues surrounding having DEM be part of the new facility construction project including the additional cost related to the amount of space requested.

16. Task List Review
   Steve Reinke handed out an updated task list. The Board suggested the addition of a line for asset transfer and public disclosure.

17. Executive Director Recruitment
   Steve Reinke handed out a list of Director salaries collected from Washington and Oregon sorted by population. He noted the challenges recruiting for what is a specialist position and that in response, some agencies with much smaller populations are paying a premium to attract and retain Directors. Due to time constraints, additional discussion will be held at the next meeting.

18. Good of the Order
   Mark Nelson said he would send notification that Corey Huffine would be his alternate on the Board. The group thanked Phil Jurmu having pizza delivered due to the long meeting. Jeff Cameron asked why the existing Cowlitz County 911 ILA continues to be in effect and was advised it was still in force through the transition, and that the rules for its dissolution process would need to be followed.

19. Adjournment
   With no further business before the Board the meeting adjourned at 1:26 p.m.

   [Signatures]

   Stephen Taylor, Chair

   ATTEST:

   [Signature]

   Rachael Fair, Clerk of the Cowlitz 911 Board