

**Cowlitz 911 Public Authority Board of Directors**  
**Regular Meeting Minutes**  
**Wednesday, May 23, 2018**

**Attendance**

Board Members: Chet Makinster, Kurt Sacha, Phil Jurmu, Joe Gardner, Steve Taylor, Alan Headley, Vic Leatzow. Guests: Bill Lemonds, Butch Brenaman, Deborah Pineda, Deanna Wells, Jerry Jensen, Rachael Fair, Steve Reinke.

**1. Call to Order and Introductions**

Steve Taylor called the meeting to order at 10:03 a.m. and noted everyone present knew each other.

**2. Approval of the Agenda**

After discussion, Kurt Sacha moved to approve the agenda; Alan Headley seconded; motion carried. Kurt Sacha said if meetings were going to be long like the last one, perhaps the Board should consider work sessions. During discussion it was noted the May 9<sup>th</sup> Board meeting started late due to the length of the preceding 911 Executive Board meeting and future meetings were not expected to start as late or be as long. The Board concurred with Steve Reinke's suggestion to place action items at the beginning of the agenda in case anyone must leave early.

**3. Public Comment**

Steve Taylor asked for public comment and no one responded.

**4. Approval of Meeting Minutes**

Alan Headley moved to approve the May 9<sup>th</sup>, 2018 regular meeting minutes, Joe Gardner seconded; Deborah Pineda noted her last name change; motion carried.

**5. Meeting Ground Rules**

Discussion was held on a document Phil Jurmu found that was passed out for discussion. The Board supported using the points in the document as a guide for meeting etiquette, and that the guidelines could be considered along with others in the agency's pending administrative policy manual.

**6. Financial Services**

Steve Reinke said he would report on his meetings with the County Treasurer and Auditor regarding services for 2018 and beyond at the next meeting. The Board will need to decide whether to contract for the work or do it in-house, which could require a staffing model change before strategic planning takes place to accommodate the time needed for hiring and training.

**7. Start-up Funding**

Steve Reinke said there was a work session that afternoon with two County Commissioners and the County Administrator to discuss allocating some 911 funds to Cowlitz 911 for start-up expenses.

**8. Start-up Budget**

Steve Reinke said at the afternoon work session with the Commissioners he would ask whether the County would consider hiring the Executive Director later this year. If so, he or she would be a Cowlitz County employee for a few months before becoming an employee of Cowlitz 911 along with the rest of the staff at the end of 2018. If this is done, the start-up budget amount will be lower. Reinke said

based on the outcome of the discussion with the Commissioners, he would have a budget resolution for the Board to consider at the next meeting. Deanna Wells said payment for January 2019 medical costs must be made in December, and to be aware of that and other pre-paid items to assure there are no lapses in coverage.

**9. County Support for Information Technology (IT) Services**

(The Board postponed discussion about DEM co-locating in the new facility to later in the meeting.) Steve Reinke said at the afternoon work session with the Commissioners he would verify the County is willing to provide IT support for Cowlitz 911 as a contracted service after the transition.

**10. Liability Insurance**

Steve Reinke passed out information and a quote from the Washington Cities Insurance Authority (WCIA) and that he was waiting for a quote from Enduris and VFIS, which should be available at the next Board meeting.

**11. Labor Counsel**

Steve Reinke passed out information about Howard Rubin, who currently works with the County and is familiar with past and current labor issues. Reinke noted he has been meeting with dispatchers at their evening shift change on Board meeting days and he would continue to talk with the labor group that evening about upcoming changes. The Board directed Reinke to move forward with the process necessary for the Board to retain Rubin and his firm.

**12. General Counsel Request for Qualifications (RFQ)**

The Board reviewed an updated RFQ and after making some minor corrections, Alan Headley moved to have Steve Reinke release the RFQ; Vic Leatzow seconded; motion carried.

**13. Public Disclosure**

After brief discussion about the release of Computer Aided Dispatch (CAD) records the Board said it was not a matter for the Board.

**14. Executive Director Recruitment**

The Board discussed the updated job description and hiring flyer. After discussion, Chet Makinster, moved to set the salary range for the position at \$95,000 to \$120,000; Kurt Sacha seconded; motion carried.

Steve Reinke said at that afternoon's work session with the Commissioners, on behalf of the Board he would ask the County to hire the Executive Director during the interim period. During discussion, Vic Leatzow noted the Director would work under County policies during the interim period. It was also suggested that County Human Resources Director Jim Zdilar be invited to the work session. Reinke said he would and based on the outcome of the work session he would update the hiring flyer and redistribute it and the job description for final review by the Board before launching the recruitment. The Board concurred with that approach.

**15. Department of Emergency Management (DEM) New Facility Partnership**

Steve Taylor reported on a meeting about the new facility he, Kurt Sacha, Deanna Wells and Steve Reinke had the day before with several County officials including Joe Gardner and Axel Swanson. The consensus at the meeting was to include DEM in the new facility project. Extensive discussion was held during which the Board noted 911 needs would be the top priority for the new facility; that DEM would need to contribute something tangible to be part of the project; that a proposed site at Cowlitz Way and Fourth Avenue North owned by the County could possibly be DEM's contribution; the pros and cons of that and other sites; parking and security considerations; and financing considerations related to a \$6 million bond after first spending about \$1-2 million in accrued cash. The Board's consensus was to direct the architect to develop conceptual plans for the County owned property at Cowlitz Way and Fourth Avenue North.

**16. Task List Review**

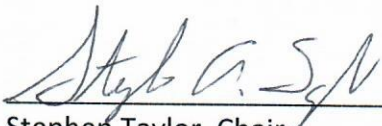
Steve Reinke noted there had been no changes to the task list distributed at the previous meeting.

**17. Good of the Order**


No one had anything for the good of the order.

**18. Adjournment**

With no further business before the Board the meeting adjourned at 12:10 p.m.

  
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Stephen Taylor, Chair

ATTEST:

  
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Rachael Fair, Clerk of the Cowlitz 911 Board