

**Cowlitz 911 Public Authority Board of Directors**  
**Regular Meeting Minutes**  
**November 28<sup>th</sup> 2018**

**Attendance**

Board Members: Chet Makinster; Steve Taylor; Kurt Sacha; Joe Gardner; Alan Headley; Mark Nelson; Scott Neves; Vic Leatzow. Alternate Board Members: Deb Pineda; Bill LeMonds. Staff: Phil Jurmu and Rachael Fair. Legal Counsel: Frank Randolph; Guests: Darr Kirk; Butch Brenaman; Lori Hendrickson; Shawn Roewe

**1. Call to Order and Introductions**

Taylor called the meeting to order at 10:02 AM

**2. Approval of the Agenda**

Removed Stencil IP Upgrade approval; removed Pacific Power Generator Service proposal approval; Added Executive session for qualifications of an applicant for public employment; added staff review of resolutions and ILA's; added resolution 2018-028; added Establishing a special meeting date and time.

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

**3. Public Comment**

Brenaman CCFD6 wanted to clarify the status of the 911 council. The 911 council has been disseminated. It will be terminated with the ILA termination.

**4. Approval of Meeting Minutes**

Headley made a motion to approve the November 14, 2018 Regular meeting minutes and the November 20, 2018 Special Meeting Minutes. Gardner seconded, all in favor; motion carried.

**5. Review Payables**

No payables waiting approval

**6. Denali HVAC approval**

The board would like to look into other vendors such as Entek that offer this service, they would be willing to enter into a 1 year agreement for the time being. They want a price comparison to what they were paying and what they pay with the new rates.

**7. Executive Session (Qualifications of an applicant for public employment)**

Makinster made a motion to enter into executive session with the intent to take action after the discussion. Headley seconded the motion, all in favor; motion carried. Executive session started at 10:21 expected return at 10:41. Requested a 5 minute extension. Executive session ended at 10:46.

**8. Staff review of resolutions and ILA's**

Randolph explained that the Service Level Agreements and the Termination of the ILA is ready for the respective boards to approve. We will do a separate agreement to have them bound to the ordinance, charter and bylaws. There will be another ILA termination agreement in January or February.

**9. Resolution 2018-014 Approving and adopting the Cowlitz 911 Employee Manual (discussion)**

The employee manual is in the process of being completed. It is currently with Nicole Tideman for review. This will be distributed to all board members. Changes to the Manual will be left up to the

Executive Director unless it is a Policy change. All policy changes will be reviewed and approved by the board.

**10. Resolution 2018-016 Requesting transfer of non-represented employees and authorizing certain employee actions**

Minor edit to the resolution, change the time to say 23:59:59. Headley made a motion to approve the resolution as amended. Makinster seconded, all in favor; motion carried.

**11. Resolution 2018-028 Adopting Salary and Wage Scale for unrepresented administrative and management employees**

The board would like to have the Executive Director added to the pay scale document. In the job scope, please change BOCC to Board of Directors. Minimum qualifications include a valid driver's license and background check.

Under the IT Vendor & Tech Manager: Fix formatting, Strike VHS Simulcast, and add wording to include knowledge of IT. Headley made a motion to adopt Resolution 2018-028 as amended. Nelson seconded, Leatzow voted nay, all other members were in favor; motion carried.

**12. 2019 Budget workshop**

Currently working on the facility rent, janitorial and IT services. How do we mesh contracted services with the county? We will look at a few agreements with other PA's that have separated. 2019 budget will be brought forward at the next regular meeting.

**13. Good of the order**

There is an interim IT Manager and they are working on the cost for the servers.

**14. Establish a Special Meeting date and time**

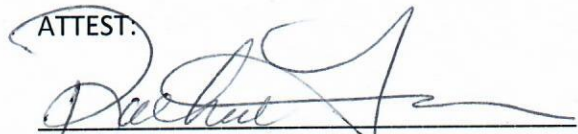
The special meeting was struck.

**15. Adjournment**

Taylor adjourned the meeting at 11:30 AM.

**16. Closed Meeting**

  
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Stephen Taylor, Chair

ATTEST:  
  
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Rachael Fair, Clerk of the Cowlitz 911 Board