

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday March 24<sup>th</sup>, 2021 @ 10:00 AM

Remote ZOOM Meeting

### Attendance

**Board Members:** Chet Makinster; Kurt Sacha; Jim Kambeitz; Brad Thurman; Andy Hamilton; Alan Headley; Vic Leatzow; Ralph Herrera

**Staff:** Dave Storaker; Rachael Fair; Frank Randolph (general counsel); Jerry Jensen;

**Guests:** Chris Smith; Robert Huhta; Troy Brightbill; Darr Kirk; Scott Neves; Bill LeMonds; Don Turrentine

**Board Members Absent and No Alternate:** Joe Gardner

### 1. Call to Order and Introductions

Alan Headley called the meeting to order at 10:00 AM.

### 2. Approval of the Agenda

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

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

### 3. Approval of Meeting Minutes

#### A. 03/10/21

**Recommended Action:** A motion to approve the meeting minutes from 03/10/21.

Sacha made a motion to approve the meeting minutes as presented. Leatzow seconded; all in favor, motion carried.

### 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. 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
Payroll 03/19/21	309-344	\$ 111,644.08
Claims 03/12/21	293-306	\$ 161,393.94
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TOTAL		\$ 273,038.02

**Recommended Action:** Motion to approve the payables as presented

Thurman made a motion to approve the payables as presented. Makinster seconded; all in favor, motion carried.

### 6. Financial Report *(To only be provided at the second meeting of the month)*

### 7. MOU- GIS Approval

- A. Updated agreement with Cowlitz County Building and Planning (CCB&P) for GIS support and CAD mapping services.

**Recommended Action:** A motion to approve the MOU with Cowlitz County Building and Planning for GIS support and CAD mapping services.

Thurman made a motion to approve the agreement as presented. Sacha seconded; all in favor, motion carried.

#### **8. Telecommunicators Week Proclamation**

- A. The Cowlitz 911 Board of Directors declares the week of April 11 through 17, 2021 to be National Public Safety Telecommunicators Week in Cowlitz County, Washington in honor of the men and women whose diligence and professionalism keep our community and citizens safe.

**Recommended Action:** A motion to approve the Proclamation for Telecommunicators week April 11- April 17 2021.

Makinster made a motion to approve the Proclamation for Telecommunicators week April 11-April 17, 2021. Hamilton seconded; all in favor, motion carried.

#### **9. Board Comments/Board Committee Reports**

- A. LAW TAC Update: No update. Meeting scheduled for next week.
  - i. They did a radio protocol review.
- B. FIRE TAC Update: They held a meeting but no update.
  - i. The discussed Spillman items.

#### **10. Director's Report**

##### **A. Staff Update: trainee schedule update**

- i. No big change. We have 1 in background. We are actively recruiting.

##### **B. Facility Update**

- i. Patriot is on schedule. OAC meeting is still weekly and continue to do weekly on site visits.

##### **C. Radio Infrastructure:**

- i. **Castle Rock:** US Cellular Paperwork has been processed. Site inspection and structural analysis ordered by US cellular.
- ii. **Woodland Site:** Visited by SME and Day Wireless. There is a GEO study to make sure the location selected is viable.
- iii. **Hall of Justice:** FCC approved the microwave license application. Still awaiting parts.
- iv. **Deer Island:** Pallans is working with Day Wireless on the final site plan for shelter and tower space.

No change to any of the other sites.

##### **D. Analytics** *(provided at the first meeting of the month)*

#### **11. Old Business**

##### **A. Policy 004 Amendment (Tabled on 03/10/2021)**

The original language in policy 004 was designed to mirror the current CBA. However, in section 4, bullet point 5, our policy states that an employee must use all time banks before taking unpaid leave. When reviewing our policy we discovered this was in violation of the WA state leave law for the WA State Paid Family Medical Leave (PFMLA) We have consulted with legal counsel, and have been guided to remove that bullet point.

**Recommended Action:** A motion to approve policy 004 as amended.

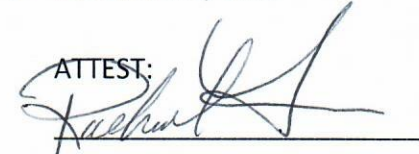
Sacha made a motion to approve the policy as amended. Thurman seconded; all in favor, motion carried.

**12. Executive Session (if needed):** Not Held

**13. Adjournment:** Meeting adjourned at 10:25 AM

**14. Closed Meeting (If Needed):** Not Held

  
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Joe Gardner, Chair

ATTEST:  
  
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Rachael Fair, Clerk of the Cowlitz 911 Board