

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday April 14<sup>th</sup>, 2021 @ 10:00 AM

Remote ZOOM Meeting

### Attendance

**Board Members:** Chet Makinster; Chris Smith (alternate,voting); Jim Kambeitz; Joe Gardner; Brad Thurman; Andy Hamilton; Alan Headley; Vic Leatzow

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

**Guests:** Robert Huhta; Troy Brightbill; Scott Neves; Bill LeMonds; Brandon Poff; Coni Mckinster

**Board Members Absent and No Alternate:** Ralph Herrera

### 1. Call to Order and Introductions

Joe Gardner called the meeting to order at 10:00 AM.

### 2. Approval of the Agenda

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

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

### 3. Approval of Meeting Minutes

#### A. 03/24/21

**Recommended Action:** A motion to approve the meeting minutes from 03/24/21.

Headley made a motion to approve the meeting minutes as presented. Hamilton 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 04/05/21	366-401	\$ 110,827.90
Claims 03/26/21	348-362	\$ 313,548.22
Claims 03/30/21	365	\$ 696.00
TOTAL		\$ 314,244.22

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

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

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

### 7. Board Comments/Board Committee Reports

- A. LAW TAC Update: No update. Meeting scheduled for May 11th
- B. FIRE TAC Update: No update. Next Meeting scheduled for the 2<sup>nd</sup> Monday in May.
- i. There are issues that were discussed and will be followed up on at future meetings. Related to run cards, and Spillman.

## 8. Director's Report

### A. Staff Update: trainee schedule update

- i. We have a dispatcher who relocated and we have 1 in background. There will be an academy starting soon as well.

### B. Facility Update

- i. Construction is on schedule. There are weekly OAC meetings and on-site visits. Over the last week we did have transient issues, and we have notified local police and they have increased patrols to canvas the area.

### C. Radio Infrastructure:

- i. We experienced 2 system wide outages. We are waiting on the parts for a failing microwave at our Rainier Site. Expected to be replaced on April 19<sup>th</sup>, 2021. We are running off of our back up system currently. Both the primary system and the backup system will be replaced with brand new equipment.
- ii. The Kalama radio project will be tested April 28<sup>th</sup>.
- iii. Davis site had a generator problem and they replaced the fuel pump.
- iv. The search in Woodland continues since the woodland officials have deemed the current prospective location no longer an option.
- v. Castle Rock high school location is waiting on U.S. Cellular. They have received the P.O. slated for approval this week.

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

- i. We have met our goal of 95.51%.

## 9. Old Business

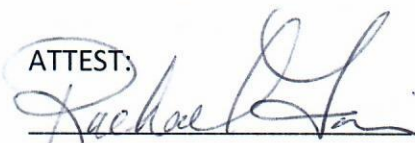
### 10. Executive Session (if needed): Not Held

- A. There was mention of gathering individuals to be part of a budget subcommittee. Members are encouraged to send in their names to be considered for the committee. O be followed up at the next meeting.
  - i. Points of discussion to include the user fee formula, and mdt/portable radios.

### 11. Adjournment: Meeting adjourned at 10:40 AM

### 12. Closed Meeting (If Needed): Not Held

  
Joe Gardner, Chair

ATTEST:  
  
Rachael Fair, Clerk of the Cowlitz 911 Board