

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday April 28th, 2021 @ 10:00 AM

### Remote ZOOM Meeting

#### Attendance

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

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

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

**Board Members Absent and No Alternate:**

#### 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.

Sacha made a motion to approve the agenda as presented. Headley seconded. There was an edit to the agenda to add item 6A Intergovernmental Agreement and remove number 7 from the meeting minutes. Sacha made a motion to amend his original motion and approve the agenda as amended. Headley seconded; all in favor, motion carried.

#### 3. Approval of Meeting Minutes

##### A. 04/14/21

**Recommended Action:** A motion to approve the meeting minutes from 04/14/21.

Makinster made a motion to approve the meeting minutes as amended. Headley 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 04/20/21	429-462	\$ 124,325.09
Claims 04/09/21	407-422	\$ 30,673.95
Claims 04/23/21	429-462	\$ 696.00
TOTAL		\$ 314,244.22

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

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

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

#### 6A. Intergovernmental Cooperative Purchasing Agreement

Agreement between Skamania County and Cowlitz 911.

**Recommended Action:** Motion to approve the intergovernmental agreement between Skamania County and Cowlitz 911 for purchasing.

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

**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 May 10<sup>th</sup>.

**8. Director's Report**

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

- i. Have added Tracey as our newest trainee. Have 17 active fulltime dispatchers. 4 in training. We are planning an academy for the new list of applicants. Liasons have started.

**B. Facility Update**

Construction was on schedule. Now there is a need for corrective action dealing with placement of rebar and concrete pylons. This correction pushed back the main concrete pour and they are rearranging the schedule to not get behind.

**C. Radio Infrastructure:**

**HOJ** microwave has been stable the past few weeks. Unfortunately the incorrect parts arrived. An error on the vendor side. This will push back the fix of the system to early summer.

**Woodland:** Woodland public works in agreement with the new location. Move will be 270 feet from the current location. We have applied for an FAA license and need approval from that to move the tower.

**Deer Island:** There is an alternative site about 5 miles away from Deer Island. That site looks promising. Next meeting there will be a proposal to the board where we will evaluate whether we will choose to abandon using Deer Island and switch to the other site.

**Baker's corner:** City has the application and waiting to hear if the public hearing will be on May 11<sup>th</sup>, if it does, Storaker will be in attendance.

**Kalama:** They will be back on Friday to complete roof wiring and they have ordered software so they can start programming the Kalama connection

**Davis hill-** The microwave outage that occurred at Davis hill day wireless has been working on it since yesterday and they are using existing parts that we have in the system to try and make the microwave stable.

**Castle Rock:** US Cellular owns the site and they want CD drawings completed. There is a PO request in for \$2980 for the CD drawings.

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

**9. Old Business**

- A. **Budget Subcommittee:** Sacha, Thurman, Neves

B. **Spillman:** Relocation team- error document. Consulting team will present to the board on June 9<sup>th</sup>. Back up site will be at the Hall of Justice.

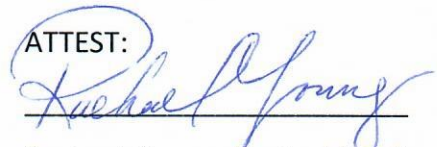
**10. Executive Session (if needed):**

A. Entered at 10:33 for executive session for 10 minutes. Executive session ended at 10:43. No decisions were made.

**11. Adjournment:** Meeting adjourned at 10:44 AM

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

  
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Joe Gardner, Chair

ATTEST:  
  
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Rachael Young, Clerk of the Cowlitz 911 Board