

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday May 12th, 2021 @ 10:00 AM

Remote ZOOM Meeting

Attendance

Board Members: Chet Makinster; Kurt Sacha; Jim Kambeitz; Joe Gardner; Brad Thurman; Andy Hamilton; Alan Headley; Bill LeMonds (alternate, voting); Ralph Herrera

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

Guests: Chris Smith; Troy Brightbill; Coni Makinster; Don Turrentine; Scott Neves; Brandon Poff

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.

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

3. Approval of Meeting Minutes

A. 04/28/21

Recommended Action: A motion to approve the meeting minutes from 04/28/21

Thurman mentioned his name not appearing in the board members present.

Headley made a motion to approve the meeting minutes as amended with the addition of Thurman. Makinster 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 05/05/21	491-525	\$ 115,135.31

TOTAL		\$ 115,135.31
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Recommended Action: Motion to approve the payables as presented

Thurman 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. MOU- Understaff Pay

- A. MOU drafted for clarification of language on section 9.11 and 9.12 to define pay for understaffed pay situations.

Recommended Action: A motion to approve the MOU on understaffed pay.

The board wants Cowlitz 911 to consult with Legal on paying time and a half on top of time and a half.

Headley made a motion to table this issue until next meeting once Legal has been consulted. Sacha seconded; all in favor, motion carried.

8. Update to travel policy

We have included an advanced travel section that allows employees to get advanced pay for meals that would be provided using per diem for overnight trainings.

Recommended Action: A motion to approve the update to the travel policy.

After some discussion, Sacha made a motion to approve the travel policy with an addition to language in the intent portion of the travel policy which does not allow employees to get reimbursed from more than one agency for the same travel. Thurman seconded; all in favor, motion carried.

9. Employee accruals for Vacation

A. Discussion on how the board would like to move forward with vacation accruals for employees. Cowlitz 911 recommends that we make the anniversary date the date of hire. Accruals will also be tied to your hire date.

After discussion, the board would like Cowlitz 911 to do its due diligence to recoup the money that was paid to employees who have already separated from Cowlitz 911.

There will need to be an MOU drafted for the new accrual system. The MOU will need to come back for approval at the next meeting.

The recoup of the vacation hours from this change is based off of legal advice and Washington state auditor advice.

Action will be taken on the MOU.

10. Board Comments/Board Committee Reports

A. LAW TAC Update: Troy Brightbill -Met on 05/11/2021. They worked on updating the radio guidelines document, limited to radio protocols for now. Tackle CAD and MDT when we have Spillman Live. Test group to try out a radio ID feature. Update emergency service zones. This will be easier once we move to the new CAD. Next meeting will be July 13th 2021.

B. FIRE TAC Update: Brandon Poff- update on the Spillman project and update the radio procedures manual.

11. Director's Report

A. Staff Update

i. 17 fully trained, 3 in training, 1 covid quarantine, and we are still planning the academy, 2 out on sick leave. There will be a presentation next meeting.

B. Facility Update

i. We are on time and on budget. Started pouring the cement slab yesterday.

C. Radio Infrastructure

i. Outages in April at Davis and HOJ: we have been stable with the fixes.

ii. Kalama Radio: step forward. In programming and getting that radio connection moving forward.

- iii. HOJ: waiting on replacement parts.
- iv. Castle Rock: waiting on lease agreement for our review
- v. Woodland: moving forward and awaiting for the FAA license for new tower location
- vi. Bakers corner: Public hearing- awaiting a new hearing time

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

- i. For April we were at 95.15 %. Above the standard of 95%.

12. Old Business

13. Executive Session (If Needed): Entered executive session at 11:08 am. Real Estate executive session for 10 min. Executive session ended at 11:18. No decisions made.

14. Adjournment:

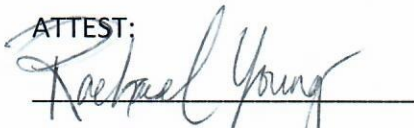
- A. Meeting adjourned at 11:19 AM

15. Closed Meeting (If Needed): Not Held



Joe Gardner, Chair

ATTEST:



Rachael Young, Clerk of the Cowlitz 911 Board