

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday August 11<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; Darr Kirk (alternate, voting); Alan Headley; Vic Leatzow; Ralph Herrera

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

**Guests:** Troy Brightbill; Scott Neves; Don Turrentine

**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:** Thurman made a motion to approve the agenda as amended. Headley seconded; all in favor, motion carried.

### 3. Approval of Meeting Minutes

#### A. 07/28/21

**Recommended Action:** A motion to approve the meeting minutes from 07/28/21.

Makinster made a motion to approve the meeting minutes. Kirk 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 Vice 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 08/05/21	859-892	\$ 113,238.30
Claims 07/26/21	833	\$1,724.64
Claims 07/30/21	840-857	\$ 922,032.32
TOTAL		\$ 1,036,995.26

**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. **CRP Team Update:** Wells was given the authority to proceed and bring back numbers to the board.
7. **Spillman Update:** Wells was given the ok to spend the 1 time fee for Spillman.
8. **Site Lease Renewal (contract to be provided on Monday):** The board would like Wells to go back and renegotiate the contract and make sure that the fees are comparable to other contracts.
9. **Board Comments/Board Committee Reports**
  - A. LAW TAC Update: Next meeting will be in September
  - B. FIRE TAC Update: Next meeting will be in September



## 10. Director's Report

### A. Staff Update:

Our staffing remains constant this week with 16 dispatchers and 1 trainee on the floor. We have 6 trainees in the classroom. One Dispatcher is off with a long term illness. We are very thankful that she has also been released from the hospital after battling COVID for a couple of weeks. All six trainees have been exposed to the building blocks of this profession and will be on the frequencies in mid-September. We will interview for the open supervisor position this month and we are seeking a board member who would wish to be involved in the interview process on Thursday August 26 from 4-7 pm.

### B. Climate and Culture:

There is a group of very dedicated Dispatchers who have done some remarkable work during these summer months. They continue to work through a staffing and supervisor shortage while being mandated to work overtime. As discussed before, working at capacity for a continued period of time wears on a Dispatcher. Wellness of the dispatchers is our priority. The Chaplains have regularly come into the Comm Center and have provided support to this overworked group. This past month, two of the Board of Directors followed up with me on the exit interview process and the discussion revealed specific areas in the training process that are in the process of being changed. Continuous improvement is one of the goals of our Comm Center and the exit interviews provide some important feedback.

### C. Facility Update:

An issue with connecting our facility sewer line with the sewer system in the street has come to light where we are now evaluating different plans to determine how to address this connection issue. Right at this moment, construction is not being delayed for this issue. The contractor continues to report that the facility will be completed by January 4, 2022.

### D. Radio Infrastructure:

**HOJ:** The July 29 testing of the microwave link at the HOJ did not work as anticipated and will continue with the installation after the issues are resolved in the next few weeks. We will be assessing a solution for the Simulcast Bulk Delay speed and we may have to transition to Syncrocast as the manufacturer of the old device no longer supports the equipment and went out of business last year.

**Woodland Tower:** The Geo study performed on Friday July 23rd is completed Deanna is working with Tracy Coleman in reference to the land use agreement. As a result of the new location and the GeoTech study, this will require a quote from an excavating company to construct a 3 sided retaining wall, after removal of some trees, and quote for chain length fence. With the relocation of the site on the property, the scope of this project has changed, there will be some additional costs to be determined once we obtain a bid.

**Bakers Corner:** A building permit request and check for fees have been submitted, but further has been requested. There is an issue with the process followed and installation of the pole. We will have a Geotech study required by the City for seismic and wind study. Also we will submit a design plan for weight and placement of equipment on the pole along with the slab design.

**Castlerock High School Tower:** – Legal still working with US Cellular, waiting on a response from US Cellular

**Davis Peak:** We have identified an issue with overgrown trees and branches interfering with our microwave path and with Clark County’s microwave path. We are awaiting DNR internal forester to see what can be done with the trees.

**Davis to Woodland site:** There is a replacement dish and microwave link on order for this site. It’s probably a couple months down the road for replacement.

**Rainier Hill:** We are awaiting the arrival of the antennas that were ordered. We are within a month of being able to work on the project after the antennas arrive.

**Columbia Heights shelter-** There is a bid sent out to the small works roster for repairs to the exterior of the shelter, which has some dry rot.

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

This is the first month of the year that we did not make our internal goal of handling 95% of the calls within 10 seconds. Instead, this past month we handled at 91.84% within 10 seconds. The volume of radio calls surrounding the July 4th holiday along with the dispatcher shortage discussed earlier was the main cause of not making the goal during this particular month. To give you an idea of the actual call answering rate, we did answer 95% of the calls within 15 seconds, which is 5 seconds more than the goal.

**11. Old Business:** Expectations have been discussed with the Executive Director and they are ready to be signed and filed.

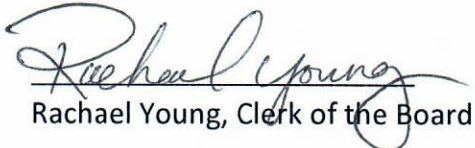
**12. Executive Session (If Needed):**

**13. Adjournment:** Meeting was adjourned at 10:42 AM.

**14. Closed Meeting (If Needed):**

  
Alan Headley, Chair

Attest:

  
Rachael Young, Clerk of the Board