

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday March 23rd, 2022 @ 10:00 AM

Remote ZOOM Meeting

### Attendance

**Board Members:** Ruth Kendall; Kurt Sacha; Robert Huhta (alternate, voting); Dennis Weber; Brad Thurman; Andy Hamilton; Alan Headley; Bill Lemonds (alternate, voting); Ralph Herrera

**Staff:** Norm Krehbiel; Briana Harvill; Jerry Jensen; Deanna Wells; Frank Randolph (general council); Don Turrentine

**Guests:** Mike Wallin; Chris Smith; Troy Brightbill; Darr Kirk; Scott Neves; Jim Kelly; Charlie Worley; Eric Koreis, Brandon Poff

**Board Members Absent and No Alternate:**

### 1. Call to Order and Introductions

Brad Thurman 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 amended. Weber seconded; all in favor, motion carried.

### 3. Approval of Meeting Minutes

A. 03/09/2022

B. 03/11/2022

**Recommended Action:** A motion to approve the meeting minutes from 03/09/2022 and 03/11/2022

Weber made a motion to approve the meeting minutes. Headley seconded; all in favor, motion carried.

### 4. Public Comment

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
Claims 03/11/22	304-315	\$ 127,823.27
Payroll 03/18/22	320-355	\$114,734.00
TOTAL		\$ 242,557.27

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

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

### 6. Board Comments/Board Committee Reports

A. LAW TAC Update- met last week. CAD training started yesterday. Worked with Fire TAC on how to get them access to law calls with the new CAD system.

B. FIRE TAC Update- Working on response plans and run cards.

### 7. Director's Report

- A. Staffing Update-** 17 dispatchers and 3 trainees. We were going to have 3 dispatch interviews this week but had to reschedule due to Janelle being out sick. We will be rescheduling these interviews when she is back in the office.
- B. Climate and Culture-** Staff appreciated being able to be a part of the director search and being able to give their input.
- C. Facility Update-** Substantial completion pushed out 2-3 weeks due to a project manager change. Terry Wilson, who was the project manager, announced he was taking a new position with a new contractor and would be leaving.
- D. Radio Update –** We plan on having radio consoles running at the current center and the new center simultaneously so that we can install the consoles at the new center and test them to make sure everything is running correctly. When discussing the contract with Motorola, they presented a timeline of 8 months from the time of the PO and after lengthy discussions, the representative from Motorola stated that wouldn't commit to anything less than that timeline due to supply chain issues with one primary piece of equipment that we need. The shipping delay for the equipment is anywhere from 16 – 24 weeks. Cowlitz 911 had some lengthy discussions internally about all of the options and the only one we could come up with was to operate off of mobile radios, which would take about 2 weeks to set up that connectivity at the Ocean Beach site and we felt that the risks outweighed the benefit and we would rather do it right and potentially delay the move-in/go live date at Ocean Beach versus putting responders and/or the public at risk and diminishing our capabilities. We had a conversation with Motorola about potentially taking equipment we need from other projects that aren't as time sensitive and put us ahead of those projects. They will be looking into this but are unable to commit to this option. The worst-case scenario, according to the 8 months schedule, our move-in date would be pushed back to mid-November. If we were to get the equipment in 24 weeks, it would take a couple weeks to get everything installed, but that would put us at a move-in date of mid-September. ECW CallWorks will not have a setback like the radio consoles. This will continue to move forward according to the original schedule. We plan to start moving equipment over and setting it up as soon as we can take over residency of the new building. Everyone from Motorola on the radio project, ECW project and the Spillman project will be meeting to coordinate on their side so that it is a smooth transition. The go live date for Spillman will not change. We will go live at our current site according to the schedule and then when we move to the new facility it will just be the matter of a switch that will allow us to switch over to the servers at the Ocean Beach site. The official go live date for Spillman is June 7, 2022. Dennis Weber will look into the current lease agreement we have for the current facility to see when the expiration date is for the contract. There was an issue with the Conduent at the Baker's corner site and Day Wireless was looking into it. They are trying to figure out where it starts so they can blow the line up without messing up other stuff. Once this is done, they will run the wiring and put-up receivers. Castle Rock's meter head is being installed and equipment is already up on the tower. We worked with the mayor of Woodland, who worked with the public works director, and they identified another location on the water treatment property, just outside the plant itself for the

Woodland site. Day Wireless is going to work with them to make sure they can run lines to the Davis Peak Link. We will have to get clearance from the FAA because the tower will need to be taller than our original clearance was and the location difference. We will be getting a new quote for this site.

8. **Executive Session:** Qualifications of an applicant for public employment. RCW 42.30.110 (1)(g):  
The board entered executive session at 10:25 AM for 10 minutes. The board asked for a 5-minute extension. Executive session ended at 10:40 AM. No action was taken in executive session.
9. **Employment Contract:** The board would like to consider the potential hiring of executive director candidate John Diamond. We went through an application process that included 13 applicants as they went through various processes and narrowed down to our finalist, John Diamond.

Headley made a motion to approve moving forward with the hiring of John Diamond based on the conditional offer. Huhta seconded; all in favor, motion carried.

10. **Adjournment:** Meeting adjourned at 10:43

11. **Closed Meeting:** Will be held



Brad Thurman, Chair

Attest:



Briana Harvill, Acting Clerk of the Board