

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday April 13th, 2022 @ 10:00 AM

Hall of Justice EOC

Attendance

Board Members: Kurt Sacha; Jim Kambietz; Brad Thurman; Andy Hamilton; Alan Headley; Sammy Brown; Ralph Herrera

Staff: Norm Krehbiel; Briana Harvill; Jerry Jensen; Deanna Wells; Frank Randolph (general council); Don Turrentine; John Diamond; Janelle Edwards

Guests: Robert Huhta; Scott Neves; Bill Lemonds

Board Members Absent and No Alternate: Ruth Kendall

1. Call to Order and Introductions

Brad Thurman called the meeting to order at 10:00 AM.

2. Welcome John Diamond – Board introduced themselves to the new Executive Director, John Diamond, and welcomed him to Cowlitz County.

3. Approval of the Agenda

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

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

4. Approval of Meeting Minutes

A. 03/23/2022

Recommended Action: A motion to approve the meeting minutes from 03/23/2022

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

5. 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.

6. Payables:

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Claims 03/25/22	359-372	\$ 107,726.23
Payroll 04/05/22	374-413	\$129,794.50
TOTAL		\$ 237,520.73

Recommended Action: Motion to approve the payables as presented

Thurman was wondering if the \$19,796.21 payment to Day Wireless to replace the link between Davis Peak and Woodland was an emergency repair. Wells let him know that it was and that it was due to water damage in one of the microwaves. Thurman brought up a recommendation made by Weber to assign a board member to look over and present the payables. That person would be the one to make a motion on the approval of the payables at each meeting. No action needed today, just wanted to mention it so that we could talk about this at the next meeting.

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

- 7. Norm Krehbiel's Contract** - Terminate Krehbiel's current Interim Executive Director employment contract and reinstate his previous agreement as project manager for the new center.

Brown made a motion to approve the termination of Krehbiel's Interim Executive Director employment contract and reinstate his previous agreement as project manager for the new center as presented. Herrera seconded; all in favor, motion carried.

- 8. Congressionally Directed Spending Request FY 23** – Wells has submitted 3 applications for funding our radio upgrades. Cowlitz 911 is looking to replace all our microwaves and other radio equipment at our tower sites. The total cost of this project is \$2.8 million, but we cannot use the funds from these grants towards anything other than equipment so we asked for \$2.151 million in funding, which will cover the costs of the equipment needed for this project. We do have replacement money in our long-term budget that we have been putting into radio replacements every year, so we estimate that we have about \$700,00 available to us. Wells will confirm with Young when she returns. The money from the funding does not become available until 2023. There are projects we can start working on, but we will not be reimbursed for these expenses. We should know in October 2022 if we were selected to receive any funding and it won't become available until March or April 2023.

9. Board Comments/Board Committee Reports

- A. LAW TAC Update- The Spillman CAD project is ongoing. We are currently training for the Spillman software, and our go-live date remains the same, June 7, 2022. We will go live at the current center so there is no gap between training and going live. We are working with Spillman regarding some mapping issues.
- B. FIRE TAC Update- Working on response plans and run cards. Fire users will be able to maintain their own response plans and run cards when we switch to Spillman.

10. Director's Report

- A. **Staffing Update**- 17 dispatchers and 3 trainees. 1 trainee is about to sign off and the other 2 aren't far behind. We are looking to hire 3 more dispatchers. We have done interviews and are currently doing sit-ins. Telecommunicators week is this week. We will be having an awards ceremony following this meeting.
- B. **Climate and Culture**- There is a divide between dispatch and admin staff. We will be working on fixing the divide and work towards improving the overall climate and culture.
- C. **Facility Update**- Cary Wilson left as project manager and the new project manager has started as of yesterday April 12th. Substantial completion will be delayed from April 21, 2022. With the onboarding of a new project manager, Krehbiel is waiting on an updated schedule.
- D. **Radio Update** – Castle Rock site has the power in. We are waiting for a final inspection and a meter. Waiting on equipment for the Abernathy site to Castle Rock and the Rainier equipment. Once we have that, it will get installed and Castle Rock will be complete and fully functioning. They've been working with a contractor that District 2 has that put in power and told Day Wireless that it's 80 feet. They don't want to use pressurized air and water because there's some confusion with the contracting company about where that really goes. No update on Deer Island but Wells did include that project in the grant funding. Wells stated

that it would be a good idea for us to put together a committee that will prioritize and budget out the potential funding that we might get and what we have to work with now and commit to for the future. Krehbiel reached out to the bond company about the possibility of using any leftover funds from the project towards radio stuff. The bond company stated that we can spend the money on the current facility project, a capital project approved by the board or to pay down the debt.

Herrera made a motion to assemble a committee to prioritize radio projects at the discretion of the executive director, board chair and what the bylaws state. Brown seconded. Diamond recommended holding off on assembling a committee until he can work with Wells on what the committee should look like.

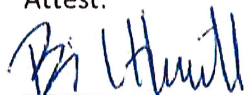
- 11. **Executive Session:** Not needed
- 12. **Adjournment:** Meeting adjourned at 11:11
- 13. **Closed Meeting:** Will be held



~~Brad Thurman, Chair~~

Dennis Weber, vice chair

Attest:



Briana Harvill, Acting Clerk of the Board