

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday July 20th, 2022 @ 10:00 AM

Hybrid - HOJ EOC & ZOOM

### Attendance

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

**Staff:** John Diamond; Frank Randolph (general counsel); Rachael Young; Briana Harvill; Deanna Wells; Don Turrentine

**Guests:** Richard Underdahl; Darr Kirk; Scott Neves; Sammy Brown; Troy Brightbill; Brandon Poff

**Board Members Absent and No Alternate:** Dennis Weber

### 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.

Thurman removed the closed meeting at the end. Not needed.

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

### 3. Approval of Meeting Minutes

#### A. 06/15/22

**Recommended Action:** A motion to approve the meeting minutes from 06/15/22

Sacha made a motion to approve the meeting minutes. LeMonds 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 06/10/22	687-700	\$ 302,056.04
Payroll 06/17/22	707-744	\$ 137,282.97
Claims 06/14/22	705-706	\$ 1,392.35
Claims 06/24/22	747-762	\$ 69,939.76
Payroll 07/05/22	764-801	\$ 124,708.88
Claims 06/07/22	670-671	\$350.00
Claims 07/15/22	814-838	\$67,739.85
TOTAL		\$703,469.85

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

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

6. **Financial Report for June 2022- No action needed**
7. **Approval of Resolution 2022-005 Resolution Adopting Salary and Wage Scale Schedule, Accrual Schedule, and Benefits for Non-Represented Administrative and Management Employees.**  
**Recommended Action:** A motion to approve Resolution 2022-005 Adopting Salary and Wage Scale Schedule, Accrual Schedule, and Benefits for Non-Represented Administrative and Management Employees.  
Sacha made a motion to approve payables as presented. Headley seconded; all in favor, motion carried.
8. **Executive Session: RCW 42.30.110(1)(g)**  
The board went into executive session for 10 minutes at 10:11 AM. A 5-minute extension until 10:26 AM. A 10-minute extension until 10:36 AM. A 5-minute extension until 10:41 AM. A 5-minute extension until 10:46. The board exited executive session at 10:46, no action was taken.
9. **Approval of Resolution 2022-006 Resolution Adopting the Reorganization of Non-Represented Administrative and Management Employees and Salary Range Schedules.**  
**Recommended Action:** A motion to approve Resolution 2022-006 Resolution Adopting Reorganization of Non-Represented Administrative and Management Employees Salary Range Schedules.  
Sacha made a motion to approve payables as presented. Hamilton seconded; all in favor, motion carried.
10. **Approval of Resolution 2022-007 Maintain an Advanced Travel Account**  
**Recommended Action:** A motion to approve Resolution 2022-007 Maintain an Advanced Travel Account  
Hamilton made a motion to approve payables as presented. Huhta seconded; all in favor, motion carried.
11. **Approval of Travel Policy 013**  
**Recommended Action:** A motion to approve travel policy 013  
Table for next meeting
12. **Approval of updated Petty Cash Account Policy 011**  
**Recommended Motion:** A motion to approve the update to the Petty Cash Account Policy  
LeMonds made a motion to approve payables as presented. Headley seconded; all in favor, motion carried.
13. **Budget Committee:** Will discuss the user fee formula moving forward. City of Longview would have someone join the budget committee, Katrina Harris was volunteered from the Sheriff's office, Brandi Ballinger from Cowlitz 2 was volunteered if capacity allowed for it, and LeMonds will see if someone from fire can join. Cowlitz 911 will have Diamond and Young. Goal is to have a draft budget by Oct 1.
14. **Board Comments/Board Committee Reports**
  - A. LAW TAC Update: Focus is Spillman and working out issues
  - B. FIRE TAC Update: No July meeting
15. **Director's Report**

**A. Staffing Update:** 19 dispatchers, 2 in training- roughly 6-8 weeks left.

For Diamond: The board gave a list of expectations and one of the expectations was continued professional development. Diamond intends to continue that, and he had started before his employment, and he is continuing that with a business management administration degree through WGU. We do have a line item in the budget for tuition reimbursement for the last few years that we have not used. We have only used a small portion of it this year. He intends to use that line item for tuition reimbursement as it is laid out in the budget for his professional development and will inform the board chair every step of the way. Some of the course work is general education and he will not ask for reimbursement for that. Things specific to culture, climate, business administration, accounting, financing, human resources, all those other pieces of that degree, he will be submitting to the chair and asking for reimbursement. There were no questions.

**B. Climate and Culture**

**C. Facility Update:** Hamilton made a motion to give the board chair the authority to review and decide whether a project manager is needed. Huhta seconded, all in favor; motion carried.

**D. Radio Update:** Wells will present a proposal with a breakdown of total project cost- grant allows for equipment purchase only. She will review the language of the grant to see if it is allowable to purchase equipment prior to receiving funds. She will also verify what the reserves were committed.

**16. Executive Session: Not needed**

**17. Good of the order:** The board will be presented with a new schedule for dispatch, and they will make the approval prior to the guild voting.

There was also a question about 988 and how dispatch would handle calls related to mental distress.

**18. Adjournment**

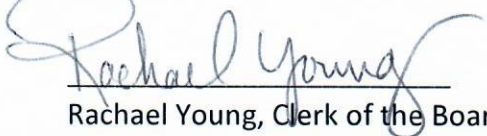
**19. Closed Meeting: Not Held**



Brad Thurman, Board Chair

Dennis Weber

Attest:



Rachael Young, Clerk of the Board