

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday August 17th, 2022 @ 10:00 AM

Hybrid – Boat House & ZOOM

### Attendance

**Board Members:** Ruth Kendall; Kurt Sacha; Jim Kambeitz; Dennis Weber; Troy Brightbill (alternate, voting); Darr Kirk (alternate, voting); Alan Headley; Sammy Brown (alternate, voting); Jim Kelly (alternate, voting)

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

**Guests:** Richard Underdahl; Scott Neves; Brandon Poff

**Board Members Absent and No Alternate:**

### 1. Call to Order and Introductions

Dennis Weber called the meeting to order at 10:03 AM.

### 2. Approval of the Agenda

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

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

### 3. Approval of Meeting Minutes

#### A. 07/20/22

**Recommended Action:** A motion to approve the meeting minutes from 07/20/22

Headley made a motion to approve the meeting minutes. Kirk 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
Payroll 07/20/22	842-879	\$ 135,060.93
Claims 07/29/22	889-905	\$ 303,477.18
Payroll 08/03/22	918-952	\$ 80,914.51
Claims 08/04/22	955	\$ 271,415.57
Payroll 08/05/22	956-993	\$126,513.44
Claims 08/12/22	1002-1019	\$418,084.20
TOTAL		\$1,335,465.83

**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. Financial Report for July 2022- No action needed

### 7. Board Comments/Board Committee Reports

A. LAW TAC Update: Brightbill stated they had no meeting this month.

- B. FIRE TAC Update: Brown stated that they met and discussed the operations/training manual and regionalizing imagetrend. Cons with how much control each agency can have.

## 8. Director's Report

- A. **Staffing Update:** 20 dispatchers, 1 in training- roughly 6-8 weeks left.
- B. **Climate and Culture:** Steadily bettering, and 9/11 will be 911 day.
- C. **Facility Update:** No substantial completion date. Made substantial progress in the last couple weeks.
- D. **Radio Update:**

- i. **Approval of Deer Island Contract**

Radio lease agreement with Integer Associates Inc. and Cowlitz 911, term 10 years, with 3 additional 5 year terms. \$1757.88 a month with an annual 3% escalator, \$52.00 a month electricity. Up front fees \$7,500.00 relocation application, site inspection, connection fees. Additional common expenses 100%, maintenance on HVAC, Generator, shelter, grounds. Space, 3 rack footprint for radio equipment, tower installation one 6' microwave, 2 yagi antennas.

Cowlitz 911 will be installing TX & RX control 1, and CCSO, and 4 RX radios at the Deer Island site in Columbia County to improve public safety radio coverage primarily in the Kalama area. There may be some additional coverage gain in the Woodland area as well.

**Recommended Action:** Motion to approve the deer island contract as presented.

Headley made a motion to authorize the director to sign the Deer Island contract once all stipulations have been ironed out. Brightbill seconded; all in favor, motion carried.

- ii. **Approval for the procurement of equipment for radio microwaves system wide**

Cowlitz 911 will replace radio microwaves system wide, voters, links, and receivers over the next 18 to 24 months to improve radio coverage, dependability, and efficiency. We are currently operating with microwaves that are beyond end of life, and some ancillary equipment that is 30 years old. This proposal is part of the equipment procurement that will fall under the grant should the grant be approved. The delivery time on this equipment is anywhere from 6-12 months and waiting to place the order will only further delay this project. Cowlitz has adequate funds from the facility project and capital replacement reserves as explained by Finance. Wells did check with Collin Swanson, the director of District issues, at representative Herrera's office. He said he thinks it would not be an issue to order equipment prior to the grant approval, however, he has not provided written documentation confirming this as of date.

**Recommended Action:** Motion to approve the replacement equipment procurement not to exceed \$1,000,000 with any reimbursement from the grant to be applied to this project to procure an additional \$1,000,000 and any money spent on equipment from the original \$1,000,000 to be used to replenish the funds used.

Kirk made a motion to spend up to \$1,000,000 on the replacement of equipment. Brightbill seconded; all in favor, motion carried.

**9. Old Business**

**A. Approval of Travel Policy**

**Recommended Action:** A motion to approve the travel policy

Headley made a motion to approve the travel policy with the exclusion of the other family member section. Sacha seconded; all in favor, motion carried.

**B. Budget Committee**

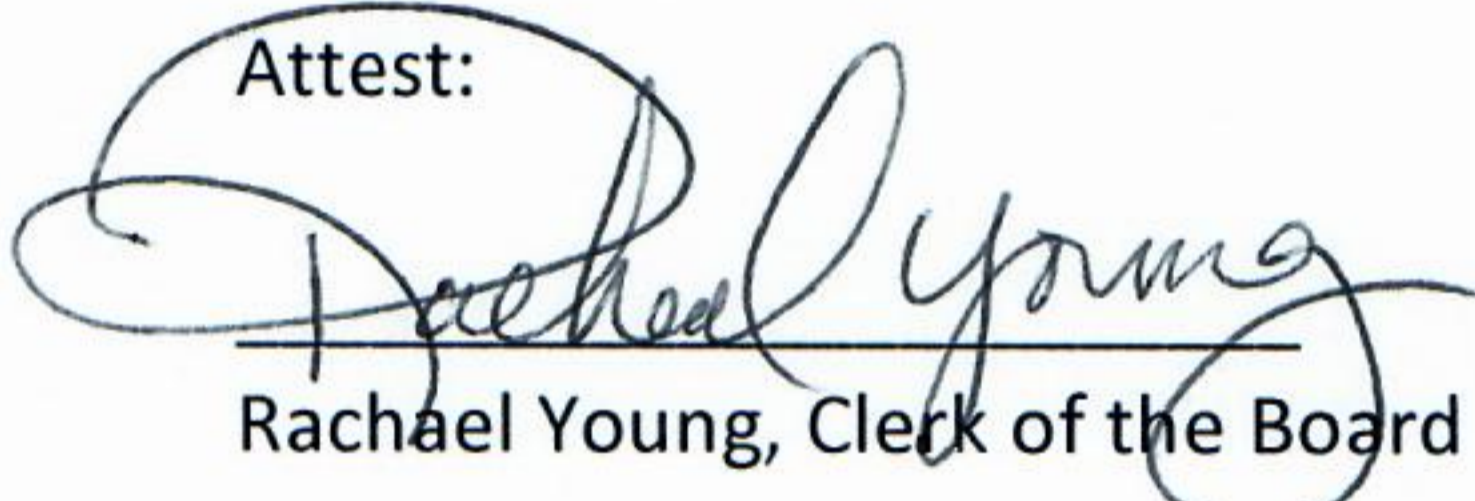
**10. Executive Session: RCW 42.30.110(1)(b) Real Estate Purchase**

The board went into executive session at 10:35 for 20 minutes. The board came out of executive session at 10:55. No decisions were made.

**11. Adjournment: Meeting was adjourned at 10:55**

**12. Closed Meeting: Not Held**

  
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Brad Thurman, Board Chair

Attest:  
  
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Rachael Young, Clerk of the Board