

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday November 16<sup>th</sup>, 2022 @ 10:00 AM

Hybrid – Boat House & ZOOM

### Attendance

**Board Members:** Ruth Kendall; Jim Kambeitz; Brad Thurman; Andy Hamilton; Alan Headley; Bill Lemonds; Ralph Herrera

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

**Guests:** Scott Neves; Sammy Brown;

**Board Members Absent and No Alternate:** Kurt Sacha; Dennis Weber

### 1. Call to Order and Introductions

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.

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

### 3. Approval of Meeting Minutes

#### A. 10/19/22

**Recommended Action:** A motion to approve the meeting minutes from 10/19/22

LeMonds 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
Payroll 10/20/22	1319-1356	\$ 118,235.83
Payroll 11/04/22	1393-1430	\$ 126,460.24
Claims 10/14/22	1286-1314	\$ 228,377.41
Claims 10/28/22	1367-1381	\$76,494.14
TOTAL		\$549,567.62

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

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

### 6. Financial Report for October 2022- No action needed

### 7. Approval of the Davis Peak Tower Site Lease

**Recommended Action:** Motion to approve the Davis Peak Tower Site Lease agreement as presented.

Herrera made a motion to approve the Davis Peak Tower Site Lease agreement as presented. Headley seconded; all in favor, motion carried.

**8. Approval of Purchase Card Policy Update**

**Recommended Action:** Motion to approve the updated Purchase card policy as presented.

Headley made a motion to approve the updated Purchase Card Policy as presented. LeMonds seconded; all in favor, motion carried.

**9. Approval of Employee Recognition Policy Update**

**Recommended Action:** Motion to approve the updated Employee Recognition Policy as presented.

Headley made a motion to approve the updated Employee Recognition Policy as presented. Herrera seconded; all in favor, motion carried.

**10. MOU- Retention Bonus Addition**

**Recommended Action:** Motion to approve the MOU- Retention bonus addition as presented.

Herrera made a motion to approve the MOU-Retention bonus addition as presented. LeMonds seconded; all in favor, motion carried.

**11. MOU- New Hire Sick leave Bank**

**Recommended Action:** Motion to approve the MOU-New Hire Sick Leave Bank as presented.

Kambeitz made a motion to approve New Hire Sick Leave Bank as presented. Headley seconded; all in favor, motion carried.

**12. Board Comments/Board Committee Reports**

A. LAW TAC Update: No Update

B. FIRE TAC Update: Met Monday. Worked on the finalization of the radio manual. Mob officer and system failure contact were the big points.

**13. Director's Report**

A. **Staffing Update:** 18 on schedule, 4 in training, 2 on leave, 1 going on leave at the end of this month, and 1 returning in December. Dispatcher retiring Jan 1, 2023 and April 5<sup>th</sup> 2023 as potential retirement.

B. **Climate and Culture:** Seeking first to assume the best and offer support day to day. Frustrations stills exist with a lot of overtime and fatigue as well as cold season.

C. **Facility Update:** RFM was on site last week. Presented their site visit report. It has 76 defects or deficiencies with construction. A more normal number would be 6. Some progress. Stated completion date of Dec 27<sup>th</sup>.

D. **Audit Update:** Complete, no findings.

E. **Radio Update:**

i. Small Works Roster- batteries at our sites- no responses so going out for bid again. Wells will look into other types of batteries like lithium.

ii. Work with Day on a change order from the Radio Site Improvements RFP.

iii. Kambietz had a question of a backup for Spillman. CRP team has designed the redundancy. We will have a fail over at the HOJ and Ocean Beach. It will be a down time of 5 minutes.



**14. Executive Session: RCW 42.30.110(1)(i):** The board announced they would be entering into executive session at 10:40 for 15 minutes under for RCW 42.30.110(1)(i) and return at 10:55 AM. The board come out of executive session at 10:55. No decisions were made.

**15. Budget Review**

**16. Old Business:**

**A. Special Meeting will be on Dec 14<sup>th</sup>.**

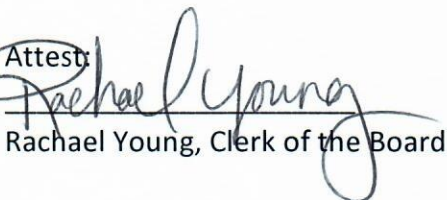
**B. Pulse Point – board review to familiarize yourself with it**

**C. State Audit Report: Clean and said good things about Rachael- it went well.**

**17. Adjournment: Meeting was adjourned at 11:30.**



Brad Thurman, Board Chair

Attest  
  
Rachael Young, Clerk of the Board