

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday April 19, 2023 @ 10:00 AM

Hybrid – EOC & ZOOM

Attendance

Board Members: Ruth Kendall; Kristina Swanson; Robert Huhta (alternate, voting); Brad Thurman; Andy Hamilton; Alan Headley; Bill LeMonds; Jim Kelly

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

Guests: Troy Brightbill, Darr Kirk; Marisa Hutchenson; Sammy Brown; Charlie Worley; Brandon Poff

Board Members Absent and No Alternate: Rick Dahl

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. Hamilton seconded; all in favor, motion carried.

3. Approval of Meeting Minutes

A. 03/15/2023

Recommended Action: A motion to approve the meeting minutes from 03/15/23

Kendall noticed a typo in the minutes. Young to correct.

Kendall made a motion to approve the amended meeting minutes from 03/15/23. Kelly 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 had comment.

5. Payables:

The following transactions are approved as presented

| | | |
|------------------|----------|--------------|
| Payroll 03/20/23 | 374-408 | \$119,755.18 |
| Payroll 04/05/23 | 438-472 | \$124,309.57 |
| Claims 03/24/23 | 413-436 | \$96,841.64 |
| Claims 04/14/23 | 3490-524 | \$348,111.93 |

| | | |
|-------|--|---------------|
| TOTAL | | \$ 689,018.32 |
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Recommended Action: Motion to approve the payables as presented

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

6. Financial Report for March 2023- No action needed

Young presented the financials.

7. Board Comments/Board Committee Reports

A. LAW TAC Update: No update. No meeting since last one.

- B. FIRE TAC Update: Poff gave an update. Uptick in respond and stage. No action at this point. Pulse Point update given by Poff and Brown. Koreis has been sending out emails for onboarding and each agency starting to put in some data. On schedule.
- C. User Fee Committee: Meeting to occur on April 27th. Should have a draft formula to present to the board.

8. Director's Report

- A. **Staffing Update:** 18 dispatchers, one on leave, 1 trainee progressing well. Actively looking to hire. 2 interviews next week and 1 waiting to be scheduled. 7 Non-Represented staff. Last week was Telecommunicator week. Appreciate the agencies that came in and showed up. Awards for the week: Gibbs- Dispatcher of the year and call taker of the year. Schaefer- trainer of the year. Perry- dedicated dispatcher of the year.
- B. **Climate and Culture:** Facebook is up and running. Briana has been doing a great job. Made some posts. Staff has suggested having the ability to allow comments. Staff will bring an amended policy to allow comments back to the board. Diamond and Martin went to a healthy dispatcher training.
- C. **Facility Update:** Meeting Friday with Patriots Owner and our Architects. Intend to complete the certificate of substantial completion. CRP team started install last week.
- D. **Radio Update:** Issues on County. Swapped out a GTR repeater. Young and Wells working on the grant. Abernathy and Davis microwave issues. Abernathy will get replaced when the snow is gone. Waiting on Davis until we get the grant money.

9. Old Business: None


10. Executive Session: RCW 42.30.110(1)(g) Performance of a Public Employee

The board entered executive session 10:39 am for 10 minutes and will return at 10:49. Board returned at 10:49. No decisions were made.

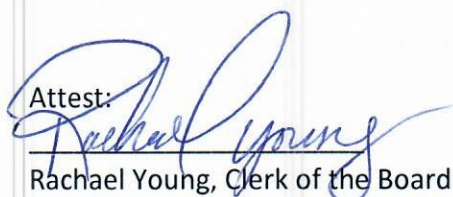
Following the Executive session Thurman entertained a motion to approve a step increase for Diamond, who received a successful performance review by the board. Headley made the motion to approve the pay increase for Executive Director Diamond. Hamilton seconded; all in favor, motion carried.

11. Adjournment:

Headley made a motion to cancel the May 17th meeting due to staff being out of town for state meetings, with the option to schedule a special meeting if something emergent arises. Kendall seconded; all in favor, motion carried. Meeting was adjourned at 10:50



Brad Thurman, Board Chair

Attest:


Rachael Young, Clerk of the Board