Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday January 15th, 2025 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Erik Halvorson; Rich Fletcher (alternate, voting); Alan Headley; Brad Thurman; Robert Huhta; Bill LeMonds; Ralph Herrera; Jim Duscha; Rick Dahl

Staff: Briana Harvill; Dannyka Baker; Deanna Wells; Darr Kirk; Jerry Jensen; Jessica Weygandt; Frank Randolph (general counsel); Michelle Arrowsmith, Justin Stennick

Guests: Charlie Worley, Scott Goldstein, Troy Brightbill; Vic Leatzow; Rob Castro, Brad Hannig, Robert Gibbs, Roberto Cuneta

Board Members Absent and No Alternate:

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.

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

3. **Approval of Meeting Minutes**

   A. **December 18, 2024, Meeting Minutes**

   Recommended Action: A motion to approve the meeting minutes from December 18, 2024, Meeting Minutes.

   Headley made a motion to approve the 12/18/2024 meeting minutes as presented. Halvorson 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.

5. **Elect New Board Officials**

   Halvorson nominated Huhta to be the Board Chair. Duscha made a motion to appoint Huhta as the Board Chair. Headley seconded; all in favor, motion carried.

   Thurman nominated Headley to be the Vice Chair. Duscha made a motion to appoint Headley as the Vice Chair. Halvorson seconded; all in favor, motion carried.

6. **Payables:**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 12/20/24	1602 – 1638	$156,454.95
Payroll 01/03/25	01 – 37	$147,317.37
Claims 12/12/24	1572 – 1598	$548,861.35
Claims 12/26/24	1641 – 1654	$473,072.50
Claims 12/31/24	1658 – 1667	$42,908.24
Claims 01/09/25	40 – 59	$179,131.12
Void Warrant 11/14/2024	13389	-$1,690.69
Void Warrant 11/19/2024	13303	-$125.00
Void Warrant 12/30/2024	13486	$0.00
TOTAL		$1,545,929.84

Recommended Action: Motion to approve the payables as presented.

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

7. **Finance Report –** Sales tax was higher than expected and have some user fees that are not captured on this report due to just receiving them. Invoices were sent out later than normal due to Jessica being out on leave. These are the final expense numbers for 2024.
8. **Board Comments/Board Committee Reports**
   - **A.** LAW TAC Update: Met on January 7th and Brightbill was voted back as Chair and Marthaller was voted as Vice Chair. CCSO on call admin numbers have been updated. Closer codes on call being wrong affects the cases for law enforcement. Discussed new radio procedure guidelines for law enforcement.
   - **B.** FIRE TAC Update: Met on January 14th and discussed several topics. Will be implementing status checks when law enforcement isn't present and will occur every 20 minutes while on scene. Will be making an edit to the Fire Manual to reflect Medix in place of AMR. Fire would like 911 to use dispo codes like law enforcement, currently looking into this.
9. **Director's Report**
   - **A. Staffing Update:** At the next meeting we will have an end of year report. The academy for the 3 new hires begins on February 11th. There will be a meet and greet in the Command Center on February 11th at 8:30 AM.
   - **B. Climate & Culture:** With the supervisors on the floor and the work Michelle A. has done, we have become a cohesive group.
   - **C. Radio Project Update:** The microwave/antenna project is ready to begin, and we are currently procuring a tower study to get the towers rated for additional loads as well as evaluating for safety to climb. When those studies are completed, the work will begin on the lower towers first and completion will depend on the spring snowpack. All the materials for this phase are either at the tower sites or stored at Day Wireless. The radio bid process is still ongoing. The original bid did not include our back-up radios or repeat only sites, and we believe it is critical to include these. We are working through these additions to the bid but expect the radio phase timeline to align with the microwave phase. Since our Radio Manager, Justin Stennick, started on December 26th, he has begun a comprehensive mapping, inventory and tracking system for our radio network. His first day was on December 26th, which was the weather event that disrupted the radio for Kelso and Longview PD. It was discovered that the antenna on top of the HOJ was damaged and had to be re-secured to the tower.
10. **Old Business:** N/A
11. **Executive Session:** N/A
12. **Adjournment:** 10:22 AM

~~Robert Huhta~~, Board Chair
ALAN HEADLEY VICE CHAIR

Attest:

Briana Harvill, Clerk of the Board