

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday January 21st, 2026 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Rich Fletcher (alternate, voting); Alan Headley; Brad Thurman; Charlie Worley; Bill LeMonds; Robert Huhta; Rick Dahl

Staff: Briana Graham; Darr Kirk; Jerry Jensen; Michelle Arrowsmith; Jessica Weygandt; Ryleigh Godinho; Marissa Mejia; Jennifer Johnson (general counsel); Dannyka Baker

Guests: Brad Hannig; Troy Brightbill; Robbie Satterly; Jason Kester; Richard Underdahl; Ralph Herrera

Board Members Absent and No Alternate: Erik Halvorson; Jen Wills

1. Call to Order and Introductions

Huhta 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 made a motion to approve the agenda with the addition of the selection of the Board Chair and Vice Chair. Headley seconded; all in favor, motion carried.

3. Selection of Board Chair & Vice Chair

Headley nominated Robert Huhta as Board Chair. Thurman seconded; all in favor, motion carried.

Thurman nominated Alan Headley as Board Vice Chair. Fletcher seconded; all in favor, motion carried.

4. Approval of Meeting Minutes

A. December 17th, 2025, Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 12/17/25, meeting minutes.

LeMonds made a motion to approve the 12/17/2025 meeting minutes as presented. Worley seconded; all in favor, motion carried.

5. Public Comment

The public comment period allows any member of the public to speak to any item that is not on the regular agenda.

6. Payables:

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 12/18/25	1536 – 1574	\$147,664.59
Payroll 12/23/25	1592 – 1594	\$60,758.75
Payroll 01/05/25	1 – 38	\$158,722.21
Payroll 01/20/25	41 – 72	\$155,870.61
Claims 12/23/25	1575 – 1591	\$366,889.25
Claims 12/31/25	1597 – 1604	\$385,021.29

TOTAL

\$1,274,926.70

Recommended Action: Motion to approve the payables as presented.

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

7. **Finance Report** – Expenses are almost final for 2025. Thurman asked a question about user fees being \$188,000 more than budgeted and that is because some of 2024 user fees were paid in 2025, so they were captured and included here. Closed out the federal grant and submitted all reimbursements for that.

8. **Board Comments/Board Committee Reports**

The status of the radio project has taken some time to get to where we are and there have been many frustrations over the last many years and we have been working towards making improvements. Would like to set some expectations with the contractor for the upgrades and get a more realistic timeline for the radio upgrades as well as some more urgency for the upgrades to the radio infrastructure.

Budget Subcommittee: Will consist of the same individuals, Robert Huhta, Charlie Worley, Alan Headley and Brad Thurman.

- A. **LAW TAC Update:** No meeting in January. The next meeting will be in February.
- B. **FIRE TAC Update:** Went through a lot of technical pieces as well as debriefed on the weather event and how we can improve in the future. Could leverage AI to put messaging out in real time. We just need to figure out how we want to bring that information in.

9. **Director's Report**

- A. **Staffing Update:** 2 new hires, Marissa Mejia and Ryleigh Godinho are here today. With the addition of these 2, we now have 5 in training. They are currently going through a 5-week academy and the other 3 are on the floor with a trainer. Being able to have these 5 going through training is thanks to our staff who have stepped up to train. Our annual employee banquet is on January 31st.
- B. **Radio Update:** Initially asked for proof of concept for our radios to be networked the way they were designed. There was one Comm. Center in Washington State that had a similar system so we knew it could be done. There were a lot of tickets that got opened with Motorola to fix problems with programming. We got Ops 3 up and running from 3 sites, but it is not completely built out. Went around the Longview area to see how great coverage was and it was very good even with only three sites up. We pivoted from that and asked them to work on LTAC, which is a much bigger footprint, because it covers our entire network. Information we received on January 20th was that they are within a day or two of being able to turn LTAC up on all the sites and give us opportunity to start testing before we use it. LTAC is the fallback frequency for law, so that is the backup frequency for law if our main frequency goes down. We think we will be ready to turn it on this week and turn it over to LPD to start testing. Once that is complete, we will begin to work on LPD's frequency. Since LTAC has been down, we haven't been able to do this with our primary frequencies. We are asking that they complete all behind the scenes work so that when they switch over to a frequency, they can cut over in a day and cut back if they have to or fall back to LTAC. We just need to ensure that we have this one right before moving on to the others. After this, LPD will be next, then KPD,

CCSO, Fire Tons and Fire frequency. The last frequency that will be done is Cowlitz County Public Works.

One of our other projects has been the replacement of generators at our sites. We replaced one at Abernathy and took it to the auction site and it is not getting a lot of interest. We would like to offer the other four generators, which are our lower-hour generators, even though they are old, as an intergovernmental transfer if anybody needs them at their organizations. We wanted to offer them, unless there are any objections, to our stakeholders first. They are 20 years old and heavy. If there is anyone interested, let Darr know. We have the specs on them. We ask the agency who is interested to be able to get the equipment, you will likely need to rent a piece of equipment to load it on a trailer. If there is no one interested in our County, we know of other government rural fire districts in other counties that would be interested.

Two years ago, we received \$2.2 million through the federal grant. We have completed this and have engaged one of our federal lawmakers and will engage the other two and get our packets for all three. We plan to submit a grant request when they open. We have some big improvements for one particular tower that we think would benefit us and we have several smaller projects that we would add to this. We are hoping sometime in the spring to begin this process.

10. Old Business: N/A

11. Executive Session: N/A

12. Adjournment: 10:23 AM



Robert Huhta, Board Chair

Attest:



Briana Graham, Clerk of the Board