

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday March 18th, 2026 @ 10:00 AM

Hybrid – Cowlitz 911 & Zoom

1. Call to Order and Introductions

2. Approval of the Agenda – Board Action

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

3. Approval of Meeting Minutes - Board Action

A. 02/18/2026 Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 02/18/26.

4. Public Comment

A. The public comment period allows any member of the public to speak to any item that is not on the regular agenda. There is a time-limitation of 3 minutes. All comments should be directed to the Chair.

5. Payables – Board Action

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 02/19/26	178 – 221	\$179,226.53
Payroll 03/05/26	224 – 263	\$161,841.03
Claims 02/19/26	222	\$219,393.60
Claims 03/12/26	266	\$30,434.95
TOTAL		\$590,896.11

Recommended Action: Motion to approve the payables as presented.

6. Annual Report

7. Resolution 2026-001: Public Records Policy – Board Action

8. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

C. Budget Committee Update

9. Director's Report

A. Staffing Update

B. Radio Project Update

10. Old Business: If needed

11. Executive Session: if needed

12. Adjournment

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday February 18th, 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; Jen Wills

Staff: Briana Graham; Darr Kirk; Jerry Jensen; Michelle Arrowsmith; Jessica Weygandt; Jennifer Johnson (general counsel); Tim Hanigan (general counsel)

Guests: Brad Hannig; Troy Brightbill; Jason Kester; Ralph Herrera; Spencer Salley; Vic Leatzow

Board Members Absent and No Alternate: Wayne Nichols

1. Call to Order and Introductions

Huhta called the meeting to order at 10:01 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. Wills seconded; all in favor, motion carried.

3. Approval of Meeting Minutes

A. January 21, 2026, Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 01/21/25, meeting minutes.

Thurman made a motion to approve the 01/21/2026 meeting minutes as presented. Worley 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. Payables:

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 01/26/26	83 – 84	\$39,613.78
Payroll 01/29/26	110 – 115	\$17,352.24
Payroll 02/05/26	116 – 156	\$169,904.34
Claims 01/26/26	85 – 106	\$226,016.11
Claims 01/29/26	107 – 109	\$3,529.43
Claims 02/12/26	161 – 176	\$133,458.92
TOTAL		\$589,874.82

Recommended Action: Motion to approve the payables as presented.

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

6. Finance Report – Will be adding dates to the finance report moving forward.

7. Board Comments/Board Committee Reports – Wills notified the Board of the Board member changes taking effect for the City Council Representatives, Wayne Nichols as primary and Chris Bryant as alternate.

- A. LAW TAC Update:** Troy Brightbill will be stepping away from the Law Tac group and there will be a new chair and vice chair selection at the next meeting.
- B. FIRE TAC Update:** Mostly went over old business. We have asked fire to help us with training new dispatchers by taking them out on apparatus to help them get a better understanding of what they are dispatching.
- C. Budget Committee Update:** Consists of Huhta, Thurman, Worley and Headley. The first meeting will be scheduled during March, prior to the next meeting.

8. Director's Report

- A. Staffing Update:** One dispatcher resigned last week so we are down to 23 dispatchers. We have about 25 applicants we are processing now to do the next 2 hire ahead, shooting for a May or June start date. Should have half our trainees signed off by then. We had our annual employee banquet dinner at the end of January.
- B. Radio Update:** We have slowly been switching over frequencies to the new network. We have expanded LTAC, Longview and Ops 3 to all sites. They are up and running on the new system and the feedback has been positive. This change did not expand coverage; it improved it in the areas. Kelso is up next, then County, Fire and Fire Page will follow, and the last one will be County Public Works. Jerry has been working diligently on our federal grant. Planning on getting our packets in the first week of March. Some Board members may receive calls and may be asked for letters.

9. Old Business: N/A

10. Executive Session: N/A

11. Adjournment: 10:17 AM

Robert Huhta, Board Chair

Attest:

Briana Graham, Clerk of the Board

CHECK REGISTER

COWLITZ 911

Time: 17:18:22 Date: 02/17/2026

02/19/2026 To: 02/19/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
211	02/19/2026	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	32,653.13	941 Deposit for Pay Cycle(s) 02/19/2026 - 02/19/2026
212	02/19/2026	Payroll	1	14043	KAISER FOUNDATION HEALTH PLAN INC	18,900.76	Pay Cycle(s) 02/05/2026 To 02/05/2026 - MEDICAL-KAISER; Pay Cycle(s) 02/19/2026 To 02/19/2026 - MEDICAL-KAISER
213	02/19/2026	Payroll	1	14044	WASHINGTON STATE DEPT OF RETIREMENT	16,657.57	Pay Cycle(s) 02/19/2026 To 02/19/2026 - PSERS2; Pay Cycle(s) 02/19/2026 To 02/19/2026 - PERS2; Pay Cycle(s) 02/19/2026 To 02/19/2026 - PERS3
178	02/19/2026	Payroll	2	EFT		2,645.68	
179	02/19/2026	Payroll	2	EFT		4,000.58	
180	02/19/2026	Payroll	2	EFT		1,541.91	
181	02/19/2026	Payroll	2	EFT		2,000.99	
182	02/19/2026	Payroll	2	EFT		2,545.82	
183	02/19/2026	Payroll	2	EFT		2,614.76	
184	02/19/2026	Payroll	2	EFT		2,405.42	
185	02/19/2026	Payroll	2	EFT		1,019.84	
186	02/19/2026	Payroll	2	EFT		3,177.51	
187	02/19/2026	Payroll	2	EFT		2,475.83	
188	02/19/2026	Payroll	2	EFT		2,581.34	
189	02/19/2026	Payroll	2	EFT		1,968.29	
190	02/19/2026	Payroll	2	EFT		2,675.99	
191	02/19/2026	Payroll	2	EFT		3,841.03	
192	02/19/2026	Payroll	2	EFT		2,423.43	
193	02/19/2026	Payroll	2	EFT		2,262.36	
194	02/19/2026	Payroll	2	EFT		4,099.79	
195	02/19/2026	Payroll	2	EFT		3,161.75	
196	02/19/2026	Payroll	2	EFT		3,727.49	
197	02/19/2026	Payroll	2	EFT		2,274.08	
198	02/19/2026	Payroll	2	EFT		1,950.57	
199	02/19/2026	Payroll	2	EFT		1,884.24	
200	02/19/2026	Payroll	2	EFT		2,262.35	
201	02/19/2026	Payroll	2	EFT		4,265.51	
202	02/19/2026	Payroll	2	EFT		2,376.46	Final paycheck
203	02/19/2026	Payroll	2	EFT		2,483.35	
204	02/19/2026	Payroll	2	EFT		3,177.13	
205	02/19/2026	Payroll	2	EFT		3,170.09	
206	02/19/2026	Payroll	2	EFT		2,714.66	
207	02/19/2026	Payroll	2	EFT		4,086.87	
208	02/19/2026	Payroll	2	EFT		2,786.41	
209	02/19/2026	Payroll	2	EFT		4,590.61	
210	02/19/2026	Payroll	2	EFT		2,616.14	
214	02/19/2026	Payroll	2	EFT	CAPSCO	72.50	Pay Cycle(s) 02/19/2026 To 02/19/2026 - ASSN FEE
215	02/19/2026	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	1,097.50	Pay Cycle(s) 02/19/2026 To 02/19/2026 - UNION DUES; Pay Cycle(s) 02/19/2026 To 02/19/2026 - INITIATION FEE
216	02/19/2026	Payroll	2	EFT	EMPOWER TRUST (401A)	3,795.00	Pay Cycle(s) 02/19/2026 To 02/19/2026 - 401A MATCH; Pay Cycle(s) 02/19/2026 To 02/19/2026 - 401A ED EMPLOYER CONT

CHECK REGISTER

COWLITZ 911

Time: 17:18:22 Date: 02/17/2026

02/19/2026 To: 02/19/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
217	02/19/2026	Payroll	2	EFT	EMPOWER TRUST (457B)	5,366.79	Pay Cycle(s) 02/19/2026 To 02/19/2026 - 457(b) - DEF COMP; Pay Cycle(s) 02/19/2026 To 02/19/2026 - 457(b) DEF COMP-AFTER TAX
218	02/19/2026	Payroll	2	EFT	HRA VEBA	7,700.00	Pay Cycle(s) 02/19/2026 To 02/19/2026 - VEBA
219	02/19/2026	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 02/19/2026 To 02/19/2026 - HSA
220	02/19/2026	Payroll	2	EFT	HRA VEBA		Incorrect amount.
221	02/19/2026	Payroll	2	EFT	HRA VEBA	750.00	02/19/2026 PR J.HLOUSEK VEBA CONTRIBUTION
						179,226.53	
001						179,226.53	Payroll: 179,226.53

CERTIFICATION/AUTHORIZATION STATEMENT

I, the undersigned, do hereby certify that all information recorded in the check register, including all transactions, debits, credits, and balances, is true, accurate, and complete to the best of my knowledge and belief. The services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim.

Jessica Weygandt
Budget Finance Manager, Signature

02/17/2026
Date

We have reviewed the claims listed in this report, and we approve payment with our signatures below.

Executive Director, Signature

Date

Board Chair, Signature

Date

CHECK REGISTER

COWLITZ 911

Time: 14:19:10 Date: 03/12/2026

03/05/2026 To: 03/05/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
256	03/05/2026	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	38,959.67	941 Deposit for Pay Cycle(s) 03/05/2026 - 03/05/2026
257	03/05/2026	Payroll	1	0	WASHINGTON STATE DEPT OF RETIREMENT		ROUNDING ERRORS NEED TO CORRECT AMOUNT
224	03/05/2026	Payroll	2	EFT		2,815.81	
225	03/05/2026	Payroll	2	EFT		3,602.32	
226	03/05/2026	Payroll	2	EFT		1,683.78	
227	03/05/2026	Payroll	2	EFT		2,306.79	
228	03/05/2026	Payroll	2	EFT		3,795.42	
229	03/05/2026	Payroll	2	EFT		2,991.93	
230	03/05/2026	Payroll	2	EFT		2,628.48	
231	03/05/2026	Payroll	2	EFT		2,734.18	
232	03/05/2026	Payroll	2	EFT		4,611.69	
233	03/05/2026	Payroll	2	EFT		3,392.95	
234	03/05/2026	Payroll	2	EFT		3,184.77	
235	03/05/2026	Payroll	2	EFT		2,246.41	
236	03/05/2026	Payroll	2	EFT		2,680.86	
237	03/05/2026	Payroll	2	EFT		3,845.34	
238	03/05/2026	Payroll	2	EFT		2,840.98	
239	03/05/2026	Payroll	2	EFT		2,537.37	
240	03/05/2026	Payroll	2	EFT		4,099.36	
241	03/05/2026	Payroll	2	EFT		3,163.78	
242	03/05/2026	Payroll	2	EFT		4,395.21	
243	03/05/2026	Payroll	2	EFT		2,686.85	
244	03/05/2026	Payroll	2	EFT		2,299.09	
245	03/05/2026	Payroll	2	EFT		2,453.90	FINAL PAYCHECK
246	03/05/2026	Payroll	2	EFT		3,210.21	
247	03/05/2026	Payroll	2	EFT		3,998.44	
248	03/05/2026	Payroll	2	EFT		2,930.70	
249	03/05/2026	Payroll	2	EFT		4,012.00	
250	03/05/2026	Payroll	2	EFT		4,604.96	
251	03/05/2026	Payroll	2	EFT		2,720.49	
252	03/05/2026	Payroll	2	EFT		4,093.63	
253	03/05/2026	Payroll	2	EFT		3,149.72	
254	03/05/2026	Payroll	2	EFT		4,594.30	
255	03/05/2026	Payroll	2	EFT		2,618.38	
258	03/05/2026	Payroll	2	EFT	CAPSCO	67.50	Pay Cycle(s) 03/05/2026 To 03/05/2026 - ASSN FEE
259	03/05/2026	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	997.50	Pay Cycle(s) 03/05/2026 To 03/05/2026 - UNION DUES; Pay Cycle(s) 03/05/2026 To 03/05/2026 - INITIATION FEE
260	03/05/2026	Payroll	2	EFT	EMPOWER TRUST (401A)	4,173.60	Pay Cycle(s) 03/05/2026 To 03/05/2026 - 401A MATCH; Pay Cycle(s) 03/05/2026 To 03/05/2026 - 401A ED EMPLOYER CONT
261	03/05/2026	Payroll	2	EFT	EMPOWER TRUST (457B)	5,837.66	Pay Cycle(s) 03/05/2026 To 03/05/2026 - 457(b) - DEF COMP; Pay Cycle(s) 03/05/2026 To 03/05/2026 - 457(b) DEF COMP-AFTER TAX
262	03/05/2026	Payroll	2	EFT	HRA VEBA	8,450.00	Pay Cycle(s) 03/05/2026 To 03/05/2026 - VEBA
263	03/05/2026	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 03/05/2026 To 03/05/2026 - HSA

CHECK REGISTER

COWLITZ 911

Time: 14:19:10 Date: 03/12/2026

03/05/2026 To: 03/05/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						161,841.03	Payroll: 161,841.03

****CERTIFICATION/AUTHORIZATION STATEMENT****

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Budget Finance Manager, Signature

Date

We have reviewed the claims listed in this report, and we approve payment with our signatures below.

Executive Director, Signature

Date

Board Chair, Signature

Date

CHECK REGISTER

COWLITZ 911

Time: 14:20:00 Date: 03/12/2026

02/19/2026 To: 02/19/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
222	02/19/2026	Claims	1	14045	MICROWAVE NETWORK INCORPORATED	219,393.60	2025 RADIO EXPANSION MILESTONE IV COMPLETION OF INSTALL
		Invoices	Amount	PO	For		
		20260602	219,393.60		MILESTONE IV COMPLETION OF INSTALL		
						004 RADIO REPLACEMENT	219,393.60
						* Transaction Has Mixed Revenue And Expense Accounts	219,393.60
							Claims: 219,393.60

CERTIFICATION/AUTHORIZATION STATEMENT

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Budget Finance Manager, Signature

Date

We have reviewed the claims listed in this report, and we approve payment with our signatures below.

Executive Director, Signature

Date

Board Chair, Signature

Date

CHECK REGISTER

COWLITZ 911

Time: 15:58:23 Date: 03/12/2026

03/12/2026 To: 03/12/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
266	03/12/2026	Claims	1	14047	US BANK (VISA)	30,434.95	ARROWSMITH USBANK SMT 0226; AP USBANK STMT 0226; DBAKER USBANK STMT 0226; JWEYGANDT USBANK STMT 02/26; COWLITZ 911 USBANK STMT 0226; DKIRK USBANK STMT 0226; BGRAHAM USBANK STMT 0226; DTURRENTINE USBAN
		001 OPERATIONS				28,291.25	
		003 RADIO OPERATIONS				1,448.28	
		004 RADIO REPLACEMENT				695.42	
						<u>30,434.95</u>	Claims: 30,434.95

CERTIFICATION/AUTHORIZATION STATEMENT

I, the undersigned, do hereby certify that all information recorded in the check register, including all transactions, debits, credits, and balances, is true, accurate, and complete to the best of my knowledge and belief. The services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim.

Jessica Weygandt
Budget Finance Manager, Signature

Date

We have reviewed the claims listed in this report, and we approve payment with our signatures below.

Executive Director, Signature

Date

Board Chair, Signature

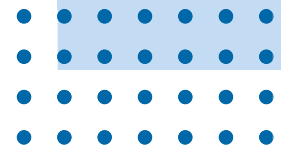
Date

20
25



Cowlitz 911

ANNUAL REPORT



2025 Year-End Report – Director’s Message


2025 was a busy and productive year for everyone at Cowlitz 911. Our focus included hiring new team members, training, improving our radio infrastructure, upgrading technology, strengthening relationships, improving budgeting practices, and building our organizational culture. While each team member had specific responsibilities, we came together as a unified team and supported one another throughout the year.

In 2025, we hired six dispatchers, which briefly brought us to full staffing levels with 23 dispatchers plus one hire-ahead position. This achievement was possible because of the strong support from Briana Graham, the interview teams that participated throughout the year, and our dispatchers who stepped up to train new employees. Michelle Arrowsmith was instrumental during the academy and training phase, helping provide a strong foundation for our new team members.

Radio and infrastructure improvements remain ongoing. In 2025, we worked diligently to utilize our federal grant funding for these projects. We upgraded nearly all of our microwave systems and began work to reestablish the link from Coldwater–Johnson Ridge. Installation of ice bridges and generator replacements also began, with much of this work completed by our own team. We began procuring new radios and updating some of our existing equipment, and installation started in 2025. This is a major project that will ultimately network all of our frequencies, improve system timing, and provide remote maintenance capabilities. Late in 2025, we also began offering radio programming services to our user agencies as needed.

In June, we adopted Aurelian AI call handling to help reduce the workload on dispatchers related to non-emergency calls. The system was adopted and implemented very quickly thanks to strong buy-in and engagement from our team. For much of the year, we also worked to address ongoing issues with the Spillman CAD system. Motorola continues to present challenges, and several issues remain unresolved. Most of these are related either to CAD latency—which has been difficult to diagnose—or to limitations within the Spillman system itself. In 2026, we expect to reach a point where we can determine whether our current CAD system can meet our long-term needs.

Throughout 2025, we made relationship-building a priority. We encouraged more ride-alongs with first responders, engaged in informal debriefs whenever possible, and opened our facility for meetings and training with our partner agencies. We also emphasized supporting and recognizing our team members through our kudos program. Dannyka Baker and others frequently highlighted the excellent work performed by our staff and helped ensure our team felt supported and appreciated. Additionally, we completed a branding and mascot selection process for the agency and proudly introduced **Helen the Sasquatch** as our official mascot.



Throughout the year, we focused on what we do and what we need to successfully carry out that mission. We streamlined several processes and reduced spending in areas where it made sense. We are fortunate to have a talented and diverse team that has developed the skills needed to perform many of the services we previously contracted out. Our guiding principle has been simple: **keep our systems simple, reliable, and affordable**. In 2026, we will continue to look for ways to use public funds as efficiently as possible while also engaging federal leaders to pursue additional grant opportunities.

Looking ahead to 2026, we plan to maintain a strong workforce by filling vacancies as they occur. We will invest in meaningful training opportunities for our staff and begin cultivating the next generation of leaders within our organization. Succession planning will focus not only on preparing team members to lead in the future but also on preserving the culture and teamwork that define our organization.

Our radio stabilization project is expected to conclude in 2026, after which we will move into the next phase: expanding coverage by identifying and addressing dead zones within our radio network.

We continue to benefit from the strong support and engagement of our governance board. The accomplishments of 2025 and the work ahead in 2026 would not be possible without their continued involvement.

I am humbled to serve alongside such an amazing team dedicated to supporting our citizens, community, and first responders.

Darr Kirk
Executive Director

2025 FINANCIAL HIGHLIGHTS

BUDGETED BEGINNING FUND BALANCE FOR ALL FUNDS \$14,824,500
 ACTUAL BEGINNING FUND BALANCE FOR ALL FUNDS \$12,518,800

REVENUES				
FUND	BUDGET	ACTUAL	OVER BUDGET	VARIANCE %
Operations	\$ 5,103,400	\$ 5,397,700	\$ 294,300	6%
Tax	\$ 1,097,000	\$ 1,134,800	\$ 37,800	3%
CPD Grant	\$ 52,000	\$ 76,100	\$ 24,100	46%
User Fees	\$ 1,890,400	\$ 2,078,100	\$ 187,700	10%
Interest & Misc	\$ 64,000	\$ 108,700	\$ 44,700	70%
Transfers In	\$ 2,000,000	\$ 2,000,000	\$ -	0%
Radio Operations	\$ 587,000	\$ 592,400	\$ 5,400	1%
Tower Rent	\$ 48,000	\$ 49,400	\$ 1,400	3%
Interest & Misc	\$ 9,000	\$ 13,000	\$ 4,000	44%
Transfers In	\$ 530,000	\$ 530,000	\$ -	-
Equipment Replacement	\$ 429,000	\$ 448,700	\$ 19,700	5%
Radio Replacement	\$ 1,895,000	\$ 2,581,400	\$ 686,400	36%
Federal Grant	\$ 1,475,000	\$ 2,179,000	\$ 704,000	48%
Transfers & Interest	\$ 420,000	\$ 402,400	\$ (17,600)	-4%
Sales Tax (After Transfer)	\$ 3,010,000	\$ 4,932,000	\$ 1,922,000	64%
Sales Tax	\$ 3,010,000	\$ 3,433,400	\$ 423,400	14%
Project Fund Transferred In	\$ -	\$ 1,498,600	\$ 1,498,600	-
Stabilization Reserve	\$ 69,600	\$ 73,100	\$ 3,500	5%
Facility Reserve	\$ 218,000	\$ 238,500	\$ 20,500	9%
Debt Service	\$ 760,600	\$ 751,600	\$ (9,000)	-1%
Building Project	\$ 65,000	\$ 63,700	\$ (1,300)	-2%
TOTAL REVENUES	\$ 12,137,600	\$ 15,079,100	\$ 2,941,500	24%

EXPENSES				
FUND	Budget	ACTUAL	UNDER BUDGET	VARIANCE %
Operations	\$ 7,028,500	\$ 6,328,700	\$ 699,800	-10%
Salaries Wages & Benefits	\$ 4,673,400	\$ 3,890,900	\$ 782,500	-17%
Travel/Training	\$ 57,100	\$ 81,000	\$ (23,900)	42%
Overhead	\$ 423,000	\$ 409,500	\$ 13,500	-3%
General Facility	\$ 57,000	\$ 44,600	\$ 12,400	-22%
Professional Fees	\$ 420,000	\$ 417,900	\$ 2,100	-1%
Technology & Software	\$ 350,000	\$ 335,200	\$ 14,800	-4%
SBTIA/LEASE/PPP	\$ 178,000	\$ 279,700	\$ (101,700)	57%
Transfers out	\$ 870,000	\$ 870,000	\$ -	0%
Radio Operations	\$ 491,000	\$ 449,200	\$ 41,800	-9%
Salaries Wages & Benefits	\$ 160,000	\$ 153,700	\$ 6,300	-4%
General	\$ 220,200	\$ 190,000	\$ 30,200	-14%
Leases	\$ 110,000	\$ 105,500	\$ 4,500	-4%
Equipment Replacement	\$ 164,000	\$ -	\$ 164,000	-100%
Radio Replacement	\$ 3,175,000	\$ 1,981,700	\$ 1,193,300	-38%
Sales Tax	\$ 3,285,600	\$ 3,285,600	\$ -	0%
Debt Service	\$ 740,600	\$ 742,200	\$ (1,600)	0%
Project Fund	\$ 1,060,000	\$ 1,681,000	\$ (621,000)	59%
Transfer out to Sales Tax	\$ -	\$ 1,498,600	\$ (1,498,600)	0%
TOTAL EXPENDITURES	\$ 15,944,700	\$ 14,468,400	\$ 1,476,300	-9%

BUDGETED ENDING FUND BALANCE FOR ALL FUNDS \$11,017,400
 BUDGETED NET CHANGE FOR ALL FUNDS \$3,807,100
 ENDING FUND BALANCE FOR ALL FUNDS \$13,129,500
 NET CHANGE IN FUND BALANCE \$610,700

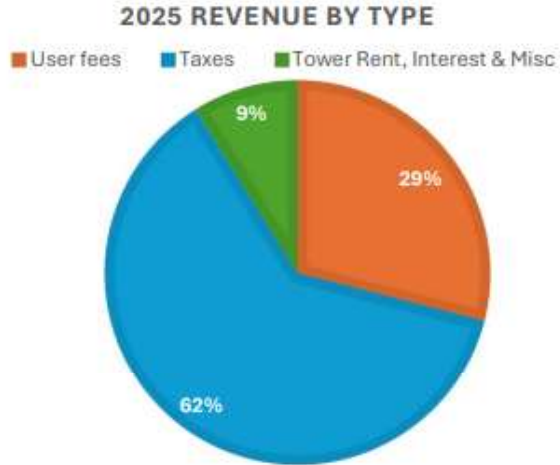
2025 FINANCIAL HIGHLIGHTS

EXECUTIVE SUMMARY

(All numbers throughout rounded to the nearest \$100)

Through year-end 2025, Cowlitz 911's finances are tracking favorably to budget, driven largely by a major swing in expenses and disciplined spending. Revenues totaled \$9.42M versus a budget of \$7.98M (+\$1.44M), while expenses totaled \$8.81M versus a budget of \$11.79M (\$2.98M under budget). Net operating results were +\$611K, representing an overall favorable swing of approximately +\$4.42M compared to the budgeted net position—reflecting strong revenue performance and meaningful cost containment, with several variances attributable to timing and project phasing rather than reductions in service delivery.

- Beginning Balance: **Actual: \$12,518,700**
 - Budgeted: \$14,824,500
- Total Revenues (Excluding Transfers)
 - **Actual: \$9,425,000**
 - Budgeted: \$7,982,200
 - Difference: +\$1,442,800
- Total Expenditures (Excluding Transfers)
 - **Actual: \$8,814,000**
 - Budgeted: \$11,789,100
 - Difference: -\$2,975,100
- Ending Fund Balance: **Actual \$13,129,500**
 - Budgeted: \$11,019,000
- Net Change in Position: **Actual: +\$611,000**
 - Budgeted: -\$3,805,500



Revenue Summary: 2025 external revenues finished ahead of budget overall. The primary driver was higher-than-planned grant and contract revenue, reflection stronger reimbursement activity during the year. Sales tax and user fee revenues also trended favorably to the budget, providing additional operation stability. E911 excise revenues (wireline, wireless, prepaid, VoIP) were generally consistent with expectations, and interest earnings exceeded budget due to stronger rates and/or higher average balances. Taken together, revenue performance in 2025 was broad-based and supportive of the year-end financial position.

Expense Summary: 2025 external expenses finished under budget overall, primarily due to timing and project phasing rather than reductions in service delivery. Payroll and benefits were below planned, mainly due to salaries, as positions were filled later in the year, with related benefit savings following staffing levels. Radio Replacement expenditures were also under budget due to delays in the radio stabilization projects; this variance reflects a schedule shift, and the remaining phase of work is expected to be completed in 2026. Equipment Replacement had no expenditure recorded in 2025, consistent with deferring that activity to future periods. In contrast, Leases and SBITA finished over budget due to cost reclassifications into that category and billing timing, with certain 2024 invoices not billed until 2025. Tuition and training also exceeded the original budget because State CPD grant funding increased during the year, expanding reimbursable training activity beyond the baseline plan



2025 FINANCIAL HIGHLIGHTS

Fund Balances

FUND	BEGINNING BALANCE	2025 REVENUES	TRANSFERS IN	2025 EXPENDITURES	TRANSFERS OUT	ENDING BALANCE	NET CHANGE IN POSITION
OPERATIONS	1,768,100	3,397,800	2,000,000	5,458,700	870,000	837,200	(930,900)
RADIO OPERATIONS	167,700	62,300	530,000	449,100		310,900	143,200
EQUIPMENT REPLACEMENT	2,196,800	103,700	345,000	-		2,645,500	448,700
RADIO REPLACEMENT	744,300	2,241,400	340,000	1,981,700		1,344,000	599,700
SALES TAX	3,655,900	3,433,400	1,498,600		3,285,600	5,302,300	1,646,400
STABILIZATION RESERVE	1,627,900	73,100				1,701,000	73,100
FACILITY RESERVE	643,700	38,500	200,000			882,200	238,500
DEBT SERVICE	97,100	11,100	740,600	742,200		106,600	9,500
BUILDING PROJECT	1,617,200	63,700		182,300	1,498,600	-	(1,617,200)
TOTAL ALL FUNDS	12,518,700	9,425,000	5,654,200	8,814,000	5,654,200	13,129,700	611,000

Summary of Activity by Fund

Operations: The Operations fund supports core 911 dispatch services and day-to-day administration. 2025 spending finished under budget primarily due to the timing of hiring, while service levels were maintained.

Radio Operations: Radio Ops funds the ongoing operating costs, maintenance, and routine support of the radio system. This fund finished under budget, despite supporting a new Radio Ops Manager staff position for the first time. This indicates the program added capacity while still controlling overall operating costs.

Equipment Replacement: This fund is reserved for replacing dispatch-related technology and equipment. No equipment replacement expenditures occurred in 2025, and planned replacements will be evaluated and scheduled in future periods.

Radio Replacement: This fund supports major capital work on radio systems, including stabilization projects. 2025 expenditures were under budget due to delays in the radio stabilization project schedule, and this phase is expected to be completed in 2026. We drew down all the 2024 COPS grant funds in 2025.

Sales Tax: This fund receives sales tax revenue and supports agency priorities through planned allocations to operations, reserves, and capital. In 2025, sales tax receipts were strong and continued to provide stable support for core operations and long-range planning. We transferred all the remaining dollars from the Building Project (\$1.5M) fund back to the Sales Tax fund and closed that fund.

2025 FINANCIAL HIGHLIGHTS

Stabilization Reserve: The Stabilization Reserve is intended to protect the agency against revenue volatility and unplanned cost pressures. In 2025, the reserve remained at the required level (debt service plus 10% of operating funds), positioned to support long-term financial resilience.

Facility Reserve: This fund is designated for major facility repairs and replacement needs. 2025 activity reflects a commitment to building reserves for future facility priorities rather than executing major facility work.

Debt Service: The Debt Service fund is used to meet scheduled debt/financing obligations. 2025 costs tracked to planned payments.

Public Disclosure and Public Education Highlights

Public Disclosure

In 2025 we received 813 total public records requests that include;

- 81 requests from law enforcement agencies.
- 294 requests from local prosecuting attorney offices.
- 4 requests from local fire departments including 1 request from the MPD.

Total time spent working on records was 303.48 hours

Public Education

EVENT	DATE & LOCATION
Kalama HS Career Fair	March 25 th , 2025
Woodland HS Career Fair	April 18 th , 2025
Castle Rock HS Career Fair	April 22 nd , 2025
Medix Ambulance Open House	May 24 th , 2025
LCC Career Fair	May 29 th , 2025
Go Fourth Boat Regatta	July 2 nd , 2025
Cowlitz County Fair	July 25 th , 2025
National Night Out w/ LPD & WPD	August 5 th , 2025
Bike Helmet Distribution	July 10 th & 31 st , 2025
CCFD#6 Open House	September 27 th , 2025
C2FR Open House	October 11 th , 2025
Longview Fire Dept. Open House	October 11 th , 2025
LCC Career Expo	October 23 rd , 2025
Longview Christmas Parade	December 6 th , 2025
Kelso PD Shop with a Cop	December 13 th , 2025

Staff Highlights

Awards and Recognition

Tele week awards – these awards reflect the year prior (2024) but were awarded in 2024.

- Ashlyn Munson was awarded Night Shift Call-Taker of the Year, answering 9,430 calls.
- Michelle Sims was awarded Day Shift Call-Taker of the Year, answering 9,430 calls.
- Ashlyn Munson was awarded Dispatcher of the Year through a peer vote.
- Misti Gibbs was awarded Trainer of the Year through a peer vote.

Kudos Awards

- Anna Laudenschlager, Samantha Perry, Madison Deisher and Katie Cosgrove were awarded Kudos in December 2025 for managing a sustained weather event across Cowlitz County.
- Anna Laudenschlager, Madison Deisher and Katie Cosgrove were awarded Kudos in November 2025 for incredible coordination and teamwork during a high demand series of fire incidents.
- Samantha Perry was awarded Kudos by our local first responders in November 2025 for handling a crash notification that included 2 victims with life threatening injuries. Responders advised that her actions in this incident may very well have saved the victims' lives.
- Rebecca Swanson was awarded Kudos in October 2025 for a second hand, limited information report of a fall victim. Her ability to act decisively, even when information was incomplete, played a vital role in getting help where it was needed most. The family members reached out later sharing their gratitude for Rebeccas' quick and efficient work.
- Kate Davis was awarded Kudos in October 2025. During an incredibly difficult medical call the ProQA system malfunctioned and Kate never lost focus. Her professionalism, compassion and courage under pressure remained steady as she brought direction and calmness to a family during a heartbreaking incident.
- Jules Martin was awarded Kudos in October for a text-to-911 malfunction. A RapidSOS notification came in, but no text-to-911 came along with. She listened to her instincts and dispatched responders without knowing any information. That decision helped a young person who was having a medical emergency.
- James Hlousek was awarded Kudos in August for compassion and remaining composed under pressure during a stressful medical event. James' incredible call taking skills helped the caller feel supported and capable during crisis.
- Andrea Jaques was awarded Kudos in August for her critical thinking and swift action in aiding WSP in a human trafficking incident. Her detailed, accurate, and timely intelligence proved to be instrumental in locating the suspect and rescuing the victim, who was confirmed to be in immediate danger.

Staff Highlights

Kudos Continued;

- Rebecca Swanson was awarded Kudos in July for taking a deeply emotional and challenging 911 call. The nature of this call was extremely distressing. Despite the intensity of the situation, Rebecca demonstrated incredible compassion and composure.
- Rebecca Swanson and Anna Laudenschlager were awarded Stork pins during their assistance and coordinated response in the arrival of a baby boy.
- Anna Laudenschlager, Andrea Jaques, Rebecca Swanson and Samantha Perry were awarded Kudos during a multitude of high priority back-to-back medical incidents. Despite the emotional strain, the team maintained professionalism and composure.
- Trista Davis was awarded Kudos in April. Trista received secondhand information that the callers' mother had fallen 16 stairs and was not on scene with the patient. We received a message from the caller later advising that the calmness she brings to chaos is above and beyond.

Year Milestones

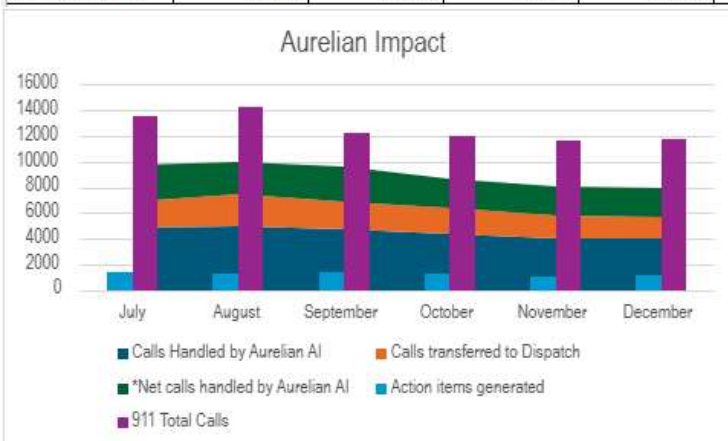
Jerry Jensen – 30 years in July

Rebecca Swanson – 5 years in December

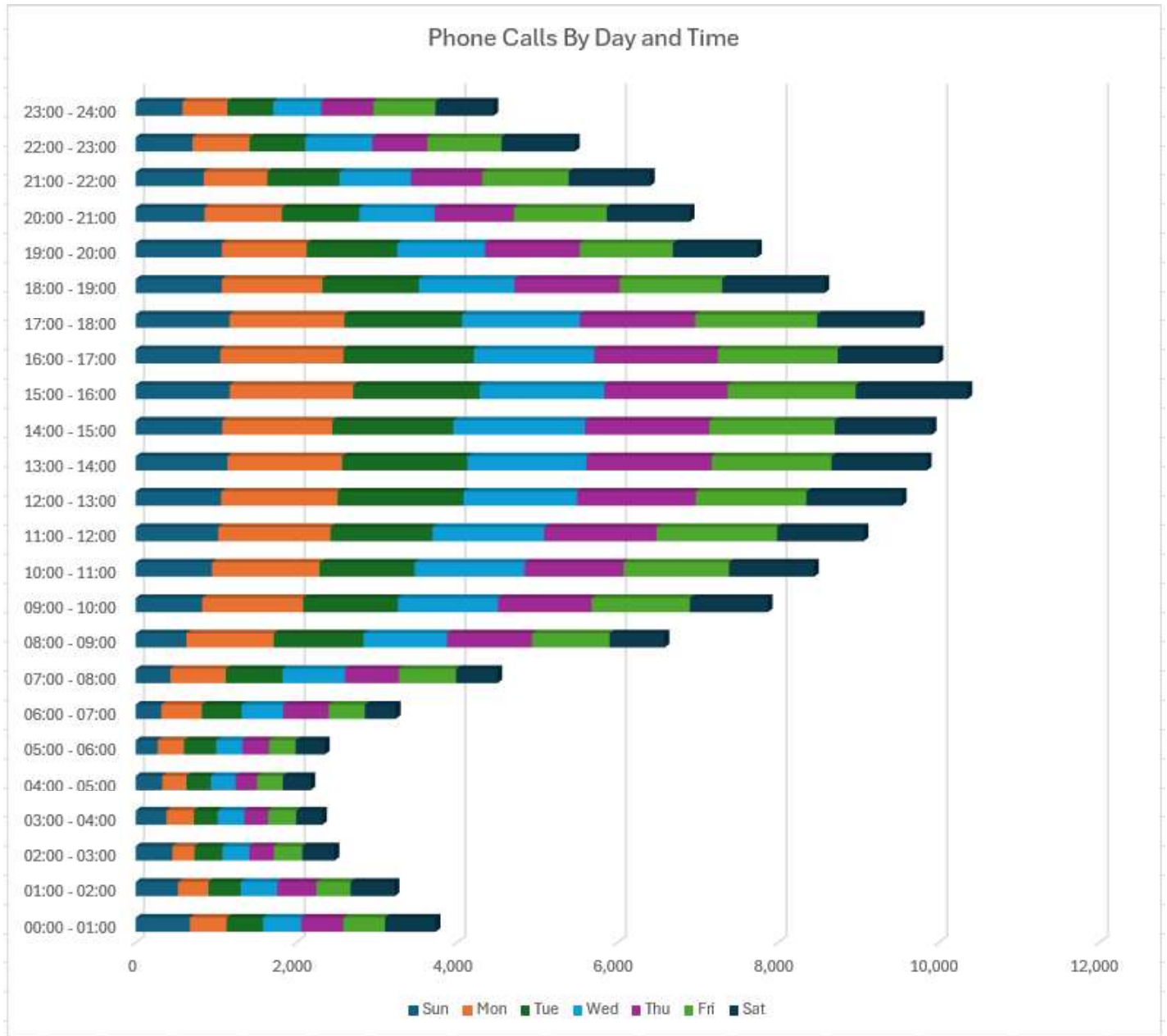
Total Phone Calls Recieved 2025

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
00:00 - 01:00	675	457	452	479	524	518	630	3,735
01:00 - 02:00	528	379	400	458	484	427	549	3,225
02:00 - 03:00	457	276	347	334	307	354	402	2,477
03:00 - 04:00	384	341	297	330	297	350	323	2,322
04:00 - 05:00	332	300	306	304	268	322	345	2,177
05:00 - 06:00	275	329	399	328	332	328	365	2,356
06:00 - 07:00	319	505	496	518	566	452	383	3,239
07:00 - 08:00	432	692	703	777	673	711	516	4,504
08:00 - 09:00	632	1,087	1,119	1,040	1,058	965	684	6,585
09:00 - 10:00	828	1,256	1,181	1,247	1,163	1,225	971	7,871
10:00 - 11:00	951	1,339	1,184	1,368	1,232	1,315	1,058	8,447
11:00 - 12:00	1,029	1,397	1,270	1,389	1,400	1,501	1,078	9,064
12:00 - 13:00	1,064	1,450	1,569	1,412	1,480	1,377	1,187	9,539
13:00 - 14:00	1,143	1,428	1,560	1,481	1,560	1,492	1,187	9,851
14:00 - 15:00	1,078	1,370	1,508	1,640	1,548	1,560	1,208	9,912
15:00 - 16:00	1,171	1,539	1,573	1,552	1,535	1,596	1,390	10,356
16:00 - 17:00	1,056	1,530	1,624	1,498	1,539	1,493	1,255	9,995
17:00 - 18:00	1,170	1,429	1,464	1,467	1,436	1,518	1,277	9,761
18:00 - 19:00	1,073	1,253	1,202	1,189	1,307	1,278	1,273	8,575
19:00 - 20:00	1,073	1,057	1,127	1,090	1,180	1,161	1,049	7,737
20:00 - 21:00	858	964	962	938	990	1,155	1,032	6,899
21:00 - 22:00	849	791	898	888	891	1,074	1,013	6,404
22:00 - 23:00	708	712	693	833	686	922	916	5,470
23:00 - 24:00	582	559	570	601	649	772	723	4,456
Total	18,667	22,440	22,904	23,161	23,105	23,866	20,814	154,957

Item	July	August	September	October	November	December	Total
Calls Handled by Aurelian AI	4889	5015	4782	4350	4019	3963	27018
Calls transferred to Dispatch	1986	2416	2133	2023	1832	1729	12119
*Net calls handled by Aurelian AI	2903	2599	2649	2327	2187	2234	14899
Action items generated	1444	1286	1357	1223	1081	1114	7505
911 Total Calls	13507	14305	12278	11996	11681	11765	75532



Total Phone Calls Recieved Graphically 2025



2025 Overview & Governance

On March 13th, 2018 the Cowlitz County Commissioners adopted Cowlitz County Ordinance 18-014 which Established Cowlitz 911 Public Authority a separate legal entity. Cowlitz 911's purpose is to undertake, assist with, and otherwise facilitate the public function of providing 911 emergency and non-emergency communications and dispatch services for the following jurisdictions:

Cowlitz County Sheriff's, City of Castle Rock, City of Longview, City of Kelso, City of Kalama, City of Woodland, Fire District 1, Cowlitz 2 Fire & Rescue, Fire District 3, Fire District 5, Fire District 6, Longview Fire, Medix and the Cowlitz County Coroner.

Cowlitz 911 is governed by a Board of Directors comprised of nine board members. The Board of Directors has the authority and responsibility to provide direction to the Management staff of Cowlitz 911. The board will oversee the hiring of the Director, reviews, and adopts policies, oversees implementation of new services, and monitors the finances and budget.

The Cowlitz 911 Board of Directors meets monthly in regular meetings open to the public in accordance with RCW 42.30 Open Public Meetings Act. Meetings were held in person and virtually in 2024.

BOARD CHAIR: Robert Huhta



BOARD VICE CHAIR: Alan Headley



9 VOTING MEMBERS

Longview Council: Erik Halvorson
Longview City Manager: Jen Wills
Longview Public Safety Chief: Robert Huhta
County Commissioner: Rick Dahl
County Sheriff: Brad Thurman
Kelso City Manager: Andy Hamilton
Cowlitz 2 Fire & Rescue: Alan Headley
Fire Officials: Bill LeMonds
Police Chiefs: Charlie Worley



Cowlitz 911 Agenda Summary Sheet

2790 Ocean Beach Highway
Longview, WA 98632
www.cowlitz911.org

Introduced by: Dannyka Baker **Date:** March 18th, 2026

For Agenda of: March 18th, 2026

SUBJECT TITLE: Cowlitz 911 Public Records Policy

ATTACHMENTS: Cowlitz 911 Public Records Policy

SUMMARY STATEMENT:

Two edits have been made to the Public Records Policy to ensure alignment with current practices and state guidelines. The first edit adds a **specialty fee for Information Technology (IT) services** that may be required to fulfill certain public records requests. This fee would apply in situations where specialized technical assistance is needed, such as requests involving **Automatic Vehicle Location (AVL) data** or other records that require IT staff time to extract or prepare. The second edit updates the **electronic delivery fee** to align with the **current fee allowances under the Washington State Public Records Act (RCW)**. These updates help ensure the agency remains compliant with state law while allowing for appropriate cost recovery when fulfilling complex public records requests.

RECOMMENDED ACTION: Motion to approve the Public Records Policy as presented.

RESOLUTION 2026-001

A RESOLUTION APPROVING AND ADOPTING AN UPDATED PUBLIC RECORDS POLICY FOR COWLITZ 911

WHEREAS, on March 13, 2018, the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.754; and

WHEREAS, Cowlitz 911 is a public agency subject to the requirements of the Washington State Public Records Act, Chapter 42.56 RCW; and

WHEREAS, the Public Records Act requires public agencies to adopt policies and procedures to ensure that public records are made available for inspection and copying in accordance with the law while protecting records that are exempt from disclosure; and

WHEREAS, Cowlitz 911 has reviewed and updated its Public Records Policy in order to provide clear procedures for responding to public records requests and to ensure compliance with Chapter 42.56 RCW; and

WHEREAS, the Board of Directors finds that adoption of the updated Public Records Policy will promote transparency, consistency, and compliance with the Public Records Act; and

WHEREAS, RCW 42.56.070(3) requires agencies to maintain and make available a current index of public records unless the agency finds that maintaining such an index would be unduly burdensome and would interfere with agency operations; and

WHEREAS, the Board of Directors finds that maintaining a public records index would be unduly burdensome and would interfere with the efficient operation of Cowlitz 911 due to the volume, variety, and dynamic nature of the records maintained by the agency;

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz 911 Board of Directors as follows:

Section 1. Adoption of Public Records Policy. The Board of Directors hereby approves and adopts the Cowlitz 911 Public Records Policy, attached hereto and incorporated herein by this reference, as the official public records policy of Cowlitz 911.

Section 2. Superseding Prior Policies. The Public Records Policy adopted by this resolution supersedes and replaces any prior public records policies or procedures previously adopted by Cowlitz 911.



Section 3. Implementation. The Director and the Public Records Officer are authorized and directed to implement the Public Records Policy and to take all actions necessary to ensure compliance with Chapter 42.56 RCW and other applicable laws, including making administrative updates to procedures as needed to maintain compliance with state law.

Section 4. Effective Date. This resolution shall take effect immediately upon adoption.

ADOPTED in regular session this 18th day of March, 2026.

COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Robert Huhta

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board, Briana Graham

Jennifer Johnson, General Counsel

RECOMMENDED FOR APPROVAL:

Darr Kirk, Executive Director



Cowlitz 911 Public Records Policy

SUBJECT: PUBLIC RECORDS ACT

A. Policy

Cowlitz 911 provides full access to information concerning the conduct of government, being mindful of both individuals' privacy rights and the desirability of the efficient administration of government. Cowlitz 911 has established procedures that are designed to assist members of the public in obtaining such access. This directive will be interpreted in favor of disclosure.

B. Procedures

1. Authority and Purpose

The Revised Code of Washington (RCW) 42.56, "Public Records Act" (the act) requires each agency to make available for inspection and reproduction non-exempt "public records" in accordance with governmental guidelines.

- a) *Public Record.* "Public Record" means any "writing containing information relating to the conduct of government or performance of any governmental or proprietary function prepared, owned, used or retained" by the agency.
- b) *Public Records Officer.* Cowlitz 911 has an assigned Public Records Officer who oversees compliance with the act, but other Cowlitz 911 staff members may assist in processing requests.
- c) *Agency Responsibility.* In accordance with the act, the Public Records Officer or designee and Cowlitz 911 will do the following:
 - a. Provide the "fullest assistance" to requestors.
 - b. Take reasonable actions to ensure that public records are protected from damage or disorganization.

2. Public Records Index

Pursuant to RCW 42.56.070, Cowlitz 911 finds that maintaining an index of public records would be unduly burdensome and would interfere with the efficient operation of the agency due to the volume, variety, and dynamic nature of the records maintained by the agency. Accordingly, Cowlitz 911 will not maintain a public records index.

3. Making a Request for Public Records

- a) Any person wishing to inspect or obtain copies of public records maintained by Cowlitz 911 should submit a request using the Cowlitz 911 online records request

system, NextRequest, located on the Cowlitz 911 website, www.cowlitz911.org. Requestors may also complete a paper form at Cowlitz 911 during regular business hours, call the designated public records officer at (360)762-6824, send a letter, fax, or email addressed to the Cowlitz 911 public records officer, bakerd@cowlitz911.org. When making a request for records, the requestor should expect to provide the following information:

- i. Name of requestor or contact point
 - ii. Address of the requestor (not mandatory)
 - iii. Contact information, including telephone number and email address (not mandatory). Note - information needs to be sufficient to be able to provide or let the requesting party know when and how to be able to access the public records requested. (e.g., the requesting party may state they will call back to see if the responsive records are available).
 - iv. Identification of the public records adequate for the public records officer or designee to locate the records.
 - v. The date and time of day of the request.
- b. The public records officer or designee may accept requests for public records by telephone or in person. If the public records officer or designee accepts such a request, they will confirm receipt of the information and the substance of the request in writing.

4. Processing of Public Record Requests

- a. *Providing the "Fullest Assistance"*. The public records officer or designee will process requests in the order that allows the most requests to be processed in the most efficient manner while preventing excessive interference with other essential functions of Cowlitz 911.
- b. *Acknowledging Receipt of Request*. Within five business days of receipt of the request, the public records officer or designee shall do one or more of the following:
 - i. Make the records available for inspection or copying.
 - ii. Provide copies of the responsive records to the requestor.
 - iii. Provide an internet address and link on Cowlitz 911's website to the specific records requested, except that if the requestor notifies the agency that he or she cannot access the records through the internet, then the officer will provide copies of the record or allow the requester to view copies using an agency computer.
 - iv. Provide reasonable estimate of record availability.
 - v. Ask the requestor to provide clarification for a request that is unclear, and provide, to the greatest extent possible, a reasonable estimate of the time required to respond to the request if it is not clarified.
 - vi. Deny the request, providing the reason for denial.
- c. *Seeking Clarification*. If the request is unclear or does not sufficiently identify the requested records, the public records officer or designee will seek clarification from the requestor. Additional time required to respond to a

request may be based on the need to clarify the intent of the request. If the requestor fails to clarify the request, the public records officer need not respond to it and may inform the requestor that their request has been closed due to insufficient information.

- d. *High Profile Requests.* When processing a public records request that has the potential to be a high-profile call (calls involving investigations, high profile individuals and sensitive locations like schools, public facilities, hospitals, etc.) the request should be reviewed by the Director and Operations Manager.
- e. *Protecting Privacy Rights of Others.* In the event that the requested records contain information that may affect privacy rights of others and may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.
- f. *Records Exempt from Disclosure.* Some records are exempt from disclosure, in whole or in part.
 - i. Pursuant to RCW 42.56.070(2), Cowlitz 911 is required to maintain a list identifying laws, other than those contained within the Public Records Act, that may exempt or prohibit disclosure of certain public records. Rather than maintaining an independent list, Cowlitz 911 hereby adopts and incorporates by reference the most current list of exemptions maintained by the Washington State Attorney General's Office Sunshine Committee, which identifies exemptions from disclosure contained in the Revised Code of Washington and other statutes. The current list of statutory exemptions is available on the Attorney General's Sunshine Committee webpage and may be accessed at: <https://www.atg.wa.gov/sunshine-committee>

This incorporated list is intended to satisfy the requirements of RCW 42.56.070(2). The list is not exhaustive, and additional exemptions may apply as provided by law.

- ii. Cowlitz 911 will evaluate each request on a case-by-case basis. Information that is commonly redacted from CAD event records provided to requesters include: Active investigations, gate/door/lockbox/key box/access, social security numbers, personal cell phone numbers of government employees, driver's license numbers, identifying information of individuals that call 911 and request to be anonymous, and identifying information for juvenile victims of sex crimes. 911 audio recordings may be withheld or redacted when disclosure would reveal the identity of a caller who has

requested anonymity or a juvenile victim of a sex offense, consistent with applicable exemptions and privacy protections.

- iii. If Cowlitz 911 believes a record is exempt from disclosure and should be withheld or redacted, the public records officer will do the following:
 - 1. State the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld citing the related Public Records Act section, RCW or other statute.
 - 2. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.
 - iv. Cowlitz 911 does not withhold or redact any records requested from law enforcement agencies or prosecuting attorneys.
- g. *Inspection of Records.* Cowlitz 911 shall provide space to inspect public records upon request.
- i. If a requestor wishes to inspect original records at Cowlitz 911's facility rather than receive copies of records, the requestor may contact the public records officer to make arrangements to inspect records.
- h. *Providing Copies of Records.* In most cases, the public records officer will respond to requests for public records by providing the requestor with electronic copies of the responsive records via the online records request system. Whenever possible, copies of records will be provided in their native, electronic format.
- i. *Providing Records in Installments.* When the request is for a large number of records, the public records officer or designee may provide responsive records in installments, if they reasonably determine that it would be practical to provide the records in that way.
- i. If, within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and shall provide written notice to the requestor that the request is considered abandoned and closed for failure to pick up or inspect within the 30-day timeframe required.
- j. *Requests for Lists of Names.* The Act prohibits an agency from providing lists of individuals to a requestor who intends to use the list for commercial purposes. When a requestor requests a list of names, the requestor must explain the intended use of the list and will be asked to sign a declaration providing that the list will not be used for commercial purposes.

- k. *Bot Requests.* Cowlitz 911 may deny a Bot Request that is one of multiple requests from the requestor to Cowlitz 911 within a 24 hour period if it is established that responding to the request would cause excessive interference with other essential functions. “Bot Request” means a request for public records that an agency reasonably believes was automatically generated by a computer program or script.
- l. *Creating Records.* A public records request only applies to records that exist at the time of the request. The Act does not apply to requests for information or require Cowlitz 911 to create a new record. Requestors cannot make “standing” public records requests.

A request for information contained in electronic databases *may* be considered a valid request for records if the information can be reasonably extracted to produce a record that is fully or partially responsive to the request.
- m. *Closing Withdrawn or Abandoned Request.* When the requestor either withdraws the request or if, within thirty days, the requestor fails to claim or review the records or make other arrangements, the public records officer or designee shall provide written notice to the requestor that the request is considered abandoned and closed for failure to pick up or inspect within the 30-day timeframe required.
- n. *Later-discovered documents.* If, after Cowlitz 911 has informed the requestor that it has provided all available records, Cowlitz 911 becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis. This will not restart the retention period for the records request, the original closure date will remain the same.

5. Review of Denials of Public Records

- a. *Petition for Internal Administrative Review of Denial of Access.* Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably the written statement by the public records officer or designee denying the request.
- b. *Consideration of Petition for Review.* The public records officer shall promptly provide the petition and any other relevant information to the Cowlitz 911’s Director. The Director will do the following:
 - i. Immediately consider the petition and either affirm or reverse the denial within two business days following Cowlitz 911’s receipt of the petition or within such other time as Cowlitz 911 and the requestor mutually agree to.

- c. *Judicial Review.* Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

6. Training.

The Public Records Act is complicated, and compliance requires training. Cowlitz 911 should provide on-going training to the following employees.

- a. All managers, supervisors and the public records officer of Cowlitz 911 shall receive public records training through Washington Secretary of State, State Archives Division or the Washington Cities Insurance Authority.
- b. The Agency public records officer shall receive on-going training. Applicable information learned will be shared with other Agency staff members.
- c. All Cowlitz 911 employees shall receive basic training on public records compliance and record retention.

7. Fee Schedule

- a. Cowlitz 911 will charge for copies of public records according to the fee structure identified in the Public Records Act.
 - i. Cowlitz 911 shall charge:
 - 1. Standard paper copies - \$0.15 per page.
 - 2. Scanned records - \$0.10 per page.
 - 3. Records uploaded to emails, or other means of electronic delivery - \$0.05 for every four electronic files.
 - 4. Records transmitted in electronic format or for use of Cowlitz 911 equipment to send records electronically - \$0.10 per gigabyte.
 - 5. Digital media storage or devices - actual cost. Cowlitz 911 will not accept personal digital media storage devices. Records released will be downloaded on a USB hard drive provided by Cowlitz 911.
 - 6. Postage or delivery charges – actual cost.
 - 7. Specialized technical expertise to prepare or copy data compilations or provide customized access to data or records when such data compilations are not used by the agency for other business purposes RCW 42.56.120(3)(a)(i). Includes AVL data requests prepared by GIS Technician – Customized service charge equaling the actual cost of technical staff time (salary and benefits) and/or outside vendor costs.
- b. For large requests, or if the estimated costs of reproducing the requested records is over \$25, Cowlitz 911 reserves the right to collect a 10% deposit of the estimated fee before beginning work on the request. After the deposit is received, the public records officer or designee will commence work. Once the records are available, final charges minus the deposit amount are due. Records will be provided after full payment is received.

- c. Cowlitz 911 may waive fees that amount to less than \$5.00.
- d. Cowlitz requires payments to be made by check or cashier's check only and to be made out to Cowlitz 911 with "Public Records" in the memo line. Checks can be delivered in person to Cowlitz 911's business office or mailed to 2790 Ocean Beach Hwy Longview, WA 98632.
- e. Government agencies, as defined by Cowlitz 911, shall not incur charges for public records requests. Cowlitz 911 Director is also vested with the authority to waive fees for other public agencies.

COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Robert Huhta

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board, Briana Graham

General Counsel
Hanigan Law Office, PS