

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday May 20th, 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. 04/15/2026 Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 04/15/26.

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 04/20/26	413 – 450	\$137,176.51
Payroll 04/28/26	472 – 478	\$29,762.02
Payroll 04/29/26	479 – 483	\$46,727.77
Payroll 05/05/26	484 – 524	\$151,710.39
Claims 04/23/26	451 – 471	\$76,105.68
TOTAL		\$441,482.37

Recommended Action: Motion to approve the payables as presented.

6. Finance Report

7. Resolution 2026-002: Budget Amendment

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 April 15th, 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; Wayne Nichols

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

Guests: Brad Hannig; Robbie Satterly; Ralph Herrera; Vic Leatzow; Scott Goldstein

Board Members Absent and No Alternate:

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.

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

3. Approval of Meeting Minutes

A. March 18, 2026, Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 03/18/25, meeting minutes.

Worley made a motion to approve the 03/18/2026 meeting minutes as presented. LeMonds 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. 911 Proclamation – Huhta read and signed the Proclamation for Public Safety Telecommunicators Week.

6. Payables:

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 03/19/26	286 – 326	\$219,522.66
Payroll 04/02/26	369 – 407	\$148,289.75
Claims 03/16/26	267 – 285	\$132,178.09
Claims 03/25/26	366 – 368	\$58,390.55
TOTAL		\$558,381.05

Recommended Action: Motion to approve the payables as presented.

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

7. Finance Report – 2nd quarter user fees have been sent out. Looking at site leases from 2006-2009 as we are entering the final term of the renewed 5-year term of these leases.

8. Board Comments/Board Committee Reports

A. **LAW TAC Update:** No update

B. **FIRE TAC Update:** No update

C. Budget Committee Update:

- i. **IT Position:** We are evaluating our IT support structure to better align with increasing operational demands and long-term stability. Similar to the approach we have taken with other positions, we are looking to bring more of this work in-house. This allows for greater day-to-day responsiveness, stronger system familiarity, and increased internal control over critical public safety systems. The option under development is to transition away from our current managed IT services vendor contract and hire an in-house IT technician to support daily operations and growing system needs. Also, having a lower cost agreement with a vendor that has public safety and local government expertise for just specialized or emergent support needs. The estimated savings is about \$320,000 annually and would cost about \$160,000 annually.
- ii. **Relief Position:** We remain focused on retention and workforce sustainability. The budget committee supports exploring an option to add up to two part-time relief telecommunicator positions, limited to internal candidates. These positions are intended to improve retention, reduce burnout, and increase coverage flexibility. We will meet with the Guild to gather input before bringing a formal recommendation forward.
- iii. **Hall of Justice:** As part of our ongoing operational and budget review, we have been evaluating the effectiveness and cost of maintaining the Hall of Justice (HOJ) as a backup dispatch site. Through real-world incidents and internal testing, we've identified that the current configuration of our Motorola Emergency CallWorks (ECW) system does create operational disruptions when power or connectivity is lost at HOJ. While intended to function as a fully redundant backup, it has not consistently performed at that level. We currently spend about \$140,000 annually to maintain HOJ as a backup site. Industry trends show agencies of similar size moving away from fully duplicated backup centers and instead relying on failure partnerships with neighboring PSAPs. We have tested this locally and calls successfully fail over to Clark County Regional Emergency Services Agency when needed. As we approach the end of our current call handling contract, maintaining HOJ as a backup site will significantly increase future costs – regardless of the system selected. We are preparing some options for the Board that include an option to eliminate HOJ as a backup site, reducing ongoing costs, relocating the backup server to the Columbia Heights site, where fiber is already in place, and a clear outline of failover options that maintain continuity and safety. No decisions are being made at this time – these are just options for Board consideration as part of the budget process.

9. Director's Report

- A. **Staffing Update:** This week (April 12-18, 2026) is National Telecommunicators Week. We have spent the week celebrating our dispatchers through a Wild West-themed celebration, including dress up days, team events, and prize giveaways. We also held peer-nominated awards, including Dispatcher of the Year and Supervisor of the Year. We have received strong support from our partner agencies and vendors, who have provided food and messages of

appreciation – reflecting the strength of those partnerships. While one week can't fully capture the value of this work, we hope it serves as a reminder of how appreciated our telecommunicators are every day. We currently have 3 in training, with our two newest completing the state-required Telecommunicators 2 course later this month. We have extended conditional offers to three candidates, now in the background process, and remain on track for a June start date, pending completion of hiring requirements.

- B. Radio Update:** We continue to make strong progress on radio system improvements. Main network links and new voting and radio equipment are installed. The system is in the fine-tuning phase. Work is now focused on sub-links, including Castle Rock, Mt. Solo, St. Johns, Hall of Justice, Bakers Corner and Woodland. Woodland had a critical system failure, and repaid work went underway this week. We will bring forward a scalable radio system plan later this year aligned with budget priorities, including: a plan without grant funding and an expanded option if grant funding is received. Our goal is to provide clear options to support informed decision-making.

10. Old Business: Dahl has asked for AI stats

11. Executive Session: N/A

12. Adjournment: 10:23 AM

Robert Huhta, Board Chair

Attest:

Briana Graham, Clerk of the Board

CHECK REGISTER

COWLITZ 911

Time: 09:10:45 Date: 05/07/2026

04/20/2026 To: 04/20/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
329	04/20/2026	Payroll	1	0	WASHINGTON CITIES INSURANCE AUTHORITY		MEANT TO CREATE OPEN PAYABLE, NOT PAYMENT
450	04/20/2026	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	31,532.56	941 Deposit for Pay Cycle(s) 04/20/2026 - 04/20/2026
413	04/20/2026	Payroll	2	EFT		2,562.66	
414	04/20/2026	Payroll	2	EFT		3,601.66	
415	04/20/2026	Payroll	2	EFT		1,464.21	
416	04/20/2026	Payroll	2	EFT		1,354.68	
417	04/20/2026	Payroll	2	EFT		2,840.92	
418	04/20/2026	Payroll	2	EFT		2,601.61	
419	04/20/2026	Payroll	2	EFT		2,399.88	
420	04/20/2026	Payroll	2	EFT		1,834.56	
421	04/20/2026	Payroll	2	EFT		3,776.67	
422	04/20/2026	Payroll	2	EFT		2,621.00	
423	04/20/2026	Payroll	2	EFT		2,762.92	
424	04/20/2026	Payroll	2	EFT		2,228.15	
425	04/20/2026	Payroll	2	EFT		2,676.98	
426	04/20/2026	Payroll	2	EFT		2,608.43	
427	04/20/2026	Payroll	2	EFT		2,460.03	
428	04/20/2026	Payroll	2	EFT		2,153.57	
429	04/20/2026	Payroll	2	EFT		4,099.06	
430	04/20/2026	Payroll	2	EFT		3,162.68	
431	04/20/2026	Payroll	2	EFT		3,632.06	
432	04/20/2026	Payroll	2	EFT		2,472.85	
433	04/20/2026	Payroll	2	EFT		2,098.92	
434	04/20/2026	Payroll	2	EFT		2,535.64	
435	04/20/2026	Payroll	2	EFT		3,053.17	
436	04/20/2026	Payroll	2	EFT		2,556.53	
437	04/20/2026	Payroll	2	EFT		3,158.90	
438	04/20/2026	Payroll	2	EFT		3,436.00	
439	04/20/2026	Payroll	2	EFT		2,718.81	
440	04/20/2026	Payroll	2	EFT		4,090.26	
441	04/20/2026	Payroll	2	EFT		2,525.40	
442	04/20/2026	Payroll	2	EFT		4,591.59	
443	04/20/2026	Payroll	2	EFT		2,763.80	
444	04/20/2026	Payroll	2	EFT	CAPSCO	65.00	Pay Cycle(s) 04/20/2026 To 04/20/2026 - ASSN FEE
445	04/20/2026	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	950.00	Pay Cycle(s) 04/20/2026 To 04/20/2026 - UNION DUES; Pay Cycle(s) 04/20/2026 To 04/20/2026 - INITIATION FEE
446	04/20/2026	Payroll	2	EFT	EMPOWER TRUST (401A)	3,669.96	Pay Cycle(s) 04/20/2026 To 04/20/2026 - 401A MATCH; Pay Cycle(s) 04/20/2026 To 04/20/2026 - 401A ED EMPLOYER CONT
447	04/20/2026	Payroll	2	EFT	EMPOWER TRUST (457B)	5,240.39	Pay Cycle(s) 04/20/2026 To 04/20/2026 - 457(b) - DEF COMP; Pay Cycle(s) 04/20/2026 To 04/20/2026 - 457(b) DEF COMP- AFTER TAX
448	04/20/2026	Payroll	2	EFT	HRA VEBA	8,450.00	Pay Cycle(s) 04/20/2026 To 04/20/2026 - VEBA
449	04/20/2026	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 04/20/2026 To 04/20/2026 - HSA

001 OPERATIONS

137,176.51

CHECK REGISTER

COWLITZ 911

Time: 09:10:45 Date: 05/07/2026

04/20/2026 To: 04/20/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						137,176.51	Payroll: 137,176.51

CERTIFICATION STATEMENT

I certify that the check register, including all transactions, debits, credits, and balances, is true, accurate, and complete to the best of my knowledge. I further certify that the services or labor described were rendered or performed, any advance payment is contractually authorized, the claim is a just, due, and unpaid obligation of Cowlitz 911, and I am authorized to authenticate and certify the claim

Jessica Weygandt
Budget Finance Manager, Signature

04/18/2026
Date

Reviewed by:

Executive Director, Signature

Date

Board Chair, Signature

Date

CHECK REGISTER

COWLITZ 911

Time: 19:38:35 Date: 04/28/2026

04/28/2026 To: 04/28/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
472	04/28/2026	Payroll	1	14096	ESD-LTC-WA CARES FUND	3,390.99	Pay Cycle(s) 01/01/2026 To 03/31/2026 - LTC
473	04/28/2026	Payroll	1	14097	ESD-PAID FAMILY & MEDICAL LEAVE		Incorrect vendor name on check (ESD-PFLMA-WA CARES was old vendor name)
474	04/28/2026	Payroll	1	14098	ESD-UNEMPLOYMENT INSURANCE		Incorrect amount. Rounding adjustment not entered.
475	04/28/2026	Payroll	1	14099	KAISER FOUNDATION HEALTH PLAN INC	10,695.15	Pay Cycle(s) 04/02/2026 To 04/02/2026 - MEDICAL-KAISER; Pay Cycle(s) 04/20/2026 To 04/20/2026 - MEDICAL-KAISER
476	04/28/2026	Payroll	1	14100	WASHINGTON COUNTIES INSURANCE FUND		Processed payment in Springbrook did not capture the prior period adjustment entered. Paid incorrect amount.
477	04/28/2026	Payroll	1	14101	WASHINGTON STATE DEPT OF L&I		Springbrook reporting does not capture accruate amount due. An adjustment to worker hours resulted in a lower premium than captured by payroll setup. Need to correct amount due.
478	04/28/2026	Payroll	1	14102	WASHINGTON STATE DEPT OF RETIREMENT	15,675.88	Pay Cycle(s) 04/20/2026 To 04/20/2026 - PSERS2; Pay Cycle(s) 04/20/2026 To 04/20/2026 - PERS2; Pay Cycle(s) 04/20/2026 To 04/20/2026 - PERS3

001 OPERATIONS

29,762.02

29,762.02 Payroll: 29,762.02

****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

04/28/2026
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: 19:50:11 Date: 04/28/2026

04/29/2026 To: 04/29/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
479	04/29/2026	Payroll	1	14103	ESD-PAID FAMILY & MEDICAL LEAVE	6,692.75	Pay Cycle(s) 01/01/2026 To 03/31/2026 - PFMLA
480	04/29/2026	Payroll	1	14104	ESD-UNEMPLOYMENT INSURANCE	5,552.77	1st Quarter Unemployment: 01/01/2026 - 03/31/2026
481	04/29/2026	Payroll	1	14105	WASHINGTON COUNTIES INSURANCE FUND		Incorrect amount
482	04/29/2026	Payroll	1	14106	WASHINGTON STATE DEPT OF L&I	5,813.68	1ST Quarter L&I: 01/01/2026 - 03/31/2026
483	04/29/2026	Payroll	1	14107	WASHINGTON COUNTIES INSURANCE FUND	28,668.57	Pay Cycle(s) 04/02/2026 To 04/02/2026 - MEDICAL-WCIF; Pay Cycle(s) 04/02/2026 To 04/02/2026 - LIFE INS BUYUP; Pay Cycle(s) 04/02/2026 To 04/02/2026 - AD-D BUYUP; Pay Cycle(s) 04/20/2026 To 04/20/2026;
001 OPERATIONS						46,576.26	
003 RADIO OPERATIONS						151.51	
						46,727.77	Payroll: 46,727.77

****CERTIFICATION STATEMENT****

I certify that the check register, including all transactions, debits, credits, and balances, is true, accurate, and complete to the best of my knowledge. I further certify that the services or labor described were rendered or performed, any advance payment is contractually authorized, the claim is a just, due, and unpaid obligation of Cowlitz 911, and I am authorized to authenticate and certify the claim

Jessica Weygandt
Budget Finance Manager, Signature

04/28/2026
Date

Reviewed by:

Executive Director, Signature

Date

Board Chair, Signature

Date

CHECK REGISTER

COWLITZ 911

Time: 09:11:49 Date: 05/07/2026

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

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
520	05/05/2026	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	31,390.73	941 Deposit for Pay Cycle(s) 05/05/2026 - 05/05/2026
524	05/05/2026	Payroll	1	14109	WASHINGTON STATE DEPT OF RETIREMENT	15,493.10	Pay Cycle(s) 05/05/2026 To 05/05/2026 - PSERS2; Pay Cycle(s) 05/05/2026 To 05/05/2026 - PERS2; Pay Cycle(s) 05/05/2026 To 05/05/2026 - PERS3
484	05/05/2026	Payroll	2	EFT		2,726.96	
485	05/05/2026	Payroll	2	EFT		3,601.45	
486	05/05/2026	Payroll	2	EFT		1,339.48	
487	05/05/2026	Payroll	2	EFT		3,356.01	
488	05/05/2026	Payroll	2	EFT		2,337.48	
489	05/05/2026	Payroll	2	EFT		2,406.16	
490	05/05/2026	Payroll	2	EFT		1,841.76	
491	05/05/2026	Payroll	2	EFT		3,179.87	
492	05/05/2026	Payroll	2	EFT		2,767.06	
493	05/05/2026	Payroll	2	EFT		2,989.23	
494	05/05/2026	Payroll	2	EFT		2,422.12	
495	05/05/2026	Payroll	2	EFT		2,678.07	
496	05/05/2026	Payroll	2	EFT		2,231.97	
497	05/05/2026	Payroll	2	EFT		2,435.10	
498	05/05/2026	Payroll	2	EFT		2,013.97	
499	05/05/2026	Payroll	2	EFT		4,101.55	
500	05/05/2026	Payroll	2	EFT		3,172.52	
501	05/05/2026	Payroll	2	EFT		3,243.74	
502	05/05/2026	Payroll	2	EFT		3,039.08	
503	05/05/2026	Payroll	2	EFT		2,265.18	
504	05/05/2026	Payroll	2	EFT		2,304.50	
505	05/05/2026	Payroll	2	EFT		3,741.42	
506	05/05/2026	Payroll	2	EFT		2,532.76	
507	05/05/2026	Payroll	2	EFT		3,479.41	
508	05/05/2026	Payroll	2	EFT		3,138.36	
509	05/05/2026	Payroll	2	EFT		2,721.84	
510	05/05/2026	Payroll	2	EFT		4,093.63	
511	05/05/2026	Payroll	2	EFT		2,503.40	
512	05/05/2026	Payroll	2	EFT		4,591.03	
513	05/05/2026	Payroll	2	EFT		2,764.55	
514	05/05/2026	Payroll	2	EFT	CAPSCO	62.50	Pay Cycle(s) 05/05/2026 To 05/05/2026 - ASSN FEE
515	05/05/2026	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	902.50	Pay Cycle(s) 05/05/2026 To 05/05/2026 - UNION DUES; Pay Cycle(s) 05/05/2026 To 05/05/2026 - INITIATION FEE
516	05/05/2026	Payroll	2	EFT	EMPOWER TRUST (401A)	3,693.92	Pay Cycle(s) 05/05/2026 To 05/05/2026 - 401A MATCH; Pay Cycle(s) 05/05/2026 To 05/05/2026 - 401A ED EMPLOYER CONT
517	05/05/2026	Payroll	2	EFT	EMPOWER TRUST (457B)	5,272.98	Pay Cycle(s) 05/05/2026 To 05/05/2026 - 457(b) - DEF COMP; Pay Cycle(s) 05/05/2026 To 05/05/2026 - 457(b) DEF COMP-AFTER TAX
518	05/05/2026	Payroll	2	EFT	HRA VEBA	8,450.00	Pay Cycle(s) 05/05/2026 To 05/05/2026 - VEBA
519	05/05/2026	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 05/05/2026 To 05/05/2026 - HSA

001 OPERATIONS

151,710.39

CHECK REGISTER

COWLITZ 911

Time: 09:11:49 Date: 05/07/2026

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

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						151,710.39	Payroll: 151,710.39

CERTIFICATION STATEMENT

I certify that the check register, including all transactions, debits, credits, and balances, is true, accurate, and complete to the best of my knowledge. I further certify that the services or labor described were rendered or performed, any advance payment is contractually authorized, the claim is a just, due, and unpaid obligation of Cowlitz 911, and I am authorized to authenticate and certify the claim

Jessica Weygandt
Budget Finance Manager, Signature

05/05/2026
Date

Reviewed by:

Executive Director, Signature

Date

Board Chair, Signature

Date

CHECK REGISTER

COWLITZ 911

Time: 09:12:25 Date: 05/07/2026

04/23/2026 To: 04/23/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
451	04/23/2026	Claims	1	14075	US BANK (VISA)	26,601.19	ARROWSMITH USBANK STMT 0426; TURRENTINE USBANK STMT 0426; BAKER USBANK STMT 0426; WEYGANDT USBANK STMT 0426; STARR USBANK STMT 0426; GRAHAM USBANK STMT 0426; STENNICK USBANK STMT 0426; ACCOUNTS PAYABL
452	04/23/2026	Claims	1	14076	CITY OF LONGVIEW	1,102.32	LOST RENT OBH 0426
453	04/23/2026	Claims	1	14077	CUMMINS SALES AND SERVICE	4,492.51	ROUTINE MTCE ON OBH GENERATOR
454	04/23/2026	Claims	1	14078	DAY WIRELESS	6,161.99	RADIO MTCE 0426
455	04/23/2026	Claims	1	14079	DENALI HEATING & AIR CONDITIONING LLC	474.00	RAINIER-ROUTINE HVAC MTCE
456	04/23/2026	Claims	1	14080	HANIGAN LAW OFFICE PS	636.30	ATTORNEY SERVICES 0326
457	04/23/2026	Claims	1	14081	INTEGER ASSOCIATES INC	1,916.94	DEER ISLAND TOWER LEASE 0426
458	04/23/2026	Claims	1	14082	LANGUAGE LINE SVCS INC	45.39	INTERPRETATION SERVICES 0326
459	04/23/2026	Claims	1	14083	LITTLE INDIAN EMBROIDERY	2,994.10	INV 9226
460	04/23/2026	Claims	1	14084	LOWES	333.62	LOWES STMT 04/26
461	04/23/2026	Claims	1	14085	MORE POWER TECHNOLOGY GROUP	12,338.82	INV 18284; INV 18224; INV 18205; CREDIT FOR OVERCHARGE ON WATCHGUARD
462	04/23/2026	Claims	1	14086	BLUETRITON BRANDS INC. PRIMO BRANDS	450.35	INV 06D8750151517; INV 06C8750151517
463	04/23/2026	Claims	1	14087	PUBLIC SAFETY TESTING INC	324.00	INV PST26-130
464	04/23/2026	Claims	1	14088	PULSEPOINT FOUNDATION	8,656.00	INV 13290
465	04/23/2026	Claims	1	14089	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV 1198
466	04/23/2026	Claims	1	14090	SUBURBAN PROPANE LP	1,054.79	INV 127802
467	04/23/2026	Claims	1	14091	TELECOMMUNICATION SYSTEMS INC	4,630.96	INV 04INV-000046877
468	04/23/2026	Claims	1	14092	TESSCO TECHNOLOGIES INC	180.67	INV 9400568742
469	04/23/2026	Claims	1	14093	TOSHIBA AMERICA BUSINESS SOLUTIONS	332.14	INV 5038248199; INV 5038234688
470	04/23/2026	Claims	1	14094	WALTER E NELSON COMPANY	179.59	FACILITY SUPPLIES
471	04/23/2026	Claims	1	14095	WASHINGTON STATE PATROL	1,200.00	INV 00186730

001 OPERATIONS
003 RADIO OPERATIONS

64,649.84

11,455.84

Claims: 76,105.68
 76,105.68

CHECK REGISTER

COWLITZ 911

Time: 09:12:25 Date: 05/07/2026

04/23/2026 To: 04/23/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

****CERTIFICATION STATEMENT****

I certify that the check register, including all transactions, debits, credits, and balances, is true, accurate, and complete to the best of my knowledge. I further certify that the services or labor described were rendered or performed, any advance payment is contractually authorized, the claim is a just, due, and unpaid obligation of Cowlitz 911, and I am authorized to authenticate and certify the claim

Jessica Weygandt
Budget Finance Manager, Signature

04/23/2026
Date

Reviewed by:

Executive Director, Signature

Date

Board Chair, Signature

Date

COWLITZ 911

Police • Fire • Medical

BUDGETED BEGINNING FUND BALANCE FOR ALL FUNDS (1/1/2026) \$12,285,889.98

ACTUAL BEGINNING FUND BALANCE FOR ALL FUNDS (1/1/2026) \$13,110,464.53

ACTUALS THROUGH 5/11/2026

REVENUES			
FUND	BUDGET	ACTUALS	BUDGET VARIANCE
Operations	\$6,697,782.00	\$3,037,775.25	-55%
<i>Tax</i>	\$1,162,000.00	\$468,447.84	-60%
<i>CPD Grant</i>	\$70,000.00	\$45,427.90	-35%
<i>User Fees</i>	\$1,913,882.00	\$762,372.77	-60%
<i>Misc</i>	\$51,900.00	\$11,526.74	-78%
<i>Transfers In</i>	\$3,500,000.00	\$1,750,000.00	-50%
Radio Operations	\$464,404.52	\$246,554.47	-47%
<i>Tower Rent</i>	\$55,584.52	\$43,070.46	-23%
<i>Misc</i>	\$8,000.00	\$3,484.01	-56%
<i>Transfers In</i>	\$400,000.00	\$200,000.00	-50%
Equipment Replacement	\$451,800.00	\$199,817.73	-56%
Radio Replacement	\$445,000.00	\$190,805.38	-57%
Sales Tax	\$3,466,000.00	\$1,390,054.62	-60%
Stabilization Reserve	\$72,000.00	\$17,302.76	-76%
Facility Reserve	\$232,400.00	\$109,209.68	-53%
Debt Service	\$756,628.00	\$373,675.17	-51%
TOTAL REVENUES	\$12,586,014.52	\$5,565,195.06	-56%

EXPENSES			
FUND	BUDGET	ACTUALS	BUDGET VARIANCE
Operations	\$7,044,463.74	\$2,485,564.84	-65%
<i>Salaries Wages & Benefits</i>	\$4,802,750.08	\$1,584,475.12	-67%
<i>Travel/Training</i>	\$100,000.00	\$51,606.99	-48%
<i>Overhead</i>	\$433,713.66	\$162,455.10	-63%
<i>General Facility</i>	\$49,000.00	\$16,930.32	-65%
<i>Professional Fees</i>	\$400,500.00	\$96,743.86	-76%
<i>Technology & Software</i>	\$350,000.00	\$114,724.14	-67%
<i>SBTIA/LEASE/PPP</i>	\$168,500.00	\$88,629.31	-47%
<i>Transfers out</i>	\$740,000.00	\$370,000.00	-50%
Radio Operations	\$458,274.17	\$137,527.11	-70%
<i>Salaries Wages & Benefits</i>	\$176,922.02	\$67,187.33	-62%
<i>General</i>	\$172,520.00	\$46,354.74	-73%
<i>Leases</i>	\$108,832.15	\$23,985.04	-78%
Equipment Replacement	\$100,000.00	\$40,717.19	-59%
Radio Replacement	\$1,082,490.64	\$243,849.71	-77%
Sales Tax	\$4,788,428.00	\$2,394,214.00	-50%
Debt Service	\$743,428.00	\$0.00	-100%
TOTAL EXPENDITURES	\$14,217,084.55	\$5,301,872.85	-63%

ESTIMATED ENDING FUND BALANCE FOR ALL FUNDS \$13,373,786.74

YTD NET CHANGE IN FUND BALANCE \$263,322.21



Cowlitz 911 Agenda Summary Sheet

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

INTRODUCED BY: Darr Kirk

DATE: 05/11/2026

FOR AGENDA OF: 05/20/2026

SUBJECT TITLE:

Resolution 2026-002 Establishing one FTE – Information Services Technician.

SUMMARY STATEMENT:

We are requesting approval to add one full-time Information Services Technician position. This position will bring core information services support in-house.

The change is intended to improve response time, continuity, system knowledge, and direct support for Cowlitz 911 operations.

ATTACHMENTS:

1. Resolution 2026-002
2. Information Services Technician Pay Scale (Exhibit A)
3. Budget impact statement
4. Information Services Technician Job Description

RECOMMENDED ACTION:

Approve Resolution No. 2026-002, to authorize one full-time Information Services Technician position.

Expenditure Required: \$65,980.69

Amount Budgeted: \$67,662.30

Appropriation Required: \$0.00

RESOLUTION 2026-002

A RESOLUTION ESTABLISHING ONE FULL-TIME INFORMATION SERVICES TECHNICIAN POSITION

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 responsible for maintaining effective administrative, operational, and technology support necessary for the delivery of emergency communications services; and

WHEREAS, Cowlitz 911 has identified a need to add internal information services support to improve technology responsiveness, continuity, and oversight; and

WHEREAS, the addition of one full-time Information Services Technician position is intended to replace or reduce the Authority's reliance on contracted managed services; and

WHEREAS, Section 6.09(h) of the Cowlitz 911 Bylaws provides that the Board has authority for establishing, amending, and eliminating classifications for all Cowlitz 911 positions, fixing compensation, and adopting personnel policies; and

WHEREAS, the Board finds that adding one full-time Information Services Technician position is in the best interest of Cowlitz 911 and supports the Authority's operational needs; and

WHEREAS, the position is anticipated to be funded within the existing 2026 adopted operating budget, and no increase to the total 2026 fund-level appropriation is required at this time;

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

Section 1. Position Added.

The Board hereby authorizes the addition of one full-time Information Services Technician position.

Section 2. Classification and Compensation.

The Information Services Technician classification is hereby established, and compensation for the position shall be set in accordance with the compensation schedule approved by the Board and attached as Exhibit A.

Section 3. Staffing Plan Amendment.

The 2026 authorized staffing plan is amended to include one full-time Information Services Technician position.

Section 4. Hiring Authority.

The Executive Director is authorized to proceed with recruitment and hiring for the position in accordance with Cowlitz 911 personnel policies and available budget authority.

Section 5. Budget Impact.

The position is anticipated to be funded within the existing 2026 adopted operating budget by replacing or reducing contracted managed services. No increase to the total 2026 fund-level appropriation is required.

Section 6. Effective Date.

This Resolution shall take effect immediately upon adoption.

ADOPTED in regular session this 20th day of May 2026.

COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Robert Huhta

ATTEST:

Clerk of the Board, Briana Graham

APPROVED AS TO FORM:

General Counsel

RECOMMENDED FOR APPROVAL:

Darr Kirk, Executive Director

EXHIBIT A

Information Services Technician
Pay Scale

Start Date 6/1/2026

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
\$ 33.15	\$ 34.20	\$ 35.91	\$ 37.71	\$ 39.59	\$ 41.57	Hour
\$ 2,873.00	\$ 2,874.05	\$ 3,017.75	\$ 3,168.64	\$ 3,327.07	\$ 3,493.43	Pay period
\$ 68,952.00	\$ 71,136.00	\$ 74,692.80	\$ 78,427.44	\$ 82,348.81	\$ 86,466.25	Year

BUDGET IMPACT

Fund	Account Category	Estimated Costs
Ops	Salaries / Wages	\$ 45,414.53
Ops	Social Security/Medicare	\$ 3,474.21
Ops	Retirement	\$ 3,896.57
Ops	Unemployment Compensation	\$ 304.28
Ops	Industrial Accident Claims	\$ 291.10
Ops	Medical Insurance	\$ 12,600.00
Total		\$ 65,980.69

Managed Services Savings \$ 11,277.05 Mo * 6 Months = \$ 67,662.30

\$ (1,681.61) NET CHANGE

Cowlitz 911

Job Description

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Information Services Technician

FLSA: Non-Exempt

Department: Cowlitz 911

Union Affiliated: No

Reports to: Executive Director

Pages: 1 - 3

General Position Summary:

This position is responsible for installing, maintaining, and troubleshooting hardware, software, and network systems. This role ensures the smooth operation of an organization's IT infrastructure and provides technical support to end users.

Essential Duties and Responsibilities:

1. Provides support to all Cowlitz 911 staff, prioritizing operation of Dispatch. Supports all hardware and software in the Cowlitz 911 environment, including Flex/Spillman computer aided dispatch (CAD) support, ProQa, Aurelian, Emergency Call Works (ECW), and Motorola Elite. Troubleshoot issues; assist Cowlitz 911 and Users with system lockouts and frozen computers and malfunctioning applications.
2. Works with vendors and technical support to resolve and and all issues.
3. Testing, installing and supporting of PC's, Servers, Printers and Network Systems.
4. Coordinates with the IT Manager to provide first line 24/7, 365 day-a-year on-call technical service to the dispatch center and partner agencies. Carries a Cowlitz 911 cellular phone 24/7 and responds to calls for assistance; performs computer troubleshooting to diagnose operating problems; analyzes personal computer and peripherals' functionality; identifies, locates, resolves and repairs problems within scope of authority; documents call records and results. Serves as a liaison between Cowlitz 911 and User Agencies regarding network connections.
5. Perform data entry and management of Graphic Information Systems (GIS) as it relates to the agency's emergency services work and assists User Agencies with connection to Cowlitz 911's GIS systems.
6. Operate GIS tools and systems to document and combine useful information so that it can be digitized, mapped and displayed. Constantly updates and modifies GIS information. Creates custom maps as needed.
7. Updates and creates response plans as required by Cowlitz 911 and User Agencies.
8. Assists with networking configuration and updates, ethernet and other cabling, NVR/CCTV systems, WiFi, VOIP, TVs, CPE, CHE, ESINet, ISP, and other IT systems, including specialty hardware and software such as Zetron and Stencil Recorder.
9. Maintains the 911 Master Street Address Guide (911 MSAG) and compares it to GIS information to ensure accurate data within Cowlitz 911 and its agencies.
10. Maintains accurate reports of malfunctions; provides referrals to the IT Manager when problems are beyond the abilities of the IS Technician; tracks the problem until it has been resolved.
11. Updates database applications and related modules within the Spillman CAD.
12. Maintains the agency's web site. Makes timely updates to the agency's web site as requested and documents the date, time and content of changes.
13. Is able to establish, build and maintain effective working relationships.

14. Manages back-up and recovery of data and systems including response plans, map, email and Spillman CAD.
15. Requires regular and reliable attendance.
16. Provides monthly report on activities to the Executive Director.
17. Provides statistics on system use, call volumes, call dispatching times, etc.
18. Maintains network security to prevent infection by externally or internally originated viruses and unauthorized system entry to safeguard
19. Attend employer sponsored training as needed/assigned.
20. Performs other related duties or projects as assigned by the 911 Director.

Minimum Qualifications:

- High School diploma/GED or equivalent.
- Associate degree or its equivalent and 2–3-year field experience. Any equivalent combination of education, experience and training may be considered.
- A+ and Network+ experience preferred.
- Technology experience in the 911 Communications Center preferred.
- Graphic Information System (GIS) knowledge and mapping software experience preferred.
- Experience troubleshooting technical problems and finding solutions.
- Experience training people in the use of program software and hardware, providing technical assistance, providing procedural guidance to staff.
- Excellent communication and interpersonal skills with co-workers, partner agency members and the public.

Required Skills and Abilities:

1. Problems Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully and makes decisions based on research experience and within the scope of their responsibility; follows chain of command; develops alternative solutions; able and willing to comply with all rules, policies, regulations and procedures whether in agreement or not.
2. Technical Skills – Possess a high level of skill with computers, ability to learn programs quickly and troubleshoot own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares experiences with others; condense large amounts of information into readable, sensible typed remarks and recollection of numerous acronyms and codes essential to various situations.
3. Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; seeks to completely understand the problem and its impacts before attempting to solve. Solicits customer feedback to improve service; responds to requests for service and assistance quickly and follows up with the person who reported problems; meets commitments; ability to exercise strong public relations abilities in the face of adverse conditions. Operates from a can-do customer service attitude. Understands that Cowlitz 911 employees and their issues take priority when scheduling.
4. Communications Oral/Written – Speaks clearly and persuasively in positive or negative situations; ability to speak English clearly and possess an excellent vocabulary; possess good listening comprehension skills; responds well to questions; demonstrates group presentation skills; participates in meetings; possess the ability to consistently think clearly; act quickly; and calmly in a wide variety of situations; writes clearly and informatively; edits work for spelling and grammar; ability to understand and follow complex oral and written instructions; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information; ability to perform several tasks simultaneously.

5. Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to different views; gives/welcomes feedback; contributes to build a positive team spirit; puts success of team above own interests; able to build morale/group commitments to goals; supports everyone’s efforts to succeed.
6. Quality Management – Looks for ways to improve quality; demonstrates accuracy and thoroughness.
7. Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values.
8. Judgment – Exercise good judgment and makes sound decisions. Able to explain reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
9. Planning/Organization – Prioritizes and plans work activities; uses work time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans. Without prompting, arrives to appointments prepared with notes, action items completed and homework accomplished.
10. Professionalism/Ethics – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; keeps commitments; inspires the trust of others; works ethically and with integrity. Maintains Cowlitz 911’s high standards for professionalism even in the absence of reciprocal behavior.
11. Quantity/Quality – Meets productivity standards; completes work in a timely manner; strives to increase productivity; works efficiently and looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness. Applies feedback to improve performance; Monitors own work to ensure quality.
12. Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
13. Adaptability – Adapts to work environment changes; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
14. Attendance/Punctuality – Regular and consistent attendance is a condition of employment; ensures work responsibilities are covered when absent; able and willing to attend mandatory training and meetings after normal work hours; maintains predictable attendance; arrives at meetings and appointments on time. Willingness to adjust work hours to accommodate meetings and trainings as needed.

Equipment or Tools:

1. Operate a personal computer effectively, and other electronic and communications equipment common to the trade.
2. Operate standard office equipment such as fax, copy machine, printer and multi-line phones, experience with PC operating systems, servers, switches, and cloud-based storage.

Job Scope:

Level of Supervision Received:

Minimum supervision expected after training, and more supervision for special projects. Provide regular status reports.

Contact/Communication with others:

Extensive oral communications with the staff and the public in person and over the phone. Extensive typed communications will occur with individuals within the center, other client/servicing agencies. Frequent contacts with other local, state and federal agencies, law enforcement, fire/EMS, and the general public. Contacts are written, verbal, or electronic.

Decision Making Capacities:

Requires fast-paced decision-making following policies and procedures and good common sense. Guidance or clearance should be requested for unusual situations, out-of-scope, and special tasks.

Working Conditions:

1. 911 operates 24/7/365, as such the candidate must be willing and able to work regularly 5 days and 40 hours per week, however on occasion hours may exceed 8 hrs. /day, or 40 hrs./week. The IS Technician will be

subject to after hours on call in the event of major incidents, etc. Will be provided a work cellular phone or other device as relevant to the needs of the position/organization.

2. At times this position could experience moderate to high stress level.
3. Physical work required for this position includes the lifting and carrying of equipment up to 50 lbs.
4. May require travel for training purposes and commute to other departments or government agencies.
5. Observe, abide by, and set example, of all policies, goals, and objectives.
6. Able to tolerate extended exposure to computers. Able to sit at a workstation for long periods of time.
7. Must be able to work in secured facility, with restricted access and without windows.
8. Cowlitz 911 Public Authority is a drug free workplace.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing				X	
Walking					X
Climbing		X			
Sitting					X
Stooping / Kneeling			X		
Lift/Carry up to 15 lbs.			X		
Lift/Carry up to 30 lbs.			X		
Lift/Carry up to 50 lbs.			X		
Push/Pull up to 25 lbs. of exertion			X		
Push/Pull up to 50 lbs. of exertion		X			
Work below waist level			X		
Work at waist to shoulder level					X
Work above shoulder level			X		
Reach further than arm's length					X
Typing					X
Grasping / Holding			X		
Talking					X
Hearing					X
Seeing					X
Work in confined spaces		X			
Exposed to extreme temperatures	X				
Operate tools or machinery (incl. office equip.)					X
Operate motorized vehicles/equipment			X		
Work at heights balancing	X				
Use/exposed to hazardous substances	X				

May 13, 2026

Last Revision
ent

Executive Director
Date

Incumb

2026 Radio Update (May)

2026 will be another busy year to bring the radio system more up to date and continue our improvement plans. Here is an outline of our milestones so far and a look into the future projects.

MILESTONES:

- Radio systems completely transferred to new platform for all 9 channels. This platform consisted of eliminating the bulk timing device which “timed” all transmission voting of radio broadcasts and now includes digital microwaves that vote digitally. Though this process will continue to include fine tuning, voting will not get out of time and will be “self healing” if any part of it fails. Frequencies now on the new digital voting platform include; Cost to date for all new tower microwave links, 96 new or upgraded send/receive radios and networking is approximately \$2.8 million. 3 new generators, monitoring software, misc receive only improvements at our ancillary sites was approximately \$150k.
 - CCSO
 - LTAC
 - CONTROL 1
 - OPS 2
 - OPS 3
 - OPS 4
 - LPD
 - KPD
 - PUBLIC WORKS
- Coldwater and Johnston sites are fully up and operational 6 channels.
- Replacement of additional aging microwave radios for receive only sites (Woodland and St Johns).
- Abernathy generator replacement complete.
- Addition of Bakers Corner receive site for LPD and Control 1.
- Completion of St Johns receivers for LPD and Control 1.
- Bulk timing delay device completely offline and out of the system.
- Battery backup installed at additional sites.

CONTINUING GOALS:

The future projects either planned or in process

- Columbia Heights and Rainier Generator replacement. (2nd or 3rd Quarter) (8k)

- Removal of old equipment at Rainier (3rd Quarter)
- Fire page installation (Expected go live after July 4th) (\$65k)
- USDD implementation (Expected June 1)
- Expansion of system channels at Kalama and Woodland sites. (\$200-\$900k)
- Exploring expansion to west end (SR4, Abernathy Creek, Coal Creek) (\$80-\$120k)
- Continuing antenna and component testing/replacement throughout system. (\$50k)

We have applied for a federal grant to help alleviate the financial burden with future projects and in many cases expand our improvements. However, even if we are not successful in obtaining the grant, we are preparing to address many of the future projects and have budgeted accordingly. It may take longer to complete the project list without the grant, but we are committed to these goals.