

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday August 19th, 2026 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Rich Fletcher (Alt-Voting); Alan Headley (Vice-Chair); Brad Thurman; Charlie Worley; Bill Lemonds; Rick Dahl; Wayne Nichols; Jennifer Wills; Brad Hannig (Alt-Voting)

Staff: Darr Kirk; Jerry Jensen; Michelle Arrowsmith; Jessica Weygandt; Justin Stennick; Dannyka Baker; James Keeling; Tim Hanigan (general counsel); Jennifer Johnson (general counsel)

Guests: Robbie Satterly; Ralph Herrera; Vic Leatzow; Jason Kester; Troy Brightbill;

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Alan Headley called the meeting to order at 10:00 AM.

2. Approval of the Agenda

Recommended Action: A motion to approve the agenda as presented. Brad Thurman moved to approve the agenda as presented. Bill Lemonds seconded. All were in favor; motion carried.

3. Approval of Meeting Minutes

A. June 17th, 2026, Meeting Minutes

Recommended Action: A motion to approve the minutes from the June 17th, 2026, Board meeting. Bill Lemonds moved to approve the June 17th, 2026, Board meeting minutes as presented. Charlie Worley seconded. All were 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. There is a 3-minute time limit. All Comments should be directed to the Chair.

- There was no public comment.

5. Payables:

The following transactions are approved as presented

ACCOUNT	DATE	TRANS NUMBER	PAYROLL TOTAL	AP TOTAL
PAYROLL	5/21/2026	14131 - 14132	\$39,588.26	
PAYROLL	6/4/2026	14133 - 14133	\$164,694.82	
PAYROLL	6/17/2026	14134 - 14134	\$158,662.29	
PAYROLL	6/24/2026	14135 - 14137	\$40,796.14	
PAYROLL	7/1/2026	740 - 777	\$151,241.99	
PAYROLL	7/6/2026	14164 - 14164	\$17,429.00	
PAYROLL	7/9/2026	14165 - 14168	\$20,261.53	
PAYROLL	7/21/2026	14182 - 14184	\$57,689.80	

ACCOUNT	DATE	TRANS NUMBER	PAYROLL TOTAL	AP TOTAL
PAYROLL	8/5/2026	14186 - 14186	\$153,454.55	
CLAIMS	6/25/2026	14138 - 14163		\$243,308.22
CLAIMS	7/9/2026	14169 - 14181		\$137,795.19
CLAIMS	7/30/2026	14185 - 14185		\$21,389.80
CLAIMS	8/11/2026	14187 - 14205		\$39,521.09
SUB TOTALS			\$803,818.38	\$442,014.30
			TOTAL	\$1,245,832.68

Recommended Action: Motion to approve the payables as presented.

Bill Lemonds moved to approve payables as presented. Wayne Nichols seconded.

All were in favor; motion carried.

- 6. Finance Report** – Finances look good, and we remain on track. All of our billings are out; payments are on time. We are on budget or under budget in some areas. We are on track to finish the year on budget or under budget. We are wrapping up a federal audit. It's a single audit/general audit, and everything is going well. We should have a final report in mid-September. The auditor was very pleased with our records.

7. Board Comments/Board Committee Reports

A. LAW TAC Update: Nothing to report; it was a very short, single-topic meeting.

B. FIRE TAC Update: We debriefed from the 4th of July. We gained a lot of ground in planning for future events.

C. Budget Committee Update: The budget committee has met several times, most recently just last week or the week before. I have included a proposal that is the consensus of that four-person committee. Agenda item 9 is the summary of that proposal. This year was the year the board amended or changed the user fee funding formula. The new formula was used to calculate the user fees for 2027. The committee has recommended a 25% reduction for user fees in 2027, though with the updated funding formula, not all agencies will see a 25% reduction. 2027 will become the reset or base year for future user fee adjustments. The board looked at a number of factors before settling on this recommendation.

Moving agenda item 9. To this spot and seeking a motion to approve the recommended user fee reduction as proposed: A motion to approve the proposal as presented was made by Rich Fletcher. Bill Lemonds seconded. All were in favor; motion carried.

8. Director's Report

A. Staffing Update: As I mentioned earlier, we have 3 team members who are out on PFML. We hired our 23rd dispatcher at the beginning of the month. He's started Tele-1 and Tele-2 already, along with Peyton Yager, who started in July or at the end of June. They are in the first phase of our training academy. We have two dispatchers who are getting ready to be

signed off. One is a little closer than the other due to call volume and shift activity. Both are doing very well. One should be signed off this month and the other one sometime next month. Since Bri has been gone, we have received 14 applications for our two open “hire ahead” positions, so we plan to process those in October or November in an effort to get two more dispatchers onboard. This board approved an IT position to replace the More Power (MPTG) contract. We hired James Keeling; he’s here today. He’s been in the IT field for 13 years, not directly in the public safety field, but he has been picking that up very quickly and we are excited to have him on board.

B. Radio Update: We continue to work with USDD on the Fire Page radio. We have a situation where the units are being toned out individually rather than in series, which takes us longer to dispatch. We are actively working to resolve this issue. We are close to being able to put it into service. We still have some towers that we need to put it on, but we are getting very close. Separate from USDD, we have two generators that we will be replacing this summer.. One at Cold Water and one at Columbia Heights. We have also been working on an odor investigation at the Hall of Justice. It smells like something is burning or like a sulfur smell. We have been over several times investigating. We will be having our UPS inspected in an effort to rule that out as the source. We restriped our parking lot here at 911. We severed ties with More Power. They left on a good note. They want to support us in any way they can. It was a good relationship. They were instrumental in getting us up and running in this building. We also did the same thing with Day Wireless. They went through all the tower sites they managed for us and cleaned everything up and left on a great note. We did keep a “break glass in case of emergency” type contract with them, like a retainer, so that they’re an after-hours resource for us.

C. Budget Committee Update – See item 7C above. (duplicate item)

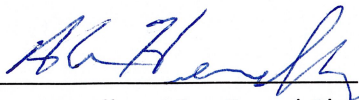
9. 2027 User Fee Schedule – Board Action Conducted under Item 7C above.

A motion to approve the proposal as presented was made by Rich Fletcher. Bill Lemonds seconded. All were in favor; motion carried.

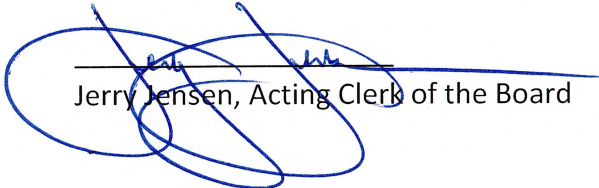
10. Old Business: None.

11. Executive Session: N/A

12. Adjournment: 10:15 AM


Alan Headley, Vice Board Chair

Attest:


Jerry Jensen, Acting Clerk of the Board