

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday November 20th, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Ruth Kendall (alternate, voting); Andy Hamilton; Alan Headley; Brad Thurman; Robert Huhta; Bill LeMonds; Charlie Worley

Staff: Briana Harvill; Jerry Jensen; Jessica Weygandt; Frank Randolph (general counsel); Michelle Arrowsmith

Guests: Rich Fletcher; Scott Goldstein; Spencer Salley; Rob Castro; Seth Hart; John Clark; Jason Kester

Board Members Absent and No Alternate: Rick Dahl; Jim Duscha

1. Call to Order and Introductions

Thurman called the meeting to order at 10:08 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. Hamilton seconded; all in favor, motion carried.

3. Approval of Meeting Minutes

A. October 16, 2024, Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from October 16, 2024, Meeting Minutes.

Hamilton made a motion to approve the 10/16/2024 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 10/18/24	1290 – 1325	\$130,765.50
Payroll 10/23/24	1350 – 1354	\$13,963.06
Payroll 11/05/24	1373 – 1409	\$142,387.29
Claims 10/24/24	1355 – 1372	\$36,353.23
Claims 11/14/24	1412 – 1444	\$234,448.78
TOTAL		\$557,917.86

Recommended Action: Motion to approve the payables as presented.

Jessica Weygandt pointed out to the Board that the payables total of \$700, 305.15 was incorrect and the actual total was \$557,917.86. Headley made a motion to approve payables with the correct total recorded in the minutes. Hamilton seconded; all in favor, motion carried.

6. Resolution 2024-004: COLA and Benefits for Non-Represented Staff – Board Action

Recommended Action: Approve Resolution 2024-004 as presented

LeMonds made a motion to approve Resolution 2024-004 as presented. Headley seconded; all in favor, motion carried.

7. Resolution 2024-005: Approve and Adopt 2025 Budget – Board Action

Recommended Action: Motion to approve Resolution 2024-005 as presented.

Headley made a motion to approve Resolution 2024-005 as presented. LeMonds seconded; all in favor, motion carried.

8. Board Comments/Board Committee Reports

A. LAW TAC Update: No update

B. FIRE TAC Update: There were several projects discussed, such as the changes in responses to I5 – effective November 20th - for unknown injuries on the freeway.

i. Fire Radio Manual – The Board pointed out that the manual still referenced AMR instead of Medix. LeMonds made a motion to approve the Fire Radio Manual noting that Medix is now transporting in the County and not AMR. Headley seconded; all in favor, motion carried.

9. Director's Report

A. Staffing Update: Have extended a job offer for the radio manager position to Justin Stennick. The tentative start date is January 11, 2025. We are continuing to interview for open dispatcher positions. We are down 8 dispatchers and have extended job offers to 5 with 7 more applicants to process. Andrea is in her 3rd month of training and doing well. Michelle will mostly take over operations at the end of the month and Jerry will begin his cross training with Deanna after he returns from vacation.

B. Climate & Culture: Supervisors have assumed their shifts and have begun the work of developing our new annual evaluation process. Standards are being developed and the climate is positive. We have scheduled an annual employee recognition event in February and our Board Appreciation BBQ is in the planning phase. Hope to hold this in July around the date of our anniversary of the new building.


C. Radio Project Update: MNI engineers performed path and site surveys and frequency coordination at Rainier, Signal, Abernathy, and Columbia Heights the week of November 4th. The microwave and antenna replacement project is progressing on schedule. APS has completed the battery bank replacements at Speelyai, Signal, Columbia Heights, Cold Water, Abernathy, and Davis and will close out the project this week. The final battery replacement began Monday November 18th at our Rainier site. This will be completed on Friday. We expect no interruption of service. We have replaced the 24V with DCP 24/48V. Jessica and Deanna have worked with the grant manager and submitted the performance and financial reports and requested an extension on the grant fund project through December 31, 2025. The current pending radio projects are as followed. Complete microwave and antenna replacements at Rainier to Abernathy, Davis, Signal and Columbia Heights. Will be meeting with the Woodland Public Works Director next week to discuss the Water Treatment Plant location. Build out or improve the Woodland and Deer Island sites. Installation of ice shields at multiple tower sites and generator replacements at multiple tower sites (some generators

are 20 years old). The radio console updates are scheduled for December 9th. Ops met with Motorola and Day Wireless on November 14th to discuss potential impacts. This is regular maintenance and software updates. There are no additional costs to 911 as it's part of our maintenance agreement. 8 trees were removed at our Davis site, with the permission of the property owner. This has cleared the microwave path between Davis and Rainier sites. Deanna received the Motorola radio upgrade quote on 11/13/2024. This did not provide adequate time for staff to review the quote and make a recommendation to the Board at this meeting. 911 staff will review the quote and evaluate all options moving forward. Expect an updated report/recommendation at the December meeting.

10. Old Business: N/A

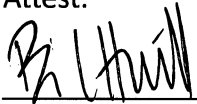
11. Executive Session: N/A

12. Adjournment: 10:33 AM



Brad Thurman, Board Chair

Attest:



Briana Harvill, Clerk of the Board