

# Cowlitz 911 Public Authority Board of Directors

## Meeting Agenda

Wednesday January 15<sup>th</sup>, @ 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. 12/18/2024 Meeting Minutes**

**Recommended Action:** A motion to approve the meeting minutes from 12/18/24.

**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. Elect New Board Officials – Board Action**

**6. Payables – Board Action**

**The following transactions are approved as presented**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 12/20/24	1602 – 1638	\$156,454.95
Payroll 01/03/25	01 – 37	\$147,317.37
Claims 12/12/24	1572 – 1598	\$548,861.35
Claims 12/26/24	1641 – 1654	\$473,072.50
Claims 12/31/24	1658 – 1667	\$42,908.24
Claims 01/09/25	40 – 59	\$179,131.12
Void Warrant 11/14/2024	13389	-\$1,690.69
Void Warrant 11/19/2024	13303	-\$125.00
Void Warrant 12/30/2024	13486	\$0.00
<b>TOTAL</b>		<b>\$1,545,929.84</b>

**Recommended Action:** Motion to approve the payables as presented.

**7. Finance Report**

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

**A.** LAW TAC Update

**B.** FIRE TAC Update

**9. Director's Report**

**A.** Staffing Update

**B.** Climate & Culture

**C.** Radio Project Update – see attachment

**10. Old Business: If needed**

**11. Executive Session: If needed**

**12. Adjournment**

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday December 18<sup>th</sup>, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

### Attendance

**Board Members:** Erik Halvorson; Andy Hamilton; Alan Headley; Brad Thurman; Robert Huhta; Bill LeMonds; Charlie Worley; Jim Duscha; Rick Dahl

**Staff:** Briana Harvill; Dannyka Baker; Deanna Wells; Darr Kirk; Jerry Jensen; Jessica Weygandt; Frank Randolph (general counsel); Michelle Arrowsmith

**Guests:** Rich Fletcher; Scott Goldstein; Don Thomas; Andy Ogden; Troy Brightbill; Vic Leatzow; Jason Kester

**Board Members Absent and No Alternate:**

### 1. Call to Order and Introductions

Thurman called the meeting to order at 10:00 AM.

### 2. Approval of the Agenda

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

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

### 3. Approval of Meeting Minutes

#### A. November 20, 2024, Meeting Minutes

**Recommended Action:** A motion to approve the meeting minutes from November 20, 2024, Meeting Minutes.

Halvorson made a motion to approve the 11/20/2024 meeting minutes with the change of Thurman calling the meeting to order instead of Headley. Headley 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 11/20/24	1447 – 1489	\$131,765.06
Payroll 12/05/24	1530 – 1565	\$142,749.86
Claims 11/27/24	1511 – 1529	\$41,818.17

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TOTAL		\$316,333.09
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**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.

6. **Finance Report** – We did get the grant extension in writing through 2025.

7. **Audit Update**

8. **Extension of Employment Contract with Deanna Wells – Board Action**

Deanna's focus will be training Jerry and Justin through March 2025. Huhta made a motion to approve the employment contract with Deanna Wells. Halvorson seconded; all in favor, motion carried.

**9. Extension of Contract with Cowlitz 2 Fire & Rescue**

After talking with Chief Goldstein, we can just carry the contract over so there is no action needed. Cowlitz 2 will be billing us quarterly and we are hoping to have everything in house by the end of the first quarter (March).

**10. Extension of Contract with Medix - Board Action**

Huhta made a motion to approve the extension of the contract with Medix. LeMonds seconded; all in favor, motion carried.

**11. Board Comments/Board Committee Reports**

- A. LAW TAC Update: No update. Next meeting will be in January.
- B. FIRE TAC Update: No update. Next meeting will be in January.

**12. Director's Report**

- A. **Staffing Update:** We are shooting for the academy for new hires to begin in January. We would like to invite Board members to attend on the first day to meet with the new hires. Darr will be sending out an email with more details. Justin Stennick will start on December 26<sup>th</sup> as the radio manager.
- B. **Climate & Culture:** Great environment and everyone works well together. The culture is only getting stronger.
- C. **Radio Project Update:** The Board authorized Cowlitz 911 to enter contract with MNI. Some tower sites are inaccessible and will have to be accessed in the spring. Phase 2 will consist of radios. Currently working through the bid process now.

**13. New Business**

- A. **OPMA & Board Officers** – Briana will send out a link for OPMA training for Board members to complete if they haven't already. Please send proof of your training to Briana as soon as possible. In January we will be voting on the Board Chair and Vice-Chair positions.

**14. Old Business:** N/A

**15. Executive Session:** RCW 42.30.110(1)(b) & RCW 42.30.110(1)(i)

The Board entered into the executive session for 15 minutes at 10:25 and ending at 10:40 AM. The Board requested an 8-minute extension, now ending at 10:48 AM. The Board came out of executive session at 10:48 AM. Blank made a motion to have Director Kirk to pursue a contract with Motorola for radio updates. Blank seconded; all in favor, motion carried.

**16. Adjournment:** 10:51 AM

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Brad Thurman, Board Chair

Attest:

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Briana Harvill, Clerk of the Board

# CHECK REGISTER

2790 Ocean Beach Hwy

Time: 14:05:44 Date: 01/08/2025

12/20/2024 To: 12/20/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1629	12/20/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	28,915.97	941 Deposit for Pay Cycle(s) 12/20/2024 - 12/20/2024
1623	12/20/2024	Payroll	1	13458		4,072.29	
1630	12/20/2024	Payroll	1	13459	KAISER PERMANENTE MEMBERSHIP ADMIN	3,841.69	Pay Cycle(s) 12/20/2024 To 12/20/2024 - MEDICAL-KAISER
1631	12/20/2024	Payroll	1	13460	WASHINGTON STATE DEPT OF RETIREMENT	15,877.13	Pay Cycle(s) 12/20/2024 To 12/20/2024 - PSERS2; Pay Cycle(s) 12/20/2024 To 12/20/2024 - PERS2; Pay Cycle(s) 12/20/2024 To 12/20/2024 - PERS3
1632	12/20/2024	Payroll	1	13461	WCIF	13,065.48	Pay Cycle(s) 12/20/2024 To 12/20/2024 - MEDICAL-WCIF; Pay Cycle(s) 12/20/2024 To 12/20/2024 - LIFE INS BUYUP; Pay Cycle(s) 12/20/2024 To 12/20/2024 - AD-D BUYUP
1602	12/20/2024	Payroll	2	EFT		2,625.88	
1603	12/20/2024	Payroll	2	EFT		3,686.49	
1604	12/20/2024	Payroll	2	EFT		1,336.40	
1605	12/20/2024	Payroll	2	EFT		2,670.59	
1606	12/20/2024	Payroll	2	EFT		2,344.06	
1607	12/20/2024	Payroll	2	EFT		2,902.57	
1608	12/20/2024	Payroll	2	EFT		2,355.19	
1609	12/20/2024	Payroll	2	EFT		2,986.36	
1610	12/20/2024	Payroll	2	EFT		2,273.18	
1611	12/20/2024	Payroll	2	EFT		2,918.69	
1612	12/20/2024	Payroll	2	EFT		3,278.56	
1613	12/20/2024	Payroll	2	EFT		3,525.90	
1614	12/20/2024	Payroll	2	EFT		3,348.43	
1615	12/20/2024	Payroll	2	EFT		2,620.78	
1616	12/20/2024	Payroll	2	EFT		2,535.80	
1617	12/20/2024	Payroll	2	EFT		3,169.21	
1618	12/20/2024	Payroll	2	EFT		2,046.03	
1619	12/20/2024	Payroll	2	EFT		2,820.15	
1620	12/20/2024	Payroll	2	EFT		2,925.40	
1621	12/20/2024	Payroll	2	EFT		3,012.56	
1622	12/20/2024	Payroll	2	EFT		3,199.99	
1624	12/20/2024	Payroll	2	EFT		2,516.74	
1625	12/20/2024	Payroll	2	EFT		2,732.84	
1626	12/20/2024	Payroll	2	EFT		4,404.55	
1627	12/20/2024	Payroll	2	EFT		2,899.20	
1628	12/20/2024	Payroll	2	EFT		2,389.03	
1633	12/20/2024	Payroll	2	EFT	CAPSCO	50.00	Pay Cycle(s) 12/20/2024 To 12/20/2024 - ASSN FEE
1634	12/20/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	785.00	Pay Cycle(s) 12/20/2024 To 12/20/2024 - UNION DUES; Pay Cycle(s) 12/20/2024 To 12/20/2024 - INITIATION FEE
1635	12/20/2024	Payroll	2	EFT	EMPOWER TRUST (401A)	3,879.34	Pay Cycle(s) 12/20/2024 To 12/20/2024 - 401a Plan
1636	12/20/2024	Payroll	2	EFT	EMPOWER TRUST (457B)	4,693.47	Pay Cycle(s) 12/20/2024 To 12/20/2024 - DEF COMP
1637	12/20/2024	Payroll	2	EFT	HRA VEBA	7,325.00	Pay Cycle(s) 12/20/2024 To 12/20/2024 - VEBA
1638	12/20/2024	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 12/20/2024 To 12/20/2024 - HSA



# CHECK REGISTER

2790 Ocean Beach Hwy

Time: 14:04:48 Date: 01/08/2025

01/03/2025 To: 01/03/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
29	01/03/2025	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	27,689.79	941 Deposit for Pay Cycle(s) 01/03/2025 - 01/03/2025
22	01/03/2025	Payroll	1	13487		4,859.76	
30	01/03/2025	Payroll	1	13488	KAISER PERMANENTE MEMBERSHIP ADMIN	3,009.42	Pay Cycle(s) 01/03/2025 To 01/03/2025 - MEDICAL-KAISER
31	01/03/2025	Payroll	1	13489	WASHINGTON STATE DEPT OF RETIREMENT	15,130.04	Pay Cycle(s) 01/03/2025 To 01/03/2025 - PSERS2; Pay Cycle(s) 01/03/2025 To 01/03/2025 - PERS2; Pay Cycle(s) 01/03/2025 To 01/03/2025 - PERS3; Credit from PERS3 Transmittal in Report Period 11/2024
32	01/03/2025	Payroll	1	13490	WCIF	12,425.77	Pay Cycle(s) 01/03/2025 To 01/03/2025 - MEDICAL-WCIF; Pay Cycle(s) 01/03/2025 To 01/03/2025 - LIFE INS BUYUP; Pay Cycle(s) 01/03/2025 To 01/03/2025 - AD-D BUYUP
1	01/03/2025	Payroll	2	EFT		3,108.20	
2	01/03/2025	Payroll	2	EFT		3,683.79	
3	01/03/2025	Payroll	2	EFT		1,114.06	
4	01/03/2025	Payroll	2	EFT		2,297.65	
5	01/03/2025	Payroll	2	EFT		2,198.82	
6	01/03/2025	Payroll	2	EFT		2,732.54	
7	01/03/2025	Payroll	2	EFT		2,814.09	
8	01/03/2025	Payroll	2	EFT		2,628.04	
9	01/03/2025	Payroll	2	EFT		2,433.81	
10	01/03/2025	Payroll	2	EFT		2,448.51	
11	01/03/2025	Payroll	2	EFT		3,271.94	
12	01/03/2025	Payroll	2	EFT		2,574.18	
13	01/03/2025	Payroll	2	EFT		3,002.90	
14	01/03/2025	Payroll	2	EFT		2,779.17	
15	01/03/2025	Payroll	2	EFT		1,879.68	
16	01/03/2025	Payroll	2	EFT		3,099.02	
17	01/03/2025	Payroll	2	EFT		2,315.05	
18	01/03/2025	Payroll	2	EFT		2,732.54	
19	01/03/2025	Payroll	2	EFT		3,039.93	
20	01/03/2025	Payroll	2	EFT		2,650.09	
21	01/03/2025	Payroll	2	EFT		2,814.81	
23	01/03/2025	Payroll	2	EFT		2,501.86	
24	01/03/2025	Payroll	2	EFT		2,689.53	
25	01/03/2025	Payroll	2	EFT		4,402.48	
26	01/03/2025	Payroll	2	EFT		3,086.97	
27	01/03/2025	Payroll	2	EFT		2,385.77	
33	01/03/2025	Payroll	2	EFT	CAPSCO	50.00	Pay Cycle(s) 01/03/2025 To 01/03/2025 - ASSN FEE
34	01/03/2025	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	750.00	Pay Cycle(s) 01/03/2025 To 01/03/2025 - UNION DUES; Pay Cycle(s) 01/03/2025 To 01/03/2025 - INITIATION FEE
35	01/03/2025	Payroll	2	EFT	EMPOWER TRUST (457B)	4,192.16	Pay Cycle(s) 01/03/2025 To 01/03/2025 - DEF COMP
36	01/03/2025	Payroll	2	EFT	HRA VEBA	8,100.00	Pay Cycle(s) 01/03/2025 To 01/03/2025 - VEBA
37	01/03/2025	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 01/03/2025 To 01/03/2025 - HSA



# CHECK REGISTER

2790 Ocean Beach Hwy

Time: 14:01:40 Date: 01/08/2025

12/12/2024 To: 12/12/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1572	12/12/2024	Claims	1	13431	ABLE ZEBRA COMMUNICATIONS LLC	1,958.70	INV 3197
1573	12/12/2024	Claims	1	13432	AMERICAN POWER SYSTEMS	29,697.86	INV CO0005C-CM; INV COW0001-IN; INV CO001E-IN
1574	12/12/2024	Claims	1	13433	AT&T MOBILITY LLC	224.97	INV 287315187389X11272024
1575	12/12/2024	Claims	1	13434	CENTURYLINK	628.75	ACCT# 333794691
1576	12/12/2024	Claims	1	13435	CLARK COUNTY TREASURES OFFICE	993.63	INV CI070173
1577	12/12/2024	Claims	1	13436	COLUMBIA RIVER PUD	344.27	ACCT # 64779
1578	12/12/2024	Claims	1	13437	COMCAST	738.82	ACCT# 8778 10 113 0684045; ACCT# 8778 10 111 1306527
1579	12/12/2024	Claims	1	13438	COWLITZ 2 FIRE & RESCUE	100.00	INV CPR 11/24
1580	12/12/2024	Claims	1	13439	COWLITZ COUNTY PURCHASING SERVICES	4.40	INV 592-2024
1581	12/12/2024	Claims	1	13440	COWLITZ PUD	2,403.25	ACCT# 5162399; ACCT# 4737086
1582	12/12/2024	Claims	1	13441	CUMMINS SALES AND SERVICE	374.55	RET RELEASE INV 05-63620
1583	12/12/2024	Claims	1	13442	DAY WIRELESS	39,594.63	INV #INV850923; INV #INV853480; INV #INV852839
1584	12/12/2024	Claims	1	13443	DENALI HEATING & AIR CONDITIONING LLC	882.90	INV S-25443
1585	12/12/2024	Claims	1	13444	FRANK F. RANDOLPH	198.00	INV RLF1201
1586	12/12/2024	Claims	1	13445	LANGUAGE LINE SVCS INC	52.93	INV 11464244
1587	12/12/2024	Claims	1	13446	LEVEL 3 COMMUNICATIONS, LLC	1,650.45	INV 716195648
1588	12/12/2024	Claims	1	13447	LONGVIEW, CITY OF	1,041.07	INV 2958
1589	12/12/2024	Claims	1	13448	LOWER COLUMBIA OCC HEALTH	91.00	INV 2024-05831
1590	12/12/2024	Claims	1	13449	MICROAGE	9,413.41	INV 2337650
1591	12/12/2024	Claims	1	13450	MORE POWER TECHNOLOGY	16,239.86	INV 16839; INV 16806
1592	12/12/2024	Claims	1	13451	PATRIOT CONSTRUCTION, LLC	436,551.29	RELEASE RETAINAGE CONTRACT 2018095.02
1593	12/12/2024	Claims	1	13452	REHN AND ASSOCIATES -AP	13.50	INV 16598
1594	12/12/2024	Claims	1	13453	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV 1051
1595	12/12/2024	Claims	1	13454	T-MOBILE USA INC	40.07	ACCT# 986172236
1596	12/12/2024	Claims	1	13455	TOSHIBA AMERICA BUSINESS SOLUTIONS	331.83	INV 5032346554; INV 5032330267
1597	12/12/2024	Claims	1	13456	US BANK (VISA)	3,279.65	ACCT# 4484-7345-5001-2810
1598	12/12/2024	Claims	1	13457	WASTE CONNECTIONS OF WASHINGTON	11.56	INV 21104149S010

001 OPERATIONS	40,861.56	
003 RADIO OPERATIONS	41,750.64	
004 RADIO REPLACEMENT	29,697.86	
300 BUILDING PROJECT	436,551.29	
	548,861.35	Claims: 548,861.35

CHECK REGISTER

2790 Ocean Beach Hwy

Time: 14:01:40 Date: 01/08/2025

12/12/2024 To: 12/12/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

	C2FR	
Brandi Ballinger, Signature	Agency	Date

CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, 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. We have reviewed the claims listed in this report and we approve payment with our signatures below.

Budget Finance Manager, Signature	Date

Executive Director, Signature	Date

Board Chair, Signature	Date

# CHECK REGISTER

2790 Ocean Beach Hwy

Time: 14:02:24 Date: 01/08/2025

12/26/2024 To: 12/26/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1641	12/26/2024	Claims	1	13462	AMERICAN POWER SYSTEMS	22,338.54	INV COW0009-IN
1642	12/26/2024	Claims	1	13463	CARROLL CONSULTING LLC	1,086.90	INV 24-139
1643	12/26/2024	Claims	1	13464	COMCAST BUSINESS	4,897.19	INV 226534230
1644	12/26/2024	Claims	1	13465	COWLITZ PUD	2,462.67	ACCT 5162399/1224 POWER AT 2790 OBH; ACCT 5156128/1224; ACCT 4745063/1224
1645	12/26/2024	Claims	1	13466	CUMMINS SALES AND SERVICE	2,905.73	RELEASE RETAINAGE ON INV 05-241067206; INV 05-241269313; INV 05241269314
1646	12/26/2024	Claims	1	13467	KEYS PLUS INC	300.57	INV 2940; INV 2938; INV 2968
1647	12/26/2024	Claims	1	13468	MICROWAVE NETWORK INCORPORATED	377,008.12	INV 241124; INV 20242110
1648	12/26/2024	Claims	1	13469	MORE POWER TECHNOLOGY	34,862.25	INV 16648
1649	12/26/2024	Claims	1	13470	SHI INTERNATIONAL CORP	9,507.01	INV B19137013
1650	12/26/2024	Claims	1	13471	SIERRA SPRINGS	177.63	INV 5351188 121224
1651	12/26/2024	Claims	1	13472	TELECOMUNNICATIION SYSTEMS, INC	4,626.68	INV 04INV-000045251
1652	12/26/2024	Claims	1	13473	VERIZON WIRELESS	799.19	INV 6100064762
1653	12/26/2024	Claims	1	13474	WASHINGTON STATE AUDITOR	9,347.52	INV L165359
1654	12/26/2024	Claims	1	13475	WAVE	2,752.50	INV 134902801-0011202

001 OPERATIONS	25,876.33
003 RADIO OPERATIONS	3,480.25
004 RADIO REPLACEMENT	399,346.66
300 BUILDING PROJECT	44,369.26

	Claims: 473,072.50
	473,072.50

CHECK REGISTER

2790 Ocean Beach Hwy

Time: 14:02:24 Date: 01/08/2025

12/26/2024 To: 12/26/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

_____	<u>C2FR</u>	_____
Brandi Ballinger, Signature	Agency	Date

CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, 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. We have reviewed the claims listed in this report and we approve payment with our signatures below.

_____	_____
Budget Finance Manager, Signature	Date

_____	_____
Executive Director, Signature	Date

_____	_____
Board Chair, Signature	Date

# CHECK REGISTER

2790 Ocean Beach Hwy

Time: 14:03:25 Date: 01/08/2025

12/31/2024 To: 12/31/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1658	12/31/2024	Claims	1	13476	ADVANCED ELECTRICAL TECHNOLOGIES	393.84	INV 219803
1659	12/31/2024	Claims	1	13477	AMERICAN POWER SYSTEMS	35,250.16	INV# CO0005H-IN
1660	12/31/2024	Claims	1	13478	CENTURYLINK	628.75	ACCT# 333794691 01/25
1661	12/31/2024	Claims	1	13479	COMCAST	525.43	ACCT# 8778 10 113 0684045 01/25
1662	12/31/2024	Claims	1	13480	COWLITZ PUD	209.43	ACCT# 4671145 12/24
1663	12/31/2024	Claims	1	13481	KEYS PLUS INC	46.47	INV# 2990; INV# 2979
1664	12/31/2024	Claims	1	13482	MORE POWER TECHNOLOGY	1,716.63	INV# 16884
1665	12/31/2024	Claims	1	13483	PUBLIC SAFETY TESTING INC	312.00	INV# 2024-1211
1666	12/31/2024	Claims	1	13484	ULINE	2,625.53	INV 187087939
1667	12/31/2024	Claims	1	13485	WASHINGTON STATE PATROL	1,200.00	INV# 00184203
						4,790.70	
						241.85	
						35,250.16	
						2,625.53	
						42,908.24	Claims: 42,908.24

**CERTIFICATION:**

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

Brandi Ballinger, Signature	C2FR Agency	Date
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**CERTIFICATION/AUTHORIZATION:**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, 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. We have reviewed the claims listed in this report and we approve payment with our signatures below.

Budget Finance Manager, Signature	Date
Executive Director, Signature	Date
Board Chair, Signature	Date

# CHECK REGISTER

2790 Ocean Beach Hwy

Time: 14:05:23 Date: 01/08/2025

01/09/2025 To: 01/09/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
40	01/09/2025	Claims	1	13491	360 TOWERS LLC	4,174.00	INV 4377 - MT SOLO TWR LEASE 2025
41	01/09/2025	Claims	1	13492	APCO INTERNATIONAL	2,625.00	INV 1164379
42	01/09/2025	Claims	1	13493	AT&T MOBILITY LLC	216.70	INV 287315187389X12272024
43	01/09/2025	Claims	1	13494	COMCAST	254.46	ACCT 8778 10 111 1306527 01/25
44	01/09/2025	Claims	1	13495	DAY WIRELESS	5,586.80	INV INV859785
45	01/09/2025	Claims	1	13496	DENALI HEATING & AIR CONDITIONING LLC	1,002.40	INV S-25561; INV S-25562
46	01/09/2025	Claims	1	13497	FRANK F. RANDOLPH	968.00	INV RFL0101
47	01/09/2025	Claims	1	13498	INTEGER ASSOCIATES INC	1,862.62	INV 25-1001
48	01/09/2025	Claims	1	13499	LEVEL 3 COMMUNICATIONS, LLC	1,659.09	INV 720045370
49	01/09/2025	Claims	1	13500	LONGVIEW, CITY OF	1,055.86	ACCT 21-25-0898-25 1224; ACCT 21-25-8303-00 1224
50	01/09/2025	Claims	1	13501	LOWE'S	1,771.92	ACCT 2378 0125
51	01/09/2025	Claims	1	13502	MORE POWER TECHNOLOGY	37,593.93	INV 16900; INV 16918
52	01/09/2025	Claims	1	13503	NEXTREQUEST	11,022.33	INV 321358
53	01/09/2025	Claims	1	13504	SPRINGBROOK	9,677.33	INV INV-B001841
54	01/09/2025	Claims	1	13505	T-MOBILE USA INC	40.07	ACCT 986172236 1224
55	01/09/2025	Claims	1	13506	TOSHIBA AMERICA BUSINESS SOLUTIONS	181.46	INV 5032706337
56	01/09/2025	Claims	1	13507	WALTER E NELSON COMPANY	319.53	INV 1914094; INV 1915235
57	01/09/2025	Claims	1	13508	WASHINGTON CITIES INSURANCE AUTHORITY	96,344.00	INV 200371
58	01/09/2025	Claims	1	13509	WASTE CONNECTIONS OF WASHINGTON	23.12	INV 21176951S010
59	01/09/2025	Claims	1	13510	WAVE	2,752.50	INV 134902801-0011258
						164,935.76	
						14,195.36	
						179,131.12	Claims: 179,131.12

CHECK REGISTER

2790 Ocean Beach Hwy

Time: 14:05:23 Date: 01/08/2025

01/09/2025 To: 01/09/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

	C2FR	
Brandi Ballinger, Signature	Agency	Date

CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, 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. We have reviewed the claims listed in this report and we approve payment with our signatures below.

Budget Finance Manager, Signature	Date

Executive Director, Signature	Date

Board Chair, Signature	Date

# Monthly Financial Report Thru Dec 31, 2024

**COWLITZ 911**  
Police • Fire • Medical

BEGINNING FUND BALANCE FOR ALL FUNDS

\$13,480,700.56

## NEW REVENUES

FUND	Budget	Actuals	YE Forecast	Total 2024 Revenue	Over/Under Budget	%
<b>Operations</b>	\$ 3,200,369.00	\$ 2,976,957.54	\$ 6,200.00	\$ 2,983,157.54	\$ (217,211.46)	-7%
<i>Tax</i>	\$ 1,146,934.00	\$ 1,128,578.54	\$ -		\$ (18,355.46)	-2%
<i>CPD Grant</i>	\$ 52,061.00	\$ 40,260.23	\$ -		\$ (11,800.77)	-23%
<i>User Fees</i>	\$ 1,937,374.00	\$ 1,731,361.09	\$ -		\$ (206,012.91)	-11%
<i>Misc</i>	\$ 64,000.00	\$ 76,757.68	\$ 6,200.00		\$ 18,957.68	30%
<b>Radio Operations</b>	\$ 48,820.00	\$ 57,583.80	\$ 500.00	\$ 58,083.80	\$ 9,263.80	19%
<i>Tower Rent</i>	\$ 46,349.00	\$ 48,973.41	\$ -		\$ 2,624.41	6%
<i>Misc</i>	\$ 2,471.00	\$ 8,610.39	\$ 500.00		\$ 6,639.39	269%
<b>Equipment Replacement</b>	\$ 84,000.00	\$ 79,692.12	\$ 7,000.00	\$ 86,692.12	\$ 2,692.12	3%
<b>Radio Replacement</b>	\$ 54,000.00	\$ 71,478.28	\$ 6,500.00	\$ 77,978.28	\$ 23,978.28	44%
<b>Sales Tax</b>	\$ 3,129,528.00	\$ 3,415,887.66	\$ 10,000.00	\$ 3,425,887.66	\$ 296,359.66	9%
<b>Stabilization Reserve</b>	\$ 69,600.00	\$ 65,597.95	\$ 6,000.00	\$ 71,597.95	\$ 1,997.95	3%
<b>Facility Replacement</b>	\$ 18,000.00	\$ 21,250.45	\$ 1,900.00	\$ 23,150.45	\$ 5,150.45	29%
<b>Debt Service</b>	\$ 16,639.00	\$ 12,890.30	\$ 3,000.00	\$ 15,890.30	\$ (748.70)	-4%
<b>Building Project</b>	\$ 72,000.00	\$ 84,973.65	\$ 7,500.00	\$ 92,473.65	\$ 20,473.65	28%
<b>TOTAL REVENUES</b>	\$ 6,692,956.00	\$ 6,786,311.75	\$ 48,600.00	\$ 6,834,911.75	\$ 141,955.75	2%
<b>Federal Grant Radio Equip</b>	\$ 2,179,000.00	\$ -	\$ -	\$ -	\$ (2,179,000.00)	-100%
<b>TOTAL INCLUDING GRANT</b>	\$ 8,871,956.00	\$ 6,786,311.75	\$ 48,600.00	\$ 6,834,911.75	\$ (2,037,044.25)	-23%

## EXPENSES

FUND	Budget	Total 2024 Expenses	Over/Under Budget	%
<b>Operations Total</b>	\$5,660,702.00	\$4,452,859.10	\$1,207,842.90	21%
<i>Salaries Wages &amp; Benefits</i>	\$4,318,270.00	\$3,260,618.47	\$1,057,651.53	24%
<i>Travel/Training</i>	\$63,100.00	\$35,073.76	\$28,026.24	44%
<i>Overhead</i>	\$373,532.00	\$421,872.94	-\$48,340.94	-13%
<i>General Facility</i>	\$73,600.00	\$35,219.94	\$38,380.06	52%
<i>Professional Fees</i>	\$574,000.00	\$434,457.95	\$139,542.05	24%
<i>Technology &amp; Software</i>	\$257,000.00	\$266,067.54	-\$9,067.54	-4%
<i>Other</i>	\$1,200.00	-\$451.50	\$1,651.50	138%
<b>Radio Operations Total</b>	\$323,450.00	\$313,057.84	\$10,392.16	3%
<i>Overhead</i>	\$2,892.00	\$2,968.44	-\$76.44	-3%
<i>General Facility</i>	\$169,762.00	\$184,808.58	-\$15,046.58	-9%
<i>Leases</i>	\$150,796.00	\$125,280.82	\$25,515.18	17%
<b>Equipment Replacement</b>	\$92,664.00	\$22,799.89	\$69,864.11	75%
<b>Radio Replacement</b>	\$4,067,040.00	\$958,372.92	\$3,108,667.08	76%
<b>Sales Tax</b>	\$0.00	\$0.00	\$0.00	0%
<b>Stabilization Reserve</b>	\$0.00	\$0.00	\$0.00	0%
<b>Facility Reserve</b>	\$0.00	\$0.00	\$0.00	0%
<b>Debt Service</b>	\$743,160.00	\$740,553.20	\$2,606.80	0%
<b>Building Project</b>	\$1,746,945.00	\$784,360.93	\$962,584.07	55%
<b>TOTAL</b>	\$12,633,961.00	\$7,272,003.88	\$5,361,957.12	42%

BUDGETED ENDING FUND BALANCE FOR ALL FUNDS

\$9,718,695.56

FORCASTED ENDING FUND BALANCE FOR ALL FUNDS

\$13,043,608.43



## **Radio Stabilization Report 1/9/2025**

The microwave/antenna project is ready to begin, and we are currently procuring a tower study vendor to get the towers rated for the additional loads as well as evaluating for safety to climb. When those studies are completed, the work will begin on the lower towers first and completion will depend on the spring snowpack. All the materials for this phase are either at the tower sites or stored at Day Wireless.

The radio bid process is still ongoing. The original bid did not include our back-up radios or repeat only sites, and we believe it is critical to include these. We are working through these additions to the bid but expect the radio phase timeline to align with the microwave phase.

Since our Radio Manager, Justin Stennick, started on December 26<sup>th</sup>, he has begun a comprehensive mapping, inventory and tracking system for our radio network. His first day was December 26<sup>th</sup> which was the weather event that disrupted the radio for Kelso and Longview PD. It was discovered that the antenna on top of the HOJ was damaged and had to be re-secured to the tower.