Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday March 19th, 2025 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Erik Halvorson; Andy Hamilton; Alan Headley; Brad Thurman; Bill LeMonds; Ralph Herrera; Rick Dahl; Robert Huhta; Jen Wills

Staff: Briana Harvill; Dannyka Baker; Darr Kirk; Jerry Jensen; Jessica Weygandt; Frank Randolph (general counsel); Michelle Arrowsmith, Justin Stennick

Guests: Rich Fletcher; Charlie Worley, Scott Goldstein, Brad Hannig; Rob Castro, Brandon Poff; Tim Shay

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. Hamilton seconded; all in favor, motion carried.

3. **Approval of Meeting Minutes**

   A. **February 19, 2025, Meeting Minutes**

   Recommended Action: A motion to approve the meeting minutes from February 19, 2025, Meeting Minutes.

   Headley made a motion to approve the 02/19/2025 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.

   Tim Shay advised that there are no more police blotter reports and that TDN does not receive the daily reports from the Comm. Center anymore. Robert Huhta advised Shay that there would be a follow up on this at the next meeting.

5. **Payables:**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 02/20/25	210 – 247	$152,210.87
Payroll 03/05/25	282 – 322	$183,466.12
Claims 02/26/25	263	$25,180.53
Claims 02/27/25	264 – 281	$86,586.48
Claims 03/13/25	340 – 367	$45,422.78
TOTAL		**$492,866.78**

Recommended Action: Motion to approve the payables as presented.

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

6. **Finance Report:** Received a reimbursement of $980,000 from the federal grant. It is reflected in the report.
7. **Board Comments/Board Committee Reports**
    A. **LAW TAC Update**: Troy Brightbill and Don Turrentine gave updates with the SNUG meeting in Vancouver this month. The group got an update from MACC in Grant County. They recently switched CAD systems to 365 Labs and an AI program used to screen and route non-emergency calls. Michelle Arrowsmith discussed protocol for obtaining cell pings. Michelle and Darr Kirk will be attending the Motorola Summit conference and Michelle and Bob will be taking the SAA class in Tukwila.
    B. **FIRE TAC Update**: Discussed old business. Working with the Comm. Center on dispo codes working between 911 and Imagetrend to ensure they are talking to each other. There have been updates made to type codes for vehicle accidents and structure/building fires. Will be skipping April's meeting and will meet again in May.
8. **Director's Report**
    A. **Staffing Update:** Most of the admin staff attended the NW Leadership Seminar March 5-7. Andrea is in the final phase of her training. The 3 new hires are in the last week of the academy and will be moving over to a shift with a trainer. Nearly completed with the finance agreement with Cowlitz 2. We will be bringing everything in-house beginning April 1, 2025.
    B. **Climate & Culture:** Michelle Arrowsmith has been working regularly with the supervisors and trainers. Everyone is working hard.
    C. **Radio Project Update:** All equipment has been delivered. Day Wireless is working on getting everything installed. Justin is working on a communication plan for outages. Next month there will be an update on the Motorola contract, looking at an early summer completion date. We are exploring a partnership with Lewis County for mutual aid responses for radio emergencies. Day Wireless is creating coverage maps to identify tower sites that will benefit the most in the county.
9. **Old Business:** N/A
10. **Executive Session: RCW 42.30.110(1)(g) Performance of a public employee**
    The Board entered into the executive session for 10 minutes at 10:17 AM and ended at 10:27 AM. The Board came out of executive session at 10:27 AM. No action was taken.
11. **Adjournment:** 10:27 AM

Robert Huhta, Board Chair

Attest:

Briana Harvill, Clerk of the Board