

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday April 15th, 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. 03/18/2026 Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 03/18/26.

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. 911 Proclamation

6. Payables – Board Action

The following transactions are approved as presented

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.

7. Finance Report

8. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

C. Budget Committee Update

i. IT Position

ii. Relief Position

iii. Hall of Justice

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 March 18th, 2026 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Rich Fletcher (alternate, voting); Alan Headley; Jordan Spencer (alternate, voting); Charlie Worley; Bill LeMonds; Robert Huhta; Rick Dahl; Jen Wills; Wayne Nichols

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

Guests: Brad Hannig; Robbie Satterly; Andy Ogden; Jason Kester; Ralph Herrera; Spencer Salley; Vic Leatzow

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.

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

3. Approval of Meeting Minutes

A. February 18, 2026, Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 02/18/25, meeting minutes.

LeMonds made a motion to approve the 02/18/2026 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 02/19/26	178 – 221	\$179,226.53
Payroll 03/05/26	224 – 263	\$161,841.03
Claims 02/19/26	222	\$219,393.60
Claims 03/12/26	266	\$30,434.95
TOTAL		\$590,896.11

Recommended Action: Motion to approve the payables as presented.

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

6. Annual Report

7. Resolution 2026-001: Public Records Policy – Board Action

Wills made a motion to approve Resolution 2026-001: Public Records Policy as presented. LeMonds seconded; all in favor, motion carried.

8. Board Comments/Board Committee Reports – Welcome new Board member Wayne Nichols and Chief Criminal Deputy, Jordan Spencer. Wills thanked Cowlitz 911 for hosting the annual Longview City Council Retreat.

A. LAW TAC Update: New chair is Captain Watson and vice chair is Cory Robinson.

B. FIRE TAC Update: Discussed a virtual EOC and how to guide information sharing during critical events. Adopted an interim plan to create a weather event for Fire like we do for Law in CAD. Also discussed Fire transmitting on County frequency. Planning to have a joint Fire and Law meeting to discuss this. We now have access to monitor a couple camera systems. We do not retain it as they are not our platforms, but we are now on Washington State DNR site where we can stream the fire smoke detection. We can help deploy resources for that camera system. We also have been given the camera feed to Nippon.

C. Budget Committee Update: Had the kickoff meeting on March 9th. The next meeting is on April 6th. Starting off, trying to figure out how much money we want to have in our different reserve accounts. The biggest question is about having room to adjust user fees for next year. Hoping to have these numbers by early summer. Looking at bringing some staffing requests forward during the budget committee process to bring some things in house and do away with some contracts.

9. Director's Report

A. Staffing Update: Lost another trainee, now at 22 total dispatchers, 3 in training. Briana is currently processing candidates, and we are going to try to hire them in early summer. Telecommunicators Week is next month. It is a week dedicated to their service. We usually have events here and try to pamper them the best we can. They appreciate visitors so feel free to stop by anytime.

B. Radio Update: Down to the final three frequencies, one is public works which will be cut over next week. Going to try to cut over USDD and Control 1 at the same time. Justin has spent a lot of time reprogramming and tuning radios for our law partners, which has helped tremendously, at least from a volume standpoint. We want to encourage any of our partners to create radio events when you're having problems. As a reminder, this current project is the stabilization of our current network. It is not expansion of our current network. The next phase will be expansion, which we have currently submitted 3 federal grant applications to local representatives. The final number requested in these grant applications is \$3.1 million.

10. Old Business: N/A

11. Executive Session: N/A

12. Adjournment: 10:17 AM

Robert Huhta, Board Chair

Attest:

Briana Graham, Clerk of the Board

COWLITZ 911

Police • Fire • Medical



PROCLAMATION

WHEREAS, The Washington State chapter of the Association of Public Safety Communications Officials (APCO) and National Emergency Number Association (NENA) is composed of members representing telecommunications from every facet of public safety in Washington State; and

WHEREAS, 9-1-1 telecommunicators across the state are available around the clock to answer calls from people in distress; and

WHEREAS, 9-1-1 telecommunicators are also radio lifelines for police officers, firefighters, emergency medical personnel who respond to emergencies; and

WHEREAS, 9-1-1 telecommunicators are responsible for a wide range of public warnings, including notification of AMBER alerts, earthquakes, tsunamis, hazardous materials releases, and other threats to public safety; and

WHEREAS, countless lives have been saved by prompt, effective, and compassionate responses by 9-1-1 telecommunicators; and

WHEREAS, 9-1-1 telecommunicators are truly the first First Responders;

NOW, THEREFORE, I Robert Huhta, Chair of the Board, do hereby proclaim April 12-18, 2026 as

PUBLIC SAFETY TELECOMMUNICATORS WEEK

Signed this 15th day of April, 2026

ROBERT HUHTA

Chair of the Board

CHECK REGISTER

COWLITZ 911

Time: 13:38:13 Date: 03/17/2026

03/19/2026 To: 03/19/2029

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
317	03/19/2026	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	33,466.94	941 Deposit for Pay Cycle(s) 03/19/2026 - 03/19/2026
318	03/19/2026	Payroll	1	14069	KAISER FOUNDATION HEALTH PLAN INC	8,469.36	Pay Cycle(s) 03/05/2026 To 03/05/2026 - MEDICAL-KAISER; Pay Cycle(s) 03/19/2026 To 03/19/2026 - MEDICAL-KAISER
319	03/19/2026	Payroll	1	14070	WASHINGTON COUNTIES INSURANCE FUND	31,338.23	Pay Cycle(s) 03/05/2026 To 03/05/2026 - MEDICAL-WCIF; Pay Cycle(s) 03/05/2026 To 03/05/2026 - LIFE INS BUYUP; Pay Cycle(s) 03/05/2026 To 03/05/2026 - AD-D BUYUP; Pay Cycle(s) 03/19/2026 To 03/19/2026;
320	03/19/2026	Payroll	1	14071	WASHINGTON STATE DEPT OF RETIREMENT	35,549.99	Pay Cycle(s) 03/05/2026 To 03/05/2026 - PSERS2; Pay Cycle(s) 03/05/2026 To 03/05/2026 - PERS2; Pay Cycle(s) 03/05/2026 To 03/05/2026 - PERS3; Pay Cycle(s) 03/19/2026 To 03/19/2026 - PSERS2; Pay Cycle(s)
286	03/19/2026	Payroll	2	EFT		3,323.28	
287	03/19/2026	Payroll	2	EFT		3,602.55	
288	03/19/2026	Payroll	2	EFT		1,336.59	
289	03/19/2026	Payroll	2	EFT		1,464.36	
290	03/19/2026	Payroll	2	EFT		2,697.05	
291	03/19/2026	Payroll	2	EFT		2,474.38	
292	03/19/2026	Payroll	2	EFT		2,555.58	
293	03/19/2026	Payroll	2	EFT		1,838.48	
294	03/19/2026	Payroll	2	EFT		3,499.18	
295	03/19/2026	Payroll	2	EFT		2,834.24	
296	03/19/2026	Payroll	2	EFT		2,989.38	
297	03/19/2026	Payroll	2	EFT		2,099.99	
298	03/19/2026	Payroll	2	EFT		2,678.08	
299	03/19/2026	Payroll	2	EFT		2,611.04	
300	03/19/2026	Payroll	2	EFT		2,816.79	
301	03/19/2026	Payroll	2	EFT		2,408.96	
302	03/19/2026	Payroll	2	EFT		4,100.79	
303	03/19/2026	Payroll	2	EFT		3,164.98	
304	03/19/2026	Payroll	2	EFT		3,765.09	
305	03/19/2026	Payroll	2	EFT		2,474.14	
306	03/19/2026	Payroll	2	EFT		2,101.97	
307	03/19/2026	Payroll	2	EFT		2,961.58	
308	03/19/2026	Payroll	2	EFT		3,951.50	
309	03/19/2026	Payroll	2	EFT		2,538.92	
310	03/19/2026	Payroll	2	EFT		4,559.30	
311	03/19/2026	Payroll	2	EFT		3,634.23	
312	03/19/2026	Payroll	2	EFT		2,723.87	
313	03/19/2026	Payroll	2	EFT		4,097.01	
314	03/19/2026	Payroll	2	EFT		3,053.46	
315	03/19/2026	Payroll	2	EFT		4,591.06	
316	03/19/2026	Payroll	2	EFT		2,620.92	
321	03/19/2026	Payroll	2	EFT	CAPSCO	65.00	Pay Cycle(s) 03/19/2026 To 03/19/2026 - ASSN FEE

CHECK REGISTER

COWLITZ 911

Time: 13:38:13 Date: 03/17/2026

03/19/2026 To: 03/19/2029

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
322	03/19/2026	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	950.00	Pay Cycle(s) 03/19/2026 To 03/19/2026 - UNION DUES; Pay Cycle(s) 03/19/2026 To 03/19/2026 - INITIATION FEE
323	03/19/2026	Payroll	2	EFT	EMPOWER TRUST (401A)	3,822.87	Pay Cycle(s) 03/19/2026 To 03/19/2026 - 401A MATCH; Pay Cycle(s) 03/19/2026 To 03/19/2026 - 401A ED EMPLOYER CONT
324	03/19/2026	Payroll	2	EFT	EMPOWER TRUST (457B)	5,416.52	Pay Cycle(s) 03/19/2026 To 03/19/2026 - 457(b) - DEF COMP; Pay Cycle(s) 03/19/2026 To 03/19/2026 - 457(b) DEF COMP-AFTER TAX
325	03/19/2026	Payroll	2	EFT	HRA VEBA	8,450.00	Pay Cycle(s) 03/19/2026 To 03/19/2026 - VEBA
326	03/19/2026	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 03/19/2026 To 03/19/2026 - HSA
001						219,522.66	
						219,522.66	Payroll: 219,522.66

****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

03/17/26
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: 09:20:07 Date: 04/09/2026

04/02/2026 To: 04/02/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
400	04/02/2026	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	30,457.67	941 Deposit for Pay Cycle(s) 04/02/2026 - 04/02/2026
401	04/02/2026	Payroll	1	14074	WASHINGTON STATE DEPT OF RETIREMENT	15,072.34	Pay Cycle(s) 04/02/2026 To 04/02/2026 - PSERS2; Pay Cycle(s) 04/02/2026 To 04/02/2026 - PERS2; Pay Cycle(s) 04/02/2026 To 04/02/2026 - PERS3
369	04/02/2026	Payroll	2	EFT		2,556.98	
370	04/02/2026	Payroll	2	EFT		3,600.35	
371	04/02/2026	Payroll	2	EFT		1,448.92	
372	04/02/2026	Payroll	2	EFT		113.66	
373	04/02/2026	Payroll	2	EFT		2,524.38	
374	04/02/2026	Payroll	2	EFT		2,087.21	
375	04/02/2026	Payroll	2	EFT		2,560.56	
376	04/02/2026	Payroll	2	EFT		1,900.45	
377	04/02/2026	Payroll	2	EFT		2,985.99	
378	04/02/2026	Payroll	2	EFT		2,474.92	
379	04/02/2026	Payroll	2	EFT		2,807.35	
380	04/02/2026	Payroll	2	EFT		1,970.48	
381	04/02/2026	Payroll	2	EFT		2,675.88	
382	04/02/2026	Payroll	2	EFT		2,232.62	
383	04/02/2026	Payroll	2	EFT		2,408.56	
384	04/02/2026	Payroll	2	EFT		2,149.26	
385	04/02/2026	Payroll	2	EFT		4,097.50	
386	04/02/2026	Payroll	2	EFT		3,162.79	
387	04/02/2026	Payroll	2	EFT		3,486.38	
388	04/02/2026	Payroll	2	EFT		2,611.71	
389	04/02/2026	Payroll	2	EFT		2,246.86	
390	04/02/2026	Payroll	2	EFT		2,118.93	
391	04/02/2026	Payroll	2	EFT		3,161.80	
392	04/02/2026	Payroll	2	EFT		2,572.25	
393	04/02/2026	Payroll	2	EFT		3,458.23	
394	04/02/2026	Payroll	2	EFT		4,094.77	
395	04/02/2026	Payroll	2	EFT		2,717.11	
396	04/02/2026	Payroll	2	EFT		4,090.25	
397	04/02/2026	Payroll	2	EFT		2,606.44	
398	04/02/2026	Payroll	2	EFT		4,592.12	
399	04/02/2026	Payroll	2	EFT		2,616.96	
402	04/02/2026	Payroll	2	EFT	CAPSCO	65.00	Pay Cycle(s) 04/02/2026 To 04/02/2026 - ASSN FEE
403	04/02/2026	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	950.00	Pay Cycle(s) 04/02/2026 To 04/02/2026 - UNION DUES; Pay Cycle(s) 04/02/2026 To 04/02/2026 - INITIATION FEE
404	04/02/2026	Payroll	2	EFT	EMPOWER TRUST (401A)	3,580.26	Pay Cycle(s) 04/02/2026 To 04/02/2026 - 401A MATCH; Pay Cycle(s) 04/02/2026 To 04/02/2026 - 401A ED EMPLOYER CONT
405	04/02/2026	Payroll	2	EFT	EMPOWER TRUST (457B)	5,157.81	Pay Cycle(s) 04/02/2026 To 04/02/2026 - 457(b) - DEF COMP; Pay Cycle(s) 04/02/2026 To 04/02/2026 - 457(b) DEF COMP-AFTER TAX
406	04/02/2026	Payroll	2	EFT	HRA VEBA	8,450.00	Pay Cycle(s) 04/02/2026 To 04/02/2026 - VEBA
407	04/02/2026	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 04/02/2026 To 04/02/2026 - HSA

CHECK REGISTER

COWLITZ 911

Time: 09:20:07 Date: 04/09/2026

04/02/2026 To: 04/02/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 OPERATIONS				148,289.75	
						148,289.75	Payroll: 148,289.75

****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

03/31/2026
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: 15:12:20 Date: 03/16/2026

03/16/2026 To: 03/16/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
267	03/16/2026	Claims	1	14048	AMERICAN POWER SYSTEMS	737.92	SHIPPING BATTERY TO OBH
268	03/16/2026	Claims	1	14049	AMERICAN REGISTRY FOR INTERNET NUMBERS	275.00	PUBLIC IPS ANNUAL FEE 2026
269	03/16/2026	Claims	1	14050	CITY OF LONGVIEW	2,224.32	LOST RENT 0326; WSG OBH 12/10/25-02/09/26; WATER METER 22067102 0226
270	03/16/2026	Claims	1	14051	CLARK COUNTY TREASURES OFFICE	20,060.89	2026 SITE LEASE FEES
271	03/16/2026	Claims	1	14052	COWLITZ 911 PETTY CASH	1,575.49	PETTY CASH REIMBURSEMENT 031026
272	03/16/2026	Claims	1	14053	COWLITZ COUNTY TREASURERS OFFICE	82.99	PROPERTY TAXES-SPECIAL ASSESSMENTS OBH
273	03/16/2026	Claims	1	14054	DAY WIRELESS	12,323.98	RADIO MAINTENANCE FEES 0326; RADIO MAINTENANCE FEES 0226
274	03/16/2026	Claims	1	14055	HANIGAN LAW OFFICE PS	600.00	ATTORNEY SERVICES 0226
275	03/16/2026	Claims	1	14056	HONEYWELL INTERNATIONAL INC	40,717.19	FIRE PAGING CHANNEL SETUP; FIRE PAGING CHANNEL SETUP
276	03/16/2026	Claims	1	14057	INTEGER ASSOCIATES INC	1,916.94	DEER ISLAND MONTHLY TOWER LEASE 0326
277	03/16/2026	Claims	1	14058	LANGUAGE LINE SVCS INC	54.00	INTERPRETATION SERVICES 0226
278	03/16/2026	Claims	1	14059	MORE POWER TECHNOLOGY GROUP		Watchgaurd labor invoice in dispute
279	03/16/2026	Claims	1	14060	NOTEPAGE INC	395.00	PAGEGATE PRIORITY SUPPORT S/N 18376 4/28/26-4/27/27
280	03/16/2026	Claims	1	14061	POINT MONITOR	779.04	FIRE ALARM MONITORING 0326-0227
281	03/16/2026	Claims	1	14062	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	SPILLMAN SUPPORT SERVICES 0326
282	03/16/2026	Claims	1	14063	TELECOMMUNICATION SYSTEMS INC	9,261.92	BACKUP ESINET AT HOJ 0226; BACKUP ESINET AT HOJ 0326
283	03/16/2026	Claims	1	14064	TOSHIBA AMERICA BUSINESS SOLUTIONS	332.14	COPIER LEASE 450-0104258-000 0326; COPIER LEASE 450-0039683-000 3/3-4/2/2026
284	03/16/2026	Claims	1	14065	WALTER E NELSON COMPANY	156.84	BUILDING TOILETRIES; GARBAGE BAGS AND TOILET PAPER
285	03/16/2026	Claims	1	14066	MORE POWER TECHNOLOGY GROUP	38,684.43	IT MANAGED SERVICES 0326; WATCHGAURD ANNUAL RENEWAL THRU 3/27/26; MICROSOFT MONTHLY SUBSCRIPTION 0223
						56,338.18	
001 OPERATIONS						56,338.18	
002 EQUIPMENT REPLACEMENT						40,717.19	
003 RADIO OPERATIONS						35,122.72	
						132,178.09	Claims: 132,178.09

CHECK REGISTER

COWLITZ 911

Time: 15:12:20 Date: 03/16/2026

03/16/2026 To: 03/16/2026

Page: 2

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

****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

03/17/26
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

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 4/9/2026

REVENUES

FUND	BUDGET	ACTUALS	BUDGET VARIANCE
Operations	\$6,697,782.00	\$1,783,971.63	-73%
<i>Tax</i>	\$1,162,000.00	\$382,753.00	-67%
<i>CPD Grant</i>	\$70,000.00	\$9,442.36	-87%
<i>User Fees</i>	\$1,913,882.00	\$511,112.07	-73%
<i>Misc</i>	\$51,900.00	\$5,664.20	-89%
<i>Transfers In</i>	\$3,500,000.00	\$875,000.00	-75%
Radio Operations	\$463,584.52	\$125,466.36	-73%
<i>Tower Rent</i>	\$55,584.52	\$39,420.60	-29%
<i>Misc</i>	\$8,000.00	\$1,045.76	-87%
<i>Transfers In</i>	\$400,000.00	\$85,000.00	-79%
Equipment Replacement	\$451,800.00	\$95,432.83	-79%
Radio Replacement	\$445,000.00	\$14,294.19	-97%
Sales Tax	\$3,466,000.00	\$1,111,341.02	-68%
Stabilization Reserve	\$72,000.00	\$5,904.31	-92%
Facility Reserve	\$232,400.00	\$53,062.14	-77%
Debt Service	\$756,628.00	\$186,226.88	-75%
TOTAL REVENUES	\$12,585,194.52	\$3,375,699.36	-73%

EXPENSES

FUND	BUDGET	ACTUALS	BUDGET VARIANCE
Operations	\$7,044,463.74	\$1,930,743.98	-73%
<i>Salaries Wages & Benefits</i>	\$4,802,750.08	\$1,276,569.22	-73%
<i>Travel/Training</i>	\$100,000.00	\$48,099.55	-52%
<i>Overhead</i>	\$433,713.66	\$138,778.23	-68%
<i>General Facility</i>	\$49,000.00	\$8,635.29	-82%
<i>Professional Fees</i>	\$400,500.00	\$84,100.95	-79%
<i>Technology & Software</i>	\$350,000.00	\$101,099.30	-71%
<i>SBTIA/LEASE/PPP</i>	\$168,500.00	\$88,461.44	-48%
<i>Transfers out</i>	\$740,000.00	\$185,000.00	-75%
Radio Operations	\$458,274.17	\$66,406.18	-86%
<i>Salaries Wages & Benefits</i>	\$176,922.02	\$7,522.24	-96%
<i>General</i>	\$172,520.00	\$36,815.84	-79%
<i>Leases</i>	\$108,832.15	\$22,068.10	-80%
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	\$1,197,107.00	-75%
Debt Service	\$743,428.00	\$0.00	-100%
TOTAL EXPENDITURES	\$14,217,084.55	\$3,478,824.06	-76%

ESTIMATED ENDING FUND BALANCE FOR ALL FUNDS \$13,007,339.83

YTD NET CHANGE IN FUND BALANCE -\$103,124.70



Cowlitz 911 Agenda Summary Sheet

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

INTRODUCED BY: Briana Graham

DATE: April 15, 2026

FOR AGENDA OF: April 15, 2026

SUBJECT TITLE:

Information Services Technician and Relief Dispatch Positions

ATTACHMENTS:

Salary Summary for the 2 positions and job description

SUMMARY STATEMENT:

Cowlitz 911 has recognized a need for a second IT position. We have two job descriptions highlighting the needs for the IT position.

Cowlitz 911 has also recognized a need for relief dispatchers. This position is designed to fill gaps in staffing that would alleviate overtime when filling for vacations, callouts, etc. This position will have a set number of hours per month to work to keep up on certifications and will be offered to current or previous staff only as the time and money spent to train a new dispatcher would not be worth it for this position.

RECOMMENDED ACTION:

No action recommended this time. Discussion only.

Expenditure Required: N/A

Amount Budgeted: \$123,368.80

Appropriation Required: N/A

Information Services Technician

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
33.2	34.88	36.64	38.49	40.43	42.48	Hr
\$ 69,056.00	\$ 72,550.40	\$ 76,211.20	\$ 80,069.60	\$ 84,104.80	\$ 88,368.80	Yr

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. Provide Spillman computer aided dispatch (CAD) support. Troubleshoot issues; assist Cowlitz 911 and Users with system lockouts and frozen computers and malfunctioning applications.
2. Works with technical support to resolve system issues.
3. Testing, installing and supporting of PC's, Servers, Printers and Network Systems.
4. Coordinates with the IT Manager to provide 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. Ensures the recording equipment is backed up and maintained, master recording tape archived, ordering of replacement tapes and parts.
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 Technical manager 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				

April 1, 2026

Last Revision

Executive Director

Incumbent

Date

Relief Dispatcher

Hourly
44.54