

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday March 23rd, 2022 @ 10:00 AM

Remote ZOOM Meeting

1. Call to Order and Introductions

2. Approval of the Agenda

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

3. Approval of Meeting Minutes

A. 03/09/2022

B. 03/11/2022

Recommended Action: A motion to approve the meeting minutes from 03/09/2022 and 03/11/2022

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. Payables

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Claims 03/11/22	304-315	\$ 127,823.27
Payroll 03/18/22	320-355	\$ 114,734.00
TOTAL		\$ 242,557.27

Recommended Action: Motion to approve the payables as presented

6. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

7. Director's Report

A. Staffing Update

B. Climate and Culture

C. Facility Update

D. Radio Update

8. Executive Session: RCW 42.30.110(1)(g)

9. Employment Contract

10. Adjournment

11. Closed Meeting: Will be held

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday March 9th, 2022 @ 10:00 AM

Remote ZOOM Meeting

Attendance

Board Members: Mike Wallin (Alternate, voting); Kurt Sacha; Jim Kambeitz; Dennis Weber; Brad Thurman; Andy Hamilton; Alan Headley; Bill Lemonds; Ralph Herrera (arrived after approval of payables)

Staff: Norm Krehbiel; Briana Harvill; Jerry Jensen; Janelle Edwards; Frank Randolph (general council); Don Turrentine

Guests: Chris Smith; Robert Huhta; Troy Brightbill; Darr Kirk; Scott Neves; Jim Kelly (Alternate; voting)

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Brad Thurman called the meeting to order at 10:02 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 amended. Kambeitz seconded; all in favor, motion carried.

3. Approval of Meeting Minutes

A. 02/23/2022

Recommended Action: A motion to approve the meeting minutes from 02/23/2022

Sacha made a motion to approve the meeting minutes. 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. The Chair asked if any members of the public were attending the meeting and no members of the public were in attendance.

5. Payables:

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Claims 02/28/22	252-262	\$ 56,912.44
Payroll 03/04/22	263-299	\$126,486.57
TOTAL		\$ 183,399.01

Recommended Action: Motion to approve the payables as presented

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

6. Board Comments/Board Committee Reports

A. LAW TAC Update- Next meeting will hopefully be next week. CAD training starts on March 22nd. Motorola is supplying 300 training slots.

B. FIRE TAC Update- No update; next meeting is this week

7. Director's Report

- A. Staffing Update-** 17 dispatchers and 3 trainees. We are currently recruiting 3 more dispatchers through Public Safety Testing and Indeed. We are looking at a start date of the end of April or beginning of May.
- B. Climate and Culture-** Everyone is anxious to complete the director search and hiring process.
- C. Facility Update-** Norm had some pictures to show the board of the current state of the project. 3 areas were highlighted: the entry way for staff, the hallway, and the dispatch floor. April 21st is substantial completion. Norm informed the board that we have a \$426,000 construction change order contingency for the project and we have used \$82,000 of these funds and have a remainder of \$282,000. Bob Gregory included a 10% contingency on the entire project when he was putting together the budget and bond. This equivalates to about \$1.4 million. Overall, we are in really good shape financially given that there are very little things to make changes on at this point in the project. The changes are almost entirely related to security and access for the facility. Card access will be used for the HR, Director and Reception offices, which will allow us to see who is accessing those spaces and when. The access doors for the tech equipment, computer and electrical will also have card access. 50 cards will be provided by the contractor, and we will be able to modify the access control cards after the start up.

D. Radio Update – No update

- 8. Executive Session:** Not Needed
- 9. Adjournment:** Meeting adjourned at 10:31
- 10. Closed Meeting:** Not Needed

Brad Thurman, Chair

Attest:

Briana Harvill, Acting Clerk of the Board

Cowlitz 911 Public Authority Board of Directors

Special Meeting Minutes

Friday March 11th, 2022 @ 09:00 AM

Remote ZOOM Meeting

Attendance

Board Members: Ruth Kendall; Chris Smith (Alternate, voting); Jim Kambeitz; Dennis Weber; Brad Thurman; Andy Hamilton; Alan Headley; Ralph Herrera

Staff: Deanna Wells; Jerry Jensen; Briana Harvill; Norm Krehbiel; Janelle Edwards; Don Turrentine

Guests: Mike Wallin; Robert Huhta; Scott Neves; Jim Kelly; Brandi Ballinger; John Diamond

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Brad Thurman called the meeting to order at 09:02 AM

2. Board Interviews Candidate for Position:

The Cowlitz 911 Public Authority Board of Directors interviewed the Executive Director candidate, John Diamond. The questions that were asked, have been filed with these meeting minutes for reference. Diamond provided in depth answers to each question.

3. Executive Session:

Qualifications of an applicant for public employment. RCW 42.30.110 (1)(i):
The board entered executive session at 09:54 AM for 10 minutes. Executive session ended at 10:04 AM. No decisions were made.

4. Adjournment:

Meeting was adjourned at 10:07 AM.

Brad Thurman, Chair

Attest:

Briana Harvill, Acting Clerk of the Board

CHECK REGISTER

Cowlitz 911

Time: 07:22:32 Date: 03/18/2022

03/11/2022 To: 03/18/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
347	03/18/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	19,144.41	941 Deposit for Pay Cycle(s) 03/18/2022 - 03/18/2022
304	03/11/2022	Claims	1	11713	COWLITZ COUNTY TREASURER'S OFFICE	70.87	PROPERTY TAX FOR 1 LAULAINEN RD - FULL YEAR
305	03/11/2022	Claims	1	11714	COWLITZ COUNTY TREASURER'S OFFICE	653.59	APRIL 2021 DEPOSIT OF FUNDS TO 911 THAT WAS MEANT FOR THE COUNTY FOR PROPERTY TAX FROM DOT
306	03/11/2022	Claims	1	11715	DAY WIRELESS	4,825.08	INV715250 March 2022 Maintenance
307	03/11/2022	Claims	1	11716	FRANCIS F. RANDOLPH	580.00	February 2022 Services - Randolph Law Firm
308	03/11/2022	Claims	1	11717	DAVID LAFAVE	600.00	Leadership & Management Training 02/28/22
309	03/11/2022	Claims	1	11718	LANGUAGE LINE SVCS INC	87.80	LANGUAGE LINE FEBRUARY 2022
310	03/11/2022	Claims	1	11719	MATERIALS TESTING & CONSULTING, INC.	957.50	INV: 3725 Materials Testing & Consulting Inc Billing through 2/26/2022
311	03/11/2022	Claims	1	11720	MORE POWER TECHNOLOGY-NONPROJECT	218.41	Cloud Backup Server License Monthly Subscription 03/01/22-03/31/22; Business Email Security Monthly Subscription 03/01/22-03/31/22 35x\$5
312	03/11/2022	Claims	1	11721	PATRIOT CONSTRUCTION LLC	117,133.43	INV: 13
313	03/11/2022	Claims	1	11722	PRIORITY DISPATCH	110.00	Maria Gilbert EMD-Q Recert INV SIN302886
314	03/11/2022	Claims	1	11723	RED CANOE- FAIR	1,325.38	February 2022 Statement - Fair
315	03/11/2022	Claims	1	11724	RED CANOE- HARVILL	1,261.21	February 2022 Statement - Harvill
341	03/18/2022	Payroll	1	11725	MICHELLE SIMS	1,932.39	
348	03/18/2022	Payroll	1	11726	KAISER PERMANENTE MEMBERSHIP ADMIN	3,897.60	Pay Cycle(s) 03/18/2022 To 03/18/2022 - MEDICAL-KAISER
349	03/18/2022	Payroll	1	11727	WA STATE DEPT OF RETIREMENT	12,589.83	Pay Cycle(s) 03/18/2022 To 03/18/2022 - PERS2; Pay Cycle(s) 03/18/2022 To 03/18/2022 - PERS3
350	03/18/2022	Payroll	1	11728	WCIF	6,159.05	Pay Cycle(s) 03/18/2022 To 03/18/2022 - MEDICAL-WCIF; Pay Cycle(s) 03/18/2022 To 03/18/2022 - LIFE INS BUYUP; Pay Cycle(s) 03/18/2022 To 03/18/2022 - LTD BUYUP; Pay Cycle(s) 03/18/2022 To
320	03/18/2022	Payroll	2	EFT	MELISSA BEAL	1,579.76	
321	03/18/2022	Payroll	2	EFT	KRISTY BROWN	1,289.42	
322	03/18/2022	Payroll	2	EFT	SUZANNE DEISHER	1,491.95	
323	03/18/2022	Payroll	2	EFT	JANELLE EDWARDS	2,379.34	
324	03/18/2022	Payroll	2	EFT	JOSHUA EVALD	2,001.92	
325	03/18/2022	Payroll	2	EFT	MISTI GIBBS	1,808.53	
326	03/18/2022	Payroll	2	EFT	MARIA GILBERT	2,255.12	
327	03/18/2022	Payroll	2	EFT	BRIANA HARVILL	1,989.55	
328	03/18/2022	Payroll	2	EFT	TARA HUHTA	1,669.34	
329	03/18/2022	Payroll	2	EFT	JERRY JENSEN	2,317.37	
330	03/18/2022	Payroll	2	EFT	NORMAN KREHBIEL	5,420.79	
331	03/18/2022	Payroll	2	EFT	ANNA LAUDENSCHLAGER	2,504.22	

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Cowlitz 911

Time: 07:22:32 Date: 03/18/2022

03/11/2022 To: 03/18/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
332	03/18/2022	Payroll	2	EFT	JULIA MARTIN	1,458.19	
333	03/18/2022	Payroll	2	EFT	TRACEY MORSE	1,731.39	
334	03/18/2022	Payroll	2	EFT	TRACY MOSIER	1,805.38	
335	03/18/2022	Payroll	2	EFT	TRISTA OJALEHTO	1,929.07	
336	03/18/2022	Payroll	2	EFT	SAMANTHA PERRY	2,827.80	
337	03/18/2022	Payroll	2	EFT	JOLENE PINNAK	1,527.02	
338	03/18/2022	Payroll	2	EFT	SHELLY REEVES	1,865.36	
339	03/18/2022	Payroll	2	EFT	KAYLEE SCHAEFER	1,936.93	
340	03/18/2022	Payroll	2	EFT	ROBERT SCHAEFER	2,491.28	
342	03/18/2022	Payroll	2	EFT	REBECCA SWANSON	1,813.24	
343	03/18/2022	Payroll	2	EFT	MELISSA THOMAS	1,002.26	
344	03/18/2022	Payroll	2	EFT	DON TURRENTINE	3,593.34	
345	03/18/2022	Payroll	2	EFT	DEANNA WELLS	2,882.63	
346	03/18/2022	Payroll	2	EFT	TODD WHITE	1,523.43	
351	03/18/2022	Payroll	2	EFT	CAPSCO	57.50	Pay Cycle(s) 03/18/2022 To 03/18/2022 - ASSN FEE
352	03/18/2022	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	415.00	Pay Cycle(s) 03/18/2022 To 03/18/2022 - UNION DUES; Pay Cycle(s) 03/18/2022 To 03/18/2022 - INITIATION FEE
353	03/18/2022	Payroll	2	EFT	HRA VEBA	9,846.74	Pay Cycle(s) 03/18/2022 To 03/18/2022 - VEBA
354	03/18/2022	Payroll	2	EFT	ONE AMERICA	4,828.10	Pay Cycle(s) 03/18/2022 To 03/18/2022 - DEF COMP
355	03/18/2022	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	768.75	Pay Cycle(s) 03/18/2022 To 03/18/2022 - HSA
						118,444.41	
						6,021.93	
						118,090.93	
						242,557.27	
						Claims:	127,823.27
						Payroll:	114,734.00

CHECK REGISTER

Cowlitz 911

Time: 07:22:32 Date: 03/18/2022

03/11/2022 To: 03/18/2022

Page: 3

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 above totaling \$ _____, and we approve payment with our signatures below.

_____	_____
Admin Specialist, Signature	Date

_____	_____
Executive Director, Signature	Date

_____	_____
Chair, Signature	Date

Hall of Justice-Basement
312 SW 1ST Avenue
Kelso, Washington 98626

COWLITZ 911

Police • Fire • Medical

Fax: 360-414-5529
www.Cowlitz911.org

AGENDA SUMMARY FORM

Title of Agenda Item:

Radio Equipment Lead Time Brief

Attachment: No

(Please attach paperwork to this summary form by clicking here-->)

Attachment(s)

Please provide a name for the attachment(s) below

CCGW- GGM8000 GATEWAY

Summary Statement (*brief description of what is being presented*)

Motorola advised there is an 8-month schedule for completion of the Radio equipment due to one critical part needed to operate dispatch radio consoles at HOJ & OB simultaneously and the part has a 24-week lead time. Motorola advised they will do their best to locate this part sooner, but they cannot contractually guarantee an expedited schedule. This moves our go live date to mid-September at the soonest. We have explored other options and don't see another viable alternative then to wait until the parts arrive.

Recommendation (*motion*):

Briefing on potential delay of project