

**Cowlitz 911 Public Authority Board of Directors**  
**Meeting Agenda**  
**Wednesday February 23<sup>rd</sup>, 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. 02/09/2022**

**Recommended Action:** A motion to approve the meeting minutes from 02/09/2022

**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**

<b>ACCOUNT</b>	<b>TRANS NUMBER</b>	<b>AMOUNT</b>
Claims 02/11/22	195-203	\$ 25,228.05
Payroll 02/18/22	204-241	\$ 132,184.71
<b>TOTAL</b>		<b>\$ 157,412.76</b>

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

**6. Motorola Radio Consoles Contract**

**Recommended Action:** Approval to move forward and spend up to the amount of \$260,250

**7. ISP Provider**

**8. Work From Home Policy**

**9. Consider Extension of Legal Services Agreement**

**10. Board Comments/Board Committee Reports**

**A.** LAW TAC Update

**B.** FIRE TAC Update

**11. Director's Report**

**A.** Staffing Update

**B.** Climate and Culture

**C.** Facility Update

**D.** Radio Update

**12. Old Business**

**A.** Revised COVID Policy

**B.** Executive Director Recruitment update

**13. Executive Session: Will be held**

**14. Adjournment**

**15. Closed Meeting: Will be held**

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday February 9<sup>th</sup>, 2022 @ 10:00 AM

Remote ZOOM Meeting

### Attendance

**Board Members:** MaryAlice Wallis; Chris Smith (alternate, voting); Jim Kambeitz; Dennis Weber; Brad Thurman; Andy Hamilton; Alan Headley; Ralph Herrera

**Staff:** Frank Randolph (general counsel); Deanna Wells; Janelle Edwards; Norm Krehbiel; Briana Harvill; Jerry Jensen; Don Turrentine; Shelly Reeves

**Guests:** Robert Huhta; Darr Kirk; Scott Neves; Charlie Worley

**Board Members Absent and No Alternate:**

### 1. Call to Order and Introductions

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

### 2. Approval of the Agenda

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

**Add 11E – Covid Policy**

Headley made a motion to approve the agenda as amended. Smith seconded; all in favor, motion carried.

### 3. Approval of Meeting Minutes

#### A. 01/26/2022

**Recommended Action:** A motion to approve the meeting minutes from 01/26/2022

Weber 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 01/28/22	125-139	\$ 1,032,500.02
Payroll 02/04/22	147-184	\$132,238.03
TOTAL		\$ 1,164,738.05

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

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

### 6. Resolution for Appointing Investment Officers

Hamilton made a motion to approve the resolution as presented. Weber seconded; all in favor, motion carried.

### 7. ECW Phone Refresh

By doing this phone refresh, Cowlitz 911 can keep their current facility up and running while all equipment and testing is done at the new center so that we can make sure everything is working the way it needs to before we relocate. This will include 3 additional radio consoles, so we have 5 stations at the new center and maintain the 6 that are currently on the floor at the current site. We already have the licenses. This will allow us to purchase new equipment. Will not need to go out for bid since we already use the equipment. The cost will be \$311,000 and it was budgeted for in the operations budget. We are working on putting together a clear vision of the facility budget to see exactly where we are at. There is a 5-year cycle and Deanna Wells is negotiating the maintenance piece of the quote.

Headley made a motion to approve the ECW Phone Refresh as presented. Hamilton seconded; all in favor, motion carried.

#### **8. Motorola Radio Consoles**

Verbal quote was \$260,000 and this includes the move and 3 additional workstations. Board wants to see a written quote. Tabled until the next meeting.

#### **9. Board Comments/Board Committee Reports**

- A. LAW TAC Update- No update
- B. FIRE TAC Update- No update

#### **10. Director's Report**

- A. **Staffing Update**- COVID is causing some staffing issues.
- B. **Climate and Culture**- Leadership training with Dave Lafave and additional training from WCIA. They will pay 50% of the trainings through them.
- C. **Facility Update**- Starting sheetrock next week and siding on February 23<sup>rd</sup>. April 21 is substantial completion.
- D. **Radio Update**- Castle Rock is close. Needs to be metered since they opened the meter box and there was nothing in there. There is a meeting today about this and hopefully there can be a fast track so it can be complete. Breaking ground next week at baker's corner and it will be completed next Thursday. The mayor of Woodland will be meeting with Day Wireless regarding the Woodland site on Monday February 14th. Wells will be working on getting a contract for the Deer Island site and bring it back to the board.

#### **11. Old Business**

- A. **Image Trend Update** – Moving forward with no additional setup fees. The fire guys talked them down and are working with them as this moves forward.
- B. **NetMotion Update** – How mobile clients will communicate with CAD. Will be purchasing the same amount of radio IP's as we did with NetViewer (140). Additional can be added, but 5 must be purchased at a time.

Wallis made the recommended motion. Headley seconded; all in favor, motion carried.

- C. **Internet Service Provider Update** – Contract will be presented at the next meeting

**D. Executive Director Recruitment Update** – First round of interviews will be this week. Had 7 candidates but 1 withdrew so we are now down to 6. Hoping to narrow it down to 3 for the next round of interviews. The committee has until next Tuesday to score the candidates and submit them to Darr Kirk. They will meet again next Wednesday.

**E. Covid Policy** – We feel we are at critical staffing levels, burnout and excessive overtime. Rumors of staff looking to quit due to the ongoing staffing issues COVID has caused. Change in the policy was originally requested from the Guild and they strongly support it. Proposing this as a temporary change and can revise in the future if needed. The policy changes do go outside of CDC guidelines and staff thinks it is appropriate due to the staffing crisis we are experiencing. Janelle Edwards has reached out to the county about the possibility of being a stand-alone testing site and that is about a 2–3-week process. Cowlitz 2 Fire & Rescue and Longview Fire Department are willing to allow Cowlitz 911 to test at their sites, which are located at Station 21 and Station 81. The board has directed that COVID procedures be done at the discretion of the Executive Director and to follow L&I and CDC guidelines.

**12. Executive Session:** Not needed

**13. Adjournment:** Meeting adjourned at 11:03

**14. Closed Meeting:** Will be Held

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Brad Thurman, Chair

Attest:

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Briana Harvill, Acting Clerk of the Board

# CHECK REGISTER

Cowlitz 911

Time: 10:24:45 Date: 02/18/2022

02/11/2022 To: 02/18/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
233	02/18/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	21,545.07	941 Deposit for Pay Cycle(s) 02/18/2022 - 02/18/2022
195	02/11/2022	Claims	1	11685	ABLE ZEBRA COMMUNICATIONS LLC	1,406.05	TriStar Noise Cancelling Headset, H31 CD StarsSet, Plug prong amplifier, In line Mute Switch INV 2865
196	02/11/2022	Claims	1	11686	COWLITZ COUNTY LEASE PAYMENT	14,470.31	February 2022 Lease Payment
197	02/11/2022	Claims	1	11687	COWLITZ COUNTY	104.79	Q4 2021 Roads Reimbursables; sign construction and materials
198	02/11/2022	Claims	1	11688	CWCOG	593.00	2022 Membership Dues
199	02/11/2022	Claims	1	11689	FRANCIS F. RANDOLPH	2,140.00	January 2022 Services - RLF020122
200	02/11/2022	Claims	1	11690	LANGUAGE LINE SVCS INC	98.89	INV:10441826
201	02/11/2022	Claims	1	11691	RED CANOE- FAIR	2,668.00	Jan 2022 Statement - Fair
202	02/11/2022	Claims	1	11692	RED CANOE- HARVILL	3,397.01	Jan 2022 Statement - Harvill
203	02/11/2022	Claims	1	11693	DILLON ZACHARIAS	350.00	Utility Locate @ 200 Green Acres Drive
226	02/18/2022	Payroll	1	11694	MICHELLE SIMS	1,978.29	
234	02/18/2022	Payroll	1	11695	KAISER PERMANENTE MEMBERSHIP ADMIN	3,887.79	Pay Cycle(s) 02/18/2022 To 02/18/2022 - MEDICAL-KAISER
235	02/18/2022	Payroll	1	11696	WA STATE DEPT OF RETIREMENT	13,629.75	Pay Cycle(s) 02/18/2022 To 02/18/2022 - PERS2; Pay Cycle(s) 02/18/2022 To 02/18/2022 - PERS3
236	02/18/2022	Payroll	1	11697	WCIF	8,140.80	Pay Cycle(s) 02/18/2022 To 02/18/2022 - MEDICAL-WCIF; Pay Cycle(s) 02/18/2022 To 02/18/2022 - LIFE INS BUYUP; Pay Cycle(s) 02/18/2022 To 02/18/2022 - LTD BUYUP; Pay Cycle(s) 02/18/2022 To
204	02/18/2022	Payroll	2	EFT	MELISSA BEAL	2,211.82	
205	02/18/2022	Payroll	2	EFT	KRISTY BROWN	1,290.88	
206	02/18/2022	Payroll	2	EFT	SUZANNE DEISHER	1,488.19	
207	02/18/2022	Payroll	2	EFT	JANELLE EDWARDS	2,420.86	
208	02/18/2022	Payroll	2	EFT	JOSHUA EVALD	2,323.08	
209	02/18/2022	Payroll	2	EFT	MISTI GIBBS	2,071.80	
210	02/18/2022	Payroll	2	EFT	MARIA GILBERT	1,981.54	
211	02/18/2022	Payroll	2	EFT	BRIANA HARVILL	1,972.53	
212	02/18/2022	Payroll	2	EFT	TARA HUHTA	1,769.16	
213	02/18/2022	Payroll	2	EFT	JERRY JENSEN	2,316.08	
214	02/18/2022	Payroll	2	EFT	NORMAN KREHBIEL		
215	02/18/2022	Payroll	2	EFT	ANNA LAUDENSCHLAGER	2,251.73	
216	02/18/2022	Payroll	2	EFT	JULIA MARTIN	1,461.51	
217	02/18/2022	Payroll	2	EFT	TRACEY MORSE	2,498.08	
218	02/18/2022	Payroll	2	EFT	TRACY MOSIER	1,805.38	
219	02/18/2022	Payroll	2	EFT	TRISTA OJALEHTO	2,333.68	
220	02/18/2022	Payroll	2	EFT	SAMANTHA PERRY	1,693.36	
221	02/18/2022	Payroll	2	EFT	JOLENE PINNAK	1,530.45	
222	02/18/2022	Payroll	2	EFT	SHELLY REEVES	1,862.63	
223	02/18/2022	Payroll	2	EFT	KAYLEE SCHAEFER	1,992.95	
224	02/18/2022	Payroll	2	EFT	ROBERT SCHAEFER	2,808.70	
225	02/18/2022	Payroll	2	EFT	AMANDA SEALE	2,747.43	
227	02/18/2022	Payroll	2	EFT	REBECCA SWANSON	2,346.18	
228	02/18/2022	Payroll	2	EFT	MELISSA THOMAS	1,816.81	



Hall of Justice-Basement  
312 SW 1<sup>ST</sup> Avenue  
Kelso, Washington 98626

**COWLITZ 911**

**Police • Fire • Medical**

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

## AGENDA SUMMARY FORM

Title of Agenda Item:

Motorola Radio Console Move & 3 Additional Radio Consoles

Attachment:  Yes  No

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

**Attachment(s)**

Please provide a name for the attachment(s) below

See attachment

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

Recommendation *(motion)*:

Motion to approve 911 staff moving forward with project contract negotiations and procurement of (3) additional Motorola Consoles, cost not to exceed \$260,250.00 plus tax.

## Summary Statement of Procurement & Project

To best meet the functional and operational specifications of this solicitation, our solution includes a combination of hardware, software, and services. Specifically, this solution is for the Solution and provides:

- Move the K2 Core and Radio Consoles to Ocean Beach Highway Dispatch from the Hall of Justice location
- Add (3) MCC7500E consoles
- Add (2) Conventional Channel Gateways
- Add (1) SDM 3000 for Auxiliary I/O capabilities

Motorola Solutions proposes to tailor the Cowlitz 911 existing ASTRO 25 standards-based Internet Protocol (IP) Console solution for a transition of facilities while increasing the Cowlitz 911's dispatching capacity. Motorola Solutions is proposing a careful phased move and cutover of the existing ASTRO 25 Conventional K2-Core and MCC7500E consoles from the Hall of Justice location to Ocean Beach Highway Dispatch center. As part of this move, (3) expansion MCC7500E consoles will be added which will make the transition between facilities a little easier. (2) Conventional Channel Gateways and (1) SDM 3000 are also being added to provide connectivity to additional future conventional channels and Auxiliary I/O's.

The Core site is the central point for all system traffic. Call processing and system management occur at the Core site. Centralized management helps fine tune network performance, minimize costly field visits, and keep the system running with minimal effort from administrative staff. The Cowlitz K2 Core site includes two Conventional Site Controllers that maintain communication between the consoles and RF Sites for voice processing. The proposed offering will temporarily assign the two existing Conventional Site Controllers to two separate locations where each will respectively route audio between their local consoles and conventional resources. During the facility transition period, there will be two (2) independently operated dispatch systems.

The separated consoles will be combined back to a redundant K2 Core at Ocean Beach upon transition

completion. As previously configured at Hall of Justice, the site controllers, site gateways, core LAN

switches, and backhaul switches are redundant in this configuration, thus eliminating single-point-of-failure outages.

**Cowlitz 911 Public Authority**

# Radio Dispatch Consoles

Move and Expansion

February 14, 2022

The design, technical, and price information furnished with this proposal is proprietary information of Motorola Solutions, Inc. (Motorola). Such information is submitted with the restriction that it is to be used only for the evaluation of the proposal, and is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the proposal, without the express written permission of Motorola Solutions, Inc.

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Motorola Solutions, Inc.  
500 W Monroe Street, Ste 4400  
Chicago, IL 60661-3781  
USA

February 14, 2022

Deanna Wells  
Communication Manager  
Cowlitz 911 Public Authority  
312 1st Ave. SW  
Kelso, WA 98626

Subject: Radio Dispatch Consoles

Dear Deanna Wells,

Motorola Solutions, Inc. ("Motorola Solutions") is pleased to have the opportunity to provide Cowlitz 911 Public Authority with quality communications equipment and services. The Motorola Solutions project team has taken great care to propose a solution that will meet your needs and provide unsurpassed value.

To best meet the functional and operational specifications of this solicitation, our solution includes a combination of hardware, software, and services. Specifically, this solution is for the Solution and provides:

- Move the K2 Core and Radio Consoles to Ocean Beach Highway Dispatch from the Hall of Justice location
- Add (3) MCC7500E consoles
- Add (2) Conventional Channel Gateways
- Add (1) SDM 3000 for Auxiliary I/O capabilities

The terms and conditions for this proposal are based on contract number 99168 between Motorola Solutions and Cowlitz 911 Public Authority. This proposal shall remain valid for 45 days from the date in this proposal. Cowlitz 911 Public Authority may accept this proposal by delivering to Motorola Solutions a Purchase Order signed by Cowlitz 911 Public Authority that references and incorporates this proposal.

Alternatively, Motorola Solutions would be pleased to address any concerns Cowlitz 911 Public Authority may have regarding the proposal. Any questions can be directed to your Manufacturer's Representative Chris Tate at (360) 772-2890, [ctate@daywireless.com](mailto:ctate@daywireless.com) or to your Motorola Solutions Account Executive, Nicole Jackson at (847) 420-8989, [nicole.jackson@motorolasolutions.com](mailto:nicole.jackson@motorolasolutions.com).

We thank you for the opportunity to furnish Cowlitz 911 Public Authority with "best in class" solutions and we hope to strengthen our relationship by implementing this project. Our goal is to provide you with the best products and services available in the communications industry.

Sincerely,

Motorola Solutions, Inc.



Andrew Chyterbok  
Area Sales Manager  
Motorola Solutions, Inc

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## Section 1

# System Description

## 1.1 Overview

Motorola Solutions proposes to tailor the County's existing ASTRO 25 standards-based Internet Protocol (IP) Console solution for a transition of facilities while increasing the County's dispatching capacity. Motorola Solutions is proposing a careful phased move and cutover of the existing ASTRO 25 Conventional K2-Core and MCC7500E consoles from the Hall of Justice location to Ocean Beach Highway Dispatch center. As part of this move, (3) expansion MCC7500E consoles will be added which will make the transition between facilities a little easier. (2) Conventional Channel Gateways and (1) SDM 3000 are also being added to provide connectivity to additional future conventional channels and Auxiliary I/O's.

## 1.2 Dispatch Console Move

The Core site is the central point for all system traffic. Call processing and system management occur at the Core site. Centralized management helps fine tune network performance, minimize costly field visits, and keep the system running with minimal effort from administrative staff. The Cowlitz K2 Core site includes two Conventional Site Controllers that maintain communication between the consoles and RF Sites for voice processing. The proposed offering will temporarily assign the two existing Conventional Site Controllers to two separate locations where each will respectively route audio between their local consoles and conventional resources. During the facility transition period, there will be two (2) independently operated dispatch systems.

The separated consoles will be combined back to a redundant K2 Core at Ocean Beach upon transition completion. As previously configured at Hall of Justice, the site controllers, site gateways, core LAN switches, and backhaul switches are redundant in this configuration, thus eliminating single-point-of-failure outages.

# 1.3 Expansion MCC 7500E Dispatch Consoles

Motorola Solutions, Inc. (Motorola Solutions) proposes three (3) new MCC 7500E dispatch consoles to provide Cowlitz 911 Public Authority with the confidence of state-of-the-art secure communications, seamless IP-based connectivity, flexible system architecture with scalable components, and centralized console management at their Ocean Beach location.

## 1.3.1.1 K2 Core Connection and Backroom Equipment

The proposed consoles will interface seamlessly with Cowlitz 911 Public Authority's ASTRO® 25 system established in Ocean Beach.

The proposed solution offers the County three (3) additional dispatch positions. The figure titled "MCC 7500E Dispatch Position" shows an MCC 7500E operator position.



**Figure 1-1:**

**MCC 7500E Dispatch Position** provides a small form factor, familiar GUI, and advanced features.

The table titled "Dispatch Locations" outlines the number of consoles and their location.

**Table 1: Dispatch Locations**

Number of Operator Positions	Location Name
3	Ocean Beach Highway Dispatch

The expansion consoles will connect to the K2 Core LAN switch at the Ocean Beach Highway center.

## Advanced Conventional

This software license is included and it provides the dispatcher with the ability to control ASTRO 25 conventional channels and/or MDC 1200 channels.

## Conventional Channel Gateways

Conventional Channel Gateways (CCGWs) are used to interface analog and ASTRO 25 conventional channels to the MCC7500E consoles. (2) High density 8-port CCGW's are included.

## Auxiliary Inputs/Outputs

(1) SDM 3000 Remote Terminal Unit (RTU) is included. The SDM3000 RTU is capable of supporting up to 16 outputs and 48 inputs. The RTU provides single pole Form A relay outputs capable of switching 1A @ 24VDC or 1A @ 24VAC.

### 1.3.1.2 MCC 7500E Console Operator Position

The dispatch position supports commercially available accessories, including a USB microphone, USB headset, and USB footswitch, as shown in the figure titled "MCC 7500E Dispatch Position." The following list describes the components included in the proposed configuration.

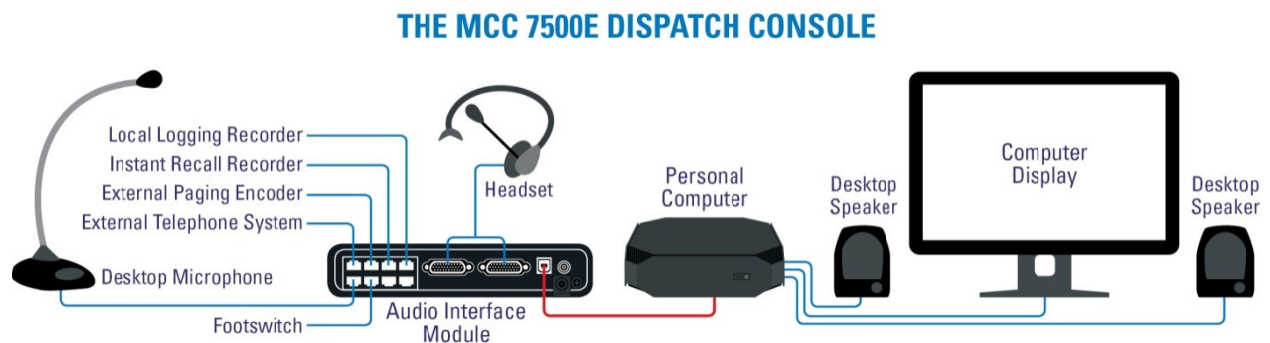


Figure 1-2:

MCC 7500E Dispatch Position supports multiple accessories.

## Audio Interface Module (AIM)

The USB Audio Interface Module (AIM) acts as an interface between analog devices and the dispatch position and as a general purpose input/output module. The USB AIM supports audio routing between the dispatcher and Motorola Solutions standard peripherals. The USB AIM connects to the MCC 7500E dispatch position with a USB cable.

## Personal Computer (PC)

The personal computer included with the dispatch position is Windows-based and certified by Motorola Solutions.

## Computer Display

Motorola will provide a 19" non-touch display for each dispatch console.

## Enhanced Integrated Instant Recall Recorder (IRR)

The Enhanced IRR is seamlessly integrated with the dispatch position's software, allowing audio and call data from any radio resource to be recorded and easily played back. Call data includes PTT IDs, name of resource, start time and date, and stop time and date.

## Desktop Speakers

Four (4) audio speakers have been included with each dispatch position. Each speaker is a self-contained unit, with individual volume controls, and can be placed on a desktop or mounted on a rack or computer display.

## Headset Jack

The dispatch position supports up to two headset jacks, both push-to-talk (PTT) and non-PTT-enabled, for simultaneous use by the dispatcher and a supervisor. The headset jack contains two volume controls for the separate adjustment of received radio and telephone audio. (1) wired headset is included per console.

## Gooseneck Microphone

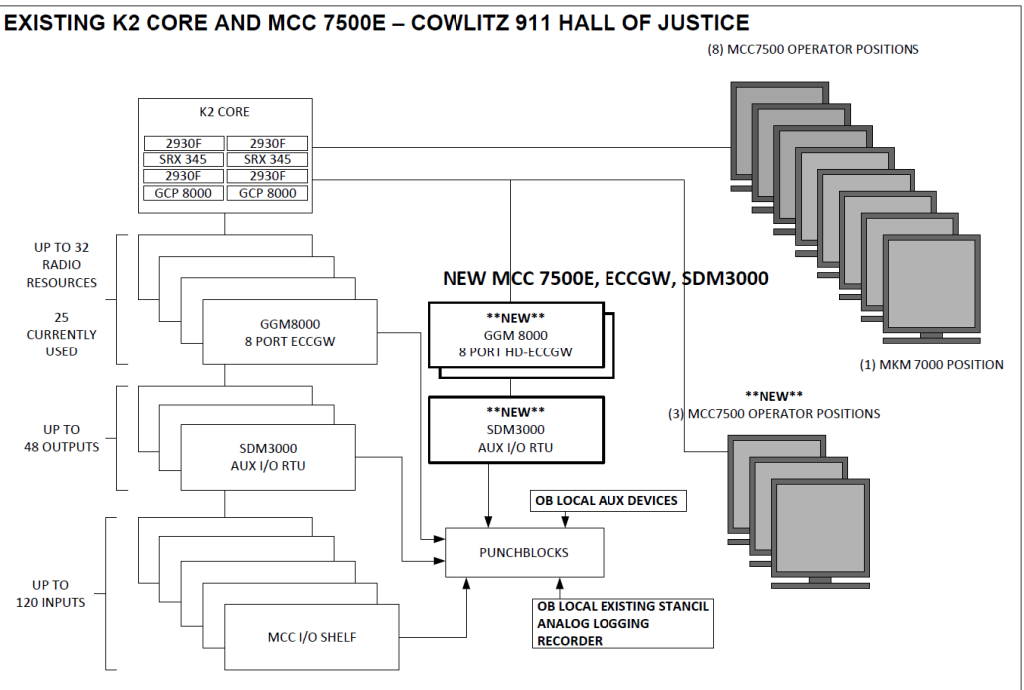
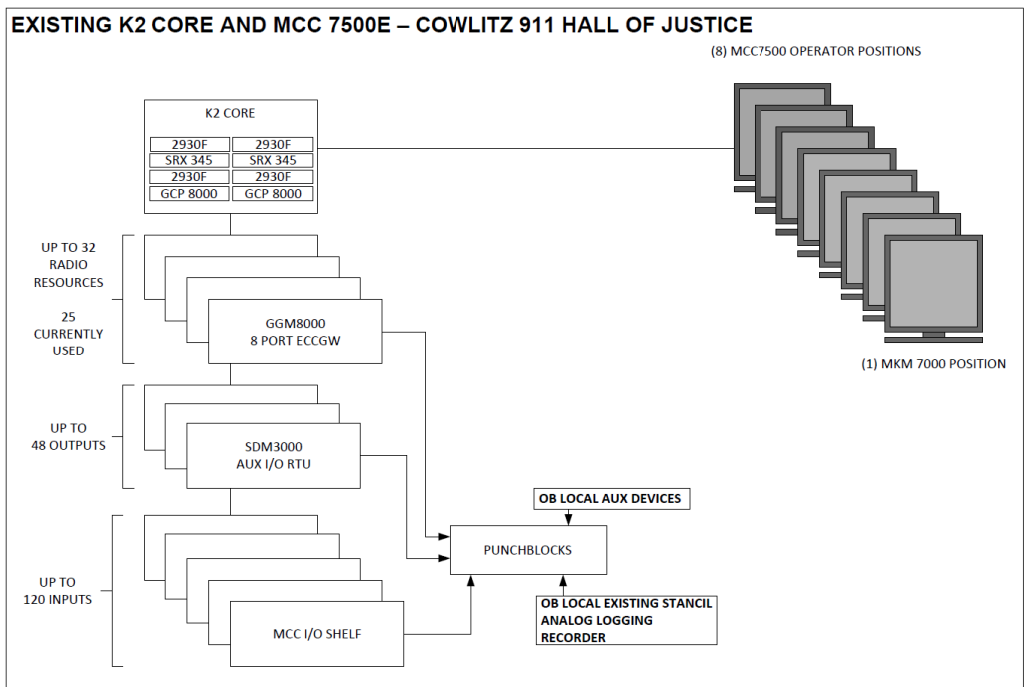
The USB Gooseneck microphone controls the dispatch position's general transmit and monitor features through two buttons on its base. The microphone can be fastened down or left loose. It can be used alone or in conjunction with a headset.

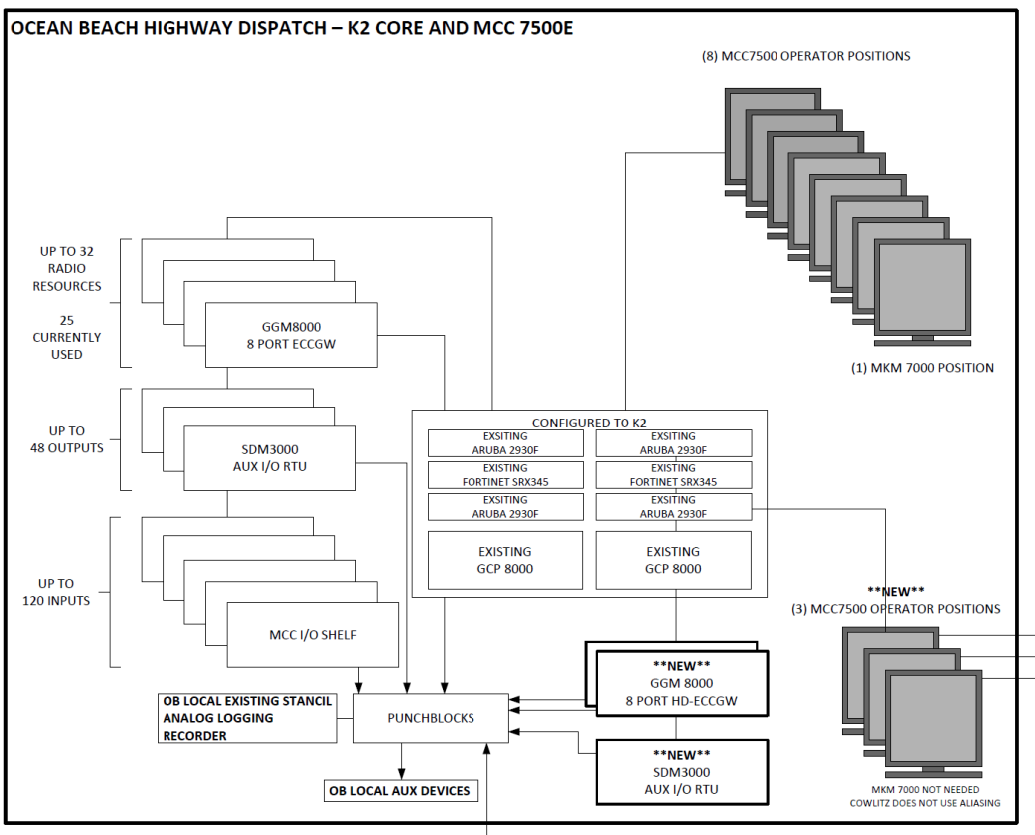
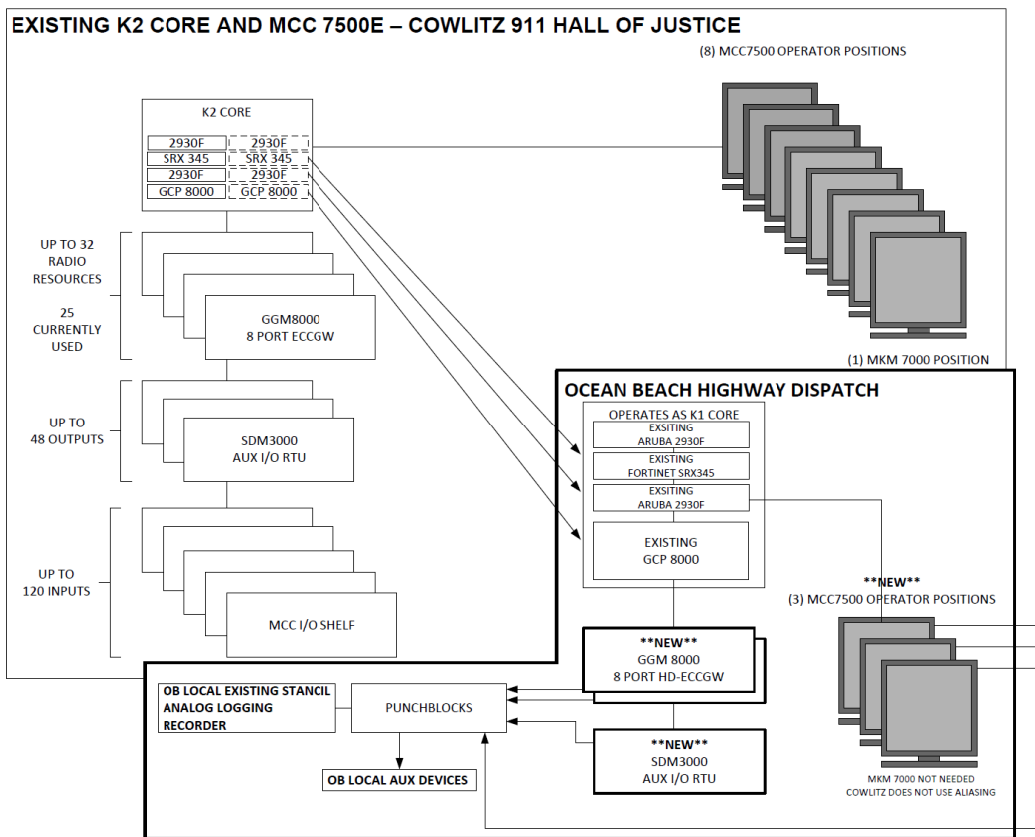
## Footswitch

Each dispatch position includes a dual pedal footswitch that controls general transmit and monitor functions.

# 1.4 System Diagrams

These diagrams show the tentative system migration steps.





## Section 2

# Statement of Work

Motorola Solutions is proposing to Cowlitz 911 Public Authority the installation and configuration of the following equipment at the specified locations.

Site Name	Major Equipment
Hall of Justice (HOJ)	Existing K2 and 8 MCC 7500E Consoles
Ocean Beach (OB)	New 3 MCC 7500E Consoles (Initially provisioned at HOJ)

The document delineates the general responsibilities between Motorola Solutions and Cowlitz 911 as agreed to by contract.

## 2.1 Motorola Solutions Responsibilities

Motorola Solutions' general responsibilities include the following:

- Assign a Project Manager and schedule project kick-off meeting.
- Review the design and cutover plan proposed.
- Provide Cowlitz 911 with the appropriate system interconnect specifications.
- Schedule the implementation in agreement with Cowlitz 911.
- Coordinate the activities of all Motorola Solutions subcontractors under this contract.
- Order and ship equipment to the field.
- Perform the installation of the Motorola Solutions-supplied equipment described above.
- Administer safe work procedures for installation.
- Provide a dedicated delivery point at a local staging facility for receipt, inventory and storage of equipment prior to delivery to the site.
- Assemble and prepare system for installation.
- Perform the below cutover plan for Hall of Justice (HOJ) K-Core, its current MCC 7500E positions, and new MCC 7500E positions. All equipment is destined for Ocean Beach (OB) post-migration.
  - Install new CCGW's into HOJ K2 Core and provision Existing Channels with Modified nomenclature (County Main1/LTAC1 etc.) into Configuration Manager
  - Stage (3) New Console PC's and provision into existing Core. Audio related hardware can remain boxed, (AIM/Jackbox/Etc.)
  - Edit and Manually distribute new Host file to All OP's with new IP Components.
  - Install and provision to the existing Core (1) SDM 3000 module

- Testing of Architecture (K2 Core split), Split Routers/Switches/OP's (Also isolate Configuration Manager)
- Disconnect Controller 1 from HOJ K2 Core
- Confirm Controller 2 functionality (previously confirmed at initial Cutover), Dispatch functions continue normally.
- Re-locate to OB: the K2's redundant Aruba Site Switch, Juniper Router, GCP 8000 Site Controller, and (3) New OPs, (2) new GGM8000s, (1) new SDM 3000 module
- Connect the OB New CCGW's to 2/4Wire resources provided by Cowlitz 911 and test functionality
- Remove and re-install between HOJ and OB Operator Positions 6,7,8
- Remove and re-install Between HOJ and OB Operator Positions 1,2,3,4,5
- Relocate remaining Core components
- Re-Bond all Core components to site grounding.
- Verify the operational functionality and features of the solution supplied by Motorola Solutions, as contracted.
- Resolve punch list items documented during the Acceptance Testing phase in order to meet all the criteria for final system acceptance.
- Provide updated system documentation, specifically:
  - System Drawing
  - Rack face Drawing
  - FATP Test Results
  - Equipment Inventory List
- Execute Final Project Acceptance.

## 2.2 Cowlitz 911 Public Authority Responsibilities

Cowlitz 911 will assume responsibility for the installation and performance of all other equipment and work necessary for completion of this project that is not provided by Motorola Solutions. General responsibilities for Cowlitz 911 include the following:

- Assign a Project Manager as a single point of contact.
- Ensure Cowlitz project team members attend all meetings relevant to their roles on the project.
- Provide information on existing system interfaces.
- Validate that Customer sites can accommodate proposed equipment.
- Provide all buildings, equipment shelters, and towers required for system installation.
- Ensure communications sites meet space, grounding, power, and connectivity requirements for the installation of all equipment.
- Provide appropriate console furniture at OB.
- Obtain all licensing, site access, or permitting required for project implementation.
- Obtain frequencies for project as required.

- Provide adequate HVAC, grounding, lighting, cable routing, and surge protection based upon Motorola Solutions' Standards and Guidelines for Communication Sites (R56).
- Ensure that electrical service will accommodate installation of system equipment, including isolation transformers, circuit breakers, surge protectors, and cabling.
  - Motorola's demarcation is the Motorola provided equipment rack or Motorola provided equipment, as applicable.
- Provide required system interconnections.
  - All site connectivity will be provided by Cowlitz County including required connection between HOJ and OB.
  - Verify site link performance, prior to the interconnection of the solution equipment to the link equipment.
  - Up to (2) Ethernet cables CAT6 or better are needed between the backroom and each console position.
- Provide logging recorder and connect to Motorola's demarcated CCGW punch block outputs.
- Connect Aux I/O relays to Motorola's demarcated SDM 3000 RTU punch blocks.
- Coordinate the activities of all Cowlitz 911 vendors or other contractors.
- Provide Motorola site access to both HOJ and OB facilities as needed to implement this project.
- Notify the personnel affected by the cutover of the date and time planned for cutover.
- Witness the functional testing. Review and approve test results and any punchlist items.
- Assist Motorola Solutions with resolution of identified punchlist items by providing support, access to the sites, equipment and system, and approval of the resolved punchlist items.
- Participate in the Transition to Warranty process.
- Receive and approve documentation.
- Execute Final Project Acceptance.

## 2.3 Assumptions

Motorola Solutions has made several assumptions in preparing this proposal, which are noted below. In the case of invalid assumptions, Motorola Solutions will need to seek alternate solutions and provide a Change order that reflects change in design, scope of work and cost.

- All existing sites or equipment locations will have sufficient space available for the system described as required/specified by R56.
- All existing sites or equipment locations will have adequate electrical power in the proper phase and voltage, and site grounding to support the requirements of the system described.
- Any site/location upgrades or modifications are the responsibility of Cowlitz 911.
- Any tower stress analysis or tower upgrade requirements are the responsibility of Cowlitz 911.
- Approved FCC licensing provided by Cowlitz 911.
- Where necessary, the County will provide a dedicated delivery point—such as a warehouse—for receipt, inventory, and storage of equipment prior to delivery to the sites.

- New Control Stations and Antenna systems are not proposed.
- Moving any RF equipment from HOJ to OB is not part of our scope.
- Existing console templates will be re-used for the expansion consoles.
- Interfacing to 3<sup>rd</sup> party equipment or applications is not a part of this proposal.
- The existing K-Core console LAN switches have enough open ports for the proposed equipment.
- No coverage modeling was performed as there are no new radio resources offered, and accordingly, no coverage guarantees are included.
- The County's audio logging and resource termination demarcate at equipment room punchblocks. Similarly, Aux I/O's will be terminated at the equipment room punch blocks. Aspects on design of these are not part of this proposal scope.
- Approved local, State, or Federal permits as may be required for the installation and operation of the proposed equipment are the responsibility of Cowlitz 911.
- Any required system interconnections not specifically outlined here will be provided by Cowlitz 911. These may include dedicated phone circuits, microwave links, or other types of connectivity.
- Motorola Solutions is not responsible for interference caused or received by the Motorola Solutions-provided equipment except for interference that is directly caused by the Motorola Solutions-provided transmitter(s) to the Motorola Solutions-provided receiver(s). Should Cowlitz 911 system experience interference, Motorola Solutions can be contracted to investigate the source and recommend solutions to mitigate the issue.
- All work is to be performed during normal work hours, Monday through Friday 8:00 a.m. to 5:00 p.m.
- Union Labor and Performance bonds are not included.
- Console Training is not included.

## 2.4 Change Order Process

Either Party may request changes within the general scope of this Proposal. If a requested change causes an increase or decrease in the cost or time required to perform this Agreement, the Parties will agree to an equitable adjustment of the Contract Price, Performance Schedule, or both, and will reflect the adjustment in a change order. Neither Party is obligated to perform requested changes unless both Parties execute a written change order.

### Section 3

# Acceptance Test Plan

A preliminary Acceptance Test Plan is provided below.

## 3.1 MCC 7100/7500 Conventional Resources

### 3.1.1 Patch Operation - Conventional

#### 1. DESCRIPTION

The Patch feature allows more than one Radio Resource to be grouped simultaneously. This can be used for temporarily merging two or more channels/frequencies together to act as one larger group. Telephones and radio resources can be patched together. In a patch group, the members can receive messages from the console and they can transmit to all other members of the patch group.

#### SETUP

RADIO-1 - CONVENTIONAL CHANNEL 1  
RADIO-2 - CONVENTIONAL CHANNEL 2  
CONSOLE-1 - CONVENTIONAL CHANNEL 1 and  
CONVENTIONAL CHANNEL 2

#### VERSION #1.020

#### 2. TEST

- Step 1. Select the tab for patch 1, 2 or 3. Verify that the patch edit button and patch transmit button appear.
- Step 2. Select the "Patch Edit" icon. The selected patch will turn blue.
- Step 3. Select the CONVENTIONAL CHANNEL 1 and CONVENTIONAL CHANNEL 2 Radio Resource by moving the cursor over the Radio Resources' names and selecting them.
- Step 4. Verify that the selected Radio Resources display a "Patch Edit" icon.
- Step 5. Press and hold the "Patch Transmit" icon to initiate the patch transmission.
- Step 6. Verify that the RADIO-1 and RADIO-2 monitor the console outbound audio.
- Step 7. Verify that RADIO-1 can communicate with RADIO-2 even though they are on separate channels.
- Step 8. To knock down the patch, select the Radio Resources by moving the mouse cursor over the resource window and clicking over the patch icon. Repeat this process until all the resources have been removed from the Patch window.
- Step 9. Select the Patch Edit icon and idle the current patch.

Pass \_\_\_\_ Fail \_\_\_\_

## MCC 7100/7500 Conventional Resources

### 3.1.2 Activity Log - Conventional

#### 1. DESCRIPTION

The MCC7100/7500 Console activity log will show all traffic for the resource assigned to that console to include the time, radio alias, Channel, PTT ID and Emergency Call.

The dispatcher has the capability of selecting a logged call within in the "Activity Log Window" for instant transmit on the corresponding logged resource.

This activity log can be logged to a text file for archival purposes.

Note: The log file in the ops will only be seen if you first check Log Activity in Elite Admin application then in folder options uncheck hide hidden system files. The location will be c:\Program Data\MCC7500\MessageMonitorLogs.

#### SETUP

RADIO-1 – CONVENTIONAL CHANNEL 1  
RADIO-2 – CONVENTIONAL CHANNEL 2  
RADIO-3 – CONVENTIONAL CHANNEL 3  
RADIO-4 – CONVENTIONAL CHANNEL 4

CONSOLE-1 – CONVENTIONAL CHANNEL 1,  
CONVENTIONAL CHANNEL 2, CONVENTIONAL  
CHANNEL 3, CONVENTIONAL CHANNEL 4

#### VERSION #1.060

#### 2. TEST

- Step 1. On CONSOLE-1 select the "Show Activity Log" button on the tool bar to open the Activity Log Window.
- Step 2. Initiate calls on RADIO-1, RADIO-2, RADIO-3 and RADIO-4 to log call information and verify calls are displayed in the activity log window.
- Step 3. Select a logged call in the Activity Log Window and verify that the Channel Control Window (CCW) at the top of the Activity log window changes to the corresponding resource. Verify the dispatcher is capable of responding via the instant transmit button.
- Step 4. Open the text file created by the Activity Log and verify call traffic has been archived to the document file.

Pass \_\_\_\_ Fail \_\_\_\_

## MCC 7100/7500 Conventional Resources

### 3.1.3 Multi-Select Operation

#### 1. DESCRIPTION

Multi-Select (Msel) allows the console operator to group a number of channels/talkgroups together such that when the general transmit bar is depressed, all of the multi-selected channels/talkgroups will transmit at the same time with the same information. Multi-Select is one way communication call. If a radio user responds to a Multi-Select call the talkgroup the user is affiliated to will be the only one to hear the call. There is no super-group formed, so radio communication is still at the single channel level. Multi-Select is utilized to send an APB to several channels/talkgroups. A Multi-Select has a limit of twenty (20) trunking/conventional resources

#### SETUP

RADIO-1 - CONVENTIONAL CHANNEL 1  
RADIO-2 - CONVENTIONAL CHANNEL 2

CONSOLE-1 - CONVENTIONAL CHANNEL 1,  
CONVENTIONAL CHANNEL 2

#### VERSION #1.030

#### 2. TEST

- Step 1. From CONSOLE-1, create an Msel group with CONVENTIONAL CHANNEL 1 and CONVENTIONAL CHANNEL 2.
- Step 2. Transmit on the Msel using the Msel instant transmit button.
- Step 3. Verify that RADIO-1 and RADIO-2 hear the call.
- Step 4. Initiate a call with RADIO-1.
- Step 5. Verify the call is heard on CONSOLE-1 but not on RADIO-2.
- Step 6. Initiate a call with RADIO-2.
- Step 7. Verify the call is heard on CONSOLE-1 but not on RADIO-1.
- Step 8. On CONSOLE-1 dissolve the Msel.

Pass\_\_\_\_ Fail\_\_\_\_

## MCC 7100/7500 Conventional Resources

### 3.1.4 Enhanced CCGW Analog Audio Logging

#### 1. DESCRIPTION

This test will demonstrate recording of the audio from the analog channel interface on the conventional channel gateway (CCGW). The enhanced CCGW will sum receive and transmit audio received on an analog conventional channel and deliver the summed audio to the audio logging output pins 3 and 6 of the second analog connector (9A to 9D or 13A to 13D) of the same analog conventional channel.

#### SETUP

The CCGW is either a Low Density Enhanced Conventional Gateway or a High Density Enhanced Conventional Gateway.

A conventional channel, CONVCH-1, with an analog interface has been configured (analog, MDC 1200, mixed mode, or ACIM).

The customer's audio recording device has been connected to the audio recording output pins 3 and 6 of the second analog connector for CONVCH-1 on the enhanced CCGW.

Conventional RADIO-1 - CONVCH-1

CONSOLE-1 - CONVCH-1

#### VERSION #1.030

#### 2. TEST

- Step 1. Key RADIO-1 on CONVCH-1. Communicate with CONSOLE-1.
- Step 2. Key CONSOLE-1 on CONVCH-1. Communicate with RADIO-1.
- Step 3. Verify the audio from the previous two steps at the audio recording device.

Pass \_\_\_\_ Fail \_\_\_\_

## MCC 7100/7500 Conventional Resources

### 3.1.5 MOSCAD AUX I/O Status Indications

#### 1. DESCRIPTION

This feature allows configuration of the Console's Momentary Aux IOs into pairs to provide positive feedback of successful remote activation of a MOSCAD Aux IO. The feature allows an operator to see when an Aux IO output is in transition from one state to another.

The test can be run on MCC7100 or MCC7500 consoles.

#### SETUP

AUX IO-1 – Momentary Input - CONVENTIONAL CHANNEL 1

AUX IO-2 – Momentary Output - CONVENTIONAL CHANNEL 1

CONSOLE-1 – CONVENTIONAL CHANNEL 1, AUX IO-1, AUXIO-2

#### VERSION #1.050

#### 2. TEST

- Step 1. Pair AUX IO-1 and AUX IO-2 on CONSOLE-1
- Step 2. On CONSOLE-1 quickly depress and release AUX IO-1.
- Step 3. Verify that AUX IO-1 changes to the active state indicating that the request is being processed
- Step 4. Verify that AUX IO-2 changes state (either from active to inactive or inactive to active) and at the same time the AuxIO-1 indicator changes from the active to inactive state, showing that the processing of the request has completed and that the monitored device has changed stated.

Pass\_\_\_\_ Fail\_\_\_\_

## 3.2 Signoff Certificate

By their signatures below, the following witnesses certify they have observed the system Acceptance Test Procedures.

### Signatures

WITNESS: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Please Print Title: \_\_\_\_\_

Initials: \_\_\_\_\_

WITNESS: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Please Print Title: \_\_\_\_\_

Initials: \_\_\_\_\_

WITNESS: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Please Print Title: \_\_\_\_\_

Initials: \_\_\_\_\_

## Section 4

# Project Schedule

Motorola estimates the project implementation to be approximately 8 months from Project Kickoff to Final Acceptance. As part of the Design Review and Implementation Planning, the implementation project schedule will be fine-tuned by Motorola's Project Manager with Cowlitz 911.

## Section 5

# Maintenance and Lifecycle

Motorola has proposed Maintenance, System Upgrade Agreement (SUA II) and Security Update Services (SUS) services for the (3) MCC7500E consoles per the existing service contract terms and conditions.

**Section 6**

# Equipment List

This section lists the equipment necessary for the proposed solution.

Type	Line	Opt	Qty	Model	Description
OP_POS	1	-	1	B1948	MCC 7500E DISPATCH POSITION LICENSES
OP_POS_LIC	1	a	3	UA00653AA	ADD: BASIC CONSOLE OPERATION
OP_POSIT	1	b	3	UA00655AA	ADD: ADVANCED CONVENTIONAL OPERATION
OP_POSIT	1	c	3	UA00250AA	ADD: 30 RADIO RESOURCES LICENSE
OP_POSIT	1	d	3	UA00661AA	ADD: ENHANCED IRR
OP_POSIT	2	-	1	B1949	MCC 7500E SOFTWARE DVD
OP_POSIT	3	-	3	DSTG191B	TECH GLOBAL EVOLUTION SERIES 19INCH NON TOUCH
OP_POSIT	4	-	3	TT3903A	Z2 G5 MINI WORKSTATION NON RETURNABLE
OP_POSIT	5	-	12	B1952	SPEAKER, DESKTOP, USB
OP_POSIT	5	a	12	CA03405AA	ADD: POWER SUPPLY WITH DC CORD
OP_POSIT	5	b	12	CA03406AA	ADD: AC LINE CORD, NORTH AMERICA
OP_POSIT	5	c	12	CA03413AA	ADD: USB CABLE, TYPE A TO TYPE C, 4.5M
OP_POSIT	6	-	3	B1941	USB AUDIO INTERFACE MODULE
OP_POSIT	7	-	3	B1951	MICROPHONE, DESKTOP, USB
OP_POSIT	7	a	3	CA03413AA	ADD: USB CABLE, TYPE A TO TYPE C, 4.5M
OP_POSIT	8	-	6	B1913	MCC SERIES HEADSET JACK
OP_POSIT	9	-	3	RLN6098	HDST MODULE BASE W/PTT, 15 FT CBL
OP_POSIT	10	-	3	RMN5150A	OVER-THE-HEAD, MONAURAL, NOISE-CANCELING HEADSET
OP_POSIT	11	-	3	DSTWIN6328A	PROVIDES ONE DUAL PEDAL FOOTSWITCH FOR USE WITH MOTOROLA MCC 7500 DISP
OP_POSIT	12	-	3	T8742	MCAFEE FOR WINDOWS CLIENT, A2019.2
OP_POSIT	13	-	1	DSF2B56AA	USB EXTERNAL DVD DRIVE
OP_POSIT	14	-	3	DSST7300U3M	STARTECH 7 PORT USB 3.0 HUB
OP_POSIT	15	-	3	T8721	WINDOWS SUPP FULL CONFIG, A2019.2
OP_POSIT	16	-	3	DSACPS6N120SN8TT	AC POWER STRIP, 6 OUTLETS, SASD PROTECTED, UL1449/R56, 8FT CORD
CCGW	17	-	1	SQM01SUM0205	GGM 8000 GATEWAY
CCGW	17	a	1	CA01616AA	ADD: AC POWER
CCGW	17	b	1	CA02086AA	ADD: HIGH DENSITY ENH CONV GATEWAY
CCGW	18	-	1	SQM01SUM0205	GGM 8000 GATEWAY
CCGW	18	a	1	CA01616AA	ADD: AC POWER

CCGW	18	b	1	CA02086AA	ADD: HIGH DENSITY ENH CONV GATEWAY
RACK	19	-	1	DS1101990	SPD, SHIELDED RJ-45 JACK, SINGLE LINE GBE (1000MBPS) R56 COMPLIANT
RACK	20	-	1	DSTSJADP	RACK MOUNT GROUND BAR, 19 IN FOR TSJ AND WPH SERIES DATA SPDS
RACK	21	-	1	GMDN5850A	SURGE PROTECTOR,TSJ-48-CLT SURGE SUPPRESSOR FOR E1/T1 EQUIPMENT -RJ-48
RACK	22	-	1	TRN7343	SEVEN AND A HALF FOOT RACK
RACK	23	-	2	DSRMP615A	SPD, TYPE 3, 120V RACK MOUNT, 15A PLUG-IN W/ (6) 15A NEMA 5-15 OUTLETS
AUX_IO	24	-	1	F4543	SITE MANAGER BASIC
AUX_IO	24	a	1	VA00874	ADD: AUX I-O SERV FW CURR ASTRO REL
AUX_IO	24	b	1	V266	ADD: 90VAC TO 260VAC PS TO SM
AUX_IO	24	c	3	V592	AAD TERM BLCK & CONN WI

Section 7

# Pricing Summary

Motorola Solutions is pleased to provide the following equipment and services to Cowlitz 911 Public Authority.

## Equipment and Services

Description	Price (\$)
Equipment	\$116,504
Services	\$213,530
<b>Total</b>	<b>\$330,034</b>
Cowlitz Discounts	(\$69,784)
<b>Total after Discounts</b>	<b>\$260,250</b>

## Maintenance, SUS and SUA II

	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Service (Maint, SUA II and SUS)	\$21,759	\$21,973	\$22,193	\$22,420	\$22,654	\$22,894	\$23,264	\$23,646

## Payment Terms

Except for a payment that is due on the Effective Date, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a check, cashier’s check, or wire transfer drawn on a U.S. financial institution and in accordance with the following milestones.

- 50% of the Contract Price for mobilization due at Contract Execution (Effective Date);
- 50% of the Contract Price upon Final System Acceptance.

Overdue invoices will bear simple interest at the rate of ten percent (10%) per annum, unless such rate exceeds the maximum allowed by law, in which case it will be reduced to the maximum allowable rate. Motorola reserves the right to make partial shipments of equipment and to request payment upon shipment of such equipment. In addition, Motorola reserves the right to invoice for installations or civil work completed on a site-by-site basis, when applicable.

For Lifecycle Support Plan and Subscription Based Services: Motorola will invoice Customer annually in advance of each year of the plan.

## Section 8

# Contractual Documentation

The terms and conditions for this proposal are based on contract number 99168 between Motorola Solutions and Cowlitz 911 Public Authority. This proposal shall remain valid for 45 days from the date in this proposal. Cowlitz 911 Public Authority may accept this proposal by delivering to Motorola Solutions a Purchase Order signed by Cowlitz 911 Public Authority that references and incorporates this proposal.

MSA ID#: WA-23987983-RHill

SO ID#: WA-23987983-RHill-19048751

Account Name: Cowlitz 911 Public Authority

**CUSTOMER INFORMATION (for notices)**

Primary Contact: <u>Don Turrentine</u> Title: <u>NG911 Technical &amp; Vendor Project Manager</u> Address 1: <u>312 SW 1st Ave</u> Address 2: _____ City: <u>Kelso</u> State: <u>WA</u> Zip: <u>98626</u> Phone: <u>(360) 414-5519</u> Cell: _____ Fax: _____ Email: <u>turrentined@cowlitz911.org</u>		Billing Account Name: <u>Cowlitz 911 Public Authority</u> Billing Name (3rd Party Accounts): _____ Billing Contact: <u>Don Turrentine</u> Title: <u>NG911 Technical &amp; Vendor Project Manager</u> Phone: <u>(360) 414-5519</u> Cell: _____ Fax: _____ Email: <u>turrentined@cowlitz911.org</u>		INVOICE ADDRESS Address 1: <u>312 SW 1st Ave</u> Address 2: _____ City: <u>Kelso</u> State: <u>WA</u> Zip Code: <u>98626</u> Tax Exempt: <u>Yes</u> * If Yes, please provide and attach all applicable tax exemption certificates
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**SUMMARY OF CHARGES (Details on following pages)**

Service Term (Months): 60

**SUMMARY OF SERVICE CHARGES\***

Current Monthly Recurring Charges:	\$0.00
Current Trunk Services Monthly Recurring Charges:	\$0.00
<b>Total Current Monthly Recurring Charges (all Services):</b>	<b>\$0.00</b>
Change Monthly Recurring Charges:	\$5,287.02
Change Trunk Services Monthly Recurring Charges:	\$0.00
<b>Change Monthly Recurring Charges (all Services):</b>	<b>\$5,287.02</b>
Total Monthly Recurring Charges:	\$5,287.02
Total Trunk Services Monthly Recurring Charges:	\$0.00
<b>Total Monthly Recurring Charges (all Services):</b>	<b>\$5,287.02</b>

**SUMMARY OF STANDARD INSTALLATION FEES\***

Total Standard Installation Fees:	\$597.00
Total Trunk Services Standard Installation Fees:	\$0.00
<b>Total Standard Installation Fees (all Services):</b>	<b>\$597.00</b>

**SUMMARY OF CUSTOM INSTALLATION FEES\***

<b>Total Custom Installation Fee:</b>	<b>\$0.00</b>
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**SUMMARY OF MONTHLY EQUIPMENT FEES\***

Current Services Equipment Fee Monthly Recurring Charges:	\$0.00
Current Trunk Services Equipment Fee Monthly Recurring Charges:	\$0.00
<b>Current Equipment Fee Monthly Recurring Charges (All Services):</b>	<b>\$0.00</b>
Change Services Equipment Fee Monthly Recurring Charges:	\$0.00
Change Trunk Services Equipment Fee Monthly Recurring Charges:	\$0.00
<b>Change Equipment Fee Monthly Recurring Charges (All Services):</b>	<b>\$0.00</b>
Total Service Equipment Fee Monthly Recurring Charges	\$0.00
Total Trunk Service Equipment Fee Monthly Recurring Charges	\$0.00
<b>Total Equipment Fee Monthly Recurring Charges (All Services)</b>	<b>\$0.00</b>

\*Note: Charges identified in the Sales Order are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated). Please refer to your Comcast Enterprise Services Master Services Agreement (MSA) for specific detail regarding such charges. Customer shall pay Comcast one hundred percent (100%) of the non-amortized Custom Installation Fees prior to the installation of Service. The existence of Hazardous Materials at the Service Location or a change in installation due to an Engineering Review may result in changes to the Custom and/or Standard Installation Fees payable by Customer.

**GENERAL COMMENTS**

**AGREEMENT**

This Comcast Enterprise Services Sales Order Form ("Sales Order") shall be effective upon acceptance by Comcast. This Sales Order is made a part of the Comcast Enterprise Services Master Services Agreement, entered between Comcast and the undersigned and is subject to the Product Specific Attachment for the Service(s) ordered herein, located at <http://business.comcast.com/terms-conditions-ent>, (the "Agreement"). Unless otherwise indicated herein, capitalized words shall have the same meaning as in the Agreement.

By signing below, Customer acknowledges, agrees to and accepts the terms and conditions of this Sales Order.

CUSTOMER USE ONLY (by authorized representative)		COMCAST USE ONLY (by authorized representative)	
Signature:	Signature:	Sales Rep:	Raymond Hill
Name:	Name:	Sales Rep E-Mail:	raymond_hill@comcast.com
Title:	Title:	Region:	Seattle
Date:	Date:	Division:	West

**COMCAST ENTERPRISE SERVICES SALES ORDER FORM**  
SERVICES AND PRICING

Account Name: **Cowiltz 911 Public Authority**      Date: **9/8/2021**  
MSA ID#: **WA-23987983-RHIII**      SO ID#: **WA-23987983-RHIII-19048751**

Customer buying 1000MB EDI with DDoS and a 1000MB EPL that follows a diverse path.

Short Description of Service:

Service Term: **60 MONTHS**

PAGE 2 of 7

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Qty	Monthly	One-Time
001	New	Add	EDI - Network Interface - 10 Gig	Port	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$0.00	\$0.00
002	New	Add	EDI - Bandwidth	1000 Mbps	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$975.05	\$0.00
003	New	Add	Border Gateway Protocol	Setup	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$0.00	\$0.00
004	New	Add	DDoS Unlimited - Automatic	1000 Mbps	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$800.00	\$99.00
005	New	Add	Security Activation Fee	Setup	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$0.00	\$100.00
006	New	Add	ActiveCore Installation Fee	Setup	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$0.00	\$0.00
007	New	Add	Juniper Router M	Service	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$30.00	\$0.00
008	New	Add	HW - Router Service	Service	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$60.00	\$0.00
009	New	Add	HW - Router Activation Fee	Setup	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$0.00	\$0.00
010	New	Add	Mid Mkt Mgd Svcs - Mgd Router	Service	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$45.00	\$0.00
011	New	Add	Mid Mkt Mgd Svcs - Mgd Router Config Fee	Setup	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$0.00	\$0.00
012	-	-	-	-	-	-	-	-	\$0.00	\$0.00
013	New	Add	ActiveCore Installation Fee	Setup	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$0.00	\$0.00
014	New	Add	Juniper Router M	Service	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$30.00	\$0.00
015	New	Add	HW - Router Service	Service	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$60.00	\$0.00
016	New	Add	HW - Router Activation Fee	Setup	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$0.00	\$0.00
017	New	Add	Mid Mkt Mgd Svcs - Mgd Router	Service	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$45.00	\$0.00
018	New	Add	Mid Mkt Mgd Svcs - Mgd Router Config Fee	Setup	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$0.00	\$0.00
019	New	Add	Off-Net DIA - 312 SW 1ST AVE-Cowiltz 911 Pub	1000Mbps	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$301.95	\$0.00
020	New	Add	DDoS Unlimited - Automatic	1000 Mbps	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$800.00	\$99.00
021	New	Add	Security Activation Fee	Setup	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$0.00	\$100.00
022	-	-	-	-	-	-	-	-	\$0.00	\$0.00
023	New	Add	EDI - Network Interface - Gig E	Port	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$0.00	\$0.00
024	New	Add	EDI - Bandwidth	500 Mbps	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$700.05	\$0.00
025	New	Add	Border Gateway Protocol	Setup	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$0.00	\$0.00
026	New	Add	IP-v4 Static Address block /24 (254)	Static IP	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$200.00	\$0.00
027	New	Add	DDoS Unlimited - Automatic	500 Mbps	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$800.00	\$99.00
028	New	Add	Security Activation Fee	Setup	312 SW 1ST AVE-Cowiltz 911 Pub	-	Interstate	1	\$0.00	\$100.00
029	-	-	-	-	-	-	-	-	\$0.00	\$0.00
030	New	Add	Ethernet Network Interface - Gig E	Port	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$90.50	\$0.00
031	New	Add	Ethernet Network Interface - Gig E	Port	312 SW 1ST AVE-Cowiltz 911 Public	-	Interstate	1	\$90.50	\$0.00
032	New	Add	EPL - Basic Network Bandwidth	1000 Mbps	2790 OCEAN BEACH HWY-Cowiltz	-	Interstate	1	\$258.97	\$0.00
033	-	-	-	-	-	-	-	-	\$0.00	\$0.00
034	-	-	-	-	-	-	-	-	\$0.00	\$0.00
035	-	-	-	-	-	-	-	-	\$0.00	\$0.00
036	-	-	-	-	-	-	-	-	\$0.00	\$0.00
037	-	-	-	-	-	-	-	-	\$0.00	\$0.00
038	-	-	-	-	-	-	-	-	\$0.00	\$0.00
039	-	-	-	-	-	-	-	-	\$0.00	\$0.00
040	-	-	-	-	-	-	-	-	\$0.00	\$0.00
041	-	-	-	-	-	-	-	-	\$0.00	\$0.00
042	-	-	-	-	-	-	-	-	\$0.00	\$0.00
043	-	-	-	-	-	-	-	-	\$0.00	\$0.00
044	-	-	-	-	-	-	-	-	\$0.00	\$0.00
045	-	-	-	-	-	-	-	-	\$0.00	\$0.00
046	-	-	-	-	-	-	-	-	\$0.00	\$0.00
047	-	-	-	-	-	-	-	-	\$0.00	\$0.00
048	-	-	-	-	-	-	-	-	\$0.00	\$0.00
049	-	-	-	-	-	-	-	-	\$0.00	\$0.00
050	-	-	-	-	-	-	-	-	\$0.00	\$0.00
<b>PAGE 2 SUBTOTAL:</b>									<b>\$5,287.02</b>	<b>\$597.00</b>

\* Services Location Details attached      Charges are Exclusive of Equipment Fees



# COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICES AND PRICING

Account Name: Cowlitz 911 Public Authority

Date: 9/8/2021

MSA ID#: WA-23987983-RHill

SO ID#: WA-23987983-RHill-19048751

PAGE 3 of 7

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Qty	Monthly	One-Time
051	-	-	-	-	-	-	-	-	\$0.00	\$0.00
052	-	-	-	-	-	-	-	-	\$0.00	\$0.00
053	-	-	-	-	-	-	-	-	\$0.00	\$0.00
054	-	-	-	-	-	-	-	-	\$0.00	\$0.00
055	-	-	-	-	-	-	-	-	\$0.00	\$0.00
056	-	-	-	-	-	-	-	-	\$0.00	\$0.00
057	-	-	-	-	-	-	-	-	\$0.00	\$0.00
058	-	-	-	-	-	-	-	-	\$0.00	\$0.00
059	-	-	-	-	-	-	-	-	\$0.00	\$0.00
060	-	-	-	-	-	-	-	-	\$0.00	\$0.00
061	-	-	-	-	-	-	-	-	\$0.00	\$0.00
062	-	-	-	-	-	-	-	-	\$0.00	\$0.00
063	-	-	-	-	-	-	-	-	\$0.00	\$0.00
064	-	-	-	-	-	-	-	-	\$0.00	\$0.00
065	-	-	-	-	-	-	-	-	\$0.00	\$0.00
066	-	-	-	-	-	-	-	-	\$0.00	\$0.00
067	-	-	-	-	-	-	-	-	\$0.00	\$0.00
068	-	-	-	-	-	-	-	-	\$0.00	\$0.00
069	-	-	-	-	-	-	-	-	\$0.00	\$0.00
070	-	-	-	-	-	-	-	-	\$0.00	\$0.00
071	-	-	-	-	-	-	-	-	\$0.00	\$0.00
072	-	-	-	-	-	-	-	-	\$0.00	\$0.00
073	-	-	-	-	-	-	-	-	\$0.00	\$0.00
074	-	-	-	-	-	-	-	-	\$0.00	\$0.00
075	-	-	-	-	-	-	-	-	\$0.00	\$0.00
076	-	-	-	-	-	-	-	-	\$0.00	\$0.00
077	-	-	-	-	-	-	-	-	\$0.00	\$0.00
078	-	-	-	-	-	-	-	-	\$0.00	\$0.00
079	-	-	-	-	-	-	-	-	\$0.00	\$0.00
080	-	-	-	-	-	-	-	-	\$0.00	\$0.00
081	-	-	-	-	-	-	-	-	\$0.00	\$0.00
082	-	-	-	-	-	-	-	-	\$0.00	\$0.00
083	-	-	-	-	-	-	-	-	\$0.00	\$0.00
084	-	-	-	-	-	-	-	-	\$0.00	\$0.00
085	-	-	-	-	-	-	-	-	\$0.00	\$0.00
086	-	-	-	-	-	-	-	-	\$0.00	\$0.00
087	-	-	-	-	-	-	-	-	\$0.00	\$0.00
088	-	-	-	-	-	-	-	-	\$0.00	\$0.00
089	-	-	-	-	-	-	-	-	\$0.00	\$0.00
090	-	-	-	-	-	-	-	-	\$0.00	\$0.00
091	-	-	-	-	-	-	-	-	\$0.00	\$0.00
092	-	-	-	-	-	-	-	-	\$0.00	\$0.00
093	-	-	-	-	-	-	-	-	\$0.00	\$0.00
094	-	-	-	-	-	-	-	-	\$0.00	\$0.00
095	-	-	-	-	-	-	-	-	\$0.00	\$0.00
096	-	-	-	-	-	-	-	-	\$0.00	\$0.00
097	-	-	-	-	-	-	-	-	\$0.00	\$0.00
098	-	-	-	-	-	-	-	-	\$0.00	\$0.00
099	-	-	-	-	-	-	-	-	\$0.00	\$0.00
100	-	-	-	-	-	-	-	-	\$0.00	\$0.00
101	-	-	-	-	-	-	-	-	\$0.00	\$0.00
102	-	-	-	-	-	-	-	-	\$0.00	\$0.00
<b>PAGE 3 SUBTOTAL:</b>									\$0.00	\$0.00

\* Services Location Details attached Charges are Exclusive of Equipment Fees

**COMCAST ENTERPRISE SERVICES SALES ORDER FORM**  
SERVICES AND PRICING

Account Name:  Date:   
 MSA ID#:  SO ID#:

PAGE 4 of 7

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Qty	Monthly	One-Time	Solution Charges
103	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
104	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
105	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
106	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
107	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
108	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
109	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
110	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
111	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
112	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
113	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
114	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
115	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
116	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
117	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
118	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
119	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
120	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
121	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
122	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
123	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
124	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
125	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
126	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
127	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
128	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
129	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
130	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
131	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
132	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
133	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
134	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
135	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
136	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
137	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
138	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
139	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
140	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
141	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
142	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
143	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
144	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
145	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
146	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
147	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
148	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
149	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
150	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
151	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
152	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
153	-	-	-	-	-	-	-	-	\$0.00	\$0.00	\$0.00
<b>PAGE 4 SUBTOTAL:</b>										\$0.00	\$0.00

\* Services Location Details attached Charges are Exclusive of Equipment Fees



COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICE LOCATION DETAIL INFORMATION

Date: 08/2021 MSA ID#: WA-23987983-RHill Address 1: WA-23987983-RHill Address 2: WA-23987983-RHill SO ID#: WA-23987983-RHill-19048751 Account Name: Cowiltz 911 Public Authority

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Table with columns: Line, Location Name/Site ID, Address 1, Address 2, City, State, Zip Code, Incremental Equipment Fee, Technical/Local Contact Name, Technical/Local Contact Phone #, Technical/Local Contact Email, Technical Contact On Site (Yes/No). Rows 1-5 contain data for various sites in WA, including addresses like 2790 OCEAN BEACH HWY and 312 SW 1ST AVE.



**Remote Work Policy**

Effective Date: 02/23/2022

**1.0 Policy**

This policy is to serve as guidelines and procedures for all Cowlitz 911 employees working from a location other than Cowlitz 911 Communications Center. Cowlitz 911 will consider working remotely as a privilege and not a right of employees.

**2.0 Procedures****a. General Expectations**

- Employees need to have explicit permission from their supervisor before working a partial shift, full shift, or multiple shifts remotely. Permission to work remotely will be given based upon the nature of the work, current work situation, and other factors on a case-by-case basis.
- An employee will also need explicit permission from their supervisor if they are going to be working a flex schedule outside of their normal workday hours. The employee should then also communicate to other key members of their team if this is the case.
- In the case that the employee works remotely due to an on-call or urgent issue, explicit permission may not need to be attained prior to working, however the employee should communicate with supervisor as soon as practicable.
- During their regular working hours, employees need to be readily available for communication (by Zoom, phone, email, and/or Microsoft Teams IM) and are expected to respond within 1 hour (unless they are in a meeting or have some other work-related circumstances).
- During their regular working hours, employees are expected to be working on Cowlitz 911 business, as if they were working from the Comm Center. If asked, employees are expected to explain or provide proof of work.
- Supervisors are expected to check-in with their employees at least once per working day while they are working remotely.
- If an employee is ill, they will not be expected or allowed to work remotely unless they feel like they are fully capable of meeting minimum expectations of their workload and role.

**b. Technology, Security and Confidentiality**

- Any documents or hard copies containing sensitive data should not be taken out of the Comm Center unless absolutely necessary. In the case that such documents do leave the premises, it is the employees' responsibility to maintain possession of the documents and ensure that it remains confidential until the document can be returned to the Comm Center.
- Employees are expected to take precautions and to follow all directions of the IT staff to ensure the security and confidentiality of Cowlitz 911 data.
- Some basic expectations include: using the Cowlitz 911 VPN, using

password-protections on all equipment, including anytime you step away from your devices, using multifactor authentication as provided, and keeping any screens protected from view from anyone outside of the organization.

- Employees are expected to follow all legal requirements regarding the privacy of privileged data or documents.

**c. Compensation**

- No changes will be made to an employee's base compensation if they work remotely, regardless of their location.
- Overtime eligible employees will be expected to carefully track and record working time.

**d. Consequences**

- Failure to follow this policy while working remotely may result in discipline and/or the possibility of not being allowed to work remotely again in the future.

SIGNED:

ATTEST:

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Chair of the Board, Brad Thurman

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Acting Clerk of the Board, Briana Harvill

## LEGAL SERVICES AGREEMENT

THIS AGREEMENT is entered into, by, and between COWLITZ 911 PUBLIC AUTHORITY (“Cowlitz 911”), and FRANK F. RANDOLPH d.b.a. Randolph Law Firm, licensed attorney in the State of Washington (“Attorney”).

### RECITALS

Cowlitz 911 desires to contract for legal services for matters of a routine nature in order to encourage the Board of Directors, Executive Director and authorized staff to utilize the services of the Attorney as an effective means of risk management. Cowlitz 911 warrants that its execution of this Agreement is lawful and within its power.

NOW THEREFORE, IT IS AGREED:

#### I. ASSIGNMENT AND SCOPE OF SERVICES.

Cowlitz 911’s officials responsible for giving the Attorney work assignments are: the Chair of the Board of Directors (“Chair”), the Executive Director and the Clerk of the Board of Directors (“Clerk”). Additionally, a majority of the Board of Directors may give direct assignments to the Attorney if such direction is given during a meeting of the Board of Directors.

The Attorney shall be principally responsible for performing all legal work for Cowlitz 911, except (a) as set forth in Section III, or (b) in those instances in which the Chair or Executive Director assigns legal work to other specialized attorneys. The following list of duties is illustrative of the services to be performed by the Attorney, but is not necessarily inclusive of all duties:

#### **Retainer Items.**

1. **Legal Documents.** The Attorney shall review all minutes, Board resolutions, governing documents, contracts, interlocal agreements, legal correspondence, other legal documents as requested by Cowlitz 911. The Attorney shall also draft such documents as requested by Cowlitz 911. Cowlitz 911 shall forward all proposed draft ordinances, contracts, resolutions and interlocal agreements to the Attorney to approve as to form.

2. **Advisory Duties.** The Attorney may advise the Chairman, Board of Directors members, Executive Director and staff members with regard to legal matters relating to their respective duties being performed by Cowlitz 911 and will provide such legal services as a means of reducing the risk, when possible, of legal claims resulting from Cowlitz 911’s actions. This includes providing advice on procedural issues relating to conducting open meetings, executive sessions or other Authority business, as well as regulations, ordinances, laws or contracts impacting Cowlitz 911’s business or decision making.

The Attorney shall inform Cowlitz 911 if a requested task is outside of the Attorney's legal competence and help locate, if desired, suitable counsel for the subject matter.

3. **Board Meetings.** The Attorney will attend all Board meetings including preparation and travel to said meetings, unless excused by the Chair or Executive Director. Preparation for meetings includes the review and drafting of resolutions, review of any contracts, leases, inter-local agreements pertaining to operation of the Authority, any legal research on issues before the Board and as requested by the Executive Director.

4. **Authority Staff Meetings.** The Attorney shall attend work or study sessions of the Board, committee meetings or any other type of meeting on an as-needed basis, including meetings with other government agencies on matters involving Cowlitz 911, if requested by the Chair or Executive Director.

5. **Initial Court Filings.** The Attorney may prepare and file an initial filing of legal issues with the courts, as directed by the Chair or Executive Director.

6. **Other Services.** The Attorney will provide or recommend such other legal services as are necessary and appropriate in order to provide Cowlitz 911 with adequate legal representation.

**Additional Services – Outside of Retainer.**

1. **Court Proceedings Commence by Authority.** The Attorney may represent Cowlitz 911 in civil lawsuits and other contested proceedings commenced by Cowlitz 911.

2. **Court Proceedings Naming Authority as Defendant.** The Attorney may represent Cowlitz 911 in lawsuits and other contested proceedings in which Cowlitz 911 is named as a defendant, or provide representation for Cowlitz 911 in pursuing any insurance benefits or seeking defense representation for claims believed to be covered by insurance.

**II. LOCATION, TIME FRAME OF SERVICES.**

1. **Location.** The Attorney shall provide services at designated locations as directed by the Chair or Executive Director. Other basic services may be provided by the Attorney, or their staff or designee (if acceptable to the Chair or Executive Director), from the Attorney's office. Expenses for travel outside of Cowlitz County shall be as agreed between the parties, and, except in an emergency, shall not be incurred by the Attorney without prior approval.

2. **Time Frame.** The Attorney shall make every effort to perform the duties requested by the Chairman or the Executive Director in the time frame requested or as expeditiously as possible. The Attorney agrees to keep Cowlitz 911 informed of the status of any assignment and provide a date as to when the work is anticipated to be completed.

**III. EXCLUDED SERVICES.**

Unless otherwise mutually agreed, the Attorney's services do not include:

1. Representing or advising Authority employees where the interest of Cowlitz 911 employee may conflict with that of Cowlitz 911.
2. Providing legal services where Cowlitz 911 has insurance coverage that provides for legal services and Cowlitz 911 has tendered the defense to the insurance carrier. Provided, however, the Attorney shall monitor the lawsuit on behalf of Cowlitz 911, if so requested, and may be retained by Cowlitz 911's insurance provider to provide legal services, or may pursue claims against Cowlitz 911's insurance company as needed to ensure Cowlitz 911's rights under the contract of insurance provided.

#### **IV. CONFLICT OF INTEREST.**

The Attorney provides services to other clients in their independent legal practice. The Attorney shall not perform such services to other clients where a conflict of interest or ethical violation, as defined in the Washington State Bar rules of Professional Conduct, may exist. The Attorney warrants that their execution and delivery of this Agreement does not conflict with any obligation of Attorney to their current or former client as of the date of this Agreement.

Should a future legal conflict of interest arise between Cowlitz 911 and an existing client of the Attorney, the Attorney shall promptly notify Cowlitz 911 of the conflict. If desired, and to the extent it is ethical, Attorney shall assist Cowlitz 911 promptly to find alternate, suitable, legal counsel.

#### **V. COMPENSATION.**

1. Cowlitz 911 shall pay Attorney at the rate of \$200.00 per hour. The Attorney shall not exceed 40 hours per month, unless previously agreed by Cowlitz 911. The Attorney shall invoice Cowlitz 911 during the first week of each month for the work performed as of the date of the billing. Cowlitz 911 shall pay the Attorney's invoice promptly, and in no case later than 30 days from the invoice date.

2. Attorney's actual direct expenses incurred for any routine work for Cowlitz 911 shall be reimbursed at actual cost. Examples of direct costs including copying costs, mailing and postage fees, hiring of subcontractors or other attorneys as approved in advance by Cowlitz 911, and other reasonable costs.

3. As appropriate, Cowlitz 911 shall issue the Attorney a federal 1099 form.

Attorney's federal tax identification number is 487-54-5055 (**confidential**).  
Attorney's mailing address is PO Box 457, Longview, WA 98632.  
Attorney's phone number is (360) 749-2287.  
Attorney's email address is [ffrlaw@comcast.net](mailto:ffrlaw@comcast.net).

Cowlitz 911's federal tax identification number is: 83-0748618  
Cowlitz 911's mailing address is: 312 SW 1<sup>st</sup> Ave, Kelso, WA 98626  
Cowlitz 911's phone number is: (360) 577-3179  
Cowlitz 911's email address is: [fairr@co.cowlitz.wa.us](mailto:fairr@co.cowlitz.wa.us)

4. In event it becomes necessary to commence or defend hearings, litigation or appeals in connection with this representation, Authority shall reimburse Attorney for all litigation connected expenses, including filing fees, deposition expenses, expert fees, and such other out of pocket costs normally and reasonably incurred in such matters.

## **VI. TERM OF AGREEMENT.**

This Agreement is for a term of two years: April 1, 2020 through March 31, 2022.

1. At the option of Cowlitz 911, the Agreement may be extended for one two-year period, upon the same terms contained herein, provided that Attorney shall be entitled to an increase in their hourly fee of an additional \$5/hour or as otherwise agreed by the parties.
2. This Agreement may be terminated by either party by giving 30 days' notice to the other party. Any earned compensation or expenses appropriate under this Agreement will be paid for services rendered during the notice period, but will be authorized thereafter upon express agreement of Cowlitz 911. The Attorney agrees to cooperate in the transferring of all Cowlitz 911 files and records and provide a copy of all pending attorney files to Cowlitz 911 upon completion of services.
3. Upon termination of this Agreement, the Attorney shall not be entitled to severance pay or continued compensation other than for ongoing services the Attorney and Cowlitz 911 have agreed will extend beyond the effective termination date.

## **VII. EQUIPMENT AND OTHER RESOURCES.**

The Attorney shall obtain their own cellular phone, computer, office equipment and access to electronic legal research services as needed to perform the legal services contemplated in this Agreement.

## **VIII. PROFESSIONAL LIABILITY INSURANCE.**

During the term of this Agreement, and any extensions thereof, the Attorney shall secure and maintain a policy of comprehensive professional liability insurance provided by an insurance company licensed to do business in the State of Washington. Said policy shall have limits of not less than \$1,000,000.

## **IX. INDEMNITY.**

Cowlitz 911 shall defend, indemnify and hold Attorney harmless from any and all claims arising out of the good faith performance of the Attorney's duties for services provided within the scope of the Agreement, within the confines of applicable ethical rules and in compliance with existing law. Indemnity will not be provided for acts performed outside the scope of the Attorney's requested services, or for any acts of misconduct or violations of existing law.

#### **X. CONFIDENTIALITY.**

Attorney agrees to keep all of the information provided by Authority in the context of this Agreement confidential for the term of this Agreement and thereafter, unless the attorney-client privilege is specifically waived, in writing, by an individual authorized by Cowlitz 911 to waive this privilege. This applies to all information and communications, including electronic communications, unless available to the public through a public records request and otherwise not subject to a specific exemption or as ordered by a court of competent jurisdiction.

#### **XI. MAINTENANCE OF AUTHORITY RECORDS AND FILES.**

Any work-related products, such as letters, plans, spreadsheets, databases, or the like, that are developed during the term of this Agreement for Cowlitz 911 by the Attorney shall be deemed to be owned jointly by the Attorney and Cowlitz 911. The Attorney will keep Cowlitz 911 adequately advised of all legal matters by providing copies of all letters or correspondence, plans or proposals written on Cowlitz 911's behalf to the Clerk of the Board or Executive Director, as agreed by the parties. All copies of correspondence received by the Attorney relating to Authority business will be routinely forwarded to the Clerk of the Board or Executive Director upon receipt. A copy of all documents prepared by the Attorney, but not previously provided, or when duplicates are needed, shall be delivered to Cowlitz 911 upon request.

#### **XII. QUALIFICATIONS.**

Throughout the term of this Agreement, the Attorney shall be an attorney licensed by the State of Washington and a member in good standing of the Washington State Bar.

#### **XIII. INDEPENDENT CONTRACTOR STATUS.**

The Attorney is an independent contractor and is not an employee of Cowlitz 911. The Attorney is responsible for paying his own federal income tax withholding and other taxes, fees or other charges imposed by law upon independent contractors from the compensation paid to him by Cowlitz 911. The Attorney is not entitled to any benefits such as sick leave, vacation, unemployment insurance, worker's compensation, PERS, overtime, compensatory time or any other benefit not specifically addressed and provided for in this Agreement.

#### **XIV. NON-EXCLUSIVE CONTRACT.**

This is a non-exclusive contract. Cowlitz 911 reserves the right to appoint additional attorneys, to contract for a new Attorney in the future, or to terminate this Agreement as provided

herein, at Cowlitz 911's sole discretion. Nothing in this Agreement shall guarantee renewal of this Agreement, and, in the event of a future renewal, the parties reserve the right to renegotiate all provisions. Likewise, Attorney reserves the right to perform legal duties for other clients, provided that there is no conflict of interest with Cowlitz 911.

**XV. ENTIRE AGREEMENT.**

This Agreement incorporates the entire Agreement between the parties with regard to the legal work to be performed on behalf of Cowlitz 911, and the rates to be charged therefore.

Dated this 22<sup>nd</sup> day of April, 2020.


**COWLITZ 911 PUBLIC AUTHORITY**

**ATTORNEY**

  
\_\_\_\_\_  
JOE GARDNER, Chair

  
\_\_\_\_\_  
FRANK F. RANDOLPH  
d.b.a. Randolph Law Firm

**ATTEST:**

  
\_\_\_\_\_  
RACHAEL FAIR, Clerk of the Board

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**COVID CONTROL POLICY**

Effective Date: 12/01/2020

Amended Date: 02/15/2022

**1. POLICY**

In recognition of the evolving impact of the coronavirus (COVID-19) outbreak and the impact on staffing levels, COWLITZ 911 has updated its COVID Control Policy. This policy will remain in effect until such time COWLITZ 911 Management deems necessary in addressing both the health risk to the center as well as the critical need for staffing

**2. PROCEDURES****a. Expectations for Quarantine and Isolation for Dispatchers**

Dispatchers will be expected to reach out to their manager and/or HR as soon as they have known COVID symptoms or have had close contact (as defined by the CDC) with a person who has tested positive for COVID.

**Under normal staffing circumstances**

Dispatchers will be expected to follow CDC guidelines for quarantine and isolation.

**Under strained or urgent staffing circumstances**

Management will determine quarantine circumstances on a case-by-case basis.

**b. Expectations for Quarantine and Isolation for Admin/Management Staff**

In order to better protect mission critical dispatchers, administrative and management staff will follow all current CDC guidelines for quarantine and isolation. When needed, the option to work from home will be considered.

**c. General Expectations of ALL Employees**

- Before coming into work notify your supervisor or HR if you have COVID-19 symptoms (as defined by CDC) or have known exposure to COVID-19.
- Stay home if you are sick or have any symptoms not known to be caused by another reason (i.e. allergies, medical condition, etc.).
- All persons entering the Comm Center will take their temperature and at the north door and record that they did so. If you have a temperature over 100.4 leave the building and notify your supervisor or HR immediately for direction.
- Regularly throughout the day wash hands with soap and water and/or use hand sanitizer.

- Avoid touching your nose, mouth, and eyes.
- Cover your coughs and sneezes with a tissue or the inside of your elbow.
- Disinfect work area, equipment and other high volume touch points regularly
- Practice social distancing of 6 feet, including in common areas or hallways
- Employees who have been exposed or potentially exposed have the right to confidentiality when medically practical. Management will only share information on a need to know basis, for the safety of the center, its employees, and needed COVID-19 contact tracing. If there are questions or concerns surrounding confidentiality, please contact HR.
- All employees should wear a mask when in common areas of the center and away from their personal work space.

**d. Additional Measures to be taken by COWLITZ 911**

- Only essential people are allowed into building and required to take their temperature and wear masks while in the Center and interacting with Cowlitz 911 employees.
- Additional cleaning and disinfecting work spaces and common areas by individual employees. Disinfection wipes will be provided by Cowlitz 911 for this purpose
- Management will provide additional PPE (personal protective equipment) and cleaning supplies based on job duties and working area

SIGNED:

ATTEST:

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Chair of the Board, Brad Thurman

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Acting Clerk of the Board, Briana Harvill



Motorola Solutions, Inc.  
500 W. Monroe Street  
Chicago, IL 60661

February 21, 2022  
Cowlitz 9-1-1 Public Authority  
Attention: Deanna Wells  
312 SW FIRST  
AVE Kelso, WA  
98626

RE: Proposal for CallWorks Emergency Call Handling System – Geo Diverse Hardware Refresh

Dear Deanna,


Motorola Solutions, Inc. (Motorola Solutions) appreciates the opportunity to provide the Cowlitz 9-1-1 Public Authority quality communications equipment and services. Motorola Solutions' project team has taken great care to propose a solution to address your needs and provide exceptional value.

Motorola Solutions is pleased to provide you a proposal for ten CallStation Call Handling licenses, one CallStation Training position license, and two Wallboard licenses (6 Full licenses and 7 limited/dark use licenses), and two CallStation Call Handling licenses (2 limited/dark use licenses). Motorola Solutions is excited to assist the Cowlitz 9-1-1 Public Authority with this endeavor. This package consists of all the requirements specifically outlined in our conversations, along with optional features.

Motorola Solutions' CallWorks NG9-1-1 solution is tackling some of the toughest dilemmas by pioneering the consolidation of Next-Generation 9-1-1 call handling into an integrated solution to simplify your operations. Motorola Solutions' NG9-1-1 architecture provides a robust, cost-effective system with implementation, maintenance and support that is exceptional in the industry.

Motorola Solutions' proposal is subject to terms and conditions of the Motorola Solutions Communications System and Services Agreement (CSSA), including the Maintenance, Support and Services Addendum that will be provided with our firm proposal. Motorola will be pleased to address any concerns the Cowlitz 9-1-1 Public Authority may have regarding the proposal. Should you have any questions or inquiries please contact your Motorola Solutions Representative, Cassel McWaters at 303-330-5507 or via email at [cassel.mcwaters@motorolasolutions.com](mailto:cassel.mcwaters@motorolasolutions.com).

We thank you for the opportunity to furnish Cowlitz 9-1-1 Public Authority with "best in class" solutions and we hope to strengthen our relationship in implementing this project. Our goal is to provide you with the best solutions and services available in the industry.

Best regards,  
  
Larsen Grabenkort

Area Sales Manager  
Enclosure

SECTION 5

# PRICING SUMMARY

CallWorks Hardware Refresh Pricing Summary		
	LIST PRICE	OFFER PRICE
Hardware and Software	\$411,406.00	\$162,746.30
Professional Services (Project Management, System Engineering, Staging, System Installation, Training, Testing, System Activation and Cutover, 24 Hour Post-Cut On-Site Support)	\$151,789.96	\$148,307.71
<b>Base System Total:</b>	<b>\$563,195.96</b>	<b>\$311,054.01</b>

5 Year System Maintenance (Year-to-Year)		
Year 1 - Software and On-Site Support, Hardware Warranty	<i>was 17 year</i>	\$66,887.71
Year 2 - Software and On-Site Support, Extended Hardware Warranty		\$72,929.42
Year 3 - Software and On-Site Support, Extended Hardware Warranty		\$74,752.66
Year 4 - Software and On-Site Support, Extended Hardware Warranty		\$76,621.47
Year 5 - Software and On-Site Support, Extended Hardware Warranty		\$78,537.01

*42% reduction  
2.5% escal  
2.5%  
2.5%*

*average  
4.5% escalator*

\* Quote is valid for 90 days from the date of this proposal.

