

# Cowlitz 911 Public Authority Board of Directors

## Meeting Agenda

Wednesday June 21, 2023 @ 10:00 AM

Hybrid – Cowlitz 911 & Zoom

**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. 04/19/23**

**Recommended Action:** A motion to approve the meeting minutes from 04/19/23

**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>
Payroll 04/20/23	529-563	\$142,130.38
Payroll 05/05/23	599-632	\$114,924.36
Payroll 05/19/23	664-697	\$120,060.31
Payroll 06/05/23	714-747	\$120,487.38
Claims 04/21/23	570	\$68,197.50
Claims 04/28/23	574-586	\$51,936.31
Claims 05/12/23	640-662	\$148,573.50
Claims 05/26/23	700-712	\$122,211.29
Claims 06/01/23	750-751	\$179,079.83
Claims 06/06/23	763	\$2,000.00
<b>TOTAL</b>		<b>\$ 1,069,600.86</b>

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

**6. Financial Report for May 2023- No action needed**

**7. Approval of a New Non-Represented Position: Operations Manager and salary range**

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

**A.** LAW TAC Update

**B.** FIRE TAC Update

**C.** USER FEE Update

**9. Director's Report**

**A.** Staffing Update

**B.** Climate and Culture

**C.** Facility Update

**D.** Radio Update

- 10. Old Business**
- 11. Executive Session**
- 12. Adjournment**

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday April 19, 2023 @ 10:00 AM

Hybrid – EOC & ZOOM

### Attendance

**Board Members:** Ruth Kendall; Kristina Swanson; Robert Huhta (alternate, voting); Brad Thurman; Andy Hamilton; Alan Headley; Bill LeMonds; Jim Kelly

**Staff:** John Diamond; Frank Randolph (general counsel); Rachael Young; Briana Harvill; Jerry Jensen; Don Turrentine; Deanna Wells

**Guests:** Troy Brightbill, Darr Kirk; Marisa Hutchenson; Sammy Brown; Charlie Worley; Brandon Poff

**Board Members Absent and No Alternate:** Rick Dahl

### 1. Call to Order and Introductions

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

### 2. Approval of the Agenda

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

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

### 3. Approval of Meeting Minutes

#### A. 03/15/2023

**Recommended Action:** A motion to approve the meeting minutes from 03/15/23

Kendall noticed a typo in the minutes. Young to correct.

Kendall made a motion to approve the amended meeting minutes from 03/15/23. Kelly 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 had comment.

### 5. Payables:

**The following transactions are approved as presented**

Payroll 03/20/23	374-408	\$119,755.18
Payroll 04/05/23	438-472	\$124,309.57
Claims 03/24/23	413-436	\$96,841.64
Claims 04/14/23	3490-524	\$348,111.93
TOTAL		\$ 689,018.32

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

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

### 6. Financial Report for March 2023- No action needed

Young presented the financials.

### 7. Board Comments/Board Committee Reports

A. LAW TAC Update: No update. No meeting since last one.

- B. FIRE TAC Update: Poff gave an update. Uptick in respond and stage. No action at this point. Pulse Point update given by Poff and Brown. Koreis has been sending out emails for onboarding and each agency starting to put in some data. On schedule.
- C. User Fee Committee: Meeting to occur on April 27<sup>th</sup>. Should have a draft formula to present to the board.

**8. Director's Report**

- A. **Staffing Update:** 18 dispatchers, one on leave, 1 trainee progressing well. Actively looking to hire. 2 interviews next week and 1 waiting to be scheduled. 7 Non-Represented staff. Last week was Telecommunicator week. Appreciate the agencies that came in and showed up. Awards for the week: Gibbs- Dispatcher of the year and call taker of the year. Schaefer- trainer of the year. Perry- dedicated dispatcher of the year.
- B. **Climate and Culture:** Facebook is up and running. Briana has been doing a great job. Made some posts. Staff has suggested having the ability to allow comments. Staff will bring an amended policy to allow comments back to the board. Diamond and Martin went to a healthy dispatcher training.
- C. **Facility Update:** Meeting Friday with Patriots Owner and our Architects. Intend to complete the certificate of substantial completion. CRP team started install last week.
- D. **Radio Update:** Issues on County. Swapped out a GTR repeater. Young and Wells working on the grant. Abernathy and Davis microwave issues. Abernathy will get replaced when the snow is gone. Waiting on Davis until we get the grant money.

**9. Old Business:** None

**10. Executive Session: RCW 42.30.110(1)(g) Performance of a Public Employee**

The board entered executive session 10:39 am for 10 minutes and will return at 10:49. Board returned at 10:49. No decisions were made.

Following the Executive session Thurman entertained a motion to approve a step increase for Diamond, who received a successful performance review by the board. Headley made the motion to approve the pay increase for Executive Director Diamond. Hamilton seconded; all in favor, motion carried.

**11. Adjournment:**

Headley made a motion to cancel the May 17<sup>th</sup> meeting due to staff being out of town for state meetings, with the option to schedule a special meeting if something emergent arises. Kendall seconded; all in favor, motion carried. Meeting was adjourned at 10:50

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Brad Thurman, Board Chair

Attest:

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Rachael Young, Clerk of the Board

## CHECK REGISTER

Cowlitz 911

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04/20/2023 To: 06/06/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
555	04/20/2023	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	27,263.49	941 Deposit for Pay Cycle(s) 04/20/2023 - 04/20/2023
624	05/05/2023	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	19,104.69	941 Deposit for Pay Cycle(s) 05/05/2023 - 05/05/2023
689	05/19/2023	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	20,379.79	941 Deposit for Pay Cycle(s) 05/19/2023 - 05/19/2023
739	06/05/2023	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	20,189.23	941 Deposit for Pay Cycle(s) 06/05/2023 - 06/05/2023
548	04/20/2023	Payroll	1	12383		3,382.37	
556	04/20/2023	Payroll	1	12384	KAISER PERMANENTE MEMBERSHIP ADMIN	2,660.74	Pay Cycle(s) 04/20/2023 To 04/20/2023 - MEDICAL-KAISER
557	04/20/2023	Payroll	1	12385	WASHINGTON STATE DEPT OF RETIREMENT	15,144.55	Pay Cycle(s) 04/20/2023 To 04/20/2023 - PERS2; Pay Cycle(s) 04/20/2023 To 04/20/2023 - PERS3
558	04/20/2023	Payroll	1	12386	WCIF	9,855.12	Pay Cycle(s) 04/20/2023 To 04/20/2023 - MEDICAL-WCIF; Pay Cycle(s) 04/20/2023 To 04/20/2023 - LIFE INS BUYUP; Pay Cycle(s) 04/20/2023 To 04/20/2023 - LTD BUYUP; Pay Cycle(s) 04/20/2023 To 04/20/2023 -
570	04/21/2023	Claims	1	12387	PATRIOT CONSTRUCTION LLC	68,197.50	INV: 26
574	04/28/2023	Claims	1	12388	ADCOMM ENGINEERING LLC	21,658.87	INV:16346
575	04/28/2023	Claims	1	12389	CENTURYLINK	1,110.05	INV: 360-423-7510556B; INV: 206-Z20-0449 994B
576	04/28/2023	Claims	1	12390	COWLITZ 911 - PETTY CASH	42.05	INV: PC041123
577	04/28/2023	Claims	1	12391	COWLITZ COUNTY PURCHASING	186.23	INV: 204-2023
578	04/28/2023	Claims	1	12392	COWLITZ PUD	758.09	INV: 4671145 0523; INV: 4737086 0523; INV: 4745063 0523; INV: 5156128 0523
579	04/28/2023	Claims	1	12393	DENALI HEATING & AIR CONDITIONING LLC	443.62	INV: S21868
580	04/28/2023	Claims	1	12394	BRIANA HARVILL	277.80	INV: 2023-HARVILLSHRMLAS
581	04/28/2023	Claims	1	12395	KEYS PLUS INC	12.16	INV: 16330
582	04/28/2023	Claims	1	12396	MINUTEMAN PRESS	159.70	INV: 46246
583	04/28/2023	Claims	1	12397	MORE POWER TECHNOLOGY-NONPROJECT	1,233.48	INV: 14851
584	04/28/2023	Claims	1	12398	POINT MONITOR	2,075.52	INV: 93397; INV: 93396
585	04/28/2023	Claims	1	12399	RICE FERGUS MILLER	23,953.74	INV: 201809.02-037
586	04/28/2023	Claims	1	12400	WASHINGTON STATE DEPT OF RETIREMENT	25.00	INV: 1557101
618	05/05/2023	Payroll	1	12401		2,246.23	
625	05/05/2023	Payroll	1	12402	KAISER PERMANENTE MEMBERSHIP ADMIN	2,660.78	Pay Cycle(s) 05/05/2023 To 05/05/2023 - MEDICAL-KAISER
626	05/05/2023	Payroll	1	12403	WASHINGTON STATE DEPT OF RETIREMENT	13,627.69	Pay Cycle(s) 05/05/2023 To 05/05/2023 - PERS2; Pay Cycle(s) 05/05/2023 To 05/05/2023 - PERS3

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
627	05/05/2023	Payroll	1	12404	WCIF	9,786.30	Pay Cycle(s) 05/05/2023 To 05/05/2023 - MEDICAL-WCIF; Pay Cycle(s) 05/05/2023 To 05/05/2023 - LIFE INS BUYUP; Pay Cycle(s) 05/05/2023 To 05/05/2023 - LTD BUYUP; Pay Cycle(s) 05/05/2023 To 05/05/2023 -
640	05/12/2023	Claims	1	12405	AT&T MOBILITY LLC	243.35	INV: 287315187389X04272023
641	05/12/2023	Claims	1	12406	CITY OF LONGVIEW	1,010.74	INV: 2914
642	05/12/2023	Claims	1	12407	COLUMBIA RIVER PUD	339.44	INV: 64779-0523
643	05/12/2023	Claims	1	12408	TECHNALYTIX COMPASS LANE INC	648.54	INV: 113748
644	05/12/2023	Claims	1	12409	COWLITZ 911 - PETTY CASH	227.94	INV: PC050423
645	05/12/2023	Claims	1	12410	COWLITZ COUNTY LEASE PAYMENT	15,193.83	INV: 2023-01-9110523
646	05/12/2023	Claims	1	12411	CUMMINS SALES AND SERVICE	4,259.28	INV: 05-41095; INV: 05-88576; INV: 05-90707RET; INV: 05-88576RET; INV: 05-41095RET
647	05/12/2023	Claims	1	12412	CVE	44,062.32	INV: 52-46367
648	05/12/2023	Claims	1	12413	DAY WIRELESS	5,871.55	INV: INV770084
649	05/12/2023	Claims	1	12414	DENALI HEATING & AIR CONDITIONING LLC	1,611.45	INV: s-21938; INV: S-21952; INV: S-21868
650	05/12/2023	Claims	1	12415	GOODSTEIN LAW GROUP PLLC	3,658.00	INV: 1202303
651	05/12/2023	Claims	1	12416	IAED/ PRIORITY DISPATCH	55.00	INV: SIN336188
652	05/12/2023	Claims	1	12417	KEYS PLUS INC	7.03	INV: 16365
653	05/12/2023	Claims	1	12418	LANGUAGE LINE SVCS INC	63.42	INV: 10990877
654	05/12/2023	Claims	1	12419	LEVEL 3 COMMUNICATIONS, LLC	1,324.50	INV: 640196022
655	05/12/2023	Claims	1	12420	LOWES	406.13	INV: 99005722378 0523
656	05/12/2023	Claims	1	12421	MORE POWER TECHNOLOGY-NONPROJECT	11,678.64	INV: 14926; INV: 14921
657	05/12/2023	Claims	1	12422	MOTOROLA SOLUTIONS	20,843.03	INV: 1162366080
658	05/12/2023	Claims	1	12423	PATRIOT CONSTRUCTION LLC	36,525.22	INV: 27
659	05/12/2023	Claims	1	12424	REHN AND ASSOCIATES -AP	22.50	INV: 12598
660	05/12/2023	Claims	1	12425	T-MOBILE USA INC	39.83	INV: 986172236
661	05/12/2023	Claims	1	12426	TOSHIBA AMERICA BUSINESS SOLUTIONS	286.32	INV: 5024956404
662	05/12/2023	Claims	1	12427	WALTER E NELSON COMPANY	195.44	INV: 1786967
682	05/19/2023	Payroll	1	12428		2,841.80	
690	05/19/2023	Payroll	1	12429	KAISER PERMANENTE MEMBERSHIP ADMIN	2,660.74	Pay Cycle(s) 05/19/2023 To 05/19/2023 - MEDICAL-KAISER
691	05/19/2023	Payroll	1	12430	WASHINGTON STATE DEPT OF RETIREMENT	14,150.21	Pay Cycle(s) 05/19/2023 To 05/19/2023 - PERS2; Pay Cycle(s) 05/19/2023 To 05/19/2023 - PERS3
692	05/19/2023	Payroll	1	12431	WCIF	9,792.59	Pay Cycle(s) 05/19/2023 To 05/19/2023 - MEDICAL-WCIF; Pay Cycle(s) 05/19/2023 To 05/19/2023 - LIFE INS BUYUP; Pay Cycle(s) 05/19/2023 To 05/19/2023 - LTD BUYUP; Pay Cycle(s) 05/19/2023 To 05/19/2023 -
700	05/26/2023	Claims	1	12432	ABLE ZEBRA COMMUNICATIONS LLC	509.70	INV: 3050
701	05/26/2023	Claims	1	12433	CENTURYLINK	555.99	INV: 3604237510556B0523
702	05/26/2023	Claims	1	12434	COWLITZ COUNTY PURCHASING	201.30	INV: 255-2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
703	05/26/2023	Claims	1	12435	COWLITZ PUD	1,086.74	INV: 5162399; INV: 47450630523; INV: 5156128 0623
704	05/26/2023	Claims	1	12436	CVE	2,034.27	INV: 52-46464
705	05/26/2023	Claims	1	12437	CWCOG	461.00	INV: 2023-026
706	05/26/2023	Claims	1	12438	MOTOROLA SOLUTIONS	67,724.00	INV: 1187091812
707	05/26/2023	Claims	1	12439	NORMAN G. KREHBIEL	9,100.00	INV: NK0423; INV:NK0523
708	05/26/2023	Claims	1	12440	PRIORITY DISPATCH	7,704.00	INV: SIN339077
709	05/26/2023	Claims	1	12441	RICE FERGUS MILLER	17,134.62	INV: 2018095.02-038
710	05/26/2023	Claims	1	12442	US BANK	14,119.69	INV: 44847345500128100523
711	05/26/2023	Claims	1	12443	VERIZON WIRELESS	518.98	INV: 9933830707
712	05/26/2023	Claims	1	12444	WCIF	1,061.00	INV: 107225
733	06/05/2023	Payroll	1	12445		2,995.86	
740	06/05/2023	Payroll	1	12446	KAISER PERMANENTE MEMBERSHIP ADMIN	2,661.09	Pay Cycle(s) 06/05/2023 To 06/05/2023 - MEDICAL-KAISER
741	06/05/2023	Payroll	1	12447	WASHINGTON STATE DEPT OF RETIREMENT	14,428.04	Pay Cycle(s) 06/05/2023 To 06/05/2023 - PERS2; Pay Cycle(s) 06/05/2023 To 06/05/2023 - PERS3
742	06/05/2023	Payroll	1	12448	WCIF	9,800.75	Pay Cycle(s) 06/05/2023 To 06/05/2023 - MEDICAL-WCIF; Pay Cycle(s) 06/05/2023 To 06/05/2023 - LIFE INS BUYUP; Pay Cycle(s) 06/05/2023 To 06/05/2023 - LTD BUYUP; Pay Cycle(s) 06/05/2023 To 06/05/2023 -
763	06/06/2023	Claims	1	12449	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV: 23-30R
529	04/20/2023	Payroll	2	EFT		2,751.39	
530	04/20/2023	Payroll	2	EFT		2,169.40	
531	04/20/2023	Payroll	2	EFT		1,986.54	
532	04/20/2023	Payroll	2	EFT		3,986.06	
533	04/20/2023	Payroll	2	EFT		3,398.41	
534	04/20/2023	Payroll	2	EFT		2,145.39	
535	04/20/2023	Payroll	2	EFT		2,516.70	
536	04/20/2023	Payroll	2	EFT		2,136.37	
537	04/20/2023	Payroll	2	EFT		1,824.75	
538	04/20/2023	Payroll	2	EFT		2,053.78	
539	04/20/2023	Payroll	2	EFT		2,556.12	
540	04/20/2023	Payroll	2	EFT		2,647.10	
541	04/20/2023	Payroll	2	EFT		2,592.84	
542	04/20/2023	Payroll	2	EFT		1,829.66	
543	04/20/2023	Payroll	2	EFT		2,305.65	
544	04/20/2023	Payroll	2	EFT		2,009.49	
545	04/20/2023	Payroll	2	EFT			
546	04/20/2023	Payroll	2	EFT		2,514.48	
547	04/20/2023	Payroll	2	EFT		2,726.43	
549	04/20/2023	Payroll	2	EFT		2,209.49	
550	04/20/2023	Payroll	2	EFT		2,206.30	
551	04/20/2023	Payroll	2	EFT		4,095.82	
552	04/20/2023	Payroll	2	EFT		3,256.92	
553	04/20/2023	Payroll	2	EFT		12,301.47	
554	04/20/2023	Payroll	2	EFT		2,529.35	
559	04/20/2023	Payroll	2	EFT	CAPSCO	52.50	Pay Cycle(s) 04/20/2023 To 04/20/2023 - ASSN FEE

## CHECK REGISTER

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Time: 12:51:54 Date: 06/15/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
560	04/20/2023	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	375.00	Pay Cycle(s) 04/20/2023 To 04/20/2023 - UNION DUES; Pay Cycle(s) 04/20/2023 To 04/20/2023 - INITIATION FEE
561	04/20/2023	Payroll	2	EFT	HRA VEBA	10,050.00	Pay Cycle(s) 04/20/2023 To 04/20/2023 - VEBA
562	04/20/2023	Payroll	2	EFT	ONE AMERICA	1,794.62	Pay Cycle(s) 04/20/2023 To 04/20/2023 - DEF COMP
563	04/20/2023	Payroll	2	EFT	REHN AND ASSOCIATES	802.08	Pay Cycle(s) 04/20/2023 To 04/20/2023 - HSA
599	05/05/2023	Payroll	2	EFT		2,515.46	
600	05/05/2023	Payroll	2	EFT		1,509.30	
601	05/05/2023	Payroll	2	EFT		1,701.11	
602	05/05/2023	Payroll	2	EFT		3,991.49	
603	05/05/2023	Payroll	2	EFT		2,412.51	
604	05/05/2023	Payroll	2	EFT		2,542.35	
605	05/05/2023	Payroll	2	EFT		2,420.91	
606	05/05/2023	Payroll	2	EFT		2,136.85	
607	05/05/2023	Payroll	2	EFT		1,944.06	
608	05/05/2023	Payroll	2	EFT		2,092.60	
609	05/05/2023	Payroll	2	EFT		2,556.65	
610	05/05/2023	Payroll	2	EFT		2,580.78	
611	05/05/2023	Payroll	2	EFT		1,974.32	
612	05/05/2023	Payroll	2	EFT		1,832.06	
613	05/05/2023	Payroll	2	EFT		2,021.55	
614	05/05/2023	Payroll	2	EFT		1,890.62	
615	05/05/2023	Payroll	2	EFT			
616	05/05/2023	Payroll	2	EFT		2,260.44	
617	05/05/2023	Payroll	2	EFT		2,217.22	
619	05/05/2023	Payroll	2	EFT		2,197.33	
620	05/05/2023	Payroll	2	EFT		1,936.59	
621	05/05/2023	Payroll	2	EFT		4,095.81	
622	05/05/2023	Payroll	2	EFT		3,256.89	
623	05/05/2023	Payroll	2	EFT		2,641.29	
628	05/05/2023	Payroll	2	EFT	CAPSCO	52.50	Pay Cycle(s) 05/05/2023 To 05/05/2023 - ASSN FEE
629	05/05/2023	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	355.00	Pay Cycle(s) 05/05/2023 To 05/05/2023 - UNION DUES; Pay Cycle(s) 05/05/2023 To 05/05/2023 - INITIATION FEE
630	05/05/2023	Payroll	2	EFT	HRA VEBA	9,275.00	Pay Cycle(s) 05/05/2023 To 05/05/2023 - VEBA
631	05/05/2023	Payroll	2	EFT	ONE AMERICA	2,285.90	Pay Cycle(s) 05/05/2023 To 05/05/2023 - DEF COMP; Pay Cycle(s) 05/05/2023 To 05/05/2023 - DEF COMP- AFTER TAX
632	05/05/2023	Payroll	2	EFT	REHN AND ASSOCIATES	802.08	Pay Cycle(s) 05/05/2023 To 05/05/2023 - HSA
664	05/19/2023	Payroll	2	EFT		3,178.97	
665	05/19/2023	Payroll	2	EFT		1,510.48	
666	05/19/2023	Payroll	2	EFT		1,705.43	
667	05/19/2023	Payroll	2	EFT		3,992.28	
668	05/19/2023	Payroll	2	EFT		2,412.12	
669	05/19/2023	Payroll	2	EFT		2,663.43	
670	05/19/2023	Payroll	2	EFT		2,393.87	
671	05/19/2023	Payroll	2	EFT		2,136.36	
672	05/19/2023	Payroll	2	EFT		1,825.19	
673	05/19/2023	Payroll	2	EFT		2,163.30	

# CHECK REGISTER

Cowlitz 911

Time: 12:51:54 Date: 06/15/2023

04/20/2023 To: 06/06/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
674	05/19/2023	Payroll	2	EFT		2,555.86	
675	05/19/2023	Payroll	2	EFT		2,843.84	
676	05/19/2023	Payroll	2	EFT		2,059.64	
677	05/19/2023	Payroll	2	EFT		1,832.06	
678	05/19/2023	Payroll	2	EFT		2,069.78	
679	05/19/2023	Payroll	2	EFT		1,888.27	
680	05/19/2023	Payroll	2	EFT		2,260.99	
681	05/19/2023	Payroll	2	EFT		2,214.86	
683	05/19/2023	Payroll	2	EFT		2,197.34	
684	05/19/2023	Payroll	2	EFT		2,016.14	
685	05/19/2023	Payroll	2	EFT		4,096.40	
686	05/19/2023	Payroll	2	EFT		3,257.70	
687	05/19/2023	Payroll	2	EFT		2,642.86	
688	05/19/2023	Payroll	2	EFT		1,513.85	PFML- NO HOURS FOR APRIL
693	05/19/2023	Payroll	2	EFT	CAPSCO	55.00	Pay Cycle(s) 05/19/2023 To 05/19/2023 - ASSN FEE
694	05/19/2023	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	375.00	Pay Cycle(s) 05/19/2023 To 05/19/2023 - UNION DUES; Pay Cycle(s) 05/19/2023 To 05/19/2023 - INITIATION FEE
695	05/19/2023	Payroll	2	EFT	HRA VEBA	9,275.00	Pay Cycle(s) 05/19/2023 To 05/19/2023 - VEBA
696	05/19/2023	Payroll	2	EFT	ONE AMERICA	2,297.08	Pay Cycle(s) 05/19/2023 To 05/19/2023 - DEF COMP; Pay Cycle(s) 05/19/2023 To 05/19/2023 - DEF COMP- AFTER TAX
697	05/19/2023	Payroll	2	EFT	REHN AND ASSOCIATES	802.08	Pay Cycle(s) 05/19/2023 To 05/19/2023 - HSA
714	06/05/2023	Payroll	2	EFT		1,961.62	
715	06/05/2023	Payroll	2	EFT		1,510.48	
716	06/05/2023	Payroll	2	EFT		1,705.43	
717	06/05/2023	Payroll	2	EFT		3,991.89	
718	06/05/2023	Payroll	2	EFT		2,413.69	
719	06/05/2023	Payroll	2	EFT		2,166.75	
720	06/05/2023	Payroll	2	EFT		2,387.63	
721	06/05/2023	Payroll	2	EFT		2,136.36	
722	06/05/2023	Payroll	2	EFT		1,997.17	
723	06/05/2023	Payroll	2	EFT		2,158.34	
724	06/05/2023	Payroll	2	EFT		2,555.86	
725	06/05/2023	Payroll	2	EFT		2,460.34	
726	06/05/2023	Payroll	2	EFT		1,978.64	
727	06/05/2023	Payroll	2	EFT		1,832.06	
728	06/05/2023	Payroll	2	EFT		2,225.42	
729	06/05/2023	Payroll	2	EFT		1,890.62	
730	06/05/2023	Payroll	2	EFT		3,209.50	
731	06/05/2023	Payroll	2	EFT		2,257.06	
732	06/05/2023	Payroll	2	EFT		2,664.94	
734	06/05/2023	Payroll	2	EFT		2,197.33	
735	06/05/2023	Payroll	2	EFT		1,935.71	
736	06/05/2023	Payroll	2	EFT		4,095.81	
737	06/05/2023	Payroll	2	EFT		3,257.31	
738	06/05/2023	Payroll	2	EFT		2,634.52	
743	06/05/2023	Payroll	2	EFT	CAPSCO	55.00	Pay Cycle(s) 06/05/2023 To 06/05/2023 - ASSN FEE
744	06/05/2023	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	375.00	Pay Cycle(s) 06/05/2023 To 06/05/2023 - UNION DUES; Pay Cycle(s) 06/05/2023 To 06/05/2023 - INITIATION FEE

# CHECK REGISTER

Cowlitz 911

Time: 12:51:54 Date: 06/15/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
745	06/05/2023	Payroll	2	EFT	HRA VEBA	9,275.00	Pay Cycle(s) 06/05/2023 To 06/05/2023 - VEBA
746	06/05/2023	Payroll	2	EFT	ONE AMERICA	2,280.85	Pay Cycle(s) 06/05/2023 To 06/05/2023 - DEF COMP; Pay Cycle(s) 06/05/2023 To 06/05/2023 - DEF COMP- AFTER TAX
747	06/05/2023	Payroll	2	EFT	REHN AND ASSOCIATES	802.08	Pay Cycle(s) 06/05/2023 To 06/05/2023 - HSA
750	06/01/2023	Claims	3	EFT	US BANK ( BOND PAYMENT)	42,354.83	SEMI ANNUAL INTEREST PAYMENT ON SERIES 2020B BOND (JUNE 2023)
751	06/01/2023	Claims	3	EFT	US BANK ( BOND PAYMENT)	136,725.00	SEMI ANNUAL INTEREST PAYMENT ON SERIES 2020A BOND (JUNE 2023)
						621,979.37	
						20,843.03	
						13,596.45	
						179,079.83	
						234,102.18	
						1,069,600.86	Claims: 571,998.43 Payroll: 497,602.43

**CERTIFICATION:**

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

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

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$\_\_\_\_\_, and we approve payment with our signatures below.

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

# TRANSACTION JOURNAL

Cowlitz 911

Time: 12:53:49 Date: 06/15/2023

04/14/2023 To: 06/06/2023

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
518	04/14/2023	04/30/2023	1	12376	Claims		US BANK	14,908.50	INV: 4484-7345-5001-2810
	528	10 40 425			LODGING		001 OPERATIONS	315.43	DIAMOND: FAIRFIELD- HEALTHY DISPATCHER TRAINING- 03/30/23- DIAMOND
	528	10 40 425			LODGING		001 OPERATIONS	124.26	DIAMOND: BEST WESTERN- HEALTHY DISPATCHER TRAINING- 04/03- DIAMOND
	528	10 40 425			LODGING		001 OPERATIONS	365.07	HARVILL: FRAUDULENT CHARGE- NEEDS TO BE REFUNDED
	528	10 30 302			EMPLOYEE APPRECIAT		001 OPERATIONS	363.22	HARVILL: PROGRAPHYX- TELEWEEK AWARD PLAQUES
	528	10 30 302			EMPLOYEE APPRECIAT		001 OPERATIONS	30.24	HARVILL: AMAZON: RECOGNITION CARDS TELEWEEK
	528	10 40 425			LODGING		001 OPERATIONS	323.70	HARVILL: FAIRFIELD- HEALTHY DISPATCHER TRAINING- 03/30/23 - MOSES LAKE
	528	10 40 408			TUITION & REGISTRAT		001 OPERATIONS	121.00	HARVILL: APCO- ANNA LAUDENSCHLAGER- CTO- ONLINE
	528	10 30 302			EMPLOYEE APPRECIAT		001 OPERATIONS	19.99	HARVILL: FRED MEYER- MEALS FOR TELEWEEK
	528	10 30 302			EMPLOYEE APPRECIAT		001 OPERATIONS	136.06	HARVILL: COSTCO- MEALS FOR TELEWEEK
	528	10 30 302			EMPLOYEE APPRECIAT		001 OPERATIONS	19.45	HARVILL: AMAZON: TELEWEEK BAGS
	528	10 30 302			EMPLOYEE APPRECIAT		001 OPERATIONS	9.73	HARVILL: AMAZON: TELEWEEK BAGS
	528	10 30 301			TRAINING MATERIALS		001 OPERATIONS	27.00	HARVILL: AMAZON: LEADERSHIP BOOK
	594	28 60 301			MISC- CAPITAL OUTL		300 PROJECT FUND	329.71	STARR: JHKELLY- MATERIAL FOR NEW FACILITY
	528	10 30 304			FUEL/GAS FACILITY		001 OPERATIONS	120.01	STARR: SAFEWAY- GAS FOR LAWN MOWER
	594	28 60 301			MISC- CAPITAL OUTL		300 PROJECT FUND	72.05	STARR: HOME DEPOT- BENCHES
	594	28 60 301			MISC- CAPITAL OUTL		300 PROJECT FUND	95.11	TURRENTINE: DELL POWEREDGE R740
	594	28 60 301			MISC- CAPITAL OUTL		300 PROJECT FUND	30.24	TURRENTINE: AMAZON: 4 GTEK CABLES
	594	28 60 301			MISC- CAPITAL OUTL		300 PROJECT FUND	533.07	TURRENTINE: AMAZON: CABLES
	594	28 60 301			MISC- CAPITAL OUTL		300 PROJECT FUND	194.32	TURRENTINE: AMAZON: CABLES
	594	28 60 301			MISC- CAPITAL OUTL		300 PROJECT FUND	61.57	TURRENTINE: EBAY HARD DRIVE
	594	28 60 301			MISC- CAPITAL OUTL		300 PROJECT FUND	14.00	TURRENTINE: EBAY HARD DRIVE
	528	10 40 409			AIRFARE		001 OPERATIONS	362.90	TURRENTINE: ALASKA AIRLINES: FLIGHT TO ORLANDO- MOTOROLA SUMMIT- 4/10-4/14
	528	10 40 414			TECHNOLOGY & SOFT		001 OPERATIONS	2.99	TURRENTINE: APPLE: STORAGE
	528	10 40 414			TECHNOLOGY & SOFT		001 OPERATIONS	30.00	TURRENTINE: DUO- MONTHLY COST

# TRANSACTION JOURNAL

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt #		Amount	Memo
						InterFund #	Vendor		
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			449.70	TURRENTINE: FS- OPTICAL NETWORKING EQUIPMENT
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			50.27	TURRENTINE: AMAZON: LAPTOP CHARGERS
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			187.88	TURRENTINE: AMAZON: APC RACK MOUNT
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			1,681.96	TURRENTINE: AMAZON: APC RACK MOUNT X 4
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			1,727.84	YOUNG: AMAZON: INSTANT ETHERNET PORT
	528 10 40 404	TELEPHONE		001	OPERATIONS			386.13	YOUNG: COMCAST: FEB 24-MAR 23
	528 10 40 415	MEMBERSHIPS DUES /		001	OPERATIONS			1,600.00	YOUNG: NENA: ANNUAL SUBSCRIPTION
	528 10 40 410	CAR RENTAL		001	OPERATIONS			131.84	YOUNG: ENTERPRISE- EDWARDS RENTAL CAR- LABOR RELATIONS INSTITUTE- MAY 2022
	528 30 40 003	PUD - ELECTRICITY		003	RADIO OPERATIONS			330.55	YOUNG: COLUMBIA RIVER PUD: 2/6/23-3/06/23
	528 10 40 408	TUITION & REGISTRAT		001	OPERATIONS			1,995.00	YOUNG: SHRM- ANNUAL CONFERENCE 2023 REGISTRATION
	528 10 40 404	TELEPHONE		001	OPERATIONS			560.03	YOUNG: CENTURYLINK 556B- MAR 13 2023
	528 10 40 404	TELEPHONE		001	OPERATIONS			556.60	YOUNG: CENTURYLINK 994B- FEB 20 2023
	528 10 40 404	TELEPHONE		001	OPERATIONS			25.47	YOUNG: COMCAST MAR 2- APR 1 2023
	528 10 40 414	TECHNOLOGY & SOFT		001	OPERATIONS			1,086.41	YOUNG: ESRI: ANNUAL COST 5/6/23-5/5/24
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS			437.70	YOUNG: AMAZON: PERSONNEL FOLDERS FOR HARVILL
710	05/26/2023	05/31/2023	1	12442	Claims		US BANK	14,119.69	INV: 44847345500128100523
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			75.12	DIAMOND: UHAUL TRANSFERING TECH EQUIPMENT
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			267.80	DIAMOND: WALMART: WHITE BOARDS NEW CENTER
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			68.56	DIAMOND: WALMART: WHITE BOARDS NEW CENTER
	528 10 40 414	TECHNOLOGY & SOFT		001	OPERATIONS			259.55	DIAMOND: ADOBE: ANNUAL MEMBERSHIP
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			54.08	DIAMOND: LOWES: BLINK MINI 1 CAMERA
	528 10 30 302	EMPLOYEE APPRECIAT		001	OPERATIONS			21.75	HARVILL: DUTCH BROS: TELEWEEK
	528 10 30 302	EMPLOYEE APPRECIAT		001	OPERATIONS			25.26	HARVILL: STARBUCKS: TELEWEEK

# TRANSACTION JOURNAL

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt #		Amount	Memo
						InterFund #	Vendor		
	528 10 30	302 EMPLOYEE APPRECIAT		001	OPERATIONS			77.88	HARVILL: DQ: TELEWEEK
	528 10 30	302 EMPLOYEE APPRECIAT		001	OPERATIONS			70.32	HARVILL: FIESTA BONITA: TELEWEEK
	528 10 30	302 EMPLOYEE APPRECIAT		001	OPERATIONS			70.32	HARVILL: FIESTA BONITA: TELEWEEK
	528 10 40	405 MEALS		001	OPERATIONS			15.79	HARVILL: CHICKFILA: SOUTH SOUND 911 RECRUITING EVENT
	528 10 30	302 EMPLOYEE APPRECIAT		001	OPERATIONS			250.37	HARVILL: HOP N GRAPE: TELEWEEK
	528 10 40	425 LODGING		001	OPERATIONS			136.69	HARVILL: HOLIDAY INN: SOUTH SOUND 911
	528 10 40	425 LODGING		001	OPERATIONS			225.63	HARVILL: SHRM: LODGING, LAS VEGAS JUNE 11-14
	528 10 40	425 LODGING		001	OPERATIONS			-365.07	HARVILL: CREDIT FOR WHAT WAS BELIEVED TO BE A FRAUDULENT
	594 28 60	301 MISC- CAPITAL OUTL/		300	PROJECT FUND			238.40	HARVILL: AMAZON: MINI FRIDGE FOR ED OFFICE
	528 10 40	425 LODGING		001	OPERATIONS			365.07	HARVILL: CHARGE BACK TO THE CARD AS IT WAS NOT FRAUD- WELLS HOTEL ROOM- NO SHOW FEE
	594 28 60	301 MISC- CAPITAL OUTL/		300	PROJECT FUND			44.28	HARVILL: AMAZON: 4 WARNING VIDEO AND AUDIO SURVEILLANCE SIGNS
	528 10 30	303 SMALL TOOLS AND M		001	OPERATIONS			75.73	STARR: HARBOR FREIGHT: HAND TRUCK
	594 28 60	301 MISC- CAPITAL OUTL/		300	PROJECT FUND			10.00	STARR: SAFEWAY: GAS FOR UHUAL
	528 10 30	304 FUEL/GAS FACILITY		001	OPERATIONS			84.00	STARR: SAFEWAY: GAS FOR LAWN MOWER
	594 28 60	301 MISC- CAPITAL OUTL/		300	PROJECT FUND			258.60	STARR: JHKELLY: SHEAR MATERIAL
	528 10 30	304 FUEL/GAS FACILITY		001	OPERATIONS			77.00	STARR: SAFEWAY: GAS FOR LAWN MOWER
	594 28 60	301 MISC- CAPITAL OUTL/		300	PROJECT FUND			257.32	TURRENTINE: PDUWHIPS: POWER ADAPTERS FOR NEW SERVERS
	594 28 60	301 MISC- CAPITAL OUTL/		300	PROJECT FUND			324.59	TURRENTINE: EBAY: EQUIP FOR NEW IGN AT OB
	528 10 40	425 LODGING		001	OPERATIONS			625.52	TURRENTINE: MARRIOT: ORLANDO- MOTOROLA SUMMIT- APR 10-APR 13- JENSEN
	528 10 40	425 LODGING		001	OPERATIONS			625.52	TURRENTINE: MARRIOT: ORLANDO- MOTOROLA SUMMIT- APR 10-APR 13- TURRENTINE WITH PARKING
	528 10 40	407 PARKING TAXI SHUTTI		001	OPERATIONS			40.00	TURRENTINE: MARRIOT: ORLANDO- MOTOROLA SUMMIT- APR 10-APR 13- TURRENTINE WITH PARKING
	594 28 60	301 MISC- CAPITAL OUTL/		300	PROJECT FUND			1,726.34	TURRENTINE: DELL: PRECISION SMALL FORM FACTOR WORK STATION

# TRANSACTION JOURNAL

Cowlitz 911

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund # Vendor	Amount	Memo
	594 28 60 301	MISC- CAPITAL OUTL	300		PROJECT FUND		162.29	TURRENTINE: EBAY: ROUTER FOR OB
	528 10 40 414	TECHNOLOGY & SOFT	001		OPERATIONS		2.99	TURRENTINE: APPLE: STORAGE
	528 10 40 414	TECHNOLOGY & SOFT	001		OPERATIONS		155.68	TURRENTINE: GODADDY: 1 YEAR RENEWAL
	528 10 40 414	TECHNOLOGY & SOFT	001		OPERATIONS		30.00	TURRENTIN: DUO: MONTHLY
	594 28 60 301	MISC- CAPITAL OUTL	300		PROJECT FUND		644.87	TURRENTINE: WALMART: TVS FOR NEW CENTER
	594 28 60 301	MISC- CAPITAL OUTL	300		PROJECT FUND		1,581.88	TURRENTINE: WALMART: TVS FOR NEW CENTER
	594 28 60 301	MISC- CAPITAL OUTL	300		PROJECT FUND		1,592.70	TURRENTINE: WALMART: TVS FOR NEW CENTER
	594 28 60 301	MISC- CAPITAL OUTL	300		PROJECT FUND		809.33	TURRENTINE: WALMART: TVS FOR NEW CENTER
	594 28 60 301	MISC- CAPITAL OUTL	300		PROJECT FUND		570.42	TURRENTINE: AMAZON: CABLING FOR NEW DISPATCH STATIONS
	528 10 40 415	MEMBERSHIPS DUES /	001		OPERATIONS		75.00	YOUNG: WFOA: ANNUAL MEMBERSHIP
	528 10 40 404	TELEPHONE	001		OPERATIONS		556.60	YOUNG: CENTURYLINK 994B
	528 10 40 404	TELEPHONE	001		OPERATIONS		243.72	YOUNG: AT&T FEB 20-MAR 19
	528 10 30 300	OFFICE SUPPLIES	001		OPERATIONS		17.30	YOUNG: AMAZON: HIGHLIGHTERS
	528 10 40 404	TELEPHONE	001		OPERATIONS		386.13	YOUNG: COMCAST: MAR 24- APR 23
	528 10 40 404	TELEPHONE	001		OPERATIONS		25.47	YOUNG: COMCAST: APR 2- MAY 1
	528 10 30 300	OFFICE SUPPLIES	001		OPERATIONS		19.95	YOUNG: AMAZON: DISHSOAP AND CLOROX WIPES
	594 28 60 301	MISC- CAPITAL OUTL	300		PROJECT FUND		25.00	YOUNG: CITY OF LONGVIEW: WATER PAST DUE CHARGES FROM PATRIOT
	528 10 30 300	OFFICE SUPPLIES	001		OPERATIONS		18.36	YOUNG: AMAZON: DISHSOAP AND CLOROX WIPES
	528 10 30 300	OFFICE SUPPLIES	001		OPERATIONS		114.21	YOUNG: AMAZON: CLEANING SUPPLIES
	528 10 40 400	PROFESSIONAL & COI	001		OPERATIONS		5.00	YOUNG: BUSINESS LICENSE RENEWAL
	528 10 40 400	PROFESSIONAL & COI	001		OPERATIONS		0.13	YOUNG: BUSINESS LICENSE RENEWAL
	528 10 40 404	TELEPHONE	001		OPERATIONS		386.16	YOUNG: COMCAST: APR 24-MAY 23
	528 10 40 414	TECHNOLOGY & SOFT	001		OPERATIONS		150.00	YOUNG: ARIN: ANNUAL MEMBERSHIP
	528 10 40 427	REPAIRS AND MAINTE	001		OPERATIONS		128.14	YOUNG: CITY OF LONGVIEW: WATER BILL
	528 10 40 404	TELEPHONE	001		OPERATIONS		25.47	YOUNG: COMCAST: MAY 2- JUN 1
	528 10 40 427	REPAIRS AND MAINTE	001		OPERATIONS		120.46	YOUNG: CITY OF LONGVIEW: WATER BILL
	528 10 30 300	OFFICE SUPPLIES	001		OPERATIONS		133.60	YOUNG: SIERRA SPRINGS: APRIL 2023
	528 10 30 300	OFFICE SUPPLIES	001		OPERATIONS		132.41	YOUNG: SIERRA SPRINGS: MAY 2023
713	05/30/2023	05/31/2023	1		Tr Rec	518 US BANK	557.52	US BANK Q1 NASPO EARNINGS

# TRANSACTION JOURNAL

Cowlitz 911

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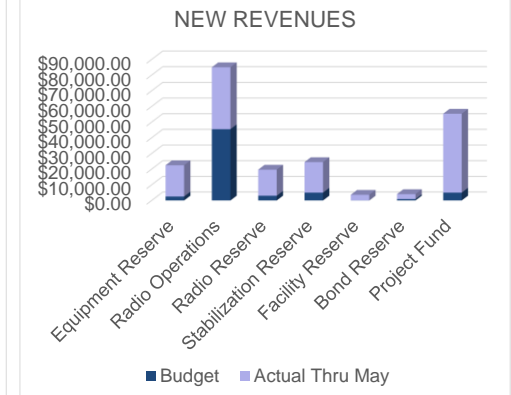
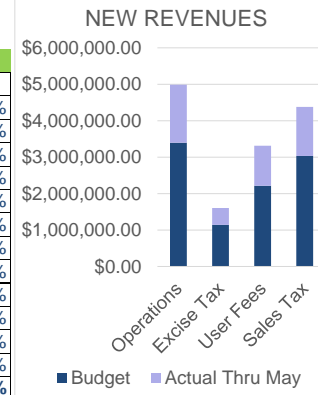
Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund # Vendor	Amount	Memo
	369 91	10 000	MISC REVENUE		001	OPERATIONS	557.52	US BANK Q1 NASPO EARNINGS
		Records Printed:	3			Adjustments:	0.00	
						Beginning Balance:	0.00	
						Revenues:	557.52	
						Warrant Expenditures:	29,028.19	
						Non Warrant Expenditures:	0.00	
						Interfund Transfers:	0.00	
						Redemptions:	0.00	
						Deposits:	0.00	
						Withdrawals:	0.00	
						Stop Payments:	0.00	

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 OPERATIONS	0.00	0.00	557.52	14,558.34	0.00	0.00	0.00	0.00
003 RADIO OPERATIONS	0.00	0.00	0.00	330.55	0.00	0.00	0.00	0.00
300 PROJECT FUND	0.00	0.00	0.00	14,139.30	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>557.52</u>	<u>29,028.19</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# Monthly Financial Report Thru May 31st 2023

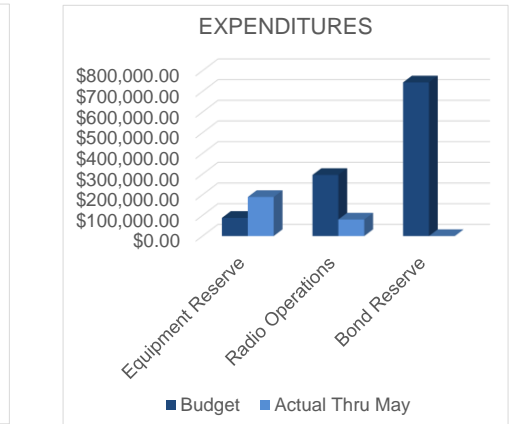
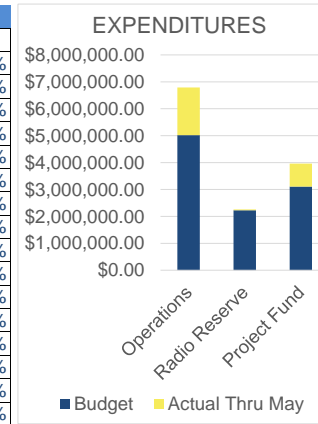
**BUDGETED BEGINNING FUND BALANCE FOR ALL FUNDS** \$11,187,432.42  
**ACTUAL BEGINNING FUND BALANCE FOR ALL FUNDS** \$12,999,398.82

NEW REVENUES				
FUND	Budget	Actual Thru May	Remaining to collect	%Remaining
<b>Operations</b>	\$3,394,762.52	\$1,593,043.86	\$1,801,718.66	53%
<i>Excise Tax</i>	\$1,141,015.14	\$463,427.64	\$677,587.50	59%
<i>User Fees</i>	\$2,215,061.38	\$1,100,037.24	\$1,115,024.14	50%
<i>Other</i>	\$38,686.00	\$29,578.98	\$9,107.02	24%
<b>Equipment Reserve</b>	\$2,500.00	\$19,964.72	-\$17,464.72	-699%
<b>Radio Operations</b>	\$45,485.05	\$39,517.11	\$5,967.94	13%
<b>Radio Reserve</b>	\$3,000.00	\$16,653.26	-\$13,653.26	-455%
<b>Sales Tax</b>	\$3,031,837.08	\$1,346,892.84	\$1,684,944.24	56%
<b>Stabilization Reserve</b>	\$5,000.00	\$19,470.22	-\$14,470.22	-289%
<b>Facility Reserve</b>	\$60.00	\$3,551.54	-\$3,491.54	-5819%
<b>Bond Reserve</b>	\$867.09	\$3,174.52	-\$2,307.43	-266%
<b>Project Fund</b>	\$5,000.00	\$50,356.84	-\$45,356.84	-907%
<b>TOTAL REVENUES</b>	<b>\$6,488,511.74</b>	<b>\$3,092,624.91</b>	<b>\$3,395,886.83</b>	<b>52%</b>



**BUDGETED ENDING FUND BALANCE FOR ALL FUNDS** \$6,196,993.32

EXPENSES				
FUND	Budget	Actual Thru May	Remaining to Spend	%Remaining
<b>Operations</b>	\$5,018,630.56	\$1,770,021.91	\$3,248,608.65	65%
<i>Salaries Wages &amp; Benefits</i>	\$3,915,480.69	\$1,349,176.97	\$2,566,303.72	66%
<i>Travel/Training</i>	\$43,804.79	\$17,773.74	\$26,031.05	59%
<i>Prof. and Contracted Services</i>	\$230,605.02	\$21,603.51	\$209,001.51	91%
<i>Tech and Software Maint.</i>	\$149,520.01	\$126,864.24	\$22,655.77	15%
<i>Land/Lord Tenant</i>	\$98,785.73	\$83,185.85	\$15,599.88	16%
<i>Other</i>	\$580,434.32	\$171,417.60	\$409,016.72	70%
<b>Equipment Reserve</b>	\$88,085.39	\$188,967.73	-\$100,882.34	-115%
<b>Radio Operations</b>	\$295,525.13	\$80,099.94	\$215,425.19	73%
<b>Radio Reserve</b>	\$2,224,756.73	\$33,827.19	\$2,190,929.54	98%
<b>Sales Tax</b>	\$0.00	\$0.00	\$0.00	0%
<b>Stabilization Reserve</b>	\$0.00	\$0.00	\$0.00	0%
<b>Facility Reserve</b>	\$0.00	\$0.00	\$0.00	0%
<b>Bond Reserve</b>	\$743,159.60	\$0.00	\$743,159.60	100%
<b>Project Fund</b>	\$3,108,793.41	\$852,393.70	\$2,256,399.71	73%
<b>TOTAL EXPENDITURES</b>	<b>\$11,478,950.82</b>	<b>\$2,925,310.47</b>	<b>\$8,553,640.35</b>	<b>75%</b>



Internal Transfers							
	BUDGETED T/IN	BUDGETED T/O	YTD T/IN	YTD T/O	Remaining T/IN	Remaining T/O	% Remaining
Operations	\$2,600,000.00		\$1,083,333.35		\$1,516,666.65		58%
Equipment Reserve	\$586,811.00		\$244,504.60		\$342,306.40		58%
Radio Operations	\$207,000.00		\$86,250.00		\$120,750.00		58%
Radio Reserve	\$794,403.00		\$331,001.41		\$463,401.59		58%
Stabilization Reserve	\$215,595.13		\$89,831.30		\$125,763.83		58%
Facility Reserve	\$200,000.00		\$83,333.35		\$116,666.65		58%
Bond Reserve	\$743,159.60		\$309,649.80		\$433,509.80		58%
Sales Tax		\$4,345,565.73		\$1,810,652.40		\$2,534,913.33	58%
Operations		\$1,001,403.00		\$417,251.41		\$584,151.59	58%
<b>TOTAL TRANSFERS</b>	<b>\$5,346,968.73</b>	<b>\$5,346,968.73</b>	<b>\$2,227,903.81</b>	<b>\$2,227,903.81</b>	<b>\$3,119,064.92</b>	<b>\$3,119,064.92</b>	<b>58%</b>



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## 9-1-1 Operations Manager

Spotlight Preferred

Jefferson County Communications Center Authority

Jefferson County, Colorado, United States (On-Site)

30+ days ago

Apply Now



### Description

**Pay Range: \$112,000 - \$132,000**

Accepting applications until further notice.

Jeffcom is a communications center serving as the lifeline between emergency services and the community in Jefferson County. Jeffcom works with local fire, police and emergency medical service providers to dispatch the appropriate emergency responders, as well as to provide support for public safety education.

The Operations Manager is responsible for coordinating, planning, managing, and administering the Jeffcom Consolidated Emergency Communications Center operations section as assigned – Police Dispatch, Fire Dispatch, or Call-Taking – a variety of supervisory and administrative duties, and implementing policies and procedures necessary for the protection of life, health, safety, welfare, and property of persons. Works with other managers to ensure that emergency, non-emergency and administrative calls for service are answered quickly and appropriately and police, fire, and/or ambulance units are dispatched expeditiously 24 hours per day.

**\*Applicants that are disqualified from the process may reapply no sooner than 1 year from the date of the disqualification.**

Jeffcom 911 is an equal employment opportunity employer.

### **Minimum Education, Experience, License and Certification Requirements:**

- Working knowledge and operational understanding of emergency communications systems (hardware and software) including computerized 911 phone system, voice logging recorder, CCIC/NCIC, MSAG 911, CAD (Computer Aided Dispatch) systems, radio systems (hardware and software), GIS (Geographic Information Systems) and applications in CAD, records management system, alarm monitoring systems, and EMD (Emergency Medical Dispatch), EFD (Emergency Fire Dispatch) and EPD (Emergency Police Dispatch) protocols.
- Possess high school diploma or G.E.D.
- Bachelor's Degree preferred.
- Minimum of five (5) years' experience required as an emergency dispatcher or a combination of experience and training that would provide the required knowledge skills and abilities
- Four (4) years' managerial experience preferred.
- Preference given to those who have achieved a communications center manager certification such as that offered through NENA's CMCP course of Priority IAED CMC course. Preference given to those who have worked in a consolidated center.
- In depth knowledge of federal, state and local procedures, standards and regulatory requirements regarding a PSAP (Public Safety Answering Point)
- Ability to obtain CCIC/NCIC certification within six (6) months of hire. This includes being able to pass a background check. Ability to remain drug and alcohol free; marijuana use is not allowed, even if medically prescribed.
- Possess and maintain a valid Colorado driver's license and acceptable driving record.
- Possess and maintain valid certifications for positions supervised.

### **Essential Duties, Functions and Responsibilities:**

*(The duties listed are intended only as illustrations of the various types of work that may be performed, and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)*

- Plan, manage, organize and monitor the operation and maintenance of each section of the communications center (police dispatch, fire dispatch, call taking).
- Coordinate, plan and schedule staffing needs for each section. Work with supervisors to schedule appropriate staffing levels. Maintain daily attendance records, approve leave requests, and coordinate the scheduling of vacation.
- Provide direction to supervisors and specialists to ensure customer service, oversee staff duties, support supervisors and specialists in dealing with difficult matters or people, assign and schedule tasks for supervisors.
- Supervise and perform continuing evaluation of supervisors and other personnel; correct work deficiencies; recommend commendations and awards for superior performance; issue oral and written corrective actions; and recommend formal disciplinary actions to the Executive Director.
- Prepares and conducts timely and constructive performance appraisals.
- Coach, counsel and support staff to maximize efficiency and effectiveness. Consistently educate and advise on organizational rules, regulations, policies and procedures while demonstrating proper application of such at all times. Support creative thinking and problem solving and encourage participatory decision making when appropriate.
- Work with other managers to develop and implement goals, objectives, policies and priorities for the communications center.
- Provide advisory support and act as a liaison to committees, vendors, community partners, the public and regulatory agencies; build partnerships and coalitions.

### Job Information

Job ID: 68654232

Workplace Type: On-Site

#### Location:

Jefferson County, Colorado, United States  
Lakewood, Colorado, United States

Position Title: 9-1-1 Operations Manager

Company Name For Job: Jefferson County  
Communications Center Authority

Job Function: Telecommunicator / Dispatcher

Job Type: Full-Time

Salary: \$112,000.00 - \$132,000.00 (Yearly Salary)

- Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations regarding communications center operations, call-taking and dispatch services; research emerging products and enhancements and their applicability to the communications center's needs; take advantage of professional growth opportunities.
- Monitor changes in regulations that may affect operations; implement policy and procedural changes after approval; adhere to applicable local, state, federal, or tribal statutes and codes as appropriate.
- Work as part of the management team to assist the Executive Director in preparing and administering the budget as it pertains to each section. Demonstrate fiscal responsibility and work within specified parameters as directed.
- Work as part of the management team to recommend for adoption, develop, review, update and implement policies, procedures, operating guidelines, technology and staffing that are current, applicable and sustainable.
- Develop and standardize procedures and methods to improve and continuously monitor the efficiency and effectiveness of programs, service delivery methods and procedures; assess and monitor workload and administrative support systems; identify opportunities for improvement and recommend them to the director.
- Develop staff work plans, measure and track progress towards goals; conduct and document timely and constructive performance feedback.
- Participate in processes for hiring, promotion, transfer and make recommendations for same.
- Assist call-takers, dispatchers and supervisors during critical incidents.
- Identify new hire and ongoing training and education needs for all levels of staffing and provide information to Training Coordinator for program development.
- Represent Jeffcom and participate in various industry meetings: Board of Working Advisors for Colorado Bureau of Investigation (CBI), inter-jurisdictional organizations; JCECA, PUC 911 Task Force, and at interoperability and communications meetings; ensure ongoing collaboration with neighboring PSAPS (Public Safety Answering Points) to provide high quality public safety services; foster ongoing communication with emergency agencies within the Jefferson County Emergency Communications Authority, the Adams County Emergency Authority and other surrounding counties.
- Maintain or pull reports of call/dispatch statistics for Director and/or participating member agencies. Ensure that all reports, forms and other records necessary or appropriate for the efficient and effective operation of the Communication Center are prepared/generated, filed and maintained in accordance with all federal, state and local laws, regulations, codes, and standards
- Meet regularly with communications center personnel to inform and advise and gather feedback from employees.
- Act as Jeffcom liaison for regional systems – Code Red, SWAT call-outs, etc. – in order to contribute to the success of the system for all parties
- Maintain confidentiality of all information regarded as protected by agency policy and local, state, and federal law including information obtained through protected databases including CJIS, records management systems, and the 911 system, information contained in calls for service, and personnel information
- Represent Jeffcom and self in a professional manner at all times
- Work cooperatively with vendors, emergency responders, members and user agencies and co-workers.
- Remain calm and effective during emergencies, even during heavy workloads, exercise good judgment, prioritize emergent and non-emergent situations accurately, and obtain and act on information quickly and accurately.
- Make presentations to public groups, local government representatives, management, and boards.
- Perform multiple tasks simultaneously while remaining detail oriented.
- Investigate and analyze information/data and draw accurate conclusions.
- Read, write, speak, and understand the English language at a level adequate to perform the duties of the position.
- Work in excess of 40 hours in a work week, as required, including evenings, holidays, and weekends, including being on call, as needed to maintain 24-hour coverage of the emergency communications center in times of severe personnel shortages and disaster.
- Perform all other duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Knowledge of personnel management principles and methods, including but not limited to supervision, leadership, motivation, coaching, establishing goals, conflict resolution, team building, delegation, record keeping and effective communications.
- Ability to understand training needs and approaches to accomplish training goals.
- Ability to be organized, manage resources, plan strategically, and manage projects.
- Understanding of budget preparation and processes.
- Ability to communicate with others and to assimilate and understand information in a manner consistent with the essential job functions.
- Ability to make sound decisions in a manner consistent with the essential job functions.
- Ability to investigate and analyze information/data and draw accurate conclusions.
- Possess records systems management skills.
- Knowledge of public safety communication center operations, services and activities.
- Knowledge of federal copyright laws as they pertain to the use of computer software.
- Proficiency with standard office equipment, including computer and network systems, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, email,
- Knowledge of contract negotiations and existing agreements.
- Knowledge of jurisdiction including demographics, response agency leadership, geography, local politics, and culture.
- Possess excellent oral and written communication skills as well as business math and basic accounting.
- Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.
- Knowledge of liability issues and ethical concerns related to training, supervision, and overall agency operations.
- Knowledge of comprehension and application of diversity awareness and an active commitment to ensure equality.
- Knowledge of professional standards relating to public safety communications as well as those standards for response agencies that are relevant.

#### **Benefits:**

Jeffcom offers a competitive benefit package including but not limited to;

- Medical, Dental, Vision and dependent life insurance
- Employer covered employee life insurance and supplemental life insurance options
- Retirement benefits
- PTO and Holiday time
- Short-term and Long-term disability benefits
- Tuition Assistance
- Employee Assistance Program

**ADA Compliance Statement:**

The human resources goal of Jeffcom is to select and retain the best qualified applicant for each available job. An applicant's or employee's disability will not remove the application from consideration or current employee from his/her job if the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodation unless such accommodation will result in undue hardship for Jeffcom or pose a safety risk to the applicant, employee, or others.

Jeffcom complies with the American with Disabilities Act. If you require special accommodation in order to apply for this position, please contact the Human Resources.

Jeffcom is an Equal Employment Opportunity Employer



[Jefferson County Communications Center Authority](#)

Please refer to the company's website or job descriptions to learn more about them.

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Administration	Operations Manager	OM-1	98,372.00	47.29	3.50%
Administration	Operations Manager	OM-2	101,323.16	48.71	3.50%
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Administration	Operations Manager	OM-4	108,539.90	52.18	3.50%
Administration	Operations Manager	OM-5	112,338.80	54.01	3.50%
Administration	Operations Manager	OM-6	116,270.66	55.90	3.50%
Administration	Operations Manager	OM-7	118,596.07	57.02	2%
Administration	Operations Manager	OM-8	120,967.99	58.16	2%
Administration	Operations Manager	OM-9	123,387.35	59.32	2%
Administration	Operations Manager	OM-10	125,855.10	60.51	2%
Administration	Operations Manager	OM-11	128,372.20	61.72	2%
Administration	Operations Manager	OM-12	130,939.64	62.95	2%