Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday August 20th, 2025 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Erik Halvorson; Andy Hamilton; Alan Headley; Troy Brightbill (alternate, voting); Charlie Worley; Bill LeMonds; Robert Huhta; Jen Wills; Rick Dahl
Staff: Briana Harvill; Dannyka Baker; Darr Kirk; Jerry Jensen; Justin Stennick; Michelle Arrowsmith; Jessica Weygandt; Tim Hannigan (general counsel)
Guests: Brad Hannig; Jason Kester; Rich Fletcher; Spencer Sally; Scott Goldstein; Robert Gibbs
Board Members Absent and No Alternate:

1. **Call to Order and Introductions**
   Huhta called the meeting to order at 10:00 AM.
2. **Approval of the Agenda**
   Recommended Action: A motion to approve the agenda as presented.
   Hamilton made a motion to approve the agenda as presented. Headley seconded; all in favor, motion carried.
3. **Approval of Meeting Minutes**
   A. **June 18, 2025, Meeting Minutes**

   Recommended Action: A motion to approve the meeting minutes from 06/18/25, meeting minutes.

   Headley made a motion to approve the 06/18/2025 meeting minutes as presented. LeMonds seconded; all in favor, motion carried.
4. **Public Comment**
   The public comment period allows any member of the public to speak to any item that is not on the regular agenda.
5. **Payables:**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 06/18/25	749 – 786	$185,964.72
Payroll 07/03/25	816 – 851	$149,171.44
Payroll 07/18/25	876 – 915	$154,044.37
Payroll 07/24/25	947 – 949	$43,010.42
Payroll 08/05/25	950 – 985	$171,822.56
Claims 06/02/25	687 – 701 & 789	$224,821.18
Claims 06/23/25	790	$20,782.67
Claims 06/26/25	791 – 815	$130,445.34
Claims 07/10/25	854 – 875	$102,924.09
Claims 07/24/25	931 – 943	$54,368.10
Claims 08/14/25	1011 – 1025	$49,652.77
TOTAL		**$1,287,007.66**

Recommended Action: Motion to approve the payables as presented.

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

6. **Resolution 2025-003: Amending Credit Limits – Board Action**

Recommended Action: Motion to approve Resolution 2025-003: Amending Credit Limits as presented.

Wills made a motion to approve the Day Wireless contract amendment as presented. LeMonds seconded; all in favor, motion carried.

7. **Speelyai Lease Modification – Board Action**

   Recommended Action: Motion to approve the Speelyai Lease Modification as presented.

   Headley made a motion to approve the Speelyai Lease Modification as presented. Worley seconded; all in favor, motion carried.

8. **Speelyai Sublease – Board Action**

   Recommended Action: Motion to approve the Speelyai sublease with Cowlitz/Skamania Fire District 7 as presented.

   Hamilton made a motion to approve the Speelyai sublease with Cowlitz/Skamania Fire District 7 as presented. LeMonds seconded; all in favor, motion carried.

9. **MNI Microwave Links for Coldwater, Johnston Ridge and Davis Peak**

   Microwaves for these sites were not included originally due to land slide that took out the road and having no access to the site. This will be the next phase of microwave replacements. Replacing microwaves at these sites was always apart of the plan and was budgeted for.

10. **Tone Only Frequency**

    Looking at vendors to allow tones to get off the main fire frequency. Currently, all fire departments operate on one frequency, and this can cause delays when there are multiple calls needing to be toned out as well on current personnel on an active scene needing to communicate with dispatch or one another. Do not anticipate the cost of this to be more than $100,000 to be implemented, but it will be an ongoing cost. Justin has found a frequency that we already own that can be used for this purpose.

11. **User Fee Formula Discussion**

    Remaining status quo with user fees for 2026. The user fee committee talked about a formula and adopted a budget but never formally adopted the formula. This formula will be presented at the next meeting. The intent is to apply the formula to the budget every 3 years and will forecast every year to ensure we are still in a good spot with the economy at the time and ensure nothing needs to be adjusted.

12. **Board Comments/Board Committee Reports**

    A. **LAW TAC Update**: No meeting in August. The next meeting will be in September and will be discussing the law radio procedures manual.

    B. **FIRE TAC Update**: Adding benchmarks for fire events at the 10-minute mark. Debriefed the 4th of July, AI took a large burden off staff, and we worked closely with DNR. Have changed some nature codes and have meetings with tone only vendors on September 3rd following the Chiefs and EMS Council meetings.

13. **Director's Report**

    A. **Staffing Update:** James and Maddie started in February; James will be signed off on August 26th and Maddie will be signed off a couple weeks later, on September 11th. We had an increase in participation from trainers, and the success of our trainees would not be possible without them. We have 2 new dispatchers starting on September 11th and possibly a third later in September. This will put us at 22 of 23. There are currently 2 in background now. Justin and Don attended MNI training earlier this month. Hosting a tower training for Justin and Brannon on site.

B. **Radio Update:** An average of 4-5 hours of talk and/or listen time has been shaved due to AI and the resistance level is pretty low still.

C. **Handbook Edits:** This will be an item on the agenda at next months meeting along with the salary study findings.

14. **Old Business:** N/A
15. **Executive Session:** N/A
16. **Adjournment:** 10:37 AM

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Robert Huhta, Board Chair

Attest:

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Briana Harvill, Clerk of the Board