

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday August 12th 2020 @ 10:00 AM

Remote Meeting- VIA ZOOM

1. Call to Order and Introductions
2. Approval of the Agenda
3. Approval of Meeting Minutes
 - A. 07/08/2020
4. Public Comment
5. Payables

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 08/05/20	781-817	\$110,588.74
Claims 07/24/20	750-772	\$208,770.51
Payroll 07/20/20	709-745	\$120,963.60
Claims 07/10/20	695-705	\$22,084.62
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TOTAL		\$462,407.47

6. Financial Report
 - A. Sales Tax update
7. Resolutions and Ordinances
 - A. See # 10
8. Approval to negotiate a contract with an I.T. Consultant
9. Approval of Policies
 - A. Approval of Policy 006: General Fiscal Policy
 - B. Approval of Policy 007: Stabilization Reserve Fund policy
10. Approve Sole Source agreement for CAD system
 - A. Resolution 2020-004 Sole Source CAD
11. Director's Report
 - A. Staffing Update
 - B. Facility
 - C. Climate and Culture
 - D. Radio Infrastructure
12. Old Business
13. Board Comments/Board Committee Reports
14. Executive Session: (if needed)
15. Adjournment
16. Closed Meeting (If Needed)

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday July 8th, 2020 @ 10:00 AM

Remote meeting

Attendance

Board Members: Alan Headley; Jim Kambeitz; Chet Makinster; Joe Gardner; Andy Hamilton; Brad Thurman; Scott Neves; Bill LeMonds, Kurt Sacha

Staff: Phil Jurmu; Frank Randolph (Legal Counsel); Rachael Fair;

Guests: Ralph Herrera; Darr Kirk

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Joe Gardner called the meeting to order at 10:06 AM

2. Approval of the Agenda

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

3. Approval of the Meeting Minutes 06/24/2020

Headley made a motion to approve the meeting minutes from 06/24/2020. Thurman seconded; all in favor, motion carried.

4. Public Comment

None.

5. Payables

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 07/02/20	655-692	\$114,466.04
Claims 06/26/20	645-654	\$92,147.36
TOTAL		\$209,613.40

Neves made a motion to approve the payables as presented. Makinster seconded; all in favor, motion carried.

6. Financial Report

a. Sales Tax Update (11% increase from previous year)

b. Budget Amendment (possibly in Sep or Oct if needed)

7. Resolutions and Ordinances

a. N/A

8. Authorize the Executive Director to agree to the engagement letter from DA Davidson

DA Davidson was chosen as the underwriter for the RFP for underwriting services. Headley made a motion to authorize the Executive Director to sign into an agreement with DA Davidson for underwriting services. Neves seconded; all in favor, motion carried.

9. Formal 60 day notice of change to funding formula

The board was given the official sixty (60) day notice of the change to the funding formula. The Service level agreements will be handed out after the meeting.

10. Director's Report

a. **Staffing Update:** We are now recruiting for our HR position.

- b. **Facility:** There is a Special Property Use permit hearing on July 14th at the City of Longview regarding the location of the new 911 center.
- c. **Climate and culture:**
- d. **Radio Infrastructure:** Radio console install is almost complete.

11. Old Business

- a. **RFQ IT consultant:** There is a site visit at 2 PM today for interested parties to ask questions.

12. Board Comments/Board Committee Reports

- a. There was a LAW TAC meeting and they were updated on Spillman.

13. Executive Session

Not Held

14. Adjournment

The board cancelled the July 22nd,2020 meeting.z Meeting adjourned at 10:54 AM

15. Closed Meeting

Not Held

Joe Gardner, Chair

ATTEST:

Rachael Fair, Clerk of the Cowlitz 911 Board

CHECK REGISTER

Cowlitz 911
MCAG #: 3212

07/10/2020 To: 08/05/2020

Time: 09:46:03 Date: 08/07/2020
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
736	07/20/2020	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	20,247.71	941 Deposit For Pay Cycle 07/20/2020
808	08/05/2020	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	17,736.32	941 Deposit for Pay Cycle 08/05/2020
695	07/10/2020	Claims	1	10855	ABLE ZEBRA COMMUNICATIONS LLC	922.65	INV: 2656
696	07/10/2020	Claims	1	10856	CENTURYLINK	605.05	INV: 206-Z20-0449 994B 0720
697	07/10/2020	Claims	1	10857	DAY WIRELESS	4,825.08	INV: INV636218
698	07/10/2020	Claims	1	10858	EMERGENCE GRIEF & LOSS	575.00	INV: 0026
699	07/10/2020	Claims	1	10859	FRANK F RANDOLPH	1,680.00	INV: RLF070120
700	07/10/2020	Claims	1	10860	NORMAN KREHBIEL	3,200.00	INV: NK0620
701	07/10/2020	Claims	1	10861	NOTEPAGE INC	395.00	INV: I12495
702	07/10/2020	Claims	1	10862	PACIFIC POWER GROUP	8,123.18	INV: 484797-00; INV: 486333-00; INV: 486334-00
703	07/10/2020	Claims	1	10863	RED CANOE- FAIR	182.75	INV: 100FAIR0720
704	07/10/2020	Claims	1	10864	SIERRA SPRINGS	75.91	INV: 5351188 070220
705	07/10/2020	Claims	1	10865	WA STATE PATROL	1,500.00	INV: 00072396
732	07/20/2020	Payroll	1	10866		2,448.14	
737	07/20/2020	Payroll	1	10867	CAPSCO	52.50	Pay Cycle 07/20/2020 - ASSN FEE
738	07/20/2020	Payroll	1	10868	KAISER PERMANENTE MEMBERSHIP ADMIN	5,293.13	Pay Cycle 07/20/2020 - MEDICAL-KAISER
739	07/20/2020	Payroll	1	10869	WA STATE DEPT OF RETIREMENT	16,140.22	Pay Cycle 07/20/2020 - PERS2; Pay Cycle 07/20/2020 - PERS3
740	07/20/2020	Payroll	1	10870	WA STATE REGISTRY	250.00	Pay Cycle 07/20/2020 - CHILD SUPPORT
741	07/20/2020	Payroll	1	10871	WCIF	5,217.54	Pay Cycle 07/20/2020 - MEDICAL-WCIF; Pay Cycle 07/20/2020 - LIFE INS BUYUP; Pay Cycle 07/20/2020 - LTD BUYUP; Pay Cycle 07/20/2020 - AD-D BUYUP
750	07/24/2020	Claims	1	10872	AT&T	127.32	INV: 287261732254X07052020
751	07/24/2020	Claims	1	10873	CENTURYLINK	480.28	INV: 360-423-7510 556B 0720
752	07/24/2020	Claims	1	10874	CLARK COUNTY	4,320.00	INV: CI016686
753	07/24/2020	Claims	1	10875	COWLITZ COUNTY	26,696.53	INV: OFM-2020-001-07; INV: OFM-2020-001-08; INV: 334-2020
754	07/24/2020	Claims	1	10876	CURVATURE	272.41	INV: 90550025
755	07/24/2020	Claims	1	10877	IAED/ PRIORITY DISPATCH	100.00	INV: SIN260524
756	07/24/2020	Claims	1	10878	INTERGRAPH CORP	323.46	INV: 1-5370729535
757	07/24/2020	Claims	1	10879	KARMY LAW OFFICE	357.50	INV: 00105
758	07/24/2020	Claims	1	10880	LANGUAGE LINE SVCS INC	45.47	INV: 4847479
759	07/24/2020	Claims	1	10881	LOWER COLUMBIA OCC HEALTH	77.00	INV: 2020-01731
760	07/24/2020	Claims	1	10882	MORE POWER TECHNOLOGY	857.23	INV: 10563
761	07/24/2020	Claims	1	10883	ONE AMERICA	53.92	INV: 20200601AR01
762	07/24/2020	Claims	1	10884	PACIFIC POWER GROUP	2,129.15	INV: 487429-00
763	07/24/2020	Claims	1	10885	PRIORITY DISPTACH	494.51	INV: SIN257331TAX
764	07/24/2020	Claims	1	10886	PUBLIC SAFETY TESTING INC	257.00	INV: 2020-0347
765	07/24/2020	Claims	1	10887	RICE FERGUS MILLER	145,888.86	INV: 2018095.02-004
766	07/24/2020	Claims	1	10888	TRAKSTAR	3,757.50	INV: 14121
767	07/24/2020	Claims	1	10889	WA STATE AUDITOR	8,821.80	INV: L137739
768	07/24/2020	Claims	1	10890	WCCCA	5.85	INV: INV01607
769	07/24/2020	Claims	1	10891	WESTEK MARKETING LLC	4,989.84	INV: 070720-2
770	07/24/2020	Payroll	1	10892	ESD - PFMLA	1,136.51	2nd Qtr 2020 - 04/01/2020 To 06/30/2020 - PFMLA

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
771	07/24/2020	Payroll	1	10893	ESD	4,945.41	2nd Quarter 2020 - 04/01/2020 - 06/30/2020
772	07/24/2020	Payroll	1	10894	WA STATE DEPT OF L&I	2,632.96	2nd Quarter 04/01/2020 - 06/30/2020
804	08/05/2020	Payroll	1	10895		2,057.76	
809	08/05/2020	Payroll	1	10896	CAPSCO	52.50	Pay Cycle 08/05/2020 - ASSN FEE
810	08/05/2020	Payroll	1	10897	KAISER PERMANENTE MEMBERSHIP ADMIN	4,678.84	Pay Cycle 08/05/2020 - MEDICAL-KAISER
811	08/05/2020	Payroll	1	10898	WA STATE DEPT OF RETIREMENT	14,447.83	Pay Cycle 08/05/2020 - PERS2; Pay Cycle 08/05/2020 - PERS3
812	08/05/2020	Payroll	1	10899	WA STATE REGISTRY	250.00	Pay Cycle 08/05/2020 - CHILD SUPPORT
813	08/05/2020	Payroll	1	10900	WCIF	5,148.29	Pay Cycle 08/05/2020 - MEDICAL-WCIF; Pay Cycle 08/05/2020 - LIFE INS BUYUP; Pay Cycle 08/05/2020 - LTD BUYUP; Pay Cycle 08/05/2020 - AD-D BUYUP
709	07/20/2020	Payroll	2	EFT		884.49	
710	07/20/2020	Payroll	2	EFT		2,456.19	
711	07/20/2020	Payroll	2	EFT		1,759.66	
712	07/20/2020	Payroll	2	EFT		1,548.55	
713	07/20/2020	Payroll	2	EFT		2,091.47	
714	07/20/2020	Payroll	2	EFT		1,735.25	
715	07/20/2020	Payroll	2	EFT		1,699.43	
716	07/20/2020	Payroll	2	EFT		2,094.31	
717	07/20/2020	Payroll	2	EFT		2,033.53	
718	07/20/2020	Payroll	2	EFT		1,540.81	
719	07/20/2020	Payroll	2	EFT		1,748.99	
720	07/20/2020	Payroll	2	EFT		2,316.83	
721	07/20/2020	Payroll	2	EFT		2,499.76	
722	07/20/2020	Payroll	2	EFT		2,989.78	
723	07/20/2020	Payroll	2	EFT		2,121.11	
724	07/20/2020	Payroll	2	EFT		2,322.43	
725	07/20/2020	Payroll	2	EFT		1,995.62	
726	07/20/2020	Payroll	2	EFT		1,572.10	
727	07/20/2020	Payroll	2	EFT		2,406.88	
728	07/20/2020	Payroll	2	EFT		2,701.37	
729	07/20/2020	Payroll	2	EFT		2,232.88	
730	07/20/2020	Payroll	2	EFT		2,273.56	
731	07/20/2020	Payroll	2	EFT		2,829.88	
733	07/20/2020	Payroll	2	EFT		1,401.71	
734	07/20/2020	Payroll	2	EFT		2,133.80	
735	07/20/2020	Payroll	2	EFT		1,818.14	
742	07/20/2020	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	425.00	Pay Cycle 07/20/2020 - UNION DUES; Pay Cycle 07/20/2020 - INITIATION FEE
743	07/20/2020	Payroll	2	EFT	HRA VEBA	10,513.89	Pay Cycle 07/20/2020 - VEBA
744	07/20/2020	Payroll	2	EFT	ONE AMERICA	6,129.41	Pay Cycle 07/20/2020 - DEF COMP; Pay Cycle 07/20/2020 - DEF COMP-ED
745	07/20/2020	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	1,037.53	Pay Cycle 07/20/2020 - HSA
781	08/05/2020	Payroll	2	EFT		870.12	
782	08/05/2020	Payroll	2	EFT		1,570.88	
783	08/05/2020	Payroll	2	EFT		1,521.26	
784	08/05/2020	Payroll	2	EFT		1,338.93	
785	08/05/2020	Payroll	2	EFT		1,763.94	
786	08/05/2020	Payroll	2	EFT		1,735.45	
787	08/05/2020	Payroll	2	EFT		1,469.56	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
788	08/05/2020	Payroll	2	EFT		1,907.65	
789	08/05/2020	Payroll	2	EFT		2,024.38	
790	08/05/2020	Payroll	2	EFT		1,540.94	
791	08/05/2020	Payroll	2	EFT		1,599.62	
792	08/05/2020	Payroll	2	EFT		2,316.03	
793	08/05/2020	Payroll	2	EFT		1,982.93	
794	08/05/2020	Payroll	2	EFT		2,993.65	
795	08/05/2020	Payroll	2	EFT		2,853.87	
796	08/05/2020	Payroll	2	EFT		2,049.62	
797	08/05/2020	Payroll	2	EFT		2,229.43	
798	08/05/2020	Payroll	2	EFT		1,455.23	
799	08/05/2020	Payroll	2	EFT		2,408.81	
800	08/05/2020	Payroll	2	EFT		1,784.53	
801	08/05/2020	Payroll	2	EFT		1,658.70	
802	08/05/2020	Payroll	2	EFT		2,362.26	
803	08/05/2020	Payroll	2	EFT		2,133.84	
805	08/05/2020	Payroll	2	EFT		939.34	
806	08/05/2020	Payroll	2	EFT		2,133.99	
807	08/05/2020	Payroll	2	EFT		1,428.39	
814	08/05/2020	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	425.00	Pay Cycle 08/05/2020 - UNION DUES; Pay Cycle 08/05/2020 - INITIATION FEE
815	08/05/2020	Payroll	2	EFT	HRA VEBA	10,463.49	Pay Cycle 08/05/2020 - VEBA
816	08/05/2020	Payroll	2	EFT	ONE AMERICA	6,217.83	Pay Cycle 08/05/2020 - DEF COMP; Pay Cycle 08/05/2020 - DEF COMP-ED
817	08/05/2020	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	1,037.53	Pay Cycle 08/05/2020 - HSA
						297,190.15	
						16,128.46	
						149,088.86	
						462,407.47	
						Claims:	222,140.25
						Payroll:	240,267.22

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CHECK REGISTER

Cowlitz 911
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07/10/2020 To: 08/05/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION:

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

_____	<u>C2FR</u>	_____
Brandi Ballinger, Signature	Agency	Date

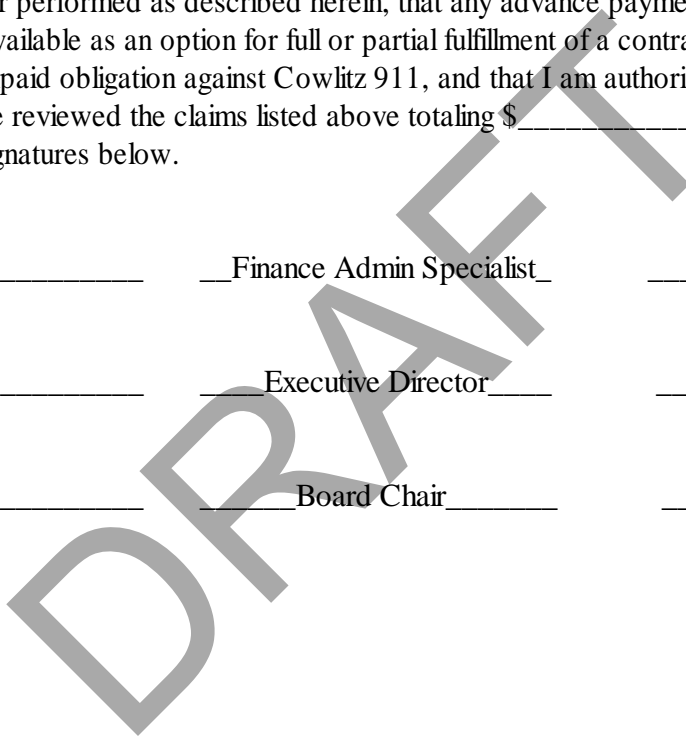
CERTIFICATION/AUTHORIZATION:

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

_____	<u>Finance Admin Specialist</u>	_____
Rachael Fair, Signature		Date

_____	<u>Executive Director</u>	_____
Phil Jurmu, Signature		Date

_____	<u>Board Chair</u>	_____
Joe Gardner, Signature		Date





Cowlitz 911

Monthly Financials for the Month Ended 07/31/2020

Fund	Description	2020 Annual Budget	BFB	Actual Revenues thru July 2020	Remaining Revenues	% remaining
REVENUES						
OPERATIONS (.001)	Operations (BFB/misc/int/transfer in)	\$ 1,585,695.00	\$ 640,369.56	\$ 4,452.62	\$ 940,872.82	59.3%
OPERATIONS (.001)	Taxes	\$ 1,006,797.00	\$ -	\$ 604,419.87	\$ 402,377.13	40.0%
OPERATIONS (.001)	Intergovernmental	\$ 2,140,616.00	\$ -	\$ 1,423,282.41	\$ 717,333.59	33.5%
EQUIPMENT RESERVE (.002)	Equipment Reserve (BFB/misc/int/transfer in)	\$ 204,086.00	\$ 196,524.52	\$ 910.65	\$ 6,650.83	3.3%
RADIO OPERATIONS (.003)	Radio Operations (BFB/misc/int/transfer in)	\$ 382,246.00	\$ 176,050.35	\$ 36,658.56	\$ 169,537.09	44.4%
RADIO RESERVE (.004)	Radio Reserve (BFB/misc/int/transfer in)	\$ 1,106,380.00	\$ 37,905.32	\$ 246,375.50	\$ 822,099.18	74.3%
SALES TAX (.005)	Sales Tax (BFB/misc/int/transfer in)	\$ 4,055,771.00	\$ 4,703,952.06	\$ 22,323.59	\$ (670,504.65)	-16.5%
SALES TAX (.005)	Taxes	\$ 1,748,700.00	\$ -	\$ 1,300,670.12	\$ 448,029.88	25.6%
GRANT (.006)	Federal Grant	\$ 1,129,705.00	\$ -	\$ -	\$ 1,129,705.00	100.0%
Total Revenues		\$ 13,359,996.00	\$ 5,754,801.81	\$ 3,639,093.32	\$ 3,966,100.87	29.7%

Fund	Description	2020 Annual Budget	Actual Expenditures thru July 2020	Remaining	Encumbrance	% Remaining
EXPENDITURES						
OPERATIONS (.001)	Direct Labor/Extra Pay	\$ 2,081,153.00	\$ 1,106,512.74	\$ 974,640.26		47%
OPERATIONS (.001)	Benefits	\$ 1,097,842.00	\$ 504,430.42	\$ 593,411.58		54%
OPERATIONS (.001)	Total Labor	\$ 3,178,995.00	\$ 1,610,943.16	\$ 1,568,051.84		49%
OPERATIONS (.001)	OFFICE SUPPLIES	\$ 22,698.00	\$ 10,214.35	\$ 12,483.65		55%
OPERATIONS (.001)	TRAINING MATERIALS	\$ 9,160.00	\$ 2,058.85	\$ 7,101.15		78%
OPERATIONS (.001)	EMPLOYEE APPRECIATION	\$ 3,640.00	\$ 2,512.51	\$ 1,127.49		31%
OPERATIONS (.001)	EQUIPMENT	\$ -	\$ 1,199.88	\$ (1,199.88)		0%
OPERATIONS (.001)	PROFESSIONAL & CONTRACTED SERVICES	\$ 105,851.00	\$ 40,794.10	\$ 65,056.90		61%
OPERATIONS (.001)	LEGAL	\$ 98,400.00	\$ 11,751.50	\$ 86,648.50		88%
OPERATIONS (.001)	INTERGOVERNMENTAL PROFESSIONAL SERVICES	\$ 59,700.00	\$ 45,000.00	\$ 14,700.00		25%
OPERATIONS (.001)	POSTAGE	\$ 420.00	\$ 141.00	\$ 279.00		66%
OPERATIONS (.001)	TELEPHONE	\$ 47,732.00	\$ 18,613.53	\$ 29,118.47		61%
OPERATIONS (.001)	MEALS	\$ 10,000.00	\$ 2,058.43	\$ 7,941.57		79%
OPERATIONS (.001)	MILEAGE/GAS	\$ 7,582.00	\$ 1,163.71	\$ 6,418.29		85%
OPERATIONS (.001)	PARKING TAXI SHUTTLE BAGGAGE	\$ 1,249.00	\$ -	\$ 1,249.00		100%
OPERATIONS (.001)	TUITION & REGISTRATION	\$ 7,615.00	\$ 5,833.00	\$ 1,782.00		23%
OPERATIONS (.001)	AIRFARE	\$ 4,370.00	\$ 2,187.08	\$ 2,182.92		50%
OPERATIONS (.001)	CAR RENTAL	\$ 2,000.00	\$ 308.24	\$ 1,691.76		85%
OPERATIONS (.001)	ADVERTISING	\$ 4,500.00	\$ 717.50	\$ 3,782.50		84%
OPERATIONS (.001)	COPIER RENT	\$ 1,443.00	\$ 721.62	\$ 721.38		50%
OPERATIONS (.001)	INSURANCE/PREMIUMS (WCIA)	\$ 75,361.00	\$ 25,847.00	\$ 49,514.00		66%
OPERATIONS (.001)	TECHNOLOGY & SOFTWARE MAINTENANCE	\$ 298,068.00	\$ 45,315.83	\$ 252,752.17		85%
OPERATIONS (.001)	DUES AND SUBSCRIPTIONS	\$ 1,424.00	\$ 1,991.93	\$ (567.93)		-40%
OPERATIONS (.001)	LANDLORD TENANT	\$ 157,500.00	\$ 105,000.00	\$ 52,500.00		33%
OPERATIONS (.001)	COMPUTERS (SOFTWARE/HARDWARE)	\$ -	\$ -	\$ -		0%
OPERATIONS (.001)	MISC/OTHER	\$ 200.00	\$ 268.33	\$ (68.33)		-34%
OPERATIONS (.001)	BOARD/ EMPLOYEE APPRECIATION MEALS	\$ 1,400.00	\$ -	\$ 1,400.00		100%
OPERATIONS (.001)	PHOTOCOPIES	\$ 1,800.00	\$ 1,137.85	\$ 662.15		37%
OPERATIONS (.001)	LODGING	\$ 32,000.00	\$ 3,625.44	\$ 28,374.56		89%
OPERATIONS (.001)	WASHINGTON STATE AUDITOR	\$ -	\$ 12,554.10	\$ (350.00)		0%
OPERATIONS (.001)	PRIOR PERIOD ADJUSTMENTS	\$ -	\$ (350.00)	\$ 350.00		0%
OPERATIONS (.001)	PAYROLL CLEARING	\$ -	\$ 1,748.02	\$ -		0%
Total Operating Expenditures		\$ 4,133,108.00	\$ 1,953,356.96	\$ 2,193,703.16		53%

RADIO OPERATIONS (.003)		\$ 188,545.00	\$ 82,719.32	\$ 105,825.68	\$ -	56%
RADIO RESERVE (.004)	RADIO SITE IMPROVEMENTS	\$ 212,878.00	\$ 15,732.43	\$ 197,145.57	\$ 197,145.57	93%
RADIO RESERVE (.004)	CAPITAL EXPENDITURES	\$ 766,650.00	\$ 230,463.26	\$ 536,186.74	\$ 536,186.74	70%
SALES TAX (.005)	PROFESSIONAL CONTRACTED SERVICES	\$ 700,000.00	\$ 418,516.61	\$ 281,483.39	\$ 281,483.39	40%
SALES TAX (.005)	CAPITAL OUTLAYS	\$ 1,800,000.00	\$ 1,275.00	\$ 1,798,725.00	\$ 1,798,725.00	100%
SALES TAX (.005)	TRANSFER OUT (.001)	\$ 1,038,882.00	\$ -	\$ 1,038,882.00	\$ 1,038,882.00	100%
SALES TAX (.005)	TRANSFER OUT (.003)	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	100%
SALES TAX (.005)	TRANSFER OUT (.004)	\$ 852,676.00	\$ 246,195.69	\$ 606,480.31	\$ 606,480.31	71%
SALES TAX (.005)	TRANSFER OUT (.006)	\$ 525,705.00	\$ -	\$ 525,705.00	\$ 525,705.00	100%

FUND SUMMARY		REVENUES	EXPENDITURES	CASH	INT. Earned	INVESTMENTS
OPERATIONS		\$ 2,672,524.46	\$ 1,953,356.96	\$ 473,587.61	\$ 70.98	\$ 245,650.87
EQUIPMENT RESERVE		\$ 197,435.17	\$ -	\$ 58.53	\$ 55.75	\$ 197,432.39
RADIO OPERATIONS		\$ 212,708.91	\$ 82,719.32	\$ 28,889.29	\$ 29.22	\$ 101,129.52
RADIO RESERVE		\$ 284,280.82	\$ 246,195.69	\$ 3.98	\$ 11.01	\$ 38,092.16
SALES TAX		\$ 6,027,945.77	\$ 665,987.30	\$ 318,378.81	\$ 1,332.05	\$ 5,043,911.71

General Fiscal Policy

1.0 Introduction

Cowlitz 911's mission is to serve the citizens of Cowlitz County through professional, timely, and effective 9-1-1 communications and the coordination of emergency services response. The Cowlitz 911 Board of Directors¹ and Cowlitz 911 staff are accountable to the citizens of Cowlitz County for the wise and most effective/efficient use of financial resources necessary to accomplish Cowlitz 911's mission.

Sound budgeting and fiscal policies that adhere to the principles of transparency, stability, sustainability, stewardship, responsibility, and accountability help Cowlitz 911 protect public interests, ensure public trust, and to allocate and use resources more effectively. They enhance the quality of decision making by encouraging practices that illuminate the key issues and choices facing the organization. They also help the Board, public, auditors, and others evaluate how effective management is in achieving the goals of the organization.

Good budgeting is a broadly defined process that has political, managerial, planning, communication, and financial dimensions. Good budgeting practices have a long-range perspective and are not simply an exercise in balancing revenues and expenditures. They effectively involve all stakeholders (managers, staff, user agencies, and the public), focus budget decisions on results and outcomes, and reflect the needs and priorities of all stakeholders.

These principles guide all decisions and practices at Cowlitz 911, particularly those related to financial matters.

This policy is intended to provide the basic framework for managing revenues and expenditures and provide guidelines for evaluating both current activities and proposals for future services. It is not meant to include all the concepts, assumptions, conventions, principles, or rules upon which generally accepted accounting principles are based.

2.0 Policy Statements

2.1 Governing Documents/ Regulations:

All business and accounting at Cowlitz 911 must conform to:

1. Washington State Law (i.e. RCW Chapter 43.09, Chapter 82, and associated chapters of the Washington Administrative Code) and Budgeting, Accounting, and Reporting System (BARS) Manual for Cities, Counties, and Special Purpose Districts (Cash).
2. Cowlitz County Ordinance 18-014 and the Cowlitz 911 Charter,
3. Policies adopted by the Cowlitz 911 Board of Directors,
4. Policies, Procedures, and recommendations of the Washington State Auditor, and

Except as provided herein, if any of the above disagree, their order of precedence is as listed above.

¹ Board refers to the Cowlitz 911 Board of Directors. The abbreviation BOCC refers to the Board of County Commissioners

General Fiscal Policy

2.2 Ethics and Conflicts of Interest: Officials and employees involved in Cowlitz 911's fiscal oversight and accounting functions (including but not limited to investments, procurement, and accounts payable) shall refrain from personal business activity that may conflict with the proper execution of the program, or may impair their ability to make impartial decisions. Potential conflicts must be reported to the Director (for employees) or the Cowlitz 911 Board of Directors (for the director).

2.3 Basis of Accounting: Cowlitz 911 uses cash basis accounting.

2.4 Budget Period: Cowlitz 911 may establish either an annual or biennial budget with the calendar year(s) as the budget period.

2.5 Balanced Budget: The Cowlitz 911 budget will be balanced upon adoption, meaning the beginning fund balance plus revenues equals expenditures plus ending fund balance. The Operations Section should also be structurally balanced meaning operating revenues equal or exceed operating expenditures in the current budget period and over the long term.

2.6 Ending Fund Balance(s): The ending fund balance will be equal to (or greater than) the minimum reserve required by the Stabilization Reserve Fund policy.

2.7 Conservative Forecasts: Projections of revenues and expenses should be conservative. When in doubt, staff will err on the low side for revenues and on the high side for expenses. Cowlitz 911 will not rely on a single source for sales tax revenue forecasts. Revenue forecast resources may include the Cowlitz County Office of Financial Management, the Washington State Economic and Revenue Forecast Council, the Bureau of Labor Consumer Price Index, and the budget offices of municipalities, other counties, 911 agencies, and special service districts. Staff will identify the sources used in the budget proposal.

2.8 Fund Management: All sums received by Cowlitz 911 from any source shall be placed into a fund managed by the Cowlitz County Treasurer, and all sums disbursed by Cowlitz 911 shall be expended from this fund.

2.9 Investments: The Cowlitz County Treasurer's office manages Cowlitz 911's investments according to the procedures and requirements specified in Cowlitz County's approved investment policy. Funds will be invested in a manner which provides the highest investment return with maximum security while meeting the daily cash flow requirements and conforming to all state and local statutes governing the investment of public funds.

2.10 Reserves: Reserves will be managed in accordance with the Stabilization Reserve Policy.

2.11 Debt: Issuing debt commits revenues into the future and may limit the agency's flexibility to respond to changing service priorities, revenues, and cost structures. Debt must be managed prudently in order to maintain a sound fiscal position and protect credit quality. Debt must not be used to pay operating expenses. The use of short term credit (IE purchase accounts, credit cards, etc) and petty cash accounts is governed by the Cowlitz 911 purchase card policy.

The use of long term credit must be approved by the Board. In order to avoid the use of long term credit adequate funds should be saved or alternative revenue sources including low interest intergovernmental loans should be explored. Proposals to use long term credit should be limited to funding a specific project, capital improvement,

General Fiscal Policy

or equipment replacement. Proposals to use long term credit must clearly identify the purpose and include a cost benefit analysis that evaluates the following:

- urgency of the project,
- useful life of assets to be purchased (lifespan should equal or exceed the maturity of the debt),
- structural features of the debt (payment schedule, interest rate, any provisions that restrict the liquidity of other Cowlitz 911 assets, etc),
- comparison of total cost of completing the project with and without issuing debt,
- impact of the proposed debt on Cowlitz 911's debt capacity,
- impact of the proposed debt on the strategic plan,
- impact of the proposed debt on future revenues (particularly user fees), and
- impact of the proposed debt on the long-range fiscal health of Cowlitz 911.

Additionally, project proposals must comply with other relevant requirements of this policy.

2.12 Grants (and other one-time revenues): The use of grants and other one-time revenues must be sustainable and approved by the Board. Use should be limited to startup expenses, capital purchases, special projects, and early debt retirement. The use of grants and other one-time revenues to pay for ongoing expenditures must be approved by the Board and should be limited to stabilization (i.e. to cover approved expenditures that temporarily exceed revenues or allow for an orderly/incremental reduction in services) or situations compatible with the long term revenue plan.

A cost/benefit analysis will be performed for all potential grants. Grant opportunities should be considered if they would advance the Cowlitz 911 strategic plan or Board Priorities, or resolve a critical infrastructure problem. Careful attention must be paid to both financial and operational impacts of any proposed grant (for example: matching requirements, staff time, etc). The revenue source to pay matching expenses and ongoing/support expenses not covered by the grant must be clearly identified. Grants will not be accepted if the impacts cannot be justified.

One-time revenues means any revenue that cannot be relied upon in future budget periods (for example, abnormal increases to regular revenue sources, sale of assets, temporary cost savings- including savings realized through refinancing of debt, etc). One time revenues may be available for more than one year, but are expected to be non-recurring. [see also- Stabilization Reserve Fund Policy]

2.13 Staffing Levels: Emphasis is placed on improving individual and work group productivity rather than increasing authorized staffing levels. Cowlitz 911 will request additional staff only after the need of such positions has been demonstrated and documented and when technical solutions or other tools to maximize productivity are unavailable or impractical. Staffing studies will be conducted regularly so that necessary increases can be implemented incrementally.

2.14 Budgeting Personnel Expenses: When appropriate, personnel expenses may be budgeted at less than 100% of authorized staffing levels. The Director or designee will evaluate retention trends, training schedules, and other relevant factors when preparing the budget and will inform the Board of the justification for budgeting below 100%. In the event that retention exceeds budgeted levels, the Director may transfer funds to cover the overrun without additional authorization from the Board. The Board must be informed of such action no later than the next Public Authority Meeting. This section does not grant authority to exceed 100% of authorized staffing levels. "Authorized staffing" includes positions which are included on the budget document minus any positions which have been temporarily defunded or permanently eliminated by the Cowlitz 911 Board of Directors.

General Fiscal Policy

Funds transferred from the Reserve for this purpose must be restored during the next budget period or as directed by the Board.

2.15 Personal Responsibility: Cowlitz 911 employees who exceed their designated purchasing authority and obligate Cowlitz 911 to a financial commitment which results in a financial loss may be held personally responsible and are subject to discipline. Cowlitz 911 is entitled to recover the full amount of such loss from the employee.

2.16 Reimbursable Expenses: See Cowlitz 911 Travel Policy. Expenditures must be pre-approved by the Director or designee. In all cases, the employee should be able to demonstrate the public purpose served by the expenditure for which the reimbursement is requested and provide reasonable documentation supporting the expenditure. Expenses incurred under this policy will be appropriate to the circumstances and consistent with the best interests of Cowlitz 911.

2.17 Budget Goals:

1. To ensure diversified annual financial resources that are sufficient to provide for regular and ongoing operations plus enough additional reserves to ensure sufficient:
 - a. cash flow,
 - b. equipment replacement, and
 - c. stabilization/ contingency funding.
2. To balance recurring operating expenses and debt service to recurring operating revenue.
3. To provide adequate liquidity to provide for limited interruptions in revenues (natural disasters, unexpected loss of revenue source, etc).
4. To maintain public trust and confidence by utilizing resources in the most efficient manner possible.
5. To ensure the legal use of public assets through an effective system of internal controls and to ensure that all local, state, and federal rules are followed.
6. To ensure responsible use of public assets through an operating philosophy of cost control and responsible fiscal management.
7. To maintain a budgetary control system to ensure compliance with the approved budget policy.
8. To provide budget and accounting reports demonstrating the status of financial activity and results on a timely basis to the Cowlitz 911 Board of Directors.
9. To develop the annual budget in a format that is clear and understandable to the Board and the general public and allows for year to year comparisons.

General Fiscal Policy

2.20 Budget Administration and Authority for Budget Adjustments: Expenditures approved by the Cowlitz 911 Board of Directors (Appropriations) define Cowlitz 911's spending limits for the budget period.

Beyond legal requirements, Cowlitz 911 will maintain an operating philosophy of cost control and responsible fiscal management.

For purposes of maintaining adequate internal control of expenditures, the budget will be administered at a greater level of detail than that at which it is legally adopted.

Failure to realize budgeted revenues may necessitate corresponding reduction of expenditures in order to maintain the integrity of the budget.

Appropriations will be controlled by the following expenditure categories.

1. Personnel Expenses (Salaries and Benefits)
2. Non-Personnel Expenses (Supplies, Services, and other non-personnel expenses)
3. Reserve

Except as provided in the Stabilization Reserve Fund policy, transfers between these expenditure categories must be approved by the Board.

As long as expenditures do not exceed the total appropriation, the director may transfer line item appropriation authority within each of the above categories without further approval of the Board.

If a proposed budget adjustment changes the total authorized appropriation, or includes a transfer between the above expenditure categories, the Director will verify that sufficient resources are available in the budget for the adjustment and will present the proposal for consideration by the Board. The proposal will include the recommended funding source, an analysis of the fiscal impact and a review of all reserves and previously approved amendments since budget adoption.

2.21 Budget Monitoring and Reporting:

The Finance Admin Specialist will prepare fiscal status reports which will be distributed to the Board monthly. The report will provide an overview of financial activities with comparison to the approved budget. For multi-year projects, the report will include budgeted and expended figures for both the current budget period and for the entire project.

Cowlitz 911 Board of Directors

Chair of Board, Joe Gardner

ATTEST:

Clerk of the Board, Rachael Fair

Stabilization Reserve Policy

See Also: Policy #006

1.0 Purpose:

Adequate reserve levels are a necessary component of Cowlitz 911's overall financial management strategy and a key factor in the measurement of the agency's financial strength.

The stabilization fund:

- provides for adequate monthly cash flow regardless of fluctuation or late payment/posting of revenues,
- minimizes the need for sudden decreases to service levels or midyear increases to user fees by providing a reasonable level of funding from which the agency can respond to unforeseen occurrences such as revenue shortfalls, natural disasters, or equipment failure, and
- allows the agency to take advantage of grant opportunities that occur outside of the regular budget cycle.

2.0 Policy Statements:

2.1 Fund levels are set by the Cowlitz 911 Board of Directors as part of the budget process.

2.2 The stabilization fund should be 10% of annual operating expenses plus debt service.

2.3 At least every five years, the Director will evaluate cash flow, revenue stability, equipment replacement fund levels, and the long-range plan and recommend to the Cowlitz 911 Board of Directors any changes to the fund level or this policy.

2.4 Except as provided for in the General Fiscal Policy, all expenditures drawn from the stabilization fund shall require prior approval of the Cowlitz 911 Board of Directors.

Cowlitz 911 Board of Directors

Chair of Board, Joe Gardner

ATTEST:

Clerk of the Board, Rachael Fair

COWLITZ 911

Police • Fire • Medical



**Justification for the Sole Source Acquisition
of the Motorola Flex CAD System**

July 10, 2020

Re: Cowlitz 911 Sole Source Acquisition of the Motorola Flex CAD System

Cowlitz 911 is currently in need of an upgraded CAD system. In order to meet our need to enhance public and officer safety in the County, Cowlitz 911 requires a cost effective public safety software solution that will provide seamless integration between Law Enforcement agencies in the County, as well as a central database with immediate access to real-time information.

Our department understands that the technology our dispatch center relies on, as for all public safety agencies, is critical to ensuring the safety of our community and first responders. In fact, technology is one of the largest factors affecting the efficiency and operations of any public safety agency. Additionally, the systems used in every department can have a tremendous impact on the culture, morale, and retention of staff.

With these important factors in mind, our department has been in the process of evaluating our current CAD solution as well as Motorola's CAD product. After a thorough due diligence process, we have concluded that Motorola Solutions' Spillman Flex CAD system is the best solution for Cowlitz 911.

An integrated CAD/RMS/Mobile/JMS system from Motorola Solutions is the only product that can provide both the desired software integration and single database for sharing data across the entire County. Motorola's Flex CAD is the only system that will integrate today with our existing investments in Motorola's radio infrastructure, radio subscribers, radio consoles, and call handling software. Additionally, Motorola's planned future integrations will ensure that Cowlitz 911 is able to take advantage of up-to-date integrations tomorrow. The following information supports our position to sole source Motorola Solutions' Flex CAD system.

Sole Source Justification

Cowlitz 911 currently uses a Hexagon CAD system that is due for an upgrade at significant cost. As we are in a position to invest significant funds, we found it prudent to explore our options rather than simply upgrading our current system. Over the past two years, Cowlitz 911 has engaged in a lengthy process of vetting multiple options as follows:

- Comparing Hexagon and Motorola systems
- Exploring options such as sharing a system with other agencies and working with neighboring counties
- Attending numerous software demonstrations
- Seeking the input of the CAD Evaluation Committee represented by local Law Enforcement and Fire/EMS stakeholders

We have found many reasons to obtain Motorola's Flex CAD during this process, including system integration and cost savings, as well as numerous advantages Motorola offers our department, which we review in this document.

Integration

The end goal for Cowlitz 911 is to have a central database with seamless integration between CAD, Records Management, Mobile Data, and Jail. For several years, all of the Law Enforcement agencies in Cowlitz County have used Motorola Flex software for their Records Management System. The purchase of Motorola's Flex CAD system will provide the desired integration. This solution will also provide cost savings to the County by leveraging a single production server and removing the need for multiple live servers.

Integrated Call Control

Cowlitz 911 currently uses Motorola Solutions' NG9-1-1 CallWorks. Integrated call control available with Flex CAD can provide the County with unique integration between our call handling solution and our CAD software. This integrated call control streamlines the workflow process for dispatchers, simplifying the call-taking process in critical moments. The call taker will benefit from fewer keystrokes, a single focus, reduced errors, and faster responses. With this solution, answering a call, creating an incident, and dispatching and releasing a call can be accomplished on one screen in as few as four keystrokes. Time saved by call takers and dispatchers can contribute to improved response times, ultimately saving lives and creating a safer community.

Motorola Advantages

Motorola offers the County numerous advantages for its IT/Administration, Communications, and First Responder departments. The increased functionality described below will provide better work flows, increased efficiency and situational awareness, and decreased errors which will result in improved officer safety and ability to serve the community.

IT/Administrations

- Motorola's Flex suite provides an integrated system to manage user permissions and provisioning all in one place.
- Cowlitz County's System Administrator, Reliable Administration Solutions, has extensive experience with Flex CAD which will greatly benefit Cowlitz 911.
- Motorola Flex utilizes a single production server which will reduce IT's workload maintaining numerous servers.
- Leveraging Motorola's CAD product alongside their Emergency CallWorks product means working with a single vendor who can resolve issues internally. There will be no need for Cowlitz 911 to serve as a middleman between vendors if software issues arise.
- Motorola's Site License pricing will ensure that Cowlitz 911 does not incur additional costs when adding personnel or positions as our department grows.
- Motorola will never charge for enhancements to previously purchased modules on the Flex CAD system. This eliminates the need to purchase costly upgrades that will allow our department to benefit from new system releases.

Communications

- Motorola provides a seamless ProQA experience with our existing EMD software from Priority Dispatch through a robust two-way interface.
- Motorola's integrated system uses a single, system-wide login for CAD, RMS, Mobile, Jail, and StateLink (ACCESS/WACIC).

- The Flex integrated system eliminates multitasking between Motorola Flex's RMS and Hexagon's CAD systems, streamlining dispatchers' coordination of response.
- Simple, fast, system-wide searching enhances public and officer safety by eliminating the need to conduct multiple queries in separate CAD and RMS systems.
- Motorola integrates directly with Esri to provide GIS mapping, eliminating the need for the County to convert and manipulate GIS data for functional use in the CAD system. This will also allow dispatch to get an accurate picture of where first responders are at.
- Motorola will make it easier for GIS personnel to incorporate and update GIS mapping data specific to our department's needs, including adding basic layers from surrounding counties using Esri and Motorola CAD systems.
- Spillman Touch allows for two-way communication between CAD and first responders' mobile devices, allowing first responders to update information such as their call status and comments, which automatically updates the CAD in real time with mission-critical information.
- Rapid Notification allows for messaging to be sent from CAD to text message, email, fax, and more. This could potentially eliminate, or interface directly to multiple third-party paging systems.

First Responders

- Motorola's mobile platform provides a single application experience for first responders, eliminating the need for Law Enforcement personnel to access separate Mobile CAD and Mobile Records systems.
- Records personnel can focus on their core tasks without the need to assist officers in performing system queries as frequently because first responders will have direct access to all CAD and RMS data.
- Motorola provides a single set of premises information that uses vital alerts and flags to provide first responders with important warning about locations, people, vehicles, and property. First responders will no longer need to search separate RMS and CAD systems to gain situational awareness. This eliminates the possibility of missing or overlooking vital information affecting officer and community safety.
- Motorola provides integrated Quickest Route technology with turn-by-turn directions that helps improve incident response times and eliminates the need for first responders to manually route themselves to a call using their phones for directions.
- Motorola allows for dispatch personnel or first responders to create unique Response Plans based on specific addresses, emergency service zones, ProQA determinate codes, and many other factors.
- Motorola provides reliable user-to-user messaging, improving communication between all dispatchers and all first responders.
- Motorola's system will store information locally so that losing connectivity does not mean losing in-progress reports.

- Law Enforcement personnel are already familiar with the Motorola system, which will streamline the training process.
- Motorola's integrated CAD and Mobile system will allow for the auto-population of CAD data into Officer and Deputy reports. This will drastically cut down on the amount of time spent filling out reports, allowing officers and deputies to spend more time policing communities.
- Motorola's ability to auto-populate reports will reduce errors and eliminate the concern of missing critical information.
- Motorola's integrated system will eliminate the duplication of premise information to make sure every first responder has the most up to date information.
- Fire will now get the same Flex alerts that the Law Enforcement users and dispatchers are seeing.

Conclusion

Thank you for taking the time to review this document. Due diligence has proven that the acquisition of the Flex CAD product, and a continuing partnership with Motorola Solutions, is the most cost-effective, beneficial way for our department to enhance our public safety operations. Motorola Solutions is the only vendor who provides the products and services necessary to achieve a seamlessly integrated system to serve the public safety community of Cowlitz County. We believe Cowlitz 911 has met all the requirements to sole source Motorola Solutions' Flex CAD system and we respectfully request sole source approval for this project.

DRAFT

Cowlitz 911 Public Authority Resolution

2020-004

Establishing a Sole Source Provider and Authorizing the Acquisition of Motorola Flex Computer Aided Dispatch (CAD) System

A RESOLUTION of the Board of Directors of the Cowlitz 911 Public Authority, Cowlitz County, Washington, authorizing the Executive Director to acquire the Motorola Flex CAD system for the purpose of seamless integration between law enforcement, fire agencies, and records management systems.

WHEREAS, on March 13, 2018 the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and

WHEREAS, it is critical to Cowlitz 911 Public Authority to have a central database with seamless integration between CAD, records management, mobile units and facilities related to police, fire and medical services; and

WHEREAS, Cowlitz 911 Public Authority has evaluated current available CAD solution including Motorola's CAD product; and

WHEREAS, after a thorough due diligence process, Motorola solutions Spillman Flex CAD system has proven that it integrates Law Enforcement, Records and Jail Management Systems (JMS); and

WHEREAS, an integrated CAD/RMS/Mobile/JMS is the only product that can provide both the desired software integration and single database for sharing data across the entire county; and

WHEREAS, Motorola's Flex CAD is the only system that will fully integrate with our existing investments radio infrastructure, radio subscribers, radio consoles and call handling software; and

WHEREAS, Motorola's planned future integrations will ensure that Cowlitz 911 is able to take advantage of all up to date integrations for the foreseeable future;

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz 911 Board of Directors as follows:

1. Cowlitz 911 shall purchase Motorola Flex CAD system directly from Motorola LTD.
2. The above-described circumstances is justification for the waiver of bidding requirements under the authority of and pursuant to sole source provider requirements of RCW 39.04.280(1)(a) and special market conditions RCW 39.04.280(1)(a) and (b).

The bidding requirement is hereby waived for the purchase of Motorola Flex CAD under the authority of RCW 39.04.280(1)(a) and (b).

ADOPTED by the Board of Directors of the Cowlitz 911 Public Authority, Cowlitz County, Washington, at a meeting this 12th day of August, 2020.

COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Joe Gardner

ATTEST:

Approved as to Form:

Clerk of the Board, Rachael Fair

General Counsel, Frank Randolph

DRAFT