

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Thursday June 27, 2024 @ 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. 04/22/24 – Special Meeting Minutes

B. 5/15/24 - Meeting Minutes

C. 5/29/24 - Special Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 04/22/24; 05/15/24; 05/29/24

4. Public Comment

A. The public comment period allows any member of the public to speak to any item that is not on the regular agenda. There is a time-limitation of 3 minutes. All comments should be directed to the Chair.

5. Payables

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 05/20/24	617 – 650	\$121,575.21
Payroll 06/05/24	690 – 725	\$164,203.45
Payroll 06/20/24	761 – 795	\$164,041.32
Claims 05/23/24	661 – 681	\$342,161.99
Claims 06/13/24	729 – 757	\$155,991.58
Claims 06/19/24	798	\$398.42
TOTAL		\$547,706.03

Recommended Action: Motion to approve the payables as presented

6. Approval for Employment Agreement with Deanna Wells

Recommended Action: A motion to approve the employment agreement with Deanna Wells

7. Approval of Public Records Policy

Recommended Action: A motion to approve the public records policy as presented.

8. Clarification for Radio Project Purchases

Recommended Action: Motion to authorize preparation of a Resolution providing Executive Director authority to approve future expenditures for the short-term radio stabilization project, not to exceed the budgeted amount in the Cowlitz 911 2024 budget for the radio and microwave system including equipment procurement, installation, and services, subject to federal, state, and local bidding and procurement requirements.

9. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

10. Director's Report

A. Staffing Update

B. Executive Director Search Update

11. Old Business

12. Executive Session: N/A

13. Adjournment

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Monday April 22nd, 2023 @ 2:00 PM

Remote ZOOM Meeting

Attendance

Board Members: Erik Halvorson; Jim Duscha; Robert Huhta; Brad Thurman; Alan Headley; Bill LeMonds; Jim Kelly

Staff: Don Turrentine; Frank Randolph (legal counsel)

Guests: Robert: Charlie Worley; Darr Kirk

Board Members Absent and No Alternate:

1. Call to Order and Introductions

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

2. Executive Session: RCW 42.30.110(1)(i) Discussion with legal counsel about legal risks of current or proposed action.

Board entered executive session for 10 minutes at 10:02 AM and ending at 10:12 AM. Board requested a 15-minute extension, now ending at 10:27 AM. Board requested a 15-minute extension, now ending at 10:42 AM. Board came out of executive session at 10:42 AM. No action was taken.

3. Adjournment: Meeting adjourned at 10:42 AM

Brad Thurman, Board Chair

Attest:

Briana Harvill, Clerk of the Board

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday May 15th, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Ruth Kendall; Andy Hamilton; Alan Headley; Bill LeMonds; Jim Duscha; Brad Thurman; Jim Kelly; Rick Dahl

Staff: John Diamond; Frank Randolph (general counsel); Briana Harvill; Don Turrentine; Bob Gregory; Jerry Jensen; Jessica Weygandt

Guests: Brandon Poff; Brandi Ballinger; Vic Leatzow; Seth Hart; Darr Kirk; Jon Dunaway; Charlie Worley; Scott Goldstein; Jason Kester; Brennan Kauffman; Rob Castro; Jeremy H

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Thurman called the meeting to order at 10:02 AM.

A. Robert (Bob) Gregory, Interim Executive Director

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. Duscha seconded; all in favor, motion carried.

3. Approval of Meeting Minutes

A. April 17, 2024, Meeting Minutes

B. May 2, 2024, Special Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from April 17, 2024 and May 2, 2024.

LeMonds made a motion to approve the 04/17/2024 & 05/02/2024 meeting minutes as presented. Headley seconded; all in favor, motion carried.

4. Public Comment

The public comment period allows any member of the public to speak to any item that is not on the regular agenda.

5. Payables:

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 04/19/24	498 - 530	\$124,266.28
Payroll 05/03/24	551 - 583	\$116,275.64
Claims 04/18/24	490 - 493	\$19,024.43
Claims 04/25/24	536 - 550	\$28,449.88
Claims 05/09/24	586 - 606	\$36,507.70
TOTAL		\$1,146,276.42

Recommended Action: Motion to approve the payables as presented.

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

6. Financial Report for March – April 2024 - No action needed.

7. Resolution 2024-001 Budget Amendment

Recommended Action: Motion to adopt Resolution 2024-001 Budget Amendment as presented.

Hamilton made a motion to approve Resolution 2024-001 Budget Amendment as presented. Headley seconded; all in favor, motion carried.

8. Approval of Callworks Maintenance Agreement

Recommended Action: A motion to approve the Motorola Callworks 911 phone system annual maintenance as presented.

Headley made a motion to approve the Motorola Callworks 911 phone system annual maintenance as presented. Hamilton seconded; all in favor, motion carried.

9. Board Comments/Board Committee Reports

A. LAW TAC Update: No Report – next meeting is scheduled for May 28th.

B. FIRE TAC Update: Met on May 14th and had great conversation and clarification about mutual aid with Medix coming in and how to incorporate them into response plans.

10. Renaming Authorized Signers on All Banking and Financial Accounts

A. Remove Rachael Young (Fair) and John Diamond from all banking and financial accounts. Add Robert Gregory and Jessica Weygandt to all banking and financial accounts.

Duscha made a motion to remove Rachael Young (Fair) and John Diamond from all banking and financial accounts and add Robert Gregory and Jessica Weygandt to all banking and financial accounts. LeMonds seconded; all in favor, motion carried.

11. Director's Report

A. Staffing Update: 18 dispatchers; 1 trainee. 1 employee going out on medical beginning June 10th. Brannon awarded non-represented staff member of the year

B. Hiring Update: 3 to interview for dispatch position

C. Transition Update: May 29th at 10am will be a Special Meeting to discuss the Executive Director Search

12. Old Business:

13. Executive Session: N/A

14. Closed Session

15. Adjournment: 10:59 AM

Brad Thurman, Board Chair

Attest:

Briana Harvill, Clerk of the Board

Cowlitz 911 Public Authority Board of Directors

Special Meeting Minutes

Wednesday May 29th, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Erik Halvorson; Jim Duscha; Andy Hamilton; Robert Huhta; Brad Thurman; Alan Headley; Rick Dahl; Bill LeMonds; Jim Kelly

Staff: Bob Gregory; Briana Harvill; Don Turrentine; Frank Randolph (legal counsel); Jessica Weygandt; Jerry Jensen

Guests: Robert:

Board Members Absent and No Alternate:

1. Call to Order and Introductions

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

2. Resolution: Designation of Investment Officer – No longer needed.

3. Vote on Final Draft of Collective Bargaining Agreement

Kelly made a motion to approve the final draft of the Collective Bargaining Agreement. Halvorson seconded; all in favor, motion carried.

4. Executive Director Search Discussion

Bob reported that we received 3 proposals from Prothman, GMP, and Reinke and Associates. Derek Poarch and Associates declined to submit a proposal. Recommended Reinke and Associates with 4 phases at total cost of \$11,500. Phase 1 would begin next week (June 3 – 5) and would consist of Steve Reinke and Bob Gregory meeting with all the board and alternates and drafting up the job profile. Phase 2 will be June 7th – July 3rd and will consist of advertising the job and accepting applications. Phase 3 will be July 3rd – 10th and will consist of reviewing applications and meeting with the subcommittee. Phase 4 will be July 24th – 31st and will consist of developing and coordinating the interview process with several panels. The subcommittee will include Erik Halvorson, Jim Duscha, Jim Kelly, Alan Headley, Bob Gregory and Briana Harvill.

Kelly made a motion to move forward with Reinke and Associates for the Executive Director Search. Hamilton seconded; all in favor, motion carried.

5. Deanna Wells Retirement Reception – June 4th 1pm – 4pm

6. Set June Special Meeting Date

Thursday June 27th at 10:00 AM.

7. Adjournment: Meeting adjourned at 10:16 AM

Brad Thurman, Board Chair

Attest:

Briana Harvill, Clerk of the Board

CHECK REGISTER

Cowlitz 911

Time: 14:59:38 Date: 06/20/2024

05/20/2024 To: 06/20/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
642	05/20/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	19,407.92	941 Deposit for Pay Cycle 05/20/2024
717	06/05/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	35,871.33	941 Deposit for Pay Cycle(s) 06/05/2024 - 06/05/2024
787	06/20/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	35,499.09	941 Deposit for Pay Cycle(s) 06/20/2024 - 06/20/2024
637	05/20/2024	Payroll	1	13074	MICHELLE SIMS	2,760.13	
643	05/20/2024	Payroll	1	13075	KAISER PERMANENTE MEMBERSHIP ADMIN	3,863.53	Pay Cycle(s) 05/20/2024 To 05/20/2024 - MEDICAL-KAISER
644	05/20/2024	Payroll	1	13076	WASHINGTON STATE DEPT OF RETIREMENT	13,741.47	Pay Cycle(s) 05/20/2024 To 05/20/2024 - PERS2; Pay Cycle(s) 05/20/2024 To 05/20/2024 - PERS3
645	05/20/2024	Payroll	1	13077	WCIF	12,651.70	Pay Cycle(s) 05/20/2024 To 05/20/2024 - MEDICAL-WCIF; Pay Cycle(s) 05/20/2024 To 05/20/2024 - LIFE INS BUYUP; Pay Cycle(s) 05/20/2024 To 05/20/2024 - AD-D BUYUP
711	06/05/2024	Payroll	1	13099	MICHELLE SIMS	3,048.36	
718	06/05/2024	Payroll	1	13100	KAISER PERMANENTE MEMBERSHIP ADMIN	2,838.34	Pay Cycle(s) 06/05/2024 To 06/05/2024 - MEDICAL-KAISER
719	06/05/2024	Payroll	1	13101	WASHINGTON STATE DEPT OF RETIREMENT	12,811.59	Pay Cycle(s) 06/05/2024 To 06/05/2024 - PERS2; Pay Cycle(s) 06/05/2024 To 06/05/2024 - PERS3
720	06/05/2024	Payroll	1	13102	WCIF	11,354.95	Pay Cycle(s) 06/05/2024 To 06/05/2024 - MEDICAL-WCIF; Pay Cycle(s) 06/05/2024 To 06/05/2024 - LIFE INS BUYUP; Pay Cycle(s) 06/05/2024 To 06/05/2024 - AD-D BUYUP
782	06/20/2024	Payroll	1	13132	MICHELLE SIMS	3,898.33	
788	06/20/2024	Payroll	1	13133	KAISER PERMANENTE MEMBERSHIP ADMIN	2,838.32	Pay Cycle(s) 06/20/2024 To 06/20/2024 - MEDICAL-KAISER
789	06/20/2024	Payroll	1	13134	WASHINGTON STATE DEPT OF RETIREMENT	14,105.05	Pay Cycle(s) 06/20/2024 To 06/20/2024 - PERS2; Pay Cycle(s) 06/20/2024 To 06/20/2024 - PERS3
790	06/20/2024	Payroll	1	13135	WCIF	9,247.52	Pay Cycle(s) 06/20/2024 To 06/20/2024 - MEDICAL-WCIF; Pay Cycle(s) 06/20/2024 To 06/20/2024 - LIFE INS BUYUP; Pay Cycle(s) 06/20/2024 To 06/20/2024 - AD-D BUYUP
617	05/20/2024	Payroll	2	EFT	JONATHAN C AGUIRRE	2,041.50	
618	05/20/2024	Payroll	2	EFT	DANNYKA BAKER	1,205.37	
619	05/20/2024	Payroll	2	EFT	SUZANNE DEISHER	1,726.12	
620	05/20/2024	Payroll	2	EFT	JOHN DIAMOND	4,354.27	
621	05/20/2024	Payroll	2	EFT	JOSHUA EVALD	2,873.17	
622	05/20/2024	Payroll	2	EFT	MISTI GIBBS	2,305.20	

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Time: 14:59:38 Date: 06/20/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
623	05/20/2024	Payroll	2	EFT	MARIA GILBERT	2,275.50	
624	05/20/2024	Payroll	2	EFT	BRIANA HARVILL	380.28	
625	05/20/2024	Payroll	2	EFT	KATHRYN HOWE	1,918.51	
626	05/20/2024	Payroll	2	EFT	TARA HUHTA	2,002.20	
627	05/20/2024	Payroll	2	EFT	JERRY JENSEN	3,152.04	
628	05/20/2024	Payroll	2	EFT	ANNA LAUDENSCHLAGER	2,828.23	
629	05/20/2024	Payroll	2	EFT	JULIA MARTIN	2,243.66	
630	05/20/2024	Payroll	2	EFT	EMILY A MCGREGOR	3,018.07	
631	05/20/2024	Payroll	2	EFT	TRACEY MORSE	2,391.55	
632	05/20/2024	Payroll	2	EFT	ASHLYN MUNSON	1,693.42	
633	05/20/2024	Payroll	2	EFT	TRISTA OJALEHTO	2,499.66	
634	05/20/2024	Payroll	2	EFT	SAMANTHA PERRY	2,754.50	
635	05/20/2024	Payroll	2	EFT	KAYLEE SCHAEFER	2,463.82	
636	05/20/2024	Payroll	2	EFT	ROBERT SCHAEFER	3,067.09	
638	05/20/2024	Payroll	2	EFT	BRANNON STARR	2,347.91	
639	05/20/2024	Payroll	2	EFT	REBECCA SWANSON	2,119.56	
640	05/20/2024	Payroll	2	EFT	DON TURRENTINE	4,402.51	
641	05/20/2024	Payroll	2	EFT	JESSICA M WEYGANDT	2,226.61	
646	05/20/2024	Payroll	2	EFT	CAPSCO	50.00	Pay Cycle(s) 05/20/2024 To 05/20/2024 - ASSN FEE
647	05/20/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	375.00	Pay Cycle(s) 05/20/2024 To 05/20/2024 - UNION DUES; Pay Cycle(s) 05/20/2024 To 05/20/2024 - INITIATION FEE
648	05/20/2024	Payroll	2	EFT	EMPOWER TRUST COMPANY, LCC	2,184.71	Pay Cycle(s) 05/20/2024 To 05/20/2024 - DEF COMP; Pay Cycle(s) 05/20/2024 To 05/20/2024 - DEF COMP- AFTER TAX
649	05/20/2024	Payroll	2	EFT	HRA VEBA	7,725.00	Pay Cycle(s) 05/20/2024 To 05/20/2024 - VEBA
650	05/20/2024	Payroll	2	EFT	REHN AND ASSOCIATES	525.00	Pay Cycle(s) 05/20/2024 To 05/20/2024 - HSA
690	06/05/2024	Payroll	2	EFT	JONATHAN C AGUIRRE	2,174.79	
691	06/05/2024	Payroll	2	EFT	DANNYKA BAKER	1,214.23	
692	06/05/2024	Payroll	2	EFT	SUZANNE DEISHER	1,746.67	
693	06/05/2024	Payroll	2	EFT	JOHN DIAMOND	3,539.86	
694	06/05/2024	Payroll	2	EFT	JOSHUA EVALD	2,718.39	
695	06/05/2024	Payroll	2	EFT	MISTI GIBBS	1,965.43	
696	06/05/2024	Payroll	2	EFT	MARIA GILBERT	2,242.53	
697	06/05/2024	Payroll	2	EFT	ROBERT J GREGORY	7,716.68	
698	06/05/2024	Payroll	2	EFT	BRIANA HARVILL	995.90	
699	06/05/2024	Payroll	2	EFT	KATHRYN HOWE	2,647.67	
700	06/05/2024	Payroll	2	EFT	TARA HUHTA	2,005.39	
701	06/05/2024	Payroll	2	EFT	JERRY JENSEN	3,153.44	
702	06/05/2024	Payroll	2	EFT	ANNA LAUDENSCHLAGER	2,991.56	
703	06/05/2024	Payroll	2	EFT	JULIA MARTIN	2,212.89	
704	06/05/2024	Payroll	2	EFT	EMILY A MCGREGOR	2,290.41	
705	06/05/2024	Payroll	2	EFT	TRACEY MORSE	2,414.77	
706	06/05/2024	Payroll	2	EFT	ASHLYN MUNSON	1,924.15	
707	06/05/2024	Payroll	2	EFT	TRISTA OJALEHTO	2,012.07	
708	06/05/2024	Payroll	2	EFT	SAMANTHA PERRY	3,034.46	
709	06/05/2024	Payroll	2	EFT	KAYLEE SCHAEFER	2,677.83	
710	06/05/2024	Payroll	2	EFT	ROBERT SCHAEFER	2,765.95	
712	06/05/2024	Payroll	2	EFT	BRANNON STARR	2,350.42	
713	06/05/2024	Payroll	2	EFT	REBECCA SWANSON	2,118.35	
714	06/05/2024	Payroll	2	EFT	DON TURRENTINE	4,400.13	

CHECK REGISTER

Cowlitz 911

Time: 14:59:38 Date: 06/20/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
715	06/05/2024	Payroll	2	EFT	DEANNA WELLS	18,036.76	
716	06/05/2024	Payroll	2	EFT	JESSICA M WEYGANDT	2,323.57	
721	06/05/2024	Payroll	2	EFT	CAPSCO	50.00	Pay Cycle(s) 06/05/2024 To 06/05/2024 - ASSN FEE
722	06/05/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	375.00	Pay Cycle(s) 06/05/2024 To 06/05/2024 - UNION DUES; Pay Cycle(s) 06/05/2024 To 06/05/2024 - INITIATION FEE
723	06/05/2024	Payroll	2	EFT	EMPOWER TRUST COMPANY, LCC	2,067.06	Pay Cycle(s) 06/05/2024 To 06/05/2024 - DEF COMP
724	06/05/2024	Payroll	2	EFT	HRA VEBA	7,650.00	Pay Cycle(s) 06/05/2024 To 06/05/2024 - VEBA
725	06/05/2024	Payroll	2	EFT	REHN AND ASSOCIATES	4,462.52	Pay Cycle(s) 06/05/2024 To 06/05/2024 - HSA
761	06/20/2024	Payroll	2	EFT	JONATHAN C AGUIRRE	2,351.76	
762	06/20/2024	Payroll	2	EFT	DANNYKA BAKER	1,429.16	
763	06/20/2024	Payroll	2	EFT	SUZANNE DEISHER	1,919.59	
764	06/20/2024	Payroll	2	EFT	JOHN DIAMOND	19,766.31	
765	06/20/2024	Payroll	2	EFT	JOSHUA EVALD	3,113.60	
766	06/20/2024	Payroll	2	EFT	MISTI GIBBS	2,227.05	
767	06/20/2024	Payroll	2	EFT	MARIA GILBERT	2,933.41	
768	06/20/2024	Payroll	2	EFT	ROBERT J GREGORY	7,168.64	
769	06/20/2024	Payroll	2	EFT	BRIANA HARVILL	2,168.11	
770	06/20/2024	Payroll	2	EFT	KATHRYN HOWE	2,319.45	
771	06/20/2024	Payroll	2	EFT	TARA HUHTA	2,306.24	
772	06/20/2024	Payroll	2	EFT	JERRY JENSEN	3,155.23	
773	06/20/2024	Payroll	2	EFT	ANNA LAUDENSCHLAGER	3,143.49	
774	06/20/2024	Payroll	2	EFT	JULIA MARTIN	2,374.74	
775	06/20/2024	Payroll	2	EFT	EMILY A MCGREGOR	2,452.91	
776	06/20/2024	Payroll	2	EFT	TRACEY MORSE	2,627.62	
777	06/20/2024	Payroll	2	EFT	ASHLYN MUNSON	2,075.10	
778	06/20/2024	Payroll	2	EFT	TRISTA OJALEHTO	2,049.00	
779	06/20/2024	Payroll	2	EFT	SAMANTHA PERRY	3,969.07	
780	06/20/2024	Payroll	2	EFT	KAYLEE SCHAEFER	2,446.73	
781	06/20/2024	Payroll	2	EFT	ROBERT SCHAEFER	2,903.52	
783	06/20/2024	Payroll	2	EFT	BRANNON STARR	2,350.43	
784	06/20/2024	Payroll	2	EFT	REBECCA SWANSON	2,581.80	
785	06/20/2024	Payroll	2	EFT	DON TURRENTINE	4,400.32	
786	06/20/2024	Payroll	2	EFT	JESSICA M WEYGANDT	2,324.82	
791	06/20/2024	Payroll	2	EFT	CAPSCO	50.00	Pay Cycle(s) 06/20/2024 To 06/20/2024 - ASSN FEE
792	06/20/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	375.00	Pay Cycle(s) 06/20/2024 To 06/20/2024 - UNION DUES; Pay Cycle(s) 06/20/2024 To 06/20/2024 - INITIATION FEE
793	06/20/2024	Payroll	2	EFT	EMPOWER TRUST COMPANY, LCC	2,094.91	Pay Cycle(s) 06/20/2024 To 06/20/2024 - DEF COMP
794	06/20/2024	Payroll	2	EFT	HRA VEBA	8,850.00	Pay Cycle(s) 06/20/2024 To 06/20/2024 - VEBA
795	06/20/2024	Payroll	2	EFT	REHN AND ASSOCIATES	525.00	Pay Cycle(s) 06/20/2024 To 06/20/2024 - HSA

001 OPERATIONS

449,819.98

449,819.98 Payroll:

449,819.98

CHECK REGISTER

Cowlitz 911

Time: 14:59:38 Date: 06/20/2024

05/20/2024 To: 06/20/2024

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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.

_____	_____ C2FR _____	_____
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.

_____	_____
Budget Finance Manager, Signature	Date

_____	_____
Executive Director, Signature	Date

_____	_____
Board Chair, Signature	Date

CHECK REGISTER

Cowlitz 911

Time: 14:59:10 Date: 06/20/2024

05/20/2024 To: 06/20/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
682	06/01/2024	Claims	1	EFT	US BANK (BOND PAYMENT)	177,776.60	SEMI-ANNUAL BOND PAYMENT (INTEREST)
661	05/23/2024	Claims	1	13078	AMERICAN POWER SYSTEMS	62,917.39	INV# COW00007-IN; INV# CO0007B-IN
662	05/23/2024	Claims	1	13079	COLUMBIA RIVER PUD	404.41	ACCT # 64779 0524
663	05/23/2024	Claims	1	13080	COMCAST	213.38	ACCT# 8778101111306527 0524
664	05/23/2024	Claims	1	13081	COMCAST	4,878.62	INV# 201459102
665	05/23/2024	Claims	1	13082	COWLITZ 2 FIRE & RESCUE	140.00	INV# 040924CPR
666	05/23/2024	Claims	1	13083	COWLITZ COUNTY B&P	13,775.84	INV# B&P 24-03
667	05/23/2024	Claims	1	13084	COWLITZ COUNTY PURCHASING SERVICES	4.40	INV# 242-2024
668	05/23/2024	Claims	1	13085	COWLITZ PUD	2,265.33	ACCT# 5156128 0524; ACCT# 4745063 0524; ACCT# 5162399 0524; ACCT# 4737086 0524
669	05/23/2024	Claims	1	13086	CUMMINS SALES AND SERVICE	367.67	RETAINAGE RELEASE ON 8/1/23 MTCE AGREEMENT
670	05/23/2024	Claims	1	13087	LANGUAGE LINE SVCS INC	61.53	INV# 11281278
671	05/23/2024	Claims	1	13088	LONGVIEW, CITY OF	916.27	ACCT# 21-25-08998-25 0424
672	05/23/2024	Claims	1	13089	MOTOROLA SOLUTIONS	229,413.47	INV# 1187120888; INV# 8281889296; INV# 8230456426; INV# 8230425272; INV# 1187117900
673	05/23/2024	Claims	1	13090	PRIORITY DISPATCH	8,309.63	INV# SIN372494
674	05/23/2024	Claims	1	13091	SIERRA SPRINGS	158.66	INV# 535118 050224
675	05/23/2024	Claims	1	13092	TELECOMMUNICATION SYSTEMS, INC	4,626.68	INV# 04INV-000044523
676	05/23/2024	Claims	1	13093	TOSHIBA AMERICA BUSINESS SOLUTIONS	185.05	INV# 5029680375
677	05/23/2024	Claims	1	13094	US BANK (VISA)	11,371.49	ACCT # 4484734550012810 0524
678	05/23/2024	Claims	1	13095	VERIZON WIRELESS	587.80	INV# 9963026760
679	05/23/2024	Claims	1	13096	WASTE CONNECTIONS OF WASHINGTON	23.12	INV# 205042205010
680	05/23/2024	Claims	1	13097	WAVE	1,376.25	INV# 134902801-0010797
681	05/23/2024	Claims	1	13098	WIRELESS CONNECTION LLC	165.00	INV# #INV824150
729	06/13/2024	Claims	1	13103	ADCOMM ENGINEERING LLC	3,148.55	INV# 16666
730	06/13/2024	Claims	1	13104	AMAZON BUSINESS	279.97	INV# 1FF9-PYX-7J7Y; INV# 1MMJ-FWND-4937; INV# 1VP3-4WX3-1N9R
731	06/13/2024	Claims	1	13105	AMERICAN POWER SYSTEMS	62,433.34	INV# CO003W-IN; INV# COW0003-IN
732	06/13/2024	Claims	1	13106	AT&T MOBILITY LLC	243.83	INV# 287315187389X05272024
733	06/13/2024	Claims	1	13107	COMCAST	615.54	ACCT# 8778 10 111 1306527 0624; ACCT# 8778 10 113 0684045 0624
734	06/13/2024	Claims	1	13108	COWLITZ 2 FIRE & RESCUE	7,100.00	INV# 24-072; INV# 24-071
735	06/13/2024	Claims	1	13109	CWCOG	475.25	INV# 201
736	06/13/2024	Claims	1	13110	DAY WIRELESS	5,586.80	INV# #INV872259
737	06/13/2024	Claims	1	13111	FRANK F. RANDOLPH	2,816.00	INV# RLF060124
738	06/13/2024	Claims	1	13112	BRIANA HARVILL	324.13	INV# 2024-LRI
739	06/13/2024	Claims	1	13113	INTEGER ASSOCIATES INC	1,810.62	INV# 24-108
740	06/13/2024	Claims	1	13114	LANGUAGE LINE SVCS INC	85.46	INV# 11311578
741	06/13/2024	Claims	1	13115	LEVEL 3 COMMUNICATIONS, LLC	1,650.40	INV# 692187929
742	06/13/2024	Claims	1	13116	LONGVIEW, CITY OF	1,041.07	INV# 2944
743	06/13/2024	Claims	1	13117	LOWE'S	408.37	ACCT# 9900 572237 8 0524
744	06/13/2024	Claims	1	13118	MINUTEMAN PRESS	233.50	INV# 50101
745	06/13/2024	Claims	1	13119	MORE POWER TECHNOLOGY-NONPROJECT	17,548.96	INV# 16243; INV# 16209
746	06/13/2024	Claims	1	13120	PRIORITY DISPATCH	29,099.30	INV# SIN310607; INV# SIN372476
747	06/13/2024	Claims	1	13121	REHN AND ASSOCIATES -AP	45.00	INV# 14898; INV# 15104

CHECK REGISTER

Cowlitz 911

Time: 14:59:10 Date: 06/20/2024

05/20/2024 To: 06/20/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
748	06/13/2024	Claims	1	13122	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV# 24-048
749	06/13/2024	Claims	1	13123	ROYAL BUSINESS SYSTEMS	99.01	INV# IN225158
750	06/13/2024	Claims	1	13124	SIERRA SPRINGS	146.78	INV# 5351188 053024
751	06/13/2024	Claims	1	13125	SMARSH	2,937.96	INV# INV-174145
752	06/13/2024	Claims	1	13126	SUMMIT LAW GROUP, PLLC	3,525.00	INV# 154297
753	06/13/2024	Claims	1	13127	T-MOBILE USA INC	40.07	ACCT# 986172236 0524
754	06/13/2024	Claims	1	13128	TOSHIBA AMERICA BUSINESS SOLUTIONS	459.41	INV# 5030040059; INV# 5030036190
755	06/13/2024	Claims	1	13129	WALTER E NELSON COMPANY	219.80	INV# 1867927
756	06/13/2024	Claims	1	13130	WEYERHAUSER TIMBER HOLDINGS, INC	11,596.20	INV# 2024-3
757	06/13/2024	Claims	1	13131	JESSICA M WEYGANDT	21.26	INV#021524
798	06/20/2024	Claims	1	13136	COWLITZ PUD	398.42	ACCT# 4737086; ACCT# 4671145
						172,321.41	
						20,810.90	
						136,965.36	
						177,776.60	
						168,454.32	
						676,328.59	Claims: 676,328.59

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



Cowlitz 911 Agenda Summary Sheet

2790 Ocean Beach Highway
Longview, WA 98632
www.cowlitz911.org

Introduced by: Bob Gregory, Interim Executive Director **Date:** June 20, 2024

For Agenda of: June 27, 2024

SUBJECT TITLE:

Approval of Employment Agreement with Deanna Wells for temporary Vendor & Technical Manager

ATTACHMENT: Employment Agreement between Cowlitz 911 and Deanna Wells

SUMMARY STATEMENT:

The Cowlitz 911 organization is understaffed due to personal leave situations and there is a significant gap in administrative support for vendor and contract management. In addition, the Vendor & Technical Manager was off on medical leave prior to her retirement. This prevented training and information transition to staff, and specifically, our vendor and contract management procedures were not able to be transitioned. With the interim role being served by the Executive Director, there is a need to have support to handle our vendor and contract management needs.

I have identified several pending urgencies that need to be managed:

1. Radio stabilization project-manage equipment and contractor procurement including quote & bid solicitation
2. Management, reporting, and compliance monitoring of federal grant for radio project
3. Renewal of Day Wireless Service and Lease Agreements-Service Agreement expires in August, 2024
4. Support Finance Manager & new Executive Director with 2025 budget preparation
5. Provide training and transition support to administrative staff on Cowlitz 911 purchasing policy, Resolution 2009-004

I have discussed the need for these services with Deanna Wells, who recently retired from our Vendor & Technical Manager position. She is extremely well qualified to focus on these duties and we have evaluated the time commitment for the above stated priorities, and I am recommending in the proposed employment agreement up to 16 hours per week for these part-time services. The recommended term for the services is beginning July 1, 2024, through December 31, 2024.

I am recommending this term as I believe with Ms. Wells institutional knowledge and familiarity with Cowlitz 911, she will be invaluable in contributing to the upcoming 2025 budget process, keeping the radio project on track, and would be extremely helpful in the transition with the new Executive Director and the Budget Manager returning from maternity leave.

RECOMMENDED ACTION:

Motion to approve Employment Agreement with Deanna Wells and authorize signature of Interim Executive Director

Expenditure Required: \$125/HR
Amount Budgeted: Cowlitz 911 Salaries
Appropriation Required: N/A

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this first day of July 1, 2024, by and between Cowlitz 911, a Washington State Public Authority, hereinafter called 'Employer', and Deanna Wells, hereinafter called 'Employee', both of whom understand and agree as follows:

RECITALS:

WHEREAS, Employer desires to employ Employee, and Employee desires to be employed with Employer under the terms and conditions contained herein.

NOW, THEREFORE, IT IS HEREBY AGREED between the Parties as follows:

Section 1. Duties

Employer hereby agrees to employ Employee and Employee hereby accepts employment as Cowlitz 911 I.T. Vendor & Technical Manager for Employer upon the terms and conditions contained herein.

Employee agrees to perform the functions and duties on a part-time basis as specified in the Cowlitz 911 Vendor & Technical Manager Position Description, as well as other legally permissible and proper duties and functions as the Employer shall assign from time to time.

Employee agrees to perform faithfully, industriously, to the best of Employee's ability and experience, and to the satisfaction of Employer, all duties that may be required of Employee.

Employer shall direct, control and supervise the duties to be performed, the manner of performing such duties and the time for performing such duties. Such duties shall be provided as such place(s) as the needs, business, or opportunity of Employer may require from time to time.

Section 2. Term

This Agreement is for a term not to exceed December, 31, 2024. Employee specifically agrees that Employee's employment is at the will of Employer. This means employment is voluntarily entered into and just as Employee may resign at will, Employer is free also to conclude the employment relationship at any time, for cause or no cause at all. Neither Employee nor Employer have entered into a

contract for the promise of continued future employment of definite or specific duration. Both parties acknowledge this position is designated as a part time temporary interim position.

Section 3. Termination and Notice

Employer or employee may terminate this employment agreement in writing at any time, with or without prior notice to the other side.

Section 4. Salary

As compensation for all services rendered by Employee under this Agreement, Employer shall pay Employee an hourly rate of one hundred twenty-five dollars (\$125.00) per hour.

Section 5. Hours of Work

Employee is scheduled to work part-time hours of no more than sixteen(16) hours per week, without prior Executive Director approval, in writing, for further hours.

Section 6. Transportation for Cowlitz 911 Business

Employee shall provide her own automobile for customary business travel within Cowlitz County. Employer shall reimburse Employee for all work-related travel at the maximum rate per mile of 67 cent or as thereafter amended by the federal rate.

Section 7. Benefits

Employee shall be entitled to sick leave only at a rate of 1 hour for every forty (40) hours worked.

Employer agrees to allow employee to contribute compensation into a 457(b) qualified retirement account, as provided for by IRS regulations.

Employer will provide any other benefits required by Federal or Washington State law.

Section 8. General Expenses

Employer will reimburse Employee for “out of pocket” expenses in accordance with Employer policies in effect from time to time.

Section 9. Other Terms and Conditions of Employment

Employee agrees to comply with Employer's rules and regulations.

Section 10. Notices

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, certified mail, postage prepaid, addressed as follows:

EMPLOYER: Chair, Board of Directors
Cowlitz 911
2790 Ocean Beach Highway
Longview, WA 98632

EMPLOYEE: Deanna Wells
4317 Hampton Ct.
Longview, WA 98632

Alternatively, notices required pursuant to this agreement may be served personally in the same manner as provided by law. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 11. General Provisions

1. The text herein shall constitute the entire agreement between the parties.
2. This Agreement may not be assigned by Employee, without Employer's prior written consent.
3. The waiver of either party of a breach of any term of this Agreement shall not operate or be construed as a waiver of any subsequent breach thereof.
4. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
5. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The State of Washington shall have jurisdiction over any dispute between the parties hereto. Venue at the option of Employer, for any action arising out of this Agreement shall be in Cowlitz County, Washington.

6. The invalidity or unenforceability of any one or more provisions of this Agreement will in no way affect any other provision.

7. Employee shall be subject to Employer's administrative policies as then current.

IN WITNESS WHEREOF, the Cowlitz 911 Board of Directors has caused this Agreement to be signed and executed and duly attested by its Clerk and the Employee has signed and executed this agreement, both in duplicate, the day and year first written above.

EFFECTIVE DATE OF THIS AGREEMENT: The First day of July, 2024.

EMPLOYER:
For the Cowlitz 911 Board of Directors

EMPLOYEE:

Brad Thurman, Chair
Date: July 1, 2024

Deanna Wells
Date: July 1, 2024

ATTEST:

Briana Harvill, Executive Assistant/HR Administrator

APPROVED AS TO FORM ONLY:

Frank Randolph, Counsel to Cowlitz 911



Cowlitz 911 Agenda Summary Sheet

2790 Ocean Beach Highway
Longview, WA 98632
www.cowlitz911.org

Introduced by: Briana Harvill, HR Administrator

Date: June 20, 2024

For Agenda of: June 27, 2024

SUBJECT TITLE:

Approval of Public Records Policy

SUMMARY STATEMENT:

Cowlitz 911 has been referencing the RCWs under the Public Records Act and WAC's along with the help of other PSAP's who have their own public records policies and MSRC attorneys. Upon attending training, Cowlitz 911 felt that we needed to implement our own policy. We reached out to Valley COMM, who is also a Public Authority for their Public Records Policy to assist in forming ours.

RECOMMENDED ACTION:

Motion to approve the Public Records Policy as presented.

Expenditure Required: N/A
Amount Budgeted: N/A
Appropriation Required: N/A



Cowlitz 911 Public Records Policy

POLICY APPLIES TO: All Cowlitz 911 Employees

I. PURPOSE

1. This policy establishes the procedures Cowlitz 911 will follow to provide access to public records as defined under Washington's Public Records Act, Chapter 42.56 RCW. These procedures provide information to persons wishing to request access to public records maintained by Cowlitz 911 and establish processes for both the requestors and Cowlitz 911 staff that are designated to assist members of the public in obtaining such access.

II. POLICY

1. It is the policy of Cowlitz 911 to release records in compliance with the Public Records Act and any other applicable provisions of federal or state law. Cowlitz 911 provides access to information concerning the conduct of government, being mindful of individuals' privacy rights and the desirability of the efficient administration of government.
2. Cowlitz 911 has an assigned public records officer who oversees compliance with the Act, but other Cowlitz 911 staff may assist in processing requests at the public records officer's direction.
3. In accordance with the Act, the Cowlitz 911 public records officer or designee will do the following:
 - a. Provide fullest assistance to requesters as provided by law.
 - b. Ensure that public records are reasonably protected from damage, destruction, or disorganization.

III. REQUESTING A PUBLIC RECORD

1. Any person wishing to inspect or obtain copies of public records maintained by Cowlitz 911 may submit a request using the Cowlitz 911 online request system, found at www.cowlitz911.org.

a. Requests may also be made:

i. Via phone (360)762-6824

ii. By first class mail addressed to the Public Records Officer at Cowlitz 911, 2790 Ocean Beach Hwy, Longview, WA 98632.

iii. When accessible – In person at Cowlitz 911 located at 2790 Ocean Beach Hwy, Longview, WA 98632, Monday through Friday between 9am and 4pm.

b. Information to include in the request:

i. Name and contact information of the requestor (e.g., email address, address, phone number) sufficient for providing notice and delivering records

ii. The date of the request

iii. Identification of the public records adequate for the public records officer or designee to locate the records (e.g., case number, address of incident, date of incident, name and phone number of person reporting incident)

2. The public records officer will confirm receipt of the information and the substance of the request in writing

IV. PROCESSING OF PUBLIC RECORDS REQUESTS

1. **Processing the Request.** The public records officer or designee will process requests in the order that allows the most requests to be processed in the most efficient manner while preventing excessive interference with other essential functions of Cowlitz 911.
2. **Acknowledging Receipt of the Request.** Within five business days of the receipt of the request, the public records officer will do one or more of the following:
 - a. Make the records available for inspection or copying.
 - b. Provide copies of the responsive records to the requestor.
 - c. Provide a reasonable estimate of when the records or an installment of records will be made available.
 - d. Deny the request, with the reason for the denial
3. **Seeking or Receiving Clarification.** If the request is unclear or does not sufficiently identify the requested records, the public records officer or designee will seek clarification from the requestor. Additional time required to respond to a request may be based on the need to clarify the intent of the request.
 - a. If the requestor fails to clarify the request within the given timeframe, any portions of the request that are not clear will be considered closed, in accordance with RCW 42.56.520(3).

- b. Following clarification, the public records officer or designee may revise the estimate of when records will be available.
4. **Records Exempt from Disclosure.** Some records are exempt from disclosure, in whole or in part. If Cowlitz 911 believes that a record is exempt from disclosure and should be withheld or redacted, the public records officer will do the following:
 - a. State the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld citing the related Public Records Act section, RCW, or other legal provision
 - b. If only a portion of a record is exempt from disclosure the public records officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requestor why portions of the record are redacted.
 - c. For informational purposes, following is a current list of laws other than the Public Records Act (RCW 42.56.070(2)) that Cowlitz 911 believes might exempt or prohibit disclosure of specific information or records of Cowlitz 911:
 - i. Privileged communications, including attorney-client privilege, RCW 5.60.060
 - ii. Trade secrets, RCW 19.108
 - iii. Juvenile records under certain circumstances, RCW 13.50 RCW
 - iv. Criminal records under certain circumstances, RCW 10.97
 - v. Washington State Patrol information under certain circumstances, RCW 43.43.710
 - vi. Vehicle or driving records in certain circumstances, RCW 46.12.635; RCW 46.52.130
 - vii. Medical records in certain circumstances, RCW 68.50.105; RCW 70.02
 - viii. Records related to reports of abandonment, abuse, financial exploitation, or neglect, RCW 74.34.095
 - ix. Records of a person confined in jail under certain circumstances, RCW 70.48.100
 - x. Persons requesting to be anonymous, RCW 42.56.420(2)
 - xi. Gate/Door/Lockbox codes, RCW 42.56.230(9), RCW 38.52.575 and RCW38.52.577
 - xii. Active Investigations, 42.56.240(1)
5. **Notice to Others.** Pursuant to RCW 42.56.540, Third Party Notification may be provided for most requests when the request involves a party other than the requestor and there is a potential exemption that could be asserted, and the third party requests a reasonable time to assert their challenge of the release. This does not apply to requests from other Law Enforcement entities or other such privileged parties. Appropriate consideration of RCW 42.56.240(1)(2) is also applied at the discretion of the Executive Director.
6. **Automated Requests.** Cowlitz 911 may deny or consider for ordering purposes any records request that the agency reasonably believes was generated by a bot, computer program, or script. Cowlitz 911 may deny such a request if it reasonably believes that it is one of multiple requests from a requestor within a 24-hour period and that responding to the multiple requests would cause excessive interference with other essential functions of the agency.
7. **Inspection of Records.** Cowlitz 911 will provide space to inspect public records upon request. If a requestor wishes to inspect original records at Cowlitz 911 facility rather than receive copies of

records, the requestor may contact the public records officer to make arrangements to inspect records.

8. **Providing Copies of Records.** In most cases, the public records officer will respond to a request for public records by providing the requestor with electronic copies of the responsive records via the online records request system.
9. **Providing Records in Installments.** When the request is for many records or is complex, the public records officer or designee may provide the records in installments
10. **Closing Withdrawn or Abandoned Request.** When the requestor withdraws the request, fails to clarify an entirely unclear request, or fails to inspect or retrieve an entire set of records or one or more installments within thirty days, the public records officer or designee may stop searching for any remaining records, provide written notice to the requestor that the request is considered abandoned and closed, and administratively close the request.
11. **Later Discovered Documents.** If, after Cowlitz 911 has informed the requestor that it has provided all available records, Cowlitz 911 becomes aware of additional responsive records existing at the time of the request, it will endeavor to provide them to the requestor.

V. REVIEW OF DENIALS OF PUBLIC RECORDS

1. **Petition for Internal Administrative Review of Denial of Access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision within ten (10) business days from the date of the response. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.
2. **Consideration of Petition for Review.** The public records officer shall promptly provide the petition and any other relevant information to Cowlitz 911's Executive Director or their designee. The Executive Director or their designee will consider the petition and either affirm or reverse the denial within two business days or as soon as practicable, or as agreed upon with the requestor.

VI. RECORD RETENTION & DESTRUCTION

1. All Cowlitz 911 record retention is governed by chapter 40.14 RCW through the Washington State Local Government Common Records Retention Schedule (CORE), Washington State Law Enforcement Records Retention Schedule and the Washington State Emergency Communications (911) Records Retention Schedule. Most records are retained based upon their content, not the type media or record they are.
2. **Key Communications Center Retention.** Cowlitz 911 has established the following record retention schedule for key communication center records that meets or exceeds the following Washington State Emergency Communications (911) Records Retention Schedule.
 - a. Washington State Emergency Communications (911) Records Retention Schedule:
 - i. 911 Audio – least 90 days

- ii. Computer Aided Dispatch Backup Data/Tapes –3 years after date of backup.
- iii. Computer Automated Dispatch (CAD) Incident Files –1 year after end of the calendar year
- iv. Radio Logs – 60 days after date of last entry
- v. National Criminal Information Center Logs – 1 year after date of last entry
- b. Washington State Fire Protection and Emergency Medical Services Retention Schedule:
 - i. Radio Logs – 90 days after date of document
- c. Washington State Law Enforcement Records Retention Schedule:
 - i. All Radio Transmissions – 90 days after conclusion of dispatch action
- d. Washington State Local Government Common Records Retention Schedule
 - i. Automatic Vehicle Locator (AVL) data – 30 days after last recording (Per User Board AVL is retained for 60 days.)

Brad Thurman, Board Chair

ATTEST:

Briana Harvill, Clerk of the Board



Cowlitz 911 Agenda Summary Sheet

2790 Ocean Beach Highway
Longview, WA 98632
www.cowlitz911.org

Introduced by: Bob Gregory, Interim Executive Director **Date:** June 20, 2024

For Agenda of: June 27, 2024

ATTACHMENT: August 17 Cowlitz 911 Board Meeting Minutes

SUBJECT TITLE:

Update approval for the procurement and installation of equipment for radio microwaves services system wide by extending allowable timeframe for short term radio stabilization

SUMMARY STATEMENT:

At the Cowlitz 911 PA Board Meeting on 8/17/2022, the board moved to approve up to \$1,000,000 on the procurement of equipment for the radio microwaves system wide for a period of 18-24 months

Subsequently a federal grant in the amount of \$2.179 million has been secured for equipment which can be reimbursed by the grant, needed to be expensed within the 2024 calendar year. At the May 15, 2024 board meeting, the Board approved the 2024 amended budget, allocating \$2.179 million for equipment purchases and \$1.332 million for installation.

Cowlitz 911, with support from ADCOMM, is now receiving quotes via the NASPO Master Agreement for this equipment; however, time is of the essence in order to purchase all needed equipment within the terms of the grant. Cowlitz 911 seeks approval to proceed with purchasing and installation.

Together with approval of the expenditure of all the funds covered by the grant reimbursement on equipment procurement, Cowlitz 911 also seeks an approval to ensure that the services, labor, etc. that are needed to install this equipment as it is procured.

Cowlitz 911 Resolution 2019-004 establishes the policies for public works projects, consulting and professional services, and procurement of supplies and equipment. The Executive Director has authority to approve expenditures under \$50,000, but all contracts and procurement's above \$50,000 requires Cowlitz 911 Board approval. On August 22, 2022, the Board approved the replacement equipment procurement not to exceed \$1,000,000, however, to provide further clarity, it is recommended that the Board adopt a resolution to clarify the intent for the Executive Director to award equipment and installation services in accordance with federal, state, and local public works, professional services, and equipment purchase requirements.

RECOMMENDED ACTION:

Motion to authorize preparation of a Resolution providing Executive Director authority to approve future expenditures for the short-term radio stabilization project, not to exceed the budgeted amount in the 2024 Cowlitz 911 budget for the radio and microwave system including equipment procurement, installation, and services, subject to federal, state, and local bidding and procurement requirements.

Expenditure Required: N/A

Amount Budgeted: Equipment - \$2.179
Installation - \$1.332 million
Appropriation Required: N/A

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday August 17th, 2022 @ 10:00 AM

Hybrid – Boat House & ZOOM

Attendance

Board Members: Ruth Kendall; Kurt Sacha; Jim Kambeitz; Dennis Weber; Troy Brightbill (alternate, voting); Darr Kirk (alternate, voting); Alan Headley; Sammy Brown (alternate, voting); Jim Kelly (alternate, voting)

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

Guests: Richard Underdahl; Scott Neves; Brandon Poff

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Dennis Weber called the meeting to order at 10:03 AM.

2. Approval of the Agenda

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

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

3. Approval of Meeting Minutes

A. 07/20/22

Recommended Action: A motion to approve the meeting minutes from 07/20/22

Headley made a motion to approve the meeting minutes. Kirk seconded; all in favor, motion carried.

4. Public Comment

The public comment period allows any member of the public to speak to any item that is not on the regular agenda. The Chair asked if any members of the public were attending the meeting and no members of the public were in attendance.

5. Payables:

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 07/20/22	842-879	\$ 135,060.93
Claims 07/29/22	889-905	\$ 303,477.18
Payroll 08/03/22	918-952	\$ 80,914.51
Claims 08/04/22	955	\$ 271,415.57
Payroll 08/05/22	956-993	\$126,513.44
Claims 08/12/22	1002-1019	\$418,084.20
TOTAL		\$1,335,465.83

Recommended Action: Motion to approve the payables as presented

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

6. Financial Report for July 2022- No action needed

7. Board Comments/Board Committee Reports

A. LAW TAC Update: Brightbill stated they had no meeting this month.

- B. FIRE TAC Update: Brown stated that they met and discussed the operations/training manual and regionalizing imagetrend. Cons with how much control each agency can have.

8. Director's Report

- A. **Staffing Update:** 20 dispatchers, 1 in training- roughly 6-8 weeks left.
- B. **Climate and Culture:** Steadily bettering, and 9/11 will be 911 day.
- C. **Facility Update:** No substantial completion date. Made substantial progress in the last couple weeks.
- D. **Radio Update:**

- i. **Approval of Deer Island Contract**

Radio lease agreement with Integer Associates Inc. and Cowlitz 911, term 10 years, with 3 additional 5 year terms. \$1757.88 a month with an annual 3% escalator, \$52.00 a month electricity. Up front fees \$7,500.00 relocation application, site inspection, connection fees. Additional common expenses 100%, maintenance on HVAC, Generator, shelter, grounds. Space, 3 rack footprint for radio equipment, tower installation one 6' microwave, 2 yagi antennas.

Cowlitz 911 will be installing TX & RX control 1, and CCSO, and 4 RX radios at the Deer Island site in Columbia County to improve public safety radio coverage primarily in the Kalama area. There may be some additional coverage gain in the Woodland area as well.

Recommended Action: Motion to approve the deer island contract as presented.

Headley made a motion to authorize the director to sign the Deer Island contract once all stipulations have been ironed out. Brightbill seconded; all in favor, motion carried.

- ii. **Approval for the procurement of equipment for radio microwaves system wide**

Cowlitz 911 will replace radio microwaves system wide, voters, links, and receivers over the next 18 to 24 months to improve radio coverage, dependability, and efficiency. We are currently operating with microwaves that are beyond end of life, and some ancillary equipment that is 30 years old. This proposal is part of the equipment procurement that will fall under the grant should the grant be approved. The delivery time on this equipment is anywhere from 6-12 months and waiting to place the order will only further delay this project. Cowlitz has adequate funds from the facility project and capital replacement reserves as explained by Finance. Wells did check with Collin Swanson, the director of District issues, at representative Herrera's office. He said he thinks it would not be an issue to order equipment prior to the grant approval, however, he has not provided written documentation confirming this as of date.

Recommended Action: Motion to approve the replacement equipment procurement not to exceed \$1,000,000 with any reimbursement from the grant to be applied to this project to procure an additional \$1,000,000 and any money spent on equipment from the original \$1,000,000 to be used to replenish the funds used.

Kirk made a motion to spend up to \$1,000,000 on the replacement of equipment. Brightbill seconded; all in favor, motion carried.

9. Old Business

A. Approval of Travel Policy

Recommended Action: A motion to approve the travel policy

Headley made a motion to approve the travel policy with the exclusion of the other family member section. Sacha seconded; all in favor, motion carried.


B. Budget Committee

10. Executive Session: RCW 42.30.110(1)(b) Real Estate Purchase

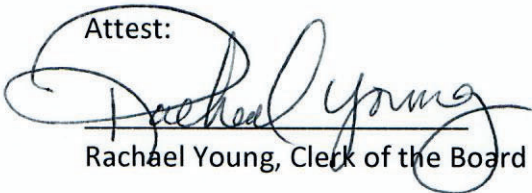
The board went into executive session at 10:35 for 20 minutes. The board came out of executive session at 10:55. No decisions were made.

11. Adjournment: Meeting was adjourned at 10:55

12. Closed Meeting: Not Held



Brad Thurman, Board Chair

Attest:


Rachael Young, Clerk of the Board