

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday August 21, 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. 07/10/2024 – Special Meeting Minutes

B. 07/26/2024 – Special Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 07/10/24 and 07/26/24.

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 07/19/24	903 – 937	\$136,767.10
Payroll 08/05/24	961 – 995	\$122,893.28
Claims 07/11/24	880 – 902	\$46,357.25
Claims 07/25/24	940 – 960	\$48,515.61
Claims 08/16/24	998 – 1025	\$33,571.11
TOTAL		\$388,104.35

Recommended Action: Motion to approve the payables as presented

6. Approval of Medix Contract

Recommended Action: Motion to approve the Medix Contract as presented.

7. Executive Director Employment Agreement w/ Darr Kirk

Recommended Action: Motion to approve the Employment Agreement for Darr Kirk as presented.

8. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

9. Director's Report

A. Staffing Update

B. Radio Project Update

10. Old Business

11. Executive Session: If necessary

12. Adjournment

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday July 10th, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Ruth Kendall (alternate, voting); Andy Hamilton; Alan Headley; Jim Duscha; Jim Kelly; Brad Thurman; Rick Dahl; Robert Huhta

Staff: Frank Randolph (general counsel); Briana Harvill; Don Turrentine; Bob Gregory; Jerry Jensen; Deanna Wells

Guests: Brandon Poff; Troy Brightbill; Steve Reinke; Darr Kirk; Charlie Worley

Board Members Absent and No Alternate: Bill LeMonds

1. Call to Order and Introductions

Thurman called the meeting to order at 10:01 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. Hamilton seconded; all in favor, motion carried.

3. Approval of Meeting Minutes

A. June 27, 2024, Special Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from June 27, 2024

Hamilton made a motion to approve the 06/27/2024 meeting minutes as presented. Duscha 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 07/05/24	823 – 856	\$131,331.87
Claims 06/28/24	801 – 822	\$85,906.80
TOTAL		\$217,238.67

Recommended Action: Motion to approve the payables as presented.

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

6. Amending Cowlitz 911 Small Works Roster and Purchasing Resolution 2019-004

Recommended Action: Motion to approve Amended Resolution as presented.

Kendall made a motion to approve the Amended Resolution as presented. Duscha seconded; all in favor, motion carried.

7. Board Comments/Board Committee Reports

A. LAW TAC Update: Discussed short term changes and found a solution that will work. Joint TAC meeting on July 9th.

B. FIRE TAC Update: There is a path and they are continuing to move forward. Joint TAC meeting on July 9th.

C. Executive Director Recruitment Update: There are 3 viable candidates and the plan is to bring in the top 2 for interviews. There will be a meet and greet with the candidates on Thursday July 25th from 4 – 6pm and the interviews will be on Friday, July 26th.

8. Director's Report

A. Staffing Update: 18 dispatchers; including 1 trainee. We have received 3 of the 4 candidate's backgrounds. We are shooting for a start date in early August. Deanna is onboard and getting going on the contracts. There will be an assessment center for the supervisor positions on July 18th. There were 9 internal applicants.

9. Old Business: N/A

10. Executive Session: If necessary

11. Adjournment: Meeting adjourned at 10:19 AM.

Brad Thurman, Board Chair

Attest:

Briana Harvill, Clerk of the Board

Cowlitz 911 Public Authority Board of Directors

Special Meeting Minutes

Friday July 26th, 2024 @ 11:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

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

Staff: Briana Harvill; Bob Gregory; Jerry Jensen; Dannyka Baker; Brannon Starr; Michelle Sims; Josh Evald; Anna Laudenschlager

Guests: Steve Reinke

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Thurman called the meeting to order at 11:00 AM.

2. Board Interviews of Candidates for Executive Director Position

The Cowlitz 911 Public Authority Board of Directors interviewed 2 Executive Director candidates, Michelle Arrowsmith and Darr Kirk. The questions that were asked have been filed with these meeting minutes for reference. Both candidates provided in depth answers to each question.

3. Executive Session: RCW 42.30.110(1)(g)

Board entered executive session for 30 minutes at 12:32 PM and ending at 1:02 PM. Board requested a 5-minute extension, now ending at 1:07 PM. Board came out of executive session at 1:07 PM. Board entered open session at 1:07 PM. Halvorson made a motion to direct the Interim Executive Director to offer a conditional offer of employment to Darr Kirk and to include the background process. Bring this back to the Board at the August 21st meeting. Huhta seconded; all in favor, motion carried.

4. Adjournment: Meeting adjourned at 1:08 PM.

Brad Thurman, Board Chair

Attest:

Briana Harvill, Clerk of the Board

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Cowlitz 911

Time: 15:23:12 Date: 08/15/2024

07/19/2024 To: 08/05/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
929	07/19/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	23,221.08	941 Deposit for Pay Cycle(s) 07/19/2024 - 07/19/2024
987	08/05/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	20,750.91	941 Deposit for Pay Cycle(s) 08/05/2024 - 08/05/2024
923	07/19/2024	Payroll	1	13186	MICHELLE SIMS	3,671.11	
930	07/19/2024	Payroll	1	13187	KAISER PERMANENTE MEMBERSHIP ADMIN	2,838.32	Pay Cycle(s) 07/19/2024 To 07/19/2024 - MEDICAL-KAISER
931	07/19/2024	Payroll	1	13188	WASHINGTON STATE DEPT OF RETIREMENT	14,106.00	Pay Cycle(s) 07/19/2024 To 07/19/2024 - PSERS2; Pay Cycle(s) 07/19/2024 To 07/19/2024 - PERS2; Pay Cycle(s) 07/19/2024 To 07/19/2024 - PERS3
932	07/19/2024	Payroll	1	13189	WCIF	11,480.95	Pay Cycle(s) 07/19/2024 To 07/19/2024 - MEDICAL-WCIF; Pay Cycle(s) 07/19/2024 To 07/19/2024 - LIFE INS BUYUP; Pay Cycle(s) 07/19/2024 To 07/19/2024 - AD-D BUYUP
957	07/25/2024	Payroll	1	13207	ESD - PFMLA	3,155.91	Pay Cycle(s) 04/01/2024 To 06/30/2024 - PFMLA
Invoices		Amount	PO For				
2ND QTR 2024		3,155.91					
958	07/25/2024	Payroll	1	13208	ESD-LTC	2,602.97	Pay Cycle(s) 04/01/2024 To 06/30/2024 - LTC
Invoices		Amount	PO For				
2ND QTR 2024		2,602.97					
959	07/25/2024	Payroll	1	13209	ESD	3,690.98	2nd Quarter Unemployment: 04/01/2024 - 06/30/2024
Invoices		Amount	PO For				
2ND QTR 2024		3,690.98					
960	07/25/2024	Payroll	1	13210	WASHINGTON STATE DEPT OF L&I	3,903.18	2ND Quarter L&I: 04/01/2024 - 06/30/2024
Invoices		Amount	PO For				
2ND QTR 2024		3,903.18					
981	08/05/2024	Payroll	1	13211	MICHELLE SIMS	3,213.31	
988	08/05/2024	Payroll	1	13212	KAISER PERMANENTE MEMBERSHIP ADMIN	2,838.34	Pay Cycle(s) 08/05/2024 To 08/05/2024 - MEDICAL-KAISER
989	08/05/2024	Payroll	1	13213	WASHINGTON STATE DEPT OF RETIREMENT	12,101.13	Pay Cycle(s) 08/05/2024 To 08/05/2024 - PSERS2; Pay Cycle(s) 08/05/2024 To 08/05/2024 - PERS2; Pay Cycle(s) 08/05/2024 To 08/05/2024 - PERS3

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
990	08/05/2024	Payroll	1	13214	WCIF	11,086.88	Pay Cycle(s) 08/05/2024 To 08/05/2024 - MEDICAL-WCIF; Pay Cycle(s) 08/05/2024 To 08/05/2024 - LIFE INS BUYUP; Pay Cycle(s) 08/05/2024 To 08/05/2024 - AD-D BUYUP
903	07/19/2024	Payroll	2	EFT	JONATHAN C AGUIRRE	2,198.31	
904	07/19/2024	Payroll	2	EFT	DANNYKA BAKER	1,348.57	
905	07/19/2024	Payroll	2	EFT	SUZANNE DEISHER	2,047.43	
906	07/19/2024	Payroll	2	EFT	JOSHUA EVALD	2,938.00	
907	07/19/2024	Payroll	2	EFT	MISTI GIBBS	2,518.71	
908	07/19/2024	Payroll	2	EFT	MARIA GILBERT	2,562.76	
909	07/19/2024	Payroll	2	EFT	ROBERT J GREGORY		
910	07/19/2024	Payroll	2	EFT	BRIANA HARVILL	2,167.52	
911	07/19/2024	Payroll	2	EFT	KATHRYN HOWE	1,973.14	
912	07/19/2024	Payroll	2	EFT	TARA HUHTA	2,517.92	
913	07/19/2024	Payroll	2	EFT	JERRY JENSEN	3,273.38	
914	07/19/2024	Payroll	2	EFT	ANNA LAUDENSCHLAGER	3,017.02	
915	07/19/2024	Payroll	2	EFT	JULIA MARTIN	2,223.04	
916	07/19/2024	Payroll	2	EFT	EMILY A MCGREGOR	2,793.03	
917	07/19/2024	Payroll	2	EFT	TRACEY MORSE	2,579.60	
918	07/19/2024	Payroll	2	EFT	ASHLYN MUNSON	2,089.31	
919	07/19/2024	Payroll	2	EFT	TRISTA OJALEHTO	2,147.97	
920	07/19/2024	Payroll	2	EFT	SAMANTHA PERRY	3,810.15	
921	07/19/2024	Payroll	2	EFT	KAYLEE SCHAEFER	2,780.78	
922	07/19/2024	Payroll	2	EFT	ROBERT SCHAEFER	2,816.85	
924	07/19/2024	Payroll	2	EFT	BRANNON STARR	2,515.79	
925	07/19/2024	Payroll	2	EFT	REBECCA SWANSON	2,557.30	
926	07/19/2024	Payroll	2	EFT	DON TURRENTINE	4,403.00	
927	07/19/2024	Payroll	2	EFT	DEANNA WELLS	1,184.57	
928	07/19/2024	Payroll	2	EFT	JESSICA M WEYGANDT	2,188.09	
933	07/19/2024	Payroll	2	EFT	CAPSCO	47.50	Pay Cycle(s) 07/19/2024 To 07/19/2024 - ASSN FEE
934	07/19/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	780.00	Pay Cycle(s) 07/19/2024 To 07/19/2024 - UNION DUES; Pay Cycle(s) 07/19/2024 To 07/19/2024 - INITIATION FEE
935	07/19/2024	Payroll	2	EFT	EMPOWER TRUST COMPANY, LCC	12,094.90	Pay Cycle(s) 07/19/2024 To 07/19/2024 - DEF COMP
936	07/19/2024	Payroll	2	EFT	HRA VEBA	7,350.00	Pay Cycle(s) 07/19/2024 To 07/19/2024 - VEBA
937	07/19/2024	Payroll	2	EFT	REHN AND ASSOCIATES	525.00	Pay Cycle(s) 07/19/2024 To 07/19/2024 - HSA
961	08/05/2024	Payroll	2	EFT	JONATHAN C AGUIRRE	2,019.00	
962	08/05/2024	Payroll	2	EFT	DANNYKA BAKER	1,223.20	
963	08/05/2024	Payroll	2	EFT	SUZANNE DEISHER	1,698.98	
964	08/05/2024	Payroll	2	EFT	JOSHUA EVALD	2,505.72	
965	08/05/2024	Payroll	2	EFT	MISTI GIBBS	2,153.46	
966	08/05/2024	Payroll	2	EFT	MARIA GILBERT	2,406.94	
967	08/05/2024	Payroll	2	EFT	ROBERT J GREGORY		
968	08/05/2024	Payroll	2	EFT	BRIANA HARVILL	2,166.52	
969	08/05/2024	Payroll	2	EFT	KATHRYN HOWE	1,814.13	
970	08/05/2024	Payroll	2	EFT	TARA HUHTA	1,982.10	
971	08/05/2024	Payroll	2	EFT	JERRY JENSEN	3,269.59	
972	08/05/2024	Payroll	2	EFT	ANNA LAUDENSCHLAGER	2,650.92	
973	08/05/2024	Payroll	2	EFT	JULIA MARTIN	2,064.85	
974	08/05/2024	Payroll	2	EFT	EMILY A MCGREGOR	2,388.18	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
975	08/05/2024	Payroll	2	EFT	TRACEY MORSE	2,236.74	
976	08/05/2024	Payroll	2	EFT	ASHLYN MUNSON	1,893.87	
977	08/05/2024	Payroll	2	EFT	TRISTA OJALEHTO	2,230.97	
978	08/05/2024	Payroll	2	EFT	SAMANTHA PERRY	2,692.13	
979	08/05/2024	Payroll	2	EFT	KAYLEE SCHAEFER	2,561.62	
980	08/05/2024	Payroll	2	EFT	ROBERT SCHAEFER	3,058.56	
982	08/05/2024	Payroll	2	EFT	BRANNON STARR	2,506.64	
983	08/05/2024	Payroll	2	EFT	REBECCA SWANSON	2,093.46	
984	08/05/2024	Payroll	2	EFT	DON TURRENTINE	4,404.27	
985	08/05/2024	Payroll	2	EFT	DEANNA WELLS	3,659.27	
986	08/05/2024	Payroll	2	EFT	JESSICA M WEYGANDT	49.12	
991	08/05/2024	Payroll	2	EFT	CAPSCO	47.50	Pay Cycle(s) 08/05/2024 To 08/05/2024 - ASSN FEE
992	08/05/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	780.00	Pay Cycle(s) 08/05/2024 To 08/05/2024 - UNION DUES; Pay Cycle(s) 08/05/2024 To 08/05/2024 - INITIATION FEE
993	08/05/2024	Payroll	2	EFT	EMPOWER TRUST COMPANY, LCC	8,469.97	Pay Cycle(s) 08/05/2024 To 08/05/2024 - DEF COMP
994	08/05/2024	Payroll	2	EFT	HRA VEBA	7,350.00	Pay Cycle(s) 08/05/2024 To 08/05/2024 - VEBA
995	08/05/2024	Payroll	2	EFT	REHN AND ASSOCIATES	525.00	Pay Cycle(s) 08/05/2024 To 08/05/2024 - HSA

001 OPERATIONS

273,013.42

273,013.42 Payroll: 273,013.42

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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

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Time: 15:24:00 Date: 08/15/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
880	07/11/2024	Claims	1	13163	AT&T MOBILITY LLC	224.49	INV# 287315187389X06272024
	Invoices		Amount	PO	For		
	X06272024		224.49		06/20/24-07/19/24 CELLPHONES AND HOT SPOT		
881	07/11/2024	Claims	1	13164	COMCAST	615.54	ACCT# 8778 10 111 1306527; ACCT# 8778 10 113 0684045
	Invoices		Amount	PO	For		
	1306527/0624		213.38		06/30/24-07/29/24 CABLE TV AT 2790 OCEAN BEACH HWY		
	0684045/0624		402.16		06/24/24-07/23/24 INTERNET AT 312 SW 1ST AVE		
882	07/11/2024	Claims	1	13165	COWLITZ 2 FIRE & RESCUE	3,000.00	INV# 24-079
	Invoices		Amount	PO	For		
	24-079		3,000.00		JUNE 2024 FINANCIAL SERVICES - AP		
883	07/11/2024	Claims	1	13166	COWLITZ PUD	2,326.06	ACCT# 5162399; ACCT# 4671145; ACCT# 4737086
	Invoices		Amount	PO	For		
	5162399/0624		1,872.95		05/09/24-06/10/24 POWER AT 2790 OCEAN BEACH HWY		
	4671145/0624		282.30		05/16/24-06/17/24 POWER AT 1 LAULAINEN RD		
	4737086/0624		170.81		05/16/24-06/17/24 POWER AT 540 OSWALT LN		
884	07/11/2024	Claims	1	13167	CUMMINS SALES AND SERVICE	5,159.89	INV# 05-63407; INV# 05-63620
	Invoices		Amount	PO	For		
	05-63407		1,485.54		GAS LEASE & BLOCK HEATER REPLACEMENT @ SPEELYAI SITE		
	05-63620		3,674.35		ANNUAL MAINTENANCE @ 2790 OB HWY		
885	07/11/2024	Claims	1	13168	DAY WIRELESS	10,044.09	INV# INV824388; INV# INV831825
	Invoices		Amount	PO	For		
	INV824388		4,457.29		UPS SMART & RACKMOUNT @ HOJ 312 SW 1ST AVE		
	INV831825		5,586.80		JULY 2024 RADIO MAINTAINENCE FEES		
886	07/11/2024	Claims	1	13169	DENALI HEATING & AIR CONDITIONING LLC	1,385.92	INV# S-24505; INV# S-24509; INV# S-24494; INV# S-24496
	Invoices		Amount	PO	For		
	S-24505		359.54		ROUTINE AC MAINT @ COLUMBIA HEIGHTS		
	S-24509		474.82		ROUTINE AC MAINT @ COLDWATER - SPIRIT LAKE HWY		
	S-24494		368.00		ROUTINE AC MAINT @ RAINIER		
	S-24496		183.56		REPAIR PROBLEM FOUND DURING MAINT CHECK @ RAINIER		
887	07/11/2024	Claims	1	13170	FRANK F. RANDOLPH	1,540.00	JUNE 2024 ATTORNEY FEES
	Invoices		Amount	PO	For		
	JUNE 2024		1,540.00		JUNE 2024 ATTORNEY FEES		
888	07/11/2024	Claims	1	13171	INTEGER ASSOCIATES INC	1,810.62	INV# 24-109
	Invoices		Amount	PO	For		
	24-109		1,810.62		JULY 2024 MONTHLY LEASE FOR DEER ISLAND TOWER		
889	07/11/2024	Claims	1	13172	LANGUAGE LINE SVCS INC	115.54	INV# 11332004
	Invoices		Amount	PO	For		

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Cowlitz 911

Time: 15:24:00 Date: 08/15/2024

07/11/2024 To: 08/16/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
	Invoices		Amount	PO	For		
	11332004		115.54		JUNE 2024 INTERPRETATION SERVICES		
890	07/11/2024	Claims	1	13173	LEVEL 3 COMMUNICATIONS, LLC	1,653.26	INV# 696224487
	Invoices		Amount	PO	For		
	696224487		1,653.26		JULY 2024 PHONE SERVICES		
891	07/11/2024	Claims	1	13174	LONGVIEW, CITY OF	2,151.63	INV# 2946; ACCT# 21-25-8303-00; ACCT# 21-25-0898-25
	Invoices		Amount	PO	For		
	2946		1,041.07		JULY 2024 LOST RENT 2730 OB HWY		
	2125830300/0624		173.66		04/10/24-06/09/24 WSG FOR 2790 OCEAN BEACH HIGHWAY		
	2125089825/0624		936.90		04/10/24-06/09/24 WSG FOR 2790 OCEAN BEACH HIGHWAY		
892	07/11/2024	Claims	1	13175	LOWE'S	342.69	ACCT# 9900 572237 8
	Invoices		Amount	PO	For		
	5722378/0724		342.69		PURCHASES ON LOWE'S CARD		
893	07/11/2024	Claims	1	13176	NOTEPAGE INC	395.00	INV# 114899
	Invoices		Amount	PO	For		
	114899		395.00		8/30/24-8/29/25 PAGEGATE PRIORITY SUPPORT S/S 15858		
894	07/11/2024	Claims	1	13177	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV# 24-055
	Invoices		Amount	PO	For		
	24-055		2,000.00		JULY 2024 SPILLMAN SUPPORT SERVICES		
895	07/11/2024	Claims	1	13178	ROYAL BUSINESS SYSTEMS	3,578.56	INV# IN228321
	Invoices		Amount	PO	For		
	IN228321		3,578.56		05/27/24-06/26/24 COPY CHARGES		
896	07/11/2024	Claims	1	13179	SIERRA SPRINGS	111.14	INV# 5351188 062724
	Invoices		Amount	PO	For		
	5351188 062724		111.14		JUNE 2024 WATER DELIVERY SERVICES		
897	07/11/2024	Claims	1	13180	T-MOBILE USA INC	40.07	ACCT# 986172236
	Invoices		Amount	PO	For		
	986172236/0624		40.07		05/21/24-06/20/24 WIFI HOTSPOT ON 360-472-5288		
898	07/11/2024	Claims	1	13181	US BANK (VISA)	8,370.00	ACCT# 4484 7345 5001 2810
	Invoices		Amount	PO	For		
	2810/0724		8,370.00		VISA PURCHASES		
899	07/11/2024	Claims	1	13182	WALTER E NELSON COMPANY	80.40	INV# 1877961
	Invoices		Amount	PO	For		
	1877961		80.40		GARGABE BAGS & ODOR CONTROL REFILLS FOR STOCK		
900	07/11/2024	Claims	1	13183	WASHINGTON STATE DEPT OF REVENUE	189.23	2ND QTR 2024 LEASEHOLD TAX

CHECK REGISTER

Cowlitz 911

Time: 15:24:00 Date: 08/15/2024

07/11/2024 To: 08/16/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
	Invoices		Amount	PO	For		
	2ND QTR 2024		189.23		2ND QTR 2024 LEASEHOLD TAX		
901	07/11/2024	Claims	1	13184	WASHINGTON STATE PATROL	1,200.00	INV# 00182970
	Invoices		Amount	PO	For		
	00182970		1,200.00		2ND QTR 2024 ACCESS USER FEE		
902	07/11/2024	Claims	1	13185	WASTE CONNECTIONS OF WASHINGTON	23.12	INV# 20671230S010
	Invoices		Amount	PO	For		
	20671230S010		23.12		JUNE 2024 SHREDDING SERVICES		
940	07/25/2024	Claims	1	13190	CENTURYLINK	1,151.24	ACCT# 333794691; ACCT# 333794691
	Invoices		Amount	PO	For		
	33794691/0524		575.62		05/21/24-06/20/24 PHONE SERVICES		
	333794691/0624		575.62		06/21/24-07/20/24 PHONE SERVICES		
941	07/25/2024	Claims	1	13191	DOUGLAS CHRONISTER	645.41	SUPERVIORS EVALUATOR (MEALS, MILEAGE & LODGING)
	Invoices		Amount	PO	For		
	SUP-DC		645.41		SUPERVIORS EVALUATOR (MEALS, MILEAGE & LODGING)		
942	07/25/2024	Claims	1	13192	MATTHEW CLARK	270.88	SUPERVIORS EVALUATOR (MILEAGE & LODGING)
	Invoices		Amount	PO	For		
	SUP-MC		270.88		SUPERVIORS EVALUATOR (MILEAGE & LODGING)		
943	07/25/2024	Claims	1	13193	COLUMBIA RIVER PUD	429.53	ACCT# 64779
	Invoices		Amount	PO	For		
	64779/0724		429.53		06/05/24-07/08/24 POWER AT 73281 NEER CITY RD		
944	07/25/2024	Claims	1	13194	COMCAST BUSINESS	4,886.23	INV# 2092493244
	Invoices		Amount	PO	For		
	209249324		4,886.23		0724 DEDICATED ETHERNET AND CYBERSECURITY AT 2790 OBH AND 312 SW 1ST		
945	07/25/2024	Claims	1	13195	COWLITZ COUNTY PURCHASING SERVICES	4.40	INV# 338-2024
	Invoices		Amount	PO	For		
	338-2024		4.40		0624 PHONE SERVICES AT 312 SW 1ST		
946	07/25/2024	Claims	1	13196	COWLITZ COUNTY	1,034.87	INV# 1
	Invoices		Amount	PO	For		
	1		1,034.87		DRS RETIREMENT CREDIT OWED FOR SUZANNE DEISHER FROM 09/2002-02/2003		
947	07/25/2024	Claims	1	13197	COWLITZ PUD	2,226.98	ACCT# 4745063; ACCT# 5156128; ACCT# 5162399
	Invoices		Amount	PO	For		
	4745063/0724		260.85		06/04/24-07/01/24 POWER AT 160 BAYSWATER RD		

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		Invoices	Amount	PO	For		
		5156128/0724	29.85		06/10/24-07/10/24 POWER AT 200 GREEN ACRES DR		
		5162399/0724	1,936.28		06/10/24-07/10/24 POWER AT 2790 OB HWY		
948	07/25/2024	Claims	1	13198	KEYS PLUS INC	10.54	INV# 2410
		Invoices	Amount	PO	For		
		2410	10.54		3 KEYS MADE		
949	07/25/2024	Claims	1	13199	MORE POWER TECHNOLOGY- NONPROJECT	15,737.20	INV# 16362
		Invoices	Amount	PO	For		
		16362	15,737.20		0724 IT MANAGED SERVICES AGREEMENT		
950	07/25/2024	Claims	1	13200	PUBLIC SAFETY TESTING INC	312.00	INV# 2024-557
		Invoices	Amount	PO	For		
		2024-557	312.00		Q2 2024 HIRING TESTING SUBSCRIPTION FEES		
951	07/25/2024	Claims	1	13201	REHN AND ASSOCIATES -AP	40.50	INV# 15317; INV# 15529
		Invoices	Amount	PO	For		
		15317	22.50		0524 HSA ADMIN FEES		
		15529	18.00		0624 HSA ADMIN FEES		
952	07/25/2024	Claims	1	13202	SIGN PRINT 360	59.46	INV# 9836
		Invoices	Amount	PO	For		
		9836	59.46		DOOR LETTERING		
953	07/25/2024	Claims	1	13203	TELECOMUNNICATION SYSTEMS, INC	4,626.68	INV# 04INV-000044759
		Invoices	Amount	PO	For		
		04INV-000044759	4,626.68		0724 BACKUP IGN AT 312 SW 1ST		
954	07/25/2024	Claims	1	13204	TOSHIBA AMERICA BUSINESS SOLUTIONS	394.98	INV# 5030431618; INV# 5030447942
		Invoices	Amount	PO	For		
		5030431618	181.46		0724 COPIER LEASE & TAX FOR 450-0104258-000		
		5030447942	213.52		07/03/24-08/02/24 COPIER LEASE, TAX & OVERAGES FOR 450-0039683-000		
955	07/25/2024	Claims	1	13205	VERIZON WIRELESS	579.17	INV# 9967980315
		Invoices	Amount	PO	For		
		9967980315	579.17		06/02/24-07/01/24 CELL PHONES AND IPADS		
956	07/25/2024	Claims	1	13206	WAVE	2,752.50	INV# 134902801-0010910
		Invoices	Amount	PO	For		
		134902801-00109	2,752.50		0724 DARK FIBER CONNECTIONS 312 SW 1ST TO 2790 OBH		
998	08/16/2024	Claims	1	13215	AT&T MOBILITY LLC	224.76	INV# 287315187389X07272024
		Invoices	Amount	PO	For		
		X07272024	224.76		07/20/24-08/19/24 CELLPHONES AND HOT SPOT		

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999	08/16/2024	Claims	1	13216	CARROLL CONSULTING LLC	1,397.50	INV# 24-088
	Invoices	Amount	PO	For			
	24-088	1,397.50			BACKGROUND FOR DARR KIRK		
1000	08/16/2024	Claims	1	13217	CENTURYLINK	611.32	ACCT# 333794691
	Invoices	Amount	PO	For			
	333794691/0724	611.32			07/21/24-08/20/24 PHONE SERVICES		
1001	08/16/2024	Claims	1	13218	COLUMBIA RIVER PUD	383.46	ACCT# 64779
	Invoices	Amount	PO	For			
	64779/0824	383.46			07/08/24-08/06/24 POWER AT 73281 NEER CITY RD		
1002	08/16/2024	Claims	1	13219	COMCAST	614.24	ACCT# 8778 10 113 0684045; ACCT# 8778 10 111 1306524
	Invoices	Amount	PO	For			
	0684045/0724	402.44			07/24/24-08/23/24 INTERNET AT 312 SW 1ST AVE		
	1306527/0724	211.80					
1003	08/16/2024	Claims	1	13220	COWLITZ COUNTY PURCHASING SERVICES	4.40	INV# 393-2024
	Invoices	Amount	PO	For			
	393-2024	4.40			0724 PHONE SERVICES AT 312 SW 1ST		
1004	08/16/2024	Claims	1	13221	COWLITZ PUD	806.15	ACCT# 4737086; ACCT# 4671145; ACCT# 4745063
	Invoices	Amount	PO	For			
	4737086/0724	184.60			06/17/24-07/17/24 POWER AT 540 OSWALT LN		
	4671145/0724	281.19			06/17/24-07/17/24 POWER AT 1 LAULAINEN RD		
	4745063/0824	340.36			07/01/24-08/04/24 POWER AT 160 BAYSWATER RD		
1005	08/16/2024	Claims	1	13222	DENALI HEATING & AIR CONDITIONING LLC	2,330.15	INV# S-24789; INV# S-24715
	Invoices	Amount	PO	For			
	S-24789	527.58			ROUTINE AC MAINT @ SPEELYAI		
	S-24715	1,802.57			EMERGENCY REPAIRS @ SPEELYAI		
1006	08/16/2024	Claims	1	13223	FRANK F. RANDOLPH	1,122.00	INV# RLF080124
	Invoices	Amount	PO	For			
	RLF080124	1,122.00			JULY 2024 ATTORNEY FEES		
1007	08/16/2024	Claims	1	13224	LEVEL 3 COMMUNICATIONS, LLC	1,656.34	INV# 700191140
	Invoices	Amount	PO	For			
	700191140	1,656.34			AUG 2024 PHONE SERVICES		
1008	08/16/2024	Claims	1	13225	LONGVIEW, CITY OF	1,041.07	INV# 2948
	Invoices	Amount	PO	For			
	2948	1,041.07			AUG 2024 LOST RENT 2790 OB HWY		
1009	08/16/2024	Claims	1	13226	LOWE'S	742.47	ACCT# 9900 572237 8

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		99005722378/082	742.47		LOWE'S PURCHASES		
1010	08/16/2024	Claims	1	13227	MOTOROLA SOLUTIONS	900.00	INV# 1187098855
		Invoices	Amount	PO	For		
		1187098855	900.00		04/27/23-04/28/23 REGISTRATION FOR DON TURRENTINE		
1011	08/16/2024	Claims	1	13228	PUBLIC SAFETY TESTING INC	4,773.50	INV# PSTI24-231
		Invoices	Amount	PO	For		
		PSTI24-231	4,773.50		BACKGROUND INVESTIGATIONS FOR 2 PEOPLE		
1012	08/16/2024	Claims	1	13229	REHN AND ASSOCIATES -AP	18.00	INV# 15742
		Invoices	Amount	PO	For		
		15742	18.00		JULY 2024 HSA ADMIN FEES		
1013	08/16/2024	Claims	1	13230	REINKE & ASSOCIATES	7,000.00	JULY 2024 CONSULTING
		Invoices	Amount	PO	For		
		JULY 2024 CONSU	7,000.00				
1014	08/16/2024	Claims	1	13231	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV# 1019
		Invoices	Amount	PO	For		
		1019	2,000.00		AUG 2024 SPILLMAN SUPPORT SERVICES		
1015	08/16/2024	Claims	1	13232	SESSIONS PLUMBING & HEATING INC	212.36	INV# 24-5902
		Invoices	Amount	PO	For		
		24-5902	212.36		REAIR WATER HEATER VALVE @ 2790 OB HWY		
1016	08/16/2024	Claims	1	13233	SIERRA SPRINGS	109.03	INV# 5351188 072524
		Invoices	Amount	PO	For		
		5351188 072524	109.03		JULY 2024 WATER DELIVERY SERVICES		
1017	08/16/2024	Claims	1	13234	SUBURBAN PROPANE, L.P.	159.17	INV# 11602
		Invoices	Amount	PO	For		
		11602	159.17		GAS CHECK LABOR & TRANSPORTATION CHARGE		
1018	08/16/2024	Claims	1	13235	T-MOBILE USA INC	40.07	ACCT# 986172236
		Invoices	Amount	PO	For		
		986172236/0724	40.07		06/21/24-07/20/24 WIFI HOTSPOT ON 360-472-5288		
1019	08/16/2024	Claims	1	13236	TOSHIBA AMERICA BUSINESS SOLUTIONS	181.46	INV# 5030813976
		Invoices	Amount	PO	For		
		5030813976	181.46		0824 COPIER LEASE & TAX		
1020	08/16/2024	Claims	1	13237	US BANK (VISA)	3,140.84	ACCT# 4484 7345 5001 2810
		Invoices	Amount	PO	For		

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		2810/0824	3,140.84		VISA PURCHASES		
1021	08/16/2024	Claims	1	13238	VERIZON WIRELESS	582.67	INV# 9970405604
		Invoices	Amount	PO	For		
		9970405604	582.67		07/02/24-08/01/24 CELL PHONES AND IPADS		
1022	08/16/2024	Claims	1	13239	WALTER E NELSON COMPANY	244.53	INV# 1885607
		Invoices	Amount	PO	For		
		1885607	244.53		GARGABE BAGS, TOILET PAPER, PAPER TOWELS & ODOR CONTROL REFILLS FOR STOCK		
1023	08/16/2024	Claims	1	13240	WASTE CONNECTIONS OF WASHINGTON	23.12	INV# 20766388S010
		Invoices	Amount	PO	For		
		20766388S010	23.12		JULY 2024 SHREDDING SERVICES		
1024	08/16/2024	Claims	1	13241	WAVE	2,752.50	INV# 134902801-0010964
		Invoices	Amount	PO	For		
		134902801-0010964	2,752.50		0824 DARK FIBER CONNECTIONS 312 SW 1ST TO 2790 OBH		
1025	08/16/2024	Claims	1	13242	WIRELESS CONNECTION LLC	500.00	INV# INV836229
		Invoices	Amount	PO	For		
		INV836229	500.00		FCC CALL SIGN RENEWAL KNJR868		
		001 OPERATIONS				91,308.08	
		003 RADIO OPERATIONS				23,782.85	
						115,090.93	Claims: 115,090.93

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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



Cowlitz 911 Agenda Summary Sheet

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

Introduced by: Bob Gregory **Date:** August 5, 2024

For Agenda of: August 21, 2024

SUBJECT TITLE: MEDIX Ambulance Contract Agreement Extension

ATTACHMENTS: Emergency Service Dispatch Agreement with MEDIX Ambulance

SUMMARY STATEMENT:

The current agreement with MEDIX Ambulance expired on May 31, 2024. The City of Longview had requested that Cowlitz 911 extend the agreement through the end of 2024, to allow both parties to review the cost of service and terms of the agreement. The City did undergo a proposal process for ambulance service and the terms of the previous agreement with AMR are currently in place for our current agreement with MEDIX.

Cowlitz 911 staff and MEDIX representatives did discuss extending the terms of the agreement and had prepared the attached agreement in May, 2024, for Cowlitz 911 Board consideration. Inadvertently, we have discovered the agreement did not get on the May 29 board agenda. The MEDIX Ambulance proposal to the City of Longview was based on the current terms of the AMR agreement and due to the short amount of time available when the Interim Director assumed duties, I recommended to MEDIX representatives that we extend the current agreement with the same terms and conditions with the understanding that when the new Executive Director was hired, that a cost of service review by Cowlitz 911 would be performed and the agreement renegotiated for a longer term.

RECOMMENDED ACTION:

Motion to approve agreement with MEDIX Ambulance for dispatch services for period of June 1, 2024 through December 31, 2024.

Expenditure Required: N/A
Amount Budgeted: \$65,000 revenue
Appropriation Required: N/A

EMERGENCY DISPATCH SERVICE AGREEMENT

This Agreement is entered into by the COWLITZ 911 Public Authority, a Washington public safety agency, (hereinafter referred to as "Cowlitz 911") and MEDIX Ambulance Service, Inc., an Oregon corporation, licensed to do business in Washington state, (hereinafter referred to as "MEDIX").

1. RECITALS.

- 1.1 **Status of Parties.** Cowlitz 911 operates a public safety dispatch center, located at 2790 Ocean Beach Highway, Longview, WA 98632 and has the facilities and personnel needed to provide dispatch services to other public safety entities. MEDIX has a need for such dispatch services.
- 1.2 **MEDIX** is a foreign profit corporation with a principal business address of 2325 SE Dolphin Avenue, Warrenton, OR, 97146.
- 1.3 **Request.** The City of Longview Fire Department has asked COWLITZ 911 to continue dispatch services to MEDIX from June 1, 2024, through December 31, 2024.
- 1.4 **Purpose.** It is the purpose of this Agreement to establish the terms and conditions under which COWLITZ 911 will continue dispatching services to MEDIX during the dates outlined in this agreement.

2. EFFECTIVE DATE. To carry out the purpose of this Agreement and in consideration of the benefits to be received by each party, it is agreed as follows:

2.1 This Agreement shall be effective on June 1, 2024, and will terminate on December 31, 2024, unless otherwise terminated or extended pursuant to a future written agreement of the parties.

3. COWLITZ 911's RESPONSIBILITIES. COWLITZ 911 agrees to furnish dispatch services, using its existing equipment and communications, to MEDIX pursuant in accord with COWLITZ 911's standard operating procedures and to furnish the following services:

- 3.1 Track unit status, location, and other pertinent information.
- 3.2 Maintain radio and support communications with MEDIX from the time of the initial call and to provide additional assistance as needed within customary support as provided by COWLITZ 911.
- 3.3 Record and maintain a record of radio and telephone communications relating to all emergency incidents as required by the COWLITZ 911 policy, unless requested by MEDIX to retain any record for a longer time.
- 3.4 Provide communication services to process requests for support assistance from other law enforcement agencies, utilities, medical services, fire services, and other services to aid MEDIX if such assistance should be requested.
- 3.5 The services to be provided by COWLITZ 911 shall be provided twenty-four (24) hours per day, seven (7) days per week, during the term of this Agreement.
- 3.6 COWLITZ 911 shall provide MEDIX with a copy of its standard radio operating procedures rules for dispatching. This document was provided to MEDIX by Longview Fire.
- 3.7 COWLITZ 911 is currently, and will in the future, consider other programs and services not specifically related to dispatch services described in this Section 3. This does not provide for or otherwise address such additional programs or services. Such additional programs or services shall be subject to further negotiations and agreement of the parties.

4. MEDIX RESPONSIBILITIES. MEDIX warrants that its equipment is compatible, as is, with the communications equipment of COWLITZ 911, and further agrees as follows:
 - 4.1 MEDIX shall comply with all written response procedures provided by Longview Fire Dept., describing procedures MEDIX shall use to dispatch calls transmitted by COWLITZ 911 to MEDIX dispatch.
 - 4.2 MEDIX shall comply with the standard procedural rules for COWLITZ 911 dispatch as may be established from time to time by COWLITZ 911, after written notification to MEDIX and as applies to COWLITZ 911.
 - 4.3 MEDIX has examined and agrees and will conform to the standard communications procedures and mobile/portable numbering configurations as established by COWLITZ 911. Mobile/portable renumbering will not be concluded without prior consultation with COWLITZ 911.
 - 4.4 MEDIX acknowledges that information conveyed to MEDIX in the course of dispatch may include sensitive and confidential information in accordance with contractual agreements and as required by Washington state law, including, but not necessarily limited to, E911 ALI (Automatic Location Identifier) Data. MEDIX agrees to maintain the confidentiality of such information, which shall be utilized solely for the purposes of receiving and dispatching emergency calls. MEDIX further agrees to indemnify, defend and hold harmless COWLITZ 911 for any breach by MEDIX, its agents and assigns, of such confidential communications.
5. FEE FOR SERVICES.
 - 5.1 MEDIX agrees to pay COWLITZ 911, as consideration for the services provided by COWLITZ 911, \$21.69 per CAD event dispatched and assigned to MEDIX and an additional \$.68 administrative fee for each of those events billed.
 - 5.2 Payment schedule. MEDIX agrees to pay COWLITZ 911 fees at the rate provided for in Section 5.1 above, within 45 days of the invoice date. COWLITZ 911 will invoice for services from June 1, 2024, through December 31, 2024 on a quarterly basis, beginning in October, 2024.. Any failure to do so, MEDIX agrees to pay legal interest rate on the amounts owed by twelve (12) percent per annual.
6. LIABILITY. Each party shall, at all times, be solely responsible and liable for the acts or the failure to act of its personnel that occur or arise in any way out of the performance of this Agreement by its personnel only, and shall save, defend, and hold the other party and its personnel and officials harmless from any costs, expenses, losses, and damages, including costs of defense incurred as a result of any acts or omission of such party relating to the performance of this Agreement. MEDIX shall provide proof of commercial general liability insurance of two (2) million dollars per occurrence and two (2) million dollars aggregate to COWLITZ 911.
7. LIMITATION OF AGREEMENT. This Agreement is entered into for the benefit of the parties to this Agreement only. The Agreement is not intended to confer any benefits on any other parties, and therefore, no other or third party shall be entitled to rely on the terms of this Agreement or anticipate receipt of any benefit as a result of the performance of this Agreement.
8. NOTICES. All notices, requests, demands, and other communications required by this Agreement, shall be in writing and except as expressly provided elsewhere in this Agreement, shall be deemed to have been given at the time of delivery if personally delivered, or at the time of mailing, if mailed by first class, postage prepaid, and addressed to the party at its address as stated in this Agreement, or at such address as the party may designate at any time in writing to the other party.

9. **MODIFICATION.** This instrument constitutes the entire Agreement between the parties and supersedes all prior Agreements. No modification or amendment shall be valid unless evidenced in writing, lawfully authorized, and signed by both parties.
10. **OPERATIONAL REVIEW PROCEDURE.** It is agreed that representatives of COWLITZ 911 and MEDIX shall meet periodically, if requested by either party, to review operations or procedural matters of COWLITZ 911 and/or MEDIX.
11. **TERMINATION.**
 - 11.1 **For breach.** If COWLITZ 911 determines that a breach of the contract has occurred, that MEDIX has failed to comply with any terms or conditions provided for in this Agreement, or has otherwise failed to provide in any manner the work or services agreed to herein, and if COWLITZ 911 deems said breach to warrant corrective action, the following procedure will apply:
 - 11.1.1 COWLITZ 911 shall notify MEDIX in writing of the nature of the breach and what evidence is available, if any.
 - 11.1.2 MEDIX shall have 10 business days to return a Corrective Action Plan to COWLITZ 911.
 - 11.1.3 COWLITZ 911 shall thereafter notify MEDIX in writing within three (3) business days of COWLITZ 911's determination as to the sufficiency of MEDIX's Corrective Action Plan. The determination of the sufficiency of the MEDIX Corrective Action Plan will be at the sole discretion of COWLITZ 911.
 - 11.1.4 In the event that MEDIX does not respond within the appropriate time with the Corrective Action Plan, or the MEDIX Corrective Action Plan is determined by COWLITZ 911 to be insufficient, COWLITZ 911 may commence termination of this contract in whole or in part.
 - 11.2 **For any reason.** This Agreement may be terminated without cause, in whole or in part, prior to the date specified above in Section 2, by either party providing the other thirty (30) days advance written notice of the termination.
 - 11.3 **For breach or impossibility.** COWLITZ 911 or MEDIX may terminate this contract, in whole or in part, upon ten (10) days advance written notice in the event:
 - 11.3.1 There is a substantial breach of any duty, obligation, or service required pursuant to this Agreement; or
 - 11.3.2 The duties, obligations, or services required herein become impossible, illegal, or infeasible.
 - 11.4 Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either party may have in the event that the obligations, terms, and conditions set forth in this Agreement are breached by the other party.

12. **COWLITZ 911 EQUIPMENT.** All transmitters, consoles, alerting devices, call receiving equipment, and related facilities located at the COWLITZ 911 Dispatch Center shall be purchased, operated, and maintained by COWLITZ 911.
13. The parties to this Agreement acknowledge that COWLITZ 911 retains sole authority to determine the technical, operational, and equipment needs of the COWLITZ 911 systems. This is necessary to ensure maintenance of COWLITZ 911's high standards and the highest degree of compatibility and effectiveness common among member/user agencies.
14. **INTEGRATION.** This agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions and agreements.

Dated: _____

Cowlitz 911 Public Authority:

 Bob Gregory
 Interim Executive Director

MEDIX:

 Authorized Signature

 Printed Name

 Title



Cowlitz 911 Agenda Summary Sheet

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

Introduced by: Bob Gregory **Date:** August 7, 2024

For Agenda of: August 21, 2024

SUBJECT TITLE: Executive Director Employment Agreement with Darr Kirk

ATTACHMENTS: Employment Agreement

SUMMARY STATEMENT:

On July 29, 2024, Interim Director Gregory, administrative/dispatch staff, and the Cowlitz 911 Authority Board of Directors conducted interviews of 2 candidates for the Executive Director. The Board interviews were conducted as part of their July 29, 2024, special meeting. Following discussion in an executive session, the Board came back into special meeting session and made a motion to present a conditional offer of employment to Darr Kirk for the position of Cowlitz 911 Authority Executive Director.

Subsequently, Interim Director Gregory and Board Chair Brad Thurman have worked with Mr. Kirk to finalize the terms and conditions of the attached final employment agreement. A detailed background investigation and drug/vision/hearing screening has been completed and we are recommending advancing for final Board consideration of the Employment Agreement with Mr. Kirk for Executive Director for Cowlitz 911.

RECOMMENDED ACTION:

Motion to approve the Employment Agreement with Mr. Darr Kirk for Cowlitz 911 Authority Executive Director.

Expenditure Required: \$146,000 annually
Amount Budgeted: Up to \$158,000 annually
Appropriation Required: N/A

COWLITZ 911

Police • Fire • Medical



EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____ 2024 by and between Cowlitz 911 Public Authority Board of Directors, hereinafter called “BOARD”, and Darr Kirk, hereinafter called “DIRECTOR”, both of whom understand and agree as follows:

RECITALS:

WHEREAS, the BOARD desires to employ the DIRECTOR and DIRECTOR desires to be employed with Cowlitz 911 Public Authority under the terms and conditions contained herein.

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

Section 1. Duties

The BOARD of Directors hereby agrees to employ the DIRECTOR as the Cowlitz 911 Executive Director, a Fair Labor Standard Act exempt position and the DIRECTOR hereby agrees to be and remain employed pursuant to the terms of this Contract.

DIRECTOR agrees to perform faithfully, industriously, to the best of DIRECTOR’s ability and experience, and to the satisfaction of BOARD, including, without limitation: Implementing BOARD policies, carrying out BOARD directives, overseeing achievement of BOARD goals and objectives, regularly reporting to the BOARD and keeping the BOARD timely advised regarding all strategic, legislative, legal, policy, labor relations, public safety agency relations, community relations, operational and financial matter which could materially affect the BOARD and other matters as directed by the BOARD and to perform additional duties, including, without limitation, the duties and responsibility set forth on the attached job description (which is incorporated herein by reference) as now or hereafter by amended by the BOARD as the BOARD deems appropriate.

Section 2. Term

DIRECTOR specifically agrees that the DIRECTOR’s employment is at the will of the BOARD. This means employment is voluntarily entered into and just as DIRECTOR may resign, the BOARD is free to conclude the employment relationship at any time with or without cause. Neither DIRECTOR nor BOARD have entered into this contract for the promise of continued future employment of definite or specific duration.

Section 3. Termination and Notice

1. If the BOARD elects to terminate the DIRECTOR after the completion of at least twelve (12) months of employment under Section 2, the BOARD shall pay the DIRECTOR two (2) months' salary as severance pay. The payment of severance benefits is expressly conditioned upon DIRECTOR executing an employment release and settlement agreement in a form to be determined by the BOARD, which shall fully and finally release Cowlitz 911 from any and all further obligation to DIRECTOR from any and all claims by him against Cowlitz 911, its employees, and agents. The release and settlement agreement described herein shall not purport to release DIRECTOR's potential claims relating to his rights under Cowlitz 911's benefit plans, workers' compensation laws, and other claims where such release is prohibited by law.
2. In the event DIRECTOR is terminated without notice "for cause" the BOARD shall have no obligation to pay any continued benefits, or the aggregate severance sum designated in this section. For purposes of this subparagraph, "cause" includes, but is not necessarily limited to, the following:
 - a. DIRECTOR's conviction of a felony or of a crime involving dishonesty or moral turpitude, including, without limitation, any act or crime involving misappropriation or embezzlement of Cowlitz 911 assets or funders;
 - b. Willful or material wrongdoing by DIRECTOR, including but not limited to, acts of dishonesty or fraud, which could be expected to have a materially adverse effect, monetarily or otherwise, on Cowlitz 911 as determined by the BOARD;
 - c. Materials breach by the DIRECTOR of any of the provisions of this Agreement; or
 - d. DIRECTOR's intentional or reckless violation of any applicable local, state, or federal law or regulation affecting Cowlitz 911 in any material respect, as determined by the BOARD.
3. In the event the DIRECTOR elects to voluntarily resign, the BOARD requests no less than forty-five (45) days prior written notice.

Section 4. Salary

1. As compensation for all services rendered by DIRECTOR under this Agreement, Cowlitz 911 Public Authority shall pay the DIRECTOR a salary of One Hundred Fort-Six Thousand Dollars (\$146,000) per year, adjustable pursuant to section 4.2 of this agreement.
2. DIRECTOR will receive salary increases of \$4,000 after 6-months and at one year anniversary dates. Cost of living increases and/or performance increases will be provided in the same manner as the exempt employees of Cowlitz 911 as determined by the BOARD

Section 5. Outside Employment

The DIRECTOR shall devote full time energies, attention and skills to perform all duties as described in this Agreement and shall not during the term of this Agreement be engaged in any other employment or business activity, whether or not such business activity is pursued for gain profit or other pecuniary advantage. However, this shall not be construed as preventing DIRECTOR from investing his assets in such form or manner as will not require any services on the part of DIRECTOR in the operation of the affairs of the company(ies) in which such investments are made.

Section 6. Performance Evaluation

1. The BOARD shall evaluate the DIRECTOR after 6-months, and at the one-year anniversary date. Thereafter, the BOARD shall evaluate the DIRECTOR annually. The DIRECTOR shall provide a self-evaluation of the prior year's goals and objectives in writing. The completed performance evaluation may include input from the DIRECTOR's subordinates and management team.
2. The BOARD together with the DIRECTOR will review and establish strategic and management objectives for the DIRECTOR to address in the next year and The BOARD shall define such goals and performance objectives which they determine necessary for the proper operation of the Cowlitz 911 and in the attainment of the BOARD's policy objectives and a relative priority of those various goals and objectives. Said goals and objectives shall be reduced to writing.

Section 7. Hours of Work

The BOARD and DIRECTOR agree that the position is an exempt position as defined by the Fair Labor Standards Act (FLSA). It is recognized that the DIRECTOR will be required to work regular and consistent office hours as well as devote time over and above a standard forty (40) hour week as required for successful operation of Cowlitz 911 Public Authority.

Section 8. Transportation for Cowlitz 911 Business

The DIRECTOR shall provide his own automobile for customary business travel within Cowlitz County and shall receive a monthly car allowance of \$300. Cowlitz 911 Public Authority shall reimburse DIRECTOR for all work-related travel at the maximum rate per mile provided in accordance outside of Cowlitz County with State of Washington travel rules and regulations then in effect.

Section 9 Personal Time off (Vacation, Sick-Leave & Floating Holidays) and Bereavement

1. DIRECTOR shall be entitled to vacation, sick leave and other benefits provided for all other non-represented employees of Cowlitz 911 Public Authority, except as otherwise expressly provided herein.
 - a. DIRECTOR shall receive a starting vacation balance of 160 hours and after 8 months of employment, an accrual rate of 20 hours per month (equivalent to 6 weeks per year). After one year anniversary, accrual will increase to 23.33 hours per month (7 weeks per year).
 - b. DIRECTOR shall receive a starting balance of 48 hours and after 6 months of employment, an accrual sick leave at a rate of eight (8) hours per month. At no time will Employee accrue sick leave at a rate less than provided by Federal or Washington State law.
 - c. DIRECTOR shall be entitled to bereavement leave as afforded all other non-represented employees of Employer.

- d. Paid holidays will be provided in a manner consistent with other non-represented employees.
- e. Any other benefits as provided by Federal or Washington State law.

Section 10. Disability, Health and Life Insurance Benefits

DIRECTOR shall be eligible for and covered by any insurance benefits provided for employees of Cowlitz 911 Public Authority. Cowlitz 911 agrees to make all premium payments for the DIRECTOR under the same terms and conditions of all other all other non-represented staff of Cowlitz 911.

Section 11. Retirement

In lieu of participation in the Washington State Public Employees Retirement System (PERS), the DIRECTOR shall be eligible to participate in a deferred compensation 457(b) retirement account or any optional plans offered by the BOARD for which he is eligible. The BOARD will provide the Director an employer contribution equal to the employer's PERS contribution amount through the Cowlitz 911 Authority's 401A retirement plan.

Section 12. Dues and Subscriptions

The BOARD agrees to budget and to pay for agreed reasonable professional dues and subscriptions necessary for DIRECTOR to perform his duties and continuation and full participation in national, regional, state and local associations and organizations.

Section 13. Professional Development

The BOARD hereby agrees to budget for and to pay pre-approved expenses of DIRECTOR for professional and official travel, courses, institutes, seminars, and meetings that are necessary to continue the professional development of the DIRECTOR. These expenses may include but are not limited to meetings and annual conferences of the Association of Public-Safety Communications Officials (APCO) and the National Emergency Number Association (NENA). The DIRECTOR shall be provided paid administrative leave for attendance at such meetings and annual conferences. The DIRECTOR shall be required to obtain pre-approval prior to incurring any expenses.

Section 14. General Expenses

Cowlitz 911 Public Authority will reimburse Employee for "out of pocket" business expenses in accordance with BOARD policies in effect.

Section 15. Other Terms and Conditions of Employment

1. DIRECTOR agrees to perform in relation to the Cowlitz 911 Ordinance and Charter and comply with any and all of the BOARD's rules, regulations and policies.
2. All provisions relating to vacation and sick leave, holidays and other fringe benefits may be amended from time to time at the BOARD's sole discretion.

Section 16. No Reduction of Benefits

The BOARD shall not at any time during the term of this agreement reduce the salary, compensation or other financial benefits of the DIRECTOR, except to the degree that such a reduction be across-the-board for all non-represented employees of Cowlitz 911 Public Authority.

Section 17. General Provisions

1. The text herein shall constitute the entire agreement between the parties.
2. This Agreement may not be assigned by the DIRECTOR.
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 the BOARD, 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.

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 DIRECTOR has signed and executed this agreement, both in duplicate, the day and year first written above.

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

EMPLOYER:
For the Cowlitz 911 Board of Directors

EMPLOYEE:

Brad Thurman, Chair

Darr Kirk

Date: _____, 2024

Date: _____, 2024

ATTEST:

Brianna Harvill, Clerk of the Board

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: Deanna Wells

Date: 08/15/2024

For Agenda of: 08/21/2024

SUBJECT TITLE: Public Safety Radio Stabilization Plan

SUMMARY STATEMENT: On November 15th, 2023, Cowlitz 911 entered into contract with ADCOMM Engineering for professional services phase 1 project management of a radio improvement plan.

After a recommendation from the Executive Board a decision was made to stabilize the current VHF analog simulcast radio system and an engineering and project management phase 2 professional service agreement was signed between Cowlitz 911 and ADCOMM effective April 23rd, 2024.

ADCOMM was tasked with performing troubleshooting services, engineering services, weekly meetings, site surveys and site measurements, developing a stabilization plan technical memo that identifies likely cause and describes recommended for improvements.

Attached you will find the memorandum "Stabilization Plan" dated August 14th, 2024. The plan describes the tasks and testing necessary to improve and stabilize the system.

1. Microwave Transport Network - 1-1 replace MDR8000 with MNI microwaves off contract.
2. VHF RF antenna system - Update and replacement of antenna 1-1 as needed.
3. Base Station VHF Simulcast Timing- Upgrade or Replace move from T-1 to IP base station at 8 primary sites. This will eliminate timing fade issues.

There are two IP base station options moving forward, see budget and timeline attached. A set of technical and operational system requirements will be published for bid.

RECOMMENDED ACTION:

Currently no action by the Executive Board required, this is a briefing on the public safety radio stabilization plan.

Expenditure Required:

Amount Budgeted:

Appropriation Required:

ADCOMM Engineering LLC

Bridging The Gap Between Operations & Technology®

MEMORANDUM

DATE: August 14, 2024

TO: Bob Gregory, Interim Executive Director, Cowlitz 911 Public Authority

FROM: Susan Ronning, P.E., PMP, ASEP, Owner & Principal, ADCOMM Engineering LLC

SUBJECT: **CRP2 | Stabilization Plan – Existing VHF Radio System (Version 2)**

1. PURPOSE

The existing radio system and microwave network are experiencing constant audio issues that are affecting public safety communications and operations. This memo provides a recommended plan forward to stabilize the existing VHF analog radio system and supporting the microwave backhaul system to meet field and dispatch user needs.

1.1 Reference

ADCOMM Engineering LLC provided a scope of work labeled, "Phase 2a: Short-Term Improvements," to assist in troubleshooting the existing issues being experienced and provide improvements to the existing (legacy) microwave and radio systems. The goal is to stabilize the VHF system and sustain operations for the immediate future and further direction of the 911 Executive Board of Directors.

Past Documents:

ADCOMM Report: Public Safety Radio Improvements Plan, dated April 12, 2024

ADCOMM Memo:

- CRP2 | Microwave Equipment Recommendation: MNI vs Cambium, dated June 4, 2024
- CRP2 | Short-Term Microwave Network Topology Assessment, dated June 4, 2024
- CRP2 | Stabilization Plan – Existing Radio and Microwave System, dated June 21, 2024
- 20240711_Short-Term RF Coverage Improvements_A-B-C-D-E_As-built-updated.pdf

2. STABILIZATION PLAN

The following process diagram describes the tasks and testing necessary to improve the system. Improvements to three systems will be addressed in parallel including:

- Microwave Transport Network
- VHF RF Antenna System
- VHF Base Station Simulcast Timing

By performing parallel efforts, the overall time for improved system performance is reduced. Some tasks are dependent on others, as shown in the flow chart.

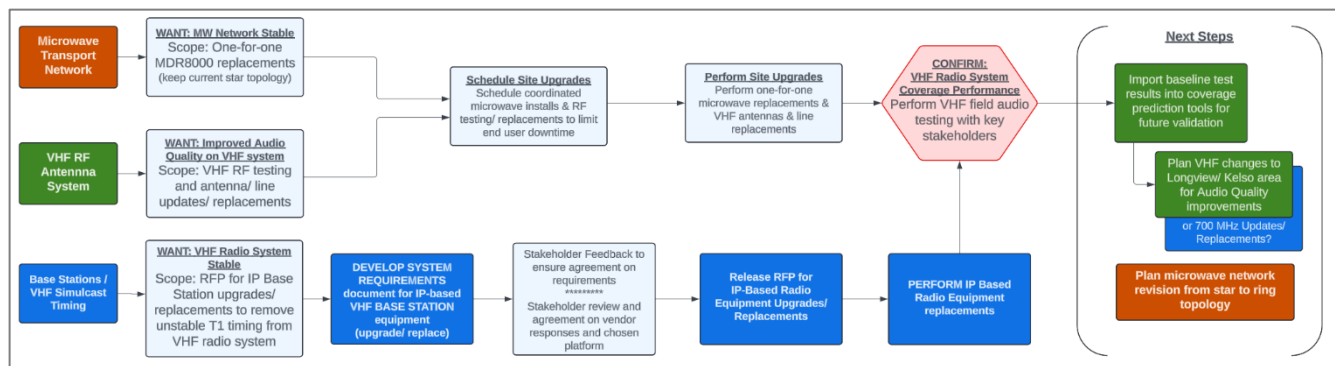


FIGURE 1: VHF Radio System Stabilization Plan

2.1 Scope

Microwave Transport Network. Replace five (5) and up to seven (7) existing outdated Alcatel MDR-8000 microwave links with new equipment. Reuse the existing hub-and-spoke network topology initially, with a future plan to change to a ring topology, for added system resiliency.

VHF RF Antenna System. Perform VHF antenna and transmission line replacements for all equipment over 15 years old; perform preventive maintenance (PM) testing for all other systems to ensure proper tolerance.

VHF Base Station Simulcast Timing. The existing T1-based timing system is outdated and replacement parts are not available. Additionally, the system cannot auto-adjust based on network fluctuations. Therefore, proceed with replacing existing T1-based VHF simulcast base stations with IP-based base stations to holistically remove current ongoing and potential future problems with “coverage moving day to day.”

- ADCOMM will draft a set of technical and operational **system requirements** based on stakeholder input to support the upgrade to IP-based VHF analog base stations for incorporation into competitive Request for Procurement (RFP).

- RFP to include **vendor requirements** for pricing options, future reuse capabilities, minimized transition impacts, warranties, etc. The total scope of base station upgrades will be determined once vendor quoted fees, services, and operational impacts are known.

Baseline Testing. Performing field testing is essential to ensure stakeholder needs are captured and addressed. Initial baseline measurements are used to validate future system changes. This test data must include both quantitative and qualitative data.

Data captured is entered into ADCOMM's coverage prediction modeling tool to "tweak" the models to best meet actual measurements, overall improving the accuracy of prediction models.

- Qualitative data includes subjective delivered audio quality (DAQ) measurements (e.g., "Can you hear me now?") using specifically defined portable radios and personnel trained as DAQ evaluators.
- Quantitative data includes received signal strength (RSSI) field measurements using spectrum analyzers or other RF measurement tools, at the same locations as subjective tests are performed.

Next Steps. After the stabilization plan work is complete (e.g., microwave link replacements, base station upgrades), the logical next step is to improve the microwave transport network resiliency due to potential single-point failure at Rainier by changing the current Star topology to a Ring topology. This work requires additional sites be identified and agreements in place.

2.2 Estimated Costs

Name	Notes	Unit Cost - Weighting	VHF Analog IP-Base Stations Short-term	Timeline
Site Equipment			\$154,000	
Site Monitoring Network		\$28,500	n/a: short term	n/a: short term
OT Network		\$27,000	\$58,000	+14mo
Switch	One per site	\$1,500	\$18,000	+14mo
Router	One per site	\$2,500	\$30,000	+14mo
Firewall	Two per system	\$5,000	\$10,000	+14mo
GPS Timing System		\$22,500	\$96,000	+14mo
GPS Receiver	One per site	\$6,500	\$78,000	+14mo
GPS Antenna	One per site	\$1,500	\$18,000	+14mo
0_Microwave Network			\$655,200	
Speelyai-Davis Link	Count per side		\$41,600	-1mo
Equipment incl. Spares, Warranty, & Shipping			\$0	-1mo
Engineering Services	3 days prep plan stage x2 persons	\$1,200	\$7,200	-1mo
Technician Services	2x techs/ day	\$2,600	\$10,400	-1mo
Tower Crew Services	\$6k - 4 persons @ 8hr day	\$6,000	\$24,000	-1mo
Rainier4x Links	Count per side		\$613,600	+2mo
Equipment incl. Spares, Warranty, & Shipping	\$50k per radio	\$400,000	\$400,000	+2mo
Engineering Services	25% of Equipment total	\$100,000	\$100,000	+2mo
Technician Services	2x techs/ day	\$2,600	\$41,600	+2mo
Tower Crew Services	\$6k - 4 persons @ 8hr day	\$6,000	\$72,000	+2mo
Add New Microwave Link	Count per side		\$0	n/a: short term
Utilize Other Agency Link	Connect to Other Agency		\$0	n/a: short term
0_VHF RF Antenna Line Replacements		\$0	\$399,000	
RF Filters - VHF	1 Rx; 2 TX	\$20,000	\$0	n/a: short term
Antennas & Feedline - VHF	1 Rx; 2 TX	\$15,000	\$180,000	+3mo
Technician Services	2x techs/ day @ 1days/ site TEST PL	\$2,600	\$39,000	+1mo
Tower Crew Services	\$6k - 4 persons @ 8hr day REPLAC	\$6,000	\$180,000	+3mo
0_VHF Analog Conv. IP Simulcast Replacement OPT1	OPTION 1 REPLACE (new)	\$0	\$2,765,400	OPT1: +14mo
CW Simulcast Cell - 12s6ch			\$2,343,600	OPT1: +14mo
Base Stations - VHF Analog IP Simulcast	\$25k/ IP base station @ 12s6ch	\$25,000	\$1,800,000	OPT1: +14mo
Vendor PM & Eng services	25% of Equipment total		\$450,000	OPT1: +14mo
Technician Services	2x techs/ day @ 3days/ site	\$2,600	\$93,600	OPT1: +14mo
KL Simulcast Cell - KL 6s2ch			\$421,800	OPT1: +14mo
Base Stations - VHF Analog IP Simulcast	\$25k/ IP base station @ 6s2ch	\$25,000	\$300,000	OPT1: +14mo
Vendor PM & Eng services	25% of Equipment total		\$75,000	OPT1: +14mo
Technician Services	2x techs/ day @ 3days/ site @ 6s	\$2,600	\$46,800	OPT1: +14mo
0_VHF Analog Conv. IP Simulcast Upgrade OPTION 2	OPTION 2 UPGRADE (existing)	\$0	\$1,227,200	OPT2: +14mo
CW Simulcast Cell - 12s6ch			\$994,800	OPT2: +14mo
Base Stations - VHF Analog IP Simulcast - GTR800	\$8k/ IP base station @ 12s6ch	\$8,000	\$576,000	OPT2: +14mo
Simulcast Controller - VHF Analog IP Simulcast - G	One per simulcast channel	\$20,000	\$120,000	OPT2: +14mo
Vendor PM & Eng services	25% of Equipment total		\$174,000	OPT2: +14mo
Technician Services	2x techs/ day @ 4days/ site	\$2,600	\$124,800	OPT2: +14mo
KL Simulcast Cell - KL 6s2ch			\$232,400	OPT2: +14mo
Base Stations - VHF Analog IP Simulcast - GTR800	\$8k/ IP base station @ 6s2ch	\$8,000	\$96,000	OPT2: +14mo
Simulcast Controller - VHF Analog IP Simulcast - G	One per simulcast channel	\$20,000	\$40,000	OPT2: +14mo
Vendor PM & Eng services	25% of Equipment total		\$34,000	OPT2: +14mo
Technician Services	2x techs/ day @ 4days/ site	\$2,600	\$62,400	OPT2: +14mo

2.3 Schedule

Description	Vendor / Installer Services	Start	Finish	Durati...	Predec...	Q2	Q3	Q4	Q1	Q2	Q3											
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Stabilization Plan	\$3,973,600	05/20/24	07/02/25	285d																		
Microwave Transport Network	\$655,200	05/20/24	10/10/24	101d																		
MW Order #1 - Davis-Speelyal	\$41,600	05/20/24	09/04/24	75d																		
Define equipment to procure - BOM		05/20/24	05/24/24	5d																		
Perform equipment procurement		05/28/24	06/24/24	20d	131																	
Define services to procure - SOW		06/25/24	07/23/24	20d	132																	
Perform services procurement		05/28/24	07/23/24	40d	131																	
Cost Estimate: Vendor equipment & services	\$41,600	07/23/24	07/23/24	0	133, 134																	
Schedule work to be done		07/24/24	08/06/24	10d	135																	
MW Order #1 - Perform Installation and Test	\$0	08/07/24	08/20/24	10d																		
Result determine if/ what additional to procure/ replace		08/21/24	09/04/24	10d	137																	
MW Order#2 - Rainier 4x	\$613,600	05/20/24	10/09/24	100d																		
Define equipment to procure - BOM		05/20/24	06/17/24	20d																		
Perform equipment procurement		06/18/24	07/16/24	20d	140																	
Define services to procure - SOW		08/14/24	09/11/24	20d	143																	
Perform services procurement		06/18/24	08/13/24	40d	140																	
Cost Estimate: Vendor equipment & services	\$613,600	08/13/24	08/13/24	0	141, 143																	
Equipment lag		08/14/24	09/11/24	20d	144																	
Schedule work to be done		09/12/24	09/25/24	10d	144, 145,																	
MW Order#2 - Perform Installation and Test	\$0	09/26/24	10/09/24	10d																		
Perform Installation and Test: Rainier - Abernathy: radio only		09/26/24	10/09/24	10d	146																	
Perform Installation and Test: Rainier - Columbia Hts So.: radio only		09/26/24	10/09/24	10d	146																	
Perform Installation and Test: Rainier - Signal Peak: radio only		09/26/24	10/09/24	10d	146																	
Perform Installation and Test: Rainier - Davis Peak: radio + antenna		09/26/24	10/09/24	10d	146																	
Confirm network stability		10/10/24	10/10/24	1d	138, 148,																	
VHF RF Antenna System	\$399,000	09/05/24	11/13/24	50d																		
Antenna System Verification Testing	\$399,000	09/05/24	11/13/24	50d																		
Define services - develop SOW		09/05/24	09/18/24	10d	138																	
Perform services procurement		09/19/24	10/02/24	10d	155																	
Cost Estimate: Vendor equipment & services	\$399,000	10/02/24	10/02/24	0	156																	
Schedule work to be done		10/03/24	10/16/24	10d	157																	
Perform Installation and Test		10/17/24	10/30/24	10d	158																	
Assess findings & determine next steps	\$0	10/31/24	11/13/24	10d																		
e.g.: Perform one-for-one equipment replacement		10/31/24	11/13/24	10d	159																	
e.g.: Perform equipment changes		10/31/24	11/13/24	10d	159																	
VHF Base Station/ Simulcast Timing Replacement Plan	\$2,919,400	08/21/24	07/02/25	220d																		
Define services - develop RFP		08/21/24	12/13/24	80d	137																	
Perform services procurement		12/16/24	06/04/25	120d	164																	
Cost Estimate: Vendor equipment & services	\$2,919,400	06/04/25	06/04/25	0	165																	
Site Equipment	\$154,000	06/04/25	06/04/25	0																		
OT Network	\$58,000	06/04/25	06/04/25	0																		
GPS Timing System	\$96,000	06/04/25	06/04/25	0																		
OPTION 1 REPLACE (new) VHF Analog Conv. IP Simulcast	\$2,765,400	06/04/25	06/04/25	0																		
CW Simulcast Cell - 12s6ch	\$2,343,600	06/04/25	06/04/25	0																		
Base Stations - VHF Analog IP Simulcast	\$1,800,000	06/04/25	06/04/25	0																		
Vendor PM & Eng services	\$450,000	06/04/25	06/04/25	0																		
Technician Services	\$93,600	06/04/25	06/04/25	0																		
KL Simulcast Cell - KL 6s2ch	\$421,800	06/04/25	06/04/25	0																		
Base Stations - VHF Analog IP Simulcast	\$300,000	06/04/25	06/04/25	0																		
Vendor PM & Eng services	\$75,000	06/04/25	06/04/25	0																		
Technician Services	\$46,800	06/04/25	06/04/25	0																		
OPTION 2 UPGRADE (existing) VHF Analog Conv. IP Simulcast	\$1,227,200	06/04/25	06/04/25	0																		
CW Simulcast Cell - 12s6ch	\$994,800	06/04/25	06/04/25	0																		
Base Stations - VHF Analog IP Simulcast - GTR8000	\$576,000	06/04/25	06/04/25	0																		
Simulcast Controller - VHF Analog IP Simulcast - GTC	\$120,000	06/04/25	06/04/25	0																		
Vendor PM & Eng services	\$174,000	06/04/25	06/04/25	0																		
Technician Services	\$124,800	06/04/25	06/04/25	0																		
KL Simulcast Cell - KL 6s2ch	\$232,400	06/04/25	06/04/25	0																		
Base Stations - VHF Analog IP Simulcast - GTR8000	\$96,000	06/04/25	06/04/25	0																		
Simulcast Controller - VHF Analog IP Simulcast - GTC	\$40,000	06/04/25	06/04/25	0																		
Vendor PM & Eng services	\$34,000	06/04/25	06/04/25	0																		
Technician Services	\$62,400	06/04/25	06/04/25	0																		
Schedule work to be done		06/05/25	07/02/25	20d	166																	
Perform Installation and Test		06/05/25	07/02/25	20d	167																	

<<End Memo>>

RADIO
IMPROVEMENT
BUDGET AUG 2024
PRESENTED TO THE
BOARD

OPTION 1

DATE	DESCRIPTION	VENDOR	UNIT COST	# SITES/ # UNITS	\$ EXPENSE TL	BALANCE
7/25/2024	(GRANT BUDGET)				\$ -	\$ 4,067,040.00
7/25/2024	MICROWAVES QUOTE	MNI 4 SITES	\$ 74,744.00	4	\$ 323,492.03	\$ 3,743,547.97
7/25/2024	ANETENNA QUOTE	MNI 4 SITES	\$ 15,000.00	12	\$ 194,760.00	\$ 3,548,787.97
7/25/2024	FREIGHT (MICRO/ANTENNA QUOTE)	MNI 4 SITES	\$ 9,657.00	4	\$ 41,795.50	\$ 3,506,992.47
7/25/2024	WARRANTY (QUOTE)	MNI 4 SITES	\$ 14,926.00	4	\$ 64,599.73	\$ 3,442,392.74
Sep-24	MICROWAVE LABOR (ADCOMM est)	DAY WIRELESS /OTHER	\$ 40,000.00	7	\$ 302,960.00	\$ 3,139,432.74
Sep-24	ANTENNA /LABOR (ADCOMM est.)	DAY WIRELESS /OTHER	\$ 14,600.00	15	\$ 236,958.00	\$ 2,902,474.74
2023-05/2024	OTHER PREVIOUS INSTALLATION MICROWAVES OTHER MISC SEE DW TAB PREVIOUS LABOR CHARGED	DAY WIRELESS /OTHER	\$ 75,925.00	1	\$ 82,150.85	\$ 3,057,281.89
11/15/2023- 05/30/2024	PROFESSIONAL SERVICES ADCOMM PHASE 1	ADCOMM	\$ 130,000.00		\$ -	\$ 3,057,281.89
11/15/2023- 05/30/2024	PROFESSIONAL SERVICES ADCOMM PHASE1 AMMEND	ADCOMM	\$ 13,000.00		\$ -	\$ 3,057,281.89
04/2024 TO 02/2025	PROFESSIONAL SERVICES ADCOMM PHASE 2	ADCOMM	\$ 117,900.00		\$ -	\$ 3,057,281.89
03/2023-2025	BATTERY REPLACEMENT	APS	\$ 57,013.00	7	\$ 431,816.46	\$ 2,625,465.43
03/2023-2025	CHANGE ORDER BATTERY REPLACE	APS	\$ 5,467.00	5	\$ 29,576.47	\$ 2,595,888.96
03/2023-2025	CHANGE ORDER BATTERY REPLACE DEER ISLAND (ADDED)	APS	\$ 62,480.00	1	\$ 67,603.36	\$ 2,528,285.60
8/15/2024	ADCOMM ESTIMATES STABILIZATION PLAN	SITE SYSTEM EQUIPM SWITCH, ROUTER, FIREWALL (12) SITES	\$ 154,000.00	1	\$ 166,628.00	\$ 2,361,657.60
8/15/2024	ADCOMM ESTIMATES STABILIZATION PLAN	OPTION 1 (NEW IP RADIOS)	\$ 2,765,400.00	1	\$ 2,992,162.80	\$ (630,505.20)
					\$ -	\$ (630,505.20)

\$ 2,765,400.00

RADIO
IMPROVEMENT
BUDGET AUG 2024
PRESENTED TO THE
BOARD

OPTION 2

DATE	DESCRIPTION	VENDOR	UNIT COST	# SITES/ # UNITS	\$ EXPENSE TL	BALANCE
7/25/2024	(GRANT BUDGET)				\$ -	\$ 4,067,040.00
7/25/2024	MICROWAVES QUOTE	MNI 4 SITES	\$ 74,744.00	4	\$ 323,492.03	\$ 3,743,547.97
7/25/2024	ANETENNA QUOTE	MNI 4 SITES	\$ 15,000.00	12	\$ 194,760.00	\$ 3,548,787.97
7/25/2024	FREIGHT (MICRO/ANTENNA QUOTE)	MNI 4 SITES	\$ 9,657.00	4	\$ 41,795.50	\$ 3,506,992.47
7/25/2024	WARRANTY (QUOTE)	MNI 4 SITES	\$ 14,926.00	4	\$ 64,599.73	\$ 3,442,392.74
Sep-24	MICROWAVE LABOR (ADCOMM est)	DAY WIRELESS /OTHER	\$ 40,000.00	7	\$ 302,960.00	\$ 3,139,432.74
Sep-24	ANTENNA /LABOR (ADCOMM est.)	DAY WIRELESS /OTHER	\$ 14,600.00	15	\$ 236,958.00	\$ 2,902,474.74
2023-05/2024	OTHER PREVIOUS INSTALLATION MICROWAVES OTHER MISC SEE DW TAB PREVIOUS LABOR CHARGED	DAY WIRELESS /OTHER	\$ 75,925.00	1	\$ 82,150.85	\$ 3,057,281.89
11/15/2023- 05/30/2024	PROFESSIONAL SERVICES ADCOMM PHASE 1	ADCOMM	\$ 130,000.00		\$ -	\$ 3,057,281.89
11/15/2023- 05/30/2024	PROFESSIONAL SERVICES ADCOMM PHASE1 AMMEND	ADCOMM	\$ 13,000.00		\$ -	\$ 3,057,281.89
04/2024 TO 02/2025	PROFESSIONAL SERVICES ADCOMM PHASE 2	ADCOMM	\$ 117,900.00		\$ -	\$ 3,057,281.89
03/2023-2025	BATTERY REPLACEMENT	APS	\$ 57,013.00	7	\$ 431,816.46	\$ 2,625,465.43
03/2023-2025	CHANGE ORDER BATTERY REPLACE	APS	\$ 5,467.00	5	\$ 29,576.47	\$ 2,595,888.96
03/2023-2025	CHANGE ORDER BATTERY REPLACE DEER ISLAND (ADDED)	APS	\$ 62,480.00	1	\$ 67,603.36	\$ 2,528,285.60
8/15/2024	ADCOMM ESTIMATES STABILIZATION PLAN	SITE SYSTEM EQUIPM SWITCH, ROUTER, FIREWALL (12) SITES	\$ 154,000.00	1	\$ 166,628.00	\$ 2,361,657.60
8/15/2024	ADCOMM ESTIMATES STABILIZATION PLAN	OPTION 2 (UPGRADE TO IP RADIO)	\$ 1,227,200.00	1	\$ 1,327,830.40	\$ 1,033,827.20
					\$ -	\$ 1,033,827.20

\$ 1,227,200.00