

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday September 18, 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. 08/21/2024 Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 08/21/24.

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 08/20/24	1026 – 1060	\$132,713.41
Payroll 09/05/24	1107 – 1144	\$139,043.09
Claims 08/30/24	1084 – 1106	\$158,486.51
Claims 09/12/24	1147 – 1169	\$32,710.09
TOTAL		\$462,953.10

Recommended Action: Motion to approve the payables as presented

6. Finance Report

7. Approval of Public Records Policy

Recommended Action: Motion to approve the Public Records Policy as presented.

8. Resolution 2024-003, Salary Change & Radio Manager FTE

Recommended Action: Motion to approve resolution 2024-003 as presented.

9. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

10. Director's Report

A. Staffing Update

B. Promotion Update

C. Radio Project Update

11. Old Business

12. Executive Session: If necessary

13. Adjournment

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday August 21st, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Eric Halvorson; Andy Hamilton; Scott Goldstein (alternate, voting); Bill LeMonds; Jim Duscha; Brad Thurman; Jim Kelly; Rick Dahl; Robert Huhta

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

Guests: Brandon Poff; Brandi Ballinger; Darr Kirk; Charlie Worley; Jason Kester; Rob Castro; Jeremy Huff; Troy Brightbill; Susan Ronning

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.

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

3. Approval of Meeting Minutes

A. July 10, 2024, Special Meeting Minutes

B. July 26, 2024, Special Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from July 10, 2024, and July 26, 2024.

Duscha made a motion to approve the 07/10/2024 & 07/26/2024 meeting minutes as presented. LeMonds seconded; all in favor, motion carried.

4. Public Comment

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

5. Payables:

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 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.

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

6. Approval of Medix Contract

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

The Board requested the Cowlitz 911 look into the agreement with AMR since they are still providing services in Cowlitz County. Halvorson made a motion to approve the Medix contract as presented. Huhta seconded; all in favor, motion carried.

7. Executive Director Employment Agreement w/ Darr Kirk

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

Executive Session: RCW 42.30.110(1)(g)

Board entered executive session for 5 minutes at 10:13 AM. Board came out of executive session at 10:18 AM. Board entered back in open session at 10:18 AM. Huhta made a motion to approve the Employment Agreement for Darr Kirk as presented. Kelly seconded; all in favor, motion carried.

8. Board Comments/Board Committee Reports

A. LAW TAC Update: No Report

B. FIRE TAC Update: Met on August 13th and discussed several things. Jerry is working on challenges with coding issues, there are tone out issues and crash notification issues, discussed radio system updates, and who is authorized to cancel Life Flight on scene.

9. Director's Report

A. **Staffing Update:** Had 1 dispatcher resign so we are currently at 17 dispatchers; 4 trainees. 1 trainee will be signed off around September 26th. 1 employee going out on medical until November and 1 employee retiring at the end of October. Budget Finance Manager will begin working part-time in September and will return full time in October. Bob Gregory made a recommendation to the Board that Cowlitz 911 keeps the IT Vendor Manager position in the budget. It is already a budgeted position, and the Board authorized moving forward in filling this role.

B. **Radio Project Update:** Currently working with MNI on cleaning up paperwork for purchasing equipment. Top priority is to get Speelai up and running again. There are 2 options budget wise. Option 1 is to replace equipment at the sites and option 2 is to upgrade the software. The stabilization project will take about 14 months to complete. If we do the upgrade of what is already at each site, it will shave off some time. There is approximately \$4 million available for the stabilization plan and anything over that will need to be included in the budget. We will also be able to get an extension on the grant.

10. Old Business: N/A

11. Executive Session: N/A

12. Adjournment: 10:45 AM

Brad Thurman, Board Chair

Attest:

Briana Harvill, Clerk of the Board

CHECK REGISTER

Cowlitz 911

Time: 08:29:03 Date: 09/05/2024

08/20/2024 To: 08/20/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1052	08/20/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	22,414.69	941 Deposit for Pay Cycle(s) 08/20/2024 - 08/20/2024
1046	08/20/2024	Payroll	1	13243	MICHELLE SIMS	3,348.72	
1053	08/20/2024	Payroll	1	13244	KAISER PERMANENTE MEMBERSHIP ADMIN	2,838.32	Pay Cycle(s) 08/20/2024 To 08/20/2024 - MEDICAL-KAISER
1054	08/20/2024	Payroll	1	13245	WASHINGTON STATE DEPT OF RETIREMENT	12,896.24	Pay Cycle(s) 08/20/2024 To 08/20/2024 - PSERS2; Pay Cycle(s) 08/20/2024 To 08/20/2024 - PERS2; Pay Cycle(s) 08/20/2024 To 08/20/2024 - PERS3
1055	08/20/2024	Payroll	1	13246	WCIF	11,480.95	Pay Cycle(s) 08/20/2024 To 08/20/2024 - MEDICAL-WCIF; Pay Cycle(s) 08/20/2024 To 08/20/2024 - LIFE INS BUYUP; Pay Cycle(s) 08/20/2024 To 08/20/2024 - AD-D BUYUP
1026	08/20/2024	Payroll	2	EFT	JONATHAN C AGUIRRE	2,019.00	
1027	08/20/2024	Payroll	2	EFT	DANNYKA BAKER	1,321.71	
1028	08/20/2024	Payroll	2	EFT	SUZANNE DEISHER	1,851.15	
1029	08/20/2024	Payroll	2	EFT	JOSHUA EVALD	2,953.51	
1030	08/20/2024	Payroll	2	EFT	MISTI GIBBS	2,157.45	
1031	08/20/2024	Payroll	2	EFT	MARIA GILBERT	2,577.36	
1032	08/20/2024	Payroll	2	EFT	ROBERT J GREGORY		
1033	08/20/2024	Payroll	2	EFT	BRIANA HARVILL	2,271.09	
1034	08/20/2024	Payroll	2	EFT	KATHRYN DAVIS	2,267.17	
1035	08/20/2024	Payroll	2	EFT	TARA HUHTA	2,038.38	
1036	08/20/2024	Payroll	2	EFT	JERRY JENSEN	3,270.59	
1037	08/20/2024	Payroll	2	EFT	ANNA LAUDENSCHLAGER	3,055.37	
1038	08/20/2024	Payroll	2	EFT	JULIA MARTIN	2,313.69	
1039	08/20/2024	Payroll	2	EFT	EMILY A MCGREGOR	2,265.92	
1040	08/20/2024	Payroll	2	EFT	TRACEY MORSE	2,241.12	
1041	08/20/2024	Payroll	2	EFT	ASHLYN MUNSON	1,912.76	
1042	08/20/2024	Payroll	2	EFT	TRISTA OJALEHTO	2,110.27	
1043	08/20/2024	Payroll	2	EFT	SAMANTHA PERRY	3,220.15	
1044	08/20/2024	Payroll	2	EFT	KAYLEE SCHAEFER	1,649.02	
1045	08/20/2024	Payroll	2	EFT	ROBERT SCHAEFER	3,728.99	
1047	08/20/2024	Payroll	2	EFT	BRANNON STARR	2,508.62	
1048	08/20/2024	Payroll	2	EFT	REBECCA SWANSON	2,510.35	
1049	08/20/2024	Payroll	2	EFT	DON TURRENTINE	4,400.69	
1050	08/20/2024	Payroll	2	EFT	DEANNA WELLS	3,470.37	
1051	08/20/2024	Payroll	2	EFT	JESSICA M WEYGANDT	851.14	
1056	08/20/2024	Payroll	2	EFT	CAPSCO	47.50	Pay Cycle(s) 08/20/2024 To 08/20/2024 - ASSN FEE
1057	08/20/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	780.00	Pay Cycle(s) 08/20/2024 To 08/20/2024 - UNION DUES; Pay Cycle(s) 08/20/2024 To 08/20/2024 - INITIATION FEE
1058	08/20/2024	Payroll	2	EFT	EMPOWER TRUST COMPANY, LCC	12,066.12	Pay Cycle(s) 08/20/2024 To 08/20/2024 - DEF COMP
1059	08/20/2024	Payroll	2	EFT	HRA VEBA	7,350.00	Pay Cycle(s) 08/20/2024 To 08/20/2024 - VEBA
1060	08/20/2024	Payroll	2	EFT	REHN AND ASSOCIATES	525.00	Pay Cycle(s) 08/20/2024 To 08/20/2024 - HSA

001 OPERATIONS

132,713.41

CHECK REGISTER

Cowlitz 911

08/20/2024 To: 08/20/2024

Time: 08:29:03 Date: 09/05/2024
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						132,713.41	Payroll: 132,713.41

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

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: 08:28:06 Date: 09/05/2024

09/05/2024 To: 09/05/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1136	09/05/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	24,521.03	941 Deposit for Pay Cycle(s) 09/05/2024 - 09/05/2024
1130	09/05/2024	Payroll	1	13270	MICHELLE SIMS	3,505.91	
1137	09/05/2024	Payroll	1	13271	KAISER PERMANENTE MEMBERSHIP ADMIN	3,863.55	Pay Cycle(s) 09/05/2024 To 09/05/2024 - MEDICAL-KAISER
1138	09/05/2024	Payroll	1	13272	WASHINGTON STATE DEPT OF RETIREMENT	13,441.93	Pay Cycle(s) 09/05/2024 To 09/05/2024 - PSERS2; Pay Cycle(s) 09/05/2024 To 09/05/2024 - PERS2; Pay Cycle(s) 09/05/2024 To 09/05/2024 - PERS3
1139	09/05/2024	Payroll	1	13273	WCIF	13,345.79	Pay Cycle(s) 09/05/2024 To 09/05/2024 - MEDICAL-WCIF; Pay Cycle(s) 09/05/2024 To 09/05/2024 - LIFE INS BUYUP; Pay Cycle(s) 09/05/2024 To 09/05/2024 - AD-D BUYUP
1107	09/05/2024	Payroll	2	EFT	JONATHAN C AGUIRRE	2,017.80	
1108	09/05/2024	Payroll	2	EFT	DANNYKA BAKER	1,142.61	
1109	09/05/2024	Payroll	2	EFT	TAYLOR A COLBURN	1,605.88	
1110	09/05/2024	Payroll	2	EFT	KATIE M COSGROVE	2,033.33	
1111	09/05/2024	Payroll	2	EFT	KATHRYN DAVIS	2,159.35	
1112	09/05/2024	Payroll	2	EFT	SUZANNE DEISHER	1,701.13	
1113	09/05/2024	Payroll	2	EFT	JOSHUA EVALD	2,805.91	
1114	09/05/2024	Payroll	2	EFT	MISTI GIBBS	2,437.34	
1115	09/05/2024	Payroll	2	EFT	MARIA GILBERT	2,493.09	
1116	09/05/2024	Payroll	2	EFT	ROBERT J GREGORY	5,842.98	
1117	09/05/2024	Payroll	2	EFT	BRIANA HARVILL	2,274.23	
1118	09/05/2024	Payroll	2	EFT	TARA HUHTA	1,986.00	
1119	09/05/2024	Payroll	2	EFT	JERRY JENSEN	3,270.59	
1120	09/05/2024	Payroll	2	EFT	ANNA LAUDENSCHLAGER	3,572.65	
1121	09/05/2024	Payroll	2	EFT	JULIA MARTIN	3,481.01	
1122	09/05/2024	Payroll	2	EFT	ANDREA R MATZKE	1,632.61	
1123	09/05/2024	Payroll	2	EFT	EMILY A MCGREGOR	1,318.55	
1124	09/05/2024	Payroll	2	EFT	TRACEY MORSE	2,826.01	
1125	09/05/2024	Payroll	2	EFT	ASHLYN MUNSON	2,616.56	
1126	09/05/2024	Payroll	2	EFT	TRISTA OJALEHTO	1,985.19	
1127	09/05/2024	Payroll	2	EFT	SAMANTHA PERRY	3,028.32	
1128	09/05/2024	Payroll	2	EFT	KAYLEE SCHAEFER		
1129	09/05/2024	Payroll	2	EFT	ROBERT SCHAEFER	2,853.30	
1131	09/05/2024	Payroll	2	EFT	BRANNON STARR	2,509.08	
1132	09/05/2024	Payroll	2	EFT	REBECCA SWANSON	2,204.29	
1133	09/05/2024	Payroll	2	EFT	DON TURRENTINE	4,403.89	
1134	09/05/2024	Payroll	2	EFT	DEANNA WELLS	3,575.31	
1135	09/05/2024	Payroll	2	EFT	JESSICA M WEYGANDT		
1140	09/05/2024	Payroll	2	EFT	CAPSCO	52.50	Pay Cycle(s) 09/05/2024 To 09/05/2024 - ASSN FEE
1141	09/05/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	816.25	Pay Cycle(s) 09/05/2024 To 09/05/2024 - UNION DUES; Pay Cycle(s) 09/05/2024 To 09/05/2024 - INITIATION FEE
1142	09/05/2024	Payroll	2	EFT	EMPOWER TRUST COMPANY, LCC	3,844.12	Pay Cycle(s) 09/05/2024 To 09/05/2024 - DEF COMP
1143	09/05/2024	Payroll	2	EFT	HRA VEBA	7,350.00	Pay Cycle(s) 09/05/2024 To 09/05/2024 - VEBA

CHECK REGISTER

Cowlitz 911

Time: 08:28:06 Date: 09/05/2024

09/05/2024 To: 09/05/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1144	09/05/2024	Payroll	2	EFT	REHN AND ASSOCIATES	525.00	Pay Cycle(s) 09/05/2024 To 09/05/2024 - HSA
001 OPERATIONS						139,043.09	
						139,043.09	Payroll: 139,043.09

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

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: 08:29:28 Date: 09/05/2024

08/30/2024 To: 08/30/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1084	08/30/2024	Claims	1	13247	ABLE ZEBRA COMMUNICATIONS LLC	285.40	INV# 3181
		APs/Invoices	Amount	PO	For		
		5248	285.40		INV# 3181		
		3181	285.40		10 IN LINE MUTE SWITCHES & 1 HEADSET		
1085	08/30/2024	Claims	1	13248	ADCOMM ENGINEERING LLC	40,286.02	INV# 16734; INV# 16766
		APs/Invoices	Amount	PO	For		
		5249	32,317.27		INV# 16734		
		16734	32,317.27		APR-JUNE 2024 - CRP2 PHASE 2 RADIO SYSTEMS UPGRADE ENGINEERING SERVICES		
		5264	7,968.75		INV# 16766		
		16766	7,968.75		0724 CRP2 - RADIO SYSTEMS UPGRADE ENGINEERING SERVICES		
1086	08/30/2024	Claims	1	13249	AMERICAN POWER SYSTEMS	57,256.39	INV# COW0004-IN
		APs/Invoices	Amount	PO	For		
		5265	57,256.39		INV# COW0004-IN		
		COW0004-IN	57,256.39	911114	BATTERY REPLACEMENT FOR 7 SITES		
1087	08/30/2024	Claims	1	13250	APCO INTERNATIONAL	125.00	INV# 1114746
		APs/Invoices	Amount	PO	For		
		5250	125.00		INV# 1114746		
		1114746	125.00		ONLINE MEMBER DUES FOR SAM PERRY		
1088	08/30/2024	Claims	1	13251	CENTURYLINK	582.87	ACCT# 333794691
		APs/Invoices	Amount	PO	For		
		5266	582.87		ACCT# 333794691		
		33794691/0824	582.87		08/21/24-09/20/24 PHONE SERVICES		
1089	08/30/2024	Claims	1	13252	COMCAST BUSINESS	4,889.28	INV# 211754681
		APs/Invoices	Amount	PO	For		
		5251	4,889.28		INV# 211754681		
		211754681	4,889.28		0824 DEDICATED ETHERNET AND CYBERSECURITY AT 2790 OBH AND 312 SW 1ST		
1090	08/30/2024	Claims	1	13253	COMCAST	402.44	ACCT# 8778 10 113 0684045
		APs/Invoices	Amount	PO	For		
		5267	402.44		ACCT# 8778 10 113 0684045		
		0684045/0824	402.44		08/24/24-09/23/24 INTERNET AT 312 SW 1ST AVE		
1091	08/30/2024	Claims	1	13254	COWLITZ 2 FIRE & RESCUE	6,000.00	INV# 24-096; INV# 24-097
		APs/Invoices	Amount	PO	For		
		5252	3,000.00		INV# 24-096		
		24-096	3,000.00		AUG 2024 FINANCIAL SERVICES - AP		
		5253	3,000.00		INV# 24-097		
		24-097	3,000.00		SEPT 2024 FINANCIAL SERVICES - AP		

CHECK REGISTER

Cowlitz 911

Time: 08:29:28 Date: 09/05/2024

08/30/2024 To: 08/30/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1092	08/30/2024	Claims	1	13255	COWLITZ PUD	2,007.11	ACCT# 5162399; ACCT# 5156128
	APs/Invoices	Amount	PO	For			
	5254	1,978.53		ACCT# 5162399			
	5162399/0824	1,978.53		07/10/24-08/08/24 POWER AT 2790 OB HWY			
	5255	28.58		ACCT# 5156128			
	5156128/0824	28.58		07/10/24-08/08/24 POWER AT 200 GREEN ACRES DR			
1093	08/30/2024	Claims	1	13256	DAY WIRELESS	5,586.80	INV# INV835979
	APs/Invoices	Amount	PO	For			
	5256	5,586.80		INV# INV835979			
	INV835979	5,586.80		0824 RADIO MAINTAINENCE FEES			
1094	08/30/2024	Claims	1	13257	DENALI HEATING & AIR CONDITIONING LLC	657.37	INV# S-24846; INV# S-24848
	APs/Invoices	Amount	PO	For			
	5268	474.82		INV# S-24846			
	S-24846	474.82		ROUTINE AC MAINT @ ABERNATHY			
	5269	182.55		INV# S-24848			
	S-24848	182.55		EMERG REPAIR FOR ISSUE FOUND DURING MAINT CHECK @ ABERNATHY			
1095	08/30/2024	Claims	1	13258	INTEGER ASSOCIATES INC	3,621.24	INV# 24-110; INV# 24-111
	APs/Invoices	Amount	PO	For			
	5257	1,810.62		INV# 24-110			
	24-110	1,810.62		AUG 2024 MONTHLY LEASE FOR DEER ISLAND TOWER			
	5270	1,810.62		INV# 24-111			
	24-111	1,810.62		SEPT 2024 MONTHLY LEASE FOR DEER ISLAND TOWER			
1096	08/30/2024	Claims	1	13259	LOWER COLUMBIA OCC HEALTH	364.00	INV# 2024-03576
	APs/Invoices	Amount	PO	For			
	5271	364.00		INV# 2024-03576			
	2024-03576	364.00		PRE-EMPLOYEMENT TESTING - JULY 2024			
1097	08/30/2024	Claims	1	13260	MINDBASE LLC	5,720.00	INV# 1107
	APs/Invoices	Amount	PO	For			
	5272	5,720.00		INV# 1107			
	1107	5,720.00		08/18/24-08/18/25 PEER SUPPORT SERVICES			
1098	08/30/2024	Claims	1	13261	MORE POWER TECHNOLOGY- NONPROJECT	3,623.52	INV# 16405; INV# 16500
	APs/Invoices	Amount	PO	For			
	5258	1,811.76		INV# 16405			
	16405	1,811.76		07/23/24-08/22/24 MICROSOFT MONTHLY SUBSCRIPTION			
	5273	1,811.76		INV# 16500			
	16500	1,811.76		08/23/24-09/22/24 MICROSOFT MONTHLY SUBSCRIPTION			
1099	08/30/2024	Claims	1	13262	PUBLIC SAFETY TESTING INC	4,812.00	INV# PSTI24-260

CHECK REGISTER

Cowlitz 911

Time: 08:29:28 Date: 09/05/2024

08/30/2024 To: 08/30/2024

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		003 RADIO OPERATIONS				10,424.76	
		004 RADIO REPLACEMENT				97,542.41	
						<hr/>	Claims: 158,486.51
						158,486.51	

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: 08:18:54 Date: 09/13/2024

09/12/2024 To: 09/12/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1147	09/12/2024	Claims	1	13274	AT&T MOBILITY LLC	224.76	INV# 287315187389X08272024
	Invoices		Amount	PO	For		
	X08272024		224.76		08/20/24-09/19/24 CELLPHONES AND HOT SPOT		
1148	09/12/2024	Claims	1	13275	COLUMBIA RIVER PUD	392.28	ACCT# 64779
	Invoices		Amount	PO	For		
	64779/0924		392.28		08/06/24-09/05/24 POWER AT 73281 NEER CITY RD		
1149	09/12/2024	Claims	1	13276	COMCAST	211.80	ACCT# 8778 10 111 1306527
	Invoices		Amount	PO	For		
	1306527/0824		211.80		08/30/24-09/29/24 CABLE TV AT 2790 OCEAN BEACH HWY		
1150	09/12/2024	Claims	1	13277	COWLITZ COUNTY PURCHASING SERVICES	4.40	INV# 448-2024
	Invoices		Amount	PO	For		
	448-2024		4.40		AUG 2024 PHONE SERVICES AT 312 SW 1ST		
1151	09/12/2024	Claims	1	13278	CVE	7,190.28	INV# 52-103005
	Invoices		Amount	PO	For		
	52-103005		7,190.28	911146	1-Year Renewal Subscription Term: 08/31/2024 to 08/30/2025		
1152	09/12/2024	Claims	1	13279	DENALI HEATING & AIR CONDITIONING LLC	2,530.43	INV# S-24919
	Invoices		Amount	PO	For		
	S-24919		2,530.43		REPAIRS @ SPEELYAI FOUND DURING ROUNTINE MAINT		
1153	09/12/2024	Claims	1	13280	FRANK F. RANDOLPH	990.00	INV# RLF090124
	Invoices		Amount	PO	For		
	RLF090124		990.00		AUG 2024 ATTORNEY FEES		
1154	09/12/2024	Claims	1	13281	LANGUAGE LINE SVCS INC	189.32	INV# 11382392; INV# 11357093
	Invoices		Amount	PO	For		
	11382392		73.50		AUG 2024 INTERPRETATION SERVICES		
	11357093		115.82		JULY 2024 INTERPRETATION SERVICES		
1155	09/12/2024	Claims	1	13282	LEVEL 3 COMMUNICATIONS, LLC	1,652.94	INV# 704175129
	Invoices		Amount	PO	For		
	704175129		1,652.94		SEPT 2024 PHONE SERVICES		
1156	09/12/2024	Claims	1	13283	LITTLE INDIAN EMBROIDERY	307.00	INV# 8476; INV# 8479
	Invoices		Amount	PO	For		
	8476		248.63		T-SHIRTS WITH LOGO		
	8479		58.37		T-SHIRTS WITH LOGO		
1157	09/12/2024	Claims	1	13284	LONGVIEW, CITY OF	2,772.83	INV# 2950; ACCT# 21-25-8303-00; ACCT# 21-25-0898-25
	Invoices		Amount	PO	For		
	2950		1,041.07		SEPT 2024 LOST RENT 2790 OB HWY		
	2125830300/0824		800.68		06/10/24-08/09/24 WSG FOR 2790 OCEAN BEACH HIGHWAY		

CHECK REGISTER

Cowlitz 911

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		2125089825/0824	931.08		06/10/24-08/09/24 WSG FOR 2790 OCEAN BEACH HIGHWAY		
1158	09/12/2024	Claims	1	13285	LOWE'S	187.41	ACCT# 9900 572237 8
		Invoices	Amount	PO	For		
		99005722378/092	187.41		LOWE'S PURCHASES		
1159	09/12/2024	Claims	1	13286	LOWER COLUMBIA OCC HEALTH	319.00	INV# 2024-01004; INV# 2024-04008
		Invoices	Amount	PO	For		
		2024-01004	228.00		PRE-EMPLOYMENT TESTING - FEB 2024		
		2024-04008	91.00		PRE-EMPLOYMENT TESTING - AUG 2024		
1160	09/12/2024	Claims	1	13287	JULIA MARTIN	405.40	INV# 2024-PEERSUPPORT
		Invoices	Amount	PO	For		
		2024-PEERSUPPOI	405.40		MEALS & MILEAGE FOR PEER SUPPORT TRAINING IN AUG 2024		
1161	09/12/2024	Claims	1	13288	POWER DMS	6,022.80	INV# INV-56830
		Invoices	Amount	PO	For		
		INV-56830	6,022.80		10/31/24-10/30/25 POWER POLICY & LEGACY TRAINING SUBSCRIPTION		
1162	09/12/2024	Claims	1	13289	REHN AND ASSOCIATES -AP	18.00	INV# 15954
		Invoices	Amount	PO	For		
		15954	18.00		AUG 2024 HSA ADMIN FEES		
1163	09/12/2024	Claims	1	13290	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV# 1031
		Invoices	Amount	PO	For		
		1031	2,000.00		SEPT 2024 SPILLMAN SUPPORT SERVICES		
1164	09/12/2024	Claims	1	13291	SIGN PRINT 360	648.60	INV# 9904
		Invoices	Amount	PO	For		
		9904	648.60		911 WALL GRAPHIC		
1165	09/12/2024	Claims	1	13292	T-MOBILE USA INC	40.07	ACCT# 986172236
		Invoices	Amount	PO	For		
		986172236/0824	40.07		07/21/24-08/20/24 WIFI HOTSPOT ON 360-472-5288		
1166	09/12/2024	Claims	1	13293	TOSHIBA AMERICA BUSINESS SOLUTIONS	575.61	INV# 5031198214; INV# 5030818622; INV# 5031196028
		Invoices	Amount	PO	For		
		5031198214	243.78		09/03/24-10/02/24 COPIER LEASE, TAX & COPY OVERAGES		
		5030818622	150.37		08/03/24-09/02/24 COPIER LEASE & TAX		
		5031196028	181.46		SEPT 2024 COPIER LEASE & TAX FOR 450-0104258-000		
1167	09/12/2024	Claims	1	13294	US BANK (VISA)	3,251.54	ACCT# 4484 7345 5001 2810
		Invoices	Amount	PO	For		
		2810/0924	3,251.54		VISA PURCHASES		

CHECK REGISTER

Cowlitz 911

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1168	09/12/2024	Claims	1	13295	WASTE CONNECTIONS OF WASHINGTON	23.12	INV# 20839291S010
		Invoices	Amount	PO	For		
		20839291S010	23.12		AUG 2024 SHREDDING SERVICES		
1169	09/12/2024	Claims	1	13296	WAVE	2,752.50	INV# 134902801-0011023
		Invoices	Amount	PO	For		
		134902801-0011023	2,752.50		SEPT 2024 DARK FIBER CONNECTIONS 312 SW 1ST TO 2790 OBH		
		001 OPERATIONS				29,787.38	
		003 RADIO OPERATIONS				2,922.71	
						<u>32,710.09</u>	Claims: 32,710.09

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

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

Monthly Financial Report

Thru Sept 5, 2024

COWLITZ 911
Police • Fire • Medical

BEGINNING FUND BALANCE FOR ALL FUNDS

\$13,480,700.56

NEW REVENUES

FUND	Budget	Actuals	YE Forecast	Total 2024 Revenue	Remaining	%
Operations	\$3,200,369.00	\$1,941,506.31	\$1,250,154.39	\$3,191,660.70	\$8,708.30	0%
<i>Tax</i>	<i>\$1,146,934.00</i>	<i>\$847,465.29</i>	<i>\$284,000.00</i>		<i>\$15,468.71</i>	<i>1%</i>
<i>CPD Grant</i>	<i>\$52,061.00</i>	<i>\$40,260.23</i>	<i>\$11,800.77</i>		<i>\$0.00</i>	<i>0%</i>
<i>User Fees</i>	<i>\$1,937,374.00</i>	<i>\$1,004,000.38</i>	<i>\$933,373.62</i>		<i>\$0.00</i>	<i>0%</i>
<i>Misc</i>	<i>\$64,000.00</i>	<i>\$49,780.41</i>	<i>\$20,980.00</i>		<i>-\$6,760.41</i>	<i>-11%</i>
Radio Operations	\$48,820.00	\$47,205.18	\$6,025.98	\$53,231.16	-\$4,411.16	-9%
<i>Tower Rent</i>	<i>\$46,349.00</i>	<i>\$41,321.48</i>	<i>\$2,947.44</i>		<i>\$5,027.52</i>	<i>11%</i>
<i>Misc</i>	<i>\$2,471.00</i>	<i>\$5,883.70</i>	<i>\$3,078.54</i>		<i>-\$3,412.70</i>	<i>-138%</i>
Equipment Replacement	\$84,000.00	\$54,967.34	\$27,500.00	\$82,467.34	\$1,532.66	2%
Radio Replacement	\$54,000.00	\$52,655.23	\$26,000.00	\$78,655.23	-\$24,655.23	-46%
Sales Tax	\$3,129,528.00	\$2,530,646.32	\$780,000.00	\$3,310,646.32	-\$181,118.32	-6%
Stabilization Reserve	\$69,600.00	\$45,960.89	\$23,639.11	\$69,600.00	\$0.00	0%
Facility Replacement	\$18,000.00	\$14,177.14	\$7,000.00	\$21,177.14	-\$3,177.14	-18%
Debt Service	\$16,639.00	\$7,492.48	\$3,700.00	\$11,192.48	\$5,446.52	33%
Building Project	\$72,000.00	\$61,867.05	\$30,800.00	\$92,667.05	-\$20,667.05	-29%
TOTAL REVENUES	\$6,692,956.00	\$4,756,477.94	\$2,154,819.48	\$6,911,297.42	-\$212,315.44	-\$2.00
Federal Grant Radio Equip	\$2,179,000.00	\$0.00	\$507,000.00	\$507,000.00	\$1,672,000.00	77%
TOTAL INCLUDING GRANT	\$8,871,956.00	\$4,756,477.94	\$2,661,819.48	\$7,418,297.42	\$1,459,684.56	16%

EXPENSES

FUND	Budget	Actuals	YE Forecast	Total 2024 Expenses	Remaining	%
Operations	\$5,660,702.00	\$3,157,600.53	\$1,560,936.69	\$4,718,537.22	\$942,164.78	17%
<i>Salaries Wages & Benefits</i>	<i>\$4,318,270.00</i>	<i>\$2,258,053.55</i>	<i>\$985,794.64</i>		<i>\$1,074,421.81</i>	<i>25%</i>
<i>Travel/Training</i>	<i>\$63,100.00</i>	<i>\$24,414.46</i>	<i>\$34,200.00</i>		<i>\$4,485.54</i>	<i>7%</i>
<i>Overhead</i>	<i>\$373,532.00</i>	<i>\$327,215.14</i>	<i>\$87,977.94</i>		<i>-\$41,661.08</i>	<i>-11%</i>
<i>General Facility</i>	<i>\$73,600.00</i>	<i>\$34,256.72</i>	<i>\$16,664.95</i>		<i>\$22,678.33</i>	<i>31%</i>
<i>Professional Fees</i>	<i>\$574,000.00</i>	<i>\$304,024.06</i>	<i>\$146,899.16</i>		<i>\$123,076.78</i>	<i>21%</i>
<i>Technology & Software</i>	<i>\$257,000.00</i>	<i>\$208,604.75</i>	<i>\$289,200.00</i>		<i>-\$240,804.75</i>	<i>-94%</i>
<i>Other</i>	<i>\$1,200.00</i>	<i>\$1,031.85</i>	<i>\$200.00</i>		<i>-\$31.85</i>	<i>-3%</i>
Radio Operations	\$323,450.00	\$158,286.79	\$143,860.96	\$302,147.75	\$21,302.25	7%
<i>Overhead</i>	<i>\$2,892.00</i>	<i>\$121.98</i>	<i>\$2,770.02</i>		<i>\$0.00</i>	<i>0%</i>
<i>General Facility</i>	<i>\$169,762.00</i>	<i>\$91,609.75</i>	<i>\$56,850.00</i>		<i>\$21,302.25</i>	<i>13%</i>
<i>Leases</i>	<i>\$150,796.00</i>	<i>\$66,555.06</i>	<i>\$84,240.94</i>		<i>\$0.00</i>	<i>0%</i>
Equipment Replacement	\$92,664.00	\$20,467.11	\$50,000.00	\$70,467.11	\$22,196.89	24%
Radio Replacement	\$4,067,040.00	\$629,743.97	\$300,000.00	\$929,743.97	\$3,137,296.03	77%
Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Stabilization Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Facility Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Debt Service	\$743,160.00	\$177,776.60	\$565,383.40	\$743,160.00	\$0.00	0%
Building Project	\$1,746,945.00	\$580,213.73	\$1,344,411.87	\$1,924,625.60	\$1,166,731.27	67%
TOTAL	\$12,633,961.00	\$4,724,088.73	\$3,964,592.92	\$8,688,681.65	\$3,945,279.35	31%

BUDGETED ENDING FUND BALANCE FOR ALL FUNDS

\$9,718,695.56

FORCASTED ENDING FUND BALANCE FOR ALL FUNDS

\$12,490,165.41



Cowlitz 911 Agenda Summary Sheet

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

Introduced by: Dannyka Baker **Date:** September 11th, 2024

For Agenda of: September 18th, 2024

SUBJECT TITLE: Cowlitz 911 Public Records Policy

ATTACHMENTS: Cowlitz 911 Public Records Policy

SUMMARY STATEMENT:

Previously at the Cowlitz 911 Public Authority June 27th, 2024, board meeting, a public disclosure policy was proposed, and a motion was made to include staff training and conduct additional research related to replication fees of public records. Staff has contacted other PSAP's agencies, MSRC legal department, and reviewed other 911 public records policies. We have added a fee schedule and training verbiage as requested to our proposed 911 records policy for board approval.

RECOMMENDED ACTION:

Cowlitz 911 Director and staff request immediate approval of the 911 Public Records Policy with a fee schedule that will become effective January 1st, 2025. This will allow the public adequate notice prior to the effective fee schedule.



Cowlitz 911 Public Records Policy

SUBJECT: PUBLIC RECORDS ACT

A. Policy

Cowlitz 911 provides full access to information concerning the conduct of government, being mindful of both individuals' privacy rights and the desirability of the efficient administration of government. Cowlitz 911 has established procedures that are designed to assist members of the public in obtaining such access. This directive will be interpreted in favor of disclosure.

B. Procedures

1. Authority and Purpose

The Revised Code of Washington (RCW) 45.56, "Public Records Act" (the act) requires each agency to make available for inspection and reproduction non-exempt "public records" in accordance with governmental guidelines.

- a) "Public Record" means any "writing containing information relating to the conduct of government or performance of any governmental or proprietary function prepared, owned, used or retained" by the agency.
- b) Cowlitz 911 has an assigned Public Records Officer who oversees compliance with the act, but other Cowlitz 911 staff members may assist in processing requests.
- c) In accordance with the act, the public records officer or designee and Cowlitz 911 will do the following:
 - a. Provide the "fullest assistance" to requestors.
 - b. Create and maintain an index to Cowlitz 911's public records.
 - c. Ensure that public records are protected from damage or disorganization.

2. Making a Request for Public Records

- a) Any person wishing to inspect or obtain copies of public records maintained by Cowlitz 911 should submit a request using the Cowlitz 911 online records request system, NextRequest, located on the Cowlitz 911 website, www.cowlitz911.org. Requestors may also complete a paper form at Cowlitz 911, call the designated public records officer at (360)762-6824, send a letter, fax, or email addressed to the Cowlitz 911 public records officer, bakerd@cowlitz911.org. When making a

request for records, the requestor should expect to provide the following information:

- i. Name of requestor or contact point
 - ii. Address of the requestor (not mandatory)
 - iii. Contact information, including telephone number and email address (not mandatory). Note - information needs to be sufficient to be able to provide or let the requesting party know when and how to be able to access the public records requested. (e.g., the requesting party may state they will call back to see if the responsive records are available).
 - iv. Identification of the public records adequate for the public records officer or designee to locate the records.
 - v. The date and time of day of the request.
- b. The public records officer or designee may accept requests for public records by telephone or in person. If the public records officer or designee accepts such a request, they will confirm receipt of the information and the substance of the request in writing.

3. Processing of Public Record Requests

- a. *Providing the "Fullest Assistance"*. The public records officer or designee will process requests in the order that allows the more requests to be processed in the most efficient manner while preventing excessive interference with other essential functions of Cowlitz 911.
- b. *Acknowledging Receipt of Request*. Within five business days of receipt of the request, the public records officer shall do one or more of the following:
 - i. Make the records available for inspection or copying.
 - ii. Provide copies of the responsive records to the requestor.
 - iii. Provide reasonable estimate of record availability.
 - iv. Deny the request, providing the reason for denial.
- c. *Seeking 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. If the requestor fails to clarify the request, the public records officer need not respond to it and may inform the requestor that their request has been closed due to insufficient information.
- d. *High Profile Requests* – When processing a public records request that has the potential to be a high-profile call (calls involving investigations, high profile individuals and sensitive locations like schools, public facilities, hospitals, etc.) should be brought to the attention of the Director and Deputy Director.
- e. *Records Exempt from Disclosure*. Some records are exempt from disclosure, in whole or in part.

Cowlitz 911 will evaluate each request on a case-by-case basis. Information that is commonly redacted from CAD event records provided to requesters include: Active

investigations, gate/door/lockbox/key box/access, social security numbers, personal cell phone numbers of government employees, driver's license numbers, identifying information of individuals that call 911 and request to be anonymous, and identifying information for juvenile victims of sex crimes. 911 audio recordings are not provided on phone calls that include callers that request to be anonymous and juvenile victims of sex crimes.

If Cowlitz 911 believes a record is exempt from disclosure and should be withheld or redacted, the public records officer will do the following:

- i. 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 statute.
- ii. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.

Cowlitz 911 does not withhold or redact any records requested from law enforcement agencies or prosecuting attorneys.

- f. *Inspection of Records.* Cowlitz 911 shall provide space to inspect public records upon request.
 - i. If a requestor wishes to inspect original records at Cowlitz 911's facility rather than receive copies of records, the requestor may contact the public records officer to make arrangements to inspect records.
- g. *Providing Copies of Records.* In most cases, the public records officer will respond to requests for public records by providing the requestor with electronic copies of the responsive records via the online records request system. Whenever possible, copies of records will be provided in their native, electronic format.
- h. *Providing Records in Installments.* When the request is for a large number of records, the public records officer or designee may provide responsive records in installments, if they reasonably determine that it would be practical to provide the records in that way.
 - i. If, within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and shall provide written notice to the requestor that the request is considered abandoned and closed for failure to pick up or inspect within the 30-day timeframe required.

Closing Withdrawn or Abandoned Request. When the requestor either withdraws the request or if, within thirty days, the requestor fails to claim or review the records or make other arrangements, the public records officer or designee shall provide written notice to the requestor that the request is considered abandoned and closed for failure to pick up or inspect within the 30-day timeframe required.

- i. *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 documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis. This will not restart the retention period for the records request, the original closure date will remain the same.

4. Review of Denials of Public Records

- a. *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. The petition shall include a copy of or reasonably the written statement by the public records officer or designee denying the request.
- b. *Consideration of Petition for Review.* The public records officer shall promptly provide the petition and any other relevant information to the Cowlitz 911's Director. The Director will do the following:
 - i. Immediately consider the petition and either affirm or reverse the denial within two business days following Cowlitz 911's receipt of the petition.
 - ii. Within such other time as Cowlitz 911 and the requestor mutually agree to.
- c. *Judicial Review.* Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.540 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

5. Training.

The Public Records Act is complicated, and compliance requires training. Cowlitz 911 should provide on-going training to the following employees.

- a. All managers, supervisors and the public records officer of Cowlitz 911 shall receive public records training through Washington Secretary of State, State Archives Division or the Washington Cities Insurance Authority.
- b. The Agency public records officer shall receive on-going training. Applicable information learned will be shared with other Agency staff members.
- c. All Cowlitz 911 employees shall receive basic training on public records compliance and record retention.

6. Fee Schedule

- a. Cowlitz 911 will charge for copies of public records according to the fee structure identified in the Public Records Act.
 - i. Cowlitz 911 shall charge:
 - 1. Standard paper copies - \$0.15 per page.
 - 2. Scanned records - \$0.10 per page.
 - 3. Records uploaded to emails, or other means of electronic delivery - \$0.05.
 - 4. Records transmitted in electronic format or for use of Cowlitz 911 equipment to send records electronically - \$0.10 per gigabyte.

5. Digital media storage or devices - actual cost. Cowlitz 911 will not accept personal digital media storage devices. Records released will be downloaded on a USB hard drive provided by Cowlitz 911.
 6. Postage or delivery charges – actual cost.
- b. For large requests, or if the estimated costs of reproducing the requested records is over \$25, Cowlitz 911 reserves the right to collect a 10% deposit of the estimated fee before beginning work on the request. After the deposit is received, the public records officer or designee will commence work. Once the records are available, final charges minus the deposit amount are due. Records will be provided after full payment is received.
 - c. Cowlitz 911 shall wave fees that amount to less than \$5.00.
 - d. Cowlitz requires payments to be made by check or cashiers check only and to be made out to Cowlitz 911 with “Public Records” in the memo line. Checks can be delivered in person to Cowlitz 911’s business office or mailed at 2790 Ocean Beach Hwy Longview, WA 98632.
 - e. Government agencies, as defined by Cowlitz 911, shall not incur charges for public records requests. Cowlitz 911 director is also vested with the authority to waive fees for other public agencies.



Cowlitz 911 Agenda Summary Sheet

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

Introduced by: Darr Kirk Date: 09/18/2024

For Agenda of: 09/18/2024

SUBJECT TITLE: Resolution amending the 2024 budget and adding an FTE (Radio Manager) and amending the salary matrix to reflect the OPS Manager, 911 Vendor Manager and new Radio Manager as the same salary matrix level.

SUMMARY STATEMENT: The contract with ADCOMM is substantially complete with several radio projects recommended. These projects will need to be planned, managed and completed at a technical level. Ongoing maintenance and future projects are expected, as has been the case throughout the history of 911 service in Cowlitz County. A Radio Manager would be responsible for these projects and reduce the need for consultants and in some cases maintenance contracts.

ATTACHMENTS:

1. Radio Operations amended budget.
2. Radio Manager Job Description.
3. Amended salary schedule.
4. Resolution 2024-003

RECOMMENDED ACTION:

Approve resolution 2024-003 amending the 2024 budget reflecting the addition of the Radio Manager position and change in salary matrix.

Expenditure Required: \$140,000
Appropriation Required: \$140,000

EXHIBIT

Radio Ops Amended Budget

FUNDING ACCOUNT	BUDGETED AMOUNT	NET CHANGE	NEW BUDGET AMOUNT
ENDING FUND BALANCE	\$ 220,356.03	\$ (140,000.00)	\$ 80,356.03
NEW ACCOUNTS			
SALARY AND BENEFITS		\$ 15,000.00	\$ 15,000.00
CAPITAL EQUIPMENT PURCHASES		\$ 125,000.00	\$ 125,000.00
Truck Purchase - \$75,000			
Diagnosis Tool - \$50,000			

Cowlitz 911

Job Description

The job description is intended to describe the general nature and level of work being performed by the incumbent and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: **Radio Services Manager**

FLSA: Exempt

Department: **Cowlitz 911 Public Authority**

Union Affiliated: No

Reports to: **Executive Director**

Pages: 1 – 4

General Position Summary:

Under limited supervision, plans, coordinates, and manages the 911-owned emergency response and radio operations of Cowlitz 911; develops, administers and directs the planning and design of the radio infrastructure and Cowlitz 911 radio systems and equipment; manages special Cowlitz 911 budgeted-projects and ensures oversight of external contractors, vendors, and suppliers; and supervises assigned personnel.

Essential Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Plans, organizes, implements, and provides oversight in the design, installation, maintenance, programming, and repair of Cowlitz 911-owned emergency response infrastructure and public service radio systems and equipment.
- Manages and administers the budget for all Cowlitz 911-owned equipment and infrastructure projects; ensures accurate and timely use of Cowlitz 911-funds in accordance with all State and federal funding sources such as ARPA and other special grant-related guidelines.
- Researches and assists local agencies in delivery of state and federally funded projects; resolves project delivery issues between local agencies and funding agencies.
- Monitors compliance with contract requirements and identifies areas of non-compliance and potential claims; interprets and applies contracting principles, applicable laws, regulations, and policies and procedures.
- Evaluates Cowlitz 911 communication system requirements; recommends systems and equipment necessary to meet the needs of Cowlitz 911 and end users.
- Tracks project expenditures of the equipment assembly, installs, and maintenance of backup power systems meet the optimization of radio, paging, and telephone equipment.
- Monitors the design, installations, maintenance, and repairs of the new and existing two-way radio systems including microwave and voting receiver components.
- Provides recommendations to correct malfunctions occurring in base stations, mobiles, portables, microwave radio and multiplex equipment, auxiliary power equipment, microprocessor radio dispatch consoles, recorders, amplifiers, antennas, cables, and electrical systems.
- Monitors and maintains parts inventory for existing communications systems.

- Attends and participates in Commission, committee, joint powers, governmental, staff, and citizen advisory meetings; presents contract awards, amendments, and other contract changes to the management team and Board of Directors.
- Serve as liaison with other departments, stakeholders, consultants, and regulatory agencies. Acts as main point of contact with consultants and project leads.
- Manages, coordinates, and completes other special projects as assigned.
- Maintains and ensures the accuracy and currency of Federal Communications Commission licensing.
- Prepares and maintains a variety of departmental records, reports, and documentation.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors staff for compliance with departmental policies and procedure

Minimum Qualifications:

- Bachelor's Degree in Telecommunications Technology, Project Management or a closely related field and five (5) years of increasingly responsible project management experience in radio-related planning and project delivery preferred.
- Five (5) years of related experience in managing projects; developing, negotiating, and administering consultant, construction, and inter-local.
- A FCC Operator's License and a valid Driver's License are required

Required Skills Knowledge and Abilities:

Knowledge of:

- Cowlitz 911 policies and procedures.
- Principles of federal, State, and local laws regulating the use of radio systems and equipment.
- Principles and practices of project management in radio communications.
- Radio communications systems and equipment.
- Communications equipment relative to emergency response and public service operations.
- Inventory control principles.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Processes for preparing and administering budgets.
- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.
- Supervisory principles, practices, and methods

Skills in:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex programs and projects timely and within budget.
- Prepare and compose contracts, change orders, bid documents, and specifications.
- Negotiate contracts and contract changes and resolve contractual disputes.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Oversight of designing, installing, programming, and maintaining radio communications systems
- Monitoring and maintaining parts inventories.
- Establishing and maintaining effective working relationships with staff, County departments, system end users, and outside agencies.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.

- Communicating effectively verbally and in writing.
- Developing and administering budgets.
- Supervising, leading, and delegating tasks and authority.

Job Scope:

Level of Supervision Received:

Minimum supervision expected after training, and more supervision for special projects.

Contact/Communication with others:

Extensive oral communications with the staff and the public in person and over the phone. Extensive typed communications will occur with individuals within the center, other client/servicing agencies. Frequent contacts with other local, state, and federal agencies, law enforcement, fire/EMS, and the general public. Contacts are written, verbal, or electronic.

Decision Making Capacities:

Requires fast-paced decision-making following policies and procedures and good common sense. Guidance or clearance should be requested for unusual situations, out-of-scope, and special tasks.

Working Conditions:

- 911 operates 24/7/365, as such the candidate must be willing and able to regularly work 5 days and 40 hours per week, however on occasion hours may exceed 8 hrs. /day, or 40 hrs./week. The Radio Services Manager will be subject to after hours on call in the event of major incidents, etc. Will be provided a work cellular phone or other device as relevant to the needs of the position/organization.
- May require travel for training purposes and commute to other radio sites, departments, or government agencies inside and outside of Cowlitz County.
- At times this position could experience moderate to high stress level.
- Physical work required for this position includes the lifting and carrying of equipment up to 50 lbs.
- Observe, abide by, and set example, of all Cowlitz 911 policies, goals, and objectives.
- Able to tolerate extended exposure to computers. Able to sit at a workstation for long periods of time.
- Must be able to work in a secure facility, with restricted access and with or without windows.
- Cowlitz 911 Public Authority is a drug free workplace.
- Work is typically performed in office including utilizing a computer; and sitting and standing for long periods of time; routinely lifting, manipulating, and transporting up to 35 pounds.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing					X
Walking					X
Climbing			X		
Sitting				X	
Stooping / Kneeling				X	
Lift/Carry up to 15 lbs.				X	
Lift/Carry up to 30 lbs.				X	
Lift/Carry up to 50 lbs.				X	
Push/Pull up to 25 lbs. of exertion				X	
Push/Pull up to 50 lbs. of exertion			X		
Work below waist level				X	
Work at waist to shoulder level					X

Work above shoulder level				X	
Reach further than arm's length					X
Typing					X
Grasping / Holding					X
Talking					X
Hearing					X
Seeing					X
Work in confined spaces			X		
Exposed to extreme temperatures			X		
Operate tools or machinery (incl. office equip.)					X
Operate motorized vehicles/equipment					X
Work at heights balancing		X			
Use/exposed to hazardous substances	X				

March 26, 2023 _____

Cowlitz 911 Public Authority

Resolution 2024-003

Resolution Amending the 2024 Budget and Adopting Salary and Wage Scale Schedule, Accrual Schedule, and Benefits for Non-Represented Administrative and Management Employees.

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

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.754; and

WHEREAS, The Cowlitz 911 Board of Directors recognizes the need to establish fair and competitive wages and salaries for Non-Represented and management employees; and

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

Section 1. Salary and Wage Scale Adopted. The Cowlitz 911 Non-Represented Administrative Wage Scale and the Management Salary Range Schedule on the attached Exhibit is hereby adopted. All wage and salary compensation of Cowlitz 911 Non-Represented Administrative and Management employees shall be in accordance with this Salary and Wage Scale Schedule and any future amendments thereto.

Section 2. Budget Amendment Addendum Adopted: The amended budget section Exhibit is hereby adopted.

Section 5. Effective Date. The above set forth in the attached Exhibit shall be effective as of September 19th, 2024.

Section 3. Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Brad Thurman

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board, Briana Harvill

General Counsel, Frank Randolph

EXHIBIT

2024 WAGE SCALE:

Position	Step	2022 Wage Scale	Hourly
Budget Finance Manager	BF-1	\$69,905.97	\$33.61
Budget Finance Manager	BF-2	\$73,401.17	\$35.29
Budget Finance Manager	BF-3	\$77,070.24	\$37.05
Budget Finance Manager	BF-4	\$80,924.58	\$38.91
Budget Finance Manager	BF-5	\$84,970.40	\$40.85
Budget Finance Manager	BF-6	\$89,214.07	\$42.89
Dispatch Supervisor	DSUP-1	\$71,483.31	\$34.37
Dispatch Supervisor	DSUP-2	\$75,057.17	\$36.09
Dispatch Supervisor	DSUP-3	\$78,811.11	\$37.89
Dispatch Supervisor	DSUP-4	\$82,750.32	\$39.78
Dispatch Supervisor	DSUP-5	\$86,887.22	\$41.77
Dispatch Supervisor	DSUP-6	\$91,232.15	\$43.86
Executive Assist/HR Admin	EA-1	\$70,271.33	\$33.78
Executive Assist/HR Admin	EA-2	\$73,784.12	\$35.47
Executive Assist/HR Admin	EA-3	\$77,473.89	\$37.25
Executive Assist/HR Admin	EA-4	\$81,345.86	\$39.11
Executive Assist/HR Admin	EA-5	\$85,414.41	\$41.06
Executive Assist/HR Admin	EA-6	\$89,685.86	\$43.12
Facility Manager	FM-1	\$70,638.75	\$33.96
Facility Manager	FM-2	\$74,171.21	\$35.66
Facility Manager	FM-3	\$77,879.61	\$37.44
Facility Manager	FM-4	\$81,773.28	\$39.31
Facility Manager	FM-5	\$86,940.00	\$41.80
IT Vendor Manager	IT-1	\$105,378.55	\$50.66
IT Vendor Manager	IT-2	\$112,884.13	\$54.27
IT Vendor Manager	IT-3	\$120,924.31	\$58.14
IT Vendor Manager	IT-4	\$125,809.64	\$60.49
IT Vendor Manager	IT-5	\$130,892.36	\$62.93
IT Vendor Manager	IT-6	\$136,180.40	\$65.47
Next Gen 911	NG-1	\$105,488.24	\$50.72
Next Gen 911	NG-2	\$110,761.56	\$53.25
Next Gen 911	NG-3	\$116,299.85	\$55.91
Next Gen 911	NG-4	\$122,115.51	\$58.71
Next Gen 911	NG-5	\$128,220.98	\$61.64
Next Gen 911	NG-6	\$134,631.77	\$64.73

Operations Manager	OM-1	\$105,378.55	\$50.66
Operations Manager	OM-2	\$112,884.13	\$54.27
Operations Manager	OM-3	\$120,924.31	\$58.14
Operations Manager	OM-4	\$125,809.64	\$60.49
Operations Manager	OM-5	\$130,892.36	\$62.93
Operations Manager	OM-6	\$136,180.40	\$65.47
Radio Manager	RM-1	\$105,378.55	\$50.66
Radio Manager	RM-2	\$112,884.13	\$54.27
Radio Manager	RM-3	\$120,924.31	\$58.14
Radio Manager	RM-4	\$125,809.64	\$60.49
Radio Manager	RM-5	\$130,892.36	\$62.93
Radio Manager	RM-6	\$136,180.40	\$65.47
Part Time Admin Assist/Public Records	PT-AA1	\$37,669.00	\$18.11
Part Time Admin Assist/Public Records	PT-AA2	\$39,000.00	\$18.75
Part Time Admin Assist/Public Records	PT-AA3	\$40,352.00	\$19.40
Part Time Admin Assist/Public Records	PT-AA4	\$41,766.40	\$20.08
Part Time Admin Assist/Public Records	PT-AA5	\$43,222.40	\$20.78
Part Time Admin Assist/Public Records	PT-AA6	\$44,740.80	\$21.51
Part Time Admin Assist/Public Records	PT-AA7	\$46,300.80	\$22.23
Part Time Admin Assist/Public Records	PT-AA8	\$47,923.20	\$23.04
Part Time Admin Assist/Public Records	PT-AA9	\$49,608.00	\$23.85
Part Time Admin Assist/Public Records	PT-AA10	\$51,355.20	\$24.69