Cowlitz 911 Public Authority Board of Directors
Regular Meeting Minutes
December 12th 2018

Attendance
Board Members: Chet Makinster; Steve Taylor; Kurt Sacha; Joe Gardner; Alan Headley; Mark Nelson; Scott Neves; Vic Leatzow. Alternate Board Members: Deb Pineda; Bill LeMonds; Jeff Cameron; Rafael Herrera. Staff: Phil Jurmu; Rachael Fair; Jerry Jensen. Legal Counsel: Frank Randolph; Guests: Darr Kirk; Butch Brenaman; Lori Hendrickson; Dave LaFave

1. Call to Order and Introductions
Taylor called the meeting to order at 10:15 AM

2. Approval of the Agenda
Added HVAC discussion under payables, and Added Resolution 2018-030. Sacha made a motion to approve the agenda. Nelson seconded the motion, all in favor; motion carries.

3. Public Comment
None.

4. Approval of Meeting Minutes
Headley made a motion to approve the November 28, 2018 Regular meeting minutes. Neves seconded, all in favor; motion carried.

5. Review Payables
The board approved Entek for HVAC services.
Payables totaled $13,240.34 Leatzow made a motion to approve the payables. Sacha seconded, all in favor; motion carried.

6. Resolution 2018-014 Approving and adopting the Cowlitz 911 Employee Manual (discussion)
Resolution 2018-014 was tabled for further discussion. A committee of 4 board members (leatzow, Gardner, Pineda, Cameron) were assembled to meet prior to the next meeting in order to review the employee manual and discuss. There was a special meeting decided upon for Dec 26th at 1:30 PM.

Headley made a motion to approve Resolution 2018-018 establishing purchasing process and roster. Gardner seconded, all in favor; motion carried.

8. Interlocal cooperative Agreement with Cowlitz County
Sacha made a motion to approve the interlocal cooperative agreement with Cowlitz County. Makinster seconded, all in favor; motion carried.

9. Resolution 2018-029 Requesting Transfer of represented employees and authorizing certain employee actions
Makinster made a motion to approve Resolution 2018-029 requesting the transfer of represented employees and authorizing certain employee actions. Leatzow seconded, all in favor; motion carried.

10. Agreement for Transfer of Assets and Liabilities
Neves made a motion to approve the transfer of assets and liabilities. Makinster seconded, all in favor; motion carried.

11. 2019 Budget Adoption- Resolution 2018-030
There was an amendment to Resolution 2018-030 to reflect a fund level expenditure view. Also include reference to the general spending plan in exhibit A. Sacha made a motion to approve Resolution 2018-030 as amended. Headley seconded, all in favor; motion carries.

12. Director Update
   
   A. **Staffing**: plan to be up to 21 dispatchers in 2019.
   B. **Billings 911 Trip**: Jurmu gave an update on the trip to Billings to see a 911 center
   C. **Review Network Upgrade and possible CRESA CAD Hosting**: update on the CRESA and server upgrades

13. Good of the order
   None.

14. Closed Meeting to discuss labor negotiations and personnel employment (if necessary)
   None.

15. Adjournment
   There will be a Special Meeting on Dec 26th, 2018 at 1:30 PM
   Taylor adjourned the meeting at 12:08 PM.

16. Closed Meeting

   ![Signature]

   Stephen Taylor, Chair

   ![Signature]

   Rachael Fair, Clerk of the Cowlitz 911 Board
Cowlitz 911 Public Authority Board of Directors
Special Meeting Minutes
December 26th 2018

Attendance
Board Members: Steve Taylor; Kurt Sacha; Alan Headley; Mark Nelson; Scott Neves; Vic Leatzow.
Alternate Board Members: Deb Pineda; Bill LeMonds; Jeff Cameron. Staff: Phil Jurmu and Rachael Fair. Guests: Frank Randolph; Nicole Tideman

1. Call to Order and Introductions
Taylor called the meeting to order at 1:31 PM

2. Approval of Agenda
Nelson moved to approve the agenda. Leatzow seconded; all in favor, motion carried.

3. Public Comment
None

4. Employee Handbook
Discussion and amendments were made to the employee handbook. Headley moved to approve the employee handbook as amended. Neves seconded; all in favor, motion carried.

5. Approval of Lease Proposal
Discussion and amendments were made to the lease proposal. Leatzow moved to approve the lease proposal as amended. Headley seconded; all in favor, motion carried.

6. Discussion on legislation for expansion of 1/10 of 1% for Public Authorities
Discussion ensued. No action taken.

7. Discussion of Revenue Transfer
Jurmu updated on the transfer of funds from Cowlitz County 911 to Cowlitz 911.

8. Labor Attorney discussion and decision
Jurmu presented a few different Labor Attorney options with a recommendation to contract with Wesley Group hourly. Discussion followed. Leatzow made a motion to approve the contract with Wesley Group at their hourly rate. Headley seconded; all in favor, motion carried.

9. Directors Report
Jurmu updated the board that we are going live with MRSC rosters on Jan 1, 2019.

10. Adjournment
Taylor adjourned the meeting at 3:38 PM

Stephen Taylor, Chair

ATTEST:
Rachael Fair, Clerk of the Cowlitz 911 Board