

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday, February 21, 2024, at 10:00

Hybrid – Cowlitz 911 & Zoom

Attending:

Board members and Alternates: Bill Lemonds, Brad Thurman, Jim Kelly, Rick Dahl, Ruth Kendall, Charlie Worley, Robert Huhta, Kris Swanson, Alan Headley, Darr Kirk.

Staff: John Diamond, Deanna Wells, Don Turrentine, Dannyka Baker, Jessica Weygandt, Jerry Jensen, Brandi Ballinger.

Guests: Traci Jackson(virtual), Eric Koreis, Troy Brighbill, Brandon Poff, Scott Goldstein, Jennifer Skilowitz, Spencer Salley.

1. Call to order and Introductions

Sheriff Thurman called the meeting to order 10:01

Director Diamond introduced Jessica Weygandt as new Budget Finance Manager

2. Approval of Agenda

Motion by Chief LeMonds, seconded by Commissioner Headley; All in favor, motion carried.

3. Approval of meeting minutes

Approval of January 24, 2024, meeting minutes.

Motion by Chief Kelly, seconded by Chief Huhta; All in favor, motion carried.

4. Public Comment

Sheriff Thurman opened the floor to public comment. No comments made.

5. Payables

ACCOUNT	TRANSACTION NUMBERS	AMOUNT
Payroll 1/19/2024	68 – 99	\$121,085.64
Payroll 2/5/2024	128 – 160	\$125,063.05
Claims 1/25/2024	104 – 122	\$208,963.32
Claims 2/15/2024	185 – 212	<u>\$272,228.70</u>
TOTAL		\$727,340.71

Motion by Commissioner Headley, seconded by Chief LeMonds; All in favor, motion carried.

6. Financial Report

Director Diamond presented the 2023 year end report of fund balances.

7. Board Committee Reports / Board Comments

A. Law TAC – Chief Deputy Brightbill reported on Joint Law and Fire TAC meetings. The group discussed options for radio infrastructure, system, and plan and recommended a Digital 700 Phase 2 P25 trunk system moving forward. Brightbill also mentioned another committee meeting regarding GIS service to be covered below.

B. Fire TAC – Brandon Poff concurred with Brightbill's summation.

8. Approval of Legal Services Agreement

A. Randolph Law Firm – April 1, 2024, through March 31, 2026.

Motion by Commissioner Headley, seconded by Chief LeMonds; All in favor, motion carried.

9. AdComm Engineering Update

A. Discussion about addendum to existing contract in the amount of \$13,000.

B. Information update on existing work. AdComm and Cowlitz 911 staff have met with stakeholders and the consensus is to gather more information toward the Digital 700 Phase 2 P25 trunk radio system with digital paging. AdComm will bring a design and estimated cost to the April board meeting. The current rough cost estimate is between 18 and 20 million dollars. This cost is for the radio system only and does not include 'subscriber' hardware, i.e. portable and mobile radios for the agencies. Brandon Poff and Battalion Chief Koreis mentioned the Fire TAC had discussed having the 'subscriber' equipment cost of approximately five to six million dollars, rolled into the project. They suggest that Cowlitz 911 purchase, own, and maintain the equipment and assign it to user agency units, recognizing that this type of plan may require Cowlitz 911 employing radio technicians. Chief Huhta asked about the cost of 'subscriber' equipment per unit. Estimates will vary depending on the final system and hardware. Battalion Chief Koreis gave an estimate he received for Longview Fire Dept. only of about \$500,000.

10. Approval of AdComm Engineering Contract Amendment

Motion by Commissioner Headley, seconded by Chief Kirk: All in favor, motion carried.

11. GIS Services Agreement – Committee Report

Director Diamond reported on the committee formed at Board request. The committee Cowlitz 911 staff, Motorola GIS staff, County Building and Planning Director, Traci Jackson, County GIS Jim Williams, Councilman Erik Halvorson, Firefighter Brandon Poff, and Sheriff Sergeant Cory Robinson. Troy Brightbill also reported on this meeting. The GIS process from start to finish was discussed. Motorola presented their support and maintenance options and their role. Motorola has three options for service. One is a basic service at \$35,000 annually, another midrange service at \$50,000 annually, and their premium service which would provide start to finish service apart from MSAG maintenance and state required uploads at \$85,000 annually. Mr. Williams discussed his process and data provided. Ms. Jackson summed up with a statement that for the county to provide the needed services, they would need to hire another employee. The GeoComm services were discussed and what they can provide. The consensus of the committee is that a service agreement with GeoComm is the best path forward. The service agreement is approximately \$80,000 for set up then approximately \$15,000 annually for five years. A total of \$156,080.73 which averaged out to \$31,216.15 annually for the five years.

12. Approval of GeoComm services contract

Motion by Chief Kirk, seconded by Chief LeMonds;

Discussion: Sheriff Thurman asked that the contract be amended to make arbitration jurisdiction Cowlitz County instead of Minnesota. City

Manager Swanson asked the contract to be amended to add a termination for convenience clause.

Motion amended to authorize Executive Director to enter into agreement with GeoComm pending these the requested changes.

All in favor, motion carried.

13. Director's Report

Director Diamond reported that staffing is at 15 dispatchers on the schedule plus two in training a lateral starting next week on the 26th. Jessica Weygandt joined the team as Budget Finance Manager, bringing non-represented staff to seven fulltime and one parttime.

Mindbase App is running, we have begun receiving alerts and are tweaking the settings to clarify information received.

Extended gratitude to Cowlitz 2 Fire Brandi Ballinger for finance work.

To date we have submitted \$170,000 on the federal grant.

Director Diamond presented to the Longview Pioneer Lions service club.

March 20, 2024, is the next meeting.

14. Old Business

Commissioner Headley asked City Manager Swanson about the AMR contract and work with the city. Swanson discussed where the city is regarding this.

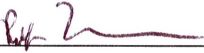
15. Executive Session

No executive session was held.

16. Adjournment

Sheriff Thurman Adjourned the meeting at 10:48.

17. Closed Session: Per RCW 42.30.140(4)(a) Discussion regarding Collective Bargaining.



Brad Thurman, Board Chair

Attest:



Briana Harvill, Clerk of the Board