

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Thursday June 27th, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Erik Halvorson; Andy Hamilton; Scott Goldstein; Bill LeMonds; Brad Thurman; Charlie Worley; Rick Dahl; Robert Huhta

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

Guests: Brandon Poff; Brandi Ballinger; Seth Hart; Lance Hollandsworth; Rob Castro; Troy Brightbill; Michelle Arrowsmith; Spencer Salley

Board Members Absent and No Alternate: Jim Duscha

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.

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

3. Approval of Meeting Minutes

A. April 22, 2024, Special Meeting Minutes

B. May 15, 2024, Meeting Minutes

C. May 29, 2024, Special Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from April 22, 2024, May 15, 2024, and May 29, 2024.

Huhta requested there be a change to the May 29, 2024 meeting minutes to reflect that he recused himself from voting for the final Collective Bargaining Agreement. Huhta made a motion to approve the 04/22/2024, 05/15/2024, & 05/29/2024 meeting minutes with the amendment to the May 29, 2024 meeting minutes. Halvorson 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 05/20/24	617 – 650	\$121,575.21
Payroll 06/05/24	690 – 725	\$164,203.45
Payroll 06/20/24	761 – 795	\$164,041.32
Claims 05/23/24	661 - 681	\$342,161.99
Claims 06/13/24	729 – 757	\$155,991.58
Claims 06/19/24	798	\$398.42
TOTAL		\$948,371.97

Recommended Action: Motion to approve the payables as presented.

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

6. Approval for Employment Agreement with Deanna Wells

Recommended Action: Motion to approve the Employment Agreement with Deanna Wells as presented.

Huhta made a motion to approve the Employment Agreement with Deanna Wells as presented. Halvorson seconded; all in favor, motion carried.

7. Approval of Public Records Policy

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

The board would like a section added about training staff on the records process and would like research to be done on charging for records. Will bring back a revised policy to a future board meeting.

8. Clarification for Radio Project Purchases

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

Huhta made a motion to bring back a resolution to the July 10th special meeting that provides the Executive Director the authority to approve future expenditures for the short-term radio stabilization project, not to exceed the budgeted amount in the Cowlitz 911 2024 budget for the radio and microwave equipment procurement, installation, and services, subject to federal, state and local bidding and procurement requirements. Halvorson seconded; all in favor, motion carried.

9. Board Comments/Board Committee Reports

A. LAW TAC Update: Met with Bob Gregory to discuss procedural issues and dispatching BHU units. There will be a joint Law and Fire TAC meeting on July 9th.

B. FIRE TAC Update: No report.

10. Director's Report

A. **Staffing Update:** 18 dispatchers; including 1 trainee. We had 6 interviews earlier this month; 4 conditional offers – 2 are laterals. They are currently in the background stage. All 6 candidates were good, but training limited the number of people we could hire at this time. The supervisor position has been posted internally. We have 4 open positions and 9 internal staff applied. We will have an assessment center for this with the help of Reinke & Associates and it is tentatively scheduled for July 18th.

B. **Executive Director Search Update:** Executive Session for this.


11. Old Business:

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

Board entered executive session for 10 minutes at 10:32 AM and ending at 10:42 AM. Board came out of executive session at 10:42 AM. No action was required.

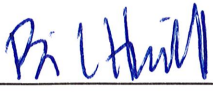
13. Closed Session: N/A

14. Adjournment: Meeting adjourned at 10:44 AM.



Brad Thurman, Board Chair

Attest:



Briana Harvill, Clerk of the Board