

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday April 27th, 2022 @ 10:00 AM

Hybrid - HOJ EOC & ZOOM

Attendance

Board Members: Ruth Kendall; Kurt Sacha; Jim Kambietz (arrived at 10:09); Dennis Weber; Andy Hamilton; Alan Headley; Sammy Brown; Jim Kelly (alternate, voting)

Staff: Briana Harvill; Jerry Jensen; Frank Randolph (general council); Don Turrentine; John Diamond; Janelle Edwards; Rachael Young

Guests: Chris Smith; Robert Huhta (voting until Kambietz arrived); Bill Lemonds; Richard Underdahl

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Dennis Weber called the meeting to order at 10:00 AM.

2. Approval of the Agenda

Recommended Action: A motion to approve the agenda as presented.

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

3. Approval of Meeting Minutes

A. 04/13/2022

Recommended Action: A motion to approve the meeting minutes from 04/13/2022

Sacha made a motion to approve the meeting minutes. Kelly 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. The Chair asked if any members of the public were attending the meeting and no members of the public were in attendance.

5. Payables:

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Claims 04/15/22	422-440	\$ 64,369.42
Payroll 04/20/22	442-478	\$117,327.47
TOTAL		\$ 181,696.89

Recommended Action: Motion to approve the payables as presented

Headley asked if the \$14,470.31 lease payment was paid to the county quarterly. Harvill and Weber stated that it was paid monthly.

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

6. Hybrid Meeting for Future Board Meetings

Information Only: Due to the updated OPMA, board meetings will now be available both in person and via ZOOM. The May 11, 2022, and June 22, 2022, board meetings will be held at the boathouse due to the EOC not being available.

7. Update to Red Canoe Account

Recommended Action: A motion to authorize John Diamond as an authorized user on the Red Canoe account and have Norm Krehbiel removed as well as approval to distribute VISA cards in the amount of \$10,000 each with a daily limit of \$5,000 each to John Diamond the Executive Director and Don Turrentine the NG 911 Tech/Vendor Manager as stated in Resolution 2022-001.

Sacha recused himself. Hamilton made a motion to authorize John Diamond as an authorized user on the Red Canoe and distribute VISA cards as presented. Huhta seconded; all in favor, motion carried.

8. Board Comments/Board Committee Reports

- A. LAW TAC Update- Continuing with Spillman training. No further update.
- B. FIRE TAC Update- Next meeting is May 9, 2022. No update.
- C. Weber informed the group that he has accepted an invitation to join the Interoperative Executive Committee and they make sure the radio systems can communicate properly across the board. If the board has any questions or concerns, let Weber know so he can see if he can be of assistance. There was an approval that all purchases made statewide of wireless communication systems equipment must be approved by this committee.

9. Director's Report

- A. **Staffing Update-** One of the trainees was signed off on April 23, 2022, so we now have 18 dispatchers and 2 trainees. We are looking to hire 3 more dispatchers. We have 1 conditional offer out and 1 more conditional offer is pending background. 1 of the conditional offers has 8-9 months experience and the other has a year and a half experience and has already been signed off at another agency so their training time should be shorter than the normal amount of time.
- B. **Climate and Culture-** An ongoing thing to improve. Nothing new to report as of now but Diamond will have more information as we move forward.
- C. **Facility Update-** Met with the architects and contractor this week and things are moving along. The new substantial completion date is June 2022. We also have Watson Furniture coming in for our consoles on the 20th. The new project manager is great and is making big strides in moving the project along. All glass windows and doors are in, and the exterior walls are about halfway done. We are working with DEM and the ham radio guys regarding the need for an antenna. We have 5 positions built in for them on the EOC side of the building, however we do not have an antenna for them. DEM will be purchasing the antenna and installed on the tower under their contract with Day Wireless.
- D. **Radio Update –** Had an issue with Signal Peak. It was on generator and ran out of gas. This sight was down for a period of time but is now but up and running. No further update. Deanna is out.

10. Executive Session: Not needed

11. Adjournment: Meeting adjourned at 10:22

12. Closed Meeting: Will be held

Brad Thurman
Brad Thurman, Chair

Attest:

Briana Harvill
Briana Harvill, Acting Clerk of the Board