# 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.

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 Speelyai 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

Alan Headley, Board Co-Chair

Attest:

Briana Harvill, Clerk of the Board