

# Cowlitz 911 Public Authority Board of Directors

## Meeting Agenda

Wednesday February 19<sup>th</sup>, @ 10:00 AM

Hybrid – Cowlitz 911 & Zoom

**1. Call to Order and Introductions**

**2. Approval of the Agenda – Board Action**

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

**3. Approval of Meeting Minutes - Board Action**

**A. 01/15/2025 Meeting Minutes**

**Recommended Action:** A motion to approve the meeting minutes from 01/15/25.

**4. Public Comment**

**A.** The public comment period allows any member of the public to speak to any item that is not on the regular agenda. There is a time-limitation of 3 minutes. All comments should be directed to the Chair.

**5. OPMA Training Reminder**

**6. Payables – Board Action**

**The following transactions are approved as presented**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 01/17/25	60-101	\$161,613.99
Claims 01/23/25	107-133	\$520,260.89
Claims 01/30/25	134-135	\$15,970.04
Payroll 02/05/25	136-173	\$167,381.71
Claims 02/13/25	177-209	\$65,330.08
TOTAL		<b>\$930,556.71</b>

**Recommended Action:** Motion to approve the payables as presented.

**7. Annual Report – see attachment**

**8. Board Comments/Board Committee Reports**

**A.** LAW TAC Update

**B.** FIRE TAC Update

**9. Director's Report**

**A.** Staffing Update

**B.** Climate & Culture

**C.** Radio Project Update

**i.** Generator RFP – **Board Action**

**10. Old Business: If needed**

**11. Executive Session: If needed**

**12. Adjournment**

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday January 15<sup>th</sup>, 2025 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

### Attendance

**Board Members:** Erik Halvorson; Rich Fletcher (alternate, voting); Alan Headley; Brad Thurman; Robert Huhta; Bill LeMonds; Ralph Herrera; Jim Duscha; Rick Dahl

**Staff:** Briana Harvill; Dannyka Baker; Deanna Wells; Darr Kirk; Jerry Jensen; Jessica Weygandt; Frank Randolph (general counsel); Michelle Arrowsmith, Justin Stennick

**Guests:** Charlie Worley, Scott Goldstein, Troy Brightbill; Vic Leatzow; Rob Castro, Brad Hannig, Robert Gibbs, Roberto Cuneta

**Board Members Absent and No Alternate:**

### 1. Call to Order and Introductions

Thurman called the meeting to order at 10:00 AM.

### 2. Approval of the Agenda

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

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

### 3. Approval of Meeting Minutes

#### A. December 18, 2024, Meeting Minutes

**Recommended Action:** A motion to approve the meeting minutes from December 18, 2024, Meeting Minutes.

Headley made a motion to approve the 12/18/2024 meeting minutes as presented. 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. Elect New Board Officials

Halvorson nominated Huhta to be the Board Chair. Duscha made a motion to appoint Huhta as the Board Chair. Headley seconded; all in favor, motion carried.

Thurman nominated Headley to be the Vice Chair. Duscha made a motion to appoint Headley as the Vice Chair. Halvorson seconded; all in favor, motion carried.

### 6. Payables:

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 12/20/24	1602 – 1638	\$156,454.95
Payroll 01/03/25	01 – 37	\$147,317.37
Claims 12/12/24	1572 – 1598	\$548,861.35
Claims 12/26/24	1641 – 1654	\$473,072.50
Claims 12/31/24	1658 – 1667	\$42,908.24
Claims 01/09/25	40 – 59	\$179,131.12
Void Warrant 11/14/2024	13389	-\$1,690.69
Void Warrant 11/19/2024	13303	-\$125.00
Void Warrant 12/30/2024	13486	\$0.00
TOTAL		\$1,545,929.84

**Recommended Action:** Motion to approve the payables as presented.

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

**7. Finance Report** – Sales tax was higher than expected and have some user fees that are not captured on this report due to just receiving them. Invoices were sent out later than normal due to Jessica being out on leave. These are the final expense numbers for 2024.

**8. Board Comments/Board Committee Reports**

- A. LAW TAC Update:** Met on January 7<sup>th</sup> and Brightbill was voted back as Chair and Marthaller was voted as Vice Chair. CCSO on call admin numbers have been updated. Closer codes on call being wrong affects the cases for law enforcement. Discussed new radio procedure guidelines for law enforcement.
- B. FIRE TAC Update:** Met on January 14<sup>th</sup> and discussed several topics. Will be implementing status checks when law enforcement isn't present and will occur every 20 minutes while on scene. Will be making an edit to the Fire Manual to reflect Medix in place of AMR. Fire would like 911 to use dispo codes like law enforcement, currently looking into this.

**9. Director's Report**

- A. Staffing Update:** At the next meeting we will have an end of year report. The academy for the 3 new hires begins on February 11<sup>th</sup>. There will be a meet and greet in the Command Center on February 11<sup>th</sup> at 8:30 AM.
- B. Climate & Culture:** With the supervisors on the floor and the work Michelle A. has done, we have become a cohesive group.
- C. Radio Project Update:** The microwave/antenna project is ready to begin, and we are currently procuring a tower study to get the towers rated for additional loads as well as evaluating for safety to climb. When those studies are completed, the work will begin on the lower towers first and completion will depend on the spring snowpack. All the materials for this phase are either at the tower sites or stored at Day Wireless. The radio bid process is still ongoing. The original bid did not include our back-up radios or repeat only sites, and we believe it is critical to include these. We are working through these additions to the bid but expect the radio phase timeline to align with the microwave phase. Since our Radio Manager, Justin Stennick, started on December 26<sup>th</sup>, he has begun a comprehensive mapping, inventory and tracking system for our radio network. His first day was on December 26<sup>th</sup>, which was the weather event that disrupted the radio for Kelso and Longview PD. It was discovered that the antenna on top of the HOJ was damaged and had to be re-secured to the tower.

**10. Old Business:** N/A

**11. Executive Session:** N/A

**12. Adjournment:** 10:22 AM

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Robert Huhta, Board Chair

Attest:

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Briana Harvill, Clerk of the Board

# CHECK REGISTER

COWLITZ 911

Time: 12:39:30 Date: 02/14/2025

01/17/2025 To: 01/17/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
88	01/17/2025	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	31,157.01	941 Deposit for Pay Cycle(s) 01/17/2025 - 01/17/2025
81	01/17/2025	Payroll	1	13511	MICHELLE SIMS	3,463.07	
89	01/17/2025	Payroll	1	13512	ESD - PFMLA		NOT FINALIZED
90	01/17/2025	Payroll	1	13513	ESD-LTC		NOT FINALIZED
91	01/17/2025	Payroll	1	13514	ESD		NOT FINALIZED
92	01/17/2025	Payroll	1	13515	KAISER PERMANENTE MEMBERSHIP ADMIN	650.64	Pay Cycle(s) 01/17/2025 To 01/17/2025 - MEDICAL-KAISER
93	01/17/2025	Payroll	1	13516	WASHINGTON STATE DEPT OF L&I		NOT FINALIZED
94	01/17/2025	Payroll	1	13517	WASHINGTON STATE DEPT OF RETIREMENT	17,336.93	Pay Cycle(s) 01/17/2025 To 01/17/2025 - PSERS2; Pay Cycle(s) 01/17/2025 To 01/17/2025 - PERS2; Pay Cycle(s) 01/17/2025 To 01/17/2025 - PERS3
95	01/17/2025	Payroll	1	13518	WCIF	12,425.62	Pay Cycle(s) 01/17/2025 To 01/17/2025 - MEDICAL-WCIF; Pay Cycle(s) 01/17/2025 To 01/17/2025 - LIFE INS BUYUP; Pay Cycle(s) 01/17/2025 To 01/17/2025 - AD-D BUYUP
60	01/17/2025	Payroll	2	EFT	JONATHAN C AGUIRRE	2,607.68	
61	01/17/2025	Payroll	2	EFT	MICHELLE R ARROWSMITH	3,843.11	
62	01/17/2025	Payroll	2	EFT	DANNYKA BAKER	1,691.54	
63	01/17/2025	Payroll	2	EFT	KATIE M COSGROVE	2,666.18	
64	01/17/2025	Payroll	2	EFT	KATHRYN DAVIS	2,680.39	
65	01/17/2025	Payroll	2	EFT	JOSHUA EVALD	3,081.55	
66	01/17/2025	Payroll	2	EFT	MISTI GIBBS	2,500.92	
67	01/17/2025	Payroll	2	EFT	MARIA GILBERT	2,963.49	
68	01/17/2025	Payroll	2	EFT	BRIANA HARVILL	2,536.06	
69	01/17/2025	Payroll	2	EFT	TARA HUHTA	2,803.05	
70	01/17/2025	Payroll	2	EFT	JERRY JENSEN	3,843.10	
71	01/17/2025	Payroll	2	EFT	JEREMY KIRK D	2,794.83	
72	01/17/2025	Payroll	2	EFT	ANNA LAUDENSCHLAGER	4,239.86	
73	01/17/2025	Payroll	2	EFT	JULIA MARTIN	2,722.42	
74	01/17/2025	Payroll	2	EFT	ANDREA R MATZKE	2,166.39	
75	01/17/2025	Payroll	2	EFT	TRACEY MORSE	3,264.87	
76	01/17/2025	Payroll	2	EFT	ASHLYN MUNSON	2,237.65	
77	01/17/2025	Payroll	2	EFT	TRISTA OJALEHTO	2,643.56	
78	01/17/2025	Payroll	2	EFT	SAMANTHA PERRY	3,563.74	
79	01/17/2025	Payroll	2	EFT	KAYLEE SCHAEFER	2,735.16	
80	01/17/2025	Payroll	2	EFT	ROBERT SCHAEFER	3,246.08	
82	01/17/2025	Payroll	2	EFT	BRANNON STARR	2,619.83	
83	01/17/2025	Payroll	2	EFT	JUSTIN J STENNICK	3,715.77	
84	01/17/2025	Payroll	2	EFT	REBECCA SWANSON	3,006.59	
85	01/17/2025	Payroll	2	EFT	DON TURRENTINE	4,595.19	
86	01/17/2025	Payroll	2	EFT	DEANNA WELLS	3,638.61	
87	01/17/2025	Payroll	2	EFT	JESSICA M WEYGANDT	2,401.36	
96	01/17/2025	Payroll	2	EFT	CAPSCO	52.50	Pay Cycle(s) 01/17/2025 To 01/17/2025 - ASSN FEE
97	01/17/2025	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	780.00	Pay Cycle(s) 01/17/2025 To 01/17/2025 - UNION DUES; Pay Cycle(s) 01/17/2025 To 01/17/2025 - INITIATION FEE

# CHECK REGISTER

COWLITZ 911

Time: 12:39:30 Date: 02/14/2025

01/17/2025 To: 01/17/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
98	01/17/2025	Payroll	2	EFT	EMPOWER TRUST (401A)	1,713.55	Pay Cycle(s) 01/17/2025 To 01/17/2025 - 401a Plan
99	01/17/2025	Payroll	2	EFT	EMPOWER TRUST (457B)	4,325.69	Pay Cycle(s) 01/17/2025 To 01/17/2025 - DEF COMP
100	01/17/2025	Payroll	2	EFT	HRA VEBA	8,475.00	Pay Cycle(s) 01/17/2025 To 01/17/2025 - VEBA
101	01/17/2025	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 01/17/2025 To 01/17/2025 - HSA
001 OPERATIONS						161,613.99	
						161,613.99	Payroll: 161,613.99

## CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

_____ Brandi Ballinger, Signature	_____ C2FR Agency	_____ Date
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## CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed in this report and we approve payment with our signatures below.

_____ Budget Finance Manager, Signature	_____ Date
_____ Executive Director, Signature	_____ Date
_____ Board Chair, Signature	_____ Date

# CHECK REGISTER

COWLITZ 911

Time: 12:40:54 Date: 02/14/2025

01/23/2025 To: 01/23/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
107	01/23/2025	Claims	1	13519	COMCAST BUSINESS	4,901.20	INV 230335439
	Invoices	Amount	PO	For			
	230335439	4,901.20			0125 ACTIVECORE/ETHERNET/CYBER SECURITY AT OBH AND HALL		
108	01/23/2025	Claims	1	13520	COWLITZ 2 FIRE & RESCUE	11,250.00	INV 25-001
	Invoices	Amount	PO	For			
	25-001	11,250.00			JAN - MAR 2025 FINANCIALSERVICES AGREEMENT		
109	01/23/2025	Claims	1	13521	COWLITZ 911 ADVANCED TRAVEL	622.40	CK 2021 A.MATZKE
	Invoices	Amount	PO	For			
	CK 2021	622.40			A.MATZKE TELE 1 TRAINING 1/13-17/25 MEALS		
110	01/23/2025	Claims	1	13522	COWLITZ COUNTY B&P	17,219.80	INV B&P 25-01
	Invoices	Amount	PO	For			
	B&P 25-01	17,219.80			2024 GIS DATA FROM COUNTY		
111	01/23/2025	Claims	1	13523	COWLITZ PUD	507.12	ACCT 4745063 0125; ACCT 4737086 1224
	Invoices	Amount	PO	For			
	4745063/0125	302.76			12/03/24-01/06/25 POWER AT 1600 BAYSWATER		
	4737086/1224	204.36			11/18/24-12/16/24 POWER AT 540 OSWALT		
112	01/23/2025	Claims	1	13524	GEOCOMM	88,542.03	INV 146949
	Invoices	Amount	PO	For			
	INV146949	88,542.03			NG9-1-1 AND MAPPING UPDATES		
113	01/23/2025	Claims	1	13525	KEYS PLUS INC	15.93	INV 3027; INV 3026
	Invoices	Amount	PO	For			
	3027	5.39			KEY HOJ RADIO		
	3026	10.54			KEY FOR CASTLEROCK RECEIVE TWR AT HIGH SCHOOL		
114	01/23/2025	Claims	1	13526	LANGUAGE LINE SVCS INC	87.41	INV 11494125
	Invoices	Amount	PO	For			
	11494125	87.41			1224 INTERPRETATION SERVICES		
115	01/23/2025	Claims	1	13527	LONGVIEW, CITY OF	1,072.30	INV 2960
	Invoices	Amount	PO	For			
	2960	1,072.30			0125 LOST RENT 2790 OB HWY		
116	01/23/2025	Claims	1	13528	MICROWAVE NETWORK INCORPORATED	188,502.09	INV 24121901
	Invoices	Amount	PO	For			
	24121901	188,502.09			MILESTONE II - SITE SURVEYS, PCNS FOR TOWER MICROWAVE UPGRADE		
117	01/23/2025	Claims	1	13529	MOTOROLA SOLUTIONS	131,115.33	INV 1162411150
	Invoices	Amount	PO	For			
	1162411150	131,115.33			RADIO DISPATCH CONSOLE INSTALL		
118	01/23/2025	Claims	1	13530	PREMIER RPS	1,550.00	Inv 40802

# CHECK REGISTER

COWLITZ 911

Time: 12:40:54 Date: 02/14/2025

01/23/2025 To: 01/23/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
	Invoices		Amount	PO	For		
	40802		1,550.00		401A SETUP CONSULTING SERVICES		
119	01/23/2025	Claims	1	13531	PRIORITY DISPATCH	1,767.44	INV SIN392806
	Invoices		Amount	PO	For		
	SIN392806		1,767.44		PRIORITY DISPATCH PROTOCOL CARDSET		
120	01/23/2025	Claims	1	13532	REHN AND ASSOCIATES -AP	13.50	INV 16809
	Invoices		Amount	PO	For		
	16809		13.50		1224 HSA ADMIN FEES		
121	01/23/2025	Claims	1	13533	SHI INTERNATIONAL CORP	41,845.94	INV B19247768
	Invoices		Amount	PO	For		
	B19247768		41,845.94	911154	02/17/25-02/16/26 NET MOTION RENEWAL (320)		
122	01/23/2025	Claims	1	13534	SIERRA SPRINGS	165.26	INV 585118 010925
	Invoices		Amount	PO	For		
	5351188 010925		165.26		0125 WATER DELIVERY SERVICES		
123	01/23/2025	Claims	1	13535	TELECOMUNNICATION SYSTEMS, INC	4,626.68	INV 04INV-000045343
	Invoices		Amount	PO	For		
	04INV-000045343		4,626.68		0125 BACKUP IGN 312 SW 1ST		
124	01/23/2025	Claims	1	13536	TOSHIBA AMERICA BUSINESS SOLUTIONS	391.01	INV 5032724612
	Invoices		Amount	PO	For		
	5032724612		391.01		01/03/25-02/02/25 COPIER LEASE FOR 450-0039683-000		
125	01/23/2025	Claims	1	13537	US BANK (VISA)	7,175.04	ACCT 4484 7345 5001 2810/0125
	Invoices		Amount	PO	For		
	2810/0125		7,175.04		12/09/24-01/06/25 USBANK STATEMENT		
126	01/23/2025	Claims	1	13538	VERIZON WIRELESS	865.33	INV 6102511211
	Invoices		Amount	PO	For		
	6102511211		865.33		12/02/2024-01/01/2025 CELL PHONES AND IPADS		
127	01/23/2025	Claims	1	13539	WALTER E NELSON COMPANY	160.83	INV 1917183
	Invoices		Amount	PO	For		
	1917183		160.83		CLEANING SUPPLIES		
128	01/23/2025	Claims	1	13540	WASHINGTON STATE AUDITOR	3,477.50	INV L166088
	Invoices		Amount	PO	For		
	L166088		3,477.50		2022-2023 SAO FINANCIAL AND ACCOUNTABILITY AUDIT		
129	01/23/2025	Claims	1	13541	WORKPOINTE	3,104.05	INV 43381
	Invoices		Amount	PO	For		
	43381		3,104.05		2 CREDENZAS, 1 FOR RECEPTION 1 FOR VENDOR MANAGER		



# CHECK REGISTER

COWLITZ 911

Time: 12:40:54 Date: 02/14/2025

01/23/2025 To: 01/23/2025

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 OPERATIONS				183,621.94	
		003 RADIO OPERATIONS				1,138.21	
		004 RADIO REPLACEMENT				188,502.09	
		300 BUILDING PROJECT				135,715.95	
						<u>508,978.19</u>	Claims: 508,978.19

## CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

\_\_\_\_\_  
Brandi Ballinger, Signature

\_\_\_\_\_  
C2FR  
Agency

\_\_\_\_\_  
Date

## CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed in this report and we approve payment with our signatures below.

\_\_\_\_\_  
Budget Finance Manager, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair, Signature

\_\_\_\_\_  
Date

# CHECK REGISTER

COWLITZ 911

Time: 12:41:16 Date: 02/14/2025

01/30/2025 To: 01/30/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
134	01/30/2025	Claims	1	13546	BRADLEY S THOMAS	7,985.02	2025 SPEELYAI LEASE B. THOMAS
		Invoices	Amount	PO	For		
		2025-BTSPEELYAI	7,985.02		2025 - 50% OF SPEELYAI LEASE PAYMENT		
135	01/30/2025	Claims	1	13547	DAVID A. CREAGAN	7,985.02	2025 SPEELYAI LEASE D.CREAGAN
		Invoices	Amount	PO	For		
		2025-DCSPEEYLYA	7,985.02		2025 - 50% OF SPEELYAI LEASE PAYMENT		
003 RADIO OPERATIONS						15,970.04	
						15,970.04	Claims: 15,970.04

## CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

\_\_\_\_\_  
Brandi Ballinger, Signature

\_\_\_\_\_  
C2FR  
Agency

\_\_\_\_\_  
Date

## CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed in this report and we approve payment with our signatures below.

\_\_\_\_\_  
Budget Finance Manager, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair, Signature

\_\_\_\_\_  
Date

# CHECK REGISTER

COWLITZ 911

Time: 12:40:11 Date: 02/14/2025

02/05/2025 To: 02/05/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
164	02/05/2025	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	32,184.07	941 Deposit for Pay Cycle(s) 02/05/2025 - 02/05/2025
157	02/05/2025	Payroll	1	13548	MICHELLE SIMS	3,247.79	
165	02/05/2025	Payroll	1	13549	KAISER PERMANENTE MEMBERSHIP ADMIN	3,009.42	Pay Cycle(s) 02/05/2025 To 02/05/2025 - MEDICAL-KAISER
166	02/05/2025	Payroll	1	13550	WASHINGTON STATE DEPT OF RETIREMENT	17,932.29	Pay Cycle(s) 02/05/2025 To 02/05/2025 - PSERS2; Pay Cycle(s) 02/05/2025 To 02/05/2025 - PERS2; Pay Cycle(s) 02/05/2025 To 02/05/2025 - PERS3
167	02/05/2025	Payroll	1	13551	WCIF	12,425.77	Pay Cycle(s) 02/05/2025 To 02/05/2025 - MEDICAL-WCIF; Pay Cycle(s) 02/05/2025 To 02/05/2025 - LIFE INS BUYUP; Pay Cycle(s) 02/05/2025 To 02/05/2025 - AD-D BUYUP
136	02/05/2025	Payroll	2	EFT	JONATHAN C AGUIRRE	3,574.37	
137	02/05/2025	Payroll	2	EFT	MICHELLE R ARROWSMITH	3,843.11	
138	02/05/2025	Payroll	2	EFT	DANNYKA BAKER	1,326.00	
139	02/05/2025	Payroll	2	EFT	KATIE M COSGROVE	3,051.23	
140	02/05/2025	Payroll	2	EFT	KATHRYN DAVIS	2,430.02	
141	02/05/2025	Payroll	2	EFT	JOSHUA EVALD	4,544.61	
142	02/05/2025	Payroll	2	EFT	MISTI GIBBS	2,670.43	
143	02/05/2025	Payroll	2	EFT	MARIA GILBERT	2,871.59	
144	02/05/2025	Payroll	2	EFT	BRIANA HARVILL	2,535.56	
145	02/05/2025	Payroll	2	EFT	TARA HUHTA	2,491.52	
146	02/05/2025	Payroll	2	EFT	JERRY JENSEN	3,843.30	
147	02/05/2025	Payroll	2	EFT	JEREMY KIRK D	2,795.85	
148	02/05/2025	Payroll	2	EFT	ANNA LAUDENSCHLAGER	3,562.97	
149	02/05/2025	Payroll	2	EFT	JULIA MARTIN	2,783.09	
150	02/05/2025	Payroll	2	EFT	ANDREA R MATZKE	2,222.44	
151	02/05/2025	Payroll	2	EFT	TRACEY MORSE	3,002.91	
152	02/05/2025	Payroll	2	EFT	ASHLYN MUNSON	2,526.39	
153	02/05/2025	Payroll	2	EFT	TRISTA OJALEHTO	2,375.41	
154	02/05/2025	Payroll	2	EFT	SAMANTHA PERRY	4,525.86	
155	02/05/2025	Payroll	2	EFT	KAYLEE SCHAEFER	2,585.40	
156	02/05/2025	Payroll	2	EFT	ROBERT SCHAEFER	3,845.58	
158	02/05/2025	Payroll	2	EFT	BRANNON STARR	2,625.51	
159	02/05/2025	Payroll	2	EFT	JUSTIN J STENNICK	3,719.03	
160	02/05/2025	Payroll	2	EFT	REBECCA SWANSON	3,326.07	
161	02/05/2025	Payroll	2	EFT	DON TURRENTINE	4,594.89	
162	02/05/2025	Payroll	2	EFT	DEANNA WELLS	3,889.96	
163	02/05/2025	Payroll	2	EFT	JESSICA M WEYGANDT	2,402.69	
168	02/05/2025	Payroll	2	EFT	CAPSCO	52.50	Pay Cycle(s) 02/05/2025 To 02/05/2025 - ASSN FEE
169	02/05/2025	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	775.00	Pay Cycle(s) 02/05/2025 To 02/05/2025 - UNION DUES; Pay Cycle(s) 02/05/2025 To 02/05/2025 - INITIATION FEE
170	02/05/2025	Payroll	2	EFT	EMPOWER TRUST (401A)	579.68	Pay Cycle(s) 02/05/2025 To 02/05/2025 - 401a Plan
171	02/05/2025	Payroll	2	EFT	EMPOWER TRUST (457B)	4,309.40	Pay Cycle(s) 02/05/2025 To 02/05/2025 - DEF COMP
172	02/05/2025	Payroll	2	EFT	HRA VEBA	8,475.00	Pay Cycle(s) 02/05/2025 To 02/05/2025 - VEBA

# CHECK REGISTER

COWLITZ 911

Time: 12:40:11 Date: 02/14/2025

02/05/2025 To: 02/05/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
173	02/05/2025	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 02/05/2025 To 02/05/2025 - HSA
001 OPERATIONS						167,381.71	
						167,381.71	Payroll: 167,381.71

## CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

_____	_____C2FR_____	_____
Brandi Ballinger, Signature	Agency	Date

## CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed in this report and we approve payment with our signatures below.

_____	_____
Budget Finance Manager, Signature	Date
_____	_____
Executive Director, Signature	Date
_____	_____
Board Chair, Signature	Date

# CHECK REGISTER

COWLITZ 911

Time: 12:41:33 Date: 02/14/2025

02/13/2025 To: 02/13/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
177	02/13/2025	Claims	1	13552	APCO INTERNATIONAL	1,875.00	INV NO 00093769
	Invoices	Amount	PO	For			
	00093769	1,875.00			ILLUMINATIONS CLASSES FOR DISPATCHERS		
178	02/13/2025	Claims	1	13553	AT&T MOBILITY LLC	216.81	INV NO 287315187389X012272025
	Invoices	Amount	PO	For			
	7389X01272025	216.81			01/20-02/19/25 CELL PHONES AND HOT SPOT		
179	02/13/2025	Claims	1	13554	COLUMBIA RIVER PUD	353.01	ACCT NO 64779 0225
	Invoices	Amount	PO	For			
	64779/0225	353.01			01/07/25-02/25/25 POWER AT 73281 NEER CITY RD		
180	02/13/2025	Claims	1	13555	COMCAST	253.36	ACC NO 8778 10 111 1306527 0225
	Invoices	Amount	PO	For			
	6527/0225	253.36			01/30-2/28/25 CABLE TV		
181	02/13/2025	Claims	1	13556	COWLITZ 2 FIRE & RESCUE	75.13	INV NO 25-028
	Invoices	Amount	PO	For			
	25-028	75.13			2025 FIRE PROTECTION FEES COLUMBIA HTS TWR		
182	02/13/2025	Claims	1	13557	COWLITZ COUNTY PURCHASING SERVICES	4.40	INV NO 642-2024
	Invoices	Amount	PO	For			
	642-2024	4.40			1224 PHONE SERVICES AT 312 SW 1ST		
183	02/13/2025	Claims	1	13558	COWLITZ COUNTY TREASURER'S OFFICE	1,200.00	INV NO 911-2025
	Invoices	Amount	PO	For			
	911-2025	1,200.00			2025 TREASURER BANKING SERVICE FEES		
184	02/13/2025	Claims	1	13559	COWLITZ PUD	2,453.65	ACCT NO 5162399 0125; ACCT NO 5156128 0125; ACCT NO 4671145 0125
	Invoices	Amount	PO	For			
	5162399/0125	2,174.78			12/09/24-01/09/25 POWER AT 2790 OBH		
	5156128/0125	43.07			12/09/24-01/09/25 POWER AT 200 GREEN ACRES DR		
	4671145/0125	235.80			12/16/24-01/16/25 POWER AT 1 LAULAINEN RD		
185	02/13/2025	Claims	1	13560	CWCOG	572.00	INV NO 366
	Invoices	Amount	PO	For			
	366	572.00			2025 ANNUAL MEMBER DUES		
186	02/13/2025	Claims	1	13561	DAY WIRELESS	12,413.97	2023-2024 MTC YEAR RETAINAGE RELEASE; ABERNATHY TO RAINIER RETAINAGE RELEASE
	Invoices	Amount	PO	For			
	23-24 MTC RET RE	5,280.71			2023-2024 MTC YR RETAINAGE RELEASE		
	ABER-RAIN RET RI	7,133.26					

# CHECK REGISTER

COWLITZ 911

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02/13/2025 To: 02/13/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
187	02/13/2025	Claims	1	13562	FRANK F. RANDOLPH	176.00	INV NO RLF0201
	Invoices		Amount	PO	For		
	RLF0201		176.00		0125 ATTORNEY SERVICES		
188	02/13/2025	Claims	1	13563	IAED/NATIONAL ACADEMIES OF EMERGENCY	165.00	INV NO SIN395909; INV NO SIN392865; INV NO SIN397106
	Invoices		Amount	PO	For		
	SIN395909		55.00		EMD RECERT R.SWANSON		
	SIN392865		55.00		EMD RECERT M.SIMS		
	SIN397106		55.00		EMD RECERT K.DAVIS		
189	02/13/2025	Claims	1	13564	INTEGER ASSOCIATES INC	1,862.62	INV NO 25-1002
	Invoices		Amount	PO	For		
	25-1002		1,862.62		0225 DEER ISLANED MONTHLY TOWER LEASE		
190	02/13/2025	Claims	1	13565	KEYS PLUS INC	31.35	INV NO 3108
	Invoices		Amount	PO	For		
	3108		31.35		KNK CYLINDER FOR COLDWATER		
191	02/13/2025	Claims	1	13566	LANGUAGE LINE SVCS INC	139.93	INV NO 11522551
	Invoices		Amount	PO	For		
	11522551		139.93		0125 INTERPRETATION SERVICES		
192	02/13/2025	Claims	1	13567	LEVEL 3 COMMUNICATIONS, LLC	1,651.75	INV NO 724222391
	Invoices		Amount	PO	For		
	724222391		1,651.75		0225 PHONE AND INTERNET SERVICES AT 2790 OBH AND 312 SW 1ST		
193	02/13/2025	Claims	1	13568	LONGVIEW, CITY OF	1,072.30	INV NO 2962
	Invoices		Amount	PO	For		
	2962		1,072.30		0225 LOST RENT 2790 OBH		
194	02/13/2025	Claims	1	13569	LOWER COLUMBIA OCC HEALTH	266.00	INV NO 2025-00406
	Invoices		Amount	PO	For		
	2025-00406		266.00		NEW HIRE SCREENING J.HIOUSEK/M.DEISHER/E.SAYLOR		
195	02/13/2025	Claims	1	13570	MORE POWER TECHNOLOGY	17,470.04	INV NO 17033; INV NO 16995
	Invoices		Amount	PO	For		
	17033		15,753.41		0225 IT MANAGED SERVICES AGREEMENT		
	16995		1,716.63		01/23/25-02/22/25 MICROSOFT MONTHLY SUBSCRIPTION		
196	02/13/2025	Claims	1	13571	MOTOROLA SOLUTIONS	2,300.00	INV NO SMT25-31012025-1395-0673 MEMO: 100000-361004; INV NO SMT25-31012025-1398-0676 MEMO: 100000-361004
	Invoices		Amount	PO	For		
	MT253101202513!		1,150.00		05/12-15/2025 MOTOROLA SUMMIT 2025 PUBLIC SAFETY CONF. MARROWSMITH		
	MT253101122513!		1,150.00		05/12-15/2025 MOTOROLA SUMMIT 2025 PUBLIC SAFETY CONF DKIRK		

# CHECK REGISTER

COWLITZ 911

Time: 12:41:33 Date: 02/14/2025

02/13/2025 To: 02/13/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
197	02/13/2025	Claims	1	13572	ONESOURCE OFFICE INTERIORS, INC.	1,919.66	INV NO 87537
	Invoices	Amount	PO	For			
	87537	1,919.66			(3) FILE PEDESTALS FOR DISPATCH SUPERVISORS		
198	02/13/2025	Claims	1	13573	PACIFIC NORTHWEST FIRE PROTECTION INC	1,243.15	INV NO 10000867
	Invoices	Amount	PO	For			
	10000867	1,243.15			2025 ANNUAL SPRINKLER INSPECTION AT 2790 OBH		
199	02/13/2025	Claims	1	13574	PRIORITY DISPATCH	833.00	INV NO SIN394065; INV NO SIN394563; INV NO SIN395568
	Invoices	Amount	PO	For			
	SIN394065	229.00			SYSTEM ADMIN TRAINING M.ARROWSMITH		
	SIN394563	425.00			12/18-28/2024 EMD TRAINING A.MATZKE		
	SIN395568	179.00			1/8/25 PROQA TRAINING FOR ANDREA MATZKE		
200	02/13/2025	Claims	1	13575	PUBLIC SAFETY TESTING INC	12,339.60	INV NO PSTI25-3
	Invoices	Amount	PO	For			
	PSTI25-3	12,339.60			BACKGROUND CHECKS ON 5 DISPATCHER CANDIDATES		
201	02/13/2025	Claims	1	13576	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV NO 1074
	Invoices	Amount	PO	For			
	1074	2,000.00			0225 SPILLMAN SUPPORT SERVICES		
202	02/13/2025	Claims	1	13577	SIERRA SPRINGS	192.26	INV NO 5351188 020625
	Invoices	Amount	PO	For			
	5351188 020625	192.26			0125 WATER DELIVERY SERVICES		
203	02/13/2025	Claims	1	13578	SPECIALTY RENTS	315.94	INV NO 7124
	Invoices	Amount	PO	For			
	7124	315.94			TABLE AND CHAIR RENTAL FOR EMPLOYEE APPRECIATION EVENT		
204	02/13/2025	Claims	1	13579	SPRINGBROOK	420.00	INV NO TM-INV-000659B
	Invoices	Amount	PO	For			
	TM INV-000659B	420.00			NEW USER TRAINING JWEYGANDT		
205	02/13/2025	Claims	1	13580	STATE FARM INSURANCE	157.00	POLICY NO 98-CL-S100-3 FIDELITY BOND
	Invoices	Amount	PO	For			
	98-CL-S100-3 202	157.00			2025 FIDELITY BOND		
206	02/13/2025	Claims	1	13581	SUMMIT LAW GROUP, PLLC	1,112.50	INV NO 160089
	Invoices	Amount	PO	For			
	160089	1,112.50			0125 GENERAL EMPLOYMENT ATTORNEY SERVICES		
207	02/13/2025	Claims	1	13582	T-MOBILE USA INC	40.07	ACCT NO 986172236 0125
	Invoices	Amount	PO	For			

# CHECK REGISTER

COWLITZ 911

Time: 12:41:33 Date: 02/14/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		986172236/0125	40.07		12/21/24-01/20/25 WIFI HOTSPOT AT HALL		
208	02/13/2025	Claims	1	13583	TOSHIBA AMERICA BUSINESS SOLUTIONS	181.46	INV NO 5033050461
		Invoices	Amount	PO	For		
		5033050461	181.46		0225 COPIER LEASE FOR 450-0104258-000		
209	02/13/2025	Claims	1	13584	WASTE CONNECTIONS OF WASHINGTON	23.12	INV NO 21272730S010
		Invoices	Amount	PO	For		
		21242730S010	23.12		0125 SHREDDING SERVICES		
		001 OPERATIONS				48,395.47	
		003 RADIO OPERATIONS				7,881.69	
		004 RADIO REPLACEMENT				7,133.26	
		300 BUILDING PROJECT				1,919.66	
						65,330.08	Claims: 65,330.08

## CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

\_\_\_\_\_  
Brandi Ballinger, Signature

\_\_\_\_\_  
C2FR  
Agency

\_\_\_\_\_  
Date

## CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed in this report and we approve payment with our signatures below.

\_\_\_\_\_  
Budget Finance Manager, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair, Signature

\_\_\_\_\_  
Date





**COWLITZ 911**

# **Annual Report**

**2024**

# DIRECTORS MESSAGE

## Directors Message

I began serving as the Director in late August and prior to that served on the governing board as an alternate for the City of Kelso. I replaced Interim Director Bob Gregory who served from May 2024 – August 2024. Prior to Interim Director Gregory, John Diamond served as the Executive Director for approximately 2 years. Cowlitz 911 has been in a state of transition with leadership for more than a decade, having had 6 permanent directors and 3 interims in the last 13 years.

Cowlitz 911 moved into the new building midway through 2023 and 2024 was the first full year on Ocean Beach. We worked through a long punch-list of items but finally came to completion and closed out the building project in December. Rice Fergus Miller received an award for the design of our building and invited two of our team to a ceremony in Seattle to accept the award on their behalf. Everyone is extremely proud of our new facility and the pride our team shows is evident every day. This was a long process with many obstacles, but the outcome was positive.

Board priorities for 2024 have included radio stabilization and increased staffing. We received a federal grant for radio stabilization in 2023 and began that work. Our path forward includes new microwave links, updating existing radios, purchasing some new radios, battery backup for all sites and generator replacement. This work should be completed in the summer of 2025, and we will continue with updating all of our receive only sites. The plan is to complete all sites with IP capability and move from a “hub and spoke” network to a “ring” system.

We have continued pushing forward with hiring and building up our talented training pool. In 2024 we hired 5 dispatchers and retained 3 of those. We experienced 1 dispatch retirement in 2024.

Since August, we have promoted 4 floor supervisors, hired a new Operations Manager, prepared a plan for Jerry to move into the Vendor Manager role and hired a Radio Manager which was approved by the board. We have been very intentional about training our new supervisors, establishing clear expectations and re-tooling our annual reviews. This work was led primarily by Michelle Arrowsmith and has already begun to change the environment on the dispatch floor.

# DIRECTORS MESSAGE

Our telecommunicator professionals continue to provide excellent service to our citizens and first responders. The work they do is exceptional and in what is nearly always difficult circumstances. I am humbled by their dedication and honored to serve them.

Lastly, I have worked to establish clear channels of communication with board members, and this has only been successful due to the strong engagement you all have committed to. I will continue to bring issues forward early and still try to respect your very busy schedules.

Darr Kirk  
Executive Director

# 2024 Financial Highlights

Beginning Balance: \$13,481,000

## Total Revenues

We earned \$631,000 in interest and received \$193,000 above our budgeted Sales Tax revenue. State 911 tax revenue was lower than budgeted by \$18,000. User Fee revenue was under budget by \$206,000 due to two agencies not paying 3rd and 4th quarter dues before the 2024 year-end. Changes in personnel caused this oversight and has been corrected in 2025. We were \$2,179,000 under budget in grant revenue due to being unable to draw down funds from the Federal funding site.

Budgeted: \$12,459,000

Actual: \$10,474,000

Difference: \$1,985,000

## Total Expenditures

Capital Expenditures through 2024 came in at \$3,156,000 under budget due to incomplete projects and changes in project plans. General expenses came in at \$1,725,000 under budget.

Budgeted: \$16,346,000

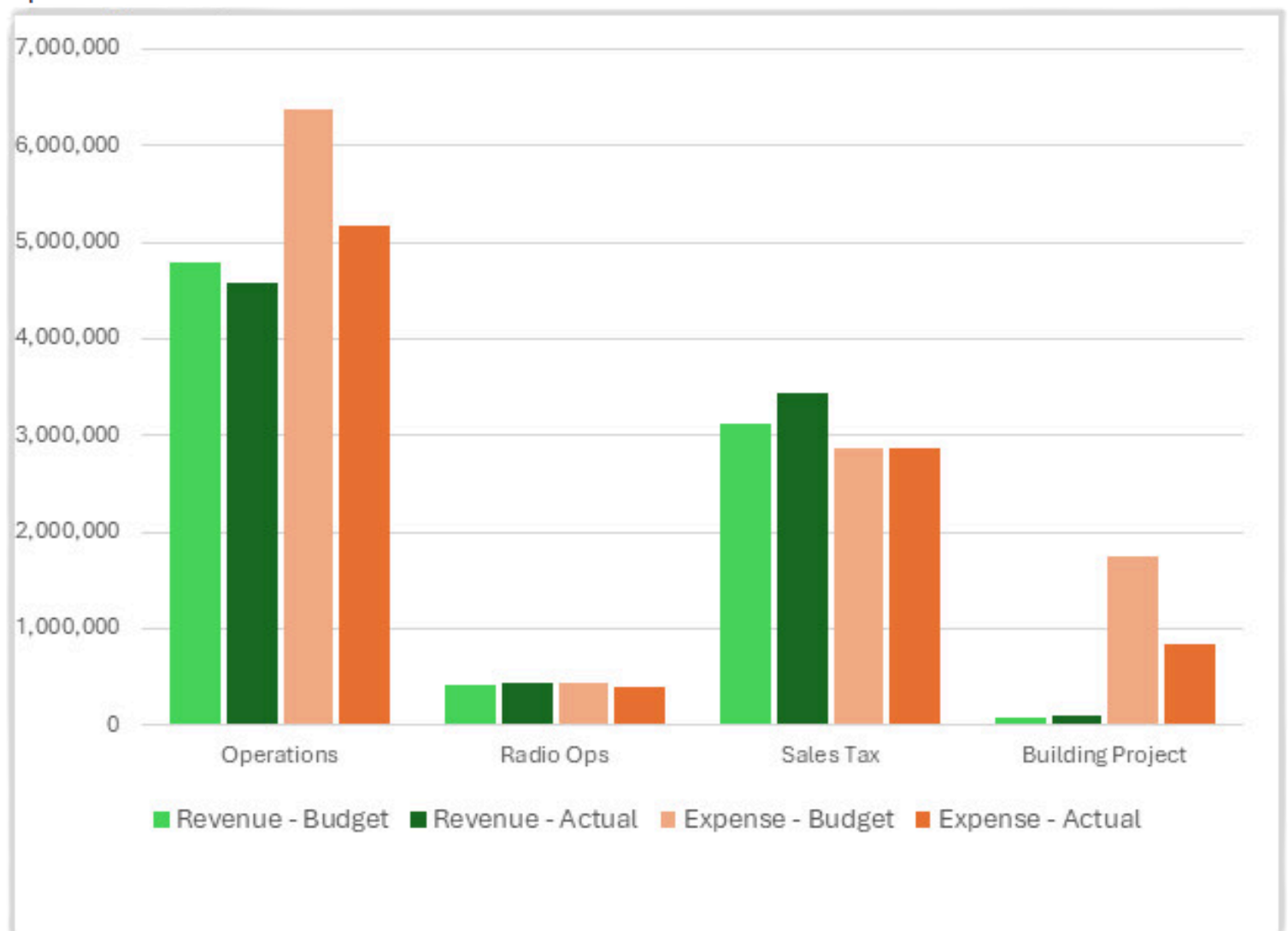
Actual: \$11,436,000

Difference: \$4,910,000

Ending Fund Balance: \$12,517,000

# OPERATING FUNDS

## Operating Funds



### Operations

- Beginning Fund Balance: \$2,345,800
- Revenue: \$4,784,000 Budgeted, \$4,585,400 Actual
- Expenses: \$6,371,100 Budgeted, \$5,163,300 Actual
- Ending Fund Balance: \$1,768,000

The Operations fund revenues came under budget due to State 911 tax revenue being lower than anticipated by \$18,000 and User Fee revenue. A few agencies did not pay before year-end, totaling \$206,000. Interest revenue was \$33,000 above budget. Operating Fund expenses were under budget by \$1,208,000 due to being short-staffed.

# OPERATING FUNDS

## Operating Funds

### Radio Operations

- Beginning Fund Balance: \$124,600
- Revenue: \$418,500 Budgeted, \$429,700 Actual
- Expenses: \$449,200 Budgeted, \$389,300 Actual
- Ending Fund Balance: \$166,500

The Radio Operations revenues were \$11,200 above budget, primarily due to higher-than-expected interest earnings. Expenses were under budget due to lower-than-anticipated repair and small equipment costs. There is also a surplus of \$49,500 in capital spending because we could not order some of the equipment, we need for the Radio Manager position.

### Sales Tax

- Beginning Fund Balance: \$3,099,300
- Revenue: \$3,129,500 Budgeted, \$3,433,500 Actual
- Expenses: \$2,876,800 Budgeted, \$2,876,800 Actual
- Ending Fund Balance: \$3,655,865

The Sales Tax revenues were \$303,900 above budget. Earned interest on the Sales Tax fund was \$132,700, and the tax revenue was \$3,300,800 (\$192,700 above budget).

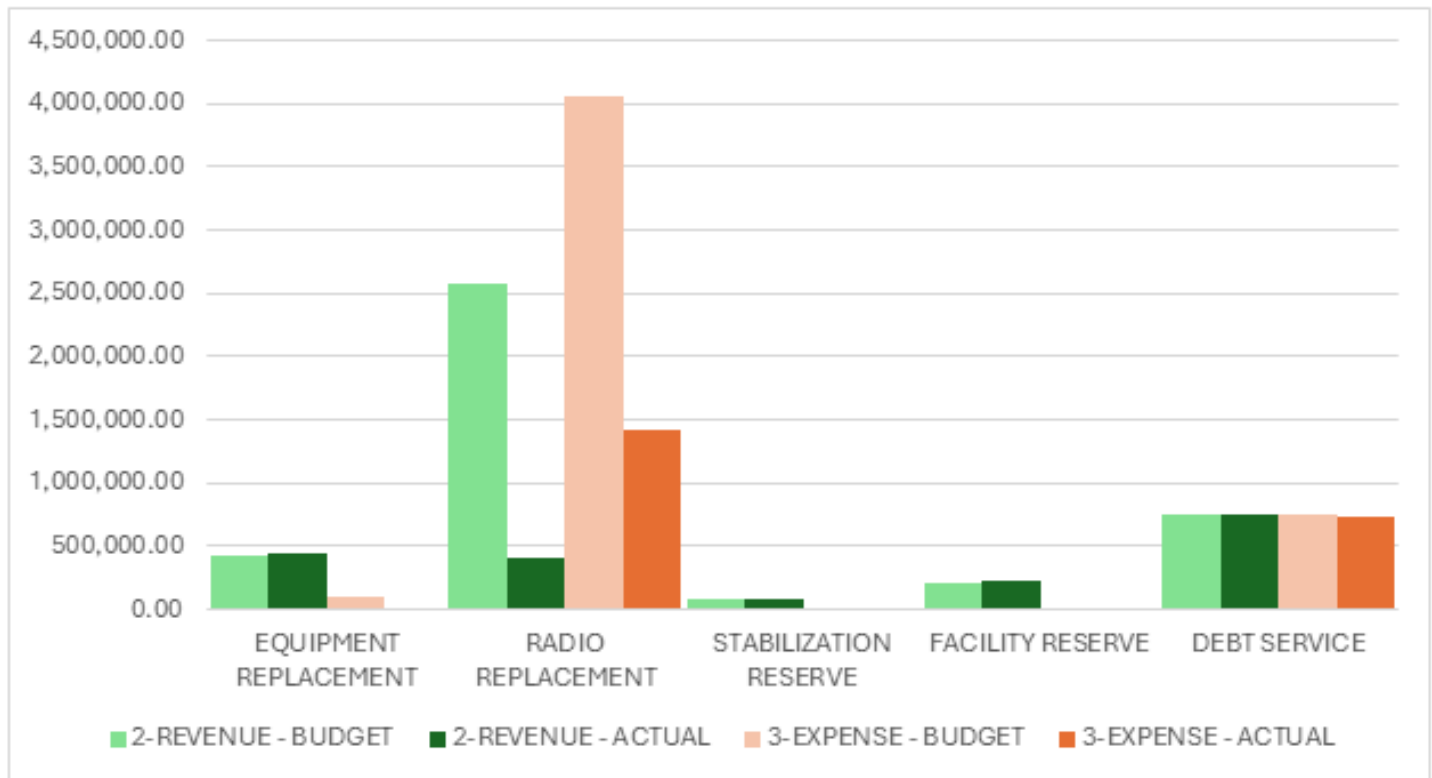
### Building Project

- Beginning Fund Balance: \$2,359,200
- Revenue: \$72,000 Budgeted, \$104,100 Actual
- Expenses: \$1,746,900 Budgeted, \$846,000 Actual
- Ending Fund Balance: \$1,632,000

The Building Project fund revenues resulted from \$104,000 in interest earnings. Expenses related to construction and moving into 2790 Ocean Beach Highway were ongoing through 2024.

# RESERVE AND REPLACEMENT FUNDS

## RESERVE AND REPLACEMENT FUNDS



(Rounded to the Nearest \$100)

### Equipment Replacement

- Beginning Fund Balance: \$1,755,700
- Revenue: \$429,000 Budgeted, \$441,100 Actual
- Expenses: \$92,700 Budgeted, \$0 Actual
- Ending Fund Balance: \$2,196,800

The Equipment Replacement revenue was a result of \$96,000 in interest earnings and funds transfers from Sales Tax. All equipment replacement costs in 2024 were included in the Building Project fund.

# RESERVE AND REPLACEMENT FUNDS

## RESERVE AND REPLACEMENT FUNDS

### Equipment Replacement

- Beginning Fund Balance: \$1,755,700
- Revenue: \$429,000 Budgeted, \$441,100 Actual
- Expenses: \$92,700 Budgeted, \$0 Actual
- Ending Fund Balance: \$2,196,800

The Equipment Replacement revenue was a result of \$96,000 in interest earnings and funds transfers from Sales Tax. All equipment replacement costs in 2024 were included in the Building Project fund.

### Radio Replacement

- Beginning Fund Balance: \$1,754,956
- Revenue: \$2,573,000 Budgeted, \$411,200 Actual
- Expenses: \$4,067,040 Budgeted, \$1,420,600
- Ending Fund Balance: \$745,600

Radio Replacement revenues and expenses were lower than budgeted due to delays in spending and receipt of federal grant funds. We spent \$932,500 on equipment that we have not been reimbursed for from the grant. We anticipate receiving these funds in 2025.

### Stabilization Reserve

- Beginning Fund Balance: \$1,544,700
- Revenue: \$74,600 Budgeted, \$83,200 Actual
- Expenses: \$0 Budgeted, \$0 Actual
- Ending Fund Balance: \$1,627,900

The Stabilization Fund revenues came in higher than expected due to interest rate increases. Total interest earnings were \$78,200. No funds were scheduled to be expended, and no expenditures occurred this year. The policy states that this fund will contain 10% of annual operating expenses plus debt service to protect the agency in the event of financial distress.

### Facility Reserve

- Beginning Fund Balance: \$417,500
- Revenue: \$218,000 Budgeted, \$226,100 Actual
- Expenses: \$0 Budgeted, \$0 Actual
- Ending Fund Balance: \$643,700

The Facility Reserve fund revenues came in slightly higher than expected due to \$26,000 in interest earnings. No funds were scheduled to be expended, and no expenditures occurred this year.



# RESERVE AND REPLACEMENT FUNDS

## RESERVE AND REPLACEMENT FUNDS

### Debt Service

- Beginning Fund Balance: \$78,900
- Revenue: \$759,800 Budgeted, \$758,700 Actual
- Expenses: \$743,200 Budgeted, \$740,500 Actual
- Ending Fund Balance: \$97,100

We have made bond payments totaling \$743,200 on interest from the Debt Service fund. Our final bond payment will be made in 2050. The ending fund balance is the interest earnings on our Debt Service fund.

# PUBLIC DISCLOSURE AND PUBLIC EDUCATION

## PUBLIC DISCLOSURE AND PUBLIC EDUCATION HIGHLIGHTS

### Public Disclosure

In 2024 we received 1,037 total public records requests that include;

- 117 requests from law enforcement agencies that stem from our local agencies to the FBI.
- 320 requests from local prosecuting attorney offices.
- 12 requests from local fire department agencies including 2 requests from the MPD.

Total time spent working on records was 450.83 hours.

### Public Education

EVENT	DATE & LOCATION
Bagging Groceries with a Cop	07/13/2024 with Woodland PD
Cowlitz County Fair	07/26/2024 at Cowlitz County Fairgrounds.
National Night Out	08/06/2024 with Woodland, Kalama, and Longview Police Departments
Car Seat Clinics	09/28/2024 & 11/16/2024 at Cowlitz 2 with Safe Kids Lower Columbia
Fire Prevention Week	October 2024 with Fire District 6, Fire District 2, Longview Fire, and Fire District 3
Career Expo	10/24/2024 at LCC hosted by Longview/Kelso Chamber of Commerce
Shop with a Cop	12/07/2024 with Kelso PD

# STAFF HIGHLIGHTS

## Staff Highlights

### Awards and Recognition

**Tele Week Awards** – these awards reflect the year prior (2023) but were awarded in 2024

- Tara Huhta was awarded Day Shift Call-Taker of the Year answering 10,598 calls.
- Anna Laudenschlager was awarded Night Shift Call Taker of the Year answering 6,454 calls.
- A Certificate of Teamwork was awarded to Bob, Misti, Josh and Tracey for a homicide that occurred in Kelso that led to a pursuit on I5 in Woodland. Ultimately this ended in an arrest in Vancouver. This incident stayed active for several hours. During the active duration of this event, this team handled 114 other events and handled 229 phone calls.
- A Certificate of Excellence was awarded to Jules Martin, Tracey Morse, Kate Davis, Anna Laudenschlager and Kristy Brown for their excellent performance during night shift on Independence Day of 2023. This 12-hour shift generated 270 CAD events and answered more than 600 phone calls that included several weapons calls, structure fires, brush fires and everything in-between. Several fire districts expressed it was one of the most active celebratory nights that required their constant response in recent memory

### Year Milestones

- Michelle Sims – 20 years in August 2024
- Kaylee Schafer – 10 years in May
- Trista – 5 years in November
- Anna – 5 years in July
- Briana – 5 years in July
- Ashlyn – 1 year in September
- Dannyka – 1 year in October

# STAFF HIGHLIGHTS

## Kudos Awards

- Ashlyn, Jules, Anna and Tracey – June 19th for a multi-agency, MCI/MVA that included a double life-flight on I5. This was nominated by a team member as well as Chief 21, who called in with appreciation and compliments on their outstanding organization with the chaos during the incident.
- Bob and Kate – July 1st for a gas station robbery. At one point just as law enforcement responders arrived the caller advised the suspect had a weapon; Kate immediately shouted this information to Bob so could alert LE before they approached the suspect– they were nominated by a team member for their outstanding communication during a high priority incident.
- Ashlyn – October 23rd, received a “Stork Award” in aiding a mother in her pre-hospital delivery to a baby girl.
- Rebecca, Samantha, Tracey and Maria – November 21st, Maria and Rebecca answered multiple 911 calls regarding a wrong way driver on I5 ultimately causing a semi-truck to roll. They all worked together in coordinating additional help including the response of a trauma surgeon in preparation for an in-field amputation. They were nominated by a team member for handling such a harrowing and emotional event with professionalism and grace.
- Ashlyn – December 8th, Ashlyn answered a 911 from a father who witnessed his young son collapse and become unresponsive. The father who made the 911 call, called in a couple days later sharing that her calming and professional response to his panic and worry was very impactful to him and his family.

# STAFF HIGHLIGHTS

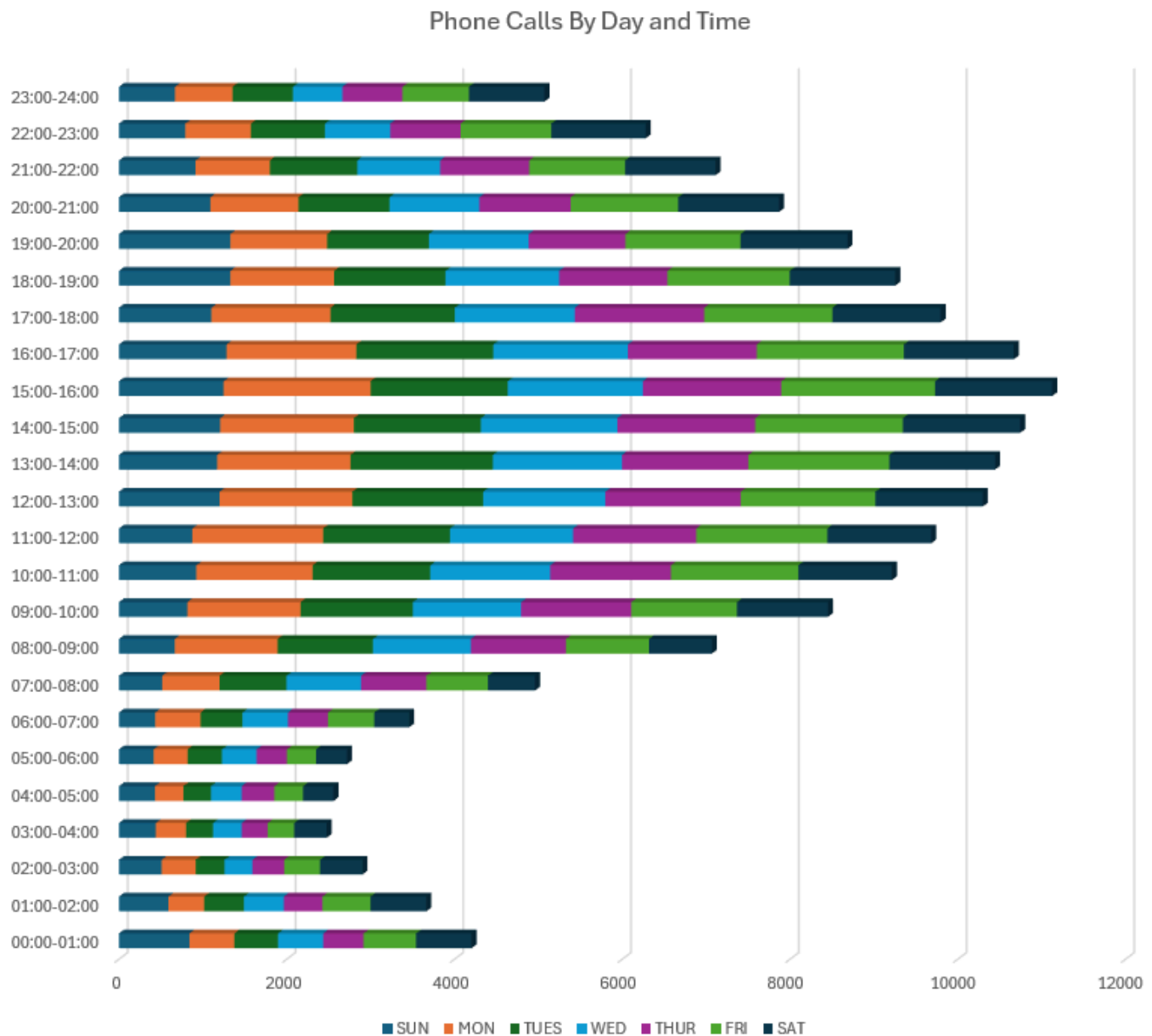
## Staff Highlights

### Total Phone Calls Received in 2024

TIME	SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL
00:00-01:00	840	536	520	539	481	626	663	4,205
01:00-02:00	589	427	473	476	461	572	666	3,664
02:00-03:00	508	407	343	333	379	427	506	2,903
03:00-04:00	439	360	322	341	311	316	387	2,476
04:00-05:00	429	339	328	366	391	342	363	2,558
05:00-06:00	413	404	410	413	362	347	370	2,719
06:00-07:00	432	540	500	542	476	554	416	3,460
07:00-08:00	515	685	797	890	779	733	562	4,961
08:00-09:00	665	1,227	1,136	1,166	1,134	992	748	7,068
09:00-10:00	816	1,349	1,338	1,292	1,312	1,261	1,085	8,453
10:00-11:00	922	1,386	1,403	1,430	1,438	1,521	1,116	9,216
11:00-12:00	875	1,559	1,511	1,470	1,467	1,563	1,239	9,784
12:00-13:00	1,200	1,582	1,560	1,457	1,613	1,606	1,281	10,299
13:00-14:00	1,171	1,589	1,697	1,541	1,505	1,681	1,261	10,455
14:00-15:00	1,206	1,595	1,512	1,628	1,645	1,760	1,399	10,745
15:00-16:00	1,248	1,752	1,635	1,610	1,650	1,834	1,397	11,126
16:00-17:00	1,283	1,547	1,633	1,604	1,537	1,753	1,312	10,669
17:00-18:00	1,102	1,420	1,482	1,430	1,544	1,528	1,291	9,797
18:00-19:00	1,328	1,238	1,327	1,354	1,293	1,457	1,259	9,256
19:00-20:00	1,328	1,154	1,213	1,190	1,154	1,372	1,274	8,487
20:00-21:00	1,090	1,050	1,084	1,072	1,089	1,283	1,202	7,870
21:00-22:00	913	886	1,042	989	1,061	1,144	1,078	7,113
22:00-23:00	791	782	883	777	840	1,081	1,125	6,279
23:00-24:00	668	686	719	590	718	791	902	5,074
<b>TOTAL</b>	<b>20,871</b>	<b>24,500</b>	<b>24,868</b>	<b>24,500</b>	<b>24,640</b>	<b>26,544</b>	<b>22,902</b>	<b>168,627</b>

# TOTAL PHONE CALLS RECEIVED GRAPHICALLY

## Total Phone Calls Received Graphically



# 2024 OVERVIEW & GOVERNANCE

## 2024 OVERVIEW & GOVERNANCE

On March 13th, 2018 the Cowlitz County Commissioners adopted Cowlitz County Ordinance 18-014 which Established Cowlitz 911 Public Authority a separate legal entity. Cowlitz 911's purpose is to undertake, assist with, and otherwise facilitate the public function of providing 911 emergency and non-emergency communications and dispatch services for the following jurisdictions:

Cowlitz County Sheriff's, City of Castle Rock, City of Longview, City of Kelso, City of Kalama, City of Woodland, Fire District 1, Cowlitz 2 Fire & Rescue, Fire District 3, Fire District 5, Longview Fire, Medix and the Cowlitz County Coroner.

Cowlitz 911 is governed by a Board of Directors comprised of nine board members. The Board of Directors has the authority and responsibility to provide direction to the Management staff of Cowlitz 911. The board will oversee the hiring of the Director, reviews, and adopts policies, oversees implementation of new services, and monitors the finances and budget.

The Cowlitz 911 Board of Directors meets monthly in regular meetings open to the public in accordance with RCW 42.30 Open Public Meetings Act. Meetings were held in person and virtually in 2024.

BOARD CHAIR: BRAD THURMAN



BOARD VICE CHAIR: ALAN HEADLEY



9 VOTING MEMBERS

Longview Council: Erik Halvorson  
Longview City Manager: Jim Duscha  
Longview Public Safety Chief: Robert Huhta  
County Commissioner: Rick Dahl  
County Sheriff: Brad Thurman  
Kelso City Manager: Andy Hamilton  
Cowlitz 2 Fire & Rescue: Alan Headley  
Fire Officials: Bill LeMonds  
Police Chiefs: Ralph Herrera



## Cowlitz 911 Agenda Summary Sheet

2790 Ocean Beach Highway  
Longview, WA 98632  
www.cowlitz911.org

Introduced by: Justin Stennick

Date: February 12, 2025

For Agenda of: February 19, 2025

**SUBJECT TITLE:** Generator Replacement

### **SUMMARY STATEMENT:**

In an effort to continue with radio system upgrades, we recomme replacement of 5 site backup power generators at our primary radio/microwave sites. The current generators are 20 years old and are of varying hours of use and condition.

### **RECOMMENDED ACTION:**

Recommendation to request bids for 5 replacement generators of equal or greater size. Cowlitz 911 plans to purchase generators from a state contract and bid the labor for installation.

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Expenditure Required: \$200,000  
Amount Budgeted: \$200,000  
Appropriation Required: N/A

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