

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday March 15, 2023 @ 10:00 AM

Hybrid – Boathouse & ZOOM

1. Call to Order and Introductions

2. Approval of the Agenda

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

3. Approval of Meeting Minutes

A. 02/15/23

Recommended Action: A motion to approve the meeting minutes from 02/15/23

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. Payables

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 02/17/23	241-277	\$132,548.21
Payroll 03/03/23	313- 348	\$131,667.76
Claims 02/24/23	287-299	\$78,183.97
Claims 03/01/23	300	\$80,812.22
Claims 03/10/23	352-370	\$40,004.89
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TOTAL		\$ 463,217.05

Recommended Action: Motion to approve the payables as presented

6. Financial Report for February 2023- No action needed

7. Approval of Contract with More Power Technology for Managed I.T. Services

Recommended Action: Motion to approve the contract with More Power Technology for Managed I.T. Services

8. Approval up to \$485,000 to complete the battery replacement project that was discussed last meeting. (We will be piggybacking off the NASPO contract with American Power Systems)

Recommended Action: Motion to approve the Radio Battery Replacement Project up to \$485,000

9. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

C. User Fee Committee Formation

10. Director's Report

A. Staffing Update

B. Climate and Culture

C. Facility Update

D. Radio Update

11. Old Business

12. Executive Session: RCW 42.30.110(1)(i) Potential Litigation

13. Adjournment

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday February 15, 2023 @ 10:00 AM

Hybrid – BoatHouse & ZOOM

Attendance

Board Members: Ruth Kendall; Kurt Sacha; Jim Kambeitz; Rick Dahl; Brad Thurman; Andy Hamilton; Alan Headley; Bill LeMonds; Jim Kelly

Staff: John Diamond; Frank Randolph (general counsel); Rachael Young; Briana Harvill; Deanna Wells; Don Turrentine;

Guests: Troy Brightbill; Charlie Worley; John Reeves

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.

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

3. Approval of Meeting Minutes

A. 01/18/23

Recommended Action: A motion to approve the meeting minutes from 01/18/23

Headley made a motion to approve the meeting minutes from 01/18/23. Hamilton 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

Payroll 01/20/23	93-130	\$177,117.81
Payroll 02/03/23	176-211	\$132,148.17
Payroll 01/23/23	139-141	\$6,661.76
Claims 01/23/23	133-138	\$ 2207.60
Claims 01/27/23	148-160	\$171,002.12
Claims 01/31/23	163	\$680.80
Claims 02/10/23	218-239	\$75,888.58

TOTAL		\$ 565,706.84
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Recommended Action: Motion to approve the payables as presented

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

6. Financial Report for January 2023- No action needed

Young presented the financials thru January 2023 in a new format.

7. Approval of Policy 015 Social Media

Recommended Action: Motion to approve policy 015 Social Media.

The board asked to remove TikTok and not allow comments for now. They also wanted the document to change should to shall in section 5.

Headley made a motion to approve Policy 015 Social Media as amended. Hamilton seconded; all in favor, motion carried.

8. Board Comments/Board Committee Reports

A. LAW TAC Update:

B. FIRE TAC Update:

C. User Fee Committee Formation: Meeting will be on Thursday the 23rd. Added Rick Dahl.

9. Director's Report

A. **Staffing Update:** 17 FTE dispatchers, 4 in training, 1 ready to sign off, other 3 are doing well.

B. **Climate and Culture:** unsettled with new schedule. There is a lot of leave recently. Also implemented a monthly news letter.

C. **Facility Update:** Set for the end of March which seems reasonable. With a July 24th Go live date.

D. **Radio Update:** Wells gave an update on the status of the radio system and addressed the issues and solutions we have implemented

E. **Final Reminder:** Provide proof of OPMA training to the Clerk. Already Received: Hutchenson; Kelly; Kirk; LeMonds; Reeves; Thurman; Worley.

F. **RFP Recommendation from Cowlitz 911 staff to negotiate a contract with More Power Technology for Managed I.T. Services.** Next month a contract will be presented for services. The board was ok with moving forward to negotiating a contract with More Power Technology based on the recommendation by staff.

10. Old Business

A. Pulse Point Decision

The board discussed having 911 cover the yearly maintenance for Pulse Point. EMS would cover the set up fee.

Sacha made a motion to approve the purchase of Pulse Point. Kambeitz seconded; all in favor, motion carried.

11. Executive Session: RCW 42.30.110(1)(i) Potential Litigation

The board entered executive session 10:44 am for 20 minutes and will return at 11:04. Board returned at 11:04 no decisions were made.

12. Adjournment: Meeting was adjourned at 11:04

Brad Thurman, Board Chair

Attest:

Rachael Young, Clerk of the Board

CHECK REGISTER

Cowlitz 911

Time: 09:26:59 Date: 03/08/2023

02/17/2023 To: 03/10/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
269	02/17/2023	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	21,870.00	941 Deposit for Pay Cycle(s) 02/17/2023 - 02/17/2023
340	03/03/2023	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	22,277.10	941 Deposit for Pay Cycle(s) 03/03/2023 - 03/03/2023
262	02/17/2023	Payroll	1	12275		2,249.58	
270	02/17/2023	Payroll	1	12276	KAISER PERMANENTE MEMBERSHIP ADMIN	2,660.74	Pay Cycle(s) 02/17/2023 To 02/17/2023 - MEDICAL-KAISER
271	02/17/2023	Payroll	1	12277	WASHINGTON STATE DEPT OF RETIREMENT	15,612.16	Pay Cycle(s) 02/17/2023 To 02/17/2023 - PERS2; Pay Cycle(s) 02/17/2023 To 02/17/2023 - PERS3
272	02/17/2023	Payroll	1	12278	WCIF	11,975.52	Pay Cycle(s) 02/17/2023 To 02/17/2023 - MEDICAL-WCIF; Pay Cycle(s) 02/17/2023 To 02/17/2023 - LIFE INS BUYUP; Pay Cycle(s) 02/17/2023 To 02/17/2023 - LTD BUYUP; Pay Cycle(s) 02/17/2023 To 02/17/2023 -
287	02/24/2023	Claims	1	12279	CENTURYLINK	560.03	INV: 360-423-7510 556B 0223
288	02/24/2023	Claims	1	12280	COMCAST BUSINESS COMMUNICATIONS, LLC	1,492.35	INV: 165713804
289	02/24/2023	Claims	1	12281	COWLITZ COUNTY PURCHASING	222.46	INV: 100-2023
290	02/24/2023	Claims	1	12282	COWLITZ PUD	334.19	INV: 5156128 0223; INV: 4745063 0223
291	02/24/2023	Claims	1	12283	DAY WIRELESS	5,871.55	INV: INV762213
292	02/24/2023	Claims	1	12284	DENALI HEATING & AIR CONDITIONING LLC	1,941.10	INV: S-21608; INV: S-21587; INV: S-21620; INV: S-21590
293	02/24/2023	Claims	1	12285	LEVEL 3 COMMUNICATIONS, LLC	1,324.33	INV: 628172204
294	02/24/2023	Claims	1	12286	MORE POWER TECHNOLOGY-NONPROJECT	238.43	INV: 14592; INV: 14591
295	02/24/2023	Claims	1	12287	RICE FERGUS MILLER	24,752.00	INV: 2018095.02-035
296	02/24/2023	Claims	1	12288	SHI INTERNATIONAL CORP	40,624.84	INV: B16395300
297	02/24/2023	Claims	1	12289	SIERRA SPRINGS	128.56	INV: 5351188 020923
298	02/24/2023	Claims	1	12290	TOSHIBA AMERICA BUSINESS SOLUTIONS	222.90	INV: 5023690119
299	02/24/2023	Claims	1	12291	VERIZON WIRELESS	471.23	INV: 9926633029
300	03/01/2023	Claims	1	12292	PATRIOT CONSTRUCTION LLC	80,812.22	INV: 25
333	03/03/2023	Payroll	1	12293		2,556.95	
341	03/03/2023	Payroll	1	12294	KAISER PERMANENTE MEMBERSHIP ADMIN	1,417.04	Pay Cycle(s) 03/03/2023 To 03/03/2023 - MEDICAL-KAISER
342	03/03/2023	Payroll	1	12295	WASHINGTON STATE DEPT OF RETIREMENT	16,011.16	Pay Cycle(s) 03/03/2023 To 03/03/2023 - PERS2; Pay Cycle(s) 03/03/2023 To 03/03/2023 - PERS3
343	03/03/2023	Payroll	1	12296	WCIF	10,741.56	Pay Cycle(s) 03/03/2023 To 03/03/2023 - MEDICAL-WCIF; Pay Cycle(s) 03/03/2023 To 03/03/2023 - LIFE INS BUYUP; Pay Cycle(s) 03/03/2023 To 03/03/2023 - LTD BUYUP; Pay Cycle(s) 03/03/2023 To 03/03/2023 -
352	03/10/2023	Claims	1	12297	ADCOMM ENGINEERING LLC	7,910.63	INV: 16296

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Cowlitz 911

Time: 09:26:59 Date: 03/08/2023

02/17/2023 To: 03/10/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
353	03/10/2023	Claims	1	12298	AT&T MOBILITY LLC	243.72	INV: 287315187389X02272023
354	03/10/2023	Claims	1	12299	CITY FIRE	356.73	INV: 92663
355	03/10/2023	Claims	1	12300	TECHNALYTIX COMPASS LANE INC	648.54	INV: 113702
356	03/10/2023	Claims	1	12301	COWLITZ 911 - PETTY CASH	269.31	INV: PC031023
357	03/10/2023	Claims	1	12302	COWLITZ COUNTY LEASE PAYMENT	15,193.83	INV: 2023-01-911
358	03/10/2023	Claims	1	12303	COWLITZ COUNTY TREASURER'S OFFICE	71.33	INV: WI1701004 2023
359	03/10/2023	Claims	1	12304	COWLITZ PUD	530.77	INV: 4671145 0323; INV: 4737086 0323
360	03/10/2023	Claims	1	12305	CUMMINS SALES AND SERVICE	1,768.02	INV: 05-90707
361	03/10/2023	Claims	1	12306	FRANK F. RANDOLPH	3,895.00	INV: RLF030123
362	03/10/2023	Claims	1	12307	IAED/ PRIORITY DISPATCH	55.00	INV: SIN333223
363	03/10/2023	Claims	1	12308	LANGUAGE LINE SVCS INC	45.37	INV: 10946310
364	03/10/2023	Claims	1	12309	LOWES	226.39	INV: 2378 0323
365	03/10/2023	Claims	1	12310	MORE POWER TECHNOLOGY- NONPROJECT	1,772.84	INV: 14631; INV: 14668
366	03/10/2023	Claims	1	12311	NORMAN G. KREHBIEL	4,400.00	INV: NK0323
367	03/10/2023	Claims	1	12312	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV: 23-23
368	03/10/2023	Claims	1	12313	SHI INTERNATIONAL CORP	567.53	INV: B16525734
369	03/10/2023	Claims	1	12314	T-MOBILE USA INC	39.83	INV: 986172236 0323
370	03/10/2023	Claims	1	12315	WASTE CONNECTIONS OF WASHINGTON	10.05	INV: 19331342S010
241	02/17/2023	Payroll	2	EFT			RETIREMENT ADJUSTMENT
242	02/17/2023	Payroll	2	EFT			
243	02/17/2023	Payroll	2	EFT		2,799.98	
244	02/17/2023	Payroll	2	EFT		1,695.66	
245	02/17/2023	Payroll	2	EFT		3,985.22	
246	02/17/2023	Payroll	2	EFT		3,367.18	
247	02/17/2023	Payroll	2	EFT		2,451.77	
248	02/17/2023	Payroll	2	EFT		2,269.91	
249	02/17/2023	Payroll	2	EFT		2,136.73	
250	02/17/2023	Payroll	2	EFT		1,915.47	
251	02/17/2023	Payroll	2	EFT		2,047.27	
252	02/17/2023	Payroll	2	EFT		2,555.72	
253	02/17/2023	Payroll	2	EFT		3,286.34	
254	02/17/2023	Payroll	2	EFT		2,536.57	
255	02/17/2023	Payroll	2	EFT		1,889.00	
256	02/17/2023	Payroll	2	EFT		2,641.03	
257	02/17/2023	Payroll	2	EFT		1,895.54	
258	02/17/2023	Payroll	2	EFT		3,000.95	
259	02/17/2023	Payroll	2	EFT		1,936.64	
260	02/17/2023	Payroll	2	EFT		2,638.11	
261	02/17/2023	Payroll	2	EFT		2,903.90	
263	02/17/2023	Payroll	2	EFT		2,196.53	
264	02/17/2023	Payroll	2	EFT		2,451.36	
265	02/17/2023	Payroll	2	EFT		4,096.03	
266	02/17/2023	Payroll	2	EFT		3,257.47	
267	02/17/2023	Payroll	2	EFT		1,679.04	
268	02/17/2023	Payroll	2	EFT		2,123.87	
273	02/17/2023	Payroll	2	EFT	CAPSCO	55.00	Pay Cycle(s) 02/17/2023 To 02/17/2023 - ASSN FEE
274	02/17/2023	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	395.00	Pay Cycle(s) 02/17/2023 To 02/17/2023 - UNION DUES; Pay Cycle(s) 02/17/2023 To 02/17/2023 - INITIATION FEE

CHECK REGISTER

Cowlitz 911

Time: 09:26:59 Date: 03/08/2023

02/17/2023 To: 03/10/2023

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
275	02/17/2023	Payroll	2	EFT	HRA VEBA	9,675.00	Pay Cycle(s) 02/17/2023 To 02/17/2023 - VEBA
276	02/17/2023	Payroll	2	EFT	ONE AMERICA	3,495.84	Pay Cycle(s) 02/17/2023 To 02/17/2023 - DEF COMP
277	02/17/2023	Payroll	2	EFT	REHN AND ASSOCIATES	802.08	Pay Cycle(s) 02/17/2023 To 02/17/2023 - HSA
313	03/03/2023	Payroll	2	EFT		19.60	
314	03/03/2023	Payroll	2	EFT		2,559.40	
315	03/03/2023	Payroll	2	EFT		2,036.00	
316	03/03/2023	Payroll	2	EFT		3,986.36	
317	03/03/2023	Payroll	2	EFT		3,066.98	
318	03/03/2023	Payroll	2	EFT		2,467.47	
319	03/03/2023	Payroll	2	EFT		2,554.45	
320	03/03/2023	Payroll	2	EFT		2,138.23	
321	03/03/2023	Payroll	2	EFT		2,069.09	
322	03/03/2023	Payroll	2	EFT		2,391.32	
323	03/03/2023	Payroll	2	EFT		2,557.98	
324	03/03/2023	Payroll	2	EFT		2,796.33	
325	03/03/2023	Payroll	2	EFT		2,251.31	
326	03/03/2023	Payroll	2	EFT		2,097.47	
327	03/03/2023	Payroll	2	EFT		2,814.69	
328	03/03/2023	Payroll	2	EFT		2,169.91	
329	03/03/2023	Payroll	2	EFT		2,514.44	
330	03/03/2023	Payroll	2	EFT		2,108.02	
331	03/03/2023	Payroll	2	EFT		2,556.52	
332	03/03/2023	Payroll	2	EFT		2,750.41	
334	03/03/2023	Payroll	2	EFT		2,202.28	
335	03/03/2023	Payroll	2	EFT		2,239.36	
336	03/03/2023	Payroll	2	EFT		4,097.68	
337	03/03/2023	Payroll	2	EFT		3,260.31	
338	03/03/2023	Payroll	2	EFT		2,509.54	
339	03/03/2023	Payroll	2	EFT		2,520.98	
344	03/03/2023	Payroll	2	EFT	CAPSCO	55.00	Pay Cycle(s) 03/03/2023 To 03/03/2023 - ASSN FEE
345	03/03/2023	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	395.00	Pay Cycle(s) 03/03/2023 To 03/03/2023 - UNION DUES; Pay Cycle(s) 03/03/2023 To 03/03/2023 - INITIATION FEE
346	03/03/2023	Payroll	2	EFT	HRA VEBA	9,675.00	Pay Cycle(s) 03/03/2023 To 03/03/2023 - VEBA
347	03/03/2023	Payroll	2	EFT	ONE AMERICA	3,000.74	Pay Cycle(s) 03/03/2023 To 03/03/2023 - DEF COMP
348	03/03/2023	Payroll	2	EFT	REHN AND ASSOCIATES	802.08	Pay Cycle(s) 03/03/2023 To 03/03/2023 - HSA

001 OPERATIONS
003 RADIO OPERATIONS
300 PROJECT FUND

292,627.60
10,873.69
159,715.76

Claims: 199,001.08
 Payroll: 264,215.97

CHECK REGISTER

Cowlitz 911

Time: 09:26:59 Date: 03/08/2023

02/17/2023 To: 03/10/2023

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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.

_____	<u>C2FR</u>	_____
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 above totaling \$ _____, and we approve payment with our signatures below.

_____	_____
Budget Finance Manager, Signature	Date

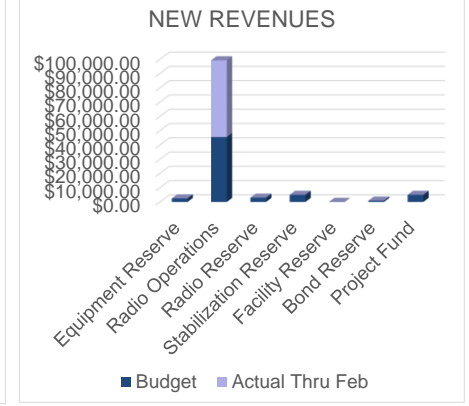
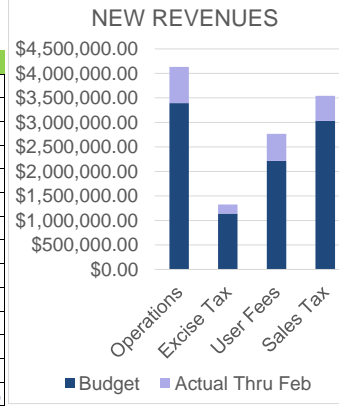
_____	_____
Executive Director, Signature	Date

_____	_____
Board Chair, Signature	Date

Monthly Financial Report Thru February 28th 2023

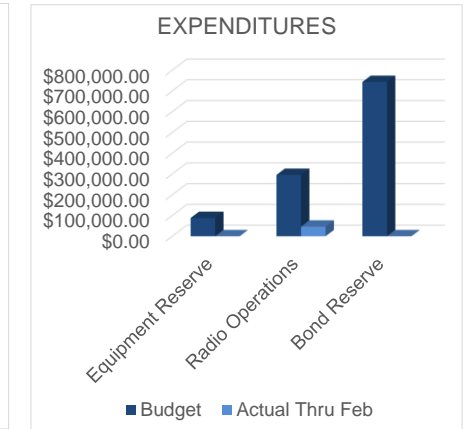
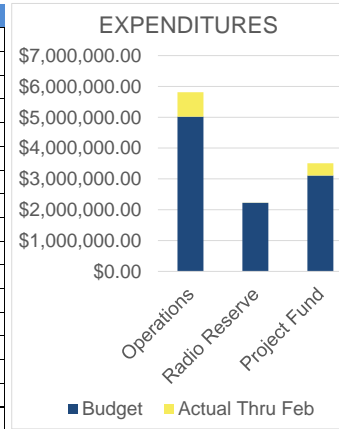
BUDGETED BEGINNING FUND BALANCE FOR ALL FUNDS \$11,187,432.42
ACTUAL BEGINNING FUND BALANCE FOR ALL FUNDS \$12,999,398.82

NEW REVENUES				
FUND	Budget	Actual Thru Feb	Remaining to collect	%Remaining
Operations	\$3,394,762.52	\$737,015.21	\$2,657,747.31	78%
<i>Excise Tax</i>	\$1,141,015.14	\$184,817.99	\$956,197.15	84%
<i>User Fees</i>	\$2,215,061.38	\$551,587.12	\$1,663,474.26	75%
<i>Other</i>	\$38,686.00	\$610.10	\$38,075.90	98%
Equipment Reserve	\$2,500.00	\$0.00	\$2,500.00	100%
Radio Operations	\$45,485.05	\$53,749.94	-\$8,264.89	-18%
Radio Reserve	\$3,000.00	\$0.00	\$3,000.00	100%
Sales Tax	\$3,031,837.08	\$511,237.48	\$2,520,599.60	83%
Stabilization Reserve	\$5,000.00	\$0.00	\$5,000.00	100%
Facility Reserve	\$60.00	\$0.00	\$60.00	100%
Bond Reserve	\$867.09	\$0.00	\$867.09	100%
Project Fund	\$5,000.00	\$0.00	\$5,000.00	100%
TOTAL REVENUES	\$6,488,511.74	\$1,302,002.63	\$5,186,509.11	80%



BUDGETED ENDING FUND BALANCE FOR ALL FUNDS \$6,196,993.32

EXPENSES				
FUND	Budget	Actual Thru Feb	Remaining to Spend	%Remaining
Operations	\$5,018,630.56	\$791,904.84	\$4,226,725.72	84%
<i>Salaries Wages & Benefits</i>	\$3,915,480.69	\$584,794.63	\$3,330,686.06	85%
<i>Travel/Training</i>	\$43,804.79	\$5,958.99	\$37,845.80	86%
<i>Prof. and Contracted Services</i>	\$230,605.02	\$19,171.72	\$211,433.30	92%
<i>Tech and Software Maint.</i>	\$149,520.01	\$9,550.32	\$139,969.69	94%
<i>Land/Lord Tenant</i>	\$98,785.73	\$32,480.40	\$66,305.33	67%
<i>Other</i>	\$580,434.32	\$139,948.78	\$440,485.54	76%
Equipment Reserve	\$88,085.39	\$0.00	\$88,085.39	100%
Radio Operations	\$295,525.13	\$46,396.54	\$249,128.59	84%
Radio Reserve	\$2,224,756.73	\$6,317.23	\$2,218,439.50	100%
Sales Tax	\$0.00	\$0.00	\$0.00	0%
Stabilization Reserve	\$0.00	\$0.00	\$0.00	0%
Facility Reserve	\$0.00	\$0.00	\$0.00	0%
Bond Reserve	\$743,159.60	\$0.00	\$743,159.60	100%
Project Fund	\$3,108,793.41	\$400,947.56	\$2,707,845.85	87%
TOTAL EXPENDITURES	\$11,478,950.82	\$1,245,566.17	\$10,233,384.65	89%



Internal Transfers							
	BUDGETED T/IN	BUDGETED T/O	YTD T/IN	YTD T/O	Remaining T/IN	Remaining T/O	% Remaining
Operations	\$2,600,000.00		\$433,333.34		\$2,166,666.66		83%
Equipment Reserve	\$586,811.00		\$97,801.84		\$489,009.16		83%
Radio Operations	\$207,000.00		\$17,250.00		\$189,750.00		92%
Radio Reserve	\$794,403.00		\$132,400.54		\$662,002.46		83%
Stabilization Reserve	\$215,595.13		\$35,932.52		\$179,662.61		83%
Facility Reserve	\$200,000.00		\$33,333.34		\$166,666.66		83%
Bond Reserve	\$743,159.60		\$123,859.92		\$619,299.68		83%
Sales Tax		\$4,345,565.73		\$724,260.96		\$3,621,304.77	83%
Operations		\$1,001,403.00		\$149,650.54		\$851,752.46	85%
TOTAL TRANSFERS	\$5,346,968.73	\$5,346,968.73	\$873,911.50	\$873,911.50	\$4,473,057.23	\$4,473,057.23	84%

