

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday July 20th, 2022 @ 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. 06/15/22

Recommended Action: A motion to approve the meeting minutes from 06/15/2022

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
Claims 06/10/22	687-700	\$ 302,056.04
Payroll 06/17/22	707-744	\$ 137,282.97
Claims 06/14/22	705-706	\$ 1,392.35
Claims 06/24/22	747-762	\$ 69,939.76
Payroll 07/05/22	764-801	\$ 124,708.88
Claims 06/07/22	670-671	\$350.00
Claims 07/15/22	814-838	\$67,739.85
TOTAL		\$703,469.85

Recommended Action: Motion to approve the payables as presented

6. Financial Report for June 2022- No action needed

7. Approval of Resolution 2022-005 Resolution Adopting Salary and Wage Scale Schedule, Accrual Schedule, and Benefits for Non-Represented Administrative and Management Employees.

Recommended Action: A motion to approve Resolution 2022-005 Adopting Salary and Wage Scale Schedule, Accrual Schedule, and Benefits for Non-Represented Administrative and Management Employees.

8. Executive Session

9. Approval of Resolution 2022-006 Resolution Adopting the Reorganization of Non-Represented Administrative and Management Employees and Salary Range Schedules.

Recommended Action: A motion to approve Resolution 2022-006 Resolution Adopting Reorganization of Non-Represented Administrative and Management Employees Salary Range Schedules.

10. Approval of Resolution 2022-007 Maintain an Advanced Travel Account

Recommended Action: A motion to approve Resolution 2022-007 Maintain an Advanced Travel Account

11. Approval of Travel Policy 013

Recommended Action: A motion to approve travel policy 013

12. Approval of updated Petty Cash Account Policy 011

Recommended Motion: A motion to approve the update to the Petty Cash Account Policy

13. Budget Committee

14. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

15. Director's Report

A. Staffing Update

B. Climate and Culture

C. Facility Update

D. Radio Update

16. Executive Session: Not needed

17. Adjournment

18. Closed Meeting: Will be held

Cowlitz 911 Public Authority Board of Directors
Meeting Minutes
Wednesday June 15th, 2022 @ 10:00 AM
Hybrid - HOJ EOC & ZOOM

Attendance

Board Members: Ruth Kendall; Kurt Sacha; Robert Huhta (alternate, voting); Dennis Weber; Brad Thurman; Alan Headley; Bill LeMonds;

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

Guests: Eric Koreis; Troy Brightbill; Sammy Brown;

Board Members Absent and No Alternate: Dennis Weber; Ralph Herrera

1. Call to Order and Introductions

Brad 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.

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

3. Approval of Meeting Minutes

A. 05/11/22

Recommended Action: A motion to approve the meeting minutes from 05/11/22

LeMonds made a motion to approve the meeting minutes. Headley 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 05/13/22	547-565	\$ 385,326.90
Payroll 05/20/22	571-607	\$ 119,797.38
Claims 05/27/22	615-626	\$71,864.91
Payroll 06/03/22	630-667	\$ 124,610.87
Claims	670-671	\$179,079.83
TOTAL		\$ 880,679.89

Recommended Action: Motion to approve the payables as presented

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

6. Financial Report for May 2022- No action needed

7. Approval of the Guild Collective Bargaining agreement

Recommended Action: A motion to approve the Guild Collective Bargaining Agreement as presented.

Huhta abstained from the vote. Headley made a motion to approve the Guild Collective Bargaining Agreement as presented. LeMonds seconded; all in favor, motion carried.

8. Approval of the Purchase Card Policy Update

Recommended Action: A motion to approve the purchase card policy update and approval to switch from Red Canoe to US bank for our purchase cards.

Sacha made a motion to approve the purchase card policy update and approval to switch from Red Canoe to US bank for our purchase cards. Headley seconded; all in favor, motion carried.

9. Approval of Resolution 2022-003 Establishing Regular Meetings- Replaces Resolution 2018-02

Recommended Action: A motion to approve Resolution 2022-003 Establishing Regular Meetings which will replace Resolution 2018-02.

Weber made a motion to approve Resolution 2022-003 Establishing Regular Meetings which will replace Resolution 2018-02. LeMonds seconded; all in favor, motion carried.

10. Approval of Resolution 2022-004 Petty Cash/ Travel Expense Fund

Recommended Action: A motion to approve Resolution 2022-004 Petty Cash/Travel Expense Fund as presented.

Headley made a motion to approve Resolution 2022-004 Petty Cash/Travel Expense Fund as presented. Sacha seconded; all in favor, motion carried.

11. Approval of the Petty Cash/ Travel Expense Fund Policy

Recommended Action: A motion to approve the Petty Cash/ Travel Expense Fund policy as presented.

Headley made a motion to approve the Petty Cash/ Travel Expense Fund policy as presented. Huhta seconded; all in favor, motion carried.

12. Vacation Buy-Back Policy for Non-Represented Employees

Recommended Action: A motion to approve the vacation buy-back policy for non-represented employees policy as presented.

Huhta made a motion to approve the vacation buy-back policy for non-represented employees' policy as presented. LeMonds seconded; all in favor, motion carried.

13. Board Comments/Board Committee Reports

A. LAW TAC Update- Spillman updates and issues being worked out.

B. FIRE TAC Update- Spillman updates and issues being worked out. Also looking into ImageTrend as a group rather than individual agencies for cost savings.

14. Director's Report

A. **Staffing Update-** 21 dispatchers, 19 signed off, 2 in training for another 2 months, 8 admin staff

B. **Climate and Culture-** Mood and moral is improving. Spillman has made it hard and Covid did cause some OT.

C. Facility Update- Substantial completion scheduled for August 16th. CRP team from the time of substantial completion it takes about 4 months. Diamond is pushing for sooner but no later than Dec 1st for complete move into the new center. Next Meeting executive session to talk about final completion and contract close out.

Purchasing a storage shed and other tools, and truck off the state contract.

D. Radio Update- Rectifiers that failed, and one on order. Will be ordering more most likely. Couple microwaves on order. The grant, we are on the second step and no promises we will get it, but it is 2.1 million. We would receive it in 2023. Baker's corner went live 6 weeks ago. Deer Island contract may come back to the board for next meeting. Brown asked out a committee to meet on how they will spend the money from the grant. If we receive the grant, then they will create a committee to do that.

15. Executive Session: Not needed

16. Adjournment: 10:53 AM. Next meeting July 20th.

17. Closed Meeting: Held

Brad Thurman, Board Chair

Attest:

Rachael Young, Clerk of the Board

CHECK REGISTER

Cowlitz 911

Time: 07:48:02 Date: 07/15/2022

06/07/2022 To: 07/15/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
736	06/17/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	23,803.38	941 Deposit for Pay Cycle(s) 06/17/2022 - 06/17/2022
793	07/05/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	20,636.84	941 Deposit for Pay Cycle(s) 07/05/2022 - 07/05/2022
687	06/10/2022	Claims	1	11825	B&B LANDSCAPING SERVICES INC	726.06	INV: 3147
688	06/10/2022	Claims	1	11826	CITY OF LONGVIEW	981.30	INV: 2868
689	06/10/2022	Claims	1	11827	CLARK COUNTY AUDITOR LEASES	3,107.68	INV: C1037660
690	06/10/2022	Claims	1	11828	CLARK COUNTY CAD	9,720.00	INV: C1040214; INV: C1040213
691	06/10/2022	Claims	1	11829	JOHN DIAMOND	622.20	INV: 2022-073
692	06/10/2022	Claims	1	11830	ENTEK	580.45	INV: 216430; INV: 216429
693	06/10/2022	Claims	1	11831	FRANCIS F. RANDOLPH	2,398.50	INV: RLF050122; INV: RLF040122
694	06/10/2022	Claims	1	11832	BRIANA HARVILL	96.78	REIMBURSEMENT FOR DONUTS, COFFEE & BAGELS FOR SPILLMEN PRE-GO-LIVE MEETING ON JUNE 6, 2022
695	06/10/2022	Claims	1	11833	MORE POWER TECHNOLOGY-NONPROJECT	1,074.56	INV: 13431; INV: 13502; INV: 13501
696	06/10/2022	Claims	1	11834	PATRIOT CONSTRUCTION LLC	271,600.25	INV: 16
697	06/10/2022	Claims	1	11835	RED CANOE- FAIR	5,350.33	INV: 198999FAIR0622
698	06/10/2022	Claims	1	11836	RED CANOE- HARVILL	4,786.44	RED CANOE HARVILL 0622
699	06/10/2022	Claims	1	11837	SHELLY REEVES	637.99	INV: 2022-074
700	06/10/2022	Claims	1	11838	SUMMIT LAW GROUP	373.50	INV: 136838
705	06/14/2022	Claims	1	11839	BRIANA HARVILL	1,112.12	INV: 2022-076
706	06/14/2022	Claims	1	11840	DON TURRENTINE	280.23	INV:2022-077
728	06/17/2022	Payroll	1	11841		3,435.59	
737	06/17/2022	Payroll	1	11842	KAISER PERMANENTE MEMBERSHIP ADMIN	3,902.51	Pay Cycle(s) 06/17/2022 To 06/17/2022 - MEDICAL-KAISER
738	06/17/2022	Payroll	1	11843	WA STATE DEPT OF RETIREMENT	15,826.78	Pay Cycle(s) 06/17/2022 To 06/17/2022 - PERS2; Pay Cycle(s) 06/17/2022 To 06/17/2022 - PERS3
739	06/17/2022	Payroll	1	11844	WCIF	8,974.13	Pay Cycle(s) 06/17/2022 To 06/17/2022 - MEDICAL-WCIF; Pay Cycle(s) 06/17/2022 To 06/17/2022 - LIFE INS BUYUP; Pay Cycle(s) 06/17/2022 To 06/17/2022 - LTD BUYUP; Pay Cycle(s) 06/17/2022 To 06/17/2022 -
747	06/24/2022	Claims	1	11845	ADCOMM ENGINEERING LLC	18,006.56	INV: 16054
748	06/24/2022	Claims	1	11846	AT&T MOBILITY LLC	206.25	INV: 287261732254X06052022; INV: 287315187389X05272022
749	06/24/2022	Claims	1	11847	CDW GOVERNMENT LLC	12,851.92	INV: Z107344; INV: Z013235; INV: X936962
750	06/24/2022	Claims	1	11848	COWLITZ COUNTY LEASE PAYMENT	14,470.31	INV: OFM-2022-126-0622
751	06/24/2022	Claims	1	11849	COWLITZ COUNTY PURCHASING	191.35	INV: 312-2022
752	06/24/2022	Claims	1	11850	DAY WIRELESS	7,844.92	INV: INV727513; INV: INV728098
753	06/24/2022	Claims	1	11851	LANGUAGE LINE SVCS INC	72.14	INV: 10549196
754	06/24/2022	Claims	1	11852	LOWER COLUMBIA OCC HEALTH	264.00	INV: 2021-06490
755	06/24/2022	Claims	1	11853	MINUTEMAN PRESS	837.13	INV: 43427

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
756	06/24/2022	Claims	1	11854	MORE POWER TECHNOLOGY- NONPROJECT	856.15	INV: 13554
757	06/24/2022	Claims	1	11855	NORMAN G. KREHBIEL	4,300.00	INV: NK0622
758	06/24/2022	Claims	1	11856	THOMAS C. PETEK	385.00	INV: 1294
759	06/24/2022	Claims	1	11857	TITANIUM	286.10	INV: IN2286-1
760	06/24/2022	Claims	1	11858	VERIZON WIRELESS	9,343.02	INV: 9907788768
761	06/24/2022	Claims	1	11859	WASTE CONNECTIONS OF WASHINGTON	10.05	INV: 185944045010
762	06/24/2022	Claims	1	11860	DEANNA WELLS	14.86	INV: 2022-078
784	07/05/2022	Payroll	1	11861		2,318.19	
794	07/05/2022	Payroll	1	11862	KAISER PERMANENTE MEMBERSHIP ADMIN	3,902.52	Pay Cycle(s) 07/05/2022 To 07/05/2022 - MEDICAL-KAISER
795	07/05/2022	Payroll	1	11863	WA STATE DEPT OF RETIREMENT	14,518.32	Pay Cycle(s) 07/05/2022 To 07/05/2022 - PERS2; Pay Cycle(s) 07/05/2022 To 07/05/2022 - PERS3
796	07/05/2022	Payroll	1	11864	WCIF	8,958.60	Pay Cycle(s) 07/05/2022 To 07/05/2022 - MEDICAL-WCIF; Pay Cycle(s) 07/05/2022 To 07/05/2022 - LIFE INS BUYUP; Pay Cycle(s) 07/05/2022 To 07/05/2022 - LTD BUYUP; Pay Cycle(s) 07/05/2022 To 07/05/2022 -
814	07/15/2022	Claims	1	11865	B&B LANDSCAPING SERVICES INC	324.30	INV: 3250
815	07/15/2022	Claims	1	11866	COWLITZ COUNTY LEASE PAYMENT	14,470.31	INV: OFM-2022-1260722
816	07/15/2022	Claims	1	11867	COWLITZ COUNTY PURCHASING	189.74	INV: 364-2022
817	07/15/2022	Claims	1	11868	DAY WIRELESS	4,825.08	INV: INV731673
818	07/15/2022	Claims	1	11869	JOHN DIAMOND	2,348.80	INV: DIAMONDMOVINGEXPENSES
819	07/15/2022	Claims	1	11870	FRANCIS F. RANDOLPH	2,398.50	INV: RLF050122
820	07/15/2022	Claims	1	11871	LANGUAGE LINE SVCS INC	107.91	INV: 9020543119
821	07/15/2022	Claims	1	11872	MORE POWER TECHNOLOGY- NONPROJECT	218.41	INV: 13596; INV: 13644
822	07/15/2022	Claims	1	11873	NOTEPAGE INC	395.00	INV: 113717
823	07/15/2022	Claims	1	11874	PATRIOT CONSTRUCTION LLC	60.00	INV: 16- Shortpay
824	07/15/2022	Claims	1	11875	PATTY MARSDEN	450.00	INV: 22-003
825	07/15/2022	Claims	1	11876	PUBLIC SAFETY TESTING INC	271.00	INV: 2022-433
826	07/15/2022	Claims	1	11877	RED CANOE- DIAMOND	809.60	INV: 198999 DIAMOND 103 0722
827	07/15/2022	Claims	1	11878	RED CANOE- FAIR	9,709.53	INV: 198999FAIR1000722
828	07/15/2022	Claims	1	11879	RED CANOE- HARVILL	3,162.90	INV: 198999HARVILL1020702
829	07/15/2022	Claims	1	11880	RICE FERGUS MILLER	13,586.25	INV: 2018095.02-027
830	07/15/2022	Claims	1	11881	BRANNON STARR	25.02	INV: 2022-078
831	07/15/2022	Claims	1	11882	TITANIUM	283.08	INV: IN2286-3
832	07/15/2022	Claims	1	11883	TOSHIBA AMERICA BUSINESS SOLUTIONS	406.91	INV: 5020422798; INV: 5020817409
833	07/15/2022	Claims	1	11884	TRAKSTAR	4,417.00	INV: INV-004508
834	07/15/2022	Claims	1	11885	WA STATE PATROL	1,200.00	INV: 00076973
835	07/15/2022	Claims	1	11886	WASHINGTON STATE DOR	182.24	INV: 0-027-480-227
836	07/15/2022	Payroll	1	11887	ESD - PFMLA	2,290.47	Pay Cycle(s) 04/01/2022 To 06/30/2022 - PFMLA
837	07/15/2022	Payroll	1	11888	ESD	2,474.49	2nd Quarter Unemployment: 04/01/2022 - 06/30/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
838	07/15/2022	Payroll	1	11889	WA STATE DEPT OF L&I	3,133.31	2ND Quarter L&I: 04/01/2022 - 06/30/2022
686	06/07/2022	Claims	2	EFT	ONE AMERICA	350.00	06/03/22 PR EFT CORRECTION FOR RACHAEL YOUNG
707	06/17/2022	Payroll	2	EFT		1,745.48	
708	06/17/2022	Payroll	2	EFT		1,771.99	
709	06/17/2022	Payroll	2	EFT		1,989.53	
710	06/17/2022	Payroll	2	EFT		1,660.63	
711	06/17/2022	Payroll	2	EFT		3,673.08	
712	06/17/2022	Payroll	2	EFT		2,785.54	
713	06/17/2022	Payroll	2	EFT		2,089.03	
714	06/17/2022	Payroll	2	EFT		1,787.93	
715	06/17/2022	Payroll	2	EFT		2,569.85	
716	06/17/2022	Payroll	2	EFT		1,917.99	
717	06/17/2022	Payroll	2	EFT		1,867.37	
718	06/17/2022	Payroll	2	EFT		4,607.94	
719	06/17/2022	Payroll	2	EFT		2,863.43	
720	06/17/2022	Payroll	2	EFT		2,557.06	
721	06/17/2022	Payroll	2	EFT		2,206.56	
722	06/17/2022	Payroll	2	EFT		1,018.39	
723	06/17/2022	Payroll	2	EFT		2,320.26	
724	06/17/2022	Payroll	2	EFT		2,544.60	
725	06/17/2022	Payroll	2	EFT		1,863.05	
726	06/17/2022	Payroll	2	EFT		2,081.73	
727	06/17/2022	Payroll	2	EFT		2,819.73	
729	06/17/2022	Payroll	2	EFT		2,070.40	
730	06/17/2022	Payroll	2	EFT		1,505.77	
731	06/17/2022	Payroll	2	EFT		1,852.80	
732	06/17/2022	Payroll	2	EFT		3,591.83	
733	06/17/2022	Payroll	2	EFT		2,875.96	
734	06/17/2022	Payroll	2	EFT		2,826.64	
735	06/17/2022	Payroll	2	EFT		1,496.43	
740	06/17/2022	Payroll	2	EFT	CAPSCO	62.50	Pay Cycle(s) 06/17/2022 To 06/17/2022 - ASSN FEE
741	06/17/2022	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	415.00	Pay Cycle(s) 06/17/2022 To 06/17/2022 - UNION DUES; Pay Cycle(s) 06/17/2022 To 06/17/2022 - INITIATION FEE
742	06/17/2022	Payroll	2	EFT	HRA VEBA	10,179.78	Pay Cycle(s) 06/17/2022 To 06/17/2022 - VEBA
743	06/17/2022	Payroll	2	EFT	ONE AMERICA	4,953.55	Pay Cycle(s) 06/17/2022 To 06/17/2022 - DEF COMP
744	06/17/2022	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	768.75	Pay Cycle(s) 06/17/2022 To 06/17/2022 - HSA
764	07/05/2022	Payroll	2	EFT		1,603.71	
765	07/05/2022	Payroll	2	EFT		2,321.61	
766	07/05/2022	Payroll	2	EFT		2,323.60	
767	07/05/2022	Payroll	2	EFT		1,507.97	
768	07/05/2022	Payroll	2	EFT		3,714.96	
769	07/05/2022	Payroll	2	EFT		1,988.98	
770	07/05/2022	Payroll	2	EFT		1,944.54	
771	07/05/2022	Payroll	2	EFT		2,154.07	
772	07/05/2022	Payroll	2	EFT		1,909.61	
773	07/05/2022	Payroll	2	EFT		1,806.65	
774	07/05/2022	Payroll	2	EFT		2,319.53	
775	07/05/2022	Payroll	2	EFT		2,164.81	
776	07/05/2022	Payroll	2	EFT		2,010.30	

CHECK REGISTER

Cowlitz 911

Time: 07:48:02 Date: 07/15/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
777	07/05/2022	Payroll	2	EFT		1,898.84	
778	07/05/2022	Payroll	2	EFT		1,367.80	
779	07/05/2022	Payroll	2	EFT		1,700.03	
780	07/05/2022	Payroll	2	EFT		2,642.79	
781	07/05/2022	Payroll	2	EFT		1,866.89	
782	07/05/2022	Payroll	2	EFT			
783	07/05/2022	Payroll	2	EFT		2,383.75	
785	07/05/2022	Payroll	2	EFT		2,205.58	
786	07/05/2022	Payroll	2	EFT		1,777.25	
787	07/05/2022	Payroll	2	EFT		1,132.21	
788	07/05/2022	Payroll	2	EFT		2,199.16	
789	07/05/2022	Payroll	2	EFT		3,590.85	
790	07/05/2022	Payroll	2	EFT		2,877.49	
791	07/05/2022	Payroll	2	EFT		1,829.34	
792	07/05/2022	Payroll	2	EFT		1,890.37	
797	07/05/2022	Payroll	2	EFT	CAPSCO	57.50	Pay Cycle(s) 07/05/2022 To 07/05/2022 - ASSN FEE
798	07/05/2022	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	395.00	Pay Cycle(s) 07/05/2022 To 07/05/2022 - UNION DUES; Pay Cycle(s) 07/05/2022 To 07/05/2022 - INITIATION FEE
799	07/05/2022	Payroll	2	EFT	HRA VEBA	11,093.23	Pay Cycle(s) 07/05/2022 To 07/05/2022 - VEBA
800	07/05/2022	Payroll	2	EFT	ONE AMERICA	4,927.24	Pay Cycle(s) 07/05/2022 To 07/05/2022 - DEF COMP
801	07/05/2022	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	768.75	Pay Cycle(s) 07/05/2022 To 07/05/2022 - HSA
						361,917.26	
						16,566.75	
						3,019.84	
						182.24	
						321,783.76	
						703,469.85	
						Claims:	433,579.73
						Payroll:	269,890.12

CHECK REGISTER

Cowlitz 911

Time: 07:48:02 Date: 07/15/2022

06/07/2022 To: 07/15/2022

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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.

_____	_____
Admin Specialist, Signature	Date
_____	_____
Executive Director, Signature	Date
_____	_____
Chair, Signature	Date

TRANSACTION JOURNAL

Cowlitz 911

06/10/2022 To: 07/15/2022

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt #	InterFund #	Vendor	Amount	Memo
697	06/10/2022	06/30/2022	1	11835	Claims	RED CANOE- FAIR			5,350.33	INV: 198999FAIR0622
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS				14.69	AMAZON: WHITE CORRECTION TAPE
	528 10 40	414 TECHNOLOGY & SOFT		001	OPERATIONS				348.88	RAPID WEB SERVICES: SSL- DON TURRENTINE
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS				271.78	COWLITZ PUD: COL HTS 4671145
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS				204.72	03/21/22-04/18/22 COWLITZ PUD: ABERNATHY 4737086
	528 10 40	404 TELEPHONE		001	OPERATIONS				247.57	03/16/22-04/15/22 COMCAST BUSINESS: APR 24-MAY 23
	528 10 40	400 PROFESSIONAL & CON		001	OPERATIONS				10.05	WASTE CONNECTIONS: APRIL 2022
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS				223.03	VISTAPRINT: NEW BUSINESS CARDS
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS				145.65	AMAZON: KEYBOARDS FOR DISPATCH
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS				63.72	AMAZON: IPHONE 13 CASES
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS				411.95	COLUMBIA RIVER PUD: RAINIER
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS				337.58	03/03/22-04/06/22 COLUMBIA RIVER PUD: RAINIER
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS				280.67	04/06/22-05/04/22 COWLITZ PUD: SPEELYAI 4745063
	528 10 40	414 TECHNOLOGY & SOFT		001	OPERATIONS				988.04	04/06/22-05/05/22 ESRI: MY ESRI ACCOUNT- DON TURRENTINE
	528 10 40	411 ADVERTISING		001	OPERATIONS				551.31	INDEED: ADVERTISING FOR FACILITY MANAGER POSITION
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS				34.58	AMAZON: IPHONE 13 PRO CASES
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS				9.72	AMAZON: IHPONE13 PRO SCREEN PROTECTORS
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS				37.74	AMAZON: SAMSUNG S22 ULTRA CASES
	528 10 40	415 DUES AND SUBSCRIPT		001	OPERATIONS				30.00	DUO: MONTHLY SUBSCRIPTION- DON TURRENTINE
	528 10 40	415 DUES AND SUBSCRIPT		001	OPERATIONS				75.00	ACCIS: MEMBERSHIP FOR DON TURRENTINE
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS				220.31	COWLITZ PUD: ABERNATHY 4737086
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS				278.93	04/15/22-05/17/22 COWLITZ PUD: COL HTS 4671145
	528 10 40	404 TELEPHONE		001	OPERATIONS				160.92	04/18/22-05/19/22 AT&T: ADMIN CELL, FLOOR PHONE, CAMERA
	528 10 40	415 DUES AND SUBSCRIPT		001	OPERATIONS				75.00	WFOA: MEMBERSHIP FOR YOUNG
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS				33.20	AMAZON: AA BATTERIES

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	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			45.33	AMAZON: PENS
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			249.96	AMAZON: WIRELESS MOUSE FOR DISPATCH (X6)
827	07/15/2022		1	11878	Claims		RED CANOE- FAIR	9,709.53	INV: 198999FAIR1000722
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			655.00	APCO: 2022 REGISTRATION- DIAMOND- ANAHEIM CA- AUG 7-10
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			325.00	CITY OF VANCOUVER: SHELLY REEVES-ICISF TRAINING-VIRTUAL-MAY 4-6 2022
	528 10 40	411 ADVERTISING		001	OPERATIONS			32.43	INDEED: JOB POSTING FOR NEW FACILITY MANAGER
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			530.00	APCO: 2022 REGISTRATION- PERRY- ANAHEIM CA- AUG 7-10
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			745.00	APCO: 2022 REGISTRATION- REEVES- ANAHEIM CA- AUG 7-10
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			90.00	APCO: 2022 REGISTRATION- DIAMOND- ANAHEIM CA- AUG 7-10
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			745.00	APCO: 2022 REGISTRATION- TURRENTINE- ANAHEIM CA- AUG 7-10
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			26.97	AMAZON: SELF INKING STAMP
	528 10 40	404 TELEPHONE		001	OPERATIONS			531.85	CENTURYLINK 556B: MAY 13 2022
	528 10 40	404 TELEPHONE		001	OPERATIONS			538.67	CENTURYLINK 994: MAY 20222
	528 10 40	404 TELEPHONE		001	OPERATIONS			25.59	COMCAST BUSINESS: JUNE 02,2022-JUL 01,2022
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			19.98	AMAZON: SELF INKING STAMP
	528 10 40	405 MEALS		001	OPERATIONS			73.83	COSTCO: SPILLMAN MEALS FOR 06/06/22
	528 10 40	405 MEALS		001	OPERATIONS			43.24	STARBUCKS: SPILLMAN MEALS FOR 06/07/22 BREAKFAST
	528 10 40	405 MEALS		001	OPERATIONS			21.73	SAFEWAY: SPILLMAN MEALS FOR 06/07/22 CONDIMENTS
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			102.97	SIERRA SPRINGS: 5351188 050522
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			123.22	SIERRA SPRINGS: 5351188 060222
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			150.78	SIERRA SPRINGS: 5351188 040722
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS			312.81	COWLITZ PUD: 4745063 SPEELYAI 05/05/22-06/06/22
	528 30 40	003 PUD - ELECTRICITY		003	RADIO OPERATIONS			401.59	COLUMBIA RIVER PUD: RAINIER 05/04/22-06/06/22
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			12.96	AMAZON: BOX CUTTER

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528	10 30	300	OFFICE SUPPLIES	001	OPERATIONS		991.21	AMAZON: IPAD CASES AND KEYBOARDS AND PENCILS
528	10 40	414	TECHNOLOGY & SOFT	001	OPERATIONS		289.89	DRI CRUCIAL: 32 GB UDIMM FOR DON TURRENTINE
528	10 30	300	OFFICE SUPPLIES	001	OPERATIONS		29.38	AMAZON: CORRECTION TAPE
528	10 30	300	OFFICE SUPPLIES	001	OPERATIONS		54.04	AMAZON: IPAD TABLET CASE
528	10 30	300	OFFICE SUPPLIES	001	OPERATIONS		415.37	MINUTEMAN PRESS: 1000 EVENT REPORT FORMS
528	10 40	408	TUITION & REGISTRAT	001	OPERATIONS		450.00	WFOA: WFOA CONFERENCE- TACOMA-YOUNG- SEPT 13-16
528	10 30	300	OFFICE SUPPLIES	001	OPERATIONS		16.42	AMAZON: IPAD PRO CHARGER
528	10 40	404	TELEPHONE	001	OPERATIONS		531.85	CENTURYLINK 556B: JUN 13 2022
528	10 40	414	TECHNOLOGY & SOFT	001	OPERATIONS		30.00	DUO SECURITY: MONTHLY MAINTENANCE 06/25/22-07/25/22
528	10 30	300	OFFICE SUPPLIES	001	OPERATIONS		72.80	AMAZON: POST IT TABS
528	30 40	003	PUD - ELECTRICITY	003	RADIO OPERATIONS		310.63	COWLITZ PUD: COL HTS 4671145 05/19/22-06/21/22
528	30 40	003	PUD - ELECTRICITY	003	RADIO OPERATIONS		197.49	COWLITZ PUD: ABERNATHY 4737086
528	10 40	404	TELEPHONE	001	OPERATIONS		538.67	CENTURYLINK 994B: JUN 20 2022
528	10 40	404	TELEPHONE	001	OPERATIONS		25.59	COMCAST BUSINESS: JUN 02 2022
528	10 40	404	TELEPHONE	001	OPERATIONS		247.57	COMCASE BUSINESS: JUN 24 22- JUL 23 22

Records Printed: 2

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	15,059.86
Non Warrant Expenditures:	0.00
Interfund Transfers:	0.00
Redemptions:	0.00
Deposits:	0.00
Withdrawals:	0.00
Stop Payments:	0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 OPERATIONS	0.00	0.00	0.00	11,831.40	0.00	0.00	0.00	0.00
003 RADIO OPERATIONS	0.00	0.00	0.00	3,228.46	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	15,059.86	0.00	0.00	0.00	0.00

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698	06/10/2022	06/30/2022	1	11836	Claims		RED CANOE- HARVILL	4,786.44	RED CANOE HARVILL 0622
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			134.53	AMAZON: LAPTOP BACKPACK AND FILE ORGANIZER
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			249.00	APCO: CSPS ONLINE 60363- SAMANTHA PERRY- ONLINE- JUNE 1- JUNE 21
	528 10 40	414 TECHNOLOGY & SOFT		001	OPERATIONS			81.04	CLEVERBRIDGE: EASEUS DATA RECOVERY WIZARD- DON TURRENTINE
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			13.77	AMAZON: S22 ULTRA PHONE CASE
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			151.07	MINUTEMAN PRESS: BANNER FOR ONE TEAM ONE MISSION
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			49.72	AMAZON: IPHONE CASE FOR JOHN DIAMOND
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			77.82	AMAZON: MAGNETIC WIRELESS CHARGER
	528 10 40	404 TELEPHONE		001	OPERATIONS			247.57	COMCAST BUSINESS: APR 24- MAY 23 2022
	528 10 40	404 TELEPHONE		001	OPERATIONS			25.59	COMCAST BUSINESS: MAY 2- JUN 1 2022
	528 10 40	425 LODGING		001	OPERATIONS			294.90	RED LION: JANELLE EDWARDS- LABOR RELATIONS INSTITUTE TRAINING- YAKIMA WA- MAY 3- MAY 6
	528 10 40	404 TELEPHONE		001	OPERATIONS			534.02	CENTURYLINK: 994B APR 20 2022
	528 10 40	404 TELEPHONE		001	OPERATIONS			527.20	CENTURYLINK: 556B APR 13 2022
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			31.27	SHARPTANK HOOKS AND CEILING HOOKS
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			583.00	APCO: REGISTRATION FOR BRIANA HARVILL AND JOHN DIAMOND- WA APCO NENA FORUM 2022- THURSTON COUNTY- MAY 17-MAY 18
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			10.80	AMAZON: HANGING FILE FOLDERS
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			50.94	AMAZON: S22 ULTRA PHONE CASES
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			50.80	AMAZON: ADDRESS STAMPS
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			69.16	AMAZON: KLEENEX AND IPHONE 13 CASE
	528 10 40	414 TECHNOLOGY & SOFT		001	OPERATIONS			400.40	TWILION: API SERVICES DON TURRENTINE
	528 10 40	409 AIRFARE		001	OPERATIONS			637.99	ALASKA AIRLINES: SAMANTHA PERRY- APCO 2022- ANAHEIM CALIFORNIA- AUGUST 7-10
	528 10 30	301 TRAINING MATERIALS		001	OPERATIONS			252.96	AMAZON: PUB ED CRAYONS

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	528 10 30	301 TRAINING MATERIALS		001	OPERATIONS			215.67	AMAZON: PUB ED COSCO FOLDING TABLE
	528 10 40	415 DUES AND SUBSCRIPT		001	OPERATIONS			97.22	ZOOM: ACCOUNT FOR DON TURRENTINE
828	07/15/2022		1	11879	Claims		RED CANOE- HARVILL	3,162.90	INV: 198999HARVILL1020702
	528 10 40	405 MEALS		001	OPERATIONS			213.56	COSTCO: MEALS FOR SPILLMAN TRAINING ORDERED ON 6/6/22
	528 10 40	405 MEALS		001	OPERATIONS			134.02	FIESTA BONITA: SPILLMAN MEALS 06/10/22
	528 10 40	405 MEALS		001	OPERATIONS			27.01	DOMINOS: SPILLMAN MEALS FOR 06/11/22
	528 10 40	405 MEALS		001	OPERATIONS			27.01	DOMINOS: SPILLMAN MEALS FOR 06/11/22 NIGHTS
	528 10 40	405 MEALS		001	OPERATIONS			89.97	FRED-MEYER: SPILLMAN MEALS FOR 06/12/22
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS			19.45	AMAZON: PHONE CASE FOR ADMIN CELL PHONE
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			365.00	PRIORITY DISPATCH: EMD REGISTRATION- AMYA THOMASSON-ONLINE-JULY 7- JULY 16
	528 10 40	405 MEALS		001	OPERATIONS			40.00	JUNIORS TACOS: SPILLMAN MEALS FOR 06/14/22 NIGHTS
	528 10 40	405 MEALS		001	OPERATIONS			80.00	JUNIORS TACOS: SPILLMAN MEALS FOR 06/14/22 DAYS
	528 10 40	405 MEALS		001	OPERATIONS			18.00	SAFEWAY: SPILLMAN MEALS FOR 06/14/22 BREAKFAST
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS			365.00	PRIORITY DISPATCH: DANNYKA BAKER-EMD REGISTRATION- ONLINE- JULY 6-JULY 15
	528 10 40	405 MEALS		001	OPERATIONS			204.86	HOP N GRAPE: SPILLMAN MEALS FOR 06/15/22 LUNCH
	528 10 40	405 MEALS		001	OPERATIONS			1.98	SAFEWAY: SPILLMAN MEALS FOR 06/15/22 BBQ SAUCE
	528 10 40	405 MEALS		001	OPERATIONS			6.48	SAFEWAY: SPILLMAN MEALS FOR 06/15/22 ICE BAG
	528 10 40	405 MEALS		001	OPERATIONS			54.79	JIMMY JOHNS: SPILLMAN MEALS FOR 06/16/22
	528 10 40	405 MEALS		001	OPERATIONS			46.47	JIMMY JOHNS: SPILLMAN MEALS FOR 06/16/22 NIGHTS

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
528	10 30	301	TRAINING MATERIALS	001	OPERATIONS			1,469.30	MINUTEMAN PRESS: PUB ED REUSABLE TOTES
								0.00	
		Records Printed:	2					Adjustments:	0.00
								Beginning Balance:	0.00
								Revenues:	0.00
								Warrant Expenditures:	7,949.34
								Non Warrant Expenditures:	0.00
								Interfund Transfers:	0.00
								Redemptions:	0.00
								Deposits:	0.00
								Withdrawals:	0.00
								Stop Payments:	0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 OPERATIONS	0.00	0.00	0.00	7,949.34	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	7,949.34	0.00	0.00	0.00	0.00

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826	07/15/2022		1	11877	Claims		RED CANOE- DIAMOND	809.60	INV: 198999 DIAMOND 103 0722
	594 28 60	301 MISC- CAPITAL OUTLA		300	PROJECT FUND			554.55	WATKINS TRACTOR: HANDLE TRIMMER; GLOVES; TRIMMER LINE
	528 50 40	300 PROFESSIONAL SERVIC		300	PROJECT FUND			255.05	CITY OF LONGVIEW: PERMIT FOR NEW SHED AT NEW CENTER

Records Printed: 1

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	809.60
Non Warrant Expenditures:	0.00
Interfund Transfers:	0.00
Redemptions:	0.00
Deposits:	0.00
Withdrawals:	0.00
Stop Payments:	0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
300 PROJECT FUND	0.00	0.00	0.00	809.60	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	809.60	0.00	0.00	0.00	0.00

CHECK REGISTER

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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.

	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 above totaling \$ _____, and we approve payment with our signatures below.

Admin Specialist, Signature	Date
Executive Director, Signature	Date
Chair, Signature	Date

	B	C	D	E	F	G	H
1	Cowlitz 911						
2	Monthly Financials for the Month Ended 06/30/2022						
3							
4	Fund	2022 Budgeted BFB	Actual BFB	2022 Annual Budget New Revenues	Actual New Revenues thru June 2022	Remaining New Revenues	% remaining
5	REVENUES						
6							
7	OPERATIONS (.001)	\$ 872,142.00	\$ 873,604.98	\$ 898.00	\$ 6,153.08	\$ (5,255.08)	-585.2%
8	OPERATIONS RESERVE (.001)	\$ 81,000.00	\$ 81,000.00	\$ -	\$ -	\$ -	#DIV/0!
9	OPERATIONS TAXES (.001)	\$ -	\$ -	\$ 1,097,893.00	\$ 542,645.41	\$ 555,247.59	50.6%
10	OPERATIONS INTERGOVERNMENTAL(.001)	\$ -	\$ -	\$ 2,215,148.00	\$ 1,095,502.52	\$ 1,119,645.48	50.5%
11	EQUIPMENT RESERVE EQUIPMENT(.002)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
12	EQUIPMENT RESERVE RESERVED(.002)	\$ 342,679.00	\$ 342,745.23	\$ 150.00	\$ 556.74	\$ (406.74)	-271.2%
13	RADIO OPERATIONS (.003)	\$ 173,734.00	\$ 173,764.87	\$ 35,834.00	\$ 30,249.00	\$ 5,585.00	15.6%
14	RADIO RESERVE EQUIPMENT (.004)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
15	RADIO RESERVE RESERVED (.004)	\$ 300,000.00	\$ 300,077.16	\$ -	\$ 421.22	\$ (421.22)	#DIV/0!
16	SALES TAX INTEREST(.005)	\$ -	\$ -	\$ 3,080.00	\$ 5,334.77	\$ (2,254.77)	-73.2%
17	SALES TAX TAXES(.005)	\$ 4,392,736.00	\$ 4,307,598.72	\$ 2,677,500.00	\$ 1,484,082.31	\$ 1,193,417.69	44.6%
18	STABILIZATION RESERVE (.006)	\$ 1,240,099.00	\$ 1,240,464.97	\$ 757.00	\$ 1,498.21	\$ (741.21)	-97.9%
19	FACILITY RESERVE FUND (.007)	\$ -	\$ -	\$ 60.00	\$ -	\$ 60.00	100.0%
20	BOND RESERVE FUND (200)	\$ 29,909.00	\$ 29,932.38	\$ 63.00	\$ 176.40	\$ (113.40)	-180.0%
21	PROJECT FUND (300)	\$ 8,227,317.00	\$ 8,195,993.84	\$ 307.00	\$ 8,201.16	\$ (7,894.16)	-2571.4%
22	CUSTODIAL FUND (.020)	\$ 3.00	\$ 2.95	\$ 2,025.00	\$ 369.04	\$ 1,655.96	81.8%
23	Total Revenues	\$ 15,659,619.00	\$ 15,544,585.10	\$ 6,033,715.00	\$ 3,175,189.86	\$ 2,858,525.14	47.4%
24							
25	Fund	Description	2022 Annual Budget	Actual Expenditures thru June 2022	Remaining	Encumbrance	% Remaining
26	EXPENDITURES						
27							
28	OPERATIONS (.001)	Direct Labor/Extra Pay	\$ 2,429,668.00	\$ 1,102,225.11	\$ 1,327,442.89	\$ -	55%
29	OPERATIONS (.001)	Benefits	\$ 1,164,816.00	\$ 448,590.36	\$ 716,225.64	\$ -	61%
30	OPERATIONS (.001)	Total Labor	\$ 3,594,484.00	\$ 1,550,815.47	\$ 2,043,668.53	\$ -	57%
31	OPERATIONS (.001)	OFFICE SUPPLIES	\$ 16,856.00	\$ 16,632.56	\$ 223.44	\$ -	1%
32	OPERATIONS (.001)	TRAINING MATERIALS	\$ 10,344.00	\$ 1,324.55	\$ 9,019.45	\$ -	87%
33	OPERATIONS (.001)	EMPLOYEE APPRECIATION	\$ 3,620.00	\$ 1,948.59	\$ 1,671.41	\$ -	46%
34	OPERATIONS (.001)	PROFESSIONAL & CONTRACTED SERVICES	\$ 348,373.00	\$ 52,304.78	\$ 296,068.22	\$ -	85%
35	OPERATIONS (.001)	LEGAL	\$ 88,000.00	\$ 11,010.50	\$ 76,989.50	\$ -	87%
36	OPERATIONS (.001)	INTERGOVERNMENTAL PROFESSIONAL SERVICES	\$ 59,700.00	\$ 50,828.25	\$ 8,871.75	\$ -	15%
37	OPERATIONS (.001)	POSTAGE	\$ 720.00	\$ 209.50	\$ 510.50	\$ -	71%
38	OPERATIONS (.001)	TELEPHONE	\$ 60,678.00	\$ 32,933.06	\$ 27,744.94	\$ -	46%
39	OPERATIONS (.001)	MEALS	\$ 2,500.00	\$ 1,390.55	\$ 1,109.55	\$ -	44%
40	OPERATIONS (.001)	MILEAGE/GAS	\$ 3,400.00	\$ 794.27	\$ 2,605.73	\$ -	77%
41	OPERATIONS (.001)	PARKING TAXI SHUTTLE BAGGAGE	\$ 100.00	\$ -	\$ 100.00	\$ -	100%
42	OPERATIONS (.001)	TUITION & REGISTRATION	\$ 15,000.00	\$ 3,707.00	\$ 11,293.00	\$ -	75%
43	OPERATIONS (.001)	AIRFARE	\$ 1,000.00	\$ 1,898.18	\$ (898.18)	\$ -	-90%
44	OPERATIONS (.001)	CAR RENTAL	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	100%
45	OPERATIONS (.001)	ADVERTISING	\$ 6,250.00	\$ 3,438.96	\$ 2,811.04	\$ -	45%
46	OPERATIONS (.001)	COPIER RENT <i>→ see landlord tenant (principal)</i>	\$ 1,812.00	\$ -	\$ 1,812.00	\$ -	100%
47	OPERATIONS (.001)	INSURANCE/PREMIUMS (WCIA)	\$ 41,225.00	\$ 30,425.00	\$ 10,800.00	\$ -	26%
48	OPERATIONS (.001)	TECHNOLOGY & SOFTWARE MAINTENANCE	\$ 116,243.00	\$ 101,612.98	\$ 14,630.02	\$ -	13%
49	OPERATIONS (.001)	DUES AND SUBSCRIPTIONS	\$ 5,202.00	\$ 5,960.87	\$ (758.87)	\$ -	-15%
50	OPERATIONS (.001)	LANDLORD TENANT (tax)	\$ 93,489.00	\$ 56.30	\$ 93,432.70	\$ -	100%
51	OPERATIONS (.001)	COMPUTERS (SOFTWARE/HARDWARE)	\$ 5,000.00	\$ 1,288.60	\$ 3,711.40	\$ -	0%
52	OPERATIONS (.001)	MISC/OTHER	\$ 200.00	\$ 698.52	\$ (498.52)	\$ -	-249%
53	OPERATIONS (.001)	BOARD/EMPLOYEE APPRECIATION MEALS	\$ 1,400.00	\$ 383.98	\$ 1,016.02	\$ -	73%
54	OPERATIONS (.001)	PHOTOCOPIES	\$ 1,000.00	\$ 774.97	\$ 225.03	\$ -	23%
55	OPERATIONS (.001)	LODGING	\$ 2,500.00	\$ 537.79	\$ 1,962.21	\$ -	78%
56	OPERATIONS (.001)	WASHINGTON STATE AUDITOR	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	100%
57	OPERATIONS (.001)	REPAIRS AND MAINTENANCE	\$ 100,249.00	\$ 5,104.99	\$ 95,144.01	\$ -	95%
58	OPERATIONS (.001)	IGN/ISP	\$ 67,000.00	\$ -	\$ 67,000.00	\$ -	100%
59	OPERATIONS (.001)	MOVING EXPENSES	\$ -	\$ -	\$ -	\$ -	
60	OPERATIONS (.001)	Prior Period(s) Adjustments	\$ -	\$ (1,047.00)	\$ 1,047.00	\$ -	#DIV/0!
61	OPERATIONS (.001)	LANDLORD TENANT (principal)	\$ -	\$ 93,405.16	\$ (93,405.16)	\$ -	#DIV/0!
62	OPERATIONS (.001)	PAYROLL CLEARING	\$ -	\$ (929.73)	\$ 929.73	\$ -	0%
63		Total Operating Expenditures	\$ 4,667,345.00	\$ 1,967,508.55	\$ 2,699,836.45	\$ -	58%
64	EQUIPMENT RESERVE (.002)	EQUIPMENT RESERVE	\$ 811,373.00	\$ -	\$ 811,373.00	\$ 714,152.00	100%
65	RADIO OPERATIONS (.003)	RADIO OPERATIONS	\$ 223,882.00	\$ 117,272.67	\$ 106,609.33	\$ 48	48%
66	RADIO RESERVE (.004)	RADIO SITE IMPROVEMENTS	\$ 410,208.00	\$ 3,019.84	\$ 407,188.16	\$ 407,188.16	99%
67	RADIO RESERVE (.004)	CAPITAL EXPENDITURES	\$ 609,014.00	\$ 26,118.55	\$ 582,895.45	\$ 582,895.45	96%
68	PROJECT FUND (300)	PROFESSIONAL CONTRACTED SERVICES	\$ 616,447.00	\$ 192,306.94	\$ 424,140.06	\$ 424,140.06	0%
69	PROJECT FUND (300)	CAPITAL OUTLAYS	\$ 6,815,055.00	\$ 2,057,225.86	\$ 4,757,829.14	\$ 4,757,829.14	0%
70	PROJECT FUND (300)	MISC PROJECT COSTS	\$ 762,416.00	\$ 106,216.10	\$ 656,199.90	\$ 656,199.90	0%
71	CUSTODIAL FUND (630)	CUSTODIAL FUND	\$ 2,025.00	\$ 1,659.04	\$ 365.96	\$ -	0%
72	BOND RESERVE (200)	BOND RESERVE	\$ 358,160.00	\$ 179,079.83	\$ 179,080.17	\$ 395,474.00	50%
73		Total Expenditures	\$ 10,608,580.00	\$ 2,681,608.83	\$ 7,926,971.17	\$ 7,937,878.71	75%
74							
75	Fund	Description	2022 Annual Budget	Actual Expenditures thru June 2022	Remaining	Encumbrance	% Remaining
76	INTERNAL TRANSFERS						
77							
78	CUSTODIAL FUND (630)	TRANSFER IN FROM (.001)	\$ -	\$ 1.61	\$ (1.61)	\$ (1.61)	0%
79	RADIO OPERATIONS (.003)	TRANSFER IN FROM (.001)	\$ 181,347.00	\$ 90,673.50	\$ 90,673.50	\$ 90,673.50	50%
80	RADIO RESERVE EXPENDITURES (.004)	TRANSFER IN FROM (.001)	\$ 454,403.00	\$ 29,138.39	\$ 425,264.61	\$ 425,264.61	94%
81	RADIO RESERVE (.004)	TRANSFER IN FROM (.001)	\$ 340,000.00	\$ 169,999.99	\$ 170,000.01	\$ 170,000.01	50%
82	BOND RESERVE	TRANSFER IN FROM (.005)	\$ 358,160.00	\$ 179,079.80	\$ 179,080.20	\$ 179,080.20	50%
83	OPERATIONS (.001)	TRANSFER IN FROM (.005)	\$ 1,976,014.00	\$ 286,792.04	\$ 1,689,221.96	\$ 1,689,221.96	85%
84	EQUIPMENT EXPENDITURES (.002)	TRANSFER IN FROM (.005)	\$ 254,901.00	\$ -	\$ 254,901.00	\$ 254,901.00	100%
85	EQUIPMENT RESERVE (.002)	TRANSFER IN FROM (.005)	\$ 702,000.00	\$ 351,000.00	\$ 351,000.00	\$ 351,000.00	50%
86	FACILITY RESERVE (.007)	TRANSFER IN FROM (.005)	\$ 200,000.00	\$ 99,999.99	\$ 100,000.01	\$ 100,000.01	50%
87		Total Transfer In	\$ 4,466,825.00	\$ 1,206,685.32	\$ 3,260,139.68	\$ 3,260,139.68	73.0%
88	OPERATIONS (.001)	TRANSFER OUT TO (.630 LEASE HOLD)	\$ -	\$ 1.61	\$ (1.61)	\$ (1.61)	0%
89	OPERATIONS (.001)	TRANSFER OUT TO (.003) RADIO OPERATIONS)	\$ 181,347.00	\$ 90,673.50	\$ 90,673.50	\$ 90,673.50	50%
90	OPERATIONS (.001)	TRANSFER OUT TO (.004) RADIO EXPENDITURE RESERVES)	\$ 454,403.00	\$ 29,138.39	\$ 425,264.61	\$ 425,264.61	94%
91	OPERATIONS (.001)	TRANSFER OUT TO (.004) RADIO RESERVED RESERVES)	\$ 340,000.00	\$ 169,999.99	\$ 170,000.01	\$ 170,000.01	50%
92	SALES TAX (.005)	TRANSFER OUT TO (.200 BOND RESERVE FUND)	\$ 358,160.00	\$ 179,079.80	\$ 179,080.20	\$ 179,080.20	50%
93	SALES TAX (.005)	TRANSFER OUT TO (.001 OPERATIONS)	\$ 1,976,014.00	\$ 286,792.04	\$ 1,689,221.96	\$ 1,689,221.96	85%
94	SALES TAX (.005)	TRANSFER OUT TO (.002 EQUIPMENT EXPENDITURES)	\$ 254,901.00	\$ -	\$ 254,901.00	\$ 254,901.00	100%
95	SALES TAX (.005)	TRANSFER OUT TO (.002 EQUIPMENT RESERVES)	\$ 702,000.00	\$ 351,000.00	\$ 351,000.00	\$ 351,000.00	50%
96	SALES TAX (.005)	TRANSFER OUT TO (.007 FACILITY RESERVE FUND)	\$ 200,000.00	\$ 99,999.99	\$ 100,000.01	\$ 100,000.01	50%
97		Total Transfer Out	\$ 4,466,825.00	\$ 1,206,685.32	\$ 3,260,139.68	\$ 3,260,139.68	73.0%
98							
99	FUND SUMMARY						
100							
101	OPERATIONS	REVENUES	\$ 2,885,698.03	\$ 2,257,322.04	\$ 421,857.35	\$ 206,518.64	TRUE
102	EQUIPMENT RESERVE	EXPENDITURES	\$ 694,301.97	\$ -	\$ 116.06	\$ 694,185.91	TRUE
103	RADIO OPERATIONS	CASH	\$ 294,687.37	\$ 117,272.67	\$ 126,015.35	\$ 51,399.35	TRUE
104	RADIO RESERVE	INVESTMENTS	\$ 499,636.76	\$ 29,138.39	\$ 91.43	\$ 470,406.94	TRUE
105	SALES TAX	R-E=C+I	\$ 5,797,015.80	\$ 916,871.83	\$ 551,080.39	\$ 4,329,063.58	TRUE
106	STABILIZATION RESERVE		\$ 1,241,963.18	\$ -	\$ -	\$ 1,241,963.18	TRUE
107	CUSTODIAL FUND		\$ 373.60	\$ 369.04	\$ 4.56	\$ -	TRUE
108	BOND RESERVE		\$ 209,188.58	\$ 179,079.83	\$ -	\$ 30,108.75	TRUE
109	FACILITY RESERVE		\$ 99,999.99	\$ -	\$ -	\$ 99,999.99	TRUE
110	PROJECT FUND		\$ 8,203,595.00	\$ 2,355,748.90	\$ 250,000.00	\$ 5,597,846.10	TRUE

**Cowlitz 911 Public Authority
Resolution 2022-005**

**Resolution Adopting Salary and Wage Scale Schedule, Accrual Schedule, and
Benefits for Non-represented Administrative and Management Employees.**

WHEREAS, on March 13, 2018 the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.754; and

WHEREAS, The Cowlitz 911 Board of Directors recognizes the need to establish fair and competitive wages and salaries for Non-represented and management employees; and

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz 911 Board of Directors as follows:

Section 1. Salary and Wage Scale Adopted. The Cowlitz 911 Non-represented Administrative Wage Scale and the Management Salary Range Schedule on the attached Exhibit is hereby adopted. All wage and salary compensation of Cowlitz 911 Non-represented Administrative and Management employees shall be in accordance with this Salary and Wage Scale Schedule and any future amendments thereto.

Section 2. Accrual Schedule: The Cowlitz 911 Non-represented Administrative Accrual schedule on the attached Exhibit is hereby adopted.

Section 3. Benefits Contributions: The Cowlitz 911 Non-represented Administrative Benefits schedule on the attached Exhibit is hereby adopted.

Section 4. Effective Date. The above set forth in the attached Exhibit shall be effective as of January 1, 2022.

Section 5. Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Brad Thurman

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board, Rachael Young

General Counsel, Frank Randolph

EXHIBIT

2022 WAGE SCALE:

Position	Step	2022 Wage Scale	Hourly
Admin Assistant/Records	AA-1	\$55,304.00	\$26.33
Admin Assistant/Records	AA-2	\$58,068.00	\$27.65
Admin Assistant/Records	AA-3	\$60,971.00	\$29.03
Admin Assistant/Records	AA-4	\$64,021.00	\$30.49
Admin Assistant/Records	AA-5	\$67,222.00	\$32.01
Admin Assistant/Records	AA-6	\$70,583.00	\$33.61
Budget Analyst	BA-1	\$62,540.00	\$29.78
Budget Analyst	BA-2	\$65,668.00	\$31.27
Budget Analyst	BA-3	\$68,951.00	\$32.83
Budget Analyst	BA-4	\$72,399.00	\$34.48
Budget Analyst	BA-5	\$76,019.00	\$36.20
Budget Analyst	BA-6	\$79,819.00	\$38.01
Dispatch Supervisor	DSUP-1	\$65,776.00	\$31.32
Dispatch Supervisor	DSUP-2	\$69,064.00	\$32.89
Dispatch Supervisor	DSUP-3	\$72,518.00	\$34.53
Dispatch Supervisor	DSUP-4	\$76,143.00	\$36.26
Dispatch Supervisor	DSUP-5	\$79,951.00	\$38.07
Dispatch Supervisor	DSUP-6	\$83,948.00	\$39.97
Executive Director	ED-1	\$120,000	\$61.20
Financial Admin Specialist	FA-1	\$55,304.00	\$26.33
Financial Admin Specialist	FA-2	\$58,068.00	\$27.65
Financial Admin Specialist	FA-3	\$60,971.00	\$29.03
Financial Admin Specialist	FA-4	\$64,021.00	\$30.49
Financial Admin Specialist	FA-5	\$67,222.00	\$32.01
Financial Admin Specialist	FA-6	\$70,583.00	\$33.61
IT Project Vendor Manager	IT-1	\$93,915.00	\$44.72
IT Project Vendor Manager	IT-2	\$98,612.00	\$46.96
IT Project Vendor Manager	IT-3	\$102,068.00	\$48.60
IT Project Vendor Manager	IT-4	\$107,171.00	\$51.03
IT Project Vendor Manager	IT-5	\$112,530.00	\$53.59
IT Project Vendor Manager	IT-6	\$118,156.00	\$56.26
NG 911- IT	NG-1	\$97,067.00	\$46.67
NG 911- IT	NG-2	\$101,920.00	\$49.00
NG 911- IT	NG-3	\$107,016.00	\$51.45
NG 911- IT	NG-4	\$112,367.00	\$54.02
NG 911- IT	NG-5	\$117,985.00	\$56.72
NG 911- IT	NG-6	\$123,884.00	\$59.56

**Benefit Contributions
Premiums**

- Retroactive to January 1, 2022, employer agrees to pay up to one thousand six hundred fifty dollars (\$1,650) toward the cost of the monthly premium for eligible employees, with the excess paid by the employee through payroll deductions.
- Effective January 1, 2023, employer agrees to increase their monthly contributions by 80% of the aggregate average increase in our offered medical plans, up to a maximum of one thousand seven hundred dollars (\$1,700), with the excess paid by the employee through payroll deductions.
- Effective January 1, 2024, employer agrees to increase their monthly contributions by 80% of the aggregate average increase in our offered medical plans, up to a maximum of one thousand seven hundred dollars (\$1,750), with the excess paid by the employee through payroll deductions.

VEBA/HRA

In the event that the lowest cost plan decreases, or the cost of the dental plan premiums decrease, Employer’s contributions will decrease by ninety-five percent (95%) of the amount of the decrease. In no event shall the employer’s contribution ever exceed the monthly contribution rate.

Vacation Accruals

All full-time employees will earn vacation in accordance with the table set forth retro-active to January 1, 2022:

Employment Anniversary Date in Years	Vacation Accrual Rate Per Pay Period	Annual Total Hours Accrued
0	4.5	108
1	5	120
2 - 3	5.5	132
4 - 8	5.75	138
9	6	144
10	6.5	156
11 -12	6.75	162
13 - 14	7	168
15 -16	7.5	180
17 and over	7.75	186

Cowlitz 911 Public Authority

Resolution 2022-006

Resolution Adopting the Reorganization of Non-Represented Administrative and Management Employees and Salary Range Schedules.

WHEREAS, on March 13, 2018 the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.754; and

WHEREAS, The Cowlitz 911 Board of Directors recognizes the need to establish fair and competitive wages and salaries for Non-Represented and management employees; and

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz 911 Board of Directors as follows:

Section 1. Salary and Wage Scale Adopted. The Cowlitz 911 reorganization of Non-Represented Administrative Wage Scale and the Management Salary Range Schedule on the attached Exhibit is hereby adopted. All wage and salary compensation of Cowlitz 911 Non-Represented Administrative and Management employees shall be in accordance with this Salary and Wage Scale Schedule and any future amendments thereto.

Section 2. Job Descriptions Adopted. The Cowlitz 911 reorganization of Non-Represented administrative and management job descriptions on the attached exhibit are hereby adopted and any future amendments thereto.

Section 2. Effective Date. All salaries and wages set forth in the attached Exhibit shall be effective as of July 26th, 2022.

Section 3. Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Brad Thurman

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board, Rachael Young

General Counsel, Frank Randolph

Administration	Exec Assistant/HR Administrator	EA-1			\$64,661	\$31.09
Administration	Exec Assistant/HR Administrator	EA-2			\$67,894	\$32.64
Administration	Exec Assistant/HR Administrator	EA-3			\$71,289	\$34.27
Administration	Exec Assistant/HR Administrator	EA-4			\$74,853	\$35.99
Administration	Exec Assistant/HR Administrator	EA-5			\$78,596	\$37.79
Administration	Exec Assistant/HR Administrator	EA-6			\$82,526	\$39.68

Administration	Budget Finance Manager	BF-1			\$64,325	\$30.93
Administration	Budget Finance Manager	BF-2			\$67,541	\$32.47
Administration	Budget Finance Manager	BF-3			\$70,918	\$34.10
Administration	Budget Finance Manager	BF-4			\$74,464	\$35.80
Administration	Budget Finance Manager	BF-5			\$78,187	\$37.59
Administration	Budget Finance Manager	BF-6			\$82,097	\$39.47

Cowlitz 911

Job Description

The job description is intended to describe the general nature and level of work being performed by the incumbent and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Executive Assistant / Human Resource Administrator **FLSA:** Exempt

Department: Cowlitz 911

Union Affiliated: No

Reports to: Executive Director

Pages: 1 - 3

General Position Summary:

This position provides high-level administrative support to the Executive Director and other administrative staff as assigned, the administration of Human Resource functions as described, and coordination of public records requests.

Essential Duties and Responsibilities:

- Must maintain professional decorum and relationships.
- Keep personnel records secure and confidential per applicable laws and industry standards.
- Performs clerical and administrative tasks including drafting letter, memos, reports, and other documents.
- Arranges and tracks travel accommodations for staff.
- Schedules and attends meetings as needed.
- Performs office tasks including maintaining records, ordering office supplies, etc.
- Administer employee benefit programs.
- Inform employees of existing benefits.
- Prepare agency identification cards for all employees
- Maintain department records and databases for employee training records (including expiration dates of certification requirements).
- Control of physical keys for doors, offices, storage rooms, storage cabinets, file cabinets, etc.
- Prepare amendments to department manuals such as employee handbook, polices, and standard operating guidelines.
- Interpret personnel policies, established practices, procedures, and contracts (vendor and labor) with the Executive Director.
- Respond to requests for information and assistance from staff, outside agencies, and the public.
- Assist with data gathering and analysis and prepare and update job descriptions. Conduct job duties and salary research.
- Assist in the research, review, development, and implementation of personnel policies and procedures, employee relation programs, and other employee communication.
- Oversee maintenance of personnel information systems and records.
- Work with management to assure Cowlitz 911 maintains compliance with federal and state regulations on personnel issues.
- Stay up to date with personnel related trends, labor laws, and legal developments.
- General recruitment, pre-employment testing and screening.
- Conduct exit interviews as needed and determine if further actions are needed.

- Ensure accuracy and fairness of interview techniques.
- Assist in medical leave at documentation, meeting with employees, and coordinating with the organization and payroll/finance.
- Schedule and run reports for terminations, hires, etc. and send the appropriate documentation to employees, state, and federal agencies as needed.
- Attend job related educational and informational conferences, seminars, and retreats as available.
- Manage and oversee the process of public records requests.

Other Duties:

Perform other functions, duties, or projects as assigned by the Executive Director

Minimum Qualifications:

- Bachelor’s degree in business administration or management, Human Resources, or related field.
- Two years of experience in human resources, personnel management, or administration.
- Practical knowledge of principles and practices of labor relationships and contracts.
- General knowledge of the principles, practices, theories, and techniques of public organizations, public policy issues, state and federal laws and regulations, techniques of training, team building, coaching, customer service, and public relations.
- Experience with Human Resources, timekeeping, and benefits software.
- Proficient in the Microsoft Office suite.
- Must pass a comprehensive background check.
- Possess and maintain a valid Washington State driver’s license.

Required Skills and Abilities:

- Ability to handle and perform the essential duties and responsibilities of this job description working independently as well as in a team environment.
- Excellent interpersonal skills. Work effectively in a demanding and political environment. Establish and maintain effective working relationships with the board of directors, elected officials, administrative staff, employees, labor representatives, vendors, and the public.
- Excellent verbal and written communication skills. Make oral and written recommendations and present plans of action.
- Able to exercise sound judgement and discretion on sensitive and/or confidential matters.
- Possess research skills, ability to analyze data, and arrive at conclusions.

Equipment or Tools:

- Operate a laptop or desktop computer with office administrative software applications.
- Operate standard office equipment.

Job Scope:

Level of Supervision Received: Operates under minimal supervision. Requests assistance, or approval for unusual or out of scope matters from the Executive Director. Provides status reports as requested.

Level of Supervisory Responsibilities: May supervise other public records or reception staff as assigned by the Executive Director.

Contact/Communication with others:

Regular communications with the 911 staff and outside vendors through written, verbal, or electronic means in both formal and informal settings.

Decision Making Capacities:

Requires independent decision-making, critical thinking, judgment, and action. Ability to work under pressure on mission critical equipment in a calm and timely manner. Unusual situations, out-of-scope, and special tasks should be discussed with Executive Director.

Working Conditions:

- Able and willing to work Monday-Friday, typically 8 hours per day and 40 hours per week during daytime business hours. Hours may exceed 8 hrs./day, or 40 hrs./week; and may work on-call nights or weekends when needed. Work schedule may be adjusted according to the demands of the position, time sensitive situations, special projects, season, or planned repairs and coordination with vendors. Will be provided a work cellular phone, portable radio, laptop, or other devices as relevant to the needs of the organization.
- May require travel for training purposes and commute to other radio sites, departments, or government agencies inside and outside of Cowlitz County.
- Observe, abide by, and set example, of all policies, goals, and objectives.
- May require work hours more than 8hours per day or 5 days per week.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing				X	
Walking				X	
Climbing		X			
Sitting					X
Stooping / Kneeling			X		
Lift/Carry up to 15 lbs.				X	
Lift/Carry up to 30 lbs.				X	
Lift/Carry up to 50 lbs.		X			
Push/Pull up to 25 lbs. of exertion			X		
Push/Pull up to 75 lbs. of exertion		X			
Work below waist level			X		
Work at waist to shoulder level					X
Work above shoulder level				X	
Reach further than arm's length					X
Typing					X
Grasping / Holding					X
Talking					X
Hearing					X
Seeing					X
Work in confined spaces			X		
Exposed to extreme temperatures		X			
Operate tools or machinery (incl. office equip.)					X
Operate motorized vehicles/equipment			X		
Work at heights balancing		X			
Use/exposed to hazardous substances		X			

Cowlitz 911

Job Description

The job description is intended to describe the general nature and level of work being performed by the incumbent and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Budget Finance Manager

FLSA: Exempt

Department: Cowlitz 911

Union Affiliated: No

Reports to: Executive Director

Pages: 1 - 3

General Position Summary:

This position performs administrative duties that include assisting with the department budget, accounting, and payroll duties, maintain department records, preparing correspondence and general customer service.

Essential Duties and Responsibilities:

- Assist the Director to prepare the department's operating budget, budget submission, and annual budget revision process.
- Work with project managers and other stakeholders in development of and determine of costs, accounting, and tracking related budgets.
- Review budget proposals for completeness, accuracy, and compliance with law and other regulations.
- Combine all programs and budgets into a consolidated organizational budget and review.
- Provide reports, recommendations, and explanations of budget and finance in board meetings.
- Monitor organizational spending, budget position, and report regularly to the Executive Director.
- Inform Executive Director of the status and availability of funds regularly.
- Assist with estimating future financial needs of the organization.
- Analyze approved budget and actual spending explaining variations and recommend changes to reconcile differences.
- Act as the investment officer
- Reconcile and balance 911 funds and accounts
- Process all account receivable for the organization. Prepare quarterly billings and receipt of all funds including preparation of miscellaneous receipt forms and deposits with the County Treasurer. Prepare annual Accounts Receivable Report as required for audit purposes.
- Generate Purchase Orders and Invoices for processing payment of all account payable. Enter all invoice payments into the accounts payable/receivable record management system for final payment to the vendors.
- Maintain itemized accounts payable and accounts receivable ledger to track all agency expenditure and revenue transactions and reconciling the agency records with the contracted financial services vendor and contracted treasurer's records.
- Assist with preparation of federal, state, and local grant requests. Maintain grant tracking and associated reporting documentation for grant reimbursement as well as future audit purposes.

- Assist with completion of the annual State E-911 Contract application. Process the required contract documents, including tracking eligible expenses and submitting the required A-19 documents to request reimbursement.
- Process, maintain and track status of agency agreements including preparation and submission to the Cowlitz 911 Public Authority Board.
- Prepare employee timesheets and payroll for all employees. This includes the calculation of overtime, shift differential, holiday pay, trainer pay, lead pay and leave pay as well as partial month salary calculations as necessary. Enter the payroll data into the payroll system.
- Maintain employee leave and attendance records which includes the documentation of all earned, used, and donated vacation leave, sick leave, compensatory time, floating holiday, bereavement, military leave, Family Medical Leave, etc.
- Generate Personnel Status forms required to document any change of employment status (e.g., step increases, promotions, new hire, resignation, termination) for all agency employees.
- Prepare annual payroll reports, including W2's and W3's for timely submission to the IRS, SSA and 911 staff.
- Produce and submit quarterly reporting to appropriate state agencies.
- Serve as the Clerk of the Board for the Cowlitz 911 Public Authority Board and secretary for the User's Committees, as assigned. This includes attending, scheduling, preparing agendas, as well as recording, transcribing, and distributing minutes of all official meetings.
- Assist with coordination of travel arrangements for employee training, including registration, lodging, airfare and/or ground transportation as needed.
- Prepare and process travel expenses funds requests and reimbursements for employees.
- Compile and generate reports such as statistical data and other regular monthly reports. Prepare the annual report and post the report on the Cowlitz 911 website for public dissemination. Prepare the annual MRSB report for the bond.
- Assist in the preparing new policies for Cowlitz 911 staff and MOU's for the guild.
- Design and maintain the department's Internet website.
- Set-up new hires in all applicable systems.
- Perform other duties as assigned by the Director.

Other Duties:

Perform other functions, duties, or projects as assigned by the Executive Director

Minimum Qualifications:

- Bachelor's degree in Mathematics, Accounting, Finance, Business Management or similar.
- Two years of experience in general office administration, secretarial, accounting/bookkeeping and budget tracking.
- Proficient use of computers for general office/administrative applications such as word processing, spreadsheet and databases, email, and Internet use.

Preferred Qualifications:

- Certification with CMA, CPA, or similar or ability to acquire certifications.

Required Skills and Abilities:

- Interpersonal skills to courteously work with and assist staff and the public requiring services. Possess interpersonal skills to develop and maintain effective working relations with other employees.
- Effectively work in a cooperative and multi-task work environment, and able to work under deadline requirements.

- Effective oral and written communication in a professional business-like manner. Develop and prepare effective reports, spreadsheets, and statements in a timely manner. Record and transcribe meeting minutes accurately.
- Knowledge and application of office administration procedures, including excellent organizational and record management skills.
- Exercise discretion over sensitive and confidential issues related to the department and its business.

Equipment or Tools:

- Operate a laptop or desktop computer with office administrative software applications.
- Operate standard office equipment.

Job Scope:

Level of Supervision Received: Work under minimal supervision of routine tasks once trained. However, special project assignments may require higher levels of supervision. Required to provide regular status reports.

Level of Supervisory Responsibilities: It is not supervisory in nature but may provide guidance to new staff on general issues.

Contact/Communication with others:

Regular communications with the 911 staff and outside vendors through written, verbal, or electronic means in both formal and informal settings.

Decision Making Capacities:

Requires independent decision-making, critical thinking, judgment, and action. Ability to work under pressure on mission critical equipment in a calm and timely manner. Unusual situations, out-of-scope, and special tasks should be discussed with Executive Director.

Working Conditions:

- Able and willing to work Monday-Friday, typically 8 hours per day and 40 hours per week during daytime business hours. Hours may exceed 8 hrs./day, or 40 hrs./week; and may work on-call nights or weekends when needed. Work schedule may be adjusted according to the demands of the position, time sensitive situations, special projects, season, or planned repairs and coordination with vendors. Will be provided a work cellular phone, portable radio, laptop or other devices as relevant to the needs of the organization.
- May require travel for training purposes and commute to other radio sites, departments or government agencies inside and outside of Cowlitz County.
- Observe, abide by, and set example, of all policies, goals, and objectives.
- Able to tolerate extended exposure to a variety of settings and weather conditions, both indoor and out.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing				X	
Walking				X	
Climbing		X			
Sitting					X
Stooping / Kneeling			X		
Lift/Carry up to 15 lbs.				X	
Lift/Carry up to 30 lbs.				X	
Lift/Carry up to 50 lbs.		X			
Push/Pull up to 25 lbs. of exertion			X		
Push/Pull up to 75 lbs. of exertion		X			
Work below waist level			X		
Work at waist to shoulder level					X
Work above shoulder level				X	
Reach further than arm's length					X
Typing					X
Grasping / Holding					X
Talking					X
Hearing					X
Seeing					X
Work in confined spaces			X		
Exposed to extreme temperatures		X			
Operate tools or machinery (incl. office equip.)					X
Operate motorized vehicles/equipment			X		
Work at heights balancing		X			
Use/exposed to hazardous substances		X			

Cowlitz 911 Public Authority

Resolution 2022-007

RESOLUTION TO MAINTAIN AN ADVANCED TRAVEL ACCOUNT

WHEREAS, on March 13, 2018 the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.759; and

WHEREAS, the Cowlitz 911 Board of Directors desire to continue maintenance and use of the “advanced travel account”; and

WHEREAS, a new custodian of such account must be appointed.

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz 911 Board of Directors that:

- 1.** An advanced travel account has been established pursuant to the provisions of RCW 42.26.010 through 42.26.900.
- 2.** The fund shall be maintained in a checking account with Red Canoe, in the name of “Advanced Travel Account”.
- 3.** The advanced travel account will be established in the sum of \$2,500.
- 4.** Finance Admin Specialist including any designated temporary or acting Finance Admin Specialist is appointed as the Custodian of these funds.

ADOPTED, by the Cowlitz 911 Board of Directors at a regular open public meeting of such Board on the 20th day of July and becomes effective immediately upon adoption and signature as provided by law.

COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Brad Thurman

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board, Rachael Young

General Counsel, Frank Randolph

Travel Policy

Effective Date: 06/15/2022

1.0 Policy

It is the policy of Cowlitz 911 to providing sufficient training opportunities for employees to achieve high levels of performance and to enable effective and sound decision making. The purpose of this policy is to prescribe the way employees may receive approval to attend training events and be approved for advanced travel or be reimbursed for expenditures related to training and travel or as a pre-approved employee professional development plan.

Provisions regarding expense reimbursement are intended to result in no personal gain or loss to an employee and are intended to be consistent with prudent use of public funds, best business practices and applicable laws. Employees may not be reimbursed from more than one entity for the same travel expense.

2.0 Responsibilities

The Director is responsible to review all requests for advanced travel or travel reimbursement and approve as deemed appropriate.

Attendees should make every effort to submit travel authorization requests in enough time to utilize early-bird registration discounts or avoid late registration fees as well as group hotel rates.

3.0 Guidelines

Work Hours

Will include time spent in training and traveling to and from training.

Eligible Travel Expenses

Registration, lodging, and flight costs for seminars, conferences, workshops, and meetings will, whenever possible, be pre-paid by Cowlitz 911 when the employee has been authorized to travel to such events.

Employees are eligible to receive travel reimbursement for the following travel expenses: transportation, meals, lodging, incidentals, and other reasonable and necessary expenses when they have not been pre-paid by Cowlitz 911.

SAME DAY TRAVEL

Detailed receipts will be required for any travel expense covered by the employee.

A. Transportation

Transportation will be by the most economical means, as determined by Cowlitz 911. Employees are encouraged to use Enterprise or National rental through the Cowlitz 911 contract, if available, and when travel by vehicle is the most economical option. If a rental car is taken, you will be reimbursed for fuel costs.

An employee may opt to use their own vehicle. If they choose to drive their own vehicle the following will apply:

- a. Reimbursement will be calculated on a per mile basis according to the current General Services Administration (GSA) per diem rates.
- b. Mileage will be computed from employee's residence or place of employment (whichever is closer to the training site)
- c. Driver must possess a valid Driver's license and carry liability insurance.
- d. No reimbursement will be made for repair of personal vehicle.

B. Meals

Attendees are expected to take advantage of meals that are included in the cost of an attended event. An exception may be granted if a written justifiable reason (e.g. dietary concerns, etc) is submitted.

Meals are reimbursable with **detailed receipts** and takes place during mealtimes subject to the below time frames:

- Breakfast – allowed on the day of travel when travel begins before 6:30 a.m.
- Lunch – allowed if first day of travel begins before 11:00 a.m. or if last day of travel ends after 12:30 p.m.
- Dinner – allowed if first day of travel begins before 4:30 p.m. or if last day of travel ends after 6:30 p.m.

OVERNIGHT TRAVEL

Detailed receipts will be required for any travel expense covered by the employee.

A. Transportation

Shall be administered in the same manner as same day travel.

B. Meals

Attendees are expected to take advantage of complimentary meals offered by the lodging facility and meals included in the cost of an attended event. An exception may be granted if a written justifiable reason (e.g. dietary concerns, etc) is submitted.

Meals are reimbursable at the GSA per diem rate when travel is overnight and takes place during mealtimes subject to the same time frames as same day travel.

Meals and incidentals paid for overnight travel are allowed to be paid to the employee in advance. They will be paid via check from the **advance travel account**. Employee must have authorization from the executive director or designee to receive advanced travel.

C. Air Travel

When airfare is the most economical method of transportation, the following rules and guidelines shall apply:

- a. Use of a carrier that delivers the most direct and economical option should be used.
- b. If an employee chooses to use a different airline or upgrades from economy seating, Cowlitz 911 will only cover the cost of the most direct and economical option and employee agrees to cover the difference.

D. Lodging

Lodging will be allowed for travel that will require unreasonable hours of travel to attend an event.

- a. Cowlitz 911 will cover lodging costs only. Any additional costs incurred by the employee will be paid by the employee.

Other family Members:

Cost to cover expenses for a spouse or other family member(s) is ineligible.

No-Show Charges – An attendee will be responsible for all non-refundable costs or no-show charges resulting from failure to attend an event. Exceptions may be granted for emergencies or illness. The attendee shall make every effort to notify their supervisor, and the training coordinator as soon as possible of such an occurrence.

Unreasonable Expenditures – Expenses that do not adhere to this adopted reimbursement policy or the GSA reimbursable rates, and that do not receive prior approval from the Executive Director or designee prior to the expense being incurred shall not be eligible for reimbursement.

Training/Travel Reimbursement Form – The Training/Travel receipts must be turned into the Finance Admin Specialist upon return.

Approval of Reimbursement Request Forms - The Executive Director or designee will review and approve reconciliation forms.

Timing of Reimbursement – Once the form has been approved, a check for costs not charged to a Cowlitz 911 credit card will be cut as part of the companies normally scheduled bill payments.

Chair of the Board, Brad Thurman

ATTEST:

Clerk of the Board, Rachael Young

Petty Cash Account Policy

Effective Date: 06/15/2022

1.0 Policy

It is the policy of Cowlitz 911 to maintain a Petty Cash (PC) account for check reimbursement of approved expenses. The Petty Cash Account will be replenished monthly to maintain a \$2,500 checking balance.

The Director (including any designated temporary or acting) and Petty Cash Custodian (including any designated temporary or acting) are the only persons with access to petty cash accounts.

2.0 Responsibilities

The Director is responsible to review all requests for reimbursement and approve as deemed appropriate.

The Director or PC Custodian shall reimburse according to the guidelines specified in section 3.

The PC Custodian shall reconcile the accounts monthly.

3.0 Guidelines

- Requests for reimbursement must be submitted to the Director on the appropriate form, along with the original receipt.
- The reimbursement form must be approved and signed by the Director prior to reimbursement by the PC Custodian.
- The maximum reimbursement amount shall not exceed \$2,500.

Chair of the Board, Brad Thurman

ATTEST:

Clerk of the Board, Rachael Young