

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday May 11th, 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. 04/27/2022

Recommended Action: A motion to approve the meeting minutes from 04/27/2022

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 04/29/22	482-488	\$ 432,167.14
Payroll 05/05/22	501-537	\$ 118,879.61
TOTAL		\$ 551,046.75

Recommended Action: Motion to approve the payables as presented

6. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

7. Director's Report

A. Staffing Update

B. Climate and Culture

C. Facility Update

D. Radio Update

8. Executive Session: Not needed

9. Adjournment

10. Closed Meeting: Not needed

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday April 27th, 2022 @ 10:00 AM

Hybrid - HOJ EOC & ZOOM

Attendance

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

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

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

Board Members Absent and No Alternate:

1. Call to Order and Introductions

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

2. Approval of the Agenda

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

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

3. Approval of Meeting Minutes

A. 04/13/2022

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

Sacha made a motion to approve the meeting minutes. Kelly seconded; all in favor, motion carried.

4. Public Comment

The public comment period allows any member of the public to speak to any item that is not on the regular agenda. The Chair asked if any members of the public were attending the meeting and no members of the public were in attendance.

5. Payables:

The following transactions are approved as presented

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

Recommended Action: Motion to approve the payables as presented

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

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

6. Hybrid Meeting for Future Board Meetings

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

7. Update to Red Canoe Account

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

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

8. Board Comments/Board Committee Reports

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

9. Director's Report

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

10. Executive Session: Not needed

11. Adjournment: Meeting adjourned at 10:22

12. Closed Meeting: Will be held

Brad Thurman, Chair

Attest:

Briana Harvill, Acting Clerk of the Board

CHECK REGISTER

Cowlitz 911

Time: 11:42:24 Date: 05/05/2022

04/29/2022 To: 05/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
529	05/05/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	19,173.63	941 Deposit for Pay Cycle(s) 05/05/2022 - 05/05/2022
482	04/29/2022	Claims	1	11773	CDW GOVERNMENT LLC	1,288.60	CDWG - INV: V905516 - JOHN DIAMOND'S LAPTOP
483	04/29/2022	Claims	1	11774	COWLITZ PUD	274.00	COWLITZ PUD - INSTALLATION OF A PUD METER AT CR SITE - INV:727133
484	04/29/2022	Claims	1	11775	JOHN DIAMOND	99.23	REIMBURSEMENT FOR OFFICE SUPPLIES FOR JOHN DIAMOND
485	04/29/2022	Claims	1	11776	MORE POWER TECHNOLOGY-NONPROJECT	856.15	INV: 13320 MOREPOWER MICROSOFT 365 MONTHLY SUBSCRIPTION 36x\$20 & PROTECTION MONTLY SUBSCRIPTION 36x\$2
486	04/29/2022	Claims	1	11777	PATRIOT CONSTRUCTION LLC	406,252.72	INV: 14
487	04/29/2022	Claims	1	11778	PUBLIC SAFETY TESTING INC	271.00	PUBLIC SAFETY TESTING: Q1 JAN - MARCH 2022
488	04/29/2022	Claims	1	11779	RICE FERGUS MILLER	23,125.44	RFM PROFESSIONAL SERVICES THROUGH 3/31/22 - INV: 2018095.02-025
522	05/05/2022	Payroll	1	11780	MICHELLE SIMS	2,252.58	
530	05/05/2022	Payroll	1	11781	KAISER PERMANENTE MEMBERSHIP ADMIN	3,907.43	Pay Cycle(s) 05/05/2022 To 05/05/2022 - MEDICAL-KAISER
531	05/05/2022	Payroll	1	11782	WA STATE DEPT OF RETIREMENT	13,948.31	Pay Cycle(s) 05/05/2022 To 05/05/2022 - PERS2; Pay Cycle(s) 05/05/2022 To 05/05/2022 - PERS3
532	05/05/2022	Payroll	1	11783	WCIF	8,949.00	Pay Cycle(s) 05/05/2022 To 05/05/2022 - MEDICAL-WCIF; Pay Cycle(s) 05/05/2022 To 05/05/2022 - LIFE INS BUYUP; Pay Cycle(s) 05/05/2022 To 05/05/2022 - LTD BUYUP; Pay Cycle(s) 05/05/2022 To
501	05/05/2022	Payroll	2	EFT	MELISSA BEAL	1,855.05	
502	05/05/2022	Payroll	2	EFT	KRISTY BROWN	1,346.25	
503	05/05/2022	Payroll	2	EFT	SUZANNE DEISHER	1,344.23	
504	05/05/2022	Payroll	2	EFT	JOHN DIAMOND	3,675.54	
505	05/05/2022	Payroll	2	EFT	JANELLE EDWARDS	2,378.79	
506	05/05/2022	Payroll	2	EFT	JOSHUA EVALD	2,230.33	
507	05/05/2022	Payroll	2	EFT	MISTI GIBBS	1,857.19	
508	05/05/2022	Payroll	2	EFT	MARIA GILBERT	2,425.27	
509	05/05/2022	Payroll	2	EFT	BRIANA HARVILL	2,133.12	
510	05/05/2022	Payroll	2	EFT	TARA HUHTA	2,029.43	
511	05/05/2022	Payroll	2	EFT	JERRY JENSEN	2,316.52	
512	05/05/2022	Payroll	2	EFT	ANNA LAUDENSCHLAGER	2,303.39	
513	05/05/2022	Payroll	2	EFT	JULIA MARTIN	1,459.82	
514	05/05/2022	Payroll	2	EFT	TRACEY MORSE	1,740.13	
515	05/05/2022	Payroll	2	EFT	TRACY MOSIER	1,816.54	
516	05/05/2022	Payroll	2	EFT	TRISTA OJALEHTO	2,023.29	
517	05/05/2022	Payroll	2	EFT	SAMANTHA PERRY	2,767.70	
518	05/05/2022	Payroll	2	EFT	JOLENE PINNAK	1,528.26	
519	05/05/2022	Payroll	2	EFT	SHELLY REEVES	1,872.06	
520	05/05/2022	Payroll	2	EFT	KAYLEE SCHAEFER	2,050.55	
521	05/05/2022	Payroll	2	EFT	ROBERT SCHAEFER	2,578.50	
523	05/05/2022	Payroll	2	EFT	REBECCA SWANSON	1,817.61	

