Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday May 21st, 2025 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Erik Halvorson; Andy Hamilton; Alan Headley; Brad Thurman; Charlie Worley (alternate, voting until Ralph Herrera logged on at 10:05); Ralph Herrera; Bill LeMonds; Robert Huhta; Jen Wills

Staff: Briana Harvill; Dannyka Baker; Darr Kirk; Jerry Jensen; Michelle Arrowsmith; Jessica Weygandt; Frank Randolph (general counsel)

Guests: Jeremy Huff; Rob Castro, Tim Hanigan; Brandon Poff; Vic Leatzow

Board Members Absent and No Alternate: Rick Dahl

1. **Call to Order and Introductions**

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

2. **Approval of the Agenda**

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

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

3. **Approval of Meeting Minutes**

   A. **April 16, 2025, Meeting Minutes**

   Recommended Action: A motion to approve the meeting minutes from 04/16/25, meeting minutes.

   Halvorson made a motion to approve the 04/16/2025 meeting minutes as presented. Worley seconded; all in favor, motion carried.

4. **Public Comment**

   The public comment period allows any member of the public to speak to any item that is not on the regular agenda.

5. **Payables:**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 04/18/25	501 – 539	$154,395.80
Payroll 04/23/25	553 – 557	$46,984.45
Payroll 05/05/25	575 – 612	$151,644.01
Claims 04/21/25	541 – 551	$239,537.78
Claims 04/23/25	552	$195.34
Claims 05/06/25	619 – 638	$269,935.91
TOTAL		**$862,693.29**

Recommended Action: Motion to approve the payables as presented.

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

6. **Contract with AMR – Board Action**

   Recommended Action: Motion to approve the contract with AMR as presented.

   This is an expired contract Cowlitz 911 is wanting to renew. Hamilton made a motion to approve the contract with AMR as presented. Herrera seconded; all in favor, motion carried.

7. **Contract with Coroner – Board Action**

Recommended Action: Motion to approve the contract with the coroner as presented.

Halvorson made a motion to approve the contract with the coroner as presented. Thurman seconded; all in favor, motion carried.

8. **More Power Contract – Board Action**

   Recommended Action: Motion to approve More Power Contract as presented.

   Wills made a motion to approve the More Power Contract as presented. Herrera seconded; all in favor, motion carried.

9. **AI – Board Action**

   Recommended Action: Motion to approve the purchase of AI for non-emergency calls as presented.

   4 Board members sat in on a presentation from Aurelian on their AI Call Taking Software for non-emergency calls. This will interface with our CAD system and create calls for dispatch. The Board requested monthly reports to show what it's doing for us.

   Hamilton made a motion to approve the purchase of AI for non-emergency calls as presented. Wills seconded; all in favor, motion carried.

10. **Day Wireless Radio Contract – Board Action**

    Recommended Action: Motion to approve the Day Wireless Radio Contract as presented.

    Halvorson made a motion to approve the Day Wireless Radio Contract as presented. Hamilton seconded; all in favor, motion carried.

11. **Resolution 2025-002 – Board Action**

    Recommended Action: Motion to approve Resolution 2025-002 as presented.

    Headley made a motion to approve Resolution 2025-002 as presented. Halvorson seconded; all in favor, motion carried.

12. **Board Comments/Board Committee Reports**

    A. **LAW TAC Update**: No update.

    B. **FIRE TAC Update**: Working on nature codes. Talked at length about having 2 frequencies for fire in the future. Currently all fire calls are dispatched on 1 frequency. Working on options for this now. They are also working on combo codes.

13. **Director's Report**

    A. **Staffing Update:** 17 full-time dispatchers, 2 in training, 19 dispatchers total. Fully staffed would be 23 dispatchers, however, the Board authorized to hire ahead by 3 so we are budgeted for 26. Darr received direction for the past Board leadership at the end of 2024 that we could conduct a salary study for non-represented staff. He wanted to run it by the Board to make sure there were no objections and to inform everyone that we will be moving forward with this for the 9 non-represented staff. There were no objections by the Board. This salary study will consist of a 1 year reset and 2 years of COLAs.

    B. **Radio Update:** Michelle A, Bob and Darr attended the Motorola Conference in Texas and feel that we have a good idea of where to go from here. The microwave project is complete for 5 sites. Will be using Longview as a test site and there should be low impact.

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

15. **Executive Session: RCW 42.30.140(4) Discussion regarding qualifications of a public employee**

The Board entered into the executive session for 10 minutes at 10:35 AM and ended at 10:45 AM. The Board came out of executive session at 10:45 AM. No action was taken in the executive session. In open session Hamilton made a motion to enter into agreement with Hanigan Law Office for legal counsel services on June 15, 2025. Wills seconded; all in favor, motion carried.

16. **Adjournment:** 10:47 AM

Robert Huhta, Board Chair

Attest:

Briana Harvill, Clerk of the Board