

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday August 16, 2023 @ 10:00 AM

Hybrid – Cowlitz 911 & 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. 07/19/23

Recommended Action: A motion to approve the meeting minutes from 07/19/23

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 07/20/23	938-971	\$130,328.64
Payroll 08/04/23	1011-1044	\$121,944.61
Claims 08/03/23	12557	\$1,891.34
Claims 07/27/23	978-994	\$39,950.95
Claims 08/10/23	1052-1081	\$97,799.54
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TOTAL		\$391,915.08

Recommended Action: Motion to approve the payables as presented

6. Financial Report for July 2023- No action needed

7. 9-1-1 Day Proclamation

Recommended Action: A motion to approve the 9-1-1 Day Proclamation

8. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

C. USER FEE Update

9. Director's Report

A. Staffing Update

B. Climate and Culture

C. Facility Update

D. Radio Update

10. Old Business

11. Executive Session: N/A

12. Adjournment

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday July 19th , 2023 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Ruth Kendall; Kristina Swanson; Dennis Weber (alternate, voting); Jim Kambeitz; Brad Thurman; Andy Hamilton; Alan Headley; Sammy Brown (alternate, voting); Jim Kelly

Staff: John Diamond; Frank Randolph (general counsel); Briana Harvill; Don Turrentine

Guests: Robert: Robert Huhta; Marisa Hutchenson; Charlie Worley;

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Thurman called the meeting to order at 10:04 AM.

2. Approval of the Agenda

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

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

3. Approval of Meeting Minutes

A. 06/21/23

Recommended Action: A motion to approve the meeting minutes from 06/21/23

Headley made a motion to approve the meeting minutes from 06/21/23. Kendall 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 had comment.

5. Payables:

The following transactions are approved as presented

Payroll 06/20/23	799- 832	\$127,635.01
Payroll 07/05/23	853-886	\$127,411.07
Claims 06/15/23	768-798	\$237,077.93
Claims 06/29/23	836-852	\$113,204.58
Claims 07/13/23	907-936	\$103,972.64
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TOTAL		\$711,301.23

Recommended Action: Motion to approve the payables as presented

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

6. Financial Report for June 2023- No action needed

7. Board Comments/Board Committee Reports

A. LAW TAC Update: No Report

B. FIRE TAC Update: No Report

8. Director's Report

A. Staffing Update: 18 dispatchers; 1 in process; 7 non-represented staff

B. Climate and Culture: New building- Open house for staff and families.

C. Facility Update: Final close out paperwork with Patriot. At noon is the user agency open house. Adcomm and relocation team are doing hard testing for go live on Monday the 24th. Later this week, August 1st at 11 we will be doing a ribbon cutting. August 4th we will have the public open house. Next month's meeting will be here.

D. Radio Update: No update

9. Old Business: None

10. Executive Session:

11. Adjournment: 10:16 AM

Brad Thurman, Board Chair

Attest:

Rachael Young, Clerk of the Board

CHECK REGISTER

Cowlitz 911

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
963	07/20/2023	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	23,190.00	941 Deposit for Pay Cycle(s) 07/20/2023 - 07/20/2023
1036	08/04/2023	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	20,957.56	941 Deposit for Pay Cycle(s) 08/04/2023 - 08/04/2023
957	07/20/2023	Payroll	1	12536		3,275.74	
964	07/20/2023	Payroll	1	12537	KAISER PERMANENTE MEMBERSHIP ADMIN	2,661.05	Pay Cycle(s) 07/20/2023 To 07/20/2023 - MEDICAL-KAISER
965	07/20/2023	Payroll	1	12538	WASHINGTON STATE DEPT OF RETIREMENT	15,319.25	Pay Cycle(s) 07/20/2023 To 07/20/2023 - PERS2; Pay Cycle(s) 07/20/2023 To 07/20/2023 - PERS3
966	07/20/2023	Payroll	1	12539	WCIF	9,800.86	Pay Cycle(s) 07/20/2023 To 07/20/2023 - MEDICAL-WCIF; Pay Cycle(s) 07/20/2023 To 07/20/2023 - LIFE INS BUYUP; Pay Cycle(s) 07/20/2023 To 07/20/2023 - LTD BUYUP; Pay Cycle(s) 07/20/2023 To 07/20/2023 -
978	07/27/2023	Claims	1	12540	CENTURYLINK	539.51	INV: 360-423-7510 556B0723
979	07/27/2023	Claims	1	12541	CITY OF LONGVIEW	1,010.74	INV: 2918
980	07/27/2023	Claims	1	12542	COWLITZ 911 - PETTY CASH	462.14	INV: PC07202023
981	07/27/2023	Claims	1	12543	COWLITZ COUNTY LEASE PAYMENT	15,193.83	INV: 2023-01-9110723
982	07/27/2023	Claims	1	12544	COWLITZ COUNTY PURCHASING	184.77	INV: 353-2023
983	07/27/2023	Claims	1	12545	COWLITZ PUD	1,789.90	INV: 47450630723; INV: 51623990723; INV: 51561280723
984	07/27/2023	Claims	1	12546	CVE	1,095.86	INV: 52-47213
985	07/27/2023	Claims	1	12547	DENALI HEATING & AIR CONDITIONING LLC	600.66	INV: S-22394
986	07/27/2023	Claims	1	12548	KEATING, BUCKLIN & MCCORMACK, INC	2,653.50	INV: 20281
987	07/27/2023	Claims	1	12549	KEYS PLUS INC	10.80	INV:16761
988	07/27/2023	Claims	1	12550	NOTEPAGE INC	395.00	INV: I14337
989	07/27/2023	Claims	1	12551	ONE AMERICA (AP)	129.70	INV: 20230601AR01
990	07/27/2023	Claims	1	12552	RICE FERGUS MILLER	3,785.00	INV: 2018095.02-040
991	07/27/2023	Claims	1	12553	SESSIONS PLUMBING & HEATING INC	253.19	INV: 23-3874
992	07/27/2023	Claims	1	12554	SIGN PRINT 360	396.23	INV: 8785
993	07/27/2023	Claims	1	12555	WALTER E NELSON COMPANY	341.09	INV: 1805457
994	07/27/2023	Claims	1	12556	WEYERHAUSER TIMBER HOLDINGS, INC	11,109.03	INV: 2023-1
999	08/03/2023	Claims	1	12557	MORE POWER TECHNOLOGY-NONPROJECT	1,891.34	INV: 15100R
1030	08/04/2023	Payroll	1	12558		3,394.11	
1037	08/04/2023	Payroll	1	12559	KAISER PERMANENTE MEMBERSHIP ADMIN	2,661.09	Pay Cycle(s) 08/04/2023 To 08/04/2023 - MEDICAL-KAISER
1038	08/04/2023	Payroll	1	12560	WASHINGTON STATE DEPT OF RETIREMENT	13,903.21	Pay Cycle(s) 08/04/2023 To 08/04/2023 - PERS2; Pay Cycle(s) 08/04/2023 To 08/04/2023 - PERS3

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Cowlitz 911

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1039	08/04/2023	Payroll	1	12561	WCIF	9,800.98	Pay Cycle(s) 08/04/2023 To 08/04/2023 - MEDICAL-WCIF; Pay Cycle(s) 08/04/2023 To 08/04/2023 - LIFE INS BUYUP; Pay Cycle(s) 08/04/2023 To 08/04/2023 - LTD BUYUP; Pay Cycle(s) 08/04/2023 To 08/04/2023 -
1052	08/10/2023	Claims	1	12562	ADCOMM ENGINEERING LLC	35,038.13	INV: 16397
1053	08/10/2023	Claims	1	12563	AT&T MOBILITY LLC	243.29	INV: 287315187389X07272023
1054	08/10/2023	Claims	1	12564	CITY OF LONGVIEW	1,010.74	INV: 2920
1055	08/10/2023	Claims	1	12565	COMCAST BUSINESS COMMUNICATIONS, LLC	4,554.20	INV: 179574823
1056	08/10/2023	Claims	1	12566	TECHNALYTIX COMPASS LANE INC	649.14	INV: 113819
1057	08/10/2023	Claims	1	12567	CONVERGEONE	2,108.28	INV: IE9110934
1058	08/10/2023	Claims	1	12568	COWLITZ 911 - PETTY CASH	979.09	INV: PC080723
1059	08/10/2023	Claims	1	12569	COWLITZ 911 ADVANCED	462.62	INV: AT081023
1060	08/10/2023	Claims	1	12570	COWLITZ COUNTY LEASE PAYMENT	15,193.83	INV: 2023-01-9110823
1061	08/10/2023	Claims	1	12571	COWLITZ PUD	524.31	INV: 47370860823; INV: 46711450823
1062	08/10/2023	Claims	1	12572	DIVERSIFICATION INC	4,364.53	INV: 37244
1063	08/10/2023	Claims	1	12573	FRANK F. RANDOLPH	287.50	INV: RLF080123
1064	08/10/2023	Claims	1	12574	IAED/ PRIORITY DISPATCH	55.00	INV: SIN343784
1065	08/10/2023	Claims	1	12575	INTEGER ASSOCIATES INC	1,757.88	INV: 23-1003
1066	08/10/2023	Claims	1	12576	LITTLE INDIAN EMBROIDERY	304.04	INV: 7995
1067	08/10/2023	Claims	1	12577	LOWES	3,993.30	INV: 2378 0823
1068	08/10/2023	Claims	1	12578	MATERIALS TESTING & CONSULTING, INC.	620.50	INV: 7561
1069	08/10/2023	Claims	1	12579	MORE POWER TECHNOLOGY-NONPROJECT	13,332.41	INV: 15216; INV: 15232
1070	08/10/2023	Claims	1	12580	NORMAN G. KREHBIEL	1,500.00	INV: NK0823
1071	08/10/2023	Claims	1	12581	PETEK AND ASSOCIATES	1,155.00	INV: 1469
1072	08/10/2023	Claims	1	12582	REHN AND ASSOCIATES -AP	22.50	INV: 13233
1073	08/10/2023	Claims	1	12583	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV: 23-61
1074	08/10/2023	Claims	1	12584	SHI INTERNATIONAL CORP	3,736.51	INV: B17124016
1075	08/10/2023	Claims	1	12585	SIERRA SPRINGS	82.10	INV: 5351188 072723
1076	08/10/2023	Claims	1	12586	SIGN PRINT 360	730.35	INV: 8812
1077	08/10/2023	Claims	1	12587	TOSHIBA AMERICA BUSINESS SOLUTIONS	369.67	INV: 5026158884; INV: 5026142069
1078	08/10/2023	Claims	1	12588	WALKER INSURANCE AGENCY, INC	424.00	INV: 8381
1079	08/10/2023	Claims	1	12589	WALTER E NELSON COMPANY	2,100.37	INV: 1807497; INV: 1806730; INV: 1806686
1080	08/10/2023	Claims	1	12590	WASTE CONNECTIONS OF WASHINGTON	35.25	INV: 19756484S010
1081	08/10/2023	Claims	1	12591	WIRELESS CONNECTION LLC	165.00	INV: INV783163
938	07/20/2023	Payroll	2	EFT		2,470.76	
939	07/20/2023	Payroll	2	EFT		2,182.87	
940	07/20/2023	Payroll	2	EFT		1,870.44	
941	07/20/2023	Payroll	2	EFT		3,959.28	
942	07/20/2023	Payroll	2	EFT		2,587.49	
943	07/20/2023	Payroll	2	EFT		2,401.03	
944	07/20/2023	Payroll	2	EFT		2,492.42	
945	07/20/2023	Payroll	2	EFT		2,137.15	
946	07/20/2023	Payroll	2	EFT		1,849.45	

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947	07/20/2023	Payroll	2	EFT		2,509.13	
948	07/20/2023	Payroll	2	EFT		3,064.70	
949	07/20/2023	Payroll	2	EFT		3,480.91	
950	07/20/2023	Payroll	2	EFT		2,666.35	
951	07/20/2023	Payroll	2	EFT		2,106.27	
952	07/20/2023	Payroll	2	EFT		2,544.43	
953	07/20/2023	Payroll	2	EFT		2,026.81	
954	07/20/2023	Payroll	2	EFT		2,564.87	
955	07/20/2023	Payroll	2	EFT		2,812.84	
956	07/20/2023	Payroll	2	EFT		3,018.74	
958	07/20/2023	Payroll	2	EFT		2,297.78	
959	07/20/2023	Payroll	2	EFT		2,092.98	
960	07/20/2023	Payroll	2	EFT		4,096.60	
961	07/20/2023	Payroll	2	EFT		3,230.10	
962	07/20/2023	Payroll	2	EFT		2,633.87	
967	07/20/2023	Payroll	2	EFT	CAPSCO	55.00	Pay Cycle(s) 07/20/2023 To 07/20/2023 - ASSN FEE
968	07/20/2023	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	375.00	Pay Cycle(s) 07/20/2023 To 07/20/2023 - UNION DUES; Pay Cycle(s) 07/20/2023 To 07/20/2023 - INITIATION FEE
969	07/20/2023	Payroll	2	EFT	HRA VEBA	9,275.00	Pay Cycle(s) 07/20/2023 To 07/20/2023 - VEBA
970	07/20/2023	Payroll	2	EFT	ONE AMERICA	2,477.39	Pay Cycle(s) 07/20/2023 To 07/20/2023 - DEF COMP; Pay Cycle(s) 07/20/2023 To 07/20/2023 - DEF COMP- AFTER TAX
971	07/20/2023	Payroll	2	EFT	REHN AND ASSOCIATES	802.08	Pay Cycle(s) 07/20/2023 To 07/20/2023 - HSA
1011	08/04/2023	Payroll	2	EFT		1,927.20	
1012	08/04/2023	Payroll	2	EFT		1,509.30	
1013	08/04/2023	Payroll	2	EFT		1,819.08	
1014	08/04/2023	Payroll	2	EFT		3,958.50	
1015	08/04/2023	Payroll	2	EFT		2,395.53	
1016	08/04/2023	Payroll	2	EFT		2,013.56	
1017	08/04/2023	Payroll	2	EFT		2,763.80	
1018	08/04/2023	Payroll	2	EFT		2,136.36	
1019	08/04/2023	Payroll	2	EFT		1,696.34	
1020	08/04/2023	Payroll	2	EFT		2,585.65	
1021	08/04/2023	Payroll	2	EFT		3,062.93	
1022	08/04/2023	Payroll	2	EFT		2,309.03	
1023	08/04/2023	Payroll	2	EFT		1,958.69	
1024	08/04/2023	Payroll	2	EFT		1,839.91	
1025	08/04/2023	Payroll	2	EFT		2,089.65	
1026	08/04/2023	Payroll	2	EFT		1,878.52	
1027	08/04/2023	Payroll	2	EFT		3,473.81	
1028	08/04/2023	Payroll	2	EFT		2,504.85	
1029	08/04/2023	Payroll	2	EFT		2,221.61	
1031	08/04/2023	Payroll	2	EFT		2,294.73	
1032	08/04/2023	Payroll	2	EFT		2,049.05	
1033	08/04/2023	Payroll	2	EFT		4,095.81	
1034	08/04/2023	Payroll	2	EFT		3,228.58	
1035	08/04/2023	Payroll	2	EFT		2,633.49	
1040	08/04/2023	Payroll	2	EFT	CAPSCO	55.00	Pay Cycle(s) 08/04/2023 To 08/04/2023 - ASSN FEE

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1041	08/04/2023	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	375.00	Pay Cycle(s) 08/04/2023 To 08/04/2023 - UNION DUES; Pay Cycle(s) 08/04/2023 To 08/04/2023 - INITIATION FEE
1042	08/04/2023	Payroll	2	EFT	HRA VEBA	9,275.00	Pay Cycle(s) 08/04/2023 To 08/04/2023 - VEBA
1043	08/04/2023	Payroll	2	EFT	ONE AMERICA	2,274.60	Pay Cycle(s) 08/04/2023 To 08/04/2023 - DEF COMP; Pay Cycle(s) 08/04/2023 To 08/04/2023 - DEF COMP- AFTER TAX
1044	08/04/2023	Payroll	2	EFT	REHN AND ASSOCIATES	802.08	Pay Cycle(s) 08/04/2023 To 08/04/2023 - HSA
						329,451.52	
						14,524.26	
						47,939.30	
						391,915.08	Claims: 139,641.83 Payroll: 252,273.25

CERTIFICATION:

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

Brandi Ballinger, Signature	C2FR Agency	Date
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CERTIFICATION/AUTHORIZATION:

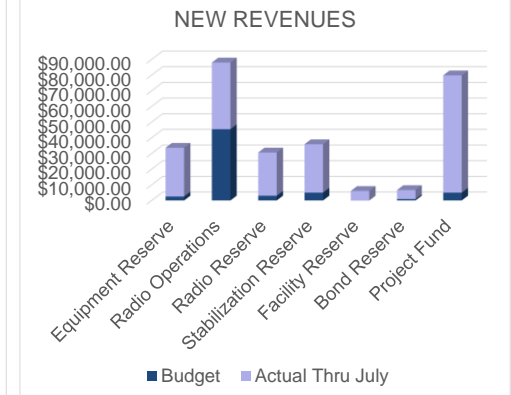
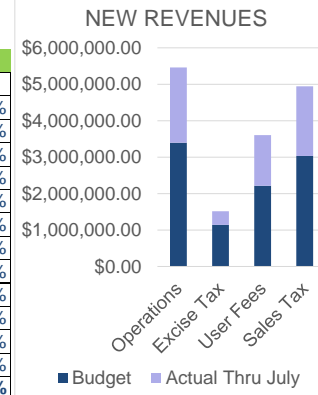
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed 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 July 31st 2023

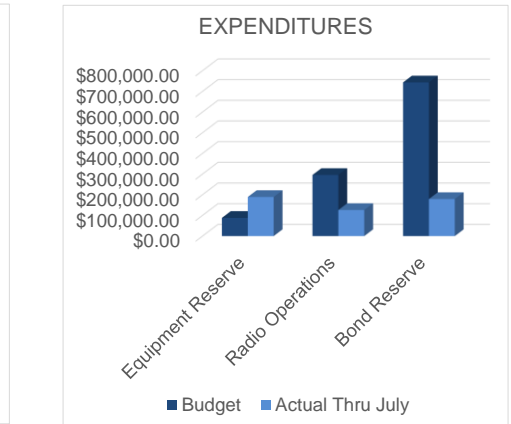
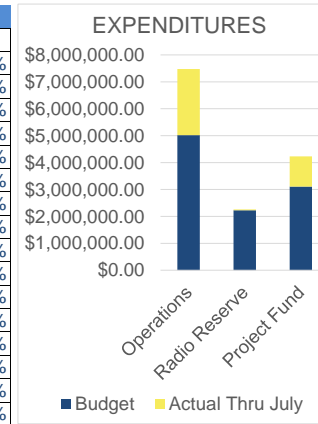
BUDGETED BEGINNING FUND BALANCE FOR ALL FUNDS \$11,187,432.42
ACTUAL BEGINNING FUND BALANCE FOR ALL FUNDS \$12,999,398.82

NEW REVENUES				
FUND	Budget	Actual Thru July	Remaining to collect	%Remaining
Operations	\$3,394,762.52	\$2,065,859.92	\$1,328,902.60	39%
<i>Excise Tax</i>	\$1,141,015.14	\$373,422.10	\$767,593.04	67%
<i>User Fees</i>	\$2,215,061.38	\$1,390,391.16	\$824,670.22	37%
<i>Other</i>	\$38,686.00	\$302,046.66	-\$263,360.66	-681%
Equipment Reserve	\$2,500.00	\$31,115.66	-\$28,615.66	-1145%
Radio Operations	\$45,485.05	\$42,551.70	\$2,933.35	6%
Radio Reserve	\$3,000.00	\$27,597.97	-\$24,597.97	-820%
Sales Tax	\$3,031,837.08	\$1,913,872.10	\$1,117,964.98	37%
Stabilization Reserve	\$5,000.00	\$30,883.51	-\$25,883.51	-518%
Facility Reserve	\$60.00	\$6,002.33	-\$5,942.33	-9904%
Bond Reserve	\$867.09	\$5,764.47	-\$4,897.38	-565%
Project Fund	\$5,000.00	\$74,852.20	-\$69,852.20	-1397%
TOTAL REVENUES	\$6,488,511.74	\$4,198,499.86	\$2,290,011.88	35%

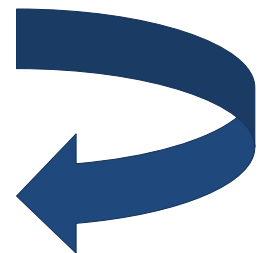


BUDGETED ENDING FUND BALANCE FOR ALL FUNDS \$6,196,993.32

EXPENSES				
FUND	Budget	Actual Thru July	Remaining to Spend	%Remaining
Operations	\$5,018,630.56	\$2,457,071.79	\$2,561,558.77	51%
<i>Salaries Wages & Benefits</i>	\$3,915,480.69	\$1,864,908.21	\$2,050,572.48	52%
<i>Travel/Training</i>	\$43,804.79	\$23,298.56	\$20,506.23	47%
<i>Prof. and Contracted Services</i>	\$230,605.02	\$137,112.90	\$93,492.12	41%
<i>Tech and Software Maint.</i>	\$149,520.01	\$139,481.95	\$10,038.06	7%
<i>Land/Lord Tenant</i>	\$98,785.73	\$115,594.99	-\$16,809.26	-17%
<i>Other</i>	\$580,434.32	\$176,675.18	\$403,759.14	70%
Equipment Reserve	\$88,085.39	\$188,967.73	-\$100,882.34	-115%
Radio Operations	\$295,525.13	\$125,951.81	\$169,573.32	57%
Radio Reserve	\$2,224,756.73	\$33,827.19	\$2,190,929.54	98%
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	\$179,079.83	\$564,079.77	76%
Project Fund	\$3,108,793.41	\$1,123,302.61	\$1,985,490.80	64%
TOTAL EXPENDITURES	\$11,478,950.82	\$4,108,200.96	\$7,370,749.86	64%



Internal Transfers							
	BUDGETED T/I/N	BUDGETED T/O	YTD T/I/N	YTD T/O	Remaining T/I/N	Remaining T/O	% Remaining
Operations	\$2,600,000.00		\$1,516,666.69		\$1,083,333.31		42%
Equipment Reserve	\$586,811.00		\$342,306.44		\$244,504.56		42%
Radio Operations	\$207,000.00		\$120,750.00		\$86,250.00		42%
Radio Reserve	\$794,403.00		\$463,401.99		\$331,001.01		42%
Stabilization Reserve	\$215,595.13		\$125,763.82		\$89,831.31		42%
Facility Reserve	\$200,000.00		\$116,666.69		\$83,333.31		42%
Bond Reserve	\$743,159.60		\$433,509.72		\$309,649.88		42%
Sales Tax		\$4,345,565.73		\$2,534,913.36		\$1,810,652.37	42%
Operations		\$1,001,403.00		\$584,151.99		\$417,251.01	42%
TOTAL TRANSFERS	\$5,346,968.73	\$5,346,968.73	\$3,119,065.35	\$3,119,065.35	\$2,227,903.38	\$2,227,903.38	42%





Proclamation

9-1-1 Day

September 11, 2023

Whereas, 9-1-1 Emergency telephone number systems provides Cowlitz County residents with one easy to remember telephone number for reporting police, fire and medical emergencies; and,

Whereas, the Enhanced 9-1-1 emergency telephone system assists in identifying the location of the caller and routes emergency calls to a public safety jurisdiction, helping to provide a faster and more accurate response by public safety personnel; and

Whereas, residents of Cowlitz County can access the Enhanced 9-1-1 emergency telephone systems statewide; and

Whereas, adults and children need to know what to expect and how to use the 9-1-1 emergency telephone system; and

Whereas, when calling 9-1-1, we rely upon public safety personnel throughout the county to save our lives, property, and environment; and,

Whereas, public safety personnel deserve our recognition and a salute for thousands of jobs well done each year;

Therefore Be It Resolved, that the Cowlitz 911 Board of Directors declares September 11, 2023 as 9-1-1 Day in Cowlitz County. They urge all people in our county to join in recognizing the importance of 9-1-1 service to our health and safety and in offering our gratitude to the thousands of public safety providers on whom we rely every day.

Signed this 16th day of August, 2023

Cowlitz 911 Board of Directors Chair _____
Brad Thurman