Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday February 19th, 2025 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Erik Halvorson; Andy Hamilton; Alan Headley; Brad Thurman; Bill LeMonds; Ralph Herrera; Rick Dahl

Staff: Briana Harvill; Deanna Wells; Darr Kirk; Jerry Jensen; Jessica Weygandt; Frank Randolph (general counsel); Michelle Arrowsmith, Justin Stennick

Guests: Rich Fletcher; Charlie Worley, Scott Goldstein, Troy Brightbill; Rob Castro, Jason Kester

Board Members Absent and No Alternate: Robert Huhta

1. **Call to Order and Introductions**

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

2. **Approval of the Agenda**

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

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

3. **Approval of Meeting Minutes**

   A. **January 15, 2025, Meeting Minutes**

   Recommended Action: A motion to approve the meeting minutes from January 15, 2025, Meeting Minutes.

   Hamilton made a motion to approve the 01/15/2025 meeting minutes as presented. Dahl 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. **OPMA Training Reminder**

   Darr Kirk reminded all Board members and alternates to complete their OPMA training. If they have already completed it, he let them know to send a copy of their certification to Briana Harvill. Briana Harvill sent out a reminder email to all Board members and alternates who still needed to complete this.

6. **Payables:**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 01/17/25	60 – 101	$161,613.99
Claims 01/23/25	107 – 133	$520,260.89
Claims 01/30/25	134 – 135	$15,970.04
Payroll 02/05/25	136 – 173	$167,381.71
Claims 02/13/25	177 – 209	$65,330.08
TOTAL		$930,556.71

Recommended Action: Motion to approve the payables as presented.

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

7. **Annual Report** – Darr went through the annual report staff put together highlighting the 2024 financials, public disclosures, public education events, staff highlights and milestones, and call stats.
8. **Board Comments/Board Committee Reports**
    A. LAW TAC Update: Meeting in March.
    B. FIRE TAC Update: Working on getting the Ispy interface for fire with CAD. This has to be developed with Motorola. Working on getting dispo codes similar to law. This is close to launching. Eric Koreis is working on updating the Fire Manual to reflect Medix instead of AMR.
9. **Director's Report**
    A. **Staffing Update:** The three new hires started last week, on February 11th. Just posted for dispatch positions as we are still down 5. Andrea is in month 6 of training and is progressing well. She will likely be signed off in the next 2 months or so.
    B. **Climate & Culture:** Had our first annual employee recognition dinner on February 2nd. Looking to have an annual Board appreciation event in the summer, likely in July to coincide with our move-in date at the new center. Would like to get an annual Board and staff picture.
    C. **Radio Project Update:**
        i. **Generator RFP – Board Action -** Cowlitz 911 made a recommendation to the Board to approve a RFP for the installation portion of the generators at 5 sites. Thurman made a motion to approve Cowlitz 911 to go out for bid for the installation portion of the generators at 5 sites. Hamilton seconded; all in favor, motion carried.
10. **Old Business:** N/A
11. **Executive Session:** N/A
12. **Adjournment:** 10:28 AM

Robert Huhta, Board Chair

Attest:

Briana Harvill, Clerk of the Board