

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Thursday October 23rd, 2025 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Erik Halvorson; Andy Hamilton; Alan Headley; Troy Brightbill (alternate, voting); Charlie Worley; Bill LeMonds; Robert Huhta; Rick Dahl

Staff: Briana Harvill; Darr Kirk; Jerry Jensen; Michelle Arrowsmith; Jessica Weygandt; Tim Hanigan (general counsel); Jennifer Johnson (general counsel)

Guests: Brad Hannig; Jason Kester; Spencer Sally; Scott Goldstein; Robert Gibbs

Board Members Absent and No Alternate: Jen Wills; 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.

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

3. Approval of Meeting Minutes

A. September 17, 2025, Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 09/17/25, meeting minutes.

Headley made a motion to approve the 09/17/2025 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 09/19-20/25	1139 – 1175	\$175,618.63
Payroll 10/03/25	1178 – 1214	\$143,399.25
Payroll 10/20/25	1252 – 1290	\$155,321.03
Claims 09/22/25 (VOIDED)	13552, 13778, 13847, 13840	(\$4,471.80)
Claims 10/09/25	1225 – 1249	\$83,225.79
TOTAL		\$557,564.70

Recommended Action: Motion to approve the payables as presented.

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

6. Handbook Edits – Board Action

Halvorson made a motion to approve Resolution 2025-008 as presented. Worley seconded; all in favor, motion carried.

7. Resolution 2025-005: User Fee Bylaw Amendment – Board Action

Headley made a motion to approve Resolution 2025-005: User Fee Bylaw Amendment as presented. LeMonds seconded; all in favor, motion carried.

8. Resolution 2025-006: Surplus Radio Site Generators – Board Action

Hamilton made a motion to approve Resolution 2025-006: Surplus Radio Site Generators as presented. LeMonds seconded; all in favor, motion carried.

9. Resolution 2025-007: Close Project Fund – Board Action

\$1.4 million remains in this account that will be transferred to the sales tax fund and will close this fund out.

Headley made a motion to approve Resolution 2025-007: Close Project Fundas presented. LeMonds seconded; all in favor, motion carried.

10. Purchase USDD Phoenix 2 – Board Action

With this purchase, the plan is to move fire to a second frequency. Cowlitz 911 already owns and has access to a frequency for this.

Worley made a motion to approve the purchase of USDD Phoenix 2 as presented. Headley seconded; all in favor, motion carried.

11. Board Comments/Board Committee Reports

A. LAW TAC Update: Met on September 24th and went over radio procedure guidelines. The next meeting will be in November.

B. FIRE TAC Update: Will be sending out an email to Fire Chiefs asking what their preferences are for PulsePoint. Some agencies want different things, and we are looking for clarification from each agency. Cowlitz 911 will be implementing status checks for fire during certain calls. Will be implementing a benchmarks protocol for this.

C. Budget Committee

i. Non-Rep Salary Adjustment – Board Action

At the last meeting the Board decided to form a budget committee to go over the salary study for non-reps, handbook edits and the budget. On this committee are Worley, Thurman, Headley and Huhta. They reviewed the salary study completed by Milliman as well as looking at surrounding areas and the private sector for similar positions. The budget committee is recommending that 4 positions receive salary increases. There has been no consistency with how these scales were calculated between steps, so this is to correct that. Darr's salary does not align with any steps so there is a 6-step recommendation for his salary scale as well. These changes will take effect on January 1, 2026. All non-reps will also receive a 3% COLA increase on January 1, 2026.

Headley made a motion to approve the recommendations made by the budget committee as presented. LeMonds seconded; all in favor, motion carried.

12. Resolution 2025-004: 2026 Budget – Board Action

Headley made a motion to approve Resolution 2025-004: 2026 Budget as presented. Worley seconded; all in favor, motion carried.

13. Director's Report

- A. **Staffing Update:** 3 new hires started two months ago. They are finishing up their Tele 1 training this week. Will have 2 additional starting in January which puts us at fully staffed plus 1.
- B. **Radio Update:** Will be running a trial period on LTAC and once it is determined it's what we want, we will move to the primary frequencies, starting with Longview. Fire will be done last due to working with the tone only frequency. Working towards being done with the grant in December and the goal is to move forward with another grant for 2026/2027.

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

15. **Executive Session:** N/A

16. **Adjournment:** 10:27 AM



~~Robert Huhta, Board Chair~~

ALAN HEADLEY
Board co-chair

Attest:



Briana Graham, Clerk of the Board