

**Cowlitz 911 Public Authority Board of Directors**  
**Meeting Agenda**  
**Wednesday March 9th, 2022 @ 10:00 AM**  
**Remote ZOOM Meeting**

**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. 02/23/2022**

**Recommended Action:** A motion to approve the meeting minutes from 02/23/2022

**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**

<b>ACCOUNT</b>	<b>TRANS NUMBER</b>	<b>AMOUNT</b>
Claims 02/28/22	252-262	\$ 56,912.44
Payroll 03/04/22	263-299	\$ 126,486.57
<b>TOTAL</b>		<b>\$ 183,399.01</b>

**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 February 23<sup>rd</sup>, 2022 @ 10:00 AM

Remote ZOOM Meeting

### Attendance

**Board Members:** Ruth Kendall; Kurt Sacha; Jim Kambeitz; Dennis Weber; Brad Thurman; Andy Hamilton; Alan Headley; Bill Lemonds; Jim Kelly

**Staff:** Deanna Wells; Norm Krehbiel; Briana Harvill; Jerry Jensen

**Guests:** Chris Smith; Robert Huhta; Darr Kirk; Scott Neves; Charlie Worley

**Board Members Absent and No Alternate:**

### 1. Call to Order and Introductions

Brad Thurman called the meeting to order at 10:00 AM.

### 2. Approval of the Agenda

**Recommended Action:** A motion to approve the agenda as amended.

**Add 12C – ECW CallWorks Update**

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

### 3. Approval of Meeting Minutes

#### A. 02/09/2022

**Recommended Action:** A motion to approve the meeting minutes from 02/09/2022

Headley made a motion to approve the meeting minutes. Kambeitz 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 02/11/22	195-203	\$ 25,228.05
Payroll 02/18/22	204-241	\$132,184.71
TOTAL		\$ 157,412.76

**Recommended Action:** Motion to approve the payables as presented

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

### 6. Motorola Radio Consoles Contract

**Recommended Action:** Motion to approve moving forward in purchasing radio consoles for up to \$260,250 plus tax.

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

### 7. ISP – This is a budgeted item so there is no need to approve.

**8. Work From Home Policy** – Recommended that this wait until a new director is on board. Tabled for now.

**9. Consider Extension of Legal Services Agreement**

The board can choose to extend the contract for an additional 2 years with an increase of \$5/hour. Frank Randolph's hourly rate will be \$205 instead of \$200. With the extension the contract will go through March 31, 2024.

Hamilton made a motion to approve the extension of legal services agreement as presented. Sacha seconded; all in favor, motion carried.

**10. Board Comments/Board Committee Reports**

A. LAW TAC Update- No update

B. FIRE TAC Update- No update

**11. Director's Report**

A. **Staffing Update**- 17 dispatchers and 3 trainees

B. **Climate and Culture**- Leadership training with Dave LaFave will be next Monday February 28<sup>th</sup>

C. **Facility Update**- April 21<sup>st</sup> is substantial completion and Norm encouraged board members to go visit the site.

D. **Radio Update**- Cowlitz 911 has the PUD agreement ready for the Castle Rock site and we are just waiting for them to process it so that the PUD power can get set up out there. We are also waiting on some parts for this site. There are some issues at the Abernathy site from the storm back in December. There was ice fall that broke one of the dishes and it was taken down to try to repair but there was too much damage. We have a microwave ordered for that location and some other repairs need to be done but that will not be until the spring. The broken equipment has been reinstalled, but it could impact the coverage. The issues with COVID and the supply chain have made it difficult to get equipment in a timely manner. We waited for the last microwave for about 7 months so it's just a waiting game at this point. Baker's Corner broke ground and the civil work is being done there. We are still working with the Mayor regarding the Woodland site.

**12. Old Business**

A. **Revised COVID Policy** – Cowlitz 911 presented the revised policy and informed the board that L&I and WCIA have cleared us to step outside of the CDC guidelines if staffing levels became critical. Some board members still had some concerns and wanted to know if there was anyway we could look into partnering with CRESA when staffing levels are below minimum. Briana was able to find a management flow-chart Janelle had put together with more specific details on the process staff will go through to reach a decision when stepping outside of CDC guidelines. The board seemed pleased with the process and noted that at the bottom of the flow-chart there was reassurance that we will be following CDC guidelines under normal circumstances and that the only time we will go against the guidelines is when staffing levels are critical and we stated we would follow L&I Dosh Directive 1.70.

Weber made a motion to approve the revised COVID policy as presented. Kambeitz seconded; all in favor, motion carried.

**B. Executive Director Recruitment Update** – John Diamond will be the finalist. He will come for an in-person interview on March 11<sup>th</sup>.

**C. ECW CallWorks Update** – This was approved last meeting. Deanna was providing an update on the price. She negotiated the price of maintenance down by 37%.

**13. Executive Session:** RCW 42.30.110(1)(g). The board entered executive session at 10:55 for 25 minutes. They came out of executive session at 11:15. John Diamond will be the final candidate and he will come for an in-person interview on March 11, 2022.

**14. Adjournment:** Meeting adjourned at 11:17

**15. Closed Meeting:** Will be Held

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Brad Thurman, Chair

Attest:

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Briana Harvill, Acting Clerk of the Board

# CHECK REGISTER

Cowlitz 911

Time: 08:57:24 Date: 03/04/2022

02/28/2022 To: 03/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
291	03/04/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	21,822.11	941 Deposit for Pay Cycle(s) 03/04/2022 - 03/04/2022
252	02/28/2022	Claims	1	11698	ADCOMM ENGINEERING LLC	11,597.82	ADCOMM ENGINEERING: PHASE 2-5 PROCURE, DESIGN, STAGE & DEPLOY
253	02/28/2022	Claims	1	11699	CITY OF LONGVIEW	981.30	INV: 2851 - Feb 2022 Lot Rent for New Facility 2790 Ocean Beach HWY
254	02/28/2022	Claims	1	11700	COWLITZ COUNTY PURCHASING	221.88	INV: 100-2022
255	02/28/2022	Claims	1	11701	COWLITZ COUNTY TREASURER'S OFFICE	1,200.00	INV:911-2022 Fees for 2022 Treasurer Services
256	02/28/2022	Claims	1	11702	DAY WIRELESS	10,617.06	HOJ - RAINIER MICROWAVE RETAINAGE; DAYWIRELESS MAINTENANCE - FEBRUARY 2022; BATTERIES FOR PORTABLE RADIOS
257	02/28/2022	Claims	1	11703	FIRE 2 COWLITZ 2 FIRE & RESCUE	56.62	INV: 22-035 - Fire Protection Service Fees 2022
258	02/28/2022	Claims	1	11704	MORE POWER TECHNOLOGY-NONPROJECT	1,074.56	INV: 13012- Cloud Backup Server License Monthly Subscription 2/1/22 - 2/28/22; INV: 13011 - Business Email Security Monthly Subscription 35x\$5 2/1/22-2/28/22; MICROSOFT OFFICE 365 MONTHLY SUBSCRIPTION
259	02/28/2022	Claims	1	11705	RICE FERGUS MILLER	13,235.75	PROJECT 2018095.02 COWLITZ 911 PUBLIC AUTHORITY SD-CLOSEOUT
260	02/28/2022	Claims	1	11706	SAFE KIDS LOWER COLUMBIA	100.00	2022 MEMBERSHIP DUES
261	02/28/2022	Claims	1	11707	SHI INTERNATIONAL CORP	17,564.52	NETMOTION 02/01/2022 - 01/31/2023
262	02/28/2022	Claims	1	11708	TOSHIBA AMERICA BUSINESS SOLUTIONS	262.93	TOSHIBA 02/03/2022 -
284	03/04/2022	Payroll	1	11709	MICHELLE SIMS	3,010.98	
292	03/04/2022	Payroll	1	11710	KAISER PERMANENTE MEMBERSHIP ADMIN	3,907.43	Pay Cycle(s) 03/04/2022 To 03/04/2022 - MEDICAL-KAISER
293	03/04/2022	Payroll	1	11711	WA STATE DEPT OF RETIREMENT	13,635.78	Pay Cycle(s) 03/04/2022 To 03/04/2022 - PERS2; Pay Cycle(s) 03/04/2022 To 03/04/2022 - PERS3
294	03/04/2022	Payroll	1	11712	WCIF	8,073.40	Pay Cycle(s) 03/04/2022 To 03/04/2022 - MEDICAL-WCIF; Pay Cycle(s) 03/04/2022 To 03/04/2022 - LIFE INS BUYUP; Pay Cycle(s) 03/04/2022 To 03/04/2022 - LTD BUYUP; Pay Cycle(s) 03/04/2022 To
263	03/04/2022	Payroll	2	EFT	MELISSA BEAL	1,733.69	
264	03/04/2022	Payroll	2	EFT	KRISTY BROWN	1,496.51	
265	03/04/2022	Payroll	2	EFT	SUZANNE DEISHER	1,519.23	
266	03/04/2022	Payroll	2	EFT	JANELLE EDWARDS	2,424.01	
267	03/04/2022	Payroll	2	EFT	JOSHUA EVALD	2,220.12	
268	03/04/2022	Payroll	2	EFT	MISTI GIBBS	2,009.17	
269	03/04/2022	Payroll	2	EFT	MARIA GILBERT	2,390.55	
270	03/04/2022	Payroll	2	EFT	BRIANA HARVILL	1,872.92	
271	03/04/2022	Payroll	2	EFT	TARA HUHTA	1,952.82	

# CHECK REGISTER

Cowlitz 911

Time: 08:57:24 Date: 03/04/2022

02/28/2022 To: 03/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
272	03/04/2022	Payroll	2	EFT	JERRY JENSEN	2,319.75	
273	03/04/2022	Payroll	2	EFT	NORMAN KREHBIEL	6,424.19	
274	03/04/2022	Payroll	2	EFT	ANNA LAUDENSCHLAGER	2,301.07	
275	03/04/2022	Payroll	2	EFT	JULIA MARTIN	1,626.80	
276	03/04/2022	Payroll	2	EFT	TRACEY MORSE	2,027.26	
277	03/04/2022	Payroll	2	EFT	TRACY MOSIER	1,984.74	
278	03/04/2022	Payroll	2	EFT	TRISTA OJALEHTO	1,865.64	
279	03/04/2022	Payroll	2	EFT	SAMANTHA PERRY	3,314.60	
280	03/04/2022	Payroll	2	EFT	JOLENE PINNAK	1,761.29	
281	03/04/2022	Payroll	2	EFT	SHELLY REEVES	1,866.23	
282	03/04/2022	Payroll	2	EFT	KAYLEE SCHAEFER	2,089.41	
283	03/04/2022	Payroll	2	EFT	ROBERT SCHAEFER	2,671.12	
285	03/04/2022	Payroll	2	EFT	REBECCA SWANSON	2,027.54	
286	03/04/2022	Payroll	2	EFT	MELISSA THOMAS	1,529.30	
287	03/04/2022	Payroll	2	EFT	DON TURRENTINE	3,593.11	
288	03/04/2022	Payroll	2	EFT	DEANNA WELLS	2,878.41	
289	03/04/2022	Payroll	2	EFT	TODD WHITE	1,564.04	
290	03/04/2022	Payroll	2	EFT	RACHAEL YOUNG		
295	03/04/2022	Payroll	2	EFT	CAPSCO	57.50	Pay Cycle(s) 03/04/2022 To 03/04/2022 - ASSN FEE
296	03/04/2022	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	415.00	Pay Cycle(s) 03/04/2022 To 03/04/2022 - UNION DUES; Pay Cycle(s) 03/04/2022 To 03/04/2022 - INITIATION FEE
297	03/04/2022	Payroll	2	EFT	HRA VEBA	9,846.82	Pay Cycle(s) 03/04/2022 To 03/04/2022 - VEBA
298	03/04/2022	Payroll	2	EFT	ONE AMERICA	5,485.28	Pay Cycle(s) 03/04/2022 To 03/04/2022 - DEF COMP; Pay Cycle(s) 03/04/2022 To 03/04/2022 - DEF COMP-ED
299	03/04/2022	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	768.75	Pay Cycle(s) 03/04/2022 To 03/04/2022 - HSA
						152,741.60	
						206.98	
						5,616.86	
						24,833.57	
						183,399.01	
						Claims:	56,912.44
						Payroll:	126,486.57

**CHECK REGISTER**

Cowlitz 911

Time: 08:57:24 Date: 03/04/2022

02/28/2022 To: 03/05/2022

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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**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.

	C2FR	
Brandi Ballinger, Signature	Agency	Date

**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.

Admin Specialist, Signature	Date

Executive Director, Signature	Date

Chair, Signature	Date

Hall of Justice-Basement  
312 SW 1<sup>ST</sup> Avenue  
Kelso, Washington 98626

**COWLITZ 911**

**Police • Fire • Medical**

Fax: 360-414-5529  
www.Cowlitz911.org

**AGENDA SUMMARY FORM**

Title of Agenda Item:

Attachment:    Yes        No

(Please attach paperwork to this summary form by clicking here-->)

Please provide a name for the attachment(s) below

Summary Statement (*brief description of what is being presented*)

Recommendation (*motion*):

PROJECT CHANGES AT NEW CENTER

CHANGE		COST
1	Security Keypad for acknowledging and silencing alarms	\$2,856.70
2	Access control for HR, Director's office and reception	\$23,498.20
3	Substitute integrated request to exit devices for separate devices	(\$2,209.90)
4	activate only one electric strike on double doors	\$0.00
5	Eliminate RTE devices on door 127C, due to card readers both sides	(\$169.99)
6	Provide remote control of access control doors from each dispatch, supervisor and reception work station	\$5,266.80
7	Confirm configuration of Knox Box interface as fail safe	\$0.00
8	Provide access control at doors 121E, 126E, 127E	\$22,634.70
9	Add camera at front gate card reader and man gate	\$8,641.60
10	Substitute slide out AV rack in training room closet	\$1,369.50

TOTAL NEW CHANGES

\$61,887.61