

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday January 26th, 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. 01/12/2021

Recommended Action: A motion to approve the meeting minutes from 01/12/2021

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 01/20/22	82-121	\$ 152,579.30
Claims 01/14/22	47-78	\$249,147.91
VOIDED 12/22/21	11619	\$1047.00
<hr/>		
TOTAL		\$ 401,716.74

Recommended Action: Motion to approve the payables as presented

6. Resolution for Purchase Cards- Red Canoe

7. Financial Report (December 2021)

8. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

9. Director's Report

A. Staffing Update

B. Climate and Culture

C. Facility Update

D. Radio Update

10. Old Business

A. Image Trend

As part of the CAD Replacement Project all fire agencies RMS interfaces to CAD had to be replaced or reconfigured. Two fire agencies utilized Image Trend and during the planning phases two fire agencies decided to transition from their current vendor EMS to Image Trend. Cowlitz 911 financed the interface configuration on the Spillman CAD side, leaving fire agencies responsible for any fees their vendor will charge to configure the interface to the Spillman CAD interface.

Previously two fire agencies requested 911 finance the \$500.00 fee per agency charged by their RMS vendor, and this was approved by the Board.

Over the past several months Cowlitz 911 and the four fire agencies have worked with Image Trend as it relates to the transition to the new CAD. Late in the process we were notified that Image Trend would be invoicing the fire agencies for set up and configuration to the new interface. The fee is \$1,750.00 per agency, a total of \$7,000.00 for four agencies. The four fire agencies are requesting approval to pass this onetime fee to 911 as part of the new CAD project.

Recommended Action: It is the recommendation of Cowlitz 2 Fire & Rescue, Longview Fire, Cowlitz County Fire District 3, and Cowlitz County Fire District 6, that the Board approve a Cowlitz 911 expenditure not to exceed \$7568.00 to pass the onetime Image Trend interface fees to the Cowlitz 911 CAD replacement project.

B. Spillman System Administrator (SSA) Personal Services Agreement (Contract # 2022-001)

Cowlitz 911 will be transitioning from our current Intergraph CAD system to Spillman Flex CAD in coordination of our move to the new facility. As part of the new CAD implementation project Motorola contracted with Reliable Administration Services, aka/Tom Stoddard as the SSA for the CAD project and that contract expired in December 2022.

For the past several years L.E. and Cowlitz County Corrections has contracted with Tom Stoddard at Reliable Administration as their RMS SSA. Cowlitz 911 will require SSA services to support our Spillman Flex CAD implementation, future CAD support and auxiliary application interfaces.

Recommended Action: The Cowlitz 911 Executive Director and staff recommend approval by the Board of Directors to enter into a Personal Service Agreement with Reliable Administration Solutions, LCC in the amount of \$2000.00 a month, and an annual amount not to exceed \$24,000.00. This contract is for a term of 1 year effective Jan 1st, 2022 with an option to extend the agreement for up to four additional one-year periods. This is a budgeted item.

C. Temporary Salary Adjustment for Briana Harvill

Due to an employee leave of absence (Starting 1/21/22), the current Administrative Assistant/ Public Records Coordinator, Briana Harvill, will be taking on the critical, time-sensitive duties of the Finance Admin Specialist in addition to her current full-time position. Her additional duties will include processing payroll, performing accounting duties, and acting as Clerk of the Board, among other tasks. As such, it is appropriate for her to receive a temporary increase. This temporary pay increase will cease when the regular Finance Admin Specialist returns to work full time. We have received feedback from some board members that they feel 5 - 7% is appropriate.

Recommended Action: A motion to approve a temporary pay increase of 7% for Briana Harvill.

Or if the board feels another amount is appropriate, we recommend a motion to present and approve that.

D. Executive Director Recruitment update

E. Opening Ceremony Discussion

11. Executive Session: Not Needed

12. Adjournment

13. Closed Meeting: Not Needed

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday January 12th, 2022 @ 10:00 AM

Remote ZOOM Meeting

Attendance

Board Members: Mary Alice Wallis (alternate, voting); Kurt Sacha; Jim Kambeitz; Dennis Weber; Brad Thurman; Andy Hamilton; Alan Headley; Bill LeMonds (alternate, voting); Jim Kelly (alternate, voting)

Staff: Frank Randolph (general counsel); Deanna Wells; Janelle Edwards; Rachael Young; Norm Krehbiel; Briana Harvill; Jerry Jensen; Don Turrentine

Guests: Chris Smith; Robert Huhta; Troy Brightbill; Darr Kirk; Scott Neves; Brandon Poff; Charlie Worley; Eric Koreis; Sammy Brown;

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Alan 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.

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

3. Election of Chair and Vice chair

Headley nominated Thurman as the new chair. Hamilton seconded; all in favor, motion carried.

Sacha nominated Weber as the Vice chair. Wallis seconded; all in favor, motion carried.

4. Approval of Meeting Minutes

A. 12/08/2021

Recommended Action: A motion to approve the meeting minutes from 12/08/2021

Headley made a motion to approve the meeting minutes. Kelly seconded; all in favor, motion carried.

5. 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.

6. Payables:

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 12/20/21	1459-1498	\$ 150,734.88
Claims 12/10/21	1140-1456	\$1,039,772.96
Claims 12/22/21	1501-1519	\$ 247,088.68
Payroll 01/05/22	1-40	\$ 142,032.03
TOTAL		\$ 1,579,628.55

Recommended Action: Motion to approve the payables as presented

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

7. Format of future meetings- Plan to discuss further details in the first meeting in February 2022.

8. **Discuss Opening Ceremony-** tabled and plan to move forward with some sort of ribbon cutting pending any restrictions for COVID.
9. **Consider dedicating new EOC to Randy Greeley-**
 - A. Headley made a motion to dedicate the new EOC to Randy Greeley. Sacha seconded; all in favor, motion carried.
10. **Out of Class- Step Increase-** Staff requested a temporary step increase for the Admin Assistant to cover for a co-worker going on maternity leave.
 - A. Headley made a motion to approve the temporary step increase. Motion died for lack of a second.
11. **Board Comments/Board Committee Reports**
 - A. LAW TAC Update- LAW TAC met on 01/11/2022.
 - B. FIRE TAC Update- Fire TAC met but had some questions that they needed clarified by the Comm Center. Hoping to get answers at the next meeting.
12. **Director's Report**
 - A. **Staffing Update-** Let one trainee go and one trainee resigned.
 - B. **Climate and Culture-** No update
 - C. **Facility Update-** Requested to add 7 ADA doors to the new facility through a change order. Sacha made a motion to approve 5 new ADA doorways. Hamilton seconded. After discussion, Sacha amended his motion to approve 6 ADA doorways. Hamilton seconded; Sacha, Hamilton, Headley, Kambeitz and Thurman in favor. Weber opposed. Motion carried.
 - D. **Radio Update**
13. **Old Business**
 - A. **BeeBe Site-** we will not be moving forward with the purchase of this site
 - B. **Executive Director Recruitment update-** received 13 applicants and the committee is meeting to discuss after this meeting.
 - C. **Approval of MOU: Pyramiding and understaff pay language (May 12th Original presentation)**

Recommended Action: Motion to approve the MOU as presented

Kambeitz made a motion to approve the MOU as presented. Headley seconded; all in favor, motion carried.
14. **Executive Session:** RCW: 42.30.110(1)(i). The board entered into executive session at 11:08 for 15 minutes. They came out of executive session at 11:23. No decision was made.
15. **Adjournment:** Meeting adjourned at 11:24
16. **Closed Meeting: Will be Held**

Brad Thurman, Chair

Attest:

Briana Harvill, Acting Clerk of the Board

CHECK REGISTER

Cowlitz 911

Time: 13:44:25 Date: 01/21/2022

01/14/2022 To: 01/20/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
82	01/20/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)		Updated 941 with correct withholdings
122	01/20/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	28,301.43	941 Deposit for Pay Cycle(s) 01/20/2022 - 01/20/2022
47	01/14/2022	Claims	1	11630	360 TOWERS LLC	3,819.00	INV: 4174
48	01/14/2022	Claims	1	11631	ADCOMM ENGINEERING LLC	12,148.13	INV: 15861
49	01/14/2022	Claims	1	11632	AT&T FIRST NET	354.75	INV: 18900407
50	01/14/2022	Claims	1	11633	BRADLEY S THOMAS	7,414.88	INV: 4559-2022
51	01/14/2022	Claims	1	11634	CITY OF LONGVIEW	981.30	INV: 2847
52	01/14/2022	Claims	1	11635	CLARK COUNTY CAD	5,400.00	INV: CI035546
53	01/14/2022	Claims	1	11636	COWLITZ COUNTY LEASE PAYMENT	14,470.31	INV: OFM-2022-126-0122
54	01/14/2022	Claims	1	11637	COWLITZ COUNTY PURCHASING	201.21	INV: 645-2021
55	01/14/2022	Claims	1	11638	COWLITZ COUNTY SHERIFF'S OFFICE	34.25	INV: SO-2021-158
56	01/14/2022	Claims	1	11639	DAVID A. CREGAN	7,414.88	INV: 9890-2022
57	01/14/2022	Claims	1	11640	DAY WIRELESS	4,825.08	INV: INV706885
58	01/14/2022	Claims	1	11641	FIRE 2 COWLITZ 2 FIRE & RESCUE	45,000.00	INV: 22-001
59	01/14/2022	Claims	1	11642	FRANCIS F. RANDOLPH	1,860.00	INV: RLF010122
60	01/14/2022	Claims	1	11643	INTIME	4,320.00	INV: 11230
61	01/14/2022	Claims	1	11644	LANGUAGE LINE SVCS INC	73.31	INV: 10420755
62	01/14/2022	Claims	1	11645	MATERIALS TESTING & CONSULTING, INC.	330.50	INV: 3293
63	01/14/2022	Claims	1	11646	MORE POWER TECHNOLOGY-NONPROJECT	1,074.56	INV: 12876; INV: 12877; INV: 12824
64	01/14/2022	Claims	1	11647	MOTOROLA SOLUTIONS	66,638.00	INV: 1187068803
65	01/14/2022	Claims	1	11648	NEXTREQUEST	9,067.43	INV: 19256
66	01/14/2022	Claims	1	11649	PARK PLACE TECHNOLOGIES	272.41	INV: PUSA10090044735
67	01/14/2022	Claims	1	11650	PUBLIC SAFETY TESTING INC	264.00	INV: 2021-805
68	01/14/2022	Claims	1	11651	RED CANOE- FAIR	8,783.12	INV: 198999 FAIR 100 0122
69	01/14/2022	Claims	1	11652	RED CANOE- HARVILL	2,069.85	INV: 198999 HARVILL 102 0122
70	01/14/2022	Claims	1	11653	SMARSH	159.68	INV: INV00692080
71	01/14/2022	Claims	1	11654	SPRINGBROOK	8,359.65	INV: INV-B000511
72	01/14/2022	Claims	1	11655	WA STATE PATROL	1,200.00	INV: 00075918
73	01/14/2022	Claims	1	11656	WASHINGTON STATE DOR	182.24	INV: 604-721-105 Q1
74	01/14/2022	Claims	1	11657	WCIA	36,499.00	INV: 15306
75	01/14/2022	Claims	1	11658	YOURMEMBERSHIP.COM, INC	1,047.00	INV: R54008764
76	01/14/2022	Payroll	1	11659	ESD - PFMLA	1,415.72	Pay Cycle(s) 10/01/2021 To 12/31/2021 - PFMLA
77	01/14/2022	Payroll	1	11660	ESD	386.93	4th Quarter Unemployment: 10/01/2021 - 12/31/2021
78	01/14/2022	Payroll	1	11661	WA STATE DEPT OF L&I	3,080.72	4TH Quarter L&I: 10/01/2021 - 12/31/2021
114	01/20/2022	Payroll	1	11662		3,634.44	
83	01/20/2022	Payroll	1	11663	KAISER PERMANENTE MEMBERSHIP ADMIN	3,907.41	Pay Cycle(s) 01/20/2022 To 01/20/2022 - MEDICAL-KAISER
84	01/20/2022	Payroll	1	11664	WA STATE DEPT OF RETIREMENT	15,621.21	Pay Cycle(s) 01/20/2022 To 01/20/2022 - PERS2; Pay Cycle(s) 01/20/2022 To 01/20/2022 - PERS3

CHECK REGISTER

Cowlitz 911

Time: 13:44:25 Date: 01/21/2022

01/14/2022 To: 01/20/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
85	01/20/2022	Payroll	1	11665	WCIF	8,955.17	Pay Cycle(s) 01/20/2022 To 01/20/2022 - MEDICAL-WCIF; Pay Cycle(s) 01/20/2022 To 01/20/2022 - LIFE INS BUYUP; Pay Cycle(s) 01/20/2022 To 01/20/2022 - LTD BUYUP; Pay Cycle(s) 01/20/2022 To 01/20/2022 -
86	01/20/2022	Payroll	2	EFT	CAPSCO	67.50	Pay Cycle(s) 01/20/2022 To 01/20/2022 - ASSN FEE
87	01/20/2022	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	470.00	Pay Cycle(s) 01/20/2022 To 01/20/2022 - UNION DUES; Pay Cycle(s) 01/20/2022 To 01/20/2022 - INITIATION FEE
88	01/20/2022	Payroll	2	EFT	HRA VEBA	10,590.38	Pay Cycle(s) 01/20/2022 To 01/20/2022 - VEBA
89	01/20/2022	Payroll	2	EFT	ONE AMERICA	12,447.73	Pay Cycle(s) 01/20/2022 To 01/20/2022 - DEF COMP; Pay Cycle(s) 01/20/2022 To 01/20/2022 - DEF COMP-ED
90	01/20/2022	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	870.83	Pay Cycle(s) 01/20/2022 To 01/20/2022 - HSA
91	01/20/2022	Payroll	2	EFT		1,774.84	
92	01/20/2022	Payroll	2	EFT		1,697.25	
93	01/20/2022	Payroll	2	EFT		1,118.50	
94	01/20/2022	Payroll	2	EFT		2,116.27	
95	01/20/2022	Payroll	2	EFT		2,424.47	
96	01/20/2022	Payroll	2	EFT		2,282.32	
97	01/20/2022	Payroll	2	EFT		2,094.33	
98	01/20/2022	Payroll	2	EFT		2,728.24	
99	01/20/2022	Payroll	2	EFT		1,763.67	
100	01/20/2022	Payroll	2	EFT		1,827.34	
101	01/20/2022	Payroll	2	EFT		2,316.36	
102	01/20/2022	Payroll	2	EFT			
103	01/20/2022	Payroll	2	EFT		2,922.15	
104	01/20/2022	Payroll	2	EFT		1,591.50	
105	01/20/2022	Payroll	2	EFT		1,997.00	
106	01/20/2022	Payroll	2	EFT		1,984.74	
107	01/20/2022	Payroll	2	EFT		2,289.09	
108	01/20/2022	Payroll	2	EFT		2,803.59	
109	01/20/2022	Payroll	2	EFT		1,764.64	
110	01/20/2022	Payroll	2	EFT		1,865.99	
111	01/20/2022	Payroll	2	EFT		2,550.95	
112	01/20/2022	Payroll	2	EFT		2,377.03	
113	01/20/2022	Payroll	2	EFT		1,743.41	
115	01/20/2022	Payroll	2	EFT		8,885.18	
116	01/20/2022	Payroll	2	EFT		2,528.22	
117	01/20/2022	Payroll	2	EFT		1,161.76	
118	01/20/2022	Payroll	2	EFT		3,594.53	
119	01/20/2022	Payroll	2	EFT		2,296.42	
120	01/20/2022	Payroll	2	EFT		1,419.25	
121	01/20/2022	Payroll	2	EFT		1,794.16	

001 OPERATIONS	358,227.80
003 RADIO OPERATIONS	30,838.54
300 PROJECT FUND	12,478.63
630 CUSTODIAL FUND-LEASE HOLD TAX	182.24

	Claims: 244,264.54
401,727.21	Payroll: 157,462.67

CHECK REGISTER

Cowlitz 911

Time: 13:44:25 Date: 01/21/2022

01/14/2022 To: 01/20/2022

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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.

_____	<u>C2FR</u>	_____
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

TRANSACTION JOURNAL

Cowlitz 911

01/14/2022 To: 01/14/2022

Time: 13:45:19 Date: 01/21/2022

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt #	InterFund #	Vendor	Amount	Memo
68	01/14/2022		1	11651	Claims			RED CANOE- FAIR	8,783.12	INV: 198999 FAIR 100 0122
	528 10 40 411	ADVERTISING		001	OPERATIONS				63.14	INDEED: JOB POSTING FOR IT
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				42.50	SIERRA SPRINGS: 11/18/2021
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				61.59	VISTAPRINT: BUSINESS CARDS FOR WELLS AND REEVES
	528 10 40 404	TELEPHONE		001	OPERATIONS				25.35	COMCAST BUSINESS: 12/02/21-01/01/2022
	528 10 40 404	TELEPHONE		001	OPERATIONS				232.10	COMCAST BUSINESS: 11/24/21-12/23/21
	528 10 40 400	PROFESSIONAL & COI		001	OPERATIONS				10.05	WASTE CONNECTIONS: NOVEMBER 2021
	528 10 40 414	TECHNOLOGY & SOFT		001	OPERATIONS				1,297.20	DROPBOX: 2022 ANNUAL USE FEE
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				-535.77	AMAZON: RETURNED BROKEN PRINTER FOR ADMIN ASSISTANT
	528 10 40 411	ADVERTISING		001	OPERATIONS				-2.29	INDEED: REFUND FOR INDEED IT JOB POSTING
	528 30 40 003	PUD - ELECTRICITY		003	RADIO OPERATIONS				396.26	RAINIER: COLUMBIA RIVER 11/03/21-12/06/21
	528 30 40 003	PUD - ELECTRICITY		003	RADIO OPERATIONS				332.93	COWLITZ PUD: SPEELYAI 4745063 11/05/21-12/08/21
	528 10 40 415	DUES AND SUBSCRIPT		001	OPERATIONS				215.00	IIMC: YOUNG 2022 ANNUAL MEMBERSHIP
	528 10 40 415	DUES AND SUBSCRIPT		001	OPERATIONS				1,642.00	APCO: 2022 ANNUAL MEMBERSHIP
	528 10 40 415	DUES AND SUBSCRIPT		001	OPERATIONS				1,550.00	NENA: 2022 ANNUAL MEMBERSHIP
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				33.50	VISTAPRINT: BUSINESS CARDS FOR TURRENTINE
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				86.47	AMAZON: STANDING DESK CHAIR FOR DISPATCH
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				85.27	AMAZON: FILE DRAWERS FOR REEVES
	528 10 40 404	TELEPHONE		001	OPERATIONS				518.49	CENTURYLINK: 556B 12/13/21
	528 10 40 404	TELEPHONE		001	OPERATIONS				531.10	CENTURYLINK: 994B 11/20/21
	528 10 40 404	TELEPHONE		001	OPERATIONS				148.15	AT&T: ADMIN CELL PHONE WELLS AND CAMERA AT FACILITY
	528 10 40 411	ADVERTISING		001	OPERATIONS				541.11	INDEED: JOB POSTING FOR ED
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				247.43	AMAZON: PRINTER INK FOR YOUNG
	528 10 40 414	TECHNOLOGY & SOFT		001	OPERATIONS				250.91	DROPBOX: ADDITIONAL LICENSE FOR 2022
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				146.48	AMAZON: AIR FRESHNER FOR RESTROOM
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				82.11	AMAZON: FILE TABS AND TISSUE
	528 30 40 003	PUD - ELECTRICITY		003	RADIO OPERATIONS				364.37	COWLITZ PUD: COLUMBIA HEIGHTS 4671145 11/15/21-12/16/2021

TRANSACTION JOURNAL

01/14/2022 To: 01/14/2022

Trans Date	Redeemed	Acct #	Chk #	Type	InterFund #	Vendor	Receipt #	Amount	Memo
528 30 40 003	PUD - ELECTRICITY	003	RADIO OPERATIONS					197.14	COWLITZ PUD: ABERNATHY 473708611/17/21-12/14/21
528 10 40 411	ADVERTISING	001	OPERATIONS					200.00	LINKEDIN: JOB POSTING FOR EXECUTIVE DIRECTOR
528 10 30 300	OFFICE SUPPLIES	001	OPERATIONS					20.53	AMAZON: 1099 FORMS FOR 2021 TAXES

Records Printed: 1

Adjustments:
Beginning Balance: 0.00
Revenues: 0.00
Warrant Expenditures: 8,783.12
Non Warrant Expenditures: 0.00
Interfund Transfers: 0.00
Redemptions: 0.00
Deposits: 0.00
Withdrawals: 0.00
Stop Payments: 0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 OPERATIONS	0.00	0.00	0.00	7,492.42	0.00	0.00	0.00	0.00
003 RADIO OPERATIONS	0.00	0.00	0.00	1,290.70	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	8,783.12	0.00	0.00	0.00	0.00

TRANSACTION JOURNAL

Cowlitz 911

Time: 13:45:46 Date: 01/21/2022
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01/14/2022 To: 01/14/2022

Trans Date	Redeemed	Acct #	Chk #	Type	Receipt #	InterFund #	Vendor	Amount	Memo
69	01/14/2022	1	11652	Claims			RED CANOE- HARVILL	2,069.85	INV: 198999 HARVILL 102 0122
528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				1,145.86	SIGNATURE COINS: CHALLENGE COINS TO BE GIVEN TO DISPATCH EMPLOYEES FOR DIFFERENT ACCOMPLISHMENTS
528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				238.69	COSTCO: NEW PRINTER FOR ADMIN ASSISTANT
528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				42.13	COSTCO: FILE FOLDERS
528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS				3.60	TARGET: WATER BOTTLES- WATER MACHINE WAS NOT WORKING
528 10 40 415	DUES AND SUBSCRIPT		001	OPERATIONS				75.00	WA ASSN OF COUNTIES:
528 10 40 408	TUITION & REGISTRAT		001	OPERATIONS				145.00	TRAINHR: REEVES- ROOKIE SUPERVISOR
528 10 30 302	EMPLOYEE APPRECIAT		001	OPERATIONS				35.59	BOOTCAMP- ONLINE- 1/6/2022
528 10 40 419	BOARD/ EMPLOYEE AI		001	OPERATIONS				383.98	DOLLAR TREE: SUPPLIES FOR CHRISTMAS DISPATCH
									MATTS CUSTOM MEATS: CHRISTMAS MEAL FOR DISPATCHERS

Records Printed: 1

Adjustments:
 Beginning Balance: 0.00
 Revenues: 0.00
 Warrant Expenditures: 2,069.85
 Non Warrant Expenditures: 0.00
 Interfund Transfers: 0.00
 Redemptions: 0.00
 Deposits: 0.00
 Withdrawals: 0.00
 Stop Payments: 0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 OPERATIONS	0.00	0.00	0.00	2,069.85	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	2,069.85	0.00	0.00	0.00	0.00

Cowlitz 911 Public Authority
Resolution 2022-001
Authorizing Use of Purchase Cards.

WHEREAS, on March 13, 2018 the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.754;

WHEREAS, the use of purchase cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency; and

WHEREAS, RCW 43.09.2855 establishes the conditions under which the Authority may authorize the use of purchase cards for official government purchases and acquisitions; and

WHEREAS, RCW 42.24.115 establishes the conditions under which the Authority may authorize the use of purchase cards for the purposes of covering expenses incident to authorized travel.

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz 911 Board of Directors as follows:

Section 1. Definitions. As used in this Resolution "Purchase Cards" means a card, device, or authorization issued pursuant to an agreement in which the issuer gives to the cardholder, the privilege of obtaining credit from the issuer. This includes General purpose credit, debit, prepaid, and merchant cards, as well as other forms of credit accounts regardless of whether a physical card or device is issued or not.

Section 2. Authorization. The Board authorizes the use of purchase cards. The Executive Director and Finance/Admin Specialist including any designated temporary or acting Executive Director or Finance/ Admin Specialist (unless otherwise limited in writing by the Board of Directors) shall implement a system for the distribution, authorization and control, credit limits, and payment of bills related to the use of purchase cards or accounts subject to the following provisions:

- A. **Authorization and control** The Executive Director and Finance/Admin Specialist including any designated temporary or acting Executive Director or Finance/ Admin Specialist (unless otherwise limited in writing by the Board of Directors) shall develop and implement policies, procedures, and accounting controls to ensure the proper use of credit cards, and payment of purchase card bills. Cowlitz 911 policies, procedures, and accounting controls will conform to the requirements of RCW 42.24.080, 42.24.115, 42.24.180, and 43.09.2855, as well as any additional requirements imposed by the Washington State Auditor's Office or Cowlitz County Treasurer's office.
- B. **Cash Advances Prohibited.** Using purchase cards for cash advances or withdrawals, regardless of the purpose is prohibited.

- C. Credit Limits. The Executive Director including any designated temporary or acting Executive Director (unless otherwise limited in writing by the Board of Directors) shall set credit limits on each purchase card issued. The maximum credit limit for general purpose credit cards assigned in the Authority's name or the name of the employee may not exceed \$5,000 with no single purchase to exceed \$1,000. The maximum credit limit for purchase cards assigned to the Executive Director, Finance/Admin Specialist and NG911 Tech/Vendor Project Manager, including any designated temporary or acting Executive Director, Finance/ Admin Specialist or NG911 Tech/Vendor Project Manager (unless otherwise limited in writing by the Board of Directors) may not exceed \$10,000, with no single purchase to exceed \$5,000 without the approval of the Board of Directors.
- D. Distribution. Purchase Cards may be distributed to those officials and employees who, in the opinion of the Executive Director including any designated temporary or acting Executive Director (unless otherwise limited in writing by the Board of Directors), have job responsibilities which would benefit from or otherwise be facilitated by the use of a purchase card.
- E. Personal Use Prohibited. Authority purchase cards may only be used for Authority business. Personal use, even if the purchase is reimbursed prior to the date the bill becomes due is prohibited by law.
- F. Unauthorized Charges. Any employee or official using an Authority issued purchase card for non-Authority business shall be billed for all unauthorized charges and may be subject to discipline up to and including termination.

Section 3, Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

Section 4, Effective Date. This resolution shall become effective January 26th 2022 upon adoption and signature as provided by law.

COWLITZ 911 BOARD OF DIRECTORS

Brad Thurman- Board Chair

Attest:

Approved as to form:

Briana Harvill- Acting Clerk of the Board

Frank Randolph- Legal Counsel



Cowlitz 911
Monthly Financials for the Month Ended 12/31/21

Fund	2021 Budgeted BFB	Actual BFB	2021 Annual Budget New Revenues	Actual New Revenues thru December 2021	Remaining New Revenues	% remaining
REVENUES						
OPERATIONS (.001)	\$ 519,000.00	\$ 519,062.06	\$ 2,825.00	\$ 4,117.82	\$ (1,292.82)	-45.8%
OPERATIONS RESERVE (.001)	\$ 81,000.00	\$ 81,000.00	\$ -	\$ -	\$ -	#DIV/0!
OPERATIONS TAXES (.001)	\$ -	\$ -	\$ 1,042,000.99	\$ 1,068,034.23	\$ (26,033.24)	-2.5%
OPERATIONS INTERGOVERNMENTAL(.001)	\$ -	\$ -	\$ 2,162,543.00	\$ 2,167,797.57	\$ (5,254.57)	-0.2%
EQUIPMENT RESERVE EQUIPMENT(.002)	\$ 159,625.00	\$ 159,692.49	\$ 1,000.00	\$ 228.72	\$ 771.28	77.1%
EQUIPMENT RESERVE RESERVED (.002)	\$ 38,000.00	\$ 38,000.00	\$ -	\$ -	\$ -	#DIV/0!
RADIO OPERATIONS (.003)	\$ 193,701.00	\$ 193,726.56	\$ 67,230.00	\$ 52,847.75	\$ 14,382.25	21.4%
RADIO RESERVE EQUIPMENT (.004)	\$ -	\$ 79,410.89	\$ -	\$ -	\$ -	#DIV/0!
RADIO RESERVE RESERVED (.004)	\$ -	\$ -	\$ -	\$ 69.86	\$ (69.86)	#DIV/0!
SALES TAX INTEREST(.005)	\$ -	\$ -	\$ 10,500.00	\$ 4,005.66	\$ 6,494.34	61.9%
SALES TAX TAXES(.005)	\$ 4,498,664.00	\$ 5,125,891.04	\$ 2,250,000.00	\$ 2,814,775.92	\$ (564,775.92)	-25.1%
STABILIZATION RESERVE (.006)	\$ -	\$ -	\$ 1,293.00	\$ 1,121.97	\$ 171.03	13.2%
BOND RESERVE FUND (200)	\$ 15,000,000.00	\$ -	\$ 8,500.00	\$ 85.77	\$ 8,414.23	99.0%
PROJECT FUND (300)	\$ -	\$ 15,022,188.96	\$ -	\$ 12,571.04	\$ (12,571.04)	#DIV/0!
CUSTODIAL FUND (630)	\$ -	\$ -	\$ -	\$ 2,589.88	\$ (2,589.88)	#DIV/0!
Total Revenues	\$ 20,489,990.00	\$ 21,218,972.00	\$ 5,545,891.99	\$ 6,128,246.19	\$ (582,354.20)	-9.5%

Fund	Description	2021 Annual Budget	Actual Expenditures thru December 2021	Remaining	Encumbrance	% Remaining
EXPENDITURES						
OPERATIONS (.001)	Direct Labor/Extra Pay	\$ 2,252,916.00	\$ 2,089,235.07	\$ 163,680.93	\$ -	7%
OPERATIONS (.001)	Benefits	\$ 1,048,252.00	\$ 928,067.58	\$ 120,184.42	\$ -	11%
OPERATIONS (.001)	Total Labor	\$ 3,301,168.00	\$ 3,017,302.65	\$ 283,865.35	\$ -	9%
OPERATIONS (.001)	OFFICE SUPPLIES	\$ 22,698.00	\$ 18,526.43	\$ 4,171.57	\$ -	18%
OPERATIONS (.001)	TRAINING MATERIALS	\$ 9,390.00	\$ 8,258.54	\$ 1,131.46	\$ -	12%
OPERATIONS (.001)	EMPLOYEE APPRECIATION	\$ 3,640.00	\$ 2,090.76	\$ 1,549.24	\$ -	43%
OPERATIONS (.001)	PROFESSIONAL & CONTRACTED SERVICES	\$ 106,684.00	\$ 73,851.37	\$ 32,832.63	\$ -	31%
OPERATIONS (.001)	LEGAL	\$ 88,000.00	\$ 30,079.36	\$ 57,920.64	\$ -	66%
OPERATIONS (.001)	INTERGOVERNMENTAL PROFESSIONAL SERVICES	\$ 60,900.00	\$ 57,201.96	\$ 3,698.04	\$ -	6%
OPERATIONS (.001)	POSTAGE	\$ 420.00	\$ 618.54	\$ (198.54)	\$ -	-47%
OPERATIONS (.001)	TELEPHONE	\$ 45,321.00	\$ 31,341.83	\$ 13,979.17	\$ -	31%
OPERATIONS (.001)	MEALS	\$ 8,504.00	\$ 850.13	\$ 7,653.87	\$ -	90%
OPERATIONS (.001)	MILEAGE/GAS	\$ 7,138.00	\$ 918.01	\$ 6,219.99	\$ -	87%
OPERATIONS (.001)	PARKING TAXI SHUTTLE BAGGAGE	\$ 2,038.00	\$ 7.85	\$ 2,030.15	\$ -	100%
OPERATIONS (.001)	TUITION & REGISTRATION	\$ 15,000.00	\$ 7,878.53	\$ 7,121.47	\$ -	47%
OPERATIONS (.001)	AIRFARE	\$ 3,126.00	\$ -	\$ 3,126.00	\$ -	100%
OPERATIONS (.001)	CAR RENTAL	\$ 2,000.00	\$ 483.25	\$ 1,516.75	\$ -	76%
OPERATIONS (.001)	ADVERTISING	\$ 6,250.00	\$ 1,899.53	\$ 4,350.47	\$ -	70%
OPERATIONS (.001)	COPIER RENT	\$ 1,444.00	\$ 2,375.58	\$ (931.58)	\$ -	-65%
OPERATIONS (.001)	INSURANCE/PREMIUMS (V/CIA)	\$ 30,337.00	\$ 24,547.00	\$ 5,790.00	\$ -	19%
OPERATIONS (.001)	TECHNOLOGY & SOFTWARE MAINTENANCE	\$ 292,746.00	\$ 193,026.08	\$ 99,719.92	\$ -	34%
OPERATIONS (.001)	DUES AND SUBSCRIPTIONS	\$ 4,015.00	\$ 4,725.14	\$ (710.14)	\$ -	-18%
OPERATIONS (.001)	LANDLORD TENANT	\$ 176,176.00	\$ 175,856.25	\$ 319.75	\$ -	0%
OPERATIONS (.001)	COMPUTERS (SOFTWARE/HARDWARE)	\$ -	\$ 1,761.34	\$ (1,761.34)	\$ -	0%
OPERATIONS (.001)	MISC/OTHER	\$ 200.00	\$ 66.69	\$ 133.31	\$ -	67%
OPERATIONS (.001)	BOARD/ EMPLOYEE APPRECIATION MEALS	\$ 1,400.00	\$ 896.47	\$ 503.53	\$ -	36%
OPERATIONS (.001)	PHOTOCOPIES	\$ 1,800.00	\$ 942.11	\$ 857.89	\$ -	48%
OPERATIONS (.001)	LODGING	\$ 13,929.00	\$ 6,471.96	\$ 7,457.04	\$ -	54%
OPERATIONS (.001)	WASHINGTON STATE AUDITOR	\$ -	\$ -	\$ -	\$ -	0%
OPERATIONS (.001)	Prior Period(s) Adjustments	\$ -	\$ -	\$ -	\$ -	0%
OPERATIONS (.001)	PAYROLL CLEARING	\$ -	\$ (294.13)	\$ 294.13	\$ -	0%
	Total Operating Expenditures	\$ 4,204,324.00	\$ 3,661,682.31	\$ 542,641.69	\$ -	13%
EQUIPMENT RESERVE (.002)	EQUIPMENT RESERVE	\$ 714,152.00	\$ 433,168.88	\$ 280,983.12	\$ 714,152.00	39%
RADIO OPERATIONS (.003)	RADIO OPERATIONS	\$ 219,102.00	\$ 211,514.76	\$ 7,587.24	\$ -	3%
RADIO RESERVE (.004)	RADIO SITE IMPROVEMENTS	\$ 549,289.00	\$ 135,840.20	\$ 413,448.33	\$ 413,448.33	75%
RADIO RESERVE (.004)	CAPITAL EXPENDITURES	\$ 99,905.00	\$ 189,165.97	\$ (89,260.69)	\$ (89,260.69)	-89%
SALES TAX (.005)	PROFESSIONAL CONTRACTED SERVICES	\$ 2,041,907.00	\$ -	\$ 2,041,907.00	\$ 2,041,907.00	100%
SALES TAX (.005)	CAPITAL OUTLAYS	\$ 12,124,424.00	\$ -	\$ 12,124,424.00	\$ 12,124,424.00	100%
SALES TAX (.005)	MISC PROJECT COSTS	\$ 833,669.00	\$ -	\$ 833,669.00	\$ 833,669.00	100%
PROJECT FUND (300)	PROFESSIONAL CONTRACTED SERVICES	\$ -	\$ 1,457,199.99	\$ (1,457,199.99)	\$ (1,457,199.99)	0%
PROJECT FUND (300)	CAPITAL OUTLAYS	\$ -	\$ 5,309,369.06	\$ (5,309,369.06)	\$ (5,309,369.06)	0%
PROJECT FUND (300)	MISC PROJECT COSTS	\$ -	\$ 72,797.11	\$ (72,797.11)	\$ (72,797.11)	0%
CUSTODIAL FUND (630)	CUSTODIAL FUND	\$ -	\$ 2,586.93	\$ (2,586.93)	\$ -	0%
BOND RESERVE (200)	BOND RESERVE	\$ 395,474.00	\$ 329,307.88	\$ 66,166.12	\$ 395,474.00	17%
	Total Expenditures	\$ 16,977,921.81	\$ 8,140,950.78	\$ 8,836,971.03	\$ 9,594,447.48	52%

Fund	Description	2021 Annual Budget	Actual Expenditures thru December 2021	Remaining	Encumbrance	% Remaining
INTERNAL TRANSFERS						
OPERATIONS (.001)	TRANSFER IN (.005)	\$ 996,955.01	\$ 776,275.61	\$ 220,679.40	\$ 220,679.40	22%
EQUIPMENT RESERVE EXPENDITURES (.002)	TRANSFER IN (.005)	\$ 553,527.00	\$ 433,168.88	\$ 120,358.12	\$ 120,358.12	22%
EQUIPMENT RESERVE (.002)	TRANSFER IN (.005)	\$ 144,824.00	\$ 144,824.02	\$ (0.02)	\$ (0.02)	0%
RADIO OPERATIONS (.003)	TRANSFER IN (.005)	\$ 131,912.00	\$ 138,705.32	\$ (6,793.32)	\$ (6,793.32)	-5%
RADIO OPERATIONS (.003) LEASE HOLD TAX	TRANSFER IN (.630)	\$ -	\$ 2,025.00	\$ (2,025.00)	\$ (2,025.00)	#DIV/0!
RADIO RESERVE EXPENDITURES (.004)	TRANSFER IN (.005)	\$ 649,193.81	\$ 245,602.58	\$ 403,591.23	\$ 403,591.23	62%
RADIO RESERVE (.004)	TRANSFER IN (.005)	\$ 300,000.00	\$ 300,000.00	\$ -	\$ -	0%
STABILIZATION RESERVE (.006)	TRANSFER IN (.005)	\$ 1,239,343.00	\$ 1,239,343.00	\$ -	\$ -	0%
BOND RESERVE FUND (200)	TRANSFER IN (.005)	\$ 395,474.00	\$ 359,154.49	\$ 36,319.51	\$ 36,319.51	9%
CUSTODIAL FUND (630)	TRANSFER IN (.003)	\$ -	\$ 2,025.00	\$ (2,025.00)	\$ (2,025.00)	#DIV/0!
SALES TAX (.005)	TRANSFER IN (.006) BOND RESERVE	\$ 15,000,000.00	\$ -	\$ 15,000,000.00	\$ 15,000,000.00	100%
Total Transfer In		\$ 19,411,228.82	\$ 3,641,123.90	\$ 15,770,104.92	\$ 15,770,104.92	81.2%
CUSTODIAL FUND (630)	TRANSFER OUT (.003 RADIO OPERATIONS) LEASE HOLD TAX	\$ -	\$ 2,025.00	\$ (2,025.00)	\$ (2,025.00)	#DIV/0!
RADIO OPERATIONS (.003) LEASE HOLD TAX	TRANSFER OUT (.630 LEASE HOLD)	\$ -	\$ 2,025.00	\$ (2,025.00)	\$ (2,025.00)	#DIV/0!
BOND RESERVE (.006)	TRANSFER OUT (.005) SALES TAX	\$ 15,000,000.00	\$ -	\$ 15,000,000.00	\$ 15,000,000.00	100%
SALES TAX (.005)	TRANSFER OUT (.001 OPERATIONS)	\$ 996,955.01	\$ 776,275.61	\$ 220,679.40	\$ 220,679.40	22%
SALES TAX (.005)	TRANSFER OUT (.002 EQUIPMENT EXPENDITURE RESERVE)	\$ 553,527.00	\$ 433,168.88	\$ 120,358.12	\$ 120,358.12	22%
SALES TAX (.005)	TRANSFER OUT (.002 EQUIPMENT RESERVED RESERVES)	\$ 144,824.00	\$ 144,824.02	\$ (0.02)	\$ (0.02)	0%
SALES TAX (.005)	TRANSFER OUT (.003 RADIO OPERATIONS)	\$ 131,912.00	\$ 138,705.32	\$ (6,793.32)	\$ (6,793.32)	-5%
SALES TAX (.005)	TRANSFER OUT (.004 RADIO EXPENDITURE RESERVES)	\$ 649,193.81	\$ 245,602.58	\$ 403,591.23	\$ 403,591.23	62%
SALES TAX (.005)	TRANSFER OUT (.004 RADIO RESERVED RESERVES)	\$ 300,000.00	\$ 300,000.00	\$ -	\$ -	0%
SALES TAX (.005)	TRANSFER OUT (.006 STABILIZATION RESERVE)	\$ 1,239,343.00	\$ 1,239,343.00	\$ -	\$ -	0%
SALES TAX (.005)	TRANSFER OUT (.200 BOND RESERVE FUND)	\$ 395,474.00	\$ 359,154.49	\$ 36,319.51	\$ 36,319.51	9%
SALES TAX (.005)	TRANSFER OUT (.300 PROJECT FUND)	\$ -	\$ -	\$ -	\$ -	0%
Total Transfer Out		\$ 19,411,228.82	\$ 3,641,123.90	\$ 15,770,104.92	\$ 15,770,104.92	81.2%

FUND SUMMARY		REVENUES	EXPENDITURES	CASH	INVESTMENTS	R-E=C+I
OPERATIONS	\$ 4,616,287.29	\$ 3,661,682.31	\$ 208,448.41	\$ 746,156.57	TRUE	
EQUIPMENT RESERVE	\$ 775,914.11	\$ 433,168.88	\$ -	\$ 342,745.23	TRUE	
RADIO OPERATIONS	\$ 387,304.63	\$ 213,539.76	\$ 72,431.52	\$ 101,333.35	TRUE	
RADIO RESERVE	\$ 625,083.33	\$ 325,006.17	\$ (100,000.00)	\$ 400,077.16	TRUE	
SALES TAX	\$ 7,944,672.62	\$ 3,637,073.90	\$ 3,869.91	\$ 4,303,728.81	TRUE	
STABILIZATION RESERVE	\$ 1,240,464.97	\$ -	\$ -	\$ 1,240,464.97	TRUE	
CUSTODIAL FUND	\$ 4,614.88	\$ 4,611.93	\$ 2.95	\$ -	TRUE	
BOND RESERVE	\$ 359,240.26	\$ 329,307.88	\$ -	\$ 29,932.38	TRUE	
PROJECT FUND	\$ 15,034,760.00	\$ 6,839,366.16	\$ -	\$ 8,195,393.84	TRUE	

COWLITZ COUNTY FIRE DISTRICT 6

Post Office Box 205 • Castle Rock, WA 98611-0205
(360) 274-4413 • Fax (360) 274-3151
www.cowlitz6fire.org



Cowlitz County 911 Board of Directors;

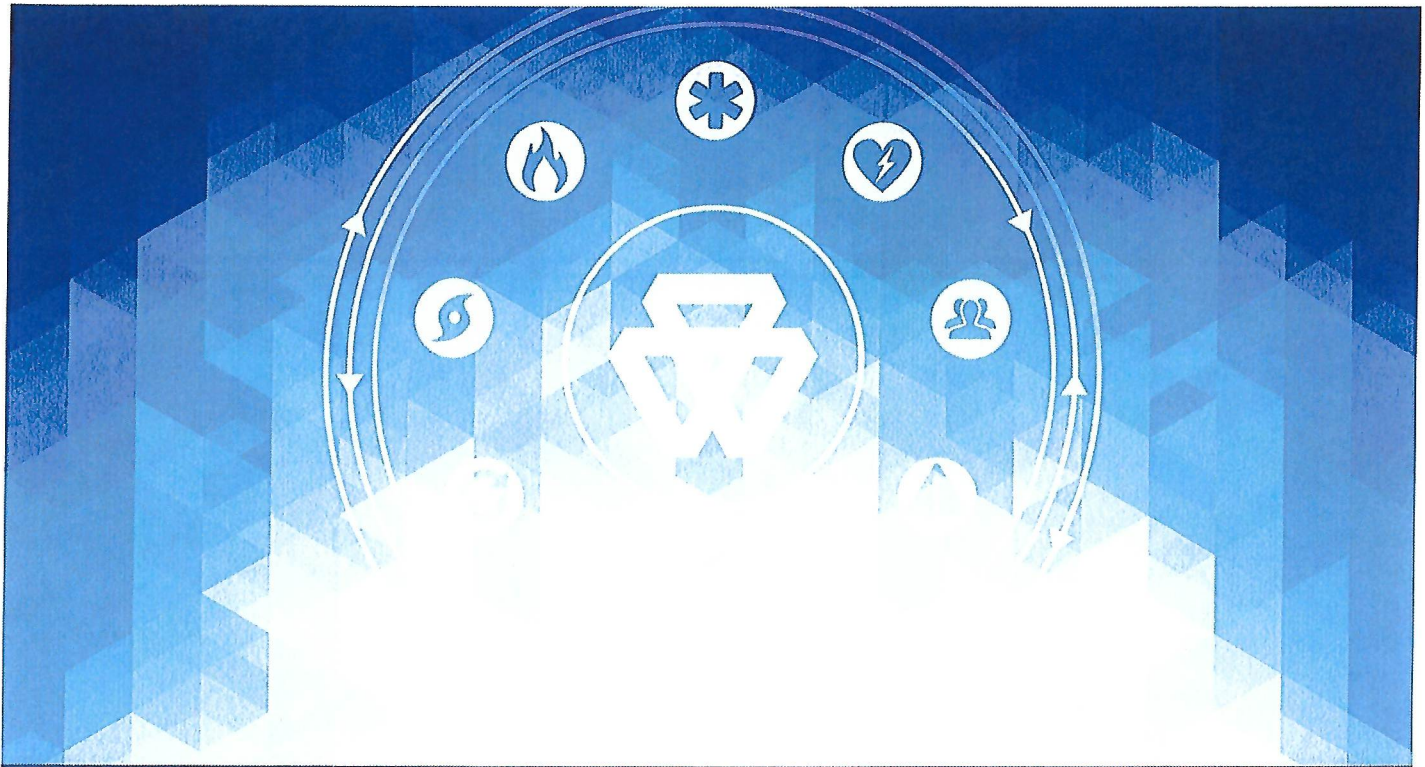
It is the recommendation of Cowlitz 2 Fire & Rescue, Longview Fire, Cowlitz County Fire District 3 and Cowlitz County Fire District 6 to have Cowlitz 911 pay up to \$7000 (\$1750 per agency) for the connection fees associated with connecting their records management system, Image Trend, to Spillman CAD as a part of the Implementation of Spillman CAD in Cowlitz County.

Thank You,

Brandon Poff, FF/EMT

Cowlitz County Fire District 6

A handwritten signature in black ink, appearing to read "Brandon Poff", is written over a horizontal line.



CAD Vendor Switch

Prepared For

Cowlitz 911
Deanna Wells
312 SW 1st Ave
Kelso, Washington 98626

Prepared By

Mike Lindsay
Dec 07, 2021

IMAGETREND®

Prepared For

Deanna Wells
 Cowlitz 911
 312 SW 1st Ave
 Kelso, Washington 98626
 360-577-3179
 WellsD@co.cowlitz.wa.us

Bill To

Deanna Wells
 Cowlitz 911
 312 SW 1st Ave
 Kelso, Washington 98626
 360-577-3179
 WellsD@co.cowlitz.wa.us

Salesperson	Quote Number	Date
Mike Lindsay, Account Executive, 952.469.6214	QUO-11733-N4F0K	Dec 07, 2021

Description	Qty	Frequency	Unit Price	Total
One-Time Fees				
CAD Switch Vendor - CAD Vendor: Spillman	4	One Time	\$1,750.00	\$7,000.00
TOTAL Year 1				\$7,000.00
*Annual Fees after Year 1				\$0.00

Cowlitz 2, 3, 6 and Longview FD are switching their CAD from Intergraph to Spillman.

Prepared By: Mike Lindsay

Terms of Agreement: The above mentioned items will be invoiced upon Contract signature with payment terms of net 30 days.

- The recurring annual fees will be invoiced annually in advance.
- Project completion occurs upon receipt of the product.
- ImageTrend's license, annual support and hosting are based on up to 14,370 annual incidents as provided by Client. *IMAGETREND will perform price increases of the recurring fees. The first price increase will occur with the fees due for year two. These price increases will occur once a year and may not exceed 3% of the price then currently in effect.
- This proposal is valid for 90 days.
- This quote reflects ImageTrend's standard non-CJIS compliant framework, and is provided without any CJIS-related warranties, representations, or contractual commitments. Additional information and pricing for ImageTrend's advanced CJIS compliant offerings are available upon request.
- The estimates set forth herein do not constitute a binding offer or acceptance. This quote does not express the full agreement or understanding of the parties, is subject to additional due diligence and change, and shall not be binding on ImageTrend. The parties do not intend to be legally bound until they enter into definitive agreements regarding the subject matter hereof.

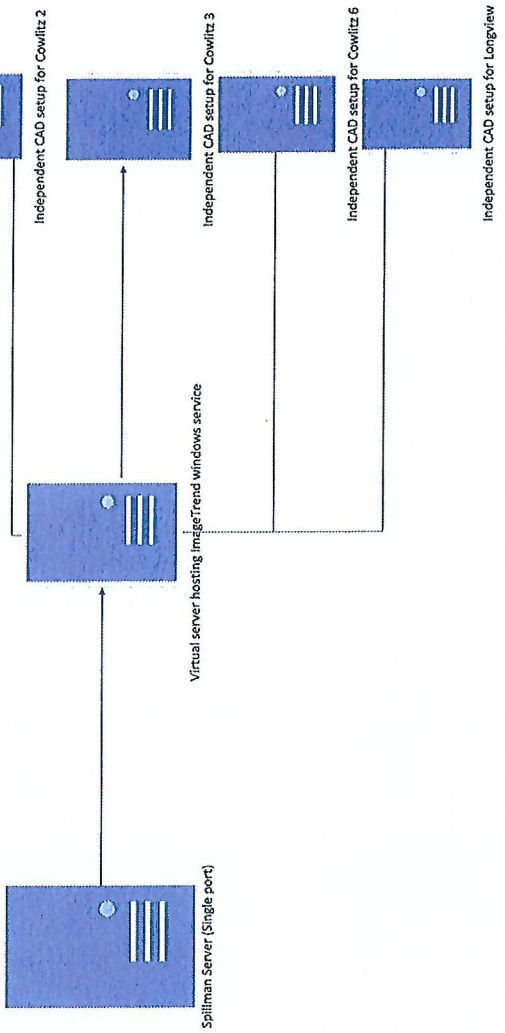
IMAGETREND will invoice sales tax to non-exempt CLIENTS where applicable

DISCLAIMER: This quote creates no legal obligations. This letter is intended to confirm the parties' current understanding of the terms, but it is not intended to create any legal obligations with respect to any of the terms. Neither party should rely on this quote and no legal or equitable remedy will arise from any such reliance. Instead, the parties must reach a final agreement. A final agreement will be a condition precedent to any binding obligations. A fully executed Contract Agreement will be required to be completed before an order is processed.

PRODUCT DESCRIPTIONS

CAD Switch Vendor

Switching CAD vendors is treated as a brand new CAD integration. It is important to note who the new CAD vendor is, as well as the agency(s) affected and the ImageTrend site that the agency(s) use.





PERSONAL SERVICES AGREEMENT

Contract Number: 2022-001

THIS AGREEMENT is entered into between **Cowlitz 911 Public Authority**, a public authority created pursuant to RCW 35.21.730 through 35.21.759 by Cowlitz Council Code Chapter 2.46, having a principal place of business at 312 1st Avenue SW, Kelso, WA 98626 (hereinafter called "Cowlitz 911").

Name: Reliable Administration Solutions, LLC

Address: 7865 W Silver Spring Way
Florence, AZ 85132

Phone N^o: 636-537-2505

(hereinafter called "Contractor" or "Spillman System Administrator" or "SSA").

This Agreement is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation
- Attachment C – General Conditions
- Attachment D – Special Terms and Conditions and Retirement Status Form (signature required)

copies of which are attached hereto and incorporated herein by this reference as if fully set forth.

The term of this Agreement shall be effective as of the 1st day of January 2022 and shall, unless terminated as provided elsewhere in the Agreement, terminate on 31st day of December 2022. The Cowlitz 911 reserves the right to extend the contract for up to four additional one-year periods.

IN WITNESS WHEREOF, the parties have executed this Agreement on this 20th day of February 2022.

CONTRACTOR:

Print name: Tom Stoddard

Title: Owner

Date: 1/20/2022

COWLITZ 911 PUBLIC AUTHORITY

Brad Thurman- Board Chair

Norm Krehbiel- Interim Director

Briana Harvill- Acting Clerk of the Board

CONTRACT HAS BEEN APPROVED AS TO FORM BY
COWLITZ 911 PUBLIC AUTHORITY LEGAL
COUNSEL [2014_ver.3]

Frank Randolph- Cowlitz 911 Legal Counsel

SCOPE OF WORK

Cowlitz 911 Public Authority hereby engages the Contractor to serve as an independent contractor providing support services to Cowlitz 911 P.A. on the terms and conditions set forth in this Agreement. The Contractor agrees to complete the services on behalf of Cowlitz 911 P.A. as described below and attached, including the following elements:

Spillman Systems Administrator (SSA) will act as the primary point of contact for the Client. Tom Stoddard may sub-contract with Patty Marsden to assist on any specific task as needed, however this sub-contract will be at Stoddard's expense and Cowlitz 911 will not be liable for any costs or expenses incurred due to the sub-contract.

The SSA will furnish all office supplies used to provide the services required by this Agreement at no cost to Client. Client will furnish any necessary items not classified as office supplies.

Client shall provide SSA with the Spillman software necessary to perform services. A detailed inventory form of any equipment assigned will be on record and amended as necessary.

Client shall provide connectivity via VPN that will allow access to the Spillman environment. SSA will comply with all security considerations as required by Client, including use of multi-factor authentication (MFA) where implemented.

The SSA is an independent worker and not an employee of the Client. The SSA, partners, employees and subcontractors are not Client employees. Spillman Systems Administrator and Client agree to the following rights consistent with an independent relationship.

- The SSA has the right to perform services for others during the term of this Agreement.
- The SSA has the sole authority to control and direct the means, manner and method by which the services required by the Agreement will be performed.
- Client agrees that Tom Stoddard as SSA shall perform the services required by this Agreement except that he may subcontract with Patty Marsden to perform services under this agreement at his own expense.
- At Client's discretion, Client's employees may assist the SSA with matters requiring data collection or other local coordination or assistance.
- SSA is not responsible for the errors, acts or omissions of Client's employees.
- The SSA will provide Cowlitz 911 P.A. a copy of their W9.

The Spillman Systems Administrator and any sub-contractor shall pay all use tax, sales tax, income taxes and FICS (Social Security and Medicare taxes) incurred while performing services under this Agreement. Client will not:

- Withhold FICA from SSA payments or make FICA payments on SSA's behalf.
- Withhold state or federal income tax from SSA's payments.
- Make any unemployment compensation contributions on SSA's behalf.

Primary Responsibilities of Reliable Administration Solutions Spillman Administration Services:**•Maintain a Good Line of Communication with Users.**

The Spillman System Administrator, (SSA), must keep users aware of events affecting the system and policies concerning its use. To accomplish this, the SSA must demonstrate effective verbal and written communications skills in order to issue written memos, send electronic memos, hold meetings with users, provide training and make presentations to various groups as necessary. Additionally, the SSA must be accessible and respond within 60 (sixty) minutes to Cowlitz 911 P.A CAD and Mobile Spillman users, except during pre-scheduled blackout periods, in order to fix problems of an **emergent nature** that may occur at any hour of the day or night. The priority method of contact will be by phone, or other technology as agreed between the parties.

Emergent Nature = Acknowledgement of notification and SSA resources assigned within 60 minutes of notification in the event of a system failure, or inability to enter calls, manage resources, or interruption in dispatch services, or mobile client functionality or connectivity interfering with the responder's ability to utilize the mobile device. In the event the SSA has pre-scheduled a blackout periods, Cowlitz 911 staff will work directly with Spillman support to address any emergent problems.

Non-Emergent Nature = Acknowledgement of request within 8 hours during business hours or the following workday on weekends or after hours, when the situation does not interfere with the ability to perform dispatch or responder duties.

• First line support

Any problem with the Spillman application, ancillary interface connections, or the server, Cowlitz 911 staff will contact Reliable Administration Solutions, (SSA) prior to contacting Spillman. SSA support staff are familiar with the software and how it is supposed to function, it is the intention of the parties that SSA expertise and first line of support will reduce Spillman support time.

• Provide First Level Support

The SSA will attempt to solve all problems before reporting them to Spillman Customer Support by using manuals and troubleshooting guidelines. The SSA must be familiar with all current Spillman manuals and resources as well as basic knowledge of all areas of Cowlitz 911 Spillman system.

• Maintaining Spillman Application Parameters and AdminUtil

The SSA is responsible for maintaining Spillman application parameters which provide the flexibility that allows you to customize many areas of Spillman.

• Install Linux patches and updates - Reboot services

For the system to run correctly the operating system must run without any issues. Patches and updates to Linux go hand in hand with patches and updates to the Spillman product. Finally, while Linux runs flawless, from time to time it is important to reboot the server to clear out the memory buffers and to ensure

that nothing is wrong with the system. SSA will ensure regular timely preventative system maintenance is performed.

- **Insure Backups Performed**

Insure all systems and data backups are performed according to best practices, and/or vendor recommendations.

- **Name and Vehicle Audits**

Keeping the data as clean as possible. Reducing duplicate names and vehicles.

- **Audits Other.**

SSA will cooperate fully with customer upon receiving a request from Cowlitz 911 and any local, state, or federal agency with oversight authority/jurisdiction in connection with any audit or investigation of the system data, security, and data access. The SSA will archive and retrieve CAD data as requested by customer or work with customer's designee to provide access to archived data.

- **New module setup and activation**

Setup and activation of new modules that will improve the agencies overall objective and streamline operations. This includes advising the agency of what Spillman modules are available to solve agency needs, ensuring correct configuration of the module and assisting with training and implementation. The SSA will set up and load the appropriate code tables, assign privileges and ensure the necessary training occurs for a successful implementation of all of the Spillman modules and applications at Cowlitz 911.

- **Policies and Procedures**

From time to time additional features, or functionality are made available by Spillman Technologies, but some requested changes are neither feasible nor advantageous to the Spillman Users. In these situations, the Agency may need to change their procedures to comply with the requirements of the Spillman software. The SSA will act as the liaison between Spillman and the user agencies when special requests have been made. SSA will maintain familiarity with the Standard Operating Procedures and appropriate manuals.

- **Interface with Spillman Support**

Act as the liaison between the SSA, user agency, and Spillman Support, trouble shoot and identify system issues, training issues, and auxiliary issues, solve problem with the collaboration of Cowlitz 911 support, user agency, third party vendor, and/or Spillman Support.

- **Modify Spillman reports and cron jobs**

Implement agency report modifications to provide needed data. Set up reports to run automatically and to be emailed to the appropriate recipients.

- **Code Table normalization or block coding and code table maintenance**

Building proper code tables to streamlines data entry and more importantly makes it much easier to get the data the agency needs in one search.

Specific custom interfaces ~ i.e. Lexus Nexus interfaces for Community Crime Maps, OASIS Commissary, Confined Inmates web page, ACCESS, Other State Interfaces
Assisting agencies establish, monitor, and solve problems for different interfaces that work with the Spillman Software.

- **Maintain Spillman System Security**
The SSA responsibilities include adding, modifying and deleting users in both LINUX and Spillman in a consistent manner. The SSA is also responsible for adjusting user privileges, configuring login parameters and tailoring user's login scripts as necessary in coordination with Cowlitz 911 Information Technology.
- **Maintain CAD Version updates**
The SSA will work with Spillman to ensure that Cowlitz 911 version of CAD software is kept current and up-to-date, security updates and patches are up-to-date.
- **Maintain Code Tables**
Code tables are used throughout the Spillman software to validate and categorize data. This facilitates data entry and allows for the powerful searching/reporting capabilities of the Spillman software. The SSA must be familiar with all codes and code tables used by the Spillman modules. The SSA must maintain the tables in accordance with Spillman specifications and programs requirements as well as the needs of Cowlitz 911 user agencies ensuring that no codes are added or modified which would benefit one agency while adversely affecting another user.
- **Maintain Geobase Information**
Acts as a liaison with Cowlitz 911 GIS Coordinator to ensure addressing system is current. Completes mapping and response plans and keeps the Spillman data base current, working with other agencies as needed. The SSA must maintain CAD (computer aided dispatch) Geobase module accurately in order to be used effectively. The SSA must be properly trained in mapping software in order to coordinate with Cowlitz County GIS (geographic information systems) personnel or other parties to upload mapping updates into the software system.
- **Ensure Data is Audited**
The SSA must implement an effective plan to audit data with regularly scheduled audits. The audit plan will be presented to the Client within 60 days of signing this agreement. Client input on auditing schedule will be considered by the SSA. Auditing helps identify duplicate data and data that is entered incorrectly or does not conform to standards.
- **Maintain a System Log on the Spillman Server**
The SSA responsibilities include maintaining a detailed log documenting backups performed, changes in configurations, software installations, problems encountered and how they were corrected, communications with Spillman Customer Support, etc.

- **Protect Super User Access**

The SSA must protect Super User and Root logins and passwords from unauthorized use.

- **Define Data Entry Standards**

To ensure information can be retrieved with ease the SSA will work with agency to establish agency standards of data entry.

To use the full power of the Spillman Software all users must enter data consistently. The SSA will periodically review various areas of Spillman, identify problematic areas of the system and schedule training as necessary to correct the problem(s).

- **Contact**

The SSA and Cowlitz 911 I.T. Manager will act as the main contact point not only with Spillman Users but also with all outside groups, vendors, agencies, etc. for handling Spillman related inquiries, assistance requests, sales pitches, etc. The SSA will be the main contact with Spillman in all situations unless that responsibility has been delegated by the SSA to another Spillman support resource. However, in an emergent situation and in the absence of SSA availability, backup Spillman support personnel selected by the Client may engage with Spillman support as required by the situation, along with a bona fide attempt to inform the SSA. Problems reported by more than one person cause confusion and will ultimately lessen the effectiveness of Customer Support in solving problems. Spillman Technologies requires that at least one administrator be designated as the SSA; the primary point of contact with Spillman. This is done to avoid redundant communications with Spillman Customer Support.

The use of multiple administrators requires teamwork, cooperation, excellent communication among the Administrators and careful coordination.

- **Training**

The SSA shall attend as much Spillman training as possible in order to better assist Cowlitz 911 Spillman Users when they have questions or problems. The SSA shall coordinate all user training and provide as much of the training as possible himself/herself in order to save Cowlitz 911 Spillman users time and money. This training includes assisting other agencies with various interfaces and analytic applications and reports that include (but are not limited to): Crystal Reports, ODBC interface to be functional with Microsoft Access. It is the responsibility of the agency to see that all employees using the Spillman systems have been properly trained. The SSA shall implement an ongoing training plan to train new employees and refresher courses for employees who have already been trained. The SSA shall ensure that Spillman Users Guides have been distributed to appropriate personnel. This helps relieve the SSA of dealing with the problems or questions already explained in the manuals.

- **Maintain the Training Database**

The database is an important tool in training and shall be maintained accurately by the SSA.

- **Shared Agencies**
The SSA will work with the Client to bring on shared agencies. This will include but not be limited to working with the agencies involved, setting up sypriv tables as well as agency and non-agency partitioning.
- **Review of Existing Spillman System Setup**
The SSA will review the existing code tables, parameters and overall setup and make recommendations as to changes that would increase the efficiency of the system. Once the changes are approved by the Client, those requiring a modification to the software tables will be completed by the SSA.
- **ACCESS**
Activate ACCESS Query capabilities in Mobile and Spillman for all personnel that are ACCESS certified. Provide and manage ORI's, and work with Washington State ACCESS staff on other projects as needed, inquiries, and audits.
- **CAD Software**
Administer the CAD Module and provide CAD staff support. Administer the current CAD Software program as well as ensure a smooth transition to the new upgrade; to include resolution of all related setup issues, to include on-site assistance during 2022 go-live.
- **Authority**
The SSA must have the respect of all people that will be using the Spillman applications and the authority to set policies and procedures for Spillman applications use. The more authority the SSA has, the more successful he/she will be.

In the event the Contractor, or its agents or assigns, are unable to complete their work as scheduled, the contract period and compensation may be adjusted by Cowlitz 911.

COMPENSATION

1. **a. FIXED FEE FOR SERVICE:** For services rendered, Cowlitz 911 P.A. shall pay to the Contractor a fixed fee of two thousand dollars (\$2,000.00) per month for the completed work set forth in Attachment "A." Payments for completed tasks shall be made no more frequently than monthly.

In no event shall the Contractor be annually compensated in excess of twenty-four thousand dollars (\$24,000.00) for services outlined above and in Attachment "A."

Each request for payment shall be supported by an invoice specifying the tasks completed up to the request for payment and the payment amount requested. In no event shall payment be sought in an amount which represents a percentage of the fee greater than the percentage of completed tasks.

2. AND

a. The compensation set forth herein includes, without limitation: labor, materials, equipment, travel, telephone, computer, copiers and the like.

GENERAL CONDITIONS

1. Scope of Contractor's Services. The Contractor agrees to provide to Cowlitz 911 P.A. services and any materials set forth in the project narrative identified as Attachment A during the agreement period. No material, labor, or facilities will be furnished by Cowlitz 911 P.A., except as provided for herein.
2. Accounting and Payment for Contractor Services. Payment to the Contractor for services rendered under this Agreement shall be as set forth in Attachment B unless specifically stated in Attachment B, Cowlitz 911 P.A. will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract.
3. Delegation and Subcontracting. Contractor's services are deemed personal and no portion of this contract may be delegated or subcontracted to any other individual, firm or entity without the express and prior written approval of Cowlitz 911 P.A. Project Manager.
4. Independent Contractor. The Contractor's services shall be furnished by the Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Attachment B and the Contractor is not entitled to any Cowlitz 911 P.A. benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental or other insurance benefits, or any other rights or privileges afforded to Cowlitz 911 P.A. employees. The Contractor represents that it maintains a separate place of business, serves clients other than Cowlitz 911 P.A., will report all income and expense accrued under this contract with the Internal Revenue Service on a business tax schedule, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

In the event that either the state or federal government determines that an employer/employee or master/servant relationship exists rather than an independent contractor relationship such that Cowlitz 911 P.A. is deemed responsible for federal withholding, social security contributions, workers compensation and the like, the Contractor agrees to reimburse Cowlitz 911 P.A. for any payments made or required to be made by Cowlitz 911 P.A.. Should any payments be due to the Contractor pursuant to this Agreement, the Contractor agrees that reimbursement may be made by deducting from such future payments a pro rata share of the amount to be reimbursed.

Notwithstanding any determination by the state or federal government that an employer/employee or master/servant relationship exists, the Contractor, its officers, employees and agents, shall not be entitled to any benefits which Cowlitz 911 P.A. provides to its employees.

5. No Guarantee of Employment. The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by Cowlitz 911 P.A. at the present time or in the future.
6. Regulations and Requirements. This Agreement shall be subject to all federal, state and local laws, rules, and regulations.
7. Right to Review. This contract is subject to review by any federal or state auditor. Cowlitz 911 P.A. shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by Cowlitz 911 P.A. Project Manager. Such review may occur with or without notice, and may include, but is not limited to, onsite inspection by Cowlitz 911 P.A. agents or employees, inspection of all records or other materials which Cowlitz 911 P.A. deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial

records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall make them available for such review, within Cowlitz County., State of Washington, upon request, during reasonable business hours.

8. Modifications. Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
9. Termination for Default. If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or makes an assignment for the benefit of creditors, Cowlitz 911 P.A. may, by depositing written notice to the Contractor in the U.S. Mail, postage prepaid, terminate the contract, and at Cowlitz 911 P.A.'s option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract. Any extra cost or damage to Cowlitz 911 P.A. resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor agrees to bear any extra expenses incurred by Cowlitz 911 P.A. in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by Cowlitz 911 P.A. by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

10. Termination for Public Convenience. Cowlitz 911 P.A. may terminate the contract in whole or in part whenever Cowlitz 911 P.A. determines, in its sole discretion that such termination is in the interests of Cowlitz 911 P.A.. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by Cowlitz 911 P.A. at any time during the term, whether for default or convenience, shall not constitute a breach of contract by Cowlitz 911 P.A..
11. Termination Due to Insufficient Funds. If sufficient funds for payment under this contract are not appropriated or allocated or are withdrawn, reduced, or otherwise limited, Cowlitz 911 P.A. may terminate this contract upon thirty (30) days written notice to the Contractor. No penalty or expense shall accrue to Cowlitz 911 P.A. in the event this provision applies.
12. Termination Procedure. The following provisions apply in the event that this Agreement is terminated:
 - (a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.
 - (b) The Contractor shall provide Cowlitz 911 P.A. with an accounting of authorized services provided through the effective date of termination.
 - (c) If the Agreement has been terminated for default, Cowlitz 911 P.A. may withhold a sum from the final payment to the Contractor that Cowlitz 911 P.A. determines necessary to protect itself against loss or liability.
13. Defense and Indemnity Agreement. To the fullest extent permitted by law and except to the extent caused by the sole negligence of Cowlitz 911 P.A., the Contractor shall indemnify, defend and hold Cowlitz 911 P.A. and its appointed and elected officers, agents and employees, and volunteers, harmless from and against any and all claims for any injuries, death or damage to persons or property (including any loss of use resulting therefrom), directly or indirectly arising out of, resulting from, or in connection with performance of this Agreement. Contractor's obligation to indemnify, defend and hold harmless includes any claim by Contractor's agents, employees, representatives, or any

subcontractor or its employees. Contractor expressly agrees to indemnify, defend and hold harmless Cowlitz 911 P.A. from any claims arising out of or incident to either Contractor's or its Subcontractor's performance or failure to perform the Agreement.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and Cowlitz 911 P.A., its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence.

It is further agreed by and between the parties that in no event shall any Cowlitz 911 P.A. appointed or elected officer, agent, employee, or volunteer, when executing their official duties in good faith, be in any way personally liable or responsible for any agreement or performance contained herein, whether express or implied, nor for any statement or representation made herein or in any connection with this Agreement.

14. Industrial Insurance Waiver. With respect to the performance of this Agreement and as to claims against Cowlitz 911 P.A., its appointed and elected officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, as now or hereafter amended, or other worker's compensation act, disability benefit act, or other employee benefit act of any jurisdiction otherwise applicable, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. Along with the other provisions of this Agreement, this waiver is mutually negotiated by the parties to this Agreement.
15. Venue and Choice of Law. In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington Cowlitz County. This Agreement shall be governed by the law of the State of Washington.
16. Withholding Payment. In the event Cowlitz 911 P.A. Project Manager determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then Cowlitz 911 P.A. may withhold from amounts otherwise due and payable to Contractor the amount determined by Cowlitz 911 P.A. as necessary to cure the default, until Cowlitz 911 P.A. Project Manager determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that Cowlitz 911 P.A. promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than ten (10) days after it determines to withhold amounts otherwise due. A determination of Cowlitz 911 P.A. Project Manager set forth in a notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provision of the Disputes clause of this Agreement. Cowlitz 911 P.A. may act in accordance with any determination of Cowlitz 911 P.A. Project Manager which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to the Contractor by reason of good faith withholding by Cowlitz 911 P.A. under this clause.
17. Rights and Remedies. The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available bylaw.

18. Contractor Commitments, Warranties and Representations. Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to fulfill such a commitment shall render the Contractor liable for damages to Cowlitz 911 P.A.. A commitment includes, but is not limited to any representation made prior to execution of this Agreement, whether or not incorporated elsewhere herein by reference, as to performance of services or equipment, prices or options for future acquisition to remain in effect for a fixed period, or warranties.
19. Patent/Copyright Infringement. Contractor will defend, indemnify and hold harmless Cowlitz 911 P.A., its appointed and elected officers, agents and employees from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon Cowlitz 911 P.A., its elected or appointed officials or employees for damages because of the Contractor's alleged infringement on any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against Cowlitz 911 P.A., its appointed and elected officers, agents and employees in any action. Such defense and payments are conditioned upon the following:
- (a) That Contractor shall be notified promptly in writing by Cowlitz 911 P.A. of any notice of such claim.
 - (b) Contractor shall have the right, hereunder, at its option and expense, to obtain for Cowlitz 911 P.A. the right to continue using the information, in the event such claim of infringement, is made, and provided no reduction in performance or loss results to Cowlitz 911 P.A.
20. Disputes.
- (a) General. Differences between the Contractor and Cowlitz 911 P.A., arising under and by virtue of the contract documents shall be brought to the attention of Cowlitz 911 P.A. at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The records, orders, rulings, instructions, and decision of Cowlitz 911 P.A. Project Manager shall be final and conclusive thirty (30) days from the date of mailing unless the Contractor mails or otherwise furnishes to Cowlitz 911 P.A. Project Manager a written notice of appeal. The notice of appeal shall include facts, law, and argument as to why the conclusions of Cowlitz 911 P.A. Project Manager are in error.

In connection with any appeal under this clause, the Contractor and Cowlitz 911 P.A. shall have the opportunity to submit written materials and argument and to offer documentary evidence in support of the appeal. Oral argument and live testimony will not be permitted. The decision of Cowlitz 911 P.A. Project Manager for the determination of such appeals shall be final and conclusive. Reviews of the appellate determination shall be brought in the Superior Court of Cowlitz 911 P.A. within fifteen (15) days of mailing of the written appellate determination. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered.
 - (b) Notice of Potential Claims. The Contractor shall not be entitled to additional compensation or to extension of time for (1) any act or failure to act by Cowlitz 911 P.A. Project Manager or Cowlitz 911 P.A., or (2) the happening of any event or occurrence, unless the Contractor has given Cowlitz 911 P.A. a written Notice of Potential Claim within ten (10) days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by Cowlitz 911 P.A.. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the work performed, labor and material used, and all costs and additional time claimed to be additional.
 - (c) Detailed Claim. The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within thirty (30) days of the accomplishment of the portion of the work from which the claim arose, and before final payment by Cowlitz 911 P.A., the Contractor

has given Cowlitz 911 P.A. a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

21. Ownership of Items Produced and Public Disclosure. All writings, programs, data, art work, music, maps, charts, tables, illustrations, records or other written, graphic, analog or digital materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of Cowlitz 911 P.A. and constitute "work made for hire" as that phrase is used in federal and/or state intellectual property laws and Contractor and/or its agents shall have no ownership or use rights in the work. Except as to data or information in the public domain or previously known to Contractor or required to be disclosed by law, subpoena or other process, the following shall apply:
- (a) Correspondence, emails, reports and other electronic or written work product will be generated between the Contractor and Cowlitz 911 P.A. during the course of this Contract. This Contract and such work product in the possession of Contractor may be deemed public records subject to disclosure under the Washington State Public Records Act, Chapter 42.56 RCW (Public Records Act). Thus, Cowlitz 911 P.A. shall be required, upon request, to disclose this Contract and all documents related to it unless an exemption under the Public Records Act or other laws applies. Contractor shall fully cooperate with and assist Cowlitz 911 P.A. with respect to any request for public records received by Cowlitz 911 P.A. related to the services performed under this Contract.
 - (b) Should Cowlitz 911 P.A. receive a request for disclosure, Cowlitz 911 P.A. agrees to provide Contractor ten (10) days written notice of impending release, and to cooperate with any formal legal action which may be initiated by Contractor to enjoin or otherwise prevent such release, provided that all expense of any such litigation shall be borne by Contractor, including any damages, attorney's fees or costs awarded by reason of having opposed disclosure, and further provided that Cowlitz 911 P.A. shall not be liable for any release where notice was provided and Contractor took no action to oppose the release of information. Notice of any proposed release of information pursuant to Chapter 42.56 RCW, shall be provided to Contractor according to the "Notice" provision herein. If the Contractor has not obtained an injunction and served Cowlitz 911 P.A. with that injunction by the close of business on the tenth business day after Cowlitz 911 P.A. sent notice, Cowlitz 911 P.A. will then disclose the record unless it makes an independent determination that the record is exempt from disclosure. Notwithstanding the above, the Contractor must not take any action that would affect (a) Cowlitz 911 P.A.'s ability to use goods and services provided under this Contract or (b) the Contractor obligations under this Contract. The Contractor will fully cooperate with Cowlitz 911 P.A. in identifying and assembling records in case of any public disclosure request.
 - (c) Contractor's failure to timely provide such records upon demand shall be deemed a material breach of this Contract. To the extent that Cowlitz 911 P.A. incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, Contractor shall fully indemnify and hold harmless Cowlitz 911 P.A. as set forth in Section 13. For purposes of this section, the terms "public records" and "agency" shall have the same meaning as defined by Chapter 42.56 RCW, as said chapter has been construed by Washington courts. The provisions of this section shall survive the expiration or termination of this Agreement.
22. Recovery of Payments to Contractor. The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work (Attachment A). In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may, at Cowlitz 911 P.A. Project Manager's sole discretion, be required to repay to Cowlitz 911 P.A. all monies disbursed to the Contractor for those parts of the project that are rendered worthless in the opinion of Cowlitz 911 P.A. Project Manager by such failure to perform.

Interest shall accrue at the rate of 12 percent (12%) per annum from the time Cowlitz 911 P.A. Project Manager demands repayment of funds.

23. Project Approval. The extent and character of all work and services to be performed under this Agreement by the Contractor shall be subject to the review and approval of Cowlitz 911 P.A. Project Manager. For purposes of this Agreement, Cowlitz 911 P.A. Project Manager is:

Name: Don Turrentine, I.T. Vendor Manager
Address: 312 SW 1st Avenue, Basement HOJ
Kelso, WA 98626
Phone: 360-562-7667
E-Mail: turrentined@cowlitz911.org

In the event there is a dispute with regard to the extent and character of the work to be done, the determination of Cowlitz 911 P.A. Project Manager as to the extent and character of the work to be done shall govern subject to the Contractor's right to appeal that decision as provided herein.

24. Non-Discrimination. The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.
25. Subcontractors. In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between Cowlitz 911 P.A. and the Contractor. The Contractor shall ensure that in all subcontracts entered into Cowlitz 911 P.A. is named as an express third-party beneficiary of such contracts with full rights as such.
26. Third Party Beneficiaries. This agreement is intended for the benefit of Cowlitz 911 P.A. and Contractor and not for the benefit of any third parties.
27. Standard of Care. The Contractor shall perform its duties hereunder in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession as Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.
28. Time is of the Essence. Time is of the essence in the performance of this contract unless a more specific time period is set forth in either the Special Terms and Conditions or Scope of Work.
29. Notice. Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to Cowlitz 911 P.A. Project Manager. Notice to the Contractor for all purposes under this Agreement shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.
30. Severability. If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.
31. Precedence. In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
- (a) Applicable federal, state and local statutes, ordinances and regulations;
 - (b) Scope of Work (Attachment A) and Compensation (Attachment B);
 - (c) Special Terms and Conditions (Attachment D); and
 - (d) General Conditions (Attachment C).
32. Waiver. Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

33. Attorney Fees. In the event that litigation must be brought to enforce the terms of this agreement, the prevailing party shall be entitled to be paid reasonable attorney fees.
34. Construction. This agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
35. Survival. Without being exclusive, Paragraphs 4, 7, 13-19, 21-22 and 30-35 of these General Conditions shall survive any termination, expiration or determination of invalidity of this Agreement in whole or in part. Any other Paragraphs of this Agreement which, by their sense and context, are intended to survive shall also survive.
36. Contract Documents. The Contract Documents for this Agreement, except for modifications issued after execution of this Agreement, form a contract and all are as fully a part of the contract as if attached to this Agreement or repeated herein. The contract represents the entire and integrated Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.
37. Security Breach Notification. CONTRACTOR shall have policies and procedures in place for the effective management of Security Breaches, as defined below. In the event of any actual, attempted, suspected, threatened, or reasonably foreseeable circumstance CONTRACTOR experiences or learns of that either compromises or could reasonably be expected to comprise Cowlitz 911 data through unauthorized use, disclosure, or acquisition of COWLITZ 911 data ("Security Breach"), CONTRACTOR shall immediately notify COWLITZ 911 of its discovery. After such notification, CONTRACTOR shall, at its own expense, immediately: Investigate to determine the nature and extent of the Security Breach. Contain the incident by taking necessary action, including, but not limited to, attempting to recover records, revoking access, and/or correcting weaknesses in security. Report to COWLITZ 911 the nature of the Security Breach, the COWLITZ 911 data used or disclosed, the person who made the unauthorized use or received the unauthorized disclosure, what CONTRACTOR has done or will do to mitigate any harmful effect of the unauthorized use or disclosure, and the corrective action CONTRACTOR has taken or will take to prevent future similar unauthorized use or disclosure.

Incident Response Contractor shall have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of any portion of Data, including PII, and agrees to provide Client, upon request, an executive summary of the written incident response plan.

SPECIAL TERMS AND CONDITIONS
AND RETIREMENT STATUS FORM

1. Reporting. The Contractor shall submit written progress reports to Cowlitz 911 P.A. Project Manager as set forth below:

- With each request for payment.
- Other: And more frequently as requested to ensure clear communication and documentation as it relates to the system security, stability, health and updates.

Reports shall include any problems, delays or adverse conditions which will materially affect the Contractor's ability to meet project objectives or time schedules together with a statement of action taken or proposed to resolve the situation. Reports shall also include recommendations for changes to the Scope of Work, if any. Payments may be withheld if reports are not submitted.

2. Insurance. The Contractor shall maintain in full force and effect during the term of this Agreement, insurance with companies or through sources approved by the state insurance commissioner pursuant to RCW Title 48, as now or hereafter amended. Cowlitz 911 P.A., its appointed and elected officials, agents and employees, shall be specifically named as additional insureds in a policy with the same company which insures the Contractor or by endorsement to an existing policy or with a separate carrier approved pursuant to RCW Title 48, as now or hereafter amended, and the following coverages shall be provided:

- | | | |
|-------------------------------------|--|---|
| <input checked="" type="checkbox"/> | COMMERCIAL GENERAL LIABILITY:
Bodily injury, including death and property damage | \$2,000,000 per occurrence
\$2,000,000 Aggregate |
| <input checked="" type="checkbox"/> | ERRORS AND OMISSIONS or PROFESSIONAL
LIABILITY with an Extended Reporting Period
Endorsement (two-year tail). | \$2,000,000 per occurrence
\$2,000,000 Aggregate |
| <input checked="" type="checkbox"/> | WORKERS COMPENSATION: | Statutory amount |
| <input checked="" type="checkbox"/> | AUTOMOBILE: coverage on owned, non-owned, rented and hired vehicles
Bodily injury, liability, including death, and \$1,000,000 Combined Single Limit
Property damage liability | |

All Contractor's and Contractor's subcontractors' insurance policies and additional named insured endorsements shall provide primary insurance coverage and be non-contributory. Any insurance, self-insured retention, deductible, risk retention or insurance pooling maintained or participated in by Cowlitz 911 P.A. shall be excess and not contributory to such insurance policies. All Contractor's and Contractor's subcontractors' liability insurance policies must be endorsed to show this primary coverage.

Upon request, the Contractor shall provide a full and complete certified copy of all requested insurance policies to Cowlitz 911 P.A.. Cowlitz 911 P.A. reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the requirements of this Agreement. Additionally, Cowlitz 911 P.A. reserves the right, but not the obligation, to review and reject any proposed insurer providing coverage based upon the insurer's financial condition or licensing status in Washington. Any deductibles and/or self-insured retentions exceeding \$10,000, stop loss provisions, and/or exclusions contained in such policies must be approved by Cowlitz 911 P.A. in writing. For any deductibles or self-insured retentions exceeding \$10,000 or any stop-loss provisions, Cowlitz 911 P.A. shall have the right to request and review the Contractor's most recent annual financial reports and audited financial statements as a condition of approval.

Contractor hereby agrees to a waive subrogation with respect to each insurance policy maintained under this Agreement. When required by an insurer, or if a policy condition does not permit Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor agrees to notify the insurer and obtain such endorsement. This requirement shall not apply to any policy which includes a condition expressly prohibiting waiver of subrogation by the insured or which voids coverage should the Contractor enter into such a waiver of subrogation on a pre-loss basis.

The Contractor shall, for each required insurance policy, provide a Certificate of Insurance, with endorsements attached, evidencing all required coverages, limits, deductibles, self-insured retentions and endorsements and which is conditioned upon Cowlitz 911 P.A. receiving thirty (30) days prior written notice of reduction in coverages, cancellation or non-renewal. Each Certificate of Insurance and all insurance notices shall be provided to: ATTN: Project Manager, Darren Ullmann, Undersheriff, 312 SW 1st Ave, Kelso, WA 98626. This Agreement shall be *void ab initio* if the proof of coverage is not timely supplied.

The insurance maintained under this Agreement shall not in any manner limit or qualify the liabilities or obligations of the Contractor under this Agreement. All insurance policy deductibles and self-insured retentions for policies maintained under this Agreement shall be paid by the Contractor.

If the Contractor maintains higher insurance limits than the minimums shown above, Cowlitz 911 P.A. shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Agreement or whether any certificate of insurance furnished to Cowlitz 911 P.A. evidences limits of liability lower than those maintained by the Contractor.

Compensation and/or payments due to the Contractor under this Agreement are expressly conditioned upon the Contractor's strict compliance with all insurance requirements. Payment to the Contractor shall be suspended in the event of non-compliance. Upon receipt of evidence of Contractor's compliance, payments not otherwise subject to withholding or set-off will be released to the Contractor. This Agreement shall be *void ab initio* if the proof of coverage is not timely supplied.

If the Errors and Omissions or Professional Liability insurance obtained is an occurrence policy as opposed to a claims-made policy, the Extended Reporting Period Endorsement is not required.

2. Liquidated Damages. For delays in timely completion of the work to be done or missed milestones of the work in progress, the Contractor shall be assessed twenty-five Dollars (\$25.00) per day as liquidated damages and not as a penalty because Cowlitz 911 P.A. finds it impractical to calculate the actual cost of delays. Liquidated damages will not be assessed for any days for which an extension of time has been granted. No deduction or payment of liquidated damages will, in any degree, release the Contractor from further obligations and liabilities to complete the entire project.
3. Other (specify):

COWLITZ 911 P.A. RETAINS THIS FORM

Individual contractors and service providers must complete and sign

- 4. WA Department of Retirement Systems: Independent Contractor Verification and State Retirement Status Reporting Form [WAC 415-02-110; DRS Email 13-011; DRS Email 09-001]

SECTION 1: INDIVIDUAL CONTRACTOR COMPLETES THIS SECTION AND SIGNS:

- Did you retire from one of the State of Washington Retirement Systems? YES NO
- Did you retire before age 65 using the 2008 early retirement factors (ERF)? YES NO
- Will you be receiving direct compensation for your services? YES NO
- Will you be receiving indirect compensation for your services? YES NO

CONTRACTOR (Full, individual name of contractor):

Signature: Jan Sedore Social Security No. _____ Date: 1/20/2022

SECTION 2: COWLITZ 911 P.A. COMPLETES THIS SECTION AND RETAINS FOR AUDIT PURPOSES:

[Use Member Reporting Verification (MRV) to verify the past retirement membership]

- 1. Contractor **has been** a member of a Washington State Retirement System YES NO
If **YES**, what system and plan?

- | | | | |
|---|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> Teachers' Retirement System (TRS) | <input type="checkbox"/> Plan1 | <input type="checkbox"/> Plan 2 | <input type="checkbox"/> Plan 3 |
| <input type="checkbox"/> School Employees' Retirement System (SERS) | | <input type="checkbox"/> Plan 2 | <input type="checkbox"/> Plan 3 |
| <input type="checkbox"/> Public Employees' Retirement System (PERS) | <input type="checkbox"/> Plan 1 | <input checked="" type="checkbox"/> Plan 2 | <input type="checkbox"/> Plan 3 |
| <input type="checkbox"/> Public Safety Employees' Retirement System (PSERS) | | <input type="checkbox"/> Plan 2 | |
| <input type="checkbox"/> Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF) | <input type="checkbox"/> Plan 1 | <input type="checkbox"/> Plan 2 | |
| <input type="checkbox"/> Washington State Patrol Retirement System (WSPRS) | <input type="checkbox"/> Plan 1 | <input type="checkbox"/> Plan 2 | |
| <input type="checkbox"/> Judicial Retirement System (JRS) | | | |

- 2. Is the contractor a retiree of a Washington State Retirement System? Yes No
- 3. Did the contractor retire before age 65 using the 2008 ERF? Yes No

I have verified the information above using MRV or by contacting DRS, and I have evaluated the individual Contractor, Independent Contractor or Service Provider under WAC 415-02-110 and/or DRS Form-MS 344 (R 5/09), and the Internal Revenue Service rules governing independent contractor status.

COWLITZ 911 P.A. OFFICIAL/DEPARTMENT REPRESENTATIVE:

Signature: Jan Sedore Date: 1/20/2022

COWLITZ 911 P.A. RETAINS THIS FORM

AGENDA SUMMARY FORM

Title of Agenda Item:

Temporary Salary Adjustment for Briana Harvill

Attachments:

- Previous documentation that was presented at the 01/12/2022 Board Meeting.

Summary Statement:

Due to an employee leave of absence (Starting 1/21/22 - through the end of May 2022), the current Administrative Assistant/ Public Records Coordinator, Briana Harvill, will be taking on the critical, time-sensitive duties of the Finance Admin Specialist in addition to her current full-time position. Her additional duties will include processing payroll, performing accounting duties, and acting as Clerk of the Board, among other tasks. As such, it is appropriate for her to receive a temporary increase. We have received feedback from some board members that they feel 5 - 7% is appropriate.

Recommendation (*motion*):

We recommend a motion to approve a temporary pay increase of 7% for Briana Harvill. Or if the board feels another amount if appropriate, we recommend a motion to present and approve that.

AGENDA SUMMARY FORM

Title of Agenda Item:

Temporary Salary Adjustment

Attachment: Yes No

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

Attachment(s)

Please provide a name for the attachment(s) below

Job duties Administrative Assistant/Public Records Coordinator & Finance Administrative Specialist

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

The Cowlitz 911 Finance Administrative Specialist is scheduled to be out of the office on medical leave for several months, effective sometime in January or early February through May 2022. Due to the lengthy absence critical time sensitive duties will require reassignment to another staff member. The Administrative Assistant/Public Records Coordinator has performed the critical time sensitive duties in a backup capacity in the past, and is willing to take on these duties during the Finance Administrative Specialist absence. Due to the additional duties and the extended period of time, the employee is requesting additional compensation while she performs these duties in addition to her regular duties.

A salary adjustment to compensate the employee while she performs the additional duties is budget neutral, as the absent employee will not be receiving any salary, or full benefits. Because the employee is willing to take on these extra duties there will be no reduction or elimination of services, and critical administrative tasks like, Clerk of the Board duties, payroll, accounts payable and receivable, will be completed without delay.

Both positions share a common wage scale, steps 1-6. The employee is requesting a temporary adjustment to step 6, which is the current budgeted amount to date. The temporary salary increase is approximately \$34.63 a shift, or \$762.00 a month, and is budget neutral.

Recommendation *(motion)*:

It is the recommendation of the Cowlitz 911 Public Authority Executive Director and Staff that the Cowlitz 911 Executive Board of Directors approve a temporary salary adjustment from step 3 to step 6 during the absence of the Finance Administrative Specialist.

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Finance/ Admin Specialist

FLSA: Non-Exempt

Agency: Cowlitz 911

Union Affiliated: Non-Union

Reports to: Cowlitz 911 Executive Director

Pages: 1 - 3

General Position Summary:

This position provides secretarial and administrative support to the Cowlitz 911 Executive Director to ensure efficient and smooth operations of the department. This position performs clerical and administrative duties that include assisting with the department budget, accounting and payroll duties, maintain department records, preparing correspondence and general customer service.

Essential Duties and Responsibilities:

1. Process all accounts receivable for the department. Prepare quarterly billings and receipt of all funds including preparation of miscellaneous receipt forms and deposit of revenue with the County Treasurer. Prepare annual Accounts Receivable Report as required for future audit purposes.
2. Generate Purchase Orders and Claim Voucher Summaries for processing payment of all accounts payable invoices. Enter all invoice payments into the accounts payable/receivable record management system for final payment to the vendors.
3. Maintain itemized accounts payable and accounts receivable ledger to track all agency expenditure and revenue transactions and reconciling the agency records with the contracted financial services vendor and contracted treasurers records.
4. Assist the Director with preparation of federal, state and local grant requests. Maintain grant tracking and associated reporting documentation for grant reimbursement as well as future audit purposes.
5. Assist the Director with completion of the annual State E-911 Contract application. Process the required contract documents, including tracking eligible expenses and submitting the required A-19 documents to request reimbursement.
6. Process, maintain and track status of agency agreements including preparation and submission to the Cowlitz 911 Public Authority Board.
7. Prepare monthly employee timesheets and payroll for all employees. This includes the calculation of overtime, shift differential, holiday pay, trainer pay, lead pay and leave pay as well as partial month salary calculations as necessary. Enter the payroll data into the payroll system.
8. Maintain employee leave and attendance records; which includes the documentation of all earned, used and donated vacation leave, sick leave, compensatory time, floating holiday, bereavement, military leave, Family Medical Leave, etc.
9. Generate Personnel Status forms required to document any change of employment status (e.g. step increases, promotions, new hire, resignation, termination) for all agency employees.
10. Prepare agency identification cards for all employees.
11. Serve as the Clerk of the Board for the Cowlitz 911 Public Authority Board and secretary for the User's Committees, as assigned. This includes attending, scheduling, preparing agendas, as well as recording, transcribing and distributing minutes of all official meetings.
12. Coordinate the renewal of all Federal Communications Commission (FCC) radio licenses.

13. Coordinate travel arrangements for employee training, including registration, lodging, airfare and/or ground transportation.
14. Prepare and process travel expenses funds requests and reimbursements for employees.
15. Compile and generate reports such as statistical data and other regular monthly reports. Prepare the annual report and post the report on the Cowlitz 911 website for public dissemination.
16. Design and maintain the department's Internet website.
17. Order office supplies and assist with coordination of repair or replacement of equipment, including dispatcher headsets.
18. Prepare and process department correspondence including distributing in-coming and out-going mail and faxes.
19. Perform other clerical duties such as schedule meetings and appointments, maintain calendars, reception and customer service, maintain address/mailing and telephone lists of all user agencies and contacts, attend and participate in staff meetings.
20. Perform other duties as assigned by the Director.

Minimum Qualifications:

1. Bachelor's degree in Mathematics, Accounting, Finance, Business Management or similar
2. Must pass Level 4 (Silver Level) of each of the 3 ACT/Work Keys – National Career Readiness Tests (NCRC) through Lower Columbia College (LCC) or provide a passing NCRC Certificate or current employees of Cowlitz 911 must have passed the Cowlitz 911 Clerical Exam.
3. Two years of experience in general office administration, secretarial, accounting/bookkeeping and budget tracking.
4. Proficient use of computers for general office/administrative applications such as word processing, spreadsheet and databases, email and Internet use.
5. Must pass a comprehensive background check.
6. Possess and maintain a valid driver's license.

Required Skills and Abilities:

1. Interpersonal skills to courteously deal and assist staff, the public and county employees requiring services. Possess interpersonal skills to develop and maintain effective working relations with other department staff and county employees.
2. Effectively work in a cooperative and multi-task work environment, and able to work under deadline requirements.
3. Effectively communicate in oral and written professional business-like manner. Compose correspondence from dictation or rough notes. Develop and prepare effective reports, spreadsheets and statements in a timely manner. Record and transcribe meeting minutes accurately.
4. Knowledge and application of office administration procedures, including excellent organizational and record management skills.
5. Exercise discretion over sensitive and confidential issues related to the department and its business.

Equipment or Tools:

1. Operate a personal and laptop computer with office administration software including word processing, database, spreadsheet internet and webpage software, and accessories such as printers and PowerPoint projector.
2. Operate standard office equipment such as fax, calculator, copy machine, and multi-line phones.

Job Scope:

Level of Supervision Received: Work under minimal supervision of routine tasks once trained. However, special project assignments may require higher levels of supervision. Required to provide regular status reports.

Level of Supervisory Responsibilities: It is not supervisory in nature, but may provide guidance to new staff on general issues.

Contact/Communication with others: Contact/communication with others is generally done via telephone, E-mail, correspondence or fax. However, some public contact is required as well as contact/communication with user-agency personnel including appointed and elected government officials and/or department heads. Communications will occur in oral and written form, and in formal and informal form.

Decision Making Capacities: Limited to the essential duties of the job, following department policies and procedures. Request clearance for out-of-scope or unusual matters.

Working Conditions:

1. May require work hours in excess of 8 hours per day or 5 days per week.
2. May require travel for training purposes and commute to other departments or government agencies.
3. Observe, abide, and set example, of all county and department policies, goals, and objectives.
4. Able to work well and complete duties under stress, and deadlines, while attending to multiple duties simultaneously.
5. Tolerate prolonged computer related exposure. Ability to sit/stand at a workstation for long periods of time.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing			x		
Walking				x	
Climbing			x		
Sitting					X
Stooping / Kneeling			x		
Lift/Carry up to 15 lbs.				x	
Lift/Carry up to 30 lbs.			x		
Lift/Carry up to 50 lbs.		x			
Push/Pull up to 25 lbs. of exertion			x		
Push/Pull up to 50 lbs. of exertion		x			
Work below waist level			x		
Work at waist to shoulder level					X
Work above shoulder level			x		
Reach further than arm's length			x		
Typing					X
Grasping / Holding					X
Talking					X
Hearing					X
Seeing					X
Work in confined spaces	x				
Exposed to extreme temperatures	x				
Operate tools or machinery (incl. office equip.)					X
Operate motorized vehicles/equipment			x		
Work at heights balancing		x			
Use/exposed to hazardous substances		x			

November 2018 _____
 New Cowlitz 911 Executive Director Incumbent _____ Date _____

Cowlitz 911

Job Description

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Administrative Assistant/Public Records Coordinator **FLSA: Non-Exempt**

Department: Cowlitz 911

Union Affiliated: No

Reports to: Executive Director

Pages: 1 - 3

General Position Summary:

This position is responsible for the reproduction, security and delivery of CAD logs and digital audio recordings requested by the Administration, Prosecutors Office, Law Enforcement, Fire Personnel, media, and the public. This position performs other Administrative duties to assist 911 Director and staff.

Essential Duties and Responsibilities:

1. Responsible for managing and processing all agency public disclosure requests following all Washington FIOA laws.
2. Maintain accurate and detailed records of all written and verbal communications related to the FIOA request. Complying with strict timelines, communications, and redactions that are free of errors prior to distribution of files.
3. Reproduce and deliver digital audio recording and other files as requested to request including L.E. agencies, fire departments, prosecutor's office, private and defense attorneys and the public. Also produce audio files for internal staff for review and training purposes.
4. Create and maintain a database consisting of a daily ledger related to public disclosure requests, distribution, current status of requests and archived information related to phone, radio digital audio, and computer aided dispatch logs, and provide statistical information required by the E911 State Office as it relates to 911 call activity.
5. Maintain and manage office inventory of material required to perform duties, CD's, Labels, and other miscellaneous office supplies.
6. Maintain strict confidentiality in reference to agency complaints, protected information and other confidential information.
7. Testify in court to the authenticity of the digital audio reproductions or CAD logs.
8. Assist with other clerical or office administrative duties as needed.
9. Communicate with the public, peers, supervisors; handle complaints from citizens and user agencies about PRA practices.
10. Prepares and regularly updates various logs, records and reports.
11. Attend staff meetings and user-agency meetings as assigned. Committee Clerk for Fire and Law TAC meetings.
12. Attend employer sponsored training as needed/assigned.
13. Performs other related duties or projects as assigned by the 911 Director.

Minimum Qualifications:

1. Possess an Associates or Bachelor's degree in Business Administration or similar.

2. Must pass a comprehensive background check.
3. Possess and maintain a valid driver's license.
4. Must possess fluent reading, writing and comprehension of English language skills.
5. Must perform work as defined, as it relates to the position abide by, as well as enforce all department handbook, policies and procedures, department's code of ethics and the Dispatchers' bargaining agreement.
6. Thorough understanding or experience with common office software: Word, Outlook, Databases, Internet Use and Excel.

Required Skills and Abilities:

1. Interpersonal and customer service skills to courteously deal with the public, client agencies, and staff requiring services, in person, electronically and telephony. Possess interpersonal skills to develop and maintain effective working relations with other department staff and county employees.
2. Must successfully operate after two weeks of training, internal computer applications and programs, 911 phone data management application, Digital Audio Recorder, personal computer, computer aided dispatch desktop viewer application.
3. Effectively work with minimal direct supervision as a self-starter with excellent time management.
4. Must be able to meet deadlines.
5. Requires proper handling, security and processing of 911 audio and CAD log evidence.
6. Effectively communicate in a professional business-like manner with other professionals, public, and the media, in a variety of methods, in person, over the phone, e-mail, and by written correspondence.
7. Must be willing and able to testify in court to the authenticity of the digital audio reproductions.
8. Must be able and willing to frequent exposure to traumatic and sometimes offensive phone and radio traffic.
9. Must be able to learn quickly, follow directions, and cooperate with other staff and outside agencies.
10. Ability to handle job stress and interact effectively with others in the workplace.
11. Exercise discretion over sensitive and confidential issues related to the department and its business.
12. Time management skills in order to perform regular duties and complete as assigned in a timely manner.
13. Must meet deadlines and accurately produce and disseminate public disclosures as set by RCW, adhering to strict guidelines and processes.
14. Be detail oriented, organized, with exceptional time management and maintain tasks even with frequent interruptions and distractions.
15. Possess the initiative to take action and be self-motivated within prescribed policies/procedures. Work well independently, as well as in a team setting.
16. Communicate in a professional business-like manner, both orally and in writing. Portray a professional image and attitude.
17. Maintain strict confidentiality of restricted or private information and effectively handle sensitive matters.
18. May require some local travel and/or delivery of certain requests.

Equipment or Tools:

1. Operate a personal computer effectively, and other electronic and communications equipment common to the trade.
2. Operate standard office equipment such as fax, copy machine, printer and multi-line phones.

Job Scope:

Level of Supervision Received:

Minimum supervision expected after training, and more supervision for special projects. Provide regular status reports.

Contact/Communication with others:

Extensive oral communications with the staff and the public in person and over the phone. Extensive typed communications will occur with individuals within the center, other client/servicing agencies. Frequent contacts with other local, state and federal agencies, law enforcement, and the general public. Contacts are written, verbal, or electronic.

Decision Making Capacities:

Requires fast-paced decision-making following policies and procedures and good common sense. Guidance or clearance should be requested for unusual situations, out-of-scope, and special tasks.

Working Conditions:

1. Able and willing to work hours that may exceed 8 hrs/day, or 40 hrs/week; work weekends when needed. Subject to being on call when major events happen, etc. Flexible work schedule, ability to set 40 hour work schedule according to the demands of the position, could require overtime, and schedule adjustments or after hour contacts dependent on the time sensitive nature of the request. Will be provided a work cellular phone or other device as relevant to the needs of the organization.
2. May require travel for training purposes and commute to other departments or government agencies.
3. Handle disgruntled public, stressful situations, and be exposed to case related material that may be disturbing.
4. Observe, abide by, and set example, of all policies, goals, and objectives.
5. Able to tolerate extended exposure to computers. Able to sit at a workstation for long periods of time.
6. Must be able to work in secured facility, with restricted access and without windows.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing				X	
Walking					X
Climbing		X			
Sitting					X
Stooping / Kneeling			X		
Lift/Carry up to 15 lbs.			X		
Lift/Carry up to 30 lbs.		X			
Lift/Carry up to 50 lbs.		X			
Push/Pull up to 25 lbs. of exertion		X			
Push/Pull up to 50 lbs. of exertion	X				
Work below waist level			X		
Work at waist to shoulder level					X
Work above shoulder level			X		
Reach further than arm's length					X
Typing					X
Grasping / Holding			X		
Talking					X
Hearing					X
Seeing					X
Work in confined spaces	X				
Exposed to extreme temperatures	X				
Operate tools or machinery (incl. office equip.)					X
Operate motorized vehicles/equipment			X		
Work at heights balancing	X				
Use/exposed to hazardous substances	X				

May 12, 2021

Last Revision

Executive Director

Incumbent

Date

Harvill, Briana

From: Edwards, Janelle
Sent: Friday, January 7, 2022 1:59 PM
To: Krehbiel, Norm; Harvill, Briana; Wells, Deanna
Subject: Wage Info for Bri

Hello All,

Current (2021) Wage Scale for both Administrative Assistant and Finance Admin Specialist

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$52,669.74	\$55,302.36	\$58,067.58	\$60,971.52	\$64,020.30	\$67,221.06

Brianna is currently at Step 3 is scheduled to move to Step 4 on 7/11/2022.

Rachael is currently at Step 6 (Top Step).

Thanks,

Janelle

Janelle Edwards, SHRM-SCP
HR Generalist
312 SW 1st Ave Kelso , WA 98626
edwardsj@co.cowlitz.wa.us
Office: 360-577-3081
Cell Phone: 360-431-0910
Fax: 360-414-5529

