

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday October 16th, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Erik Halvorson; Andy Hamilton; Alan Headley; Jim Duscha; Troy Brightbill (alternate, voting); Robert Huhta; Vic Leatzow; Charlie Worley (alternate, voting)

Staff: Darr Kirk; Don Turrentine; Jessica Weygandt; Frank Randolph (general counsel); Michelle Arrowsmith

Guests:

Board Members Absent and No Alternate: Rick Dahl

1. Call to Order and Introductions

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

2. Approval of the Agenda

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

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

3. Approval of Meeting Minutes

A. September 18, 2024, Meeting Minutes

B. October 3, 2024, Special Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from September 18, 2024 & October 3, 2024.

Need to edit that Alan Headley was meeting chair for last meeting, not Sheriff Thurman, change noted. Halvorson made a motion to approve the 09/18/2024 & 10/03/2024 meeting minutes as amended. Duscha seconded; all in favor, motion carried.

4. Public Comment

The public comment period allows any member of the public to speak to any item that is not on the regular agenda.

5. Payables:

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 09/20/24	1173 – 1210	\$145,895.86
Payroll 10/04/24	1231 – 1266	\$137,059.49
Claims 09/24/24	1216	\$61.75
Claims 09/27/24	1217 – 1227	\$23,373.86
Claims 10/10/24	1269 – 1289	\$161,598.50
TOTAL		\$467,989.46

Recommended Action: Motion to approve the payables as presented.

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

6. Preliminary Budget

Increases in line items due to contracts. Discussion on budget and expectations for this preliminary budget. Committed to getting next year's budget completed by October so users know their user fees for their own budgets. This is just information today, no motion or action needed at this time.

7. Authorized Signers

Recommended Action: Motion to approve the removal of John Diamond and Rachael Young from the Red Canoe account and replace them with Darr Kirk, Jessica Weygandt and Briana Harvill.

Petty cash, travel, and bank accounts need a signed document to present to bank. This requires a motion. Hamilton made a motion remove John Diamond and Rachael Young and add Darr Kirk, Jessica Weygandt and Briana Harvill. Huhta seconded; all in favor, motion carried.

8. Board Comments/Board Committee Reports

A. LAW TAC Update: No update; next meeting in November

B. FIRE TAC Update: Stemi divert notification request, and we have that up and running. Also, working on I5 response configuration and some codes, but no update on those projects currently.

9. Director's Report

A. Staffing Update: Both Katie and Jonathan are off training status and doing great. Andrea is in her second month with us and is progressing well. We currently have 4 applicants we plan to interview next week, and our goal is to hire 3, if possible. Suzanne submitted her intent to retire, and her last day will be October 25th. After more than 30 years of service, she will be missed. We have 7 applicants for the radio manager position, some really talented candidates have applied and will be interviewing the top 2-3 and making a hiring decision. Michelle Arrowsmith began Monday but also spent most of last week here on her "vacation." She has hit the ground running and is leading new evaluation forms updates and new dispatcher interviews.

Purchased a service truck from state bid and that's ready to go just need to secure tools when that person is on site. Michelle Arrowsmith onboards this week and will get her to user agencies for ride alongs. Jerry is training Michelle then will train with Deanna. Will need a contract just in case for both Brandy and Deanna for 2025 if we need more time with each of them. Jessica is back but she has a full plate including an audit next week. Jerry will be wearing two hats soon and learning his new job while mentoring Michelle through hers. Jessica is back full-time now and working on grant reporting, budget, and the upcoming audit which starts next week.

B. Climate & Culture: It's improving, and we are moving the needle. Everyone is excited and pulling in the same direction and wanting the same things. Lots of work to do still, but we have a good start. Dispatch Supervisor promotions took effect last month. They are jumping in with policy & training updates. including asking some others on the team to help with new dispatcher training.

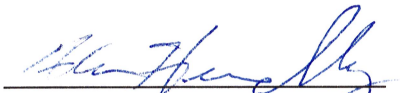
C. Radio Project Update: We have the kickoff meeting with MNI tomorrow for microwave replacement. We will be identifying a lay-down spot for all equipment and will start phase 1 installs in January 2025. Spring is the target for completion, but this date is weather

dependent due to high elevations. We are moving forward with our radio replacement/upgrade planning, and this will be independent of the phase one microwave replacement work. We have asked Motorola for a cost to upgrade firmware with 7–10-year support on current radios. We will compare that cost with full replacement and bring that to you in November for review and recommendations on how to proceed. I have begun evaluating our options for encryption. It can be done but user equipment will likely have to align with our technology here, so more to follow on this.

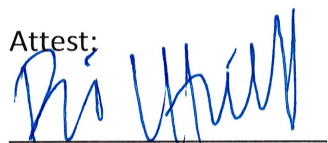
10. Old Business: N/A

11. Executive Session: N/A

12. Adjournment: 10:23 AM


Alan Headley, Board Co-Chair

Attest:


Briana Harvill, Clerk of the Board