

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

**1. Call to Order and Introductions**

**2. Approval of the Agenda**

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

**3. Approval of Meeting Minutes**

**A. 01/26/2022**

**Recommended Action:** A motion to approve the meeting minutes from 01/26/2022

**4. Public Comment**

**A.** The public comment period allows any member of the public to speak to any item that is not on the regular agenda. There is a time-limitation of 3 minutes. All comments should be directed to the Chair.

**5. Payables**

**The following transactions are approved as presented**

<b>ACCOUNT</b>	<b>TRANS NUMBER</b>	<b>AMOUNT</b>
Claims 01/28/22	125-139	\$ 1,032,500.02
Payroll 02/04/22	147-184	\$ 132,238.03
<b>TOTAL</b>		<b>\$ 1,164,738.05</b>

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

**6. Resolution for Appointing Investment Officers**

**7. ECW Phone Refresh**

**8. Motorola Radio Consoles**

**9. Board Comments/Board Committee Reports**

**A.** LAW TAC Update

**B.** FIRE TAC Update

**10. Director's Report**

**A.** Staffing Update

**B.** Climate and Culture

**C.** Facility Update

**D.** Radio Update

**11. Old Business**

**A.** Image Trend Update

**B.** NetMotion Update

**C.** Internet Service Provider Update

**D.** Executive Director Recruitment update

**12. Executive Session: Not needed**

**13. Adjournment**

**14. Closed Meeting: Will be held**

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday January 26<sup>th</sup>, 2022 @ 10:00 AM

### Remote ZOOM Meeting

#### Attendance

**Board Members:** Chris Smith (alternate, voting); Robert Huhta (alternate, voting); Dennis Weber; Brad Thurman; Darr Kirk (alternate, voting); Alan Headley; Bill LeMonds (alternate, voting); Ralph Herrera

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

**Guests:** Scott Neves; Jim Kelly; Brandon Poff; Charlie Worley

**Board Members Absent and No Alternate:** Mary Alice Wallis

#### 1. Call to Order and Introductions

Dennis Weber called the meeting to order at 10:03 AM.

#### 2. Approval of the Agenda

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

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

**NOTE:** It was discovered that the date was wrong on the agenda under approval of meeting minutes. It has been corrected.

#### 3. Approval of Meeting Minutes

##### A. 01/12/2022

**NOTE:** It was discovered that the date was wrong on the agenda under approval of meeting minutes. It has been corrected.

**Recommended Action:** A motion to approve the meeting minutes from 01/12/2022

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

#### 4. Public Comment

The public comment period allows any member of the public to speak to any item that is not on the regular agenda. The Chair asked if any members of the public were attending the meeting and no members of the public were in attendance.

#### 5. Payables:

**The following transactions are approved as presented**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 01/20/22	82-121	\$ 152,579.30
Claims 01/14/22	47-78	\$249,147.91
VOIDED 12/22/21	11619	\$ 1,047.00
TOTAL		\$ 401,716.74

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

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

## 6. Resolution for Purchase Cards – Red Canoe

- A. Headley made a motion to approve the resolution as presented. Smith seconded; all in favor, motion carried.

## 7. Board Comments/Board Committee Reports

- A. LAW TAC Update- Joint meeting on 2/1/2022. Nothing new to report.
- B. FIRE TAC Update- Joint Meeting on 2/1/2022 and regular scheduled Fire TAC meeting is on 2/14/2022.

## 8. Director's Report

- A. **Staffing Update-** 3 of 4 trainees looking good for being signed off in the next couple of months. The fourth may as well. All are progressing well.
- B. **Climate and Culture-** Working with Janelle Edwards on getting some management training.
- C. **Facility Update-** April 21 is substantial completion.
- D. **Radio Update-** Break ground first week of February and will be complete the second week at the Castle Rock site. Third week of February will be at Bakers corner site. Pager texts with District 5 are being conducted.

## 9. Old Business

- A. 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.

Huhta made the recommended motion. Herrera seconded; all in favor, motion carried.

- 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 2021.

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.

Headley made the recommended motion. Kirk seconded; all in favor, motion carried.

**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 if appropriate, we recommend a motion to present and approve that.

Huhta made the recommended motion. Kirk seconded; all in favor, motion carried.

**D. Executive Director Recruitment Update** – The committee is meeting after this to review applications. Plan on narrowing down applications and hoping to interview in the next few weeks.

**E. Opening Ceremony Discussion** – Wanting some type of ceremony and something in the paper. Possibly holding an open house for first responders and stakeholders to attend and do it over the course of a couple days to limit the amount of people. Possible target date of June 2022.

**10. Executive Session:** Not needed

**11. Adjournment:** Meeting adjourned at 10:56

**12. Closed Meeting:** Not needed

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Brad Thurman, Chair

Attest:

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Briana Harvill, Acting Clerk of the Board

# CHECK REGISTER

Cowlitz 911

Time: 13:40:52 Date: 02/04/2022

01/28/2022 To: 02/04/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
176	02/04/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	22,955.94	941 Deposit for Pay Cycle(s) 02/04/2022 - 02/04/2022
125	01/28/2022	Claims	1	11666	ADCOMM ENGINEERING LLC	12,954.38	INV: 15893
126	01/28/2022	Claims	1	11667	CLARK COUNTY AUDITOR LEASES	7,137.51	INV: CI035740; INV: CI035833
127	01/28/2022	Claims	1	11668	COWLITZ COUNTY PURCHASING	195.15	INV: 696-2021
128	01/28/2022	Claims	1	11669	LAW, LYAMAM, DANIEL, KAMERRER, & BOGDANO	441.00	INV: 1
129	01/28/2022	Claims	1	11670	MORE POWER TECHNOLOGY-NONPROJECT	856.15	INV: 12954
130	01/28/2022	Claims	1	11671	MOTOROLA SOLUTIONS	20,501.69	INV: 1187065357
131	01/28/2022	Claims	1	11672	ONE AMERICA (AP)	115.26	INV: 20211201AR01
132	01/28/2022	Claims	1	11673	PATRIOT CONSTRUCTION LLC	944,708.11	INV: 12; INV: 11
133	01/28/2022	Claims	1	11674	SHELLY REEVES	5.62	INV: 2022-059
134	01/28/2022	Claims	1	11675	RICE FERGUS MILLER	21,109.00	INV: 2018095.02-022
135	01/28/2022	Claims	1	11676	SUMMIT LAW GROUP	837.50	INV: 132656; INV: 133514
136	01/28/2022	Claims	1	11677	TOSHIBA AMERICA BUSINESS SOLUTIONS	373.60	INV: 5018352089
137	01/28/2022	Claims	1	11678	TRAKSTAR	4,384.00	INV: INV-000236
138	01/28/2022	Claims	1	11679	WASHINGTON STATE DOR	8,633.65	INV: 2021 ANNUAL USE TAX
139	01/28/2022	Claims	1	11680	WEYERHAUSER TIMBER HOLDINGS, INC	10,247.40	INV: 2022-1
169	02/04/2022	Payroll	1	11681	MICHELLE SIMS	2,761.27	
177	02/04/2022	Payroll	1	11682	KAISER PERMANENTE MEMBERSHIP ADMIN	3,907.43	Pay Cycle(s) 02/04/2022 To 02/04/2022 - MEDICAL-KAISER
178	02/04/2022	Payroll	1	11683	WA STATE DEPT OF RETIREMENT	14,482.48	Pay Cycle(s) 02/04/2022 To 02/04/2022 - PERS2; Pay Cycle(s) 02/04/2022 To 02/04/2022 - PERS3
179	02/04/2022	Payroll	1	11684	WCIF	8,181.98	Pay Cycle(s) 02/04/2022 To 02/04/2022 - MEDICAL-WCIF; Pay Cycle(s) 02/04/2022 To 02/04/2022 - LIFE INS BUYUP; Pay Cycle(s) 02/04/2022 To 02/04/2022 - LTD BUYUP; Pay Cycle(s) 02/04/2022 To
147	02/04/2022	Payroll	2	EFT	MELISSA BEAL	1,734.26	
148	02/04/2022	Payroll	2	EFT	KRISTY BROWN	1,631.44	
149	02/04/2022	Payroll	2	EFT	SUZANNE DEISHER	1,911.03	
150	02/04/2022	Payroll	2	EFT	JANELLE EDWARDS	2,422.27	
151	02/04/2022	Payroll	2	EFT	JOSHUA EVALD	2,147.22	
152	02/04/2022	Payroll	2	EFT	MISTI GIBBS	2,352.98	
153	02/04/2022	Payroll	2	EFT	MARIA GILBERT	2,527.27	
154	02/04/2022	Payroll	2	EFT	BRIANA HARVILL	2,330.32	
155	02/04/2022	Payroll	2	EFT	TARA HUHTA	1,867.18	
156	02/04/2022	Payroll	2	EFT	JERRY JENSEN	2,318.42	
157	02/04/2022	Payroll	2	EFT	NORMAN KREHBIEL	6,259.15	
158	02/04/2022	Payroll	2	EFT	ANNA LAUDENSCHLAGER	2,545.13	
159	02/04/2022	Payroll	2	EFT	JULIA MARTIN	1,694.29	
160	02/04/2022	Payroll	2	EFT	TRACEY MORSE	2,645.67	
161	02/04/2022	Payroll	2	EFT	TRACY MOSIER	1,984.74	
162	02/04/2022	Payroll	2	EFT	TRISTA OJALEHTO	2,055.71	
163	02/04/2022	Payroll	2	EFT	SAMANTHA PERRY	2,107.42	
164	02/04/2022	Payroll	2	EFT	JOLENE PINNAK	1,661.27	
165	02/04/2022	Payroll	2	EFT	SHELLY REEVES	1,865.22	
166	02/04/2022	Payroll	2	EFT	KAYLEE SCHAEFER	2,086.61	
167	02/04/2022	Payroll	2	EFT	ROBERT SCHAEFER	2,413.38	

# CHECK REGISTER

Cowlitz 911

Time: 13:40:52 Date: 02/04/2022

01/28/2022 To: 02/04/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
168	02/04/2022	Payroll	2	EFT	AMANDA SEALE	1,740.57	
170	02/04/2022	Payroll	2	EFT	REBECCA SWANSON	1,948.50	
171	02/04/2022	Payroll	2	EFT	MELISSA THOMAS	850.08	
172	02/04/2022	Payroll	2	EFT	DON TURRENTINE	3,591.41	
173	02/04/2022	Payroll	2	EFT	DEANNA WELLS	2,876.79	
174	02/04/2022	Payroll	2	EFT	TODD WHITE	1,863.96	
175	02/04/2022	Payroll	2	EFT	RACHAEL YOUNG	1,758.63	
180	02/04/2022	Payroll	2	EFT	CAPSCO	62.50	Pay Cycle(s) 02/04/2022 To 02/04/2022 - ASSN FEE
181	02/04/2022	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	440.00	Pay Cycle(s) 02/04/2022 To 02/04/2022 - UNION DUES; Pay Cycle(s) 02/04/2022 To 02/04/2022 - INITIATION FEE
182	02/04/2022	Payroll	2	EFT	HRA VEBA	10,554.25	Pay Cycle(s) 02/04/2022 To 02/04/2022 - VEBA
183	02/04/2022	Payroll	2	EFT	ONE AMERICA	4,932.51	Pay Cycle(s) 02/04/2022 To 02/04/2022 - DEF COMP
184	02/04/2022	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	768.75	Pay Cycle(s) 02/04/2022 To 02/04/2022 - HSA
						140,508.55	
001 OPERATIONS						17,695.07	
003 RADIO OPERATIONS						20,501.69	
004 RADIO RESERVE						986,032.74	
300 PROJECT FUND						<u>1,164,738.05</u>	
						Claims:	1,032,500.02
						Payroll:	132,238.03

**CHECK REGISTER**

Cowlitz 911

Time: 13:40:52 Date: 02/04/2022

01/28/2022 To: 02/04/2022

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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**CERTIFICATION:**

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

_____	_____ C2FR _____	_____
Brandi Ballinger, Signature	Agency	Date

**CERTIFICATION/AUTHORIZATION:**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ \_\_\_\_\_, and we approve payment with our signatures below.

_____	_____
Admin Specialist, Signature	Date

_____	_____
Executive Director, Signature	Date

_____	_____
Chair, Signature	Date

**Cowlitz 911 Public Authority**

**Resolution 2022-002**

**Resolution Appointing Investment  
Officers, and Rescinding Resolution  
2018-011**

**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; and,

**WHEREAS**, Cowlitz 911 has funds throughout the year which are not immediately used when collected; and,

**WHEREAS**, the Cowlitz 911 Board of Directors understands that the County Treasurer, acting as our Banker pursuant to RCW 36.29.020, can invest money for various terms on behalf of Cowlitz 911, thus allowing unused funds to realize their earning potential; and,

**WHEREAS**, the Cowlitz 911 Board of Directors has in the past appointed Rachael C. Fair, as the investment officer of Cowlitz 911; and,

**Whereas**, the Cowlitz 911 Board of Directors from time to time finds it necessary to amend or revise such prior actions due to the changes in law or operations of the Cowlitz 911;

**NOW, THEREFORE, BE IT RESOLVED** by the Cowlitz 911 Board of Directors, hereby appoints the Finance/Admin Specialist including any designated temporary or acting Finance Admin Specialist and/or the Financial Analyst from Cowlitz 2 Fire & Rescue as Cowlitz 911 Investment Officers;

**ADOPTED**, by the Cowlitz 911 Board of Directors, at a regular open public meeting of such Board on the 9th day of February 2022 and becomes effective immediately upon adoption and signature as provided by law.

**Cowlitz Board of Directors**

**ATTEST:**

\_\_\_\_\_  
Brad Thurman- Board Chair

\_\_\_\_\_  
Briana Harvill, Acting Clerk of the Board

Approved as to Form:

\_\_\_\_\_  
Frank Randolph, General Counsel



Pricing Proposal  
 Quotation #: 21502473  
 Created On: 1/20/2022  
 Valid Until: 3/31/2022

## Cowlitz 911 Public Authority

## Inside Account Executive

### Deanna Wells

312 SW 1st Ave.  
 Kelso, 98626  
 United States  
 Phone: (360) 577-3092  
 Fax:  
 Email: WellsD@co.cowlitz.wa.us

### Ty Pellet

290 Davidson ave,  
 Somerset, NJ 08879  
 Phone: 732-652-3080  
 Fax: 732-652-3099  
 Email: Ty\_Pellet@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 New 140 On-Prem Licenses NetMotion Wireless - Part#: NMSCOMPSUB Coverage Term: 2/1/2022 – 1/31/2023	140	\$116.06	\$16,248.40
		Total	\$16,248.40

### Additional Comments

#### NMSCOMPSUB

Full access to the NetMotion platform and all of its features, powering security, visibility and connectivity use-cases. Includes the software defined perimeter (SDP), enterprise VPN and experience monitoring solutions.

SHI SPIN: #143012572

SHI-GS SPIN (For Texas customers ONLY): #143028315

For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
 TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.

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**COVID CONTROL POLICY**

Effective Date: 12/01/2020

Amended Date: 02/09/2022

**I. POLICY**

In recognition of the evolving impact of the coronavirus (COVID-19) outbreak and the impact on staffing levels, COWLITZ 911 has updated its COVID Control Policy and will temporarily follow the below guidelines. This policy will remain in effect temporarily until such time COWLITZ 911 Management deems necessary in addressing both the health risk to the center as well as the critical need for staffing

**II. PROCEDURES****a. Expectations for Quarantine and Isolation for Dispatchers**

Due to staffing levels and the critical need for dispatch coverage, the following expectations will be for dispatchers regardless of vaccination status.

**1. Dispatchers Exposed to COVID with no symptoms:**

Dispatcher can return to work immediately. While at work, they will use a designated console that is further away from other dispatchers and are asked to wear a securely fitting mask anytime they are not at their dispatch console. Dispatchers in this case should test as soon as is reasonably practicable. If the test is negative, they can continue to work as usual. Dispatcher should re-test (and stay home from work) if any symptoms develop.

**2. Dispatchers Exposed to COVID with symptoms:**

Dispatchers should stay home from work and test as soon as symptoms develop. If the test is negative, the dispatcher can return to work immediately. While at work, they will use a designated console that is further away from other dispatchers and are asked to wear a securely fitting mask anytime they are not at their dispatch console. If the test is positive, they will follow current CDC guidelines for time to quarantine away from work (5 full days as of 02.8.22).

**3. Dispatchers who have tested positive for COVID:**

Dispatcher will be asked to quarantine away from work per current CDC guidelines. (5 full days as of 02.08.22)

**4. Dispatchers who are sick with COVID symptoms, but have no known exposure to COVID:**

Dispatchers should stay home from work and test as soon as symptoms develop. If the test is negative, the dispatcher can return to work immediately upon the end of symptoms. While at work, they will use a designated console that is further away from other dispatchers and are asked to wear a securely fitting mask anytime they are not at their dispatch console. If the test is positive, they will follow current CDC guidelines for time to quarantine away from work (5 full days as of 02.8.22).

**b. Expectations for Quarantine and Isolation for Admin/Management Staff**

In order to better protect mission critical dispatchers, administrative and management staff will follow all current CDC guidelines for quarantine and isolation. When needed, the option to work from home will be considered.

**c. General Expectations of ALL Employees**

- Before coming into work notify your supervisor or HR if you have COVID-19 symptoms (as defined by CDC) or have known exposure to COVID-19.
- Stay home if you are sick or have any symptoms not known to be caused by another reason (i.e. allergies, medical condition, etc.).
- All persons entering the Comm Center will take their temperature and at the north door and record that they did so. If you have a temperature over 100.4 leave the building and notify your supervisor or HR immediately for direction.
- Regularly throughout the day wash hands with soap and water and/or use hand sanitizer.
- Avoid touching your nose, mouth, and eyes.
- Cover your coughs and sneezes with a tissue or the inside of your elbow.
- Disinfect work area, equipment and other high volume touch points regularly
- Practice social distancing of 6 feet, including in common areas or hallways
- Employees who have been exposed or potentially exposed have the right to confidentiality when medically practical. Management will only share information on a need to know basis, for the safety of the center, its employees, and needed COVID-19 contact tracing. If there are questions or concerns surrounding confidentiality, please contact HR.
- All employees should wear a mask when in common areas of the center and away from their personal work space.

**d. Additional Measures to be taken by COWLITZ 911**

- Only essential people are allowed into building and required to take their temperature and wear masks while in the Center and interacting with Cowlitz 911 employees.
- Additional cleaning and disinfecting work spaces and common areas by individual employees. Disinfection wipes will be provided by Cowlitz 911 for this purpose
- Management will provide additional PPE (personal protective equipment) and cleaning supplies based on job duties and working area

SIGNED:

ATTEST:

\_\_\_\_\_  
Chair of the Board, Brad Thurman

\_\_\_\_\_  
Acting Clerk of the Board, Briana Harvill

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**COVID CONTROL POLICY**

Effective Date: 12/01/2020

Amended Date: 06/09/2021

**SUBJECT: COVID-19 EXPOSURE CONTROL PROGRAM****I. POLICY**

In recognition of the evolving impact of the coronavirus (COVID-19) outbreak, COWLITZ 911 will temporarily add an Infectious Disease Control Program that will help support health and safety of our employees while mitigating risks.

**II. PROCEDURES****COVID-19 INFECTIOUS DISEASE CONTROL PROGRAM****a. General Expectations of all Employees**

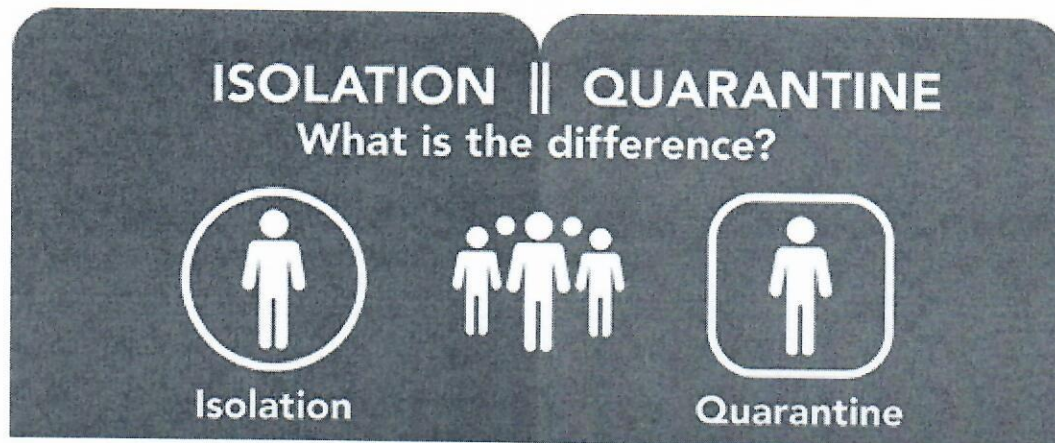
- Before coming into work notify the supervisor or Director if you have COVID-19 or flu and cold like symptoms or have been exposed to COVID-19.
- Stay home if you are sick
- Avoid others that are sick
- If possible take your temperature prior to leaving for work, if you have an abnormal temperature, contact your supervisor before going to work.
- Wash hands, use hand sanitizer or disinfectant wipes upon entry into the building
- Regularly throughout the day wash hands with soap and water or use hand sanitizer.
- Avoid touching your nose, mouth, and eyes.
- Cover your coughs and sneezes with a tissue or the inside of your elbow.
- Wash your hands or use hand sanitizer after coughing, sneezing, blowing your nose, or coming into contact with others.
- Refrain from using other employees' phones, desks, tools, equipment, or work stations, except after sanitizing such equipment.
- Disinfect work area, equipment and objects regularly
- Use disinfecting wipes on door handles, refrigerator doors, microwave, garbage can lids, or locations that are likely to be touched frequently by others.
- Minimize face to face contact
- Practice social distancing of 6 feet

- Limit travel to only what is essential
  - Employees who have been exposed or potentially exposed have the right to confidentiality to the highest extent possible. Supervisors will be conscientious about employee's medical situations and only share information on a need to know basis. If there are questions or concerns surrounding confidentiality, please contact your supervisor.
- b. Maintain Social Distancing Guidelines
- Moving in the hallways, or moving about in the common areas, entering and leaving the building
  - In the breakroom when more than one additional person is present (while eating, space yourselves to maintain 6 feet of separation)
  - On the way to the bathroom and breakroom when passing other employees where you cannot stay 6 feet apart, step back to an area and allow the other person to pass by.
  - Working in shared spaces or conference room maintain social distancing, wear a mask if possible
  - Interacting with the general public (for CD pickup at DEM door, meetings with outsiders, etc. wear a mask.).
- c. Additional Measures to be taken by COWLITZ 911
- Only essential people are allowed into building. Unvaccinated individuals are required to wear masks while interacting with Cowlitz 911 employees.
  - Additional cleaning and disinfecting work spaces and common areas by employees.
  - Management will provide additional PPE (personal protective equipment) based on job duties and working area.

### III. EXPOSURE

- a. **If you have had close contact with someone who has tested positive for COVID-19 but you are not sick** you should stay home and away from others. Verify you are absent cold or flu symptoms for 10 days from the last day you had close contact with the COVID positive person. Notify your supervisor, the Director or HR. You may be asked to provide a negative COVID test before returning to work.
- b. **If you have close contact with someone who has tested positive for COVID-19 and you experience cold or flu like symptoms,** you should stay home and away from other people, if possible including household members (self-isolate), even if you have very mild symptoms. In addition, you should follow CDC recommended steps (see<https://www.cdc.gov/coronavirus/2019->

[nccov/if-you-are-sick/steps-when-sick.html](https://www.nccov/if-you-are-sick/steps-when-sick.html)). Do not return to work until you have been evaluated by a healthcare provider. You will be required to provide a negative COVID test result prior to returning to work.



### **Isolation:**

If you have COVID-19 symptoms, or have tested positive for COVID-19. Isolation means you stay home and away from others (including household members and pets) for the recommended period of time to avoid spreading illness.

### **How long do I need to isolate myself?**

If you have confirmed or suspected COVID-19 and have symptoms, you can end home isolation when:

- It's been at least 24 hours with no fever without using fever-reducing medication **AND**
- Your symptoms have improved, **AND**
- At least 10 days since symptoms first appeared.

If you test positive for COVID-19, but have not had any symptoms, you can end home isolation when:

- At least 10 days have passed since the date of your first positive COVID-19 test, **AND**
- You have had no subsequent illness.

### **Quarantine:**

Potential exposure to COVID-19. Quarantine means you stay home and away from others for the recommended period of time in case you are infected and are contagious. Quarantine becomes isolation if you later test positive for COVID-19 or develop COVID-19 symptoms.

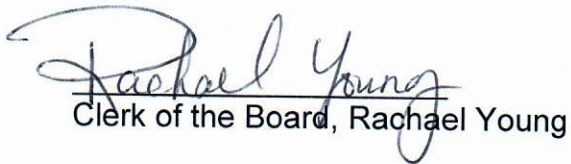
### **What if exposure was at work:**

The Agency will have exposed work areas cleaned and sanitized. In partnership with Public Health, notifications will be sent to potentially exposed employees. The agency may employ alternative work locations or contingency schedules as needed to maintain operations.

IV. TESTING

- a. If COWLITZ 911 requests or requires you be tested, the agency will pay for the cost of the co-pay or full-cost the COVID test (if not covered by insurance).
- b. COWLITZ 911 will assist employee in locating available test if needed

  
Board Chair, Joe Gardner

  
Clerk of the Board, Rachael Young