

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday November 20, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & Zoom

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. 10/16/2024 Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 10/16/24.

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 10/18/24	1290 – 1325	\$130,765.50
Payroll 10/23/24	1350 – 1354	\$13,963.06
Payroll 11/05/24	1373 – 1409	\$142,387.29
Claims 10/24/24	1355 – 1372	\$36,353.23
Claims 11/14/24	1412 – 1444	\$376,836.07
TOTAL		\$700,305.15

Recommended Action: Motion to approve the payables as presented.

6. Resolution 2024-004: COLA and Benefits for Non-Represented Staff – Board Action

7. Resolution 2024-005: Approve and Adopt 2025 Budget – Board Action

8. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

i. Fire Radio Manual – Board Action

9. Director's Report

A. Staffing Update

B. Climate & Culture

C. Radio Project Update

10. Old Business

11. Executive Session: If necessary

12. Adjournment

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

CHECK REGISTER

Cowlitz 911

Time: 16:44:39 Date: 11/12/2024

10/18/2024 To: 10/18/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1317	10/18/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	24,020.15	941 Deposit for Pay Cycle(s) 10/18/2024 - 10/18/2024
1311	10/18/2024	Payroll	1	13339	MICHELLE SIMS	3,182.09	
1318	10/18/2024	Payroll	1	13340	KAISER PERMANENTE MEMBERSHIP ADMIN	3,863.51	Pay Cycle(s) 10/18/2024 To 10/18/2024 - MEDICAL-KAISER
1319	10/18/2024	Payroll	1	13341	WASHINGTON STATE DEPT OF RETIREMENT	13,187.49	Pay Cycle(s) 10/18/2024 To 10/18/2024 - PSERS2; Pay Cycle(s) 10/18/2024 To 10/18/2024 - PERS2; Pay Cycle(s) 10/18/2024 To 10/18/2024 - PERS3
1320	10/18/2024	Payroll	1	13342	WCIF	11,458.91	Pay Cycle(s) 10/18/2024 To 10/18/2024 - MEDICAL-WCIF; Pay Cycle(s) 10/18/2024 To 10/18/2024 - LIFE INS BUYUP; Pay Cycle(s) 10/18/2024 To 10/18/2024 - AD-D BUYUP
1290	10/18/2024	Payroll	2	EFT	JONATHAN C AGUIRRE	1,975.41	
1291	10/18/2024	Payroll	2	EFT	DANNYKA BAKER	1,297.16	
1292	10/18/2024	Payroll	2	EFT	KATIE M COSGROVE	2,070.58	
1293	10/18/2024	Payroll	2	EFT	KATHRYN DAVIS	2,119.09	
1294	10/18/2024	Payroll	2	EFT	SUZANNE DEISHER	1,700.43	
1295	10/18/2024	Payroll	2	EFT	JOSHUA EVALD	2,880.76	
1296	10/18/2024	Payroll	2	EFT	MISTI GIBBS	2,337.14	
1297	10/18/2024	Payroll	2	EFT	MARIA GILBERT	2,359.80	
1298	10/18/2024	Payroll	2	EFT	BRIANA HARVILL	2,270.79	
1299	10/18/2024	Payroll	2	EFT	TARA HUHTA	2,116.45	
1300	10/18/2024	Payroll	2	EFT	JERRY JENSEN	3,270.29	
1301	10/18/2024	Payroll	2	EFT	JEREMY KIRK D	3,529.89	
1302	10/18/2024	Payroll	2	EFT	ANNA LAUDENSCHLAGER	3,580.04	
1303	10/18/2024	Payroll	2	EFT	JULIA MARTIN	2,967.59	
1304	10/18/2024	Payroll	2	EFT	ANDREA R MATZKE	1,614.45	
1305	10/18/2024	Payroll	2	EFT	TRACEY MORSE	2,583.00	
1306	10/18/2024	Payroll	2	EFT	ASHLYN MUNSON	1,847.36	
1307	10/18/2024	Payroll	2	EFT	TRISTA OJALEHTO	2,006.36	
1308	10/18/2024	Payroll	2	EFT	SAMANTHA PERRY	2,239.71	
1309	10/18/2024	Payroll	2	EFT	KAYLEE SCHAEFER		
1310	10/18/2024	Payroll	2	EFT	ROBERT SCHAEFER	2,906.82	
1312	10/18/2024	Payroll	2	EFT	BRANNON STARR	2,506.96	
1313	10/18/2024	Payroll	2	EFT	REBECCA SWANSON	2,083.16	
1314	10/18/2024	Payroll	2	EFT	DON TURRENTINE	4,405.85	
1315	10/18/2024	Payroll	2	EFT	DEANNA WELLS	3,239.26	
1316	10/18/2024	Payroll	2	EFT	JESSICA M WEYGANDT	2,326.51	
1321	10/18/2024	Payroll	2	EFT	CAPSCO	47.50	Pay Cycle(s) 10/18/2024 To 10/18/2024 - ASSN FEE
1322	10/18/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	785.00	Pay Cycle(s) 10/18/2024 To 10/18/2024 - UNION DUES; Pay Cycle(s) 10/18/2024 To 10/18/2024 - INITIATION FEE
1323	10/18/2024	Payroll	2	EFT	EMPOWER TRUST COMPANY, LCC	3,835.99	Pay Cycle(s) 10/18/2024 To 10/18/2024 - DEF COMP
1324	10/18/2024	Payroll	2	EFT	HRA VEBA	7,725.00	Pay Cycle(s) 10/18/2024 To 10/18/2024 - VEBA
1325	10/18/2024	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 10/18/2024 To 10/18/2024 - HSA

CHECK REGISTER

Cowlitz 911

Time: 16:44:39 Date: 11/12/2024

10/18/2024 To: 10/18/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 OPERATIONS				130,765.50	
						130,765.50	Payroll: 130,765.50

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.

_____	_____
Budget Finance Manager, Signature	Date
_____	_____
Executive Director, Signature	Date
_____	_____
Board Chair, Signature	Date

CHECK REGISTER

Cowlitz 911

Time: 16:45:30 Date: 11/12/2024

10/23/2024 To: 10/23/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1350	10/23/2024	Payroll	1	13343	ESD - PFMLA	3,159.55	Pay Cycle(s) 07/01/2024 To 09/30/2024 - PFMLA
1351	10/23/2024	Payroll	1	13344	ESD-LTC	2,470.55	Pay Cycle(s) 07/01/2024 To 09/30/2024 - LTC
1352	10/23/2024	Payroll	1	13345	ESD	3,337.66	3rd Quarter Unemployment: 07/01/2024 - 09/30/2024
1353	10/23/2024	Payroll	1	13346	WASHINGTON STATE DEPT OF L&I	3,898.68	3RD Quarter L&I: 07/01/2024 - 09/30/2024
1354	10/23/2024	Payroll	1	13347	WCIF	1,096.62	NOV 2024
001 OPERATIONS						13,963.06	
						13,963.06	Payroll: 13,963.06

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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

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_____	_____
Budget Finance Manager, Signature	Date
_____	_____
Executive Director, Signature	Date
_____	_____
Board Chair, Signature	Date

CHECK REGISTER

Cowlitz 911

Time: 16:46:01 Date: 11/12/2024

10/24/2024 To: 10/24/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1355	10/24/2024	Claims	1	13348	DANNYKA BAKER	642.96	INV# APCO-FALL 2024
	Invoices	Amount	PO	For			
	APCO-FALL 2024	642.96			REIMB FOR MILEAGE & MEALS		
1356	10/24/2024	Claims	1	13349	COMCAST BUSINESS	4,897.19	INV# 219834811
	Invoices	Amount	PO	For			
	219834811	4,897.19			1024 DEDICATED ETHERNET AND CYBERSECURITY AT 2790 OBH AND 312 SW 1ST		
1357	10/24/2024	Claims	1	13350	COMCAST	211.80	ACCT# 8778 10 111 1306527
	Invoices	Amount	PO	For			
	1306527/0924	211.80			09/30/24-10/29/24 CABLE TV AT 2790 OCEAN BEACH HWY		
1358	10/24/2024	Claims	1	13351	COWLITZ PUD	2,728.46	ACCT# 4745063; ACCT# 4671145; ACCT# 4737086; ACCT# 5156128; ACCT# 5162399
	Invoices	Amount	PO	For			
	4745063/1024	293.84			09/03/24-10/01/24 POWER AT 1600 BAYSWATER RD		
	4671145/0924	301.61			08/15/24-09/16/24 POWER AT 1 LAULAINEN RD		
	4737086/0924	201.87			08/15/24-09/16/24 POWER AT 540 OSWALT LN		
	5156128/1024	30.04			09/09/24-10/08/24 POWER AT 200 GREEN ACRES DR		
	5162399/1024	1,901.10			09/09/24-10/08/24 POWER AT 2790 OB HWY		
1359	10/24/2024	Claims	1	13352	CUMMINS SALES AND SERVICE	9,217.77	INV# 05-240966910; INV# 05-66954; INV# 05-241067206; INV# 05-241067087; INV# 05-240966996; INV# 05-240966956
	Invoices	Amount	PO	For			
	05-240966910	1,742.98			2024 ANNUAL MAINTENANCE IN RAINIER OREGON		
	05-66954	1,706.38			2024 ANNUAL MAINT ON 2HR LOAD BANKS @ ABERNATHY		
	05-241067206	278.60			REPAIRS @ ABERNATHY FOUND DURING ROUTINE MAINT		
	05-241067087	1,662.77			2024 ANNUAL MAINT ON 2HR LOAD BANKS @ COLUMBIA HEIGHTS		
	05-240966996	1,622.48			2024 ANNUAL MAINT ON 2HR LOAD BANKS @ SPEELYAI		
	05-240966956	2,204.56			2024 ANNUAL MAINT ON 2HR LOAD BANKS @ COLDWATER		
1360	10/24/2024	Claims	1	13353	JERRY JENSEN	73.80	2024-AIA AWARDS
	Invoices	Amount	PO	For			
	2024-AIA AWARD	73.80			REIMB FOR DINNER FOR JENSEN & B. SCHAEFFER		
1361	10/24/2024	Claims	1	13354	LOWE'S	234.09	ACCT# 99005722378
	Invoices	Amount	PO	For			
	99005722378/102	234.09			VARIOUS PURCHASES FOR MAINTENANCE ON BLDGS		
1362	10/24/2024	Claims	1	13355	MINUTEMAN PRESS	233.50	INV# 51314
	Invoices	Amount	PO	For			
	51314	233.50			PLAQUE FOR DEISCHER RETIREMENT		
1363	10/24/2024	Claims	1	13356	MORE POWER TECHNOLOGY- NONPROJECT	1,716.63	INV# 16695
	Invoices	Amount	PO	For			
	16695	1,716.63			10/23/24-11/22/24 MICROSOFT MONTHLY SUBSCRIPTION		

CHECK REGISTER

Cowlitz 911

Time: 16:46:01 Date: 11/12/2024

10/24/2024 To: 10/24/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1364	10/24/2024	Claims	1	13357	SIERRA SPRINGS	163.00	INV# 5351188 101724
	Invoices		Amount	PO	For		
	5351188 101724		163.00		OCT 2024 WATER DELIVERY SERVICES		
1365	10/24/2024	Claims	1	13358	SUMMIT LAW GROUP, PLLC	75.00	INV# 157760
	Invoices		Amount	PO	For		
	157760		75.00		SEPT 2024 LABOR/BARGAINING ATTORNEY SERVICES		
1366	10/24/2024	Claims	1	13359	TELECOMMUNICATION SYSTEMS, INC	4,626.68	INV# 04INV-000045049
	Invoices		Amount	PO	For		
	04INV-000045049		4,626.68		1024 BACKUP IGN AT 312 SW 1ST		
1367	10/24/2024	Claims	1	13360	US BANK (VISA)	6,145.38	ACCT# 4484 7345 5001 2810
	Invoices		Amount	PO	For		
	2810/1024		6,145.38		VISA PURCHASES		
1368	10/24/2024	Claims	1	13361	VERIZON WIRELESS	1,198.79	INV# 9975218421
	Invoices		Amount	PO	For		
	9975218421		1,198.79		09/02/24-10/01/24 CELL PHONES AND IPADS		
1369	10/24/2024	Claims	1	13362	WALTER E NELSON COMPANY	212.56	INV# 1898180
	Invoices		Amount	PO	For		
	1898180		212.56		GARBAGE BAGS, PAPER TOWELS, TOILET PAPER, AIR FRESHENERS FOR STOCK		
1370	10/24/2024	Claims	1	13363	WASHINGTON STATE PATROL	1,200.00	INV# 00183578
	Invoices		Amount	PO	For		
	INV# 00183578		1,200.00		3RD QTR 2024 ACCESS USER FEE		
1371	10/24/2024	Claims	1	13364	WASTE CONNECTIONS OF WASHINGTON	23.12	INV# 20935116S010
	Invoices		Amount	PO	For		
	20935116S010		23.12		SEPT 2024 SHREDDING SERVICES		
1372	10/24/2024	Claims	1	13365	WAVE	2,752.50	INV# 134902801-0011079
	Invoices		Amount	PO	For		
	134902801-0011079		2,752.50		OCT 2024 DARK FIBER CONNECTIONS 312 SW 1ST TO 2790 OBH		
001 OPERATIONS						25,984.42	
003 RADIO OPERATIONS						10,368.81	
						<hr/>	Claims:
						36,353.23	36,353.23

CHECK REGISTER

Cowlitz 911

10/24/2024 To: 10/24/2024

Time: 16:46:01 Date: 11/12/2024
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.

_____	_____
Budget Finance Manager, Signature	Date
_____	_____
Executive Director, Signature	Date
_____	_____
Board Chair, Signature	Date

CHECK REGISTER

Cowlitz 911

Time: 16:45:12 Date: 11/12/2024

11/05/2024 To: 11/05/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1373	11/05/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	27,239.94	941 Deposit for Pay Cycle(s) 11/05/2024 - 11/05/2024
1404	11/05/2024	Payroll	1	13366	MICHELLE SIMS	2,805.14	
1374	11/05/2024	Payroll	1	13367	KAISER PERMANENTE MEMBERSHIP ADMIN	3,863.55	Pay Cycle(s) 11/05/2024 To 11/05/2024 - MEDICAL-KAISER
1375	11/05/2024	Payroll	1	13368	WASHINGTON STATE DEPT OF RETIREMENT	13,887.41	Pay Cycle(s) 11/05/2024 To 11/05/2024 - PSERS2; Pay Cycle(s) 11/05/2024 To 11/05/2024 - PERS2; Pay Cycle(s) 11/05/2024 To 11/05/2024 - PERS3
1376	11/05/2024	Payroll	1	13369	WCIF	11,540.07	Pay Cycle(s) 11/05/2024 To 11/05/2024 - MEDICAL-WCIF; Pay Cycle(s) 11/05/2024 To 11/05/2024 - LIFE INS BUYUP; Pay Cycle(s) 11/05/2024 To 11/05/2024 - AD-D BUYUP
1377	11/05/2024	Payroll	2	EFT	CAPSCO	50.00	Pay Cycle(s) 11/05/2024 To 11/05/2024 - ASSN FEE
1378	11/05/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	785.00	Pay Cycle(s) 11/05/2024 To 11/05/2024 - UNION DUES; Pay Cycle(s) 11/05/2024 To 11/05/2024 - INITIATION FEE
1379	11/05/2024	Payroll	2	EFT	EMPOWER TRUST COMPANY, LCC	3,792.27	Pay Cycle(s) 11/05/2024 To 11/05/2024 - DEF COMP
1380	11/05/2024	Payroll	2	EFT	HRA VEBA	8,100.00	Pay Cycle(s) 11/05/2024 To 11/05/2024 - VEBA
1381	11/05/2024	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 11/05/2024 To 11/05/2024 - HSA
1382	11/05/2024	Payroll	2	EFT	JONATHAN C AGUIRRE	2,134.84	
1383	11/05/2024	Payroll	2	EFT	MICHELLE R ARROWSMITH	3,456.27	
1384	11/05/2024	Payroll	2	EFT	DANNYKA BAKER	1,345.67	
1385	11/05/2024	Payroll	2	EFT	KATIE M COSGROVE	2,312.94	
1386	11/05/2024	Payroll	2	EFT	KATHRYN DAVIS	1,864.06	
1387	11/05/2024	Payroll	2	EFT	SUZANNE DEISHER	6,489.25	
1388	11/05/2024	Payroll	2	EFT	JOSHUA EVALD	2,528.34	
1389	11/05/2024	Payroll	2	EFT	MISTI GIBBS	2,034.10	
1390	11/05/2024	Payroll	2	EFT	MARIA GILBERT	2,340.64	
1391	11/05/2024	Payroll	2	EFT	BRIANA HARVILL	2,278.76	
1392	11/05/2024	Payroll	2	EFT	TARA HUHTA	1,978.51	
1393	11/05/2024	Payroll	2	EFT	JERRY JENSEN	3,270.59	
1394	11/05/2024	Payroll	2	EFT	JEREMY KIRK D	3,524.91	
1395	11/05/2024	Payroll	2	EFT	ANNA LAUDENSCHLAGER	3,143.32	
1396	11/05/2024	Payroll	2	EFT	JULIA MARTIN	2,419.35	
1397	11/05/2024	Payroll	2	EFT	ANDREA R MATZKE	1,367.97	
1398	11/05/2024	Payroll	2	EFT	TRACEY MORSE	3,221.71	
1399	11/05/2024	Payroll	2	EFT	ASHLYN MUNSON	1,611.70	
1400	11/05/2024	Payroll	2	EFT	TRISTA OJALEHTO	1,822.51	
1401	11/05/2024	Payroll	2	EFT	SAMANTHA PERRY	3,305.35	
1402	11/05/2024	Payroll	2	EFT	KAYLEE SCHAEFER		
1403	11/05/2024	Payroll	2	EFT	ROBERT SCHAEFER	2,658.63	
1405	11/05/2024	Payroll	2	EFT	BRANNON STARR	2,506.64	
1406	11/05/2024	Payroll	2	EFT	REBECCA SWANSON	2,084.35	
1407	11/05/2024	Payroll	2	EFT	DON TURRENTINE	4,404.74	
1408	11/05/2024	Payroll	2	EFT	DEANNA WELLS	3,470.37	
1409	11/05/2024	Payroll	2	EFT	JESSICA M WEYGANDT	2,323.39	

CHECK REGISTER

Cowlitz 911

Time: 16:45:12 Date: 11/12/2024

11/05/2024 To: 11/05/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 OPERATIONS				142,387.29	
						142,387.29	Payroll: 142,387.29

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.

_____	_____
Budget Finance Manager, Signature	Date
_____	_____
Executive Director, Signature	Date
_____	_____
Board Chair, Signature	Date

CHECK REGISTER

Cowlitz 911

Time: 17:00:57 Date: 11/13/2024

11/14/2024 To: 11/14/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1412	11/14/2024	Claims	1	13370	4IMPRINT	4,460.88	INV 28371086
1413	11/14/2024	Claims	1	13371	APCO INTERNATIONAL	1,861.00	INV 1131234
1414	11/14/2024	Claims	1	13372	AT&T MOBILITY LLC	224.97	INV 287315187389C10272024
1415	11/14/2024	Claims	1	13373	BUD CLARY CHEVROLET	72,947.78	INV 10446
1416	11/14/2024	Claims	1	13374	CENTURYLINK	1,246.33	ACCT 333794691 1024; ACCT 333794691 1124
1417	11/14/2024	Claims	1	13375	CLARK COUNTY TREASURES OFFICE	294.55	INV C1066491
1418	11/14/2024	Claims	1	13376	COLUMBIA COUNTY	2,823.33	INV 19945-1827
1419	11/14/2024	Claims	1	13377	COLUMBIA RIVER PUD	426.21	ACCT 64779/1124
1420	11/14/2024	Claims	1	13378	COMCAST	738.82	ACCT 8778 10 113 0684045 1124; ACCT 8778 10 111 1306527 1124
1421	11/14/2024	Claims	1	13379	CONVERGEONE	6,405.96	INV INV1033033
1422	11/14/2024	Claims	1	13380	COWLITZ COUNTY PURCHASING SERVICES	4.40	INV 543-20204
1423	11/14/2024	Claims	1	13381	COWLITZ PUD	481.05	ACCT 4737086 10/24; ACCT 4671145 10/24
1424	11/14/2024	Claims	1	13382	DAY WIRELESS	58,772.99	INV #INV848530; INV #INV841807; INV #INV848816; INV #INV839865
1425	11/14/2024	Claims	1	13383	DENALI HEATING & AIR CONDITIONING LLC	4,842.24	INV S-25210; INV S-24190; INV S-25238; INV S-25208
1426	11/14/2024	Claims	1	13384	FRANK F. RANDOLPH	572.00	INV RLF1101
1427	11/14/2024	Claims	1	13385	INTEGER ASSOCIATES INC	1,862.62	INV 24-113
1428	11/14/2024	Claims	1	13386	JERRY JENSEN	724.96	APCO/NENA 911 2024 FALL CONFERENCE
1429	11/14/2024	Claims	1	13387	KELSO LONGVIEW CHAMBER OF COMMERCE	500.00	INV 23344
1430	11/14/2024	Claims	1	13388	JEREMY KIRK D	160.80	1024 WCIA INSURANCE TRAINING
1431	11/14/2024	Claims	1	13389	LEVEL 3 COMMUNICATIONS, LLC	1,690.69	INV 712209122; INV 11433182
1432	11/14/2024	Claims	1	13390	LONGVIEW, CITY OF	2,675.07	ACCT 21-25-0898-25 1024; ACCT 21-25-8303-00 1024; INV 2956
1433	11/14/2024	Claims	1	13391	MINUTEMAN PRESS	233.50	INV 51598
1434	11/14/2024	Claims	1	13392	MORE POWER TECHNOLOGY-NONPROJECT	15,753.41	INV 16722
1435	11/14/2024	Claims	1	13393	REHN AND ASSOCIATES -AP	13.50	INV 16386
1436	11/14/2024	Claims	1	13394	REINKE & ASSOCIATES	2,000.00	INV 083024
1437	11/14/2024	Claims	1	13395	RELIABLE ADMINISTRATION SOLUTIONS	4,000.00	INV 1036; INV 1043
1438	11/14/2024	Claims	1	13396	SIGNMASTERS AWARDS 'N MORE, INC.	17.30	INV 7693A
1439	11/14/2024	Claims	1	13397	STATE FORESTER	23.13	INV 25043
1440	11/14/2024	Claims	1	13398	TELECOMUNNICATION SYSTEMS, INC	4,626.68	INV 04INV-000045157
1441	11/14/2024	Claims	1	13399	TOSHIBA AMERICA BUSINESS SOLUTIONS	409.54	INV 5031943533; INV 5031948946
1442	11/14/2024	Claims	1	13400	US BANK (VISA)	6,782.36	ACCT 4484734550012810 11/24
1443	11/14/2024	Claims	1	13401	DEANNA WELLS	1,007.71	2024 FALL APCO/NENA CONF.
1444	11/14/2024	Claims	1	13402	WIRELESS CONNECTION LLC	35,865.00	INV #INV833324; INV #INV837277
001 OPERATIONS						52,859.92	
003 RADIO OPERATIONS						167,943.19	
004 RADIO REPLACEMENT						7,239.71	
300 BUILDING PROJECT						6,405.96	

Claims: 234,448.78
234,448.78

CHECK REGISTER

Cowlitz 911

11/14/2024 To: 11/14/2024

Time: 17:00:57 Date: 11/13/2024
Page: 2

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.

Brandi Ballinger, Signature

C2FR

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.

Budget Finance Manager, Signature

Date

Executive Director, Signature

Date

Board Chair, Signature

Date



Cowlitz 911 Agenda Summary Sheet

2790 Ocean Beach Highway
Longview, WA 98632
www.cowlitz911.org

Introduced by: Jerry Jensen

Date: 11/13/2024

For Agenda of: 11/20/2024

**SUBJECT TITLE: Resolution Adopting Salary and Wage Scale Schedule and Benefits
For Unrepresented Administrative and Management Employees.**

SUMMARY STATEMENT: Salary and benefits for unrepresented employee for Cowlitz 911 are established by resolution and decided by the Board. The presented resolution reflects a 4.6% salary increase. Benefits exhibit reflects parody with the bargaining unit. The preliminary budget and the budget presented both have these increases reflected.

ATTACHMENTS:

Resolution 2024-004

RECOMMENDED ACTION:

Approve resolution 2024-004 establishing salary and benefits level for unrepresented employees.

Cost of Agenda Item: \$46068
Appropriation Required: N/A



Resolution 2024-004

Resolution Adopting Salary and Wage Scale Schedule and Benefits for Unrepresented Administrative and Management Employees.

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, The Cowlitz 911 Board of Directors recognizes the need to establish fair and competitive wages and salaries for unrepresented and management employees; and

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

Section 1. 2025 Salary and Wage Scale Adopted. The Cowlitz 911 Unrepresented Administrative Wage Scale and the Management Salary Range Schedule on the attached Exhibit 1 is hereby adopted. This salary and wage scale adjustment reflects a 4.6% COLA increase over 2023 wages. All wage and salary compensation of Cowlitz 911 unrepresented Administrative and Management employees shall be in accordance with this Salary and Wage Scale Schedule and any future amendments thereto.

Section 2. Benefits Contributions: The Cowlitz 911 Unrepresented Administrative Benefits schedule on the attached Exhibit 2 is hereby adopted.

Section 3. Effective Date. The above set forth in the attached Exhibit shall be effective as of January 1, 2025.

Section 4. 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.

COWLITZ 911 BOARD OF DIRECTORS

Co Chair of the Board, Alan Headley

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board, Briana Harvill

General Counsel, Frank Randolph

Exhibit 1: 2025 Salary and Wage Scale

This salary and wage scale adjustment reflects a 4.6% COLA increase over 2023 wages.

Position	Step	Salary	Hourly
Budget Finance Manager	BF-1	\$ 73,121.64	\$ 35.15
Budget Finance Manager	BF-2	\$ 76,777.62	\$ 36.91
Budget Finance Manager	BF-3	\$ 80,615.47	\$ 38.76
Budget Finance Manager	BF-4	\$ 84,647.11	\$ 40.70
Budget Finance Manager	BF-5	\$ 88,879.03	\$ 42.73
Budget Finance Manager	BF-6	\$ 93,323.15	\$ 44.87
Executive Assistant / HR Admin	EA-1	\$ 73,503.81	\$ 35.34
Executive Assistant / HR Admin	EA-2	\$ 77,178.18	\$ 37.10
Executive Assistant / HR Admin	EA-3	\$ 81,037.69	\$ 38.96
Executive Assistant / HR Admin	EA-4	\$ 85,088.82	\$ 40.91
Executive Assistant / HR Admin	EA-5	\$ 89,343.47	\$ 42.95
Executive Assistant / HR Admin	EA-6	\$ 93,811.40	\$ 45.10
Executive Director	ED-3	\$ 152,716.00	\$ 73.42
Executive Director	ED-4	\$ 156,900.00	\$ 75.43
Executive Director	ED-5	\$ 161,084.00	\$ 77.44
Facility Manager	FM-1	\$ 73,888.13	\$ 35.52
Facility Manager	FM-2	\$ 77,583.08	\$ 37.30
Facility Manager	FM-3	\$ 81,462.07	\$ 39.16
Facility Manager	FM-4	\$ 85,534.85	\$ 41.12
Facility Manager	FM-5	\$ 90,939.24	\$ 43.72
NG911 Tech/Vendor Proj Manager	IT-1	\$ 106,759.42	\$ 51.33
NG911 Tech/Vendor Proj Manager	IT-2	\$ 112,096.69	\$ 53.89
NG911 Tech/Vendor Proj Manager	IT-3	\$ 117,702.44	\$ 56.59
NG911 Tech/Vendor Proj Manager	IT-4	\$ 123,588.59	\$ 59.42
NG911 Tech/Vendor Proj Manager	IT-5	\$ 129,765.97	\$ 62.39
NG911 Tech/Vendor Proj Manager	IT-6	\$ 136,255.13	\$ 65.51
Part-Time Admin Assistant / Public Records	PT-AA-10	\$ 51,889.97	\$ 24.95
Operations Mgr / Radio Mgr / I.T. Vendor Mgr	OM-1	\$ 110,225.96	\$ 52.99
Operations Mgr / Radio Mgr / I.T. Vendor Mgr	OM-2	\$ 118,076.80	\$ 56.77
Operations Mgr / Radio Mgr / I.T. Vendor Mgr	OM-3	\$ 126,486.83	\$ 60.81
Operations Mgr / Radio Mgr / I.T. Vendor Mgr	OM-4	\$ 131,596.88	\$ 63.27
Operations Mgr / Radio Mgr / I.T. Vendor Mgr	OM-5	\$ 136,913.41	\$ 65.82
Operations Mgr / Radio Mgr / I.T. Vendor Mgr	OM-6	\$ 142,444.70	\$ 68.48



Exhibit 2: Benefit Contributions

Premiums

- Effective January 1, 2025, employer agrees to pay up to one thousand nine hundred dollars (\$1,900) toward the cost of the monthly insurance premium for eligible employees, with the excess amount to be paid by the employee through payroll deductions. Premiums for each type of insurance can be split by the employer and employee as determined by the employer.
- Each subsequent year, the employer agrees to increase their monthly premium contribution by 80% of the aggregate average increase in our offered medical plans, toward the cost of monthly premium for eligible employees, with the excess amount to be paid by the employee through payroll deductions. Premiums for each type of insurance can be split by the employer and employee as determined by the employer.

VEBA/HRA

In the event that the lowest cost plan decreases, or the cost of the dental plan premiums decrease, Employer's contributions will decrease by ninety-five percent (95%) of the amount of the decrease. In no event shall the employer's contribution ever exceed the monthly contribution rate.



Cowlitz 911 Agenda Summary Sheet

2790 Ocean Beach Highway
Longview, WA 98632
www.cowlitz911.org

Introduced by: Jessica Weygandt

Date: 11/13/2024

For Agenda of: 11/20/2024

SUBJECT TITLE: Resolution 2024-005 to Approve and Adopt 2025 Budget.

SUMMARY STATEMENT: The 2025 Budget is a status quo budget with minor changes from the 2024 operating budget. Tax revenues are expected to be a bit lower than last year. Interest rates are still favorable, and the earned interest forecast is positive. User Fees will hold steady at 2024 rates. The Operations Budget reflects a 10% cost increase over 2024. Salaries and Benefits expenses have increased to reflect increased wages, training time, and insurance. There are a few minor account name adjustments, and we added an account to the Operations Fund to assist in tracking facility and vehicle upkeep costs. Radio Operations Expenditures are relatively flat except for the Radio Manager position and related costs. We are building up replacement funds for future expenditures and spending banked funds as The Board directs on radio infrastructure upgrades.

ATTACHMENTS:

Resolution 2024-005

RECOMMENDED ACTION:

Approve resolution 2024-005 to approve and adopt the 2025 Budget.

Cost of Agenda Item: \$15,943,857.68

Appropriation Required: \$15,943,857.68



2024-005

APPROVE AND ADOPT THE 2025 BUDGET

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 35.21.759; and

WHEREAS, the charter requires the Board of Directors adopt the budget;

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

Section 1 Adoption: The Cowlitz 911 Board of Directors hereby adopts the 2025 budget appropriations as follows:

Fund	Estimated Beginning Fund Balance	2025 Revenues	2025 Expenditures	Ending Fund Balance
OPERATIONS	\$2,881,000.00	\$5,103,431.00	\$7,028,512.68	\$955,918.32
EQUIPMENT REPLACEMENT	\$2,112,000.00	\$429,000.00	\$164,000.00	\$2,377,000.00
RADIO OPERATIONS	\$113,605.41	\$587,853.00	\$490,239.00	\$211,219.41
RADIO REPLACEMENT	\$1,768,113.74	\$1,895,000.00	\$3,175,000.00	\$488,113.74
SALES TAX	\$3,574,559.95	\$3,010,000.00	\$3,285,553.00	\$3,299,006.95
STABILIZATION RESERVE	\$1,618,675.37	\$69,600.00	\$0.00	\$1,688,275.37
FACILITY RESERVE	\$638,723.47	\$218,000.00	\$0.00	\$856,723.47
DEBT SERVICE	\$90,111.27	\$760,553.00	\$740,553.00	\$110,111.27
PROJECT FUND	\$2,027,691.51	\$65,000.00	\$1,060,000.00	\$1,032,691.51
TOTAL ALL FUNDS INCLUDING TRANSFERS	\$14,824,480.72	\$12,138,437.00	\$15,943,857.68	\$11,019,060.04
TOTAL ALL FUNDS EXCLUDING TRANSFERS	\$14,824,480.72	\$7,982,884.00	\$11,788,304.68	\$11,019,060.04

Total Appropriated Budget: \$15,943,857.68

Total Budget less Internal Transfers: \$11,788,304.68

With reference to the general spending plan attached in Exhibit A.

Section 2 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.

ADOPTED, by the Cowlitz 911 Board of Directors at a regular open public meeting of such Board on the 20th of November and becomes effective immediately upon adoption and signature as provided by law.

COWLITZ 911 BOARD OF DIRECTORS

Co-Chair of the Board, Alan Headley

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board, Briana Harvill

General Counsel, Frank Randolph



Cowlitz 911 Agenda Summary Sheet

2790 Ocean Beach Highway
Longview, WA 98632
www.cowlitz911.org

November 20th, 2024, Board meeting

Adoption of Cowlitz Fire Chiefs Radio Procedure Manual

- Late in 2022 the Fire Tac group was actively working on updating this document. The “Final Draft” document was finished by the Tac group and approved by the Fire Chiefs, but I was not able to find where the document made it to this group for final approval.**

The recommended action would be for the board to accept this document as presented, thereby completing the final step in the update process for this document.

Cowlitz County Fire Chiefs Association

Radio Procedures Manual

Effective Date: 11/20/2024 FINAL DRAFT

PARTICIPATING USERS:

Cowlitz 911

Cowlitz County Fire District 1 (Rural Woodland)

Cowlitz 2 Fire & Rescue (Kelso)

Cowlitz County Fire District 3 (Toutle/Silver Lake)

Cowlitz County Fire District 5 (Kalama)

Cowlitz County Fire District 6 (Castle Rock)

Cowlitz/Skamania Fire District 7 (Ariel/Cougar/Amboy)

Longview Fire Department

Clark Cowlitz Fire Rescue

American Medical Response

Life Flight Network

TABLE OF CONTENTS

Section	Page
LETTER OF ENDORSEMENT	4
1.0 GENERAL	5
1.1 POLICY	5
1.2 PURPOSE	5
1.3 PERSONNEL AFFECTED	5
2.0 DEFINITIONS	5
2.1 APPARATUS TYPE AND DESCRIPTION	5
2.2 OUTDATED TERMINOLOGY	11
3.0 RADIO RULES	12
3.1 FCC REGULATIONS	12
3.2 GENERAL	13
3.3 TACTICAL FREQUENCIES	14
3.4 MESSAGE QUALITY AND RADIO ETIQUETTE	14
4.0 LEVELS OF RADIO SYSTEM OPERATION	15
4.1 C/911 OPERATIONS ARE DEFINED BY FOUR LEVELS	15
4.2 PURPOSE OF LEVELS	15
4.3 WHO MAY DELCARE AN UPGRADE IN LEVELS	15
4.4 WHEN TO DECLARE AN UPGRADE IN LEVELS	15
4.5 WHEN TO DECLARE A DOWNGRADE IN LEVELS	15
4.6 CONCEPT OF OPERATIONS	16
4.7 OPERATION RESTRICTIONS	16
4.8 AUTHORIZED RADIO USERS	16
4.9 DISPATCH CENTER PROCEDURE	16
5.0 DISPATCH/RADIO PROTOCOLS	17
5.1 COMMUNICATIONS COORDINATION	17
5.2 RADIO TRAFFIC RESTRICTION	17
5.3 RADIO TRANSMISSION PRIORITIES	18
5.4 RADIO COMMUNICATION CODES	19
5.5 TRANSMISSIONS	19
5.6 UNIT IDENTIFIERS	20
5.7 ADDRESSES	20
5.8 PRE-TONE ANNOUNCEMENTS	21
5.9 DISPATCH OF CALL	21
5.10 DISPATCHER REPORT	22
5.11 MULTIPLE UNIT RESPONSES	22
5.12 COMPLAINANT INFORMATION DISCLOSURE	23
5.13 INCIDENT CANCELLATION	24
5.14 CONFIRMING CANCELLED UNITS CLEAR	24
5.15 JURISDICTIONAL QUESTIONS	24

5.16	MULTIPLE INCIDENTS FOR ONE FIRE DISTRICT/DEPARTMENT	24
5.17	UNSECURED SCENE PROTOCOL	25
5.18	INFECTIOUS DISEASE BROADCAST WARNINGS	25
5.19	ETA NOTIFICATIONS	25
5.20	WEATHER BULLETIN BROADCASTS	26
5.21	DISPATCHER CONTACTS	26
5.22	RADIO TESTS	26
6.0	APPENDICES	26
6.1	OTHER CODES	26
6.1.1	AUTHORIZED CODE TERMINOLOGY	26
6.1.2	INITIAL SHORT REPORT EXAMPLES (BENCHMARKS)	27
6.1.3	PHONETIC ALPHABET	27
6.1.4	TIME CONVERSION CHART	28
6.1.5	INCIDENT RESPONSE DESIGNATORS LIST (MEDICAL TYPE CODES - PRIORITY AND DEFINITIONS)	28
6.1.6	INCIDENT RESPONSE DESIGNATORS LIST (FIRE TYPE CODES - PRIORITY AND DEFINITIONS)	29
6.2	FIRE RADIO FAILURE/OUTAGE	31
6.3	USE OF MOBILIZATION OFFICERS	31
6.4	MUTUAL AID AUTO DISPATCH	31
6.5	MAYDAY PROCEDURES	31
6.6	PERSONNEL ACCOUNTABILITY REPORTS	32

LETTER OF ENDORSEMENT

The enclosed radio procedures are established to ensure safe, efficient and effective radio communications. Responder safety is a high priority in all fire department radio communications. Without proper discipline and control, radio communications can quickly deteriorate to a level of confusion and frustration.

Standardization and consistency are important to effective communication. These attributes are to be employed in routine, as well as emergency, communications.

All Cowlitz County Fire Agencies and the Cowlitz County Communications Center (911) endorse the enclosed radio procedures. All radio operators (dispatchers, responders and agents) are required to study, practice and affect the rules and protocols contained herein.

Cowlitz 911

Cowlitz County Fire District #1

Cowlitz 2 Fire & Rescue

Cowlitz County Fire District #3

Cowlitz County Fire District #5

Cowlitz County Fire District #6

Cowlitz/Skamania Fire District #7

Longview Fire Department

Clark Cowlitz Fire Rescue

American Medical Response

Life Flight Network

1. GENERAL

1.1. POLICY

- 1.1.1. Member Departments and Cowlitz County 911 Center (C/911) shall utilize these procedures in a uniform manner for all radio communications.
- 1.1.2. All members shall apply adherence to these procedures universally. A committee appointed by the Fire User Sub-Committee shall monitor adherence to these procedures periodically through a quality assurance process.
- 1.1.3. Communications terminologies and procedures are to be consistent through the entire fire user group. The Fire QA Committee shall review communications regularly to assure compliance.

1.2. PURPOSE

- 1.2.1. These operating procedures have been prepared to standardize radio communications and provide guidelines for the proper use of base, mobile and portable radio equipment within the C/911 user groups.

1.3. PERSONNEL AFFECTED

- 1.3.1. All members of all Departments that subscribe to the services provided by C/911.

2. DEFINITIONS

2.1. COMMON TERMINOLOGY

Alpha Response	Non-emergency response to medical alarm (Code 1) ALS unit may be reassigned. (For non-injury, see Public Assist)
Abandon	To immediately exit the building or area due to safety concerns for emergency personnel, without regard to equipment or hose lines left in place.
ALS	Advanced Life Support / Paramedics
Also	Additional information to follow
Affirmative	Yes
Aide (Officer)	A scribe or assistant for the Incident Commander at the Command Post and answers the radio as, “(Name) Command Post”.
Alarm	The predetermined initial response assignment for a given type of incident.
First Alarm	Alarm level one predetermined response assignment.
Second Alarm	Alarm level two predetermined response assignment.
Third Alarm	Alarm level three predetermined response assignment.
General Alarm	Alarm level five; notification and assignment of all available resources for the effected agency.
Special Call	Any request for specific resources not part of a predetermined alarm or general alarm response.
Assigned	Performing an active assignment.

Available	Unit(s) are immediately ready to respond to another incident (same as Clear or In-Service)
Balance	Term used to upgrade unit/s required to meet incident response needs/requirements (e.g., BLS balance to a Medic or Fire Miscellaneous balance to a Fire Residential.)
Base	Serves several functions including location where primary support activities are performed, reporting area for resources not considered available for immediate assignment, and where apparatus are parked while crews are assigned to forward staging areas.
BLS	Basic Life Support
Benchmarks	Reports made by incident commander to 911 to record/report on progress of incident. Precede statement with “prepare to copy benchmark” indicating to the dispatcher that you need the information documented on the incident.
Primary All Clear	Primary search complete / all clear
Secondary All Clear	Secondary search complete / all clear
Under Control	Fire is under control, assigned resources can handle.
PAR	Personnel accountability report, see section in appendix.
BP	Blood pressure.
Blue Card	A NIMS compliant Incident Command System that is currently in use by Longview Fire Department and Clark County Fire Departments (See IMS and NIMS).
Branch (Director)	Organization level having functional /geographic responsibility for major segments of incident operations.
Bravo Response	Designated response to medical alarm. Generally, the first due unit Code 3 / 2nd due unit Code 1, subject to jurisdictional policies. ALS may be reassigned to a higher priority incident.
Break	End of transmission, beginning of another. Transmissions will not exceed 10 to 12 seconds without breaking.
CVA	Cerebral Vascular Accident (stroke).
{name} Command	Call sign for Incident Commander where {name} is usually related to the location of the incident (e.g., Ocean Beach Command).
CAN	Conditions, Actions, Needs report.
Cancel	Canceling the response of units dispatched to an alarm and returning them to available status.
Charlie Response	Designated response to medial alarm. Generally, all units respond Code 3, subject to jurisdictional policies. ALS may be reassigned to a higher priority incident.
Chief	Command duty officer for specified department (e.g., CHF81).
Clear	Unit(s) are immediately ready to respond to another incident (same as In-Service, Available)
Code 1	Non-emergency / routine response. No lights and siren

Code 3	Emergency response. Lights and siren activated.
Command Post	The location of where the Incident Commander has set up their position.
Command Unit	Vehicle used to transport Command Officer to the incident scene and is then used as the Command Post.
Command Officer	The officer in charge of the shift or duty assignment. (Do not confuse with Incident Command Officer.) All agencies will refer to this assignment as CHF and station number (e.g., CHF21).
Confined Space	A space with limited or restricted means for entry or exit and is not designated for continuous occupancy.
Confirm	Check to make sure and advise.
Control 1	The dispatch, response and routine communication frequency.
CHF	Congestive Heart Failure (in medical terminology); Chief (in in Units and Apparatus).
DOA	Dead on arrival.
Delta Response	Designated response to medical alarm. BLS & ALS respond Code 3. ALS may not be reassigned.
Disregard	The last transmission did not or does not apply to you. Disregard does not mean cancel response.
Echo Response	Designated response to medical alarm. BLS & ALS respond Code 3. ALS may not be reassigned.
EMD	Emergency Medical Dispatch protocols; used to determine response codes for medical alarms.
Emergency Call Sheet	Maritime fire instructions for dispatch of shipboard fires.
Emergency Traffic	Used to inform units there is an on-going emergency and not to interrupt unless with another emergency (refer to Section 5.3.1).
EMZ	Emergency Management Zone, a pre-planned location for the coordination of emergency operations in a geographic region of Cowlitz County.
Engine Company	A ground vehicle providing specified levels of pumping, water, hose capacity and personnel.
ETA	Estimated time of arrival.
Evacuate	To remove the occupants or residents of a building, mall, or geographical area.
Fire Under Control	Describes the point a fire incident when the fire's progress has been stopped or confined.
Follow-up Report	A report that follows the initial radio report. Follow-up reports should include the results of a 360.
Group (Supervisor)	Task/functional assignment. Organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.).

Hold	Keep noted unit(s) assigned to incident. Cancel any others assigned or responding.
IC	Incident Commander. The person in ultimate and overall control of an emergency incident.
IMS	Incident Management System. A statewide recognized method of management system on an incident (see NIMS & Blue Card).
In-Service	Unit(s) are immediately ready to respond to another incident (same as Available or Clear).
IRR	Initial Radio Report. A report that provides dispatch and all responding units with a standard size-up of the conditions encountered upon arrival. The dispatcher should repeat the IRR over the air (see Size-Up.)
Level One Operations	Full failure of all communication systems.
Level Two Operations	Partial failure of radio/telephone systems.
Level Three Operations	Stressed operations. The volume of activity in the dispatch center or within an agency overwhelms available resources
Level Four Operations	Normal dispatch operations.
Liaison (Officer)	Contact person for assisting or coordinating with other agencies. A member of the Command Staff.
Lockout	Using a lock to secure in the “safe” position any switches, valves, dampers power sources, etc.
Logistics (Chief)	Responsible for providing facilities, services and materials for the incident.
Mayday	Term used exclusively for any situation where a firefighter’s life or safety is in jeopardy, and she/he requires immediate assistance.
MDC	Mobile Data Computer, also known as an MDT (Mobile Data Terminal).
Medic Response	Emergency medical response requiring A.L.S. personnel, ‘specify response Code’.
MOB Officer	Fire agency representatives who are on call to assist with fire service resource management, general operations, or receive time sensitive communications.
NIMS	National Incident Management System (see IMS & Blue Card).
Negative	No
Off the Air	Out of radio contact.
On-Deck	Blue Card term for a forward staging position located just outside the immediate hazard zone (see RIT).
On Scene	Arrived at the scene.
Operations (Chief)	Responsible for all tactical operations at the incident.
Out of Service	Not able to respond to alarm or perform any active assignment.
OD	Overdose

OPS	The designation for an operations frequency. These are pool frequencies and are not assigned to individual users.
Passports	Plastic cards identifying a company or team used for tracking purposes.
PAR	Personnel accountability report: a process used to account for firefighters operating at an incident.
Planning (Chief)	Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources.
Police Requested	Used to request emergency or non-emergency police response. Be sure to include the type of incident (e.g., "Police requested for traffic control.")
Pool Frequency	A group of radio frequencies that are not assigned to individual users and are available for assignment as needed to users by the Communications Center.
Portable	Portable radio.
Primary Search	Conducted quickly and during the initial operational stages to include all involved and exposed occupancies.
Priority Traffic	Blue Card term for a radio message to the IC that contains critical information that may require an adjustment to the incident action plan or overall strategy.
Public Assist	No medical transport needed (e.g., invalid assist or water shut off.) not recommended
PIO	Public Information Officer responsible for interface with the media.
Radio Signature	Radio name or number, identifying person/agency.
RIT	Rapid Intervention Team. Initiated when the incident commander determines it necessary to engage personnel in hazardous circumstances. A team consists of at least two members and shall be available for rescue of a member or a team if the need arises (see On-Deck).
Received	Informational message understood (refer to Section 5.6.3.).
Recycle	Blue Card term for an assignment involving the timely and efficient air replacement and rehydration of a crew.
REHAB	Rehabilitation. A rehab station is implemented when the incident commander judges the environment, workload, and/or atmospheric temperature indicates the probability of injury or temperature related illness to personnel (e.g., working fires, HAZMAT incidents when encapsulating suits are worn, etc.).
Rekindle	Shall not be used in radio broadcasts. This refers to a fire that was not extinguished the first time. Broadcast information as an original call.
Relay	Repeat a radio message from one unit to another (A to B, B to C).
Repeated Frequency	A radio frequency that has all transmitter sites connected so that all transmissions are sent or simulcast from all sites at the same time, and also receives transmissions in the same manner. Requires a transmitter

	site to receive a radio communication and transmit it back out so that other units will hear it.
Report	Verbal indication of the status of an incident or unit.
Responding	Used to indicate that a unit is responding to the scene of an incident.
Response	Alarm; call for assistance; apparatus or personnel responding to an incident.
Safety (Officer)	Responsible for monitoring and assessing safety hazards, unsafe situations, and developing measures for ensuring personnel safety.
Secondary Search	Conducted after initial fire control and ventilation activities have been completed.
Secured Scene	When law enforcement perceives the scene is relatively safe for emergency personnel.
SCBA	Self-Contained Breathing Apparatus.
Side (A-B-C-D)	A designation assigned to each side of a structure, labeled clockwise starting with side "A" (Alpha). The front (street address side) is side "A" (Alpha). The side to the left of that is "B" (Bravo). The rear of the structure is side "C" (Charlie). The side to the right of "A" (Alpha) is "D" (Delta). Corners are often referred to by their two-letter designation (e.g., "the A-B corner").
Simplex Frequency	A radio frequency that transmits directly from radio to radio and does not require a re-transmit by a transmitter site like a repeated frequency.
Size Up	An evaluation of the emergency situation. Shall be reported by first arriving unit and updated as needed throughout an incident (see Initial Radio Report).
Staging	The area location where incident personnel and equipment are assigned on an immediately available status at an incident.
Level 1	Occurs automatically in a multi-unit response, and is generally within one block of the incident, in the direction of travel for the affected unit.
Level 2	Formal staging area for large incident, indicated by Incident Commander with location communicated to all units. Will have a formal staging area manager / officer.
Stand By	Wait; hold your present position, assignment, or radio traffic.
Status	The condition, assignment, or availability of personnel or equipment.
Strategy	The overall operation mode of an incident as determined by the incident commander (Offensive, Defensive or Transitional).
Status Change	Blue Card term for a radio message advising the incident commander that a crew is moving from an assigned location to another or that the crew is moving to Recycle or REHAB.
Strike Team	Five (5) of the same kind (like) or resources with common communications and a Strike Team Leader (5 engines + 1 STL/5 ladders +1 STL, BLS, ALS, Tenders, etc.).

S.T.A.R.T. Triage	Simple Triage and Rapid Treatment used in pre-hospital multiple casualty incidents for initial assessment of treatment and transportation needs of the patients.
TAC	The designator for a tactical frequency. TAC frequencies are usually assigned to individual user agencies but are also available to other users during major emergency events.
Tactics	Tasks that are necessary to be completed to support the strategy.
Tag Out	Tagging switches, valves, dampers, power sources, etc. to notify personnel that these are not to be used because of danger to personnel operating in the vicinity.
Tanker	Aircraft capable of transporting water or firefighting chemicals.
Task Force	A group of any type and kind (unlike) of resources with common communications and a Task Force Leader (Example: 3 engines, 1 ladder, 1 aid unit, 1 task force leader).
Team (Leader)	Two or more Firefighters/task oriented. May be a Company Officer.
TRT	Technical Rescue Team. Specialized rescue, rope rescue and swift water rescue.
Timeout	The time at the conclusion of the initial dispatch of an incident.
Transmission	The sending of a radio message or the text of the message itself.
Travel	Move from one point to another.
Triage	Process of sorting (categorizing) multiple patient's needs, kind of illness or injury, severity of the problem, and facilities available to handle them.
Unsecured Scene	A location in which a violent or potentially violent incident has occurred, and the situation has not been brought safely under control by law enforcement.
Update to Follow	Generally used by the first arriving unit when giving an Initial Short Report and the report is incomplete. This indicates there will be additional information transmitted shortly and other units and dispatch should not tie up the air.
Withdraw	To exit the building or area with equipment and hose lines, due to a change in strategy (e.g., offensive to defensive; interior to exterior).
Working Fire/Incident	Active, in-progress fire/incident requiring the assignment of resources for an extended period of time.

2.2. APPARATUS TYPES AND DESCRIPTIONS

A	Aid. BLS staffed unit, transport capable
B	Boat. Watercraft that is equipped to fight fire and or provide water rescue services.
BR	Brush Engine. Fire apparatus specifically designed and equipped to fight brush or wildfires.
CHF	Chief. An officer or unit designated as the Duty Chief for an agency

CSR	Confined Space Rescue. Apparatus equipped with, supplied air breathing apparatus, rope rescue gear, ventilation, air monitoring, and other equipment primarily used for confined space rescue.
E	Engine. Fire apparatus that is capable of pumping and that carries equipment necessary to support firefighting operations.
HM	HAZMAT. Apparatus equipped to deal with hazardous materials incidents.
I	Investigator. Typically, a unit assigned to a fire investigator.
M	Medic. A transport capable licensed ALS unit staffed by Paramedics.
MC	Mobile Command. Typically, a regional resource requested from Portland Fire to assist with shipboard fires.
S	Squad. Manpower unit with SCBA's sometimes other equipment, 2-6 firefighters.
REHAB	Rehabilitation. A unit used for the rehabilitation of firefighters while on scene.
R	Rescue. A ground vehicle equipped with light and heavy-duty rescue equipment.
RB	Rescue Boat. Powered watercraft used for rescue.
TE	Tender. Any ground vehicle capable of transporting specified quantities of water.
T	Truck. Refer to Ladder Company.
L	Ladder. Ground vehicle providing an aerial ladder or other aerial device and specified portable ladders and equipment capability and personnel.
TO	Tower. Fire apparatus that is equipped with an elevated master stream device, but not meeting the criteria of a truck or ladder. Typically, a mutual aid resource from Clark County or Columbia County.
U	Utility. Any ground vehicle that is not designated for a specific purpose. May be used for a variety of support functions (e.g., pickup, van or passenger vehicle).
Unit	Any piece or group of apparatus.

3. RADIO RULES

3.1. FCC REGULATIONS

Communication on agency radio frequencies is governed by FCC Regulations, Part 90, 47 CFR, Chapter 1. The following selected regulations are cited for information.

- 3.1.1. **COMMUNICATIONS BREVITY (FCC 90.403C).** Each licensee shall restrict all transmissions to the minimum practicable transmission time and shall employ an efficient operating procedure to maximize the utilization of the spectrum.
- 3.1.2. **MESSAGE PRIORITY (FCC 90.403D).** Communications involving the imminent safety-of-life or property are to be afforded priority by all licensees.
- 3.1.3. **HARMFUL INTERFERENCE (FCC 90.403E).** Licensees shall take reasonable precautions to avoid causing harmful interference. This includes monitoring the transmitting frequency for communications in progress and such other measures as may be necessary to minimize the potential for causing interference.
- 3.1.4. **PERMISSIBLE COMMUNICATIONS (FCC 90.405).** Stations licensed under this part may transmit only the following types of communications:
 - 3.1.4.1. Any communication related directly to the imminent safety-of-life or property.

3.1.4.2. Communications directly related and necessary to those activities that make the licensee eligible for the station license held under this part.

3.1.4.3. Communications for testing purposes required for proper station and system maintenance. However, each licensee shall keep such tests to a minimum and shall employ every measure to avoid harmful interference.

3.1.5. STATION IDENTIFICATION. The base station (C/911) shall announce the station call sign every 30 minutes on a not-to-interfere basis (FCC REQUIREMENT).

3.1.6. RADIO MONITORING. The FCC randomly monitors all assigned radio frequencies for compliance with rules and regulations.

3.2. GENERAL

3.2.1. MESSAGE RELAY. Never change the meaning of a message that is intended for relay. Re-transmit the message exactly as given.

3.2.2. RADIO FREQUENCY DESIGNATOR. Positioning of radio frequencies in C/911 users' base, mobile and portable radios is optional. However, multiple frequency capabilities in ALL C/911 user agency radios is essential in effective daily radio use, mutual aid incidents, multiple agency disaster responses and/or radio transmitter failure. All C/911 user agency radio purchases should have a minimum of 16 channel capabilities.

3.2.2.1. The first sixteen (16) C/911 radio frequencies shall be designated as the common baseline frequency list for all fire users. Additional frequency programming is at the discretion of the individual fire users. The primary sixteen (16) frequencies and their designation terminology is as follows:

Designator	Use
1. Control 1 (*)	Dispatch, Initial Response, Routine Operations
2. OPS 2 (*)	Command and Control
3. OPS 3 * +	Command and Control
4. OPS 4 * +	Command and Control, Inter-Discipline Coordination (Repeated)
5. OPS 5 (*)	Command & Control/Inter- Discipline Coordination (Simplex) /Tactical
6. TAC 6	Cowlitz 1 Tactical
7. TAC 7	Cowlitz 2 Tactical
8. TAC 8	Cowlitz 3 Tactical
9. TAC 9	Cowlitz/Skamanian 7 Tactical
10. TAC 10	Cowlitz 5 Tactical
11. TAC 11	Cowlitz 6 Tactical
12. TAC 12	Longview Fire Tactical
13. TAC 13	Vacant Tactical
14. V-TAC 12	Federal Inter-Op Frequency
15. V-TAC 13	Federal Inter-Op Frequency
16. Control 1	Firefighter Safety Placeholder

** This frequency is capable of being used in the Communications Center.*

() These frequencies can be used to communicate with Life Flight helicopters.

+ These frequencies are patched into Clark County's 800Mhz system.

- 3.2.2.2. Control 1 is a repeated frequency used for dispatching units for response, units identifying that they are responding and at scene, and for routine daily communications. Control 1 is not a tactical operations frequency. As Control 1 is the primary fire frequency monitored by the Communications Center, it is the primary contact frequency between Incident Commanders and the Communications Center.
- 3.2.2.3. OPS 2, OPS 3 and OPS 4 are repeated frequencies used for command and control operations covering multiple jurisdictions or areas of Cowlitz County. They may be used for tactical communications in areas that topography hampers simplex frequency communications. These frequencies are able to be monitored and used by the Communications Center and may be designated as the contact frequency between Incident Command and the Communications Center during major emergencies, provided that staffing to do so is available. OPS frequencies are 'pool frequencies', their assignment will be coordinated by the Communications Center. Control 1 is the primary contact frequency with the Communications Center. OPS 2 is the primary air to ground frequency for direct communications with Life Flight or other medical air ambulances.
- 3.2.2.4. OPS 4 is the designated Inter-Op/Inter-Discipline frequency for Cowlitz County. Law and other agencies will carry this frequency in their mobile and portable radio equipment for major emergency and disaster operational coordination.
- 3.2.2.5. OPS 5 is simplex and designated as a secondary communications frequency with Life Flight Network aircraft. This frequency can also be used as a tactical frequency.
- 3.2.2.6. TAC frequencies are simplex and designated for on-scene tactical communications between units on an emergency incident. These frequencies are not monitored or available to the Communications Center. The fire agencies will share the use of the tactical frequencies, which may be designated by the IC and Communications with track in CAD the frequencies in use.
- 3.2.2.7. Agencies using, switching or requesting radio frequencies shall use the radio frequency designator when requesting or indicating a specific frequency. Example: "Control 1, E2-1 at the scene; prepare to copy size-up". (E2-1 pauses and waits for acknowledgement from Control 1). "E2-1, Control 1, go ahead with your size-up". (E2-1 proceeds with the following transmission), "At the scene of a medium size Type V single family residence with heavy smoke coming through an open door on Side A. E2-1 establishing Allen Street Command, responding units will be operating on TAC 2."

3.3. TACTICAL FREQUENCIES

- 3.3.1. Control 1 shall be used for initial dispatch of alarms. OPS frequencies are to be used for command and control, large geographic area tactical operations, and in some cases, training such as MCI. Tactical frequencies shall be used on scene incident operations.

3.4. MESSAGE QUALITY AND RADIO ETIQUETTE

- 3.4.1. All messages will be short and as infrequent as possible. Messages should be impersonal and professional; nicknames, and personal messages are prohibited.
- 3.4.2. Words and voice inflections that suggest disgust, irritation, levity or sarcasm must not be used. The voice must be as unemotional as possible, regardless of the situation, to prevent distortion and possibly making a message misunderstood. Brevity is key in radio

communications. Terms 'please' and 'thank you' are not appropriate or necessary and are to be avoided.

- 3.4.3. Profanity is prohibited on any radio channel or telephone line. Notice: All lines are recorded in accordance with RCW.
- 3.4.4. Agencies will be held accountable to ensure maintenance of these standards.
- 3.4.5. Prior to any radio transmission, radio users shall pause one second before speaking to ensure the radio name or number is received.
- 3.4.6. Use the approved phonetic alphabet, when appropriate, for clarity, (see Appendix 6.1.4).
- 3.4.7. 24-hour military time shall be used to identify the time of day, (see Appendix 6.1.5).
- 3.4.8. Use of fire radio frequencies by any other units or agencies is authorized and directed solely at the discretion of the Cowlitz County Chiefs Association. All personnel so authorized shall understand and adhere to these policies and procedures. The Fire Chiefs Association may at any time, without cause, revoke this authorization.

4. LEVELS OF RADIO SYSTEM OPERATION

- 4.1. C/911 OPERATIONS ARE DEFINED BY FOUR LEVELS: LEVEL FOUR: Full failure of all communication systems.

Level 1: Full failure of all communication systems.

Level 2: Partial failure of radio/telephone systems.

Level 3: Stressed operations. The volume of activity in the dispatch center or within an agency overwhelms available resources.

Level 4: Normal dispatch operations.

4.2. PURPOSE OF LEVELS

Levels of operation are used to initiate contingency plans that enable a more efficient method of conducting operations and processing information.

4.3. WHO MAY DECLARE AN UPGRADE IN LEVELS (you must declare if the level change is system wide or limited).

- 4.3.1. System Wide: A system wide change in levels of operation may be declared by the County Executive, Incident Commander, C/911 Senior Dispatcher, Lead, County MOB Officer.
- 4.3.2. Limited: (Level Three) An Incident Commander may declare a change in levels of operations for their specific agency or jurisdiction.

4.4. WHEN TO DECLARE AN UPGRADE IN LEVELS

- 4.4.1. A designated authority (See Section 4.3) may declare an upgrade in levels when personnel and equipment resources are becoming overwhelmed or major system breakdowns require procedures for special management of information.

4.5. WHEN TO DECLARE A DOWNGRADE IN LEVEL

- 4.5.1. The declaration of a downgraded level of operations shall take place with a mutually agreed upon decision by designated authorities (see Section 4.3).

4.6. CONCEPT OF OPERATIONS

- 4.6.1. In order to preserve communication resources, in the event of a need for level two or level three operations, procedures will be initiated that limit incidents to emergency information only. All accepted incidents will be dispatched via the CAD system to the designated agency terminal (when available.) The radio channels will be preserved for emergency voice communications between Incident Commanders, Watch Commanders, and EOC. Failure of the CAD system will require a determination of the C/911 Supervisor or designee to seek other available means of communication (telephone, cellular, public safety radio, amateur packet radio, or courier).

4.7. OPERATION RESTRICTIONS

- 4.7.1. An upgrade in the level of operation will usually restrict telephone and radio activity to emergency use only. Apparatus assignments will be determined by the impacted agency.

4.8. AUTHORIZED RADIO USERS

- 4.8.1. To the maximum extent possible, radio communication channels will be limited to Incident Commanders, Watch Commanders, Dispatch, and ACC.

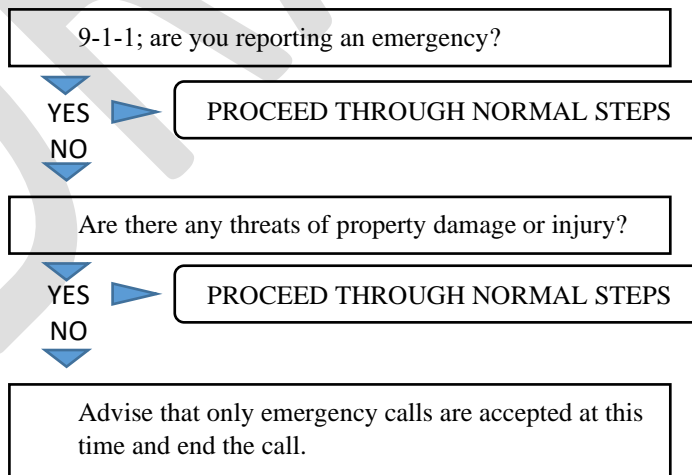
4.9. DISPATCH CENTER PROCEDURE

- 4.9.1. Upon declaration of an upgrade in the level of operation, the C/911 Supervisor or designee will ensure that all affected agencies are notified, and appropriate procedures are initiated.

4.9.2. LEVEL TWO - 911 CALL PROCESSING

- 4.9.2.1. **System Wide** (see 4.3.1). Accept emergency calls or threats of damage/injury only. Advise all others that only emergency calls are being accepted at this time.
- 4.9.2.2. **Limited** (see 4.3.2). The C/911 Supervisor or designee will consult the Incident Commander to determine what restrictions will be placed on 911.

911 CALL TAKERS DECISION TREE:



4.9.3. LEVEL THREE

- 4.9.3.1. **Radio System Failure/or Telephone.** Follow 911 call-processing procedures established for Level 3 Operations. Export incidents to the designated CAD terminals for the user agencies where available. Each user agency will perform their own sorting, prioritizing, dispatching and tracking of incidents. If CAD terminal is down, transfer the information by other forms of available communication.

Back-Up Dispatch Zone headquarters may take over dispatch services for the radio frequency for the region that has been affected.

Cowlitz 1:	Station 11
Cowlitz 2:	Station 23
Cowlitz 3:	Station 31
Cowlitz 5:	Station 52
Cowlitz 6:	Station 61
Longview Fire:	Station 81
AMR:	AMR Dispatch

- 4.9.3.2. **Phone System Failure.** Follow Fire Radio Level Three established procedures. All fire agencies shall respond personnel to staff ALL of their facilities and prepare to receive incidents by various local means.

4.9.4. LEVEL FOUR

- 4.9.4.1. Level One indicates a full failure of all communication systems. All communications will resort to established contingency plans. CAD failure may necessitate Dispatch Lead or designee to activate any necessary level of operations.

5. DISPATCH/RADIO PROTOCOLS

5.1. COMMUNICATIONS COORDINATION

- 5.1.1. Recognizing C/911 multi-jurisdictional communications responsibility and capabilities, all normal day-to-day type communications shall be coordinated by the dispatcher
- 5.1.2. Once an Incident Commander is established, all radio communications directed to C/911 shall be made by the Incident Commander or his/her designee. No other units after arriving on the scene shall direct traffic to C/911 unless an emergency situation arises and/or the Incident Commander cannot be raised.
- 5.1.3. Likewise, C/911 shall only direct traffic to the Incident Commander or his/her designee, unless the above-described emergency arises.

5.2. RADIO TRAFFIC RESTRICTION

- 5.2.1. To effect a radio traffic restriction, the dispatcher transmits the following announcement:
“All units and stations from Control 1, radio traffic is restricted on (identify frequency, e.g., Control 1) for (situation) (location) at (give time) hours.”

- 5.2.2. To cancel a radio traffic restriction, the dispatcher announces:
"All units and stations from Control 1, frequency (identify previously closed frequency, e.g., Control 1) is open at (give time) hours."

5.3. RADIO TRANSMISSION PRIORITIES

- 5.3.1. **EMERGENCY TRAFFIC.** Emergency traffic in life-threatening situations will have the highest priority. All other radio traffic shall be restricted.

Examples:

"Control 1 from Commerce Command, emergency traffic, firefighter down."

"Control 1 from I-5 Command, emergency traffic, firefighter trapped."

"All units from Kalama Command, emergency traffic all units, abandon the warehouse; abandon the warehouse."

"Mayday"

"Abort"

- 5.3.2. **URGENT TRAFFIC.** Urgent radio traffic about situations that have the potential of escalating into emergency traffic. Radio traffic can be restricted. Urgent traffic messages include:

5.3.2.1. Reporting of alarms or other emergency incidents.

5.3.2.2. Declaring, "EVACUATE" shall refer to removal of civilian personnel from a building or an area.

5.3.2.3. Declaring, "WITHDRAW" shall refer to the orderly retreat of a building or area by emergency personnel.

Examples:

"Control 1 from Commerce Command, request medic unit for firefighter with chest pain"

"Control 1 from E21, I will be out with an injury accident at 3 W Main."

- 5.3.3. **ESSENTIAL TRAFFIC.** Radio messages associated with responses include:

5.3.3.1. Unit responding

5.3.3.2. Units reporting on the scene

5.3.3.3. Progress report

5.3.3.4. Tactical messages

5.3.3.5. Unit status changes

5.3.3.6. Emergency medical messages

- 5.3.4. **NON-ESSENTIAL TRAFFIC.** Radio messages that may or may not be associated with responses: The following are considered non-essential radio messages and should not be communicated to Control 1.

5.3.4.1. Units returning (already clear)

5.3.4.2. Units putting themselves in quarters

- 5.3.4.3. Other routine messages.

Examples:

“Station 31, Engine 31 is enroute for fuel.”

“Station 51, Tender 51 is on a detail.”

- 5.3.5. After two attempts to make radio contact with Control 1 the unit shall wait a minute and then try again as the dispatcher may be busy, on another frequency or taking an incoming emergency call.

- 5.3.6. Units shall query their agencies CAD system (if available) for alarm response times and numbers.

- 5.3.7. Request for Law Enforcement on a Fire or Aid Scene.

- 5.3.7.1. Field units requesting police assistance will provide an initial short report of the situation.

Examples:

“HBD male, out of control, no weapons.”

“Request PD for crowd control, three unruly subjects.”

“Request PD for controlled substance, no problem.”

5.4. RADIO COMMUNICATION CODES

- 5.4.1. For the purpose of standardization for all C/911 Fire users and radio communication brevity, specific response and assistance code designators are established. The response code designators shall be used only as the specific situation or activity dictates.

- 5.4.2. RESPONSE CODES shall be assigned by 911 for medical alarms in accordance with County EMS protocols, to designate the method and manner that an emergency vehicle is responding or operating. It shall also designate the nature of certain responses.

- 5.4.3. ASSISTANCE CODE DESIGNATORS are used to request specific needs for assistance in critical situations where either brevity or “code language” is needed to prevent the situation from worsening. Fire and EMS personnel shall use PLAIN ENGLISH rather than Assistance Codes. EXCEPTION: Assistance codes may be used in sensitive situations. If Fire or EMS personnel cannot safely transmit over the radio the need for assistance from law enforcement, the responder will only transmit, “CODE BLUE”. This transmission will notify the dispatcher that a responder is in a situation requiring law enforcement assistance, and the Fire or EMS immediately dispatch the appropriate law enforcement personnel and provide law enforcement with all available information related to the call. Assistance Codes are listed in Appendix 6.1.2.

5.5. TRANSMISSIONS

- 5.5.1. Radio transmissions will begin the message by calling the radio name or number that they are transmitting to; followed by their own radio name or number.

Examples:

“Control 1 from 901.”

“Engine 32 from Medic 61.”

“302 from Control 1.”

- 5.5.2. Radio transmissions are to be repeated so that other units will receive the transmission, and to confirm that the intended message was received and understood.

- 5.5.3. Upon completion of an informational radio transmission the unit affected will reply, “Received”. The text of informational type transmissions need not be repeated. NOTE: “Received” signifies a message is received and understood. Do not acknowledge a message with “Received” if you do not understand it, or it is unclear.

Example:

“Station 61, received.”

- 5.5.4. The text of transmissions containing orders or requests should be repeated so the message is understood and confirmed as correct by both parties.

Example:

“Control 1 from 201.”

“201”

“201 request Fire Investigator to the scene.”

“Control 1 received; Fire Investigator requested at 1230 hours.”

“201 from Control 1”

“201”

“Fire Investigator responding. ETA 15 minutes”

“201 received.”

5.6. UNIT IDENTIFIERS

- 5.6.1. The Fire User Group utilizes a standard numbering system for unit identification. A part of this standardization is that individual digits in the identifier are pronounced individually for ease of recognition by all users.

Examples:

“Engine Five-One”

“Truck Eight-One”

“Medic Two-Two”

5.7. ADDRESSES

- 5.7.1. In order to provide maximum clarity in transmitting addresses, numerals need to be given in specific segments. The first segment is the hundred block and the second segment (last two digits) is the location within the hundred block.

Examples:

27 76 ST SW

Pronounced: *“Twenty-seven” or “Two Seven” pause “Seventy Sixth Street Southwest”*

120 West Casino RD

Pronounced: *“One-twenty” or “One-Two-Zero” pause “West Casino Road”*

6525 77 PL NE

Pronounced: *“Sixty-five” pause “twenty-five” pause “Seventy Seventh Place Northeast” or “Six-five” pause “two-five” pause “Seventy Seventh Place Northeast”*

3007 Nassau

Pronounced: *“Thirty” pause “zero-seven” pause “Nassau” or “Three-zero zero-seven” pause “Nassau”*

11832 29th Ave. SW

Pronounced: *"One-eighteen" pause "thirty-two" pause "Twenty Ninth Avenue Southwest" or "One-one-eight" pause "three-two" pause "Twenty Ninth Avenue Southwest"*

- 5.7.2. The dispatcher will announce the location twice, first by common pronunciation, then by individual numbers, and cross streets when available.
- 5.7.3. Complete addresses, consisting of building addresses, business/apartment name, and apartment/suite/space number will be dispatched when available.

Examples:

8530 5 AVE W, Amber Glen Apartments, Apartment 102

Dispatched: *"Eighty-five" pause "thirty" pause "Fifth Avenue West" pause "Amber Glen Apartments" pause "Apartment one- zero- two" pause "Eight-five" pause "three-zero" pause "Fifth Avenue West" pause "Amber Glen Apartments" pause "Apartment 102"*

19900 Smokey Point BLVD, Porky's Pub and Eatery

Dispatched: *"One-ninety-nine" pause "hundred" pause "Smokey Point Boulevard" pause "Porky's Pub and Eatery" pause "One- nine-nine" pause "zero-zero" pause "Smokey Point Boulevard"*

- 5.7.4. Responding units shall also use the same type of address breakdown when repeating address back to the dispatcher.

5.8. PRE-TONE ANNOUNCEMENTS

- 5.8.1. Any agency/station broadcasting tones will make a pre-tone announcement to clear radio traffic and assist the responder's station in preparation.

Examples:

"Standby for tones from Station 91"
"Standby for test"

5.9. DISPATCH OF CALL

- 5.9.1. Calls will be dispatched using a consistent format. Avoid the using the words "to" or "for" during dispatches as they can be confused with their numerical counterpart.

Example:

"Engine five two, medic sixteen thirty three, charlie response, chest pain, thirteen sixty five Woodside Street, Apartment 222, Tulip Valley Apartments, one three six five Woodside Street, Apartment 222. Low cross, Beachwood. Time 0333."

- 5.9.2. In the initial dispatch, the type of incident will be a brief description type of the incident, following the CAD call type description including the determinant, when appropriate. Detailed information will be provided in the CAD notes and will be provided upon request (5.10 Dispatcher Report).

Examples:

Charlie response, Chest pain
Bravo response, Motor Vehicle Collision
Structure Fire
Commercial Structure Fire
Hazardous Materials Incident
Brush Fire

- 5.9.3. Critical response and safety information should be announced during the initial tone out; insert between the address and the time.

Weapons

Involved Scene

Unsecure Victim

Trapped

Multiple Patients

Any Failed unit recommendation (e.g., no ambulance available)

- 5.9.4. **Re-Tone Station.** If there is no response to the initial tone out to an incident within two minutes (volunteer stations five minutes) the Dispatcher will re-tone the station and announce, "This is a second tone out." If there is still no response after 2 minutes, the dispatcher will contact the lead responding unit for their recommendation for further action. If no units have answered up after the second tone, then Dispatch will tone out the next recommended unit, and contact the Duty Chief for the non-responding station.

5.10. DISPATCHER REPORT

- 5.10.1. Unless specifically requested by a responding unit, dispatch will typically not provide a short report.
- 5.10.2. When requested, dispatchers will provide a short report to responding units from each agency repeating.
- 5.10.2.1. Address.
- 5.10.2.2. Details of the incident.
- 5.10.2.3. General Incident/medical/safety information
- 5.10.3. Each responding unit will repeat the location and acknowledge they received the short report. (This will verify to dispatch the responders are responding to the correct address). If a responder gives an incorrect address, dispatch will state, "negative, the correct address is..." repeating the correct address.
- 5.10.4. Responding units will specify location they are responding from, if other than quarters.
- 5.10.5. Dispatch will give verbal updates to responding units on receipt of new information regarding the incident.

Examples:

"Units responding to 701 Vine, the patient is now unconscious"

"Units responding to 1455 Commerce, now receiving multiple reports of flames visible from a second story window"

"Units responding to Milepost 50, state patrol on scene reporting CPR in progress"

5.11. MULTIPLE UNIT RESPONSES

- 5.11.1. When multiple units are responding to the incident, the first arriving unit shall transmit, "(unit) on the scene, prepare to copy size up." The Dispatcher will advise, "(Unit) at the scene, go ahead with your size-up." The unit will then transmit a brief initial report. (All other benchmark communications will be preceded with, "Prepare to copy benchmark."). Unit transmitting will pause for acknowledgement from the Dispatcher to go ahead with the benchmark.

- 5.11.2. In major incidents, the Incident Commander shall advise Control 1 as soon as possible the location of the command post.
- 5.11.3. Once the Incident Commander is established at the scene of an incident all radio traffic to Control 1 shall be made by the Incident Commander designee. No other units shall contact Control 1, except in the event of life-threatening emergency.
- 5.11.4. The Incident Commander shall, when appropriate, transmit to Control 1 various situational benchmarks. Benchmark information shall be preceded by, "Prepare to copy benchmark." Benchmarks transmitted by the incident commander shall be entered into the incident comments in CAD and time stamped.

Example:

"Prepare to copy benchmark."...wait for acknowledgement from dispatcher... "Fire under control." (See definition page under "Benchmarks.")

- 5.11.5. If units are available (clear) for another alarm while at the scene of an incident, the Incident Commander or Aide shall make the report for appropriate apparatus at one time. Dispatch shall not place unit(s) available (clear) until so directed. Individual units need not put themselves available (clear) unless it is a single apparatus notification.

Example:

UNIT: *"Control 1 from CHF21"*

C/911: *"CHF21"*

UNIT: *"All District 2 units are clear"*

C/911: *"Control 1 received. All District 2 units clear at 2330 hours."*

(or)

UNIT: *"Control 1 from Firetrail Command"*

C/911: *"Firetrail Command"*

UNIT: *"Engine 21 and Engine 82 are clear."*

C/911: *"Control 1 received. Engine 21 and Engine 82 clear, 2330 hrs."*

(or)

UNIT: *"Control 1 from Firetrail Command"*

C/911: *"Firetrail Command"*

UNIT: *"Hold engine 11 and Engine 12. All other District 1 units can clear."*

C/911: *"Control 1 received. Hold Engine 11 and Engine 12, all other units can clear, 2330 hrs."*

- 5.11.6. The use of the blanket 'hundred' designators for agency units was discontinued when the radio call signs were changed in 2001. When the need to use a blanket designator for all agency units is needed, they shall be identified by agency name. Examples: "District 5," and "Longview."

5.12. COMPLAINANT INFORMATION DISCLOSURE

- 5.12.1. Citizens requesting that their name not be disseminated on the radio will have that request honored. Non-published information will be given only by telephone or MDT.

5.13. INCIDENT CANCELLATION

- 5.13.1. At no time will dispatch cancel or call off fire/medical responses once the call has been toned out. Dispatcher will notify first due unit officers, or the command officer of request of cancellation, false alarm, supplemental information, and the field unit(s) will make the final determination if units should continue to the scene or cancel the call.

5.14. CONFIRMING CANCELLED UNITS CLEAR

- 5.14.1. When a field unit at the scene of an incident finds that additional responding units are not needed, these units are cancelled prior to arrival. It is important that it be confirmed with the cancelled units that they have received this transmission.

Example:

"Per 901 at the scene, all Woodland units responding to 1711 Lewis River Road can cancel."

Each unit will confirm that they received this transmission by advising that they are "clear." If the dispatcher does not hear a unit acknowledge their cancellation, they shall contact that unit to confirm.

5.15. JURISDICTIONAL QUESTIONS

- 5.15.1. Jurisdictional questions will be handled off the air. Dispatch will tone out the best estimate for the response when jurisdictional questions arise in order not to delay an emergency response. A phone call to correct the jurisdictional recommendation may be made to dispatch or a request for additional agencies to be added to the response.

5.16. MULTIPLE INCIDENTS FOR ONE FIRE DISTRICT / DEPARTMENT

- 5.16.1. C/911 shall tone out all incidents based on pre-determined "run cards" in the CAD system, unless specifically requested otherwise by the individual fire district/department, using the best reported information available.
- 5.16.2. If a fire district/department has been dispatched to an incident and already has units committed to that incidents' response and another, unrelated call is received for that same fire district/department, the fire dispatcher will immediately tone out the recommended response from CAD.
- If there is no response indicated, or if recommended units are committed to the first incident, C/911 will tone-out those units and announce, "(Fire District) from Control 1, you have another call (type of incident) at (location)."
- 5.16.3. After completion of the second call dispatch, the Fire Dispatcher shall verify with the Incident Commander of the first incident if he/she received the second call.
- 5.16.4. If there is no response to the second incident within two minutes (volunteer stations five minutes) the Fire Dispatcher will re-tone the second incident and then request instructions from the first Incident Commander how the second incident is to be handled.
- 5.16.5. This procedure shall apply to all subsequent incidents that may occur simultaneously for that individual fire district/department.

5.17. UNSECURED SCENE PROTOCOL & POLICE RESPONSE

- 5.17.1. Definition: A location in which a violent or potentially violent incident has occurred, and the situation has not been brought safely under control by law enforcement.

Examples:

Violence in progress
Weapons reported
Hostage situation
Other violent scenes

- 5.17.2. Protocol: C/911 will dispatch police then dispatch fire units for unsecured scene incidents. Police shall be advised anytime Fire/EMS is staging at their incident. Dispatch will relay incident information to Police/Fire/EMS responders and notify Fire/EMS when the scene is secure.

5.17.2.1. In certain situations, Fire/EMS units may elect to respond to a scene without police (e.g., welfare check); it is therefore important that the same information that is transmitted to law enforcement is also broadcast to Fire/EMS. If law enforcement has specifically requested Fire/EMS to stage they will do so until requested to enter the scene.

5.17.2.2. The phrase “law enforcement advised” shall indicate to Fire/EMS that an incident has been broadcast by radio to police units and acknowledged by an officer. It does NOT indicate that police are actually responding at that time.

5.17.2.3. The phrase “law enforcement responding” shall indicate to Fire/EMS that police are actively responding to the incident.

- 5.17.3. Fire/Aid Personnel Responsibility:

5.17.3.1. Fire department/district personnel at tone out will be advised of the situation and will respond and standby at their designated station or will proceed and standby at a staging location. They shall advise Control 1 of their action and staging location.

5.17.3.2. Personnel/units will generally not respond directly to an unsecured scene (see above).

5.17.3.3. Personnel/units may remain at their station or the designated standby area until further advised.

5.18. INFECTIOUS DISEASE BROADCAST WARNINGS

- 5.18.1. Except for protocols related to emergency infectious disease (SRI, MERS, Ebola, etc.), infectious disease information (e.g., Hepatitis, HIV, AIDS) shall not be broadcast by any means to responders.

5.19. ETA NOTIFICATIONS

- 5.19.1. To save radio time and telephone calls, field personnel are not to routinely request ETAs of other responding units from C/911. The Dispatcher will make an ETA advisory, if known.

5.20. WEATHER BULLETIN BROADCASTS

- 5.20.1. The National Weather Service intermittently issues special weather statements or seasonal forecasts for Western Washington, including Seattle, Tacoma, Everett and vicinity. These forecasts relate to hazardous weather conditions including flooding, snow warnings, high winds, ice, etc.
- 5.20.2. When C/911 receives a special weather bulletin, that information will be exported to CAD terminals where available, and disseminated to the extent possible by other means, to those agencies not having CAD terminals. At the discretion of C/911, in some cases, it may be appropriate to do a general broadcast on Fire Frequency 1 of essential weather information. Dispatch will generate a daily WEATHER incident for tracking purposes when weather bulletins are received.

5.21. DISPATCHER CONTACTS

- 5.21.1. Dispatchers will not be available to make non-incident related telephone contacts for field units.
- 5.21.2. If phone rings 3 times, hang up and try later.

5.22. RADIO TESTS

- 5.22.1. C/911 shall not conduct regular radio pager or home monitor tests.
- 5.22.2. When any agency is conducting pager, siren, or tone tests and/or announcements, they shall comply with Sections 3.1.4, 3.4 and 5.6.

6. APPENDICES

6.1. OTHER CODES

6.1.1. AUTHORIZED CODE TERMINOLOGY

- Code 1: Routine Response – No audible or visual warning devices used. Follow all traffic laws.
- Code 3: Emergency Mode – Using audible and visual warning devices and operating per parent agency policy.
- Code 9: Weapons involved.
- Code 33: Immediately dangerous situation. Emergent response from law enforcement required.

Note: Plain English language is always preferred.

6.1.2. INITIAL SHORT REPORT EXAMPLES

All benchmark communications should be preceded by, "PREPARE TO COPY". This allows the dispatcher to note incoming information of necessity. On lengthy reports remember to break during the transmission.

Size: Small - 30' X 40' / Medium - 40' X 60' / Large - 100' X 300'

Number of Stories: Single / One / Two / Three / Multiple

Construction: Wood frame / Brick / Concrete / Metal / Tilt-Up

Type of Structure: Single Family Residence / Multi-Family / Warehouse Commercial

Involvement: Fully Involved / Well Inv. / Roof Inv. / West -End Inv. / Flames from Front Windows / Heavy Smoke / Nothing Visible

Strategy: Offensive / Defensive

Plan of Attack: Investigating / 1-3/4 pre - connect to (entry) / 2-1/2 Attack / Laying a Blind Alley / Defensive - Monitor / Etc.

Additional: Next Engine Lay A Supply / Request Additional Alarm / Exposures / Hazards / Water Supply / etc.

Command: Assume Command / Pass Command

Tactical frequency: Identify working frequency

Direction(s): Directions to incoming units (e.g., " Engine 21 lay a supply to Engine 24." or "Truck 81 enter from the south and conduct ventilation.")

6.1.3. PHONETIC ALPHABET

A ADAM or ALPHA	N NORA
B BOY or BRAVO	O OCEAN
C CHARLES or CHARLIE	P PAUL
D DAVID or DELTA	Q QUEEN
E EDWARD or ECHO	R ROBERT
F FRANK	S SAM
G GEORGE	T TOM
H HENRY	U UNION
I IDA	V VICTOR
J JOHN	W WILLIAM
K KING	X XRAY
L LINCOLN	Y YELLOW
M MARY	Z ZEBRA

6.1.4. TIME CONVERSION CHART

12:01 AM	=	0001 HRS
1:00 AM	=	0100 HRS
2:00 AM	=	0200 HRS
3:00 AM	=	0300 HRS
4:00 AM	=	0400 HRS
5:00 AM	=	0500 HRS
6:00 AM	=	0600 HRS
7:00 AM	=	0700 HRS
8:00 AM	=	0800 HRS
9:00 AM	=	0900 HRS
10:00 AM	=	1000 HRS
11:00 AM	=	1100 HRS
12:00 NOON	=	1200 HRS
1:00 PM	=	1300 HRS
2:00 PM	=	1400 HRS
3:00 PM	=	1500 HRS
4:00 PM	=	1600 HRS
5:00 PM	=	1700 HRS
6:00 PM	=	1800 HRS
7:00 PM	=	1900 HRS
8:00 PM	=	2000 HRS
9:00 PM	=	2100 HRS
10:00 PM	=	2200 HRS
11:00 PM	=	2300 HRS
12:00 MIDNIGHT	=	2400 HRS

6.1.5. INCIDENT RESPONSE DESIGNATORS LIST (MEDICAL TYPE CODES - PRIORITY AND DEFINITIONS)

CODE	PRI	DEFINITION
ABDOMINAL	1	Abdominal Pain (A, C, D)
ADIMAS	1	Mass Casualty Incident – Used when the known or suspected number of injured / ill persons exceeds 5 critical or 10 total patients, or the incident may overwhelm the responding agencies' resources. Should be part of the initial dispatch when known by dispatch or may be an upgrade once responders arrive on scene.
ALLERGIES	1	Allergies/Envenomation (A, B, C, D, E)
ANIMAL BITE	1	Animal Bite (A, B, D)
ASSAULT	1	Assault/Sexual Assault/Stun (A, B, D)
BACK PAIN	1	Back Pain (A, C, D)
BREATHING	1	Breathing Problems (C, D, E)
BURNS	1	Burns/Explosion (A, B, C, D, E)
CARDIAC	1	Cardiac/Respiratory Arrest (B, D, E)
CHEST PAIN	1	Chest Pain (A, C, D)
CHILDBIRTH	1	Child Birth/Pregnancy (B, C, D)

CHOKING	1	Choking (A, D, E)
CO-HAZ-CBRN	1	Carbon Monoxide/Hazmat/Inhalation/Chemical-Biological-Radiological-Nuclear (B, C, D)
CRASH NOTIF	1	Automatic Crash Notification (A, B, D)
DIABETIC	1	Diabetic Problem (A, C, D)
DROWNING	1	Drowning (A, B, C, D, E)
ELECTROCUTION	1	Electrocution (C, D, E)
ENTRAPMENT	1	Entrapment/ (A, B C, D)
ENTRAPMENT	1	Confined Space Rescue (D4)
EYE PROBLEM	1	Eye Problem (A, B, D)
FALLS	1	Falls (A, B, D)
FALLS	1	Falls – Lift Assist Only (A4)
HEADACHE	1	Headache (A, B, C)
HEAR PROB	1	Heart Problem (A, C, D)
HEAT/COLD	1	Heat/Cold Exposure (A, B, C, D)
HEMORRHAGE	1	Hemorrhage (A, B, C, D)
OVERDOSE	1	Overdose/Poisoning (B, C, D, E)
PANDEMIC	1	Pandemic (A, B, C, D)
SEIZURE	1	Seizure (A, B, C, D)
SICK PERSON	1	Sick Person (A, B, C, D)
STAB/GUNSHOT	1	Stabbing/Gunshot Trauma (A, B, D)
STROKE	1	Stroke (A, C)
SUICI/PSYCH	1	Suicidal/Psychiatric Issue (A, B, D)
TRAFF ACC	1	Traffic Accident (A, B, D)
TRANSFER	1	Interfacility Transfer (A, C, D)
TRAUMATIC INJ	1	Traumatic Injuries (A, B, D)
UNCONSCIOUS	1	Unconscious/Fainting (A, C, D, E)
UNKNOWN	1	Unknown Problem (B, D)

6.1.6. INCIDENT RESPONSE DESIGNATORS LIST (FIRE TYPE CODES - PRIORITY AND DEFINITIONS)

FIRALA	1	Fire Alarm - All reports of any type of fire alarm where no signs of fire exist. Do not dispatch fire units for Trouble or Supervisory alarms.
FIRAPT	1	Apartment Fire - Known or suspected fire in an apartment of a building with four or more units.
FIRBOA	1	Boat Fire - Used when a boat, or other marine craft is on fire while afloat or at a dock but in the water.

FIRBRU	1	Brush, Grass or Wildland Fire - Used for reports of fire involving burning natural ground cover, other than grass (including timber, large blackberry vine areas, shrubs, and other ground-cover materials).
FIRBRU/STR	1	Brush Fire with Structure threatened or involved.
FIRCHM	1	Chimney Fire - Used anytime a chimney is on fire and no other part of the residence is involved.
FIRCOM	1	Commercial Structure Fire - Commercial type buildings, multi-family dwellings, school or educational facilities, warehouse or storage facilities, public gathering locations such as night clubs, multiple buildings involved, any large building not identified as a single-family dwelling, duplex type dwelling or apartment complex.
FIRGAR	1	Garbage/Dumpster Fire - Used for dumpsters and other garbage containers that are on fire, that do not have exposures or other associated hazards described for other type codes.
FIRGAS	1	Natural Gas Leak/Explosion – Used for confirmed or suspected natural gas leaks.
FIRHAZ	1	Hazardous Materials Leak Incident - Used for response to hazardous material incidents for a spill (more than one gallon) involving known or unknown substances, which threatens person(s), property or the environment. For odor investigation only, from unknown source, small spills, or leaks, refer to FIRMIS for single engine response to investigate.
FIRIND	1	Industrial Fire - Examples: Weyerhaeuser, Westrock, Nippon or any other industrial facility.
FIRMED	1	Appliance or detached shed fire.
FIRMIS	1	Fire Miscellaneous - Used for odor / smoke investigations, carbon monoxide detectors, water shut off, or other investigations.
FIRSHP	1	Ship Fire - Used when a large ship such as a passenger ship or freight ship is involved with fire either while docked or in transit (greater than 50' in length).
FIRSTR	1	Structure Fire - Used for all known or suspected fires in a residence. Includes single-family dwellings or duplex-type dwellings. Dwellings that are reported as housing four or more dwellings shall be considered as an apartment-type fire.
FIRVEH	1	Vehicle Fire - Self-explanatory
ILLBRN	1	Illegal Burn - Document information refer caller to SWCAA (SW Washington Clear Air Agency). <u>Do not</u> dispatch fire units unless it is out of control or threatening other structures or property.
RESCUE	1	Rescue - Used when an injured / ill person is trapped, and normal medical resources will not be adequate to assist.

6.2. FIRE RADIO FAILURE / OUTAGE

In the event of a partial or total radio system failure, Cowlitz Dispatch will immediately contact the affected agencies and provide details regarding the failure. All agencies should verify with dispatch their conditional routing numbers, should 911 calls need to be transferred to their station or a police station due to a failure.

Cowlitz Dispatch will verify/update conditional routing numbers by January 15th of each year.

6.3. USE OF MOBILIZATION (MOB) OFFICERS

6.3.1. In cases of communication systems failure, multiple or large-scale community emergencies, or any other instance that could benefit from the assistance of a fire service representative, Cowlitz Dispatch (or an incident commander through the dispatch) may request a Mob officer notification. The Mob officer may respond physically to the 911 center or assist in a remote capacity. Mob officer group notification may also be used for time sensitive communications to the county's fire service agencies when a Mob officer response is not required but the timely dissemination of information is.

6.3.2. Agencies shall identify command staff to be included on a group notification list maintained by the 911 center for this purpose.

6.4. MUTUAL AID AUTO DISPATCH

6.4.1. Mutual Aid Agreement between Cowlitz-Skamania County Fire District 7 and Cowlitz County Fire District 1

6.4.1.1. Beginning July 21, 2011 Cowlitz-Skamania County Fire District 7 will respond to fire Block ZF500 with Cowlitz County Fire District 1 on specified calls. CAD has been updated to automatically recommend either an Engine or a Tender. Cowlitz Dispatch will assign Cowlitz-Skamania County Fire District 7 units to the Cowlitz County Fire District 1 CAD incident, and call Clark County Dispatch by phone and request the recommended apparatus be dispatched. Cowlitz County Dispatch will not provide any additional dispatch services to Cowlitz-Skamania County Fire District 7 and their activity will be tracked by Clark County Dispatch.

6.4.2. Upon receipt of a mutual aid request from outside Cowlitz County, dispatch will:

- Record the agency they are requesting aid from,
- the type and number of apparatus requested,
- the location of the response,
- the type of incident,
- the point of contact,
- and the operating frequency for the incident.

Tone out the affected agency's duty chief for further instructions.

6.4.3. Longview Fire has designated Engine 81 (E81) and Ladder 81 (L81) as the units that will be dispatched to Columbia River Fire and Rescue's jurisdiction on their requests for mutual aid. The Cowlitz Dispatcher will announce in the initial dispatch that, "this is a mutual aid request from Columbia County."

6.5. MAYDAY PROCEDURES

6.5.1. The radio message "Mayday" will be used by any firefighter(s) to report their status as being unable to safely exit an IDLH Hazard Zone (e.g., trapped, injured, missing or lost).

- 6.5.2. Once a firefighter or unit determines they cannot safely exit the hazard zone, they will declare a Mayday over the incident's assigned tactical channel by announcing Mayday three times (e.g., "Mayday, Mayday, Mayday").
- 6.5.3. If the firefighter is unable to establish contact on the tactical frequency, they should tune Control 1 to broadcast mayday. Control 1 frequency shall be programmed at both the top and bottom of each radio's frequency list/dial selection for easy access in an emergency.
- 6.5.4. The firefighter(s) or unit that broadcasts the Mayday should follow up the broadcast with a report containing the following information.
 - 6.5.4.1. Who – Unit and/or firefighter name
 - What – What the problem is
 - Where – Last know location
 - Needs – What resources are needed to help resolve the problem
- 6.5.5. The Incident Commander will provide any necessary self-help information required to the Mayday firefighter or unit.
- 6.5.6. The Incident Commander will, if required, make any necessary unit deployment(s) to start addressing the Mayday.
- 6.5.7. The Incident Commander will transmit the Emergency Traffic notification followed by Emergency Tones and a brief update (who, what, where) of the Mayday.
- 6.5.8. Every attempt should be made to keep the firefighter or unit on the working frequency.
- 6.5.9. The Incident Commander will determine whether to manage the Mayday on the working frequency or move all non-mayday operations to a different frequency.
- 6.5.10. The Incident Commander will determine the need to elevate the alarm level of the incident and request medical aid response as required.

6.6. PERSONNEL ACCOUNTABILITY REPORTS

- 6.6.1. The personnel accountability report (PAR) is a roll call procedure initiated by command to confirm that all personnel assigned to an incident are physically accounted for.
 - 6.6.1.1. The incident commander can initiate a PAR at any time; they typically occur on set time intervals or at incident benchmarks pursuant to individual agency policy and procedure. PARs can include all incident resources or a particular company, division, etc.
 - 6.6.1.2. The PAR shall begin with a standby announcement. Upon hearing the standby, the affected officers/supervisors shall immediately account for their personnel in anticipation of a call for the PAR.

Example:

"All units from Main Street Command, standby for a PAR" or "Charlie division from Main Street Command, standby for a PAR."

- 6.6.1.3. After approximately 30 seconds, the IC will conduct the PAR by transmitting to the selected companies, divisions, groups, or individuals.

Examples:

"Engine 21, command, provide a PAR"

“Bravo Division, command, provide a PAR”

“Safety, command, provide a PAR”

- 6.6.1.4. When queried for a PAR, respond by stating the number of personnel accounted for followed by the current assignment if applicable. When operating split companies, include the status of the crewmember(s) not present.

Examples:

“Engine 61 has PAR of three, assigned fire attack on floor 1”

“Truck 81 has PAR of two, performing secondary search on floor 2, firefighter Palmer is operating the truck outside”

“Engine 31 has a PAR of two, assigned primary search in Bravo division, firefighter Lutz temporarily assigned to Engine 61”

“Safety has PAR of one, on side Bravo

“Division bravo has a PAR of 3 for Engine 21 and Truck 81 and a PAR of two for Engine 22”

- 6.6.1.5. The incident commander shall transmit the results of the PAR to the communications center as a benchmark. The dispatcher shall document the results of the PAR as part of the incident comments.