

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday April 27th, 2022 @ 10:00 AM

Hybrid – HOJ EOC & 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. 04/13/2022

Recommended Action: A motion to approve the meeting minutes from 04/13/2022

4. Public Comment

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

5. Payables

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Claims 04/15/22	422-440	\$ 64,369.42
Payroll 04/20/22	442-478	\$ 117,327.47
TOTAL		\$ 181,696.89

Recommended Action: Motion to approve the payables as presented

6. Hybrid Meeting for Future Board Meetings

Information Only: Due to the updated OPMA, board meetings will now be available both in person and via ZOOM.

7. Update to Red Canoe Account

Recommended Action: A motion to authorize John Diamond as an authorized user on the Red Canoe account and have Norm Krehbiel removed as well as approval to distribute VISA cards in the amount of \$10,000 each with a daily limit of \$5,000 each to John Diamond the Executive Director and Don Turrentine the NG 911 Tech/Vendor Manager as stated in Resolution 2022-001.

8. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

9. Director's Report

A. Staffing Update

B. Climate and Culture

C. Facility Update

D. Radio Update

10. Executive Session: Not needed

11. Adjournment

12. Closed Meeting: Will be held

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday April 13th, 2022 @ 10:00 AM

Hall of Justice EOC

Attendance

Board Members: Kurt Sacha; Jim Kambietz; Brad Thurman; Andy Hamilton; Alan Headley; Sammy Brown; Ralph Herrera

Staff: Norm Krehbiel; Briana Harvill; Jerry Jensen; Deanna Wells; Frank Randolph (general council); Don Turrentine; John Diamond; Janelle Edwards

Guests: Robert Huhta; Scott Neves; Bill Lemonds

Board Members Absent and No Alternate: Ruth Kendall

1. Call to Order and Introductions

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

2. Welcome John Diamond – Board introduced themselves to the new Executive Director, John Diamond, and welcomed him to Cowlitz County.

3. Approval of the Agenda

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

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

4. Approval of Meeting Minutes

A. 03/23/2022

Recommended Action: A motion to approve the meeting minutes from 03/23/2022

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

5. Public Comment

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

6. Payables:

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Claims 03/25/22	359-372	\$ 107,726.23
Payroll 04/05/22	374-413	\$129,794.50
TOTAL		\$ 237,520.73

Recommended Action: Motion to approve the payables as presented

Thurman was wondering if the \$19,796.21 payment to Day Wireless to replace the link between Davis Peak and Woodland was an emergency repair. Wells let him know that it was and that it was due to water damage in one of the microwaves. Thurman brought up a recommendation made by Weber to assign a board member to look over and present the payables. That person would be the one to make a motion on the approval of the payables at each meeting. No action needed today, just wanted to mention it so that we could talk about this at the next meeting.

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

7. **Norm Krehbiel's Contract** - Terminate Krehbiel's current Interim Executive Director employment contract and reinstate his previous agreement as project manager for the new center.

Brown made a motion to approve the termination of Krehbiel's Interim Executive Director employment contract and reinstate his previous agreement as project manager for the new center as presented. Herrera seconded; all in favor, motion carried.

8. **Congressionally Directed Spending Request FY 23** – Wells has submitted 3 applications for funding our radio upgrades. Cowlitz 911 is looking to replace all our microwaves and other radio equipment at our tower sites. The total cost of this project is \$2.8 million, but we cannot use the funds from these grants towards anything other than equipment so we asked for \$2.151 million in funding, which will cover the costs of the equipment needed for this project. We do have replacement money in our long-term budget that we have been putting into radio replacements every year, so we estimate that we have about \$700,00 available to us. Wells will confirm with Young when she returns. The money from the funding does not become available until 2023. There are projects we can start working on, but we will not be reimbursed for these expenses. We should know in October 2022 if we were selected to receive any funding and it won't become available until March or April 2023.

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

- A. **LAW TAC Update**- The Spillman CAD project is ongoing. We are currently training for the Spillman software, and our go-live date remains the same, June 7, 2022. We will go live at the current center so there is no gap between training and going live. We are working with Spillman regarding some mapping issues.
- B. **FIRE TAC Update**- Working on response plans and run cards. Fire users will be able to maintain their own response plans and run cards when we switch to Spillman.

10. **Director's Report**

- A. **Staffing Update**- 17 dispatchers and 3 trainees. 1 trainee is about to sign off and the other 2 aren't far behind. We are looking to hire 3 more dispatchers. We have done interviews and are currently doing sit-ins. Telecommunicators week is this week. We will be having an awards ceremony following this meeting.
- B. **Climate and Culture**- There is a divide between dispatch and admin staff. We will be working on fixing the divide and work towards improving the overall climate and culture.
- C. **Facility Update**- Cary Wilson left as project manager and the new project manager has started as of yesterday April 12th. Substantial completion will be delayed from April 21, 2022. With the onboarding of a new project manager, Krehbiel is waiting on an updated schedule.
- D. **Radio Update** – Castle Rock site has the power in. We are waiting for a final inspection and a meter. Waiting on equipment for the Abernathy site to Castle Rock and the Rainier equipment. Once we have that, it will get installed and Castle Rock will be complete and fully functioning. They've been working with a contractor that District 2 has that put in power and told Day Wireless that it's 80 feet. They don't want to use pressurized air and water because there's some confusion with the contracting company about where that really goes. No update on Deer Island but Wells did include that project in the grant funding. Wells stated

that it would be a good idea for us to put together a committee that will prioritize and budget out the potential funding that we might get and what we have to work with now and commit to for the future. Krehbiel reached out to the bond company about the possibility of using any leftover funds from the project towards radio stuff. The bond company stated that we can spend the money on the current facility project, a capital project approved by the board or to pay down the debt.

Herrera made a motion to assemble a committee to prioritize radio projects at the discretion of the executive director, board chair and what the bylaws state. Brown seconded. Diamond recommended holding off on assembling a committee until he can work with Wells on what the committee should look like.

11. Executive Session: Not needed

12. Adjournment: Meeting adjourned at 11:11

13. Closed Meeting: Will be held

Brad Thurman, Chair

Attest:

Briana Harvill, Acting Clerk of the Board

CHECK REGISTER

Cowlitz 911

Time: 10:09:22 Date: 04/22/2022

04/15/2022 To: 04/20/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
470	04/20/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	19,512.00	941 Deposit for Pay Cycle(s) 04/20/2022 - 04/20/2022
422	04/15/2022	Claims	1	11750	ADCOMM ENGINEERING LLC	17,527.50	ADCOMM - PHASES 2-5, PROCEDURE, DESIGN, STAGE & DEPLOY
423	04/15/2022	Claims	1	11751	CITY OF LONGVIEW	981.30	APRIL 2022 LOST RENT 2790 OCEAN BEACH HWY
424	04/15/2022	Claims	1	11752	COWLITZ COUNTY LEASE PAYMENT	14,470.31	APRIL LEASE PAYMENT OFM-2022-126-0422
425	04/15/2022	Claims	1	11753	COWLITZ COUNTY PURCHASING	213.12	COWLITZ COUNTY PURCHASING: MARCH 2022 POSTAGE & PHONE
426	04/15/2022	Claims	1	11754	DAY WIRELESS	4,825.08	INV719527 APRIL 2022 MAINTENANCE
427	04/15/2022	Claims	1	11755	FRANCIS F. RANDOLPH	2,380.00	MARCH 2022 SERVICES - RANDOLPH LAW FIRM
428	04/15/2022	Claims	1	11756	JERRY JENSEN	21.44	REIMBURSEMENT FOR CONDIMENTS
429	04/15/2022	Claims	1	11757	KNOWBE4, INC	4,633.73	KNOWB4 - SECURITY AWARENESS TRAINING SUBSCRIPTION AND PHISHER SUBSCRIPTION 04/04/22 - 04/03/25
430	04/15/2022	Claims	1	11758	NORMAN KREHBIEL	58.43	REIMBURSEMENT FOR LUNCH W/ ED CANDIDATE
431	04/15/2022	Claims	1	11759	LANGUAGE LINE SVCS INC	75.94	LANGUAGE LINE MARCH 2022
432	04/15/2022	Claims	1	11760	LOWER COLUMBIA OCC HEALTH	91.00	LOWER COLUMBIA OCC HEALTH INV: 2021-05795
433	04/15/2022	Claims	1	11761	MORE POWER TECHNOLOGY-NONPROJECT	218.41	Business Email Security Monthly Subscription 04/01/22-04/30/22 35x\$5; CLOUD BACKUP SERVER LICENSE MONTHLY SUBSCRIPTION 04/01/22-04/30/22
434	04/15/2022	Claims	1	11762	ONE AMERICA (AP)	113.65	ONE AMERICA: MARCH 2022
435	04/15/2022	Claims	1	11763	PACIFIC TECH CONSTRUCTION INC	8,954.42	INV: 210078*01 - PAC TECH
436	04/15/2022	Claims	1	11764	RED CANOE- FAIR	2,947.49	MARCH 2022 STATEMENT
437	04/15/2022	Claims	1	11765	RED CANOE- HARVILL	3,632.60	MARCH 2022 STATEMENT
438	04/15/2022	Claims	1	11766	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	RELIABLE ADMIN SOLUTIONS - INV: 22-25 - APRIL 2022 SERVICES
439	04/15/2022	Claims	1	11767	WA STATE DEPT OF RETIREMENT	25.00	WA DEPT OR RETIREMENT - OASI 2021 TAX YEAR - ANNUAL ADMIN FEE
440	04/15/2022	Claims	1	11768	WA STATE PATROL	1,200.00	WSP: ACCESS USER FEE 1ST QTR 2022
463	04/20/2022	Payroll	1	11769	MICHELLE SIMS	3,060.53	
471	04/20/2022	Payroll	1	11770	KAISER PERMANENTE MEMBERSHIP ADMIN	3,907.41	Pay Cycle(s) 04/20/2022 To 04/20/2022 - MEDICAL-KAISER
472	04/20/2022	Payroll	1	11771	WA STATE DEPT OF RETIREMENT	12,865.20	Pay Cycle(s) 04/20/2022 To 04/20/2022 - PERS2; Pay Cycle(s) 04/20/2022 To 04/20/2022 - PERS3; PERS2 AMT OWING FROM NOV 2021

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Cowlitz 911

Time: 10:09:22 Date: 04/22/2022

04/15/2022 To: 04/20/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
473	04/20/2022	Payroll	1	11772	WCIF	8,073.23	Pay Cycle(s) 04/20/2022 To 04/20/2022 - MEDICAL-WCIF; Pay Cycle(s) 04/20/2022 To 04/20/2022 - LIFE INS BUYUP; Pay Cycle(s) 04/20/2022 To 04/20/2022 - LTD BUYUP; Pay Cycle(s) 04/20/2022 To
442	04/20/2022	Payroll	2	EFT	MELISSA BEAL	1,821.73	
443	04/20/2022	Payroll	2	EFT	KRISTY BROWN	1,290.36	
444	04/20/2022	Payroll	2	EFT	SUZANNE DEISHER	1,590.00	
445	04/20/2022	Payroll	2	EFT	JANELLE EDWARDS	2,379.98	
446	04/20/2022	Payroll	2	EFT	JOSHUA EVALD	1,962.33	
447	04/20/2022	Payroll	2	EFT	MISTI GIBBS	1,888.04	
448	04/20/2022	Payroll	2	EFT	MARIA GILBERT	1,986.56	
449	04/20/2022	Payroll	2	EFT	BRIANA HARVILL	2,046.85	
450	04/20/2022	Payroll	2	EFT	TARA HUHTA	1,668.02	
451	04/20/2022	Payroll	2	EFT	JERRY JENSEN	2,318.10	
452	04/20/2022	Payroll	2	EFT	NORMAN KREHBIEL	5,071.46	
453	04/20/2022	Payroll	2	EFT	ANNA LAUDENSCHLAGER	1,878.81	
454	04/20/2022	Payroll	2	EFT	JULIA MARTIN	1,460.26	
455	04/20/2022	Payroll	2	EFT	TRACEY MORSE	1,737.70	
456	04/20/2022	Payroll	2	EFT	TRACY MOSIER	1,962.08	
457	04/20/2022	Payroll	2	EFT	TRISTA OJALEHTO	1,822.34	
458	04/20/2022	Payroll	2	EFT	SAMANTHA PERRY	2,507.40	
459	04/20/2022	Payroll	2	EFT	JOLENE PINNAK	1,529.36	
460	04/20/2022	Payroll	2	EFT	SHELLY REEVES	1,867.78	
461	04/20/2022	Payroll	2	EFT	KAYLEE SCHAEFER	2,541.56	
462	04/20/2022	Payroll	2	EFT	ROBERT SCHAEFER	2,197.45	
464	04/20/2022	Payroll	2	EFT	REBECCA SWANSON	1,702.71	
465	04/20/2022	Payroll	2	EFT	MELISSA THOMAS	1,085.33	
466	04/20/2022	Payroll	2	EFT	DON TURRENTINE	3,592.49	
467	04/20/2022	Payroll	2	EFT	DEANNA WELLS	2,877.80	
468	04/20/2022	Payroll	2	EFT	TODD WHITE	1,232.44	
469	04/20/2022	Payroll	2	EFT	RACHAEL YOUNG		
474	04/20/2022	Payroll	2	EFT	CAPSCO	57.50	Pay Cycle(s) 04/20/2022 To 04/20/2022 - ASSN FEE
475	04/20/2022	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	415.00	Pay Cycle(s) 04/20/2022 To 04/20/2022 - UNION DUES; Pay Cycle(s) 04/20/2022 To 04/20/2022 - INITIATION FEE
476	04/20/2022	Payroll	2	EFT	HRA VEBA	9,846.74	Pay Cycle(s) 04/20/2022 To 04/20/2022 - VEBA
477	04/20/2022	Payroll	2	EFT	ONE AMERICA	4,802.17	Pay Cycle(s) 04/20/2022 To 04/20/2022 - DEF COMP
478	04/20/2022	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	768.75	Pay Cycle(s) 04/20/2022 To 04/20/2022 - HSA

001 OPERATIONS	147,242.44
003 RADIO OPERATIONS	14,873.33
300 PROJECT FUND	19,581.12

181,696.89	Claims: 64,369.42
	Payroll: 117,327.47

CHECK REGISTER

Cowlitz 911

Time: 10:09:22 Date: 04/22/2022

04/15/2022 To: 04/20/2022

Page: 3

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

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

	C2FR	
Brandi Ballinger, Signature	Agency	Date

CERTIFICATION/AUTHORIZATION:

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

Admin Specialist, Signature	Date

Executive Director, Signature	Date

Chair, Signature	Date

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

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

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.0730 through 35.21.754;

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

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

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

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

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

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

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

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

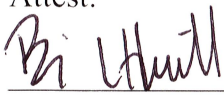
Section 3, Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to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

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

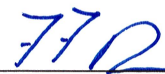
COWLITZ 911 BOARD OF DIRECTORS



Brad Thurman- Board Chair

Attest:


Briana Harvill- Acting Clerk of the Board

Approved as to form:


Frank Randolph- Legal Counsel