

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday April 16th, @ 10:00 AM

Hybrid – Cowlitz 911 & Zoom

1. Call to Order and Introductions

2. Approval of the Agenda – Board Action

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

3. Approval of Meeting Minutes - Board Action

A. 03/19/2025 Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from 03/19/25.

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. 911 Proclamation

6. Payables – Board Action

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 03/20/25	374 – 414	\$170,874.34
Payroll 04/04/25	436 – 474	\$151,232.57
Claims 03/20/25	418	\$17,141.16
Claims 03/27/25	420 – 435	\$21,799.29
Claims 04/10/25	475 – 496	\$28,020.05
TOTAL		\$389,067.41

Recommended Action: Motion to approve the payables as presented.

7. Public Comment Memo

8. Lateral Incentive MOU – Board Action

9. Resolution 2025-001: ILA Piggyback – Board Action

10. Board Comments/Board Committee Reports

A. LAW TAC Update

B. FIRE TAC Update

11. Director's Report

A. Staffing Update

B. Radio Project Update

12. Old Business: If needed

13. Executive Session: If needed

14. Adjournment

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday March 19th, 2025 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Erik Halvorson; Andy Hamilton; Alan Headley; Brad Thurman; Bill LeMonds; Ralph Herrera; Rick Dahl; Robert Huhta; Jen Wills

Staff: Briana Harvill; Dannyka Baker; Darr Kirk; Jerry Jensen; Jessica Weygandt; Frank Randolph (general counsel); Michelle Arrowsmith, Justin Stennick

Guests: Rich Fletcher; Charlie Worley, Scott Goldstein, Brad Hannig; Rob Castro, Brandon Poff; Tim Shay

Board Members Absent and No Alternate:

1. Call to Order and Introductions

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

2. Approval of the Agenda

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

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

3. Approval of Meeting Minutes

A. February 19, 2025, Meeting Minutes

Recommended Action: A motion to approve the meeting minutes from February 19, 2025, Meeting Minutes.

Headley made a motion to approve the 02/19/2025 meeting minutes as presented. LeMonds 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.

Tim Shay advised that there are no more police blotter reports and that TDN does not receive the daily reports from the Comm. Center anymore. Robert Huhta advised Shay that there would be a follow up on this at the next meeting.

5. Payables:

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 02/20/25	210 – 247	\$152,210.87
Payroll 03/05/25	282 – 322	\$183,466.12
Claims 02/26/25	263	\$25,180.53
Claims 02/27/25	264 – 281	\$86,586.48
Claims 03/13/25	340 – 367	\$45,422.78
TOTAL		\$492,866.78

Recommended Action: Motion to approve the payables as presented.

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

6. **Finance Report:** Received a reimbursement of \$980,000 from the federal grant. It is reflected in the report.

7. **Board Comments/Board Committee Reports**

A. **LAW TAC Update:** Troy Brightbill and Don Turrentine gave updates with the SNUG meeting in Vancouver this month. The group got an update from MACC in Grant County. They recently switched CAD systems to 365 Labs and an AI program used to screen and route non-emergency calls. Michelle Arrowsmith discussed protocol for obtaining cell pings. Michelle and Darr Kirk will be attending the Motorola Summit conference and Michelle and Bob will be taking the SAA class in Tukwila.

B. **FIRE TAC Update:** Discussed old business. Working with the Comm. Center on dispo codes working between 911 and Imagetrend to ensure they are talking to each other. There have been updates made to type codes for vehicle accidents and structure/building fires. Will be skipping April's meeting and will meet again in May.

8. **Director's Report**

A. **Staffing Update:** Most of the admin staff attended the NW Leadership Seminar March 5-7. Andrea is in the final phase of her training. The 3 new hires are in the last week of the academy and will be moving over to a shift with a trainer. Nearly completed with the finance agreement with Cowlitz 2. We will be bringing everything in-house beginning April 1, 2025.

B. **Climate & Culture:** Michelle Arrowsmith has been working regularly with the supervisors and trainers. Everyone is working hard.

C. **Radio Project Update:** All equipment has been delivered. Day Wireless is working on getting everything installed. Justin is working on a communication plan for outages. Next month there will be an update on the Motorola contract, looking at an early summer completion date. We are exploring a partnership with Lewis County for mutual aid responses for radio emergencies. Day Wireless is creating coverage maps to identify tower sites that will benefit the most in the county.

9. **Old Business:** N/A

10. **Executive Session: RCW 42.30.110(1)(g) Performance of a public employee**

The Board entered into the executive session for 10 minutes at 10:17 AM and ended at 10:27 AM.

The Board came out of executive session at 10:27 AM. No action was taken.

11. **Adjournment:** 10:27 AM

Robert Huhta, Board Chair

Attest:

Briana Harvill, Clerk of the Board

COWLITZ 911

Police • Fire • Medical



PROCLAMATION

WHEREAS, The Washington State chapter of the Association of Public Safety Communications Officials (APCO) and National Emergency Number Association (NENA) is composed of members representing telecommunications from every facet of public safety in Washington State; and

WHEREAS, 9-1-1 telecommunicators across the state are available around the clock to answer calls from people in distress; and

WHEREAS, 9-1-1 telecommunicators are also radio lifelines for police officers, firefighters, emergency medical personnel who respond to emergencies; and

WHEREAS, 9-1-1 telecommunicators are responsible for a wide range of public warnings, including notification of AMBER alerts, earthquakes, tsunamis, hazardous materials releases, and other threats to public safety; and

WHEREAS, countless lives have been saved by prompt, effective, and compassionate responses by 9-1-1 telecommunicators; and

WHEREAS, 9-1-1 telecommunicators are truly the first First Responders;

NOW, THEREFORE, I Robert Huhta, Chair of the Board, do hereby proclaim April 13-19, 2025 as

**PUBLIC SAFETY
TELECOMMUNICATORS WEEK**

Signed this 16th day of April, 2025

ROBERT HUHTA

Chair of the Board

CHECK REGISTER

COWLITZ 911

Time: 16:28:20 Date: 04/08/2025

03/20/2025 To: 03/20/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
405	03/20/2025	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	29,756.96	941 Deposit for Pay Cycle(s) 03/20/2025 - 03/20/2025
398	03/20/2025	Payroll	1	13640	MICHELLE SIMS	3,055.41	
406	03/20/2025	Payroll	1	13641	KAISER PERMANENTE MEMBERSHIP ADMIN	6,547.53	Pay Cycle(s) 03/20/2025 To 03/20/2025 - MEDICAL-KAISER
407	03/20/2025	Payroll	1	13642	WASHINGTON STATE DEPT OF RETIREMENT	17,575.38	Pay Cycle(s) 03/20/2025 To 03/20/2025 - PSERS2; Pay Cycle(s) 03/20/2025 To 03/20/2025 - PERS2; Pay Cycle(s) 03/20/2025 To 03/20/2025 - PERS3
408	03/20/2025	Payroll	1	13643	WCIF	19,227.65	Pay Cycle(s) 03/20/2025 To 03/20/2025 - MEDICAL-WCIF; Pay Cycle(s) 03/20/2025 To 03/20/2025 - LIFE INS BUYUP; Pay Cycle(s) 03/20/2025 To 03/20/2025 - AD-D BUYUP
374	03/20/2025	Payroll	2	EFT	JONATHAN C AGUIRRE	2,591.48	
375	03/20/2025	Payroll	2	EFT	MICHELLE R ARROWSMITH	3,843.11	
376	03/20/2025	Payroll	2	EFT	DANNYKA BAKER	1,171.03	
377	03/20/2025	Payroll	2	EFT	KATIE M COSGROVE	2,923.37	
378	03/20/2025	Payroll	2	EFT	KATHRYN DAVIS	2,416.27	
379	03/20/2025	Payroll	2	EFT	MADISON A DEISHER	1,733.89	
380	03/20/2025	Payroll	2	EFT	JOSHUA EVALD	2,935.90	
381	03/20/2025	Payroll	2	EFT	MISTI GIBBS	2,398.22	
382	03/20/2025	Payroll	2	EFT	MARIA GILBERT	2,624.72	
383	03/20/2025	Payroll	2	EFT	BRIANA HARVILL	2,537.80	
384	03/20/2025	Payroll	2	EFT	JAMES HLOUSEK	1,791.51	
385	03/20/2025	Payroll	2	EFT	TARA HUHTA	2,432.53	
386	03/20/2025	Payroll	2	EFT	JERRY JENSEN	3,844.12	
387	03/20/2025	Payroll	2	EFT	JEREMY KIRK D	2,792.82	
388	03/20/2025	Payroll	2	EFT	ANNA LAUDENSCHLAGER	3,459.32	
389	03/20/2025	Payroll	2	EFT	JULIA MARTIN	2,453.52	
390	03/20/2025	Payroll	2	EFT	ANDREA R MATZKE	1,674.02	
391	03/20/2025	Payroll	2	EFT	TRACEY MORSE	2,941.82	
392	03/20/2025	Payroll	2	EFT	ASHLYN MUNSON	2,367.46	
393	03/20/2025	Payroll	2	EFT	TRISTA OJALEHTO	2,477.44	
394	03/20/2025	Payroll	2	EFT	SAMANTHA PERRY	2,888.59	
395	03/20/2025	Payroll	2	EFT	ERIK R SAYLOR	1,403.50	
396	03/20/2025	Payroll	2	EFT	KAYLEE SCHAEFER	2,629.86	
397	03/20/2025	Payroll	2	EFT	ROBERT SCHAEFER	3,563.34	
399	03/20/2025	Payroll	2	EFT	BRANNON STARR	2,626.17	
400	03/20/2025	Payroll	2	EFT	JUSTIN J STENNICK	3,719.03	
401	03/20/2025	Payroll	2	EFT	REBECCA SWANSON	2,730.65	
402	03/20/2025	Payroll	2	EFT	DON TURRENTINE	4,594.69	
403	03/20/2025	Payroll	2	EFT	DEANNA WELLS	1,943.65	
404	03/20/2025	Payroll	2	EFT	JESSICA M WEYGANDT	2,152.51	
409	03/20/2025	Payroll	2	EFT	CAPSCO	60.00	Pay Cycle(s) 03/20/2025 To 03/20/2025 - ASSN FEE
410	03/20/2025	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	981.25	Pay Cycle(s) 03/20/2025 To 03/20/2025 - UNION DUES; Pay Cycle(s) 03/20/2025 To 03/20/2025 - INITIATION FEE
411	03/20/2025	Payroll	2	EFT	EMPOWER TRUST (401A)	579.68	Pay Cycle(s) 03/20/2025 To 03/20/2025 - 401a Plan

CHECK REGISTER

COWLITZ 911

Time: 16:28:20 Date: 04/08/2025

03/20/2025 To: 03/20/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
412	03/20/2025	Payroll	2	EFT	EMPOWER TRUST (457B)	4,528.14	Pay Cycle(s) 03/20/2025 To 03/20/2025 - DEF COMP; Pay Cycle(s) 03/20/2025 To 03/20/2025 - DEF COMP- AFTER TAX
413	03/20/2025	Payroll	2	EFT	HRA VEBA	8,475.00	Pay Cycle(s) 03/20/2025 To 03/20/2025 - VEBA
414	03/20/2025	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	Pay Cycle(s) 03/20/2025 To 03/20/2025 - HSA
001 OPERATIONS						170,874.34	
						170,874.34	Payroll: 170,874.34

****CERTIFICATION/AUTHORIZATION STATEMENT****

I, the undersigned, do hereby certify that all information recorded in the check register, including all transactions, debits, credits, and balances, is true, accurate, and complete to the best of my knowledge and belief. 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.

Budget Finance Manager, Signature

Date

We have reviewed the claims listed in this report, and we approve payment with our signatures below.

Executive Director, Signature

Date

Board Chair, Signature

Date

CHECK REGISTER

COWLITZ 911

Time: 16:28:37 Date: 04/08/2025

04/04/2025 To: 04/04/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
467	04/04/2025	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	31,949.88	941 Deposit for PAY DATE 04/04/2025
468	04/04/2025	Payroll	1	13661	WASHINGTON STATE DEPT OF RETIREMENT	18,345.03	PAY DATE 04/04/2025 - PSERS2; PAY DATE 04/04/2025 - PERS2; PAY DATE 04/04/2025 - PERS3
436	04/04/2025	Payroll	2	EFT	JONATHAN C AGUIRRE	2,434.80	
437	04/04/2025	Payroll	2	EFT	MICHELLE R ARROWSMITH	3,841.07	
438	04/04/2025	Payroll	2	EFT	DANNYKA BAKER	1,482.67	
439	04/04/2025	Payroll	2	EFT	KATIE M COSGROVE	3,115.48	
440	04/04/2025	Payroll	2	EFT	KATHRYN DAVIS	2,404.10	
441	04/04/2025	Payroll	2	EFT	MADISON A DEISHER	1,751.46	
442	04/04/2025	Payroll	2	EFT	JOSHUA EVALD	3,400.15	
443	04/04/2025	Payroll	2	EFT	MISTI GIBBS	2,459.27	
444	04/04/2025	Payroll	2	EFT	MARIA GILBERT	2,662.47	
445	04/04/2025	Payroll	2	EFT	BRIANA HARVILL	2,532.70	
446	04/04/2025	Payroll	2	EFT	JAMES HLOUSEK	1,809.09	
447	04/04/2025	Payroll	2	EFT	TARA HUHTA	2,318.74	
448	04/04/2025	Payroll	2	EFT	JERRY JENSEN	3,842.90	
449	04/04/2025	Payroll	2	EFT	JEREMY KIRK D	2,792.82	
450	04/04/2025	Payroll	2	EFT	ANNA LAUDENSCHLAGER	3,383.83	
451	04/04/2025	Payroll	2	EFT	JULIA MARTIN	4,057.08	
452	04/04/2025	Payroll	2	EFT	ANDREA R MATZKE	1,935.51	
453	04/04/2025	Payroll	2	EFT	TRACEY MORSE	2,760.07	
454	04/04/2025	Payroll	2	EFT	ASHLYN MUNSON	2,603.81	
455	04/04/2025	Payroll	2	EFT	TRISTA OJALEHTO	2,483.86	
456	04/04/2025	Payroll	2	EFT	SAMANTHA PERRY	3,927.70	
457	04/04/2025	Payroll	2	EFT	ERIK R SAYLOR	1,538.91	
458	04/04/2025	Payroll	2	EFT	KAYLEE SCHAEFER	2,539.79	
459	04/04/2025	Payroll	2	EFT	ROBERT SCHAEFER	3,275.32	
460	04/04/2025	Payroll	2	EFT	MICHELLE SIMS	3,654.88	
461	04/04/2025	Payroll	2	EFT	BRANNON STARR	2,623.56	
462	04/04/2025	Payroll	2	EFT	JUSTIN J STENNICK	3,712.52	
463	04/04/2025	Payroll	2	EFT	REBECCA SWANSON	2,750.73	
464	04/04/2025	Payroll	2	EFT	DON TURRENTINE	4,591.63	
465	04/04/2025	Payroll	2	EFT	DEANNA WELLS	3,131.93	
466	04/04/2025	Payroll	2	EFT	JESSICA M WEYGANDT	1,940.26	
469	04/04/2025	Payroll	2	EFT	CAPSCO	60.00	PAY DATE 04/04/2025 - ASSN FEE
470	04/04/2025	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	917.50	PAY DATE 04/04/2025 - UNION DUES; PAY DATE 04/04/2025 - INITIATION FEE
471	04/04/2025	Payroll	2	EFT	EMPOWER TRUST (401A)	579.68	PAY DATE 04/04/2025 - 401a Plan
472	04/04/2025	Payroll	2	EFT	EMPOWER TRUST (457B)	2,721.37	PAY DATE 04/04/2025 - DEF COMP; PAY DATE 04/04/2025 - DEF COMP- AFTER TAX
473	04/04/2025	Payroll	2	EFT	HRA VEBA	8,475.00	PAY DATE 04/04/2025 - VEBA
474	04/04/2025	Payroll	2	EFT	REHN AND ASSOCIATES	425.00	PAY DATE 04/04/2025 - HSA

001 OPERATIONS
003 RADIO OPERATIONS

144,703.99
6,528.58

151,232.57 Payroll: 151,232.57

CHECK REGISTER

COWLITZ 911

Time: 16:28:37 Date: 04/08/2025

04/04/2025 To: 04/04/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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****CERTIFICATION/AUTHORIZATION STATEMENT****

I, the undersigned, do hereby certify that all information recorded in the check register, including all transactions, debits, credits, and balances, is true, accurate, and complete to the best of my knowledge and belief. 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.

Budget Finance Manager, Signature

Date

We have reviewed the claims listed in this report, and we approve payment with our signatures below.

Executive Director, Signature

Date

Board Chair, Signature

Date

CHECK REGISTER

COWLITZ 911

Time: 16:26:54 Date: 04/08/2025

03/20/2025 To: 03/20/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
418	03/20/2025	Claims	1	13644	US BANK (VISA)	17,141.16	0325 ARROWSMITH USBANK STMT; 0325 DBAKER USBANK STMT; 0325 C911 USBANK STMT; 0325 HARVILL USBANK STMT; 0325 DKIRK USBANK STMT; 0325 AP USBANK STMT; 0325 STARR USBANK STMT; 0325 STENNICK USBANK STMT; 0

Invoices	Amount	PO For
0325 2810 ARROV	3,758.86	0325 ARROWSMITH USBANK STMT
0325 2810 BAKER	554.31	0325 DBAKER USBANK STMT
0325 2810 C911	2,417.00	0325 C911 USBANK STMT
0325 2810 HARVIL	1,072.76	0325 BHARVILL USBANK STMT
0325 2810 KIRK	329.97	0625 DKIRK USBANK STMT
0325 2810 AP	1,363.00	0325 AP USBANK STMT
0325 2810 STARR	185.88	0325 BSTARR USBANK STMT
0325 2810 STENNI	2,128.79	0325 JSETENNICK USBANK STMT
0325 2810 TURREI	5,270.25	0325 DTURRENTINE USBANK STMT
0325 2810 WEYGA	60.34	0325 JWEYAGNDT USBANK STMT

001 OPERATIONS	15,143.54	
003 RADIO OPERATIONS	1,997.62	
	<u>17,141.16</u>	Claims: 17,141.16

CERTIFICATION/AUTHORIZATION STATEMENT

I, the undersigned, do hereby certify that all information recorded in the check register, including all transactions, debits, credits, and balances, is true, accurate, and complete to the best of my knowledge and belief. 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.

Budget Finance Manager, Signature

Date

We have reviewed the claims listed in this report, and we approve payment with our signatures below.

Executive Director, Signature

Date

Board Chair, Signature

Date

CHECK REGISTER

COWLITZ 911

Time: 16:27:45 Date: 04/08/2025

03/27/2025 To: 03/27/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
420	03/27/2025	Claims	1	13645	AMERICAN REGISTRY FOR INTERNET NUMBERS	262.50	INV S1505457
		Invoices	Amount	PO	For		
		S1505457	262.50		2025 PUBLIC IPS ANNUAL FEE		
421	03/27/2025	Claims	1	13646	COMCAST BUSINESS	4,901.20	INV 235415574
		Invoices	Amount	PO	For		
		235415574	4,901.20		0325 DEDICATED ETHERNET AND CYBERSECURITY AT 2790 OBH AND 312 SW 1ST		
422	03/27/2025	Claims	1	13647	COMCAST	525.51	ACCT 8778 10 113 0684045
		Invoices	Amount	PO	For		
		4045/0425	525.51		03/24/25-04/23/25 INTERNET AT 312 SW 1ST AVE		
423	03/27/2025	Claims	1	13648	COWLITZ PUD	2,646.12	ACCT 5162399 0325; ACCT 4745063 0325; ACCT 5156128 0325
		Invoices	Amount	PO	For		
		5162399/0325	2,331.87		02/10/25-03/12/25 POWER AT 2790 OCEAN BEACH HWY		
		4745063/0325	271.38		02/05/25-03/06/25 POWER AT 1600 BAYSWATER RD		
		5156128/0325	42.87		02/10/25-03/12/25 POWER AT 200 GREEN ACRES DR		
424	03/27/2025	Claims	1	13649	INTEGER ASSOCIATES INC	1,862.62	INV 25-1004
		Invoices	Amount	PO	For		
		25-1004	1,862.62		0425 DEER ISLAND MONTHLY TOWER LEASE		
425	03/27/2025	Claims	1	13650	KEYS PLUS INC	19.46	INV 3291
		Invoices	Amount	PO	For		
		3291	19.46		KEYS FOR COLD WATER		
426	03/27/2025	Claims	1	13651	LOWE'S	654.83	ACCT 9900 572237 8 0325
		Invoices	Amount	PO	For		
		99005722378/0325	654.83		0225 LOWES TRANSACTIONS		
427	03/27/2025	Claims	1	13652	MASCOTT EQUIPMENT CO.	1,521.53	INV 621912
		Invoices	Amount	PO	For		
		621912	1,521.53		EVO 600 ALARM TRIPPED		
428	03/27/2025	Claims	1	13653	MORE POWER TECHNOLOGY	1,839.86	INV 17180
		Invoices	Amount	PO	For		
		17180	1,839.86		03/23/25-04/22/25 MICROSOFT MONTHLY SUBSCRIPTION		
429	03/27/2025	Claims	1	13654	SIGNMASTERS AWARDS 'N MORE, INC.	77.83	7796A
		Invoices	Amount	PO	For		
		7796A	77.83		NAME PLATES FOR HLOUSEK, DEISHER, SAYLOR		
430	03/27/2025	Claims	1	13655	SPRINGBROOK	360.00	INV TM INV-000703B
		Invoices	Amount	PO	For		
		TM INV-000703B	360.00		NEW USER TRAINING SPRINGBROOK		

CHECK REGISTER

COWLITZ 911

Time: 16:27:45 Date: 04/08/2025

03/27/2025 To: 03/27/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
431	03/27/2025	Claims	1	13656	REBECCA SWANSON	309.35	APCO 0325
		Invoices	Amount	PO	For		
		APCO 0325	309.35		REIMBURSEMENT FOR APCO 032025		
432	03/27/2025	Claims	1	13657	TELECOMUNNICATION SYSTEMS, INC	4,626.68	INV 04INV-000045517
		Invoices	Amount	PO	For		
		04INV-000045517	4,626.68		0325 BACKUP PSAP		
433	03/27/2025	Claims	1	13658	TOSHIBA AMERICA BUSINESS SOLUTIONS	150.37	INV 5033054007
		Invoices	Amount	PO	For		
		5033054007	150.37		0225 COPIER LEASE FOR 450-0039683-000		
434	03/27/2025	Claims	1	13659	VERIZON WIRELESS	841.43	INV 6107406614
		Invoices	Amount	PO	For		
		6107406614	841.43		0225 CELL PHONES AND IPADS		
435	03/27/2025	Claims	1	13660	WASHINGTON STATE PATROL	1,200.00	INV 00184690
		Invoices	Amount	PO	For		
		00184690	1,200.00		Q125 ACCESS USER FEE		
		001 OPERATIONS				19,235.68	
		003 RADIO OPERATIONS				2,563.61	
						21,799.29	Claims: 21,799.29

****CERTIFICATION/AUTHORIZATION STATEMENT****

I, the undersigned, do hereby certify that all information recorded in the check register, including all transactions, debits, credits, and balances, is true, accurate, and complete to the best of my knowledge and belief. 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.

Budget Finance Manager, Signature

Date

We have reviewed the claims listed in this report, and we approve payment with our signatures below.

Executive Director, Signature

Date

Board Chair, Signature

Date

CHECK REGISTER

COWLITZ 911

Time: 16:28:01 Date: 04/08/2025

04/10/2025 To: 04/10/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
475	04/10/2025	Claims	1	13662	ADVANCED ELECTRICAL TECHNOLOGIES	19.10	REL RET INV 219803
		Invoices	Amount	PO	For		
		RELRET219803	19.10		RELEASE RETAINAGE ON INVOICE 219803		
476	04/10/2025	Claims	1	13663	COMCAST	253.13	ACCT 8778 10 111 1306527 0425
		Invoices	Amount	PO	For		
		6527/0425	253.13		0425 CABLE TV FOR OBH		
477	04/10/2025	Claims	1	13664	COWLITZ 2 FIRE & RESCUE	50.00	INV CPR 032525
		Invoices	Amount	PO	For		
		CPR032525	50.00		CPR TRAINING FOR TRACEY MORSE		
478	04/10/2025	Claims	1	13665	COWLITZ 911 ADVANCED TRAVEL	362.30	MARROWSMITH IAED 0425
		Invoices	Amount	PO	For		
		MARRSMITH IAED	362.30		MARRSMITH IAED 0425		
479	04/10/2025	Claims	1	13666	FRANK F. RANDOLPH	1,386.00	INV RLF0401
		Invoices	Amount	PO	For		
		RFL0401	1,386.00		0325 ATTORNEY FEES		
480	04/10/2025	Claims	1	13667	BRIANA HARVILL	105.70	WA APCO/NENA SPRING FORUM 0425
		Invoices	Amount	PO	For		
		WA APCO/NENA (105.70		WA APCO/NENA SPRING FORUM 0425		
481	04/10/2025	Claims	1	13668	JERRY JENSEN	59.36	MSRC PUBLIC WORKS TRAINING 0325
		Invoices	Amount	PO	For		
		PUBLIC WORKS 0:	59.36		MSRC PUBLIC WORKS TRAINING 0325		
482	04/10/2025	Claims	1	13669	JEREMY KIRK D	105.70	WA APCO/NENA SPRING FORUM 0425
		Invoices	Amount	PO	For		
		APCO/NENA 0425	105.70		WA APCO/NENA SPRING FORUM 0425		
483	04/10/2025	Claims	1	13670	LANGUAGE LINE SVCS INC	95.16	INV 11567410
		Invoices	Amount	PO	For		
		11567410	95.16		0325 INTERPRETATION SERVICES		
484	04/10/2025	Claims	1	13671	ANNA LAUDENSCHLAGER	77.30	APCO 0325
		Invoices	Amount	PO	For		
		APCO 0325	77.30		APCO 0325		
485	04/10/2025	Claims	1	13672	A WASTE CONNECTIONS COMPA LEMAY MOBILE SHREDDING	24.04	INV 21443805S010
		Invoices	Amount	PO	For		
		21443805S010	24.04		0325 SHREDDING SERVICES		

CHECK REGISTER

COWLITZ 911

Time: 16:28:01 Date: 04/08/2025

04/10/2025 To: 04/10/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
486	04/10/2025	Claims	1	13673	LEVEL 3 COMMUNICATIONS, LLC	1,650.34	INV 732014171
		Invoices	Amount	PO	For		
		732014171	1,650.34				
487	04/10/2025	Claims	1	13674	LONGVIEW, CITY OF	1,072.30	INV 2967
		Invoices	Amount	PO	For		
		2967	1,072.30		0425 LOST RENT 2790 OBH		
488	04/10/2025	Claims	1	13675	MASCOTT EQUIPMENT CO.	73.79	REL RET ON INV 621912
		Invoices	Amount	PO	For		
		RELRET621912	73.79		RELEASE RETAINAGE IN INV 621912		
489	04/10/2025	Claims	1	13676	MORE POWER TECHNOLOGY	15,767.99	INV 17214
		Invoices	Amount	PO	For		
		17214	15,767.99		0425 IT MANAGED SERVICES AGREEMENT		
490	04/10/2025	Claims	1	13677	MOTOROLA SOLUTIONS	1,150.00	INV SMT25-26032025-4106-1488
		Invoices	Amount	PO	For		
		26032025-4106-14	1,150.00		BSCHAEFER MOTO SUMMIT 0525		
491	04/10/2025	Claims	1	13678	ONESOURCE OFFICE INTERIORS, INC.	570.67	INV 89701
		Invoices	Amount	PO	For		
		89701	570.67		PEDESTAL FOR DISPATCH SUPERVISOR		
492	04/10/2025	Claims	1	13679	PUBLIC SAFETY TESTING INC	312.00	INV 2025-115
		Invoices	Amount	PO	For		
		2025-115	312.00		Q125 HIRING AND TESTING SUBSCRIPTION FEES		
493	04/10/2025	Claims	1	13680	SHIELD ASSESSMENTS	3,320.00	INV 2288; INV 2554; INV 2604; INV 2866
		Invoices	Amount	PO	For		
		2288	385.00		BSAAVERDRA PRE-EMPLOYMENT PSYCH EVAL		
		2554	1,155.00		KCOSGROVE, AMATZKE, TCOLBURN PRE-EMPLOYMENT PSYCH EVAL		
		2604	385.00		EESTRADA PRE-EMPLOYMENT PSYCH EVAL		
		2866	1,395.00		JHLOUSEK, MDEISHER, ESAYLOR PRE-EMPLOYMENT PSYCH EVAL		
494	04/10/2025	Claims	1	13681	SIERRA SPRINGS	178.76	INV 5351188 040325
		Invoices	Amount	PO	For		
		5351188 040325	178.76		0325 WATER DELIVERY		
495	04/10/2025	Claims	1	13682	SPRINGBROOK	981.86	INV INV-B002173 & CM-B000217
		Invoices	Amount	PO	For		
		INV-B002173	4,462.01		2025 PAYROLL PLUS SUB		
		CM-B000217	-3,480.15		2025 PAYROLL ESSENTIALS CREDIT MEMO		
496	04/10/2025	Claims	1	13683	TOSHIBA AMERICA BUSINESS SOLUTIONS	404.55	INV 5033846364; INV 5033831962
		Invoices	Amount	PO	For		

CHECK REGISTER

COWLITZ 911

Time: 16:28:01 Date: 04/08/2025

04/10/2025 To: 04/10/2025

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices				Amount	PO For
						223.09	04/03/25-05/02/25 COPIER LEASE FOR 450-00-39683-00
						181.46	0425 COPIER LEASE FOR 450-0104258-000
						27,449.38	
						570.67	
						<u>28,020.05</u>	Claims: 28,020.05
						28,020.05	

****CERTIFICATION/AUTHORIZATION STATEMENT****

I, the undersigned, do hereby certify that all information recorded in the check register, including all transactions, debits, credits, and balances, is true, accurate, and complete to the best of my knowledge and belief. 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.

Budget Finance Manager, Signature

Date

We have reviewed the claims listed in this report, and we approve payment with our signatures below.

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: Darr Kirk

Date: April 16th, 2025

For Agenda of: April 16th, 2025

SUBJECT TITLE: Public Comment Response

SUMMARY STATEMENT:

Executive Director response top public comment from 03/19/2025 Board meeting.

ATTACHMENTS:

Public Comment Memorandum

RECOMMENDED ACTION:

N/A

Cost of Agenda Item: N/A
Appropriation Required: N/A



Memorandum

April 16th, 2025

Cowlitz 911 Board of Directors,

This memorandum is in response to the public comment at our last board meeting on March 19th, 2025, regarding providing detailed public reports for 911 calls for service.

Prior to 2022 we utilized a CAD system that was capable of producing a media incident report with slightly more details to each call we received from the public than our current CAD system allows. During that time, TDN would obtain that report each day and then contact each respective agency that was responsible for that call and obtain any further details if they were legally required to release them.

Since 2022, our current CAD provides a media report that indicates the call type, time of call, call # and address. This report is still available to TDN, but they have not shown interest in utilizing it.

We are a public safety organization that values our citizens right to privacy wherever the law allows. We are not a news agency and will not provide details of calls that could be under investigation, have at-risk victims' information or jeopardize trust from our community. We collect data and dispatch resources in our community and allow our media sources to engage the agency that is responsible if they want details about an incident. Simply, it is not our place to share details unless in response to a specific records request, and only after we have redacted the legally required details.

Our CAD system does not automatically generate a record responsive to the comments made at our board meeting, and Washington State Law does not require us to create one. We will continue to balance the sensitive nature of our work with the public requests for records, maintaining strict adherence to Washington State Law.

Respectfully,
Darr Kirk



Cowlitz 911 Agenda Summary Sheet

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

Introduced by: Darr Kirk

Date: April 16th, 2025

For Agenda of: April 16th, 2025

SUBJECT TITLE: Memorandum of Understanding Regarding Lateral Incentive

SUMMARY STATEMENT:

The Cowlitz 911 Emergency Services Association and Cowlitz 911 have had discussions related to offering a lateral incentive to lateral applicants. This is a common recruitment tool to add to our process. The intent is to offer \$10,000 lateral incentive payable over the first 4 years (\$2500 per year) of the employees' tenure. The expected cost saving to Cowlitz 911 is anticipated to be approximately \$10,000 for every month saved in the training program duration. This is expected to be 4-8 months less training required for a lateral.

ATTACHMENTS:

Memorandum of Understanding

RECOMMENDED ACTION:

Board approval of attached Memorandum of Understanding

Cost of Agenda Item: \$10,000
Appropriation Required: N/A

MEMORANDUM OF UNDERSTANDING
LATERAL INCENTIVE BONUS

Between
Cowlitz 911 Public Authority
and
Cowlitz 911 Emergency Services Association

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Cowlitz 911 Public Authority and the Cowlitz 911 Emergency Services Association to provide clear language as it applies to the allowance of those who may receive the lateral incentive bonus.

Lateral Incentive Bonus:

At the discretion of the Executive Director, a lateral dispatcher hired with training and experience that in the Executive Director's opinion will significantly reduce overall training time, will receive a \$10,000 incentive bonus. The individual will receive this bonus over the course of 4 years, 25% each year (\$2,500) on their anniversary.

**COWLITZ 911 EMERGENCY
SERVICES ASSOCIATION**

COWLITZ 911 PUBLIC AUTHORITY

Josh Evald, Guild President

Robert Huhta, Chairperson

Trista Ojalehto, Guild Vice President

Alan Headley, Vice-Chair

Darr Kirk, Executive Director

ATTEST:

Briana Harvill, Clerk of the Board

COWLITZ 911

Police • Fire • Medical



**Cowlitz 911
Agenda Summary Sheet**

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

Introduced by: _____ Jerry Jensen _____

Date: _____ April 16th, 2025 _____

For Agenda of: _____ April 16th, 2025 _____

SUBJECT TITLE: Resolution 2025-001 for Lewis County Interlocal Agreement

SUMMARY STATEMENT:

Cowlitz 911 is recommending and requesting a board resolution to enter an interlocal agreement with Lewis County for the purpose of “Piggybacking” the Lewis County contract for radio equipment procurement.

Piggybacking is a State recognized procurement process allowing another entity to purchase “like for like” equipment at the same previously negotiated pricing as the originating agency. Utilization of the Lewis County contract takes advantage of previously negotiated pricing and provides cost savings to Cowlitz 911.

ATTACHMENTS:

Lewis County Interlocal Agreement (ILA)
Resolution 2025-001

RECOMMENDED ACTION:

The recommendation of the staff and 911 Director Darr Kirk is a motion from the board to pass a resolution to enter into the attached Interlocal Agreement with Lewis County for purpose of “piggybacking” the Lewis County radio equipment contract.

Cost of Agenda Item: \$0
Appropriation Required: \$0

RESOLUTION 2025-_____

A RESOLUTION OF THE BOARD OF DIRECTORS OF COWLITZ 911 PUBLIC AUTHORITY APPROVING AN INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT WITH THE BOARD OF COUNTY COMMISSIONERS, LEWIS COUNTY, WASHINGTON.

WHEREAS, Cowlitz 911 Public Authority is currently making improvements to our public safety radio systems and has requested the ability to “piggyback” on current Lewis County 911 contracts for radio equipment and services; and

WHEREAS, Cowlitz 911 and Lewis County desire to take advantage of procurement contracts for the supplies, equipment, and materials negotiated by one another with private vendors and awarded in accordance with the competitive bidding laws of this State; and

WHEREAS, pursuant to the provisions of RCW 39.34.030(2), any two (2) or more public agencies may enter into agreements with one another for joint or cooperative action pursuant to the provisions of RCW 39.34 RCW; and

WHEREAS, the Lewis County Commissioners have already agreed to such joint or cooperative action between the County and Cowlitz 911, on or about April 1, 2025.

NOW THEREFORE BE IT RESOLVED the Cowlitz 911 Public Authority Board hereby approves an Intergovernmental Cooperative Purchasing Agreement with Lewis County to extend procurement

contracts, contracts for radio equipment and services with one another, to the extent permitted by law, and in a manner agreed upon by the parties.

DONE IN OPEN SESSION this ____ day of April, 2025.

Robert Huhta, Chair of the Board

Briana Harvill, Clerk of the Board,

Frank F. Randolph, Counsel for the Board,

Approved as to Form.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**

IN THE MATTER OF:

RESOLUTION NO. 25-092

APPROVE AN INTERGOVERNMENTAL
COOPERATIVE PURCHASING AGREEMENT WITH
COWLITZ 911 PUBLIC AUTHORITY FOR
COOPERATIVE GOVERNMENTAL PURCHASING

WHEREAS, Cowlitz 911 is currently making improvements to their public safety radio systems and has requested the ability to piggyback on current Lewis County 911 contracts for radio equipment and services; and

WHEREAS, Cowlitz 911 and Lewis County desire to take advantage of procurement contracts for the supplies, equipment, and materials negotiated by one another with private vendors and awarded in accordance with the competitive bidding laws of this State; and

WHEREAS, pursuant to the provisions of RCW 39.34.030(2), any two (2) or more public agencies may enter into agreements with one another for joint or cooperative action pursuant to the provisions of Chapter 39.34 RCW.

NOW THEREFORE BE IT RESOLVED the Lewis County Board of County Commissioners approve an Intergovernmental Cooperative Purchasing Agreement with Cowlitz 911 Public Authority to extend procurement contracts to one another to the extent permitted by law, and in a manner agreed upon by the parties..

DONE IN OPEN SESSION this 1st day of April, 2025.

APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

Karin Phomma
By: Karin Phomma,
Deputy Prosecuting Attorney

Scott J. Brummer
Scott J. Brummer, Chair

ATTEST:



Lindsey R. Pollock, DVM
Lindsey R. Pollock, DVM, Vice Chair

Rieva Lester, CMC
Rieva Lester, CMC,
Clerk of the Lewis County Board of
County Commissioners

Sean D. Swope
Sean D. Swope, Commissioner

**INTERGOVERNMENTAL COOPERATIVE
PURCHASING AGREEMENT**

Pursuant to Chapter 39.34 RCW and to other provisions of the law, Lewis County, and Cowlitz 911 Public Authority, created pursuant to RCW 35.21.730 to .759 (hereinafter referred to as "Cowlitz 911,"), do hereby agree to cooperative governmental purchasing upon the following terms and conditions.

WITNESSETH:

WHEREAS, pursuant to the provisions of the RCW 35.21.735, Cowlitz 911 has the care of agency property and the management of agency funds and business; and

WHEREAS, pursuant to the provisions of the RCW 35.21.759, Cowlitz 911 must let out for bid the purchase or lease of all supplies, equipment, materials, and capital improvements for Cowlitz 911; and

WHEREAS, pursuant to the provisions of RCW 39.34.030(2), any two (2) or more public agencies may enter into agreements with one another for joint or cooperative action pursuant to the provisions of Chapter 39.34 RCW; and

WHEREAS, prior to its entry into force, this agreement shall be filed with the county auditor or listed by subject on the public agency's website or other electronically retrievable public source pursuant to RCW 39.34.040; and

WHEREAS, pursuant to the provisions of RCW 39.34.080, any public agency may contract with another public agency to perform any governmental service, activity or undertaking that each public agency entering into the contract is authorized by law to perform; and

WHEREAS, Cowlitz 911 and Lewis County desire to take advantage of procurement contracts for the supplies, equipment, and materials negotiated by one another with private vendors and awarded in accordance with the competitive bidding laws of this State.

NOW, THEREFORE, the parties agree as follows:

1. Purpose. It is the intent of the parties in entering into this Intergovernmental Cooperative Purchasing Agreement to extend procurement contracts to one another to the extent permitted by law, and in a manner agreed upon by the parties.

2. Administration. No separate and distinct legal entity shall be created to conduct this joint undertaking. Day-to-day administration of this agreement shall be through managers appointed by each party.

3. Duration and Termination. This agreement shall take effect immediately and shall continue until terminated in writing by either party with notice to the other party. Advance notice is not required.

4. Compliance with Applicable Laws. Cowlitz 911 and Lewis County shall comply with all laws and regulations governing purchases by or on behalf of the parties.

5. Method of Purchasing Supplies, Equipment, and Materials. A purchase by Cowlitz 911 or Lewis County shall be effectuated by a purchase order from a party to the vendor or to the other party who has contracted to furnish goods or services to the purchasing party.

6. General Provisions:

(a) Neither party shall be responsible for the other party's performance of any contract nor the other party's contractual obligations including without limitation the obligation to pay for orders, goods, and/or services. Should a vendor or provider of services sue a party not subject to the contract for services based upon this Agreement, the other party shall defend, indemnify, and hold harmless the party being sued, its officers, officials, employees, agents, and volunteers from any and all claims, injuries, damages, losses, or suits, including attorney fees, expenses, and costs, arising out of or resulting from the other party's acts, errors, or omissions in performance of their contracts for goods or services.

(b) Each party reserves the right to contract independently for the purchase of any goods or services, without notice to the other party.

(c) Cowlitz 911 and Lewis County reserve the right to exclude the other party, from any purchasing contract, without prior notice to the other party.

(d) This Agreement covers all contracts for goods or services, to the extent permitted by law. If any provision of this agreement is found to be invalid or contrary to law or public policy or is declared null and void by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect and binding upon the parties.

(e) This agreement shall be binding upon and inure to the benefit of the parties hereto and all of their respective heirs, successors, and assigns. The terms, conditions, and warranties contained in this agreement that by their sense and context are intended to survive the completion of the performance, cancellation, or termination of this agreement shall so survive.

(f) This agreement was negotiated and drafted jointly by the parties, and it shall not be construed against either party in case of any dispute.

(g) Nothing in this agreement, nor in the performance, by either party shall operate to vest any employment rights whatsoever or be deemed to create an employer-employee relationship nor joint venture between the parties.

(h) The parties hereto acknowledge, represent, warrant, and agree that they have read this agreement, fully understand the terms thereof, and have had the opportunity to seek independent legal counsel with respect thereto before signing. This agreement is executed by the parties without reliance upon any statement or representation by the persons or parties herein, or their attorneys or representatives, if any, other than those set forth in this agreement.

COWLITZ 911

Chief Robert Huhta, Chair

LEWIS COUNTY


CHAIR

ATTEST:

Frank F. Randolph, Public Authority Attorney

Date: _____

ATTEST:



Date: 4-1-2025

BOCC AGENDA ITEM SUMMARY

Resolution: 25-092

BOCC Meeting Date: April 1, 2025

Suggested Wording for Agenda Item:

Agenda Type: Deliberation

Approve an Intergovernmental Cooperative Purchasing Agreement with Cowlitz 911 Public Authority for Cooperative Governmental Purchasing

Contact: Jennifer Libby-Jones

Phone: 360-740-3394

Department: COMM - 911

Description:

Approve an Intergovernmental Cooperative Purchasing Agreement with Cowlitz 911 Public Authority for cooperative governmental purchasing

Approvals:

Publication Requirements:

Publications:

User	Status
PA's Office	Approved

Additional Copies:

Cover Letter To:

