

Cowlitz 911 Public Authority Board of Directors

Regular Meeting Minutes

February 13, 2019

Attendance

Board Members: Brad Thurman; Chet Makinster; Bill LeMonds; Scott Neves; Alan Headley; Vic Leatzow; Joe Gardner; Deborah Pineda (alternate,voting) Alternate Board Members: Jeff Cameron; Chris Smith Staff: Phil Jurmu; Rachael Fair. Guests: Frank Randolph; Chris Tate; Alan Thomas; Charlie Rosenzweig; Dave LaFave; Darr Kirk; Lori Hendrickson

1. Call to Order and Introductions

Alan Headley called the meeting to order at 10:01 AM.

2. Approval of the Agenda

Amendments were made to the agenda to include moving the discussion on revenue transfer up to number 5. Neves made a motion to approve the agenda as amended. Thurman seconded; all in favor, motion carried.

3. Public Comment

None.

4. Approval of Meeting Minutes

A. 01/23/19

Neves made a motion to approve the meeting minutes as presented. Makinster seconded; all in favor, motion carried.

5. Revenue Transfer Update and Approval

Makinster made a motion to approve the revenue transfer agreement with the county. Neves seconded; all in favor; motion carried.

6. Payables

A. The following transactions are approved for payment

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll	95-109	\$35,807.33
EFT- DD and IRS	EFT	\$65,667.22
<i>VOIDED payroll</i>	<i>10011</i>	<i>\$13,014.35</i>
Payroll	70-71	\$18,244.84
Claims	5	\$10,932.28
Claims	2-4	\$8,751.37
Claims	47-63	\$96,705.81
Payroll	27-42	\$48,624.64
EFT- DD and IRS	EFT	\$61,816.47

Neves moved to approve the payables as presented. Makinster seconded; all in favor, motion carried.

B. Makinster made a motion to cancel Municode and keep records that we currently have. Smith seconded. Discussion followed. Makinster amended his motion to table this item until further discussion with the county. Smith seconded; all in favor, motion carried.

Taylor arrived at 10:17.

C. There was discussion on a custom export to BIAS (payroll software) from Intime (scheduling and timesheet software). After discussion, Headley made a motion to table until next meeting.

D. There was discussion about amending the 2019 budget to include spending authority for capital purchases and expenditures this year that were previously authorized in 2018 but not carried out. An amended budget will be presented at the next regular meeting. Request for the approval of payment for 30 repeaters in 2019 was presented. Only 15 of the repeaters were approved for 2019. There was a decision to purchase 30 in 2018 but they were not delivered and invoiced until 2019. We only budgeted 15 repeaters from the 2018 budget that were approved but not purchased, and 15 from the 2019 budget that were approved. Headley made a motion to approve the payment of the repeaters. Neves seconded; all in favor, motion carried.

Update on the Radio Consoles: There is an RFP out and due back Mid-March.

E. The board would like the financial report presented at the second meeting of the month for the prior month.

Gardner arrived at 10:51

7. Hexagon Safety and Infrastructure

This upgrade has been delayed since September. A memo was presented explaining the purchase of the Intergraph interface to ACCESS. Discussion ensued. Headley made a motion to approve the purchase of the Intergraph interface to ACCESS. Thurman seconded; Vote was 7 in favor with Pineda voting against, motion carried.

8. Appointment of Board Members

To comply with the Cowlitz 911 PA formation requirements, there will need to be a new appointment for City of Longview public safety representative. Either the Fire Chief or Police Chief is required. These positions are on a 2 year rotation which will begin on the first of the year and end on the 31st of December.

Chris Smith is the alternate for Longview City Manager and it was approved by their council.

9. Director Update

A. RFP

The RFP for the facility resulted in 3 proposals being submitted. A review committee selected two firms to interview on the 27th of February. At that point they will negotiate a cost for service.

RFP will be sent to the Board members interviewing the firms.

B. Negotiations Update

i. Letter from The Wesley Group

1. Guild Recognition Acceptance

The Wesley group requested that Cowlitz 911 Public Authority recognize the Association as the exclusive representative for the purpose of collective bargaining and labor relations of all dispatchers employed by the Cowlitz 911 Public Authority, excluding supervisors and confidential employees.

Neves made a motion to recognize the association as the exclusive representative for the purpose of collective bargaining and labor relations of all dispatchers employed by the Cowlitz 911 Public Authority. Thurman seconded; all in favor, motion carried.

C. Radio Console Furniture Visit

A group of 5 went to look at Watson Furniture and Evans furniture in Poulsbo.

D. Radio System Update

We are pursuing a West tower in west Longview at Cowlitz 2 Fire station; there is work with Day Wireless to put in a new broadcasting antennae.

E. CAD Hosting Update

i. Maintenance

CRESA has a maintenance contract with their counsel waiting for approval. Taylor wanted to know what the grant would cover that Wells had applied for. For further information, it was requested that Wells attend the next meeting.

F. Public Records

Tomorrow there is a meeting with Wells, Randolph, Fair and Jurmu. We will be looking at Kitsap policies, talk to records and discuss how emails will be handled.

E. A consent agenda

It was suggested to do a consent agenda but the board decided not to do that at this time.

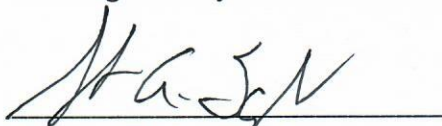
10. Good of the order

Jurmu did a staff update. We have 16 working dispatchers, 2 in training and 2 in the background process. 1 is ready to be hired.

Pineda left at 11:54.

11. Adjournment

Meeting was adjourned at 11:56 AM.



Stephen Taylor, Chair

ATTEST:


Rachael Fair, Clerk of the Cowlitz 911 Board