

# Cowlitz 911 Public Authority Board of Directors

## Regular Meeting Minutes

November 13th, 2019

### Attendance

**Board Members:** Alan Headley; Kurt Sacha; Deborah Pineda (alternate, voting); Brad Thurman; Chet Makinster; Bill Lemonds (alternate, voting); Scott Neves; Joe Gardner

**Staff:** Phil Jurmu; Rachael Fair; Jerry Jensen; Frank Randolph (Legal Counsel); Briana Harvill; Deanna Wells

**Guests:** Andy Ogden

**Board Members Absent and No Alternate:** Andy Hamilton

### 1. Call to Order and Introductions

Alan Headley called the meeting to order at 10:02 AM

### 2. Approval of the Agenda

Neves made a motion to approve the agenda. Lemonds seconded; all in favor, motion carried.

### 3. Approval of the Meeting Minutes 10/23/19

LeMonds made a motion to approve the 10/23/2019 meeting minutes. Neves seconded; all in favor, motion carried.

### 4. Public Comment

None.

Randolph and Gardner arrived at 10:04. Gardner took over as the chair.

### 5. Payables

**The following transactions are approved as presented**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 11/05/19	1206-1242	\$104,934.08
Claims 10/25/19	1186-1205	\$256,084.08
Claims 11/07/19	1254	\$2,346.04
TOTAL		\$363,364.20

Neves made a motion to approve the payables as presented. Sacha seconded; all in favor, motion carried.

### 6. Resolutions and Ordinances

#### Resolution 2019-005 2020 Budget Approval

Neves made a motion to approve Resolution 2019-005 for the 2020 Budget. Makinster seconded; all in favor, motion carried

### 7. MOU Approval for scheduling of accrued vacation

Headley made a motion to approve the MOU for approval of scheduling accrued vacation. LeMonds seconded. Discussion ensued about the separation of records and dispatch for the guild. All in favor, motion carried

### 8. Approval of Travel Policy

Discussion about state contract agreements and should we look into those. Currently we have an enterprise contract in place.

Sacha made a motion to approve the travel policy. Makinster seconded; all in favor, motion carried

## **9. Approval of Purchase Card Policy**

Sacha recused himself from the discussion. Neves made a motion to approve the Purchase Card Policy. LeMonds seconded; all in favor, motion carried.

## **10. Director's Report**

### **A. Staffing Update**

We have our 20<sup>th</sup> and 21<sup>st</sup> starting on 11/17/19 and 11/18/19. Still recruiting for 22 and 23.

### **B. Facility Update**

Jurmu will meet with Kambeitz and architect to go over a design phase. How we would fit the two facilities in the space. As long as we do not adversely impact the City of Longview's needs, then we have the green light. Longview is currently renting three homes. Longview would ask a credit for the rent against the City of Longview user fees and the remaining board would pick up that \$1500. We will need to put a tower up. Will need to work with the city for the free standing tower.

Mt. Solo has a tower site that the owner is willing to sell for \$150,000 and the lease annually is \$2550 and he receives \$14,000 a year in revenue. This will give us better coverage up the Coal Creek Area in addition to improvements in West Longview. It will not solve communication issues at Mt. Solo School. Jurmu will do more research and provide a one page letter of financial opportunities.

### **C. Update the ByLaws language to include budget dates**

Current ByLaws do not have a budget date. Board direction will come for the budget in the second quarter. Neves made a motion to have a second quarter goal setting workshop. Makinster seconded; all in favor, motion carried.

## **11. Old Business**

Jurmu will bring a final agreement at the next meeting on the 27<sup>th</sup> to the board about the Motorola Radio Console agreement.

## **12. Board Comments/Board Committee Reports**

Fire Tac/ Law Tac will have a joint meeting on 11/18/19 and they will be meeting with Spillman representatives.

## **13. Executive Session: Performance of a public employee**

Entered into Executive session for 10 minutes at 11:00. Executive session was extended for 5 more minutes. Extended again for 5 minutes. The board exited executive session at 11:20.


Radio Infrastructure workshop will happen between January and February next year.

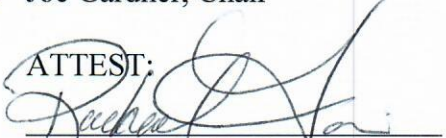
Gardner will compile board comments and prepare a review topic for the next meeting.

**14. Adjournment**

Meeting adjourned at 11:25 AM

**15. Closed Meeting (If Needed)**

  
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Joe Gardner, Chair

ATTEST:  
  
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Rachael Fair, Clerk of the Cowlitz 911 Board