

911 Executive Board MEETING MINUTES

November 19, 2025

125 NW CHEHALIS AVE, CHEHALIS, WA 98532

Present: Chair Andy Caldwell, Vice Chair Rich Underdahl, Stacy Denham, Mike Thomas, Rob Snaza, Jim Martin, Kevin Anderson, Jeff Hursh, Elizabeth Casteel, Aaron Andrus, Kaylea Smith, Becky Butler, Ryan Barrett, Matt Patana,

Online: Scott Brummer, Brad Flexhaug, John Brockmueller, David Clary, DJ Hammer

Recorder: Kaylea Smith

I. Call to Order – Chair Andy Caldwell called meeting to order at 2:00 PM

II. Approval of the Minutes

Snaza moved to approve the minutes of 10-15.25 & 10-29-2025 as presented. Thomas seconded. Motion carried unanimously.

III. Public Comments

There were no public comments.

IV. Old Business

I. Bylaw Discussion:

Bylaws were discussed to leave on the agenda until they are established.

II. Radio Update:

- Hopkins, Cooks, Baw Faw Towers – Monitor bids; due **12/3/25**.
- Democrat Site – Decide on lease with American Tower or Crown Castle.
- Onalaska Voting Receiver Site – Determine next steps.
- Mineral Hill & Peterman Hill Leases – Continue progress, complete Mineral Hill tower study.
- American Power Battery Project – Complete Baw Faw panel upgrade; decide on remaining sites (Democrat, Onalaska, Mineral Hill).
- Ceragon Microwave Links – Track installations; dependent on above project completions.
- Day Wireless Radio Project – Monitor FCC licensing and potential delays.

V. New Business

I. 911 Executive Director Update:

Hursh introduced himself to the group, noting he has been with WSP for 10 years, is looking forward to getting started, and has already begun working with Casteel on a new training program.

Casteel added that Hursh has been a positive presence in the center, noting that he's a great fit and that they look forward to working with him.

II. Radio Services Rates:

- Discussed current Radio service rates and potential adjustments.
- Butler proposed removing \$48K for the Sheriff's Office and \$41K for the Jail, then setting a rate to cover the shortfall.
- Caldwell questioned whether to continue hourly billing for installations or fund through the 911 sales tax.
- Current budget includes \$194K, with \$18K in Radio revenue.
- Denham noted other agencies (Sheriff's Office, Centralia PD, Chehalis PD) may pay separately for high-volume installations.
- Hursh expressed concern that not charging rates could create an obligation to provide services to other users, resulting in significant costs.

Denham motioned to remove the \$89,977.49 portion for the Sheriff's Office and have them pay the same rates as other users. Underdahl seconded the motion. Motion carried with one abstention.

III. Dispatch Guild CBA- Closed session under RCW 42.30.140(4)(a):

The Board entered into closed session at 2:30 PM to discuss the Dispatch Guild Collective Bargaining Agreement (CBA). The session was expected to last 20 minutes, until 2:50 PM, with an additional 5-minute extension.

IV. CBA

Denham motioned to recommend forwarding the contract to the Guild for approval, and then to the BOCC for final approval. Thomas seconded the motion. The motion was approved unanimously.

V. Budget

Denham motioned to approve the 2026 budget and grant the 911 Executive Director authority to make necessary budget amendments and clean-up adjustments for future contracts. Underdahl seconded. Motion approved unanimously

I. Medix Contract:

Hursh was authorized by the Board to negotiate the 2026 Medix contract.

II. GIS MOU

Barrett agreed to provide a document outlining the associated cost with the increase in cost of services.

Underdahl motioned to authorize the 911 Director to execute the new GIS MOU. Thomas seconded, and the motion was approved unanimously.

VI. Good of the Order

Caldwell welcomed Hersh and thanked Casteel for stepping up, expressing enthusiasm for the upcoming training program.

VII. Confirmation of Future Meetings: Executive Board Meeting: December 17th, 2025 @ Lewis County Community Development.

VIII. Adjournment

Meeting was adjourned by Chief Caldwell at 3:09 PM