

# **911 Executive Board MEETING MINUTES**

December 17, 2025

**125 NW CHEHALIS AVE, CHEHALIS, WA 98532**

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

**Online:** Scott Brummer, David Clary, Kevin Anderson, Bill Reynolds

**Recorder:** Kaylea Smith

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

## **II. Public Comments**

There were no public comments.

## **III. Approval of the Minutes**

Underdahl moved to approve the minutes of November, 19<sup>th</sup>, 2025 as presented. Denham seconded. Motion carried unanimously.

## **IV. Executive Director Reports:**

**Mutual Aid Radio Agreement:** A meeting with Cowlitz County was scheduled for the following day. Cowlitz County bylaws will be reviewed for reference in the development of Lewis County bylaws.

**Artificial Intelligence (AI)** AI options are under review. Any implementation would be limited to business calls and would not affect 911 calls.

**Training Room:** Progress on the development of a new training room was reported.

**Collective Bargaining Agreement (CBA)** Discussion regarding the Collective Bargaining Agreement is ongoing.

**Interlocal Agreements (ILAs)** It was reported that the agency will need to evaluate the use of independent legal counsel related to Interlocal Agreements.

## **Board Discussion:**

**Hiring and Training:** The Board discussed the potential hiring of nine employees. Director Hursh reported an estimated washout rate of approximately 20%, with a goal of zero. Director Hursh stated that adequate training staff are available if training is staggered. A 5–8 schedule was identified as providing trainer relief.

**Training Timeline:** Director Hursh reported that trainees are expected to begin taking calls within several weeks and to reach independent status in approximately six to seven months.

Initial training will begin with Casteel for a six-week period. Trainers receive an additional \$2 per hour while assigned to training.

**Operations:** It was confirmed that certain police departments are routed to the communications center after hours.

**Legal Services:** Director Hursh reported interest in contracting for outside legal services. Chair Caldwell stated that any legal services obtained should remain consistent with existing Interlocal Agreements.

## **V. Old Business**

### **I. Bylaw Discussion:**

Discussion continued regarding the development of bylaws.

### **II. Radio Update:**

AX power needs were identified at Packwood, Democrat & Toledo.

## **VI. New Business**

### **Budget and Spending Authority:**

Butler reported that an Interlocal Agreement with the Prosecuting Attorney's Office is required for interfund transfers. Authority to sign was granted to Hursh.

Chair Caldwell granted Director Hursh spending authority until bylaws are finalized.

Facilities costs were discussed. The training room was identified as outside interfund rate calculations.

Commissioner Brummer stated disagreement with the use of Interlocal Agreements and requested further discussion.

A proposal was presented establishing spending authority within the approved budget, as follows:

- Single Purchase up to \$5,000
- Purchase Orders up to \$10,000
- Contracts up to \$50,000

### **Motion:**

**Thomas moved to approve the Interim Contract approval process with Lewis County, including a revision increasing the authorization limit for a single purchase from \$2,000 to \$5,000. The motion was seconded by Commissioner Brummer. The motion passed unanimously.**

**Radio Towers RFP:**

Director Hursh presented an RFP for three radio towers and nine site surveys.

Day Wireless was selected due to an earlier project completion timeline of approximately six weeks.

The total project cost was reported as \$305,991.82, including tax.

**Motion:**

**A motion to proceed with the Day Wireless contract and authorize the 911 Director to approve was made by Commissioner Brummer and seconded by Denham. The motion passed unanimously.**

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

The Board entered into closed session at 2:35 PM to discuss the Dispatch Guild Collective Bargaining Agreement (CBA). The session was expected to last 20 minutes, until 3:08 PM

**VIII. Post-Closed Session Discussion**

Pierce County service options were discussed, including potential assistance from Tacoma Power or the installation of independent service.

It was reported that the Board would proceed with a lease application for a proposed site, including a \$2,000 application fee, regardless of approval outcome.

The tower lease will be added to Old Business at the next meeting.

Director Hursh advised that the addition of nine trainees will increase payroll costs and require continued overtime during the training period. Chair Caldwell directed Director Hursh to manage accordingly.

**IX. Good of the Order**

There was no additional business.

**X. Confirmation of Future Meetings: Executive Board Meeting: January 21<sup>st</sup>, 2025 @ Lewis County Community Development.**

**XI. Adjournment**

Meeting was adjourned by Chief Caldwell at 3:19 PM