

911 Executive Board MEETING MINUTES

March 18, 2026

125 NW CHEHALIS AVE, CHEHALIS. WA 98532

Present: Chair Andy Caldwell, Vice Chair Rich Underdahl, Stacy Denham, Mike Thomas, Jim Martin, Carol Brock, Jeff Hursh, Elizabeth Casteel, Kaylea Smith, Tony Wherry, Aaron Andrus

Online: Dave Clary, Deanna Gregory, DJ Hammer, Kevin Anderson, Chris Davidson

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 February 18th, 2026, as presented. Thomas seconded. Motion carried unanimously.

IV. Executive Director Reports:

Hursh provided an update that the new training room is complete and ready to accommodate four new trainees who are currently present. He also discussed the recent Operations meeting, where the group reviewed school shooting policy, notifications, and programs to streamline alerts. During that meeting, the Operations group voted Brockmuller as Chair and Anderson as Vice Chair. Hursh also introduced prospective attorney Deanna Gregory, who joined the meeting online. Based on the ILA, a county representative must sign the agreement, as the county serves as the administrative agency. The document language will need to be updated to reflect this requirement.

Deanna Gregory advised the group on multiple options for separating Lewis County 911 from the County. She outlined the process for entering into an agreement to serve as legal counsel for both Lewis County 911 and the 911 Executive Board, and clarified that her representation would be limited to Lewis County 911 and the Executive Board.

V. Old Business

I. Bylaw Discussion:

The group discussed the bylaws and agreed to provide clearer direction by the next meeting to allow Deanna Gregory time to review them. Once the bylaws are established, Caldwell expressed a preference for the Executive Board to move to a bi-monthly meeting schedule.

II. Radio Update

An update was provided on the radio system project. The microwave portion of the project is currently on hold. Day Wireless is planning to conduct a site walkthrough in mid-May. It was noted that the final page of the distributed handout contains information regarding the Request for Proposal (RFP) process. The project is expected to remain under \$160,000, excluding labor costs associated with generators.

III. Tower Lease

It was reported that existing radio lease agreements are under review with the legal department and will be returned to Tacoma Power upon completion of that review.

IV. Chehalis New Radio Site Update

Discussion was held regarding the Chehalis radio project, including a quoted cost of \$78,250. The next step in the process will be to initiate licensing. Caldwell requested documentation to confirm that the proposed improvements will enhance radio coverage. It was noted that Day Wireless has produced maps indicating approximately 95 percent coverage, and a copy of those materials will be requested from Wherry.

Additional Site and Lease Considerations:

Denham inquired about the potential for leasing at McFadden Park for use related to the water system. It was noted that site coordinates would be necessary to evaluate feasibility. Wherry advised that the Department of Transportation is amenable to the addition of another site location.

System Expansion Discussion:

Underdahl raised questions regarding the cost implications of expanding system access to all users, including the possibility of installing split antenna systems or multiple antennas. Further evaluation is needed.

Action Items:

Wherry will provide the relevant handouts and coverage maps from Day Wireless. Site location details will be finalized. Hursh was authorized to proceed with next steps as discussed.

Motions:

A motion was made by Denham to move forward with the Chehalis Tower upgrade and was seconded by Thomas. The motion passed.

A motion was made by Denham to proceed with site leases and was seconded by Underdahl. The motion passed.

A motion was made by Underdahl to authorize the RFP process to obtain final project costs, including Onalaska, and was seconded by Thomas. The motion passed.

V. Budget

There were no budget items for discussion at this meeting.

VI. New Business

No new business was brought forward.

VII. Good of the Order

Denham requested a change in seating arrangements going forward. Thomas invited the new hires to introduce themselves, welcoming them and expressing appreciation for their presence on the team. Caldwell recognized the dispatchers for their efforts during Monday's incident, noting that their clear and professional communication was critical in keeping the officers safe.

VIII. Confirmation of Future Meetings: Executive Board Meeting: April 15th, 2026 @ Lewis County Community Development.

IX. Adjournment

Meeting was adjourned by Chief Caldwell at 2:57 PM